

**CATHERINE D. ROBINSON
MAYOR**

**JOHN ROGERS
VICE-MAYOR**

**DR. ALVIN B. JACKSON, JR.
CITY MANAGER**



Crossroads of Flagler County

COMMISSIONERS:

TONYA GORDON

TINA-MARIE SCHULTZ

PETE YOUNG

BUNNELL CITY COMMISSION MEETING

Monday, July 10, 2023

7:00 PM

1769 East Moody Boulevard (GSB),
Chambers Room
Bunnell, FL 32110

A. Call Meeting to Order and Pledge Allegiance to the Flag

Roll Call

Invocation for our Military Troops and National Leaders

B. Introductions, Commendations, Proclamations, and Presentations:

B.1. Proclamation: Christmas Come True Month

B.2. Presentation: Live Local Act

B.3. Presentation: Recognition of 10 Years of Service for Sergeant Shane Groth

C. Consent Agenda:

C.1. Approval of Warrant

a. July 10, 2023 Warrant

C.2. Approval of Minutes

a. June 26, 2023 City Commission Meeting Minutes

C.3. Request Approval of One Year Extension of Contract #2020-13 with Crowder Gulf

D. Public Comments:

Comments regarding items not on the Agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.

E. Ordinances: (Legislative):

E.1. Ordinance 2023-13 Requesting the voluntary contraction of the City's Boundary for 42.6+/- acres of property located north of the intersection between State Hwy 11 and County Road 304 - First Reading

E.2. Ordinance 2023-14 Requesting to voluntarily annex property totaling 0.51 +/- acres

of land, owned by Coastal Collections LLC, located at 1138 County Road 305. -
First Reading

F. Resolutions: (Legislative): None

G. Old Business: None

H. New Business:

- H.1.** Request Approval of the RFQ 2023-02 Selection Committee Recommendation to Proceed with Contract Negotiations for Continuing Infrastructure Engineering Services

I. Reports:

- **City Clerk**
- **Police Chief**
- **City Attorney**
- **City Manager**
- **Mayor and City Commissioners**

J. Call for Adjournment.

This agenda is subject to change without notice. Please see posted copy at City Hall, and our website www.BunnellCity.us.

NOTICE: If any person decides to appeal any decision made by the City Commission or any of its boards, with respect to any matter considered at any meeting of such boards or commission, he or she will need a record of the proceedings, and for this purpose he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based, 286.0105 Florida Statutes.

Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 437-7500 at least 48 hours prior to the meeting date.

THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.

Posted by City Clerk's office on July 3, 2023



Proclamation

WHEREAS, family poverty transcends race, religion, and ethnicity and is one of the greatest challenges to not only the family, but the entire community which suffers the consequences of its many effects on our children and according to the ALICE Report for Florida, 46% of households struggle to make ends meet while 13% of these households are living below the Federal Poverty Level (FPL), another 33% were Asset Limited, Income Constrained, and Employed (ALICE) households earning above the FPL, but not enough to afford basic household necessities; and

WHEREAS, Christmas Come True is a non-profit organization established in 2009 that addresses the many aspects of family poverty in Flagler County including food distribution, financial assistance with housing, utilities, transportation, furniture, home goods and medical expenses and since 2012, Christmas Come True has provided over \$119,000 in assistance throughout the year; and

WHEREAS, Christmas Come True is a non-profit organization in the City of Bunnell that provides free furniture and home goods through their Begin Again Home Goods store for families in crisis; and

WHEREAS, Christmas Come True is expanding their mission and support system by incorporating, Innovative Community Resource Solutions, a community-based Center creating the tools for makers, creators, innovators, and visionaries to bring their dreams to life; and

WHEREAS, this recognition also allows the community to support working together to create an environment where people can share their time, treasure, and talents to help the families who were affected by the yearlong pandemic and its devastating effects.

NOW THEREFORE, I, Catherine D. Robinson as the Mayor of the City of Bunnell do hereby declare the month of July 2023 as "CHRISTMAS COME TRUE MONTH" in Bunnell; and further recognize that it takes an entire community to stand together to make a difference and encourage all citizens to do what they can to help break the cycle and impact the lives of future generations.

Adopted this 10th day of July 2023

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk



City of Bunnell, Florida

ATTACHMENTS:

Description

Warrant 7/10/2023

Type

Warrant



Expense Approval Register

Packet: APPKT08055 - 07.10.23 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: Advance Stores Company, Incorporated					
	06/21/2023	Advance Stores Company, In...	Replace Battery unit 2005	001-0521-521.4620	148.89
	06/22/2023	Advance Stores Company, In...	Fuel Water Seperator	402-0534-534.4620	68.23
	06/22/2023	Advance Stores Company, In...	Fuel Spin, Fuel Element	402-0534-534.4620	37.09
			Vendor Advance Stores Company, Incorporated Total:		254.21
Vendor: AG-PRO, LLC					
	06/21/2023	AG-PRO, LLC	STIHL FC96 Edger	001-0541-541.4640	879.98
	06/21/2023	AG-PRO, LLC	REPLACE THE BROKING FAN ...	001-0541-541.4640	690.80
			Vendor AG-PRO, LLC Total:		1,570.78
Vendor: Asphalt Paving Systems Inc					
	04/27/2023	Asphalt Paving Systems Inc	STREET RESURFACING	001-0541-541.6300	5,602.24
	04/27/2023	Asphalt Paving Systems Inc	Change Order #1	001-0541-541.6300	2,832.76
			Vendor Asphalt Paving Systems Inc Total:		8,435.00
Vendor: Blue Cross Blue Shield of Florida					
	07/01/2023	Blue Cross Blue Shield of Flor...	July 2023	001-2184000	1,755.89
	07/01/2023	Blue Cross Blue Shield of Flor...	July 2023	001-2184500	52.07
			Vendor Blue Cross Blue Shield of Florida Total:		1,807.96
Vendor: Boulevard Tire Center					
	06/20/2023	Boulevard Tire Center	Dismount & Mount Tires Tru...	402-0534-534.4620	50.00
			Vendor Boulevard Tire Center Total:		50.00
Vendor: Brenda Williams					
	06/26/2023	Brenda Williams	Deposit Refund	001-2201000	125.00
			Vendor Brenda Williams Total:		125.00
Vendor: Bunnell Auto Supply, Inc.					
	06/15/2023	Bunnell Auto Supply, Inc.	PX 16BR BLK RTV Silic	402-0534-534.4620	8.00
	06/20/2023	Bunnell Auto Supply, Inc.	Hi Temp Grease	001-0549-549.5200	65.00
	06/22/2023	Bunnell Auto Supply, Inc.	Grommet, Hyd Hose Fittings,...	402-0534-534.4620	162.38
	06/23/2023	Bunnell Auto Supply, Inc.	Hand soap, interior cleaner, a..	001-0549-549.5200	61.98
	06/27/2023	Bunnell Auto Supply, Inc.	Hyd Hose Fittings	402-0534-534.4620	244.12
			Vendor Bunnell Auto Supply, Inc. Total:		541.48
Vendor: Central Hydraulics, Inc.					
	06/27/2023	Central Hydraulics, Inc.	1/2 inch Ball type QD Body	402-0534-534.4620	84.64
			Vendor Central Hydraulics, Inc. Total:		84.64
Vendor: Charles J. Cino					
	06/15/2023	Charles J. Cino	Code Enforcement Board 6/...	001-0524-524.3102	375.00
			Vendor Charles J. Cino Total:		375.00
Vendor: City of Bunnell - WS O&M					
	06/30/2023	City of Bunnell - WS O&M	01-0040-01 JUN 2023	001-0572-572.4300	484.51
	06/30/2023	City of Bunnell - WS O&M	01-5270-01 JUN 2023	401-0533-533.4300	169.45
	06/30/2023	City of Bunnell - WS O&M	02-2060-09 JUN 2023	001-0519-519.4300	248.22
	06/30/2023	City of Bunnell - WS O&M	02-2070-07 JUN 2023	401-0533-533.4300	121.28
	06/30/2023	City of Bunnell - WS O&M	02-2070-07 JUN 2023	404-0535-535.4300	121.27
	06/30/2023	City of Bunnell - WS O&M	02-2080-08 JUN 2023	001-0519-519.4300	242.05
	06/30/2023	City of Bunnell - WS O&M	02-2503-00 JUN 2023	404-0535-535.4300	84.85
	06/30/2023	City of Bunnell - WS O&M	02-3191-00 JUN 2023	001-0541-541.4300	84.76
	06/30/2023	City of Bunnell - WS O&M	03-0161-00 JUN 2023	404-0535-535.4300	84.85
	06/30/2023	City of Bunnell - WS O&M	03-0320-01 JUN 2023	001-0572-572.4300	357.90
	06/30/2023	City of Bunnell - WS O&M	03-0370-01 JUN 2023	001-0572-572.4300	553.05
	06/30/2023	City of Bunnell - WS O&M	03-0545-00 JUN 2023	404-0535-535.4300	84.95
	06/30/2023	City of Bunnell - WS O&M	03-1541-00 JUN 2023	404-0535-535.4300	84.76
	06/30/2023	City of Bunnell - WS O&M	03-4991-00 JUN 2023	001-0541-541.4300	84.76

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(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	06/30/2023	City of Bunnell - WS O&M	03-5151-00 JUN 2023	001-0541-541.4300	84.76
	06/30/2023	City of Bunnell - WS O&M	03-5191-00 JUN 2023	001-0572-572.4300	84.76
	06/30/2023	City of Bunnell - WS O&M	03-5240-01 JUN 2023	404-0535-535.4300	382.58
	06/30/2023	City of Bunnell - WS O&M	03-5260-01 JUN 2023	001-0541-541.4300	745.89
	06/30/2023	City of Bunnell - WS O&M	04-0170-02 JUN 2023	404-0535-535.4300	84.76
	06/30/2023	City of Bunnell - WS O&M	04-1140-01 JUN 2023	001-0572-572.4300	274.92
	06/30/2023	City of Bunnell - WS O&M	04-2181-00 JUN 2023	404-0535-535.4300	84.95
	06/30/2023	City of Bunnell - WS O&M	04-3031-00 JUN 2023	001-0541-541.4300	84.76
	06/30/2023	City of Bunnell - WS O&M	04-3032-00 JUN 2023	404-0535-535.4300	84.76
	06/30/2023	City of Bunnell - WS O&M	04-3360-01 JUN 2023	404-0535-535.4300	84.76
	06/30/2023	City of Bunnell - WS O&M	06-0327-01 JUN 2023	404-0535-535.4300	84.76
		Vendor City of Bunnell - WS O&M Total:			4,888.32
Vendor: Colonial Life & Accident Insurance Company					
	06/08/2023	Colonial Life & Accident Insu...	Colonial Life June 2023	001-2185000	1,056.54
		Vendor Colonial Life & Accident Insurance Company Total:			1,056.54
Vendor: Environmental Land Services of Flagler County, Inc					
	06/23/2023	Environmental Land Services...	Services for 6.16.23-6.22.23	402-0534-534.3400	5,480.38
	06/27/2023	Environmental Land Services...	SHELL TO REPAIR ALL SHELL ...	001-0541-541.5300	300.00
	06/27/2023	Environmental Land Services...	SHELL TO REPAIR ALL SHELL ...	001-0541-541.5300	1,464.48
	06/30/2023	Environmental Land Services...	Services for 6.23.23-6.29.23	402-0534-534.3400	4,959.50
		Vendor Environmental Land Services of Flagler County, Inc Total:			12,204.36
Vendor: Expert Chemical Sales & Service LLC					
	06/15/2023	Expert Chemical Sales & Serv...	Black 9ml & 3ml, Toilet Paper	001-0572-572.5200	514.00
		Vendor Expert Chemical Sales & Service LLC Total:			514.00
Vendor: Federal Eastern International LLC					
	06/22/2023	Federal Eastern International...	Equipment for Fansler	001-0521-521.5220	927.18
		Vendor Federal Eastern International LLC Total:			927.18
Vendor: Flagler County Board of County Commissioners					
	06/19/2023	Flagler County Board of Coun...	Fuel Reimbursement May 20...	001-0521-521.5210	3,752.53
	06/19/2023	Flagler County Board of Coun...	Repairs Reimbursement May...	001-0521-521.4620	403.85
	07/19/2023	Flagler County Board of Coun...	Repairs Reimbursement May...	001-0521-521.4620	524.45
		Vendor Flagler County Board of County Commissioners Total:			4,680.83
Vendor: Flagler County Sheriff's Office					
	06/05/2023	Flagler County Sheriff's Office	July 2023 Revenue Request	001-0521-521.3400	10,360.81
		Vendor Flagler County Sheriff's Office Total:			10,360.81
Vendor: Flagler Humane Society					
	06/30/2023	Flagler Humane Society	Shelter & Control Services fo...	001-0562-562.3402	2,134.00
		Vendor Flagler Humane Society Total:			2,134.00
Vendor: Florida Health Care Plans, Inc.					
	07/01/2023	Florida Health Care Plans, Inc.	T66 July 2023	001-2184000	42,556.54
	07/01/2023	Florida Health Care Plans, Inc.	Retiree July 2023	001-2184500	1,692.61
	07/01/2023	Florida Health Care Plans, Inc.	T23 July 2023	001-2184000	3,489.92
		Vendor Florida Health Care Plans, Inc.	Total:		47,739.07
Vendor: Galls Parent Holdings, LLC					
	06/15/2023	Galls Parent Holdings, LLC	Rain Jacket	001-0521-521.5220	86.47
	06/05/2023	Galls Parent Holdings, LLC	Evidence Tape, Bag Variety Kit	001-0521-521.5200	116.89
		Vendor Galls Parent Holdings, LLC Total:			203.36
Vendor: Global Tire Recycling of Sumter County, Inc					
	03/16/2023	Global Tire Recycling of Sumt...	Tires	402-0534-534.3400	622.50
		Vendor Global Tire Recycling of Sumter County, Inc Total:			622.50
Vendor: Grant Professionals, Inc.					
	05/31/2023	Grant Professionals, Inc.	Management Services for M...	001-0521-521.3100	1,500.00
		Vendor Grant Professionals, Inc. Total:			1,500.00
Vendor: Hawkins Inc					
	06/16/2023	Hawkins Inc	Chemicals for WWTP	404-0535-535.5200	565.20

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(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	06/23/2023	Hawkins Inc	Chemicals for WWTP	404-0535-535.5200	600.00
				Vendor Hawkins Inc Total:	1,165.20
Vendor: HD Supply Facilities Maintenance Ltd					
	06/22/2023	HD Supply Facilities Mainten...	Lab Supplies/Chemicals	404-0535-535.5200	1,464.58
				Vendor HD Supply Facilities Maintenance Ltd Total:	1,464.58
Vendor: Heritage Landscape Supply Group, Inc.					
	06/08/2023	Heritage Landscape Supply G...	Herbicide prevent weeds	001-0541-541.5200	346.56
	06/08/2023	Heritage Landscape Supply G...	Herbicide	001-0541-541.5200	915.00
				Vendor Heritage Landscape Supply Group, Inc. Total:	1,261.56
Vendor: Ixom Watercare Inc					
	06/19/2023	Ixom Watercare Inc	Almatec E25ETT Pump	401-0533-533.4640	3,317.00
	06/19/2023	Ixom Watercare Inc	Pulsation dampener ...	401-0533-533.4640	1,167.00
				Vendor Ixom Watercare Inc Total:	4,484.00
Vendor: Jason Zuromski					
	06/22/2023	Jason Zuromski	Wastewater Training	404-0535-535.5500	202.00
				Vendor Jason Zuromski Total:	202.00
Vendor: Jawanda Smiley					
	06/26/2023	Jawanda Smiley	Deposit Refund	001-2201000	125.00
				Vendor Jawanda Smiley Total:	125.00
Vendor: Jeff Gibson					
	06/21/2023	Jeff Gibson	EXAM FEE REIMBURSEMENT	401-0533-533.5500	50.00
	06/21/2023	Jeff Gibson	APPLICATION FEE REIMBURS...	401-0533-533.5500	90.00
	06/21/2023	Jeff Gibson	Training Syetem Operation ...	401-0533-533.5500	217.00
				Vendor Jeff Gibson Total:	357.00
Vendor: Liberty National Life Insurance					
	07/01/2023	Liberty National Life Insurance	Global Life July 2023	001-2185000	770.80
				Vendor Liberty National Life Insurance Total:	770.80
Vendor: Lizette Harvey					
	06/26/2023	Lizette Harvey	Deposit Refund	001-2201000	125.00
				Vendor Lizette Harvey Total:	125.00
Vendor: McGrath RentCorp and Subsidiaries					
	06/20/2023	McGrath RentCorp and Subsidi...	24 mth lease 6.20.23-7.19.23	001-0521-521.3400	1,885.70
				Vendor McGrath RentCorp and Subsidiaries Total:	1,885.70
Vendor: Michael Leo Dove					
	06/22/2023	Michael Leo Dove	Services for 6.08.23-6.20.23	001-0524-524.3401	735.00
	06/29/2023	Michael Leo Dove	Fire Inspections	001-0524-524.3401	360.00
				Vendor Michael Leo Dove Total:	1,095.00
Vendor: Monro, Inc					
	06/27/2023	Monro, Inc	2) 315 recaps	402-0534-534.4620	470.00
				Vendor Monro, Inc Total:	470.00
Vendor: NextEra Energy Inc					
	06/06/2023	NextEra Energy Inc	01235-95431 June 2023	001-0521-521.4300	13.25
	06/06/2023	NextEra Energy Inc	01408-42220 June 2023	404-0535-535.4300	119.19
	06/06/2023	NextEra Energy Inc	04369-52212 June 2023	404-0535-535.4300	29.86
	06/06/2023	NextEra Energy Inc	04799-99278 June 2023	001-0519-519.4300	118.34
	06/06/2023	NextEra Energy Inc	05365-06116 June 2023	404-0535-535.4300	32.81
	06/06/2023	NextEra Energy Inc	08857-07703 June 23	401-0533-533.4300	4,504.60
	06/06/2023	NextEra Energy Inc	16239-97200 June 2023	001-0541-541.4300	38.52
	06/06/2023	NextEra Energy Inc	19639-02331 June 2023	001-0521-521.4300	13.25
	06/06/2023	NextEra Energy Inc	24515-76322 June 2023	001-0572-572.4300	34.47
	06/06/2023	NextEra Energy Inc	25840-57588 June 2023	001-0541-541.4300	27.43
	06/06/2023	NextEra Energy Inc	26391-00821 June 2023	404-0535-535.4300	32.37
	06/06/2023	NextEra Energy Inc	2865-95142 June 2023	001-0572-572.4300	178.61
	06/06/2023	NextEra Energy Inc	29732-82177 June 2023	001-0521-521.4300	13.25
	06/06/2023	NextEra Energy Inc	34080-03816 June 2023	404-0535-535.4300	110.18
	06/06/2023	NextEra Energy Inc	38244-16469 June 2023	404-0535-535.4300	246.87

Expense Approval Register

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(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	06/06/2023	NextEra Energy Inc	39472-13538 June 2023	404-0535-535.4300	27.80
	06/06/2023	NextEra Energy Inc	46834-52215 June 2023	404-0535-535.4300	30.52
	06/06/2023	NextEra Energy Inc	48483-68421 June 2023	001-0519-519.4300	463.32
	06/06/2023	NextEra Energy Inc	48784-38100 June 2023	001-0519-519.4300	30.82
	06/06/2023	NextEra Energy Inc	56821-04848 June 2023	001-0541-541.4300	34.77
	06/06/2023	NextEra Energy Inc	56831-02874 June 2023	001-0541-541.4300	104.32
	06/06/2023	NextEra Energy Inc	59268-64496 June 2023	401-0533-533.4300	117.56
	06/06/2023	NextEra Energy Inc	60520-97182 June 2023	001-0521-521.4300	13.25
	06/06/2023	NextEra Energy Inc	66101-01831 June2023	001-0572-572.4300	335.86
	06/06/2023	NextEra Energy Inc	66311-06884 June 2023	001-0541-541.4300	40.05
	06/06/2023	NextEra Energy Inc	67305-62219 June 2023	001-0541-541.4300	29.93
	06/06/2023	NextEra Energy Inc	67468-67586 June 2023	001-0541-541.4300	27.43
	06/06/2023	NextEra Energy Inc	68117-21478 June 2023	001-0521-521.4300	13.25
	06/06/2023	NextEra Energy Inc	69938-28117 June 2023	001-0521-521.4300	31.40
	06/06/2023	NextEra Energy Inc	76171-09884 June 2023	404-0535-535.4300	90.46
	06/06/2023	NextEra Energy Inc	79034-46115 June 2023	001-0521-521.4300	13.25
	06/06/2023	NextEra Energy Inc	82864-01883 June 2023	404-0535-535.4300	40.77
	06/06/2023	NextEra Energy Inc	90810-48119 June 2023	404-0535-535.4300	30.05
	06/06/2023	NextEra Energy Inc	93326-99348 June 2023	001-0521-521.4300	13.25
	06/06/2023	NextEra Energy Inc	95527-02467 June 2023	404-0535-535.4300	52.63
	06/06/2023	NextEra Energy Inc	99040-97517 June 2023	001-0519-519.4300	117.62
			Vendor NextEra Energy Inc	Total:	7,171.31
Vendor: North America Fire Equipment Co Inc					
	06/02/2023	North America Fire Equipme...	Cargo Pants B. Bean	001-0521-521.5220	198.62
			Vendor North America Fire Equipment Co Inc Total:		198.62
Vendor: Palm Coast Observer, LLC					
	06/22/2023	Palm Coast Observer, LLC	Meeting notice for 7/6	001-0524-524.4800	140.00
	06/22/2023	Palm Coast Observer, LLC	Meeting Notice7/6	001-0524-524.4800	140.00
			Vendor Palm Coast Observer, LLC Total:		280.00
Vendor: PPLSI Legal Shield					
	07/01/2023	PPLSI Legal Shield	Legal Shield June 2023	001-2185000	299.30
			Vendor PPLSI Legal Shield Total:		299.30
Vendor: Rayco Funding & Development, Inc					
	06/22/2023	Rayco Funding & Developme...	Dewatering box dumped and...	404-0535-535.3400	1,575.00
			Vendor Rayco Funding & Development, Inc	Total:	1,575.00
Vendor: Rossi's Heating & Air Conditioning INC					
	06/19/2023	Rossi's Heating & Air Condi...	Service call for A/C	404-0535-535.4610	119.00
			Vendor Rossi's Heating & Air Conditioning INC Total:		119.00
Vendor: Safariland, LLC					
	05/23/2023	Safariland, LLC	Dusty Holster	001-0521-521.5220	834.00
			Vendor Safariland, LLC Total:		834.00
Vendor: Staples Inc					
	06/21/2023	Staples Inc	Contract Overages	001-0512-512.3400	66.67
	06/21/2023	Staples Inc	Contract Overages	001-0513-513.3400	64.69
	06/21/2023	Staples Inc	Contract Overages	001-0521-521.3400	61.99
	06/21/2023	Staples Inc	Contract Overages	001-0524-524.3400	83.75
			Vendor Staples Inc Total:		277.10
Vendor: Staples, Inc					
	05/25/2023	Staples, Inc	Avery Stock Cards	001-0521-521.5100	26.99
	06/16/2023	Staples, Inc	Black Cartridge	001-0521-521.5100	117.93
	06/19/2023	Staples, Inc	Ballpoint blue & black, receiv...	001-0513-513.5200	95.86
	06/20/2023	Staples, Inc	Whiteboard	001-0521-521.5100	43.99
			Vendor Staples, Inc Total:		284.77
Vendor: Strickland Sod Farm, Inc.					
	06/08/2023	Strickland Sod Farm, Inc.	3 Pallets of Bahia abd Pallet ...	001-0538-538.4600	367.50
			Vendor Strickland Sod Farm, Inc. Total:		367.50

Expense Approval Register

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(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: Suzanne Johnston, Flagler County Tax Collector					
	06/23/2023	Suzanne Johnston, Flagler Co...	Postage Due for 2022	001-0513-513.4200	310.93
Vendor Suzanne Johnston, Flagler County Tax Collector Total:					310.93
Vendor: Tara A. Fisher					
	06/29/2023	Tara A. Fisher	HVAC Service (All City Units)	001-0572-572.4610	2,930.00
	06/30/2023	Tara A. Fisher	Emerg call for PD office AC	001-0519-519.4610	80.00
Vendor Tara A. Fisher Total:					3,010.00
Vendor: Terry Taylor Ford Company					
	06/23/2023	Terry Taylor Ford Company	Oil Change Unit 201	001-0521-521.4620	59.99
Vendor Terry Taylor Ford Company Total:					59.99
Vendor: The Gaboton Group, LLC					
	06/30/2023	The Gaboton Group, LLC	Retainer - July	001-0511-511.3100	2,000.00
Vendor The Gaboton Group, LLC Total:					2,000.00
Vendor: Trailco Group, Inc					
	06/25/2023	Trailco Group, Inc	July 2023 Rent Unit 4/5/6	001-0519-519.4400	1,680.00
	06/25/2023	Trailco Group, Inc	July 2023 Rent Unit 4/5/6	401-0533-533.4400	420.00
	06/25/2023	Trailco Group, Inc	July 2023 Rent Unit 4/5/6	404-0535-535.4400	420.00
Vendor Trailco Group, Inc Total:					2,520.00
Vendor: UniFirst Corporation					
	06/21/2023	UniFirst Corporation	Uniform Rental	001-0541-541.5220	30.60
	06/21/2023	UniFirst Corporation	Uniform Rental	001-0549-549.5220	6.26
	06/21/2023	UniFirst Corporation	Uniform Rental	001-0572-572.5200	21.38
	06/21/2023	UniFirst Corporation	Uniform Rental	001-0572-572.5220	20.54
	06/21/2023	UniFirst Corporation	Uniform Rental	401-0533-533.5220	35.91
	06/21/2023	UniFirst Corporation	Uniform Rental	402-0534-534.5220	17.92
	06/21/2023	UniFirst Corporation	Uniform Rental	404-0535-535.5220	34.50
	06/28/2023	UniFirst Corporation	Uniform Rental	001-0541-541.5220	30.60
	06/28/2023	UniFirst Corporation	Unifom Rental	001-0549-549.5220	6.26
	06/28/2023	UniFirst Corporation	Unifom Rental	001-0572-572.5200	21.38
	06/28/2023	UniFirst Corporation	Unifom Rental	001-0572-572.5220	20.54
	06/28/2023	UniFirst Corporation	Unifom Rental	401-0533-533.5220	35.91
	06/28/2023	UniFirst Corporation	Unifom Rental	402-0534-534.5220	17.92
	06/28/2023	UniFirst Corporation	Unifom Rental	404-0535-535.5220	34.50
Vendor UniFirst Corporation Total:					334.22
Vendor: USAbLe Life					
	06/22/2023	USAbLe Life	USABLE July 2023	001-2184000	314.81
Vendor USAbLe Life Total:					314.81
Vendor: Verizon Wireless					
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	001-0512-512.4100	80.54
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	001-0513-513.4100	40.27
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	001-0516-516.4100	45.27
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	001-0521-521.4100	1,929.20
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	001-0524-524.4100	322.55
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	001-0541-541.4100	114.28
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	001-0549-549.4100	152.68
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	001-0572-572.4100	193.23
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	401-0533-533.4100	324.58
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	402-0534-534.4100	192.95
	06/14/2023	Verizon Wireless	Service Period 5.14.23-6.13....	404-0535-535.4100	347.75
Vendor Verizon Wireless Total:					3,743.30
Vendor: Vision Service Plan					
	06/18/2023	Vision Service Plan	VSP July 2023	001-2184000	1,175.81
Vendor Vision Service Plan Total:					1,175.81
Vendor: Vose Law Firm, LLP					
	06/30/2023	Vose Law Firm, LLP	June Legal Fees	001-0514-514.3102	7,000.00
	06/30/2023	Vose Law Firm, LLP	June Legal Fees	001-0524-524.3102	500.00
Vendor Vose Law Firm, LLP Total:					7,500.00

Expense Approval Register

Packet: APPKT08055 - 07.10.23 Warrant

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: WB Mason					
	06/29/2023	WB Mason	Pallet of Water	401-0533-533.5205	179.75
	06/29/2023	WB Mason	Pallet of Water	404-0535-535.5200	179.75
				Vendor WB Mason Total:	359.50
Vendor: Zev Cohen & Associates, Inc.					
	06/09/2023	Zev Cohen & Associates, Inc.	Services Through May 31	001-0524-524.3400	1,077.55
				Vendor Zev Cohen & Associates, Inc. Total:	1,077.55
				Grand Total:	147,293.59

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	116,474.88
401 - WATER	10,750.04
402 - SOLID WASTE	12,415.63
404 - SEWER	7,653.04
Grand Total:	147,293.59

Account Summary

Account Number	Account Name	Expense Amount
001-0511-511.3100	Professional Services Ex...	2,000.00
001-0512-512.3400	Other Contracted Servic...	66.67
001-0512-512.4100	Communications Expense	80.54
001-0513-513.3400	Other Contract Services	64.69
001-0513-513.4100	Communications Expense	40.27
001-0513-513.4200	Postage	310.93
001-0513-513.5200	Operating Expenses	95.86
001-0514-514.3102	Legal Services	7,000.00
001-0516-516.4100	Communications Expense	45.27
001-0519-519.4300	Utilities	1,220.37
001-0519-519.4400	Rental/Lease	1,680.00
001-0519-519.4610	Repairs & Maint. - Buildi...	80.00
001-0521-521.3100	Professional Services Ex...	1,500.00
001-0521-521.3400	Other Contract Services	12,308.50
001-0521-521.4100	Communications Expense	1,929.20
001-0521-521.4300	Utility - Public Services	124.15
001-0521-521.4620	Repair / Maint - Vehicles	1,137.18
001-0521-521.5100	Office Supplies Expenses	188.91
001-0521-521.5200	Operating Supplies	116.89
001-0521-521.5210	Fuel	3,752.53
001-0521-521.5220	Uniforms Exp	2,046.27
001-0524-524.3102	Legal Services	875.00
001-0524-524.3400	Other Contract Services	1,161.30
001-0524-524.3401	Bldg / Fire Inspection Exp..	1,095.00
001-0524-524.4100	Communications Expense	322.55
001-0524-524.4800	Advertising / Promo Exp...	280.00
001-0538-538.4600	Repairs/Maint. - Services	367.50
001-0541-541.4100	Communications Expense	114.28
001-0541-541.4300	Utility - Public Services	1,387.38
001-0541-541.4640	Equipment Repair & Mai...	1,570.78
001-0541-541.5200	Operating Supplies	1,261.56
001-0541-541.5220	Uniforms Exp	61.20
001-0541-541.5300	Road Repair Local Option..	1,764.48
001-0541-541.6300	Improvements - Other T...	8,435.00
001-0549-549.4100	Communications	152.68
001-0549-549.5200	Operating Supplies	126.98
001-0549-549.5220	Uniforms	12.52
001-0562-562.3402	Humane Society Contract	2,134.00
001-0572-572.4100	Communications Expense	193.23
001-0572-572.4300	Utility - Public Services	2,304.08
001-0572-572.4610	Repair / Maint - Bldgs	2,930.00
001-0572-572.5200	Operating Supplies	556.76
001-0572-572.5220	Uniforms Exp	41.08
001-2184000	Med/Health Employee Li...	49,292.97
001-2184500	Retiree Medical	1,744.68
001-2185000	125 Plans Employee Pay...	2,126.64
001-2201000	Deposits Paybl - CtyHall/...	375.00
401-0533-533.4100	Communications Expense	324.58
401-0533-533.4300	Utility - Public Services	4,912.89
401-0533-533.4400	Rental / Lease Expense	420.00
401-0533-533.4640	Repair / Maint - Equipm...	4,484.00

Account Summary

Account Number	Account Name	Expense Amount
401-0533-533.5205	Operating Supplies Exp -...	179.75
401-0533-533.5220	Uniforms Exp	71.82
401-0533-533.5500	Training	357.00
402-0534-534.3400	Other Contract Services -...	11,062.38
402-0534-534.4100	Communications - Solid...	192.95
402-0534-534.4620	Repair/Maint Vehicles - ...	1,124.46
402-0534-534.5220	Uniforms - Solid Waste	35.84
404-0535-535.3400	Other Contractual Servic...	1,575.00
404-0535-535.4100	Communications	347.75
404-0535-535.4300	Utilities	2,110.76
404-0535-535.4400	Rentals/Leases	420.00
404-0535-535.4610	Repairs & Maint. - Buildi...	119.00
404-0535-535.5200	Operating Supplies	2,809.53
404-0535-535.5220	Uniforms	69.00
404-0535-535.5500	Training	202.00
	Grand Total:	147,293.59

Project Account Summary

Project Account Key	Expense Amount
None	147,293.59
Grand Total:	147,293.59



City of Bunnell, Florida

ATTACHMENTS:

Description
Proposed Minutes

Type
Minutes

CATHERINE D. ROBINSON
MAYOR

JOHN ROGERS
VICE-MAYOR

DR. ALVIN B. JACKSON, JR
CITY MANAGER



COMMISSIONERS:

TONYA GORDON

TINA-MARIE SCHULTZ

PETE YOUNG

BUNNELL CITY COMMISSION MEETING

Monday, June 26, 2023

7:00 PM

1769 East Moody Boulevard (GSB)

Chambers Room

Bunnell, FL 32110

A. Call Meeting to Order and Pledge Allegiance to the Flag

Mayor Robinson called the meeting to order at 7:01 PM and led the Pledge to the Flag.

Roll Call: Mayor Catherine D. Robinson; Vice Mayor Johns Rogers; Commissioner Tonya Gordon; Commissioner Tina-Marie Schultz; Commissioner Pete Young; City Attorney Paul Waters; City Manager Alvin B. Jackson; Community Development Director Bernadette Fisher; Finance Director Kristi Moss; City Clerk Kristen Bates; Deputy City Clerk Bridgitte Gunnells

Invocation for Our Military Troops and National Leaders:

Mayor Robinson led the invocation.

B. Introductions, Commendations, Proclamations, and Presentations: None

C. Consent Agenda:

C.1. Approval of Warrant

a. June 26, 2023 Warrant

C.2. Approval of Minutes

a. June 12, 2023 City Commission Meeting Minutes

C.3. Request Approval of the River To Sea TPO Funding Agreement for Fiscal Year 2023/2024.

C.4. Request Approval of Data – Sharing and Usage Agreement with the Flagler County Property Appraiser Office

Motion: Approve the Consent Agenda

Motion by: Commissioner Schultz

Second by: Commissioner Gordon

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

D. Public Comments:

Comments regarding items not on the agenda. Citizens are encouraged to speak; however, comments are limited to four (4) minutes.

None

E. Ordinances: (Legislative):

E.1 . Ordinance 2023-11 Requesting to change the Future Land Use Map in the Comprehensive Plan for 5.0 acres of land, owned by Stephen Strickland, Bearing Parcel ID: 01-13-30-0000-01010-0020 from Conservation-1 to Agriculture & Silviculture Future Land Use designation. - Second Reading

City Attorney Waters read the short title into the record.

Motion: Adopt Ordinance 2023-11 Requesting to change the Future Land Use Map in the Comprehensive Plan for 5.0 acres of land, owned by Stephen Strickland, Bearing Parcel ID: 01-13-30-0000-01010-0020 from Conservation-1 to Agriculture & Silviculture Future Land Use designation. - Second Reading

Motion by: Vice Mayor Rogers

Second by: Commissioner Schultz

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

E.2. Ordinance 2023-12 Requesting to change the official zoning map for 5.0 acres of land, owned by Stephen Strickland, Bearing Parcel ID: 01-13-30-0000-01010- 0020 from Flagler County "AC, Agriculture District" to City of Bunnell "AG&S, Agriculture and Silviculture District". - Second Reading

City Attorney Waters read the short title into the record.

Motion: Adopt Ordinance 2023-12 Requesting to change the official zoning map for 5.0 acres of land, owned by Stephen Strickland, Bearing Parcel ID: 01-13-30-0000-01010- 0020 from Flagler County "AC, Agriculture District" to City of Bunnell "AG&S, Agriculture and Silviculture District". - Second Reading

Motion by: Commissioner Gordon

Second by: Vice Mayor Rogers

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

E.3. Ordinance 2023-13 Requesting the voluntary contraction of the City's Boundary for 42.6+/- acres of property located north of the intersection between State Hwy 11 and County Road 304. - First Reading.

City Attorney Waters read the short title into the record. The applicant, Katherine Palmer, addressed the Commission. She and her husband bought the property after it was annexed into Bunnell; as they are getting no services even though they could get solid waste services, they do not wish to be in the City limits. She met with staff just before the meeting and because there are some concerns staff just discovered, she was advised to request a continuing of the hearing.

Motion: Deny the Contraction Request

Motion by: Commissioner Schultz

Second by: Commissioner Gordon (withdrawn)

Board Discussion: Commissioner Schultz stated the City has incurred costs and provided services to this property already such as building permits. Vice Mayor Rogers asked when the property was annexed into the City and if the City costs to date could be provided. Commissioner Young stated he is confused about what services the City is providing to these residents. Commissioner Gordon asked if City Solid Waste services are being provided. City Clerk Bates advised this was a property identified in the recently adopted ILA with Flagler County regarding solid waste services; the City can provide services, but the resident has not opened an account yet.

Vote: Motion died for lack of second

Motion: Continue Ordinance 2023-13 Requesting the voluntary contraction of the City's Boundary for 42.6+/- acres of property located north of the intersection between State Hwy 11 and County Road 304.

Motion by: Vice Mayor Rogers

Second by: Commissioner Young

Board Discussion: None

Public Discussion: None

Vote: 4 to 1

Yes: Mayor Robinson; Vice Mayor Rogers; Commissioner Gordon; Commissioner Young

No: Commissioner Schultz

F. Resolutions: (Legislative): None

G. Old Business: None

H. New Business:

H.1. Designation of the City Delegate for the 2023 Florida League of Cities Annual Conference.

This item was introduced by City Clerk Bates. The Florida League of Cities Annual Conference will be held in Orlando in August. The City needs to designate its Voting Delegate for this conference. Through consensus, the Commission decided Vice Mayor Rogers would be the City Voting Delegate. Commissioner Schultz and Commissioner Young expressed interest in attending the conference as well. Staff will reach out to the Florida League of Cities to confirm the registration cost for additional officials to attend. Registrations and hotel reservations will be made by the Clerk's Office.

I. Reports:

- **City Clerk** – Reminded the officials the annual ethics and sunshine law training has been set for September 6, 2023 from 10:00 AM to 2:00 PM.
- **Police Chief**- None
- **City Attorney**- None
- **City Manager**- expressed he was happy to be back from vacation and thanked the team for taking care of business in his absence. He reminded everyone the City Manager's Report was available and encouraged everyone to read through the report.
- **Mayor and City Commissioners**

- o **Commissioner Schultz** – reported she attended the Flagler Beach Workshop with Mayor last week; it was an interesting meeting clearly focused on the needs and issues of Flagler Beach. She was disheartened the public was not allowed to speak in the meeting. The idea of doing a survey of all citizens were about their use of the beach was presented. Commissioner Sullivan (County) stated there are six hidden beaches in Flagler County; maybe the City can consider posting more information about the County beaches on its website to share this information with citizens.
- o **Commissioner Gordon** – None
- o **Commissioner Young** – None
- o **Vice Mayor Rogers**- inquired why several firetrucks were present at a local restaurant. Chief Brannon said there was a small kitchen fire.
- o **Mayor Robinson** – discussed her attendance at the Flagler Beach Workshop with Commissioner Schutz. She added Commissioner Sullivan (County) was going to bring up discussions on removing the toll bridge on Palm Coast Parkway to alleviate some of the traffic on Highway 100. She reported Flagler Beach feels the population growth in Flagler County is going to impact the beach area and strain their parking and resources; the Flagler Beach Elected Officials and staff are seeking ideas and solutions for the predicted impact to them as more people will be visiting their beaches. She brought up the need for affordable housing in Flagler County. She advised there may be another such meeting in a few months; however, the Elected Officials were advised to talk to their Municipal Attorneys about following Sunshine Law should this format/group continue.

J. Call for Adjournment.

Motion: Adjourn

Motion by: Commissioner Gordon

Seconded by: Vice Mayor Rogers

Vote: Motion carried unanimously

Meeting adjourned at 7:33

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk

Date

Date

*****The City adopts summary minutes. Audio files in official City records are retained according to the Florida Department of State GS1-SL records retention schedule*****



City of Bunnell, Florida

Agenda Item No. C.3.

Document Date: 6/23/2023 Amount:
Department: Solid Waste Account #:
Subject: Request Approval of One Year Extension of Contract #2020-13 with Crowder Gulf
Agenda Section: Consent Agenda:
Goal/Priority: Quality of Life

ATTACHMENTS:

Description	Type
Extension Letter	Contract
2023 County extension	Exhibit
Contract 2020-13 Original City Contract	Exhibit

Summary/Highlights:

This is a request to extend Contract #2020-13 with Crowder Gulf. This contract was executed in 2020 after piggybacking off a Flagler County Board of County Commission RFP and Agreement.

The County extended their contract on June 5, 2023. The City can now extend our agreement.

Background:

In October 2020, the City of Bunnell piggybacked off an RFP and contract between the Flagler County Board of County Commissioners and Crowder Gulf for debris hauling during states of emergency.

This contract expires on September 30, 2023, but has two (2) one year extensions remaining on it.

Due to changes by FEMA, the County will be completing a new RFP which the City will participate in, but the City needs to be prepared for the current storm season. This means we need to execute a one year extension of our current City Contract #2020-13 with Crowder Gulf to get through the 2023 storm season.

The City has not had to utilize this contract as the City is generally able to handle the debris collection and hauling following a storm; however, the City needs to have an agreement in place in the event a storm is experienced when the City is unable to handle the debris created during the

storm.

The County agreement has been extended which allows the City to complete it's extension.

Staff Recommendation:

Approval of a One Year Extension of Contract #2020-13 with Crowder Gulf.

City Attorney Review:

Approved

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved for Agenda

CrowderGulf

Disaster Recovery and Debris Management

5629 Commerce Boulevard E
Mobile, Alabama 36619

Office: (800) 992-6207
Fax: (251) 459-7433

June 22, 2023

Dr. Alvin B. Jackson, Jr.
City Manager
City of Bunnell
201 W Moody Boulevard
Building 1
Bunnell, FL 32110

Via email: AJackson@BunnellCity.us

Re: Contract Renewal for Disaster Debris Management Services [City Contract #2020-13](#)

Dear Dr. Jackson:

CrowderGulf has been providing the City of Bunnell, Disaster Debris Management Services per the agreement executed on September 09, 2020 under the same terms and conditions as the Flagler County contract for Disaster Debris Management Services, RFP-20-019P. The term of the Contract is for a period of three (3) years, with the option to renew for two (2) additional one (1) year periods if mutually agreed to in writing by both parties, at least thirty (30) days prior to the expiration of the then existing term.

If the City of Bunnell is in agreement to renew this contract, please sign the renewal acceptance below and return to CrowderGulf. Upon execution of this acknowledgement the contract will continue under the same terms and conditions until its new expiration date of September 09, 2024.

We appreciate the opportunity to renew this contract and stand ready to respond immediately in the event the City of Bunnell requests our services. If you have any questions or if we can be of any further assistance, please do not hesitate to contact me at the CrowderGulf Disaster Administration Office (DAO), 800-992-6207 or by e-mail jramsay@crowdergulf.com.

Best regards,



Ashley Ramsay-Naile
President

RENEWAL ACCEPTANCE – City of Bunnell, FL

Signature

Catherine D. Robinson, Mayor

Name/Title

7/10/2023

Date

Purchasing
1769 E. Moody Blvd.
Building 2
Bunnell, FL 32110



www.flaglercounty.org
Phone: (386) 313-4008
Fax: (386) 313-4110

June 5, 2023

CrowderGulf Joint Venture, Inc
5629 Commerce Blvd
East Mobile, AL 33619

RE: First Contract Extension for Disaster Debris Removal Services, 20-019P

To Whom It May Concern:

CrowderGulf Joint Venture, Inc entered into an agreement with Flagler County for Disaster Debris Removal Services on August 12th, 2020. The County has reviewed the contract and pursuant to the terms of the agreement would like to extend the contract through the period ending 8/11/2024 at the current terms, conditions, and payment structure.

If CrowderGulf Joint Venture, Inc agrees to the extension, please acknowledge receipt of this letter by signing below, and emailing at purchasing@flaglercounty.org. Receipt of extension acknowledgement must be received no later than 7/1/2023.

If you have any questions or concerns, please contact Robert Rounds, Procurement & Contract Services Manager at (386) 313-4097.

Regards,

Flagler County

ACKNOWLEDGEMENT

CrowderGulf Joint Venture, Inc agrees to extend Disaster Debris Removal Services through the period ending 8/11/2024 at the terms, conditions and payment structure as outlined above.

By: Ashley Ramsay-Naile, Title: President
(Signature)

Name: Ashley Ramsay-Naile, Date: 06/05/23
(Print or type name)

Comments:

Andy Dance
District 1

Greg Hansen
District 2

David Sullivan
District 3

Leann Pennington
District 4

Donald O'Brien, Jr.
District 5

**CITY OF BUNNELL CONTRACT 2020-13
MUTUAL CONSENT AGREEMENT FOR
DISASTER DEBRIS MANAGEMENT SERVICES
BETWEEN CROWDERGULF JOINT VENTURE INC AND
CITY OF BUNNELL, FLORIDA**

THIS AGREEMENT is made and entered into by and between CrowderGulf Joint Venture Inc, a Florida corporation, ("Contractor"), 5629 Commerce Blvd., East Mobile, AL 33619, and the City of Bunnell ("City of Bunnell"), a municipal corporation organized and existing under the laws of the State of Florida, whose address is 201 West Moody Boulevard, Bunnell, Florida 32110.

WHEREAS, Contractor executed a Contract for Disaster Debris Removal Services with the Flagler County Board of County Commissioners, Florida in response to a Request for Proposal 2020-19P, effective as of August 12, 2020 ("Flagler Contract"); and

WHEREAS, the Flagler Contract consists of the terms and conditions contained in RFP-20-019P Proposal Documents including Addenda 1, 2 & 3 and RFP-20-019P Proposal Submission; and

WHEREAS, the Flagler County Board of County Commissioners is a local government unit in the State of Florida and functions as a municipal corporation; and

WHEREAS, Section 163.01, Florida Statutes, also referred to as the Florida Interlocal Cooperation Act, permits local governments to cooperate with other localities, on the basis of mutual advantage; and

WHEREAS, the City of Bunnell is in need of disaster debris management services similar to the services Contractor is providing to the Flagler County Board of County Commissioners, which would allow the City to utilize the pricing secured by the Flagler County Board of County Commissioners; and

WHEREAS, Section 2-118(b) of the City of Bunnell Code of Ordinances provides that when it is in the best interest of the City, the City may cooperatively purchase from any other government agency, which has competitively bid and awarded any contract for any product or service at the awarded price, if the original bid specifications and award allow it and if the other governmental agency's procurement complies with the City of Bunnell's competitive bid policy; and

WHEREAS, a complete copy of the Flagler County Board of County Commissioners original Bid/RFP, a copy of the Flagler County Board of County Commissioners award letter, memo, agenda item to the Contractor and a copy of the Contractor's proposal has been provided and reviewed by staff, as required by Section 2-118(b) of the City of Bunnell Code of Ordinances; and

WHEREAS, the Bunnell City Commission finds the Flagler County Board of County Commissioners Contract was competitively bid with procedural guarantees of fairness and

competitiveness equivalent to those of the City of Bunnell; 2) the Contractor authorized the City of Bunnell to “piggyback” on the competitive pricing provided to the Flagler County Board of County Commissioners in their Contract and 3) it is in the best interest of the residents of the City of Bunnell to enter into an agreement with Contractor containing similar terms and conditions as contained the Flagler County Board of County Commissioners Contract; and

WHEREAS, Bunnell City Commission further finds the criteria in Section 2-118(b) of the Bunnell Code of Ordinances is satisfied and the parties hereby agree and consent to “piggyback” on the rates/prices and terms and conditions in the Flagler County Board of County Commissioners Contract including all attachments, addenda, unit prices, and all other applicable documents except as otherwise provided herein.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. **Incorporation by Reference.** The foregoing WHEREAS clauses are incorporated by reference.

2. **Standard Terms.** The terms and conditions of the Flagler Contract, including all attachments, addenda, unit prices, and all other applicable documents except as otherwise provided herein shall by reference constitute the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of the Flagler Contract and this Agreement, the terms and conditions contained in this Agreement shall prevail. The Contractor agrees to furnish all labor, equipment, material and the skill necessary for the complete work as set forth in the component parts of the Flagler Contract to the satisfaction of the City or its duly authorized representative.

3. **Public Records.** The Contractor agrees to maintain all books, documents, papers, accounting records and other evidences pertaining to work performed under this Agreement in such a manner as will readily conform to the terms of this Agreement and to make such materials available at all reasonable times during the Agreement term and for three (3) years from the date of final payment for audit or inspection. Incomplete or incorrect entries in such books and records may be grounds for disallowance by the City of amounts due based upon such entries. In the event any audit or inspection conducted reveals any overpayment by the City under the terms of the Agreement, Contractor shall refund such overpayment to the City within thirty (30) days of notice by the City.

The Contractor shall comply with Florida's public records laws. Specifically, the Contractor shall:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.

(b) Upon request of the City’s custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in state law or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of this Agreement if the Contractor does not transfer the records to the City.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the Contractor upon termination of the Agreement and destroy and duplicate public records that are exempt or confidential and exempt from the public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology system of the City.

(e) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (386) 437-7500, kbates@bunnellcity.us, 201 W. Moody Blvd, Bunnell, FL 32110.

4. Public Records Compliance Indemnification. Contractor agrees to indemnify and hold the City of Bunnell harmless against any and all claims, damage awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes the City of Bunnell to seek declaratory, injunctive, or other appropriate relief against Contractor in Flagler County Circuit Court on an expedited basis to enforce the requirements of this term.

5. Compliance/Consistency with Section 768.28, Fla. Stat. Any indemnification provided by the City of Bunnell specified in the Agreement shall not be construed as a waiver of the City of Bunnell's sovereign immunity, and shall be limited to such indemnification and liability limits consistent with the requirements of Section 768.28, Fla. Stat. and subject to the procedural requirements set forth therein. Any other purported indemnification by the City of Bunnell in the Agreement in derogation hereof shall be void and of no force or effect.

6. Insurance. The City of Bunnell shall be substituted for the Flagler County Board of County Commissioners in all insurance matters and specifically listed as an additional insured on all required insurance policies. The Certificate of Insurance shall designate the City of Bunnell as a certificate holder as follows:

City of Bunnell
Attention: City Manager
201 W. Moody Blvd.
Bunnell, FL 32110

7. Notice. Notice when required to be provided to the City shall be provided to the City Manager.

8. Payment. The City shall pay Contractor in accordance with the City's finance policy and Florida law in accordance with the pricing structure and rates set forth in the Flagler Contract.

9. Mediation. In the event of a dispute regarding the terms and conditions of this Agreement, the parties agree to participate in mediation prior to seeking other remedies available under Florida law. The parties further agree that each party shall pay for any costs it incurs related to mediation, with the exception of the fee for the mediator's services, which shall be paid equally by both parties. Neither party shall be responsible for payment of a mediator's travel expenses unless otherwise agreed to in writing.

10. Venue and Jurisdiction. Notwithstanding any of other provision to the contrary, this Agreement and the parties' actions under this Agreement shall be governed by and construed under the laws of the State of Florida, without reference to conflict of law principles. As a material condition of this Agreement, each Party hereby irrevocably and unconditionally consents to submit and does submit to the jurisdiction of the Circuit Court in and for Flagler County, Florida for any actions, suits or proceedings arising out of or relating to this Agreement.

11. Contact Person. The primary contact person under this Agreement for the City of Bunnell shall be the City Manager.

12. Term. Contractor agrees to commence the work to be done under this Agreement, retroactive to September 9, 2020 for a three (3) year term, with the option for two (2) additional one (1) year terms, if mutually agreed to in writing by both parties, at least thirty (30) days prior to the expiration of the then existing term.

13. Non-Exclusive. This Agreement is non-exclusive to Contractor. The City expressly reserves the right to contract with others for similar work when in the best interest of the City.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

CROWDERGULF JOINT VENTURE INC,

Ashley Ramsay-Naile

Print Name: Ashley Ramsay-Naile

Title: President

STATE OF Alabama
COUNTY OF Mobile

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 28th day of October, 2020, by Ashley Ramsay-Naile of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Kerrie A. Noll

Signature of Notary Public - State of

Kerrie A. Noll

Printed/Typed/Stamped Name of Notary

My commission expires: 09-14-2022

KERRIE A. NOLL
Notary Public, State of Alabama
Alabama State At Large
My Commission Expires
September 14, 2022

ATTEST:

K Bates

Kristen Bates, CMC, City Clerk

CITY OF BUNNELL

Catherine D. Robinson

Catherine D. Robinson, Mayor

Date: 10/26/2020

Approved as to Legal Form

Nancy Spair
Vose Law Firm, City Attorney



City of Bunnell, Florida

Agenda Item No. E.1.

Document Date: 6/12/2023 Amount:
Department: Community Development Account #:
Subject: Ordinance 2023-13 Requesting the voluntary contraction of the City's
Boundary for 42.6+/- acres of property located north of the intersection
between State Hwy 11 and County Road 304 - First Reading
Agenda Section: Ordinances: (Legislative):

ATTACHMENTS:

Description	Type
Ordinance 2023-13 Palmer Contraction	Ordinance
Feasibility Study	Exhibit

Summary/Highlights:

This is a request by Clinton and Kathryn Palmer for the voluntary contraction of the City's Boundary for 42.6+/- acres of property located north of the intersection between State Highway 11 and County Road 304.

The two pieces of property that are included in this request can be identified by the following Parcel ID numbers assigned by the Flagler County Property Appraiser's Office:

- 19-13-30-1650-01060-0020 (8775 State Hwy 11)
- 19-13-30-1650-01060-0050

Written notice was provided to Flagler County Board of Commissioners regarding this voluntary contraction on May 24, 2023.

This matter was last heard at the June 26, 2023 City Commission Meeting for First Reading. At this meeting, the City Commission voted to continue the matter to allow staff time to discuss newly discovered issues with the property owner/applicant.

Staff met with the applicants on June 27, 2023 to discuss the properties.

As this is a quasi judicial matter, if a member of the Commission has had any contact with the applicant or another person other than staff about this matter outside of a Commission meeting, they will need to disclose any of those ex parte communications following the reading of the short title.

Background:

The applicants, Clinton and Kathryn Palmer, own both parcels of land located within the City of Bunnell. The Palmers have petitioned the City of Bunnell to de-annex these properties from its corporate limits under the reason that City services are not provided to these two parcels. Under Chapter 171.052, Florida Statutes, only land that does not meet the criteria for annexation in F.S. 171.043 can be excluded from municipal boundaries. A feasibility study is required to be performed and has been submitted by the applicant. The study found that this property is eligible for de-annexation based on the criteria for municipal contraction set forth in Chapter 171.052 of the Florida Statutes.

Contrary to the reason of the applicant's request, the only City services not provided to these parcels are water and sewer; these services were not available when the applicant obtained their building permit for the house they built on the property. Solid Waste services are available to all properties within the City of Bunnell limits, including the one in this request. Community Development services, such as permitting, plan review, and inspections, are available to these parcels upon application submittals to the Department of Community Development.

Staff Recommendation:

Per Commission

City Attorney Review:

Approved.

Finance Department Review/Recommendation:**City Manager Review/Recommendation:**

Approved.

ORDINANCE 2023-13

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA FOR THE VOLUNTARY CONTRACTION (DEANNEXATION) OF THE CITY BOUNDARY BY DEANNEXING 42.6+/- ACRES MORE OR LESS OF REAL PROPERTY, GENERALLY LOCATED NORTH OF INTERSECTION COUNTY ROAD 304 AND STATE HIGHWAY 11, MORE PARTICULARLY AND LEGALLY DESCRIBED ON EXHIBIT A, ATTACHED HERETO AND FULLY INCORPORATED HEREIN BY THIS REFERENCE; PROVIDING FOR THE AMENDMENT OF CITY BOUNDARIES TO CONTRACT THE SUBJECT PROPERTIES FROM THE CITY BOUNDARIES; PROVIDING FOR REPEAL OF PRIOR INCONSISTENT ORDINANCES AND RESOLUTIONS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 171, *Florida Statutes*, provides the exclusive method of municipal annexation or contraction in order to ensure sound urban development and efficient provision of urban services; and

WHEREAS, Clinton and Kathryn Palmer own two parcels which are the subject of this ordinance, identified by Flagler County Tax Parcel ID Numbers: 19-13-30-1650-01060-0020 and 19-13-30-1650-01060-0050 collectively totaling approximately 42.6+/- acres, such property described in Exhibit A and illustrated in Exhibit B, and incorporated herein by reference is contiguous to the corporate limits of the City of Bunnell; and

WHEREAS, the owners have requested that the City deannex these parcels; and

WHEREAS, these parcels fail to meet all of the criteria of Chapter 171.043, F.S., specifying the character of an area that may be annexed upon the proposal of a municipality; and

WHEREAS, this parcel has not been developed for urban purposes; and

WHEREAS, the contraction of this parcel will not result in a portion of the City becoming noncontiguous with the rest of the municipality; and

WHEREAS, upon adoption of this Ordinance, the municipal boundary lines of the City of Bunnell shall be redefined to exclude the subject real properties.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA:

Section 1. Recitals.

The foregoing recitals are true and correct and are fully incorporated herein by this reference.

Section 2. Contraction of Subject Properties.

The Subject Properties as illustrated in Exhibit "B" shall be, and are hereby deannexed from the City of Bunnell, Florida. These properties are described in Exhibit "A" and illustrated in Exhibit "B". The Subject Properties shall be excluded from the existing boundaries of the City of Bunnell, Florida, from the effective date of this Ordinance.

Section 3. City Boundaries Redefined.

(a) within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court (Land Records/Recording), with the Chief Administrative Officer of Flagler County (the County Administrator), with the Florida Department of State, and with such other agencies and entities as may be required by law or otherwise desirable.

(b) The City Manager, or designees within City management staff, shall ensure that the properties contracted/de-annexed by this Ordinance are removed from the *City of Bunnell Comprehensive Plan*, the Official Zoning Map of the City of Bunnell and the map of the City Limits of the City of Bunnell in an expeditious manner.

(c) The City Manager, or designees, are hereby authorized and directed to legally describe and map the revised City Limits of the City of Bunnell and to take any and all appropriate actions or propose actions to the City Commission as may be authorized in accordance with controlling law.

Section 4. Repeal of Prior Inconsistent Ordinances and Resolutions.

All ordinances and resolutions or parts of ordinances and resolutions in conflict herewith are hereby repealed to the extent of the conflict.

Section 5. Severability.

If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

Section 6. Effective Date.

This Ordinance shall take effect immediately upon adoption.

First Reading: approved on this 10th day of July 2023

Second Reading/Final Reading: adopted on this _____ day of _____ 2023.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Vose Law Firm, City Attorney

Attest:

Seal:

Kristen Bates, CMC, City Clerk

Exhibit "A"
Legal Description

Parcel #1 (Parcel ID: 19-13-30-1650-01060-0020)

A PARCEL OF LAND LYING IN SECTION 19, TOWNSHIP 13 SOUTH, RANGE 30 EAST, FLAGLER COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FROM A POINT OF REFERENCE BEING THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 19, BEAR N87°45'20"E ALONG THE SOUTH LINE OF SECTION 19 A DISTANCE OF 111.10 FEET TO ITS INTERSECTION WITH THE EASTERLY RIGHT-OF-WAY OF STATE ROAD NO. 11; THENCE N01°28'21"W ALONG SAID EASTERLY RIGHT-OF-WAY A DISTANCE OF 902.99 FEET TO THE NORTHEAST CORNER OF LANDS DESCRIBED IN O.R. BOOK 2492, PAGE 1443 AND THE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE DEPARTING SAID EASTERLY RIGHT-OF-WAY N88°38'49"E A DISTANCE OF 179.39 FEET; THENCE S02°00'17"E A DISTANCE OF 10.58 FEET; THENCE N89°19'16"E A DISTANCE OF 2000.00 FEET; THENCE N47°41'21"W A DISTANCE OF 1874.48 FEET; THENCE S01°28'21"W ALONG A LINE 826.00 FEET EASTERLY OF AND PARALLEL TO SAID EASTERLY RIGH-OF-WAY A DISTANCE OF 660.08 FEET; THENCE S88°38'49"W A DISTANCE OF 826.00 FEET TO THE EASTERLY RIGHT-OF-WAY OF STATE ROAD NO. 11; THENCE S01°28'21"E ALONG SAID EASTERLY RIGHT-OF-WAY A DISTANCE OF 600.00 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION.

PARCEL CONTAINS 31.45 ACRES MORE OR LESS.

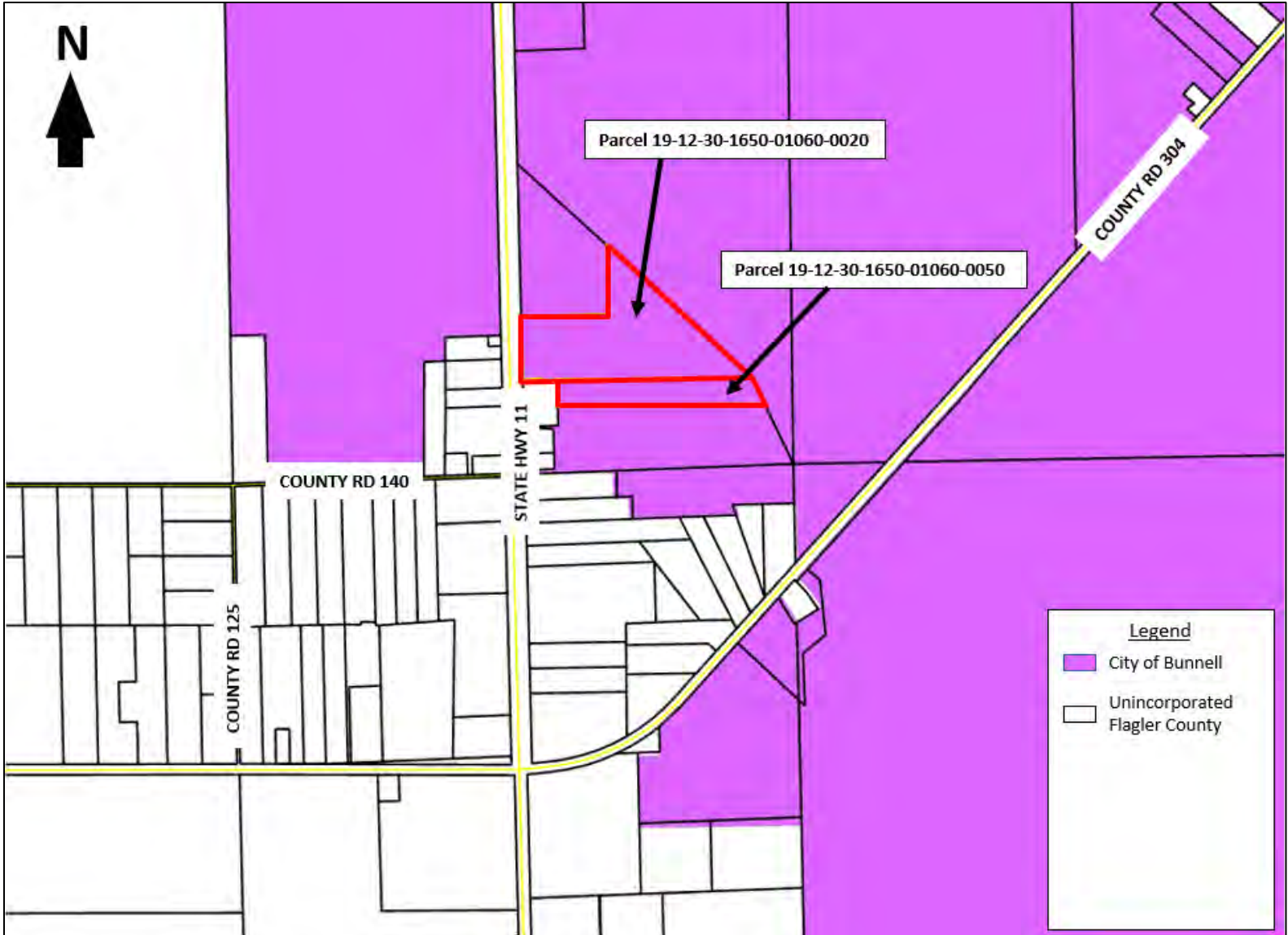
Parcel #2 (Parcel ID: 19-13-30-1650-01060-0050)

A PARCEL OF LAND LYING IN SECTION 19, TOWNSHIP 13 SOUTH, RANGE 30 EAST, FLAGLER COUNTY, FLORIDA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FROM A POINT OF COMMENCEMENT BEING THE SOUTHEAST CORNER OF SAID SECTION 19, BEAR N25°34'00"W A DISTANCE OF 633.58 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE N25°34'00W A DISTANCE OF 275.59 FEET; THENCE S89°19'16"W A DISTANCE OF 1854.82 FEET TO THE NORTHEAST CORNER OF LANDS DESCRIBED IN O.R. BOOK 2492, PAGE 1443; THENCE S01°33'19"E ALONG THE EAST LINE OF SAID LANDS DESCRIBED IN O.R. BOOK 2492, PAGE 1443 A DISTANCE OF 250.03 FEET; THENCE DEPARTING SAID EAST LINE N89°19'16"E A DISTANCE OF 1966.98 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION.

PARCEL CONTAINS 10.97 ACRES MORE OR LESS.

Exhibit "B"
Contraction Map



To: Bernadette Fisher
Director of Community Development

From: Mark P, Karet, AICP
Director of Planning and Landscape Architecture

Date: May 2, 2023

Subject: Feasibility Study Proposed Municipal Contraction
Parcel IDs: 19-13-30-1650-01060-0020 & 19-13-30-1650-01060-0050
Clinton and Kathryn Palmer Parcels

Background:

The subject property is identified as Parcel ID numbers: 19-13-30-1650-01060-0020 & 19-13-30-1650-01060-0050. Parcel 19-13-30-1650-01060-0020 is owned by Clinton & Kathryn Palmer. Parcel 19-13-30-1650-01060-0050 is owned by Clinton Palmer. Parcel 19-13-30-1650-01060-0020 is 31.6± acres in size. It is addressed as 8775 State Highway 11. It contains a recently constructed single-family residence, horse barn, and equipment storage building. Three people reside on the property. Parcel 19-13-30-1650-01060-0050 is 10.98± acres in size and is an adjacent parcel of land that has not been assigned a street address. There are no physical improvements on Parcel 19-13-30-1650-01060-0050.

The lands surrounding the subject property is a rural area. It is a sparsely developed area with a very low population density below 100 people per square mile. North and west of the subject property is Middle Haw Creek. Middle Haw Creek is a large blackwater stream that is surrounded by a dense natural floodplain forest. South and west of the subject property are lands used for agricultural purposes and rural residential development. See the attached aerial location map which shows the subject property and its surrounding rural area.

Clinton and Kathryn Palmer have filed a petition to de-annex the Subject Property from the City of Bunnell and have commissioned this analysis at your request.

This report analyzes the feasibility of contracting the subject property from the municipal boundaries of the City of Bunnell consistent with *Chapter 171.052, F.S. Criteria for contraction of municipal boundaries*. Chapter 171.052, F.S. states that (1) “Only those areas which do not meet the criteria for annexation in s. 171.043 may be proposed for exclusion by municipal governing bodies...”. Under Chapter 171.043, F.S., areas may be annexed only if lands are: (1) contiguous to the municipality’s boundaries per Chapter 171.043 (1), F.S., and (2) meets the requirements of either Chapter 171.043(2) or Chapter 171.043 (3).

Analysis:

Criteria: Chapter 171.043(1) requires that the total area to be annexed must be contiguous to the municipality's boundaries at the time the annexation proceeding is begun and reasonably compact. No part of the area to be annexed shall be included within the boundary of another incorporated municipality.

Findings: The Subject Property meets this criterion for areas to be annexed. It is contiguous to other lands that are incorporated into the City of Bunnell so that a substantial portion of the subject property's boundary is coterminous with the boundary of the City.

Criteria: Chapter 171.043(2) requires that the area to be annexed must be developed for urban purposes which is defined as a developed area that meets any of the following:

- (a) A total resident population equal to at least two persons for each acre of land; or*
- (b) A total resident population that equals at least one person for each acre of land and is subdivided into lots and tracts so that at least 60 percent of total number of lots and tracts are 1 acre or less in size; or*
- (c) Is developed with at least 60 percent of total number of lots and tracts in area at the time of annexation that are used for urban purposes and is subdivided into lots and tracts so that at least 60 percent of the total acreage, not counting the acreage used at the time of annexation for nonresidential urban purposes, consists of lots and tracts 5 acres or less in size.*

Findings: The proposed contraction area fails to meet the three criteria in Chapter 171.043(2) since the Subject Property has a population density of less than 1 person per acre, is not divided into parcels of less than 1 acres in size and each parcel is substantially larger than 5 acres. No part of the subject property is used for urban purposes.

Criteria: Chapter 171.043(3) states that in addition to being developed for urban purpose, an area may be included in the land to be annexed any additional area which does not meet the requirements of subsection (2), if the area either:

- (a) lies between the municipal boundary and an area developed for urban purposes, so that the area developed for urban purposes is either not adjacent to the municipal boundary or cannot be served by the municipality without extending services or water or sewer lines through such sparsely developed area; or*
- (b) is adjacent, on at least 60 percent of its external boundary, to any combination of the municipal boundary and the boundary of an area or areas developed for urban purposes as defined in subsection (2).*

Findings: The proposed contraction area fails to meet Criteria 171.043(3) since the Subject Property does not lie between Bunnell's municipal boundary and an area developed for urban purposes nor is any

part of the subject property adjacent to lands used for urban purposes as defined in Chapter 171.043(2), F.S.

Criteria: Chapter 171.052 states that if area proposed to be excluded does not meet the criteria of s. 171.043, but such exclusion would result in a portion of the municipality becoming noncontiguous with the rest of the municipality, then such exclusion shall not be allowed.

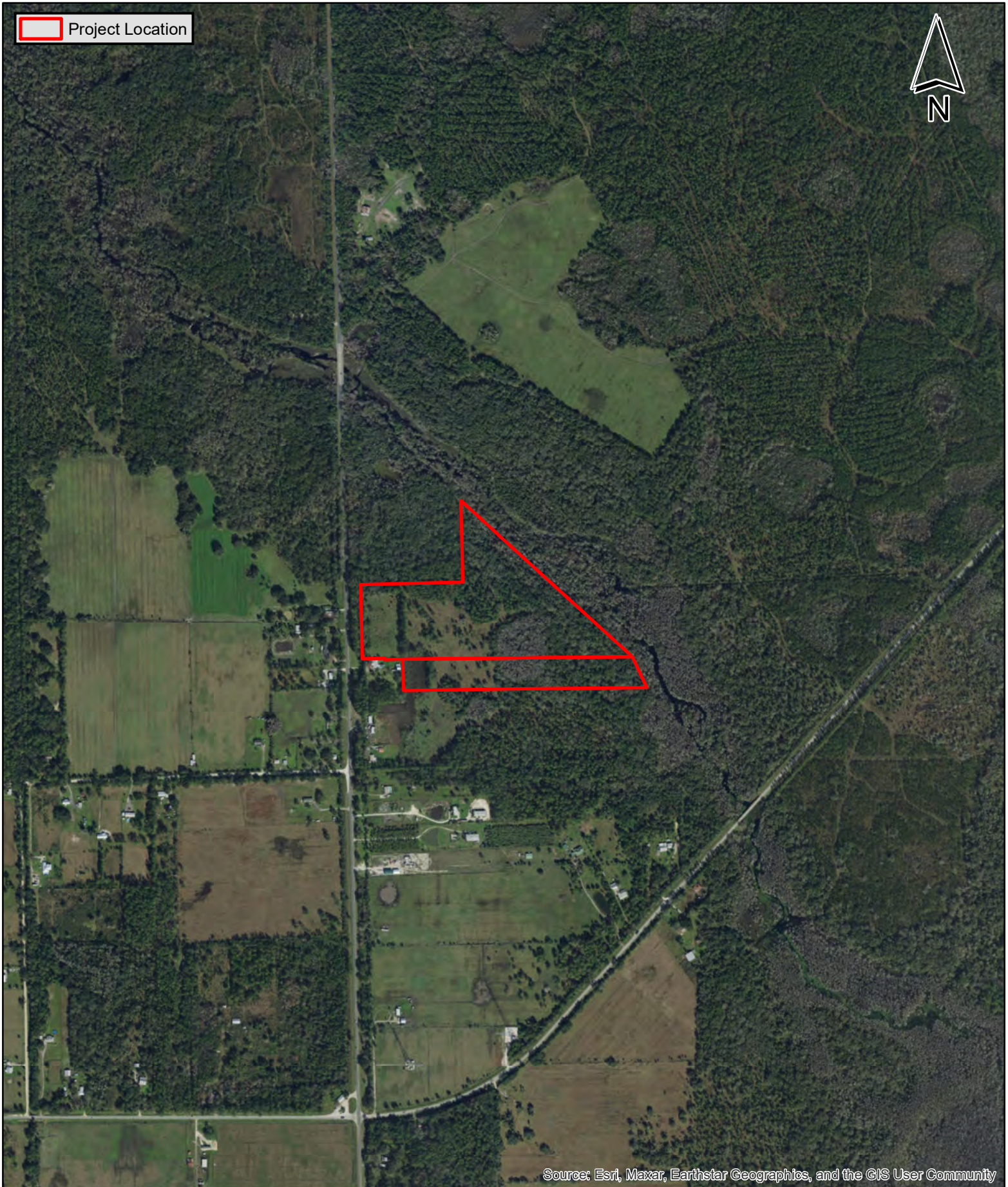
Findings: Contraction of the Subject Property would not separate the City of Bunnell from any of its remaining corporate limits. See the attached map which depicts the location of the property in relation to Bunnell's municipal boundary. The proposed contraction does not create any noncontiguous areas within the city.

Conclusion:

The proposed contraction of the Subject Property meets the criteria established by Chapter 171.052 F.S. for contraction of municipal boundaries since the subject property fails to meet the criteria for annexation in s. 171.043. The Subject Property fails to meet criteria outlined in Chapter 171.043(2) or Chapter 171.043 (3). Finally, contraction of the Subject Property would not result in the creation of noncontiguous areas within the boundaries of the City.

Excluding the subject property from the corporate limits of the City of Bunnell is feasible based on the findings above. The proposed contraction will have no impact on the City's provision of services to or connection with any urban area as defined by Florida Statutes.


 Project Location



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community


Info:

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
Location Map Palmer Parcels City of Bunnell, Florida

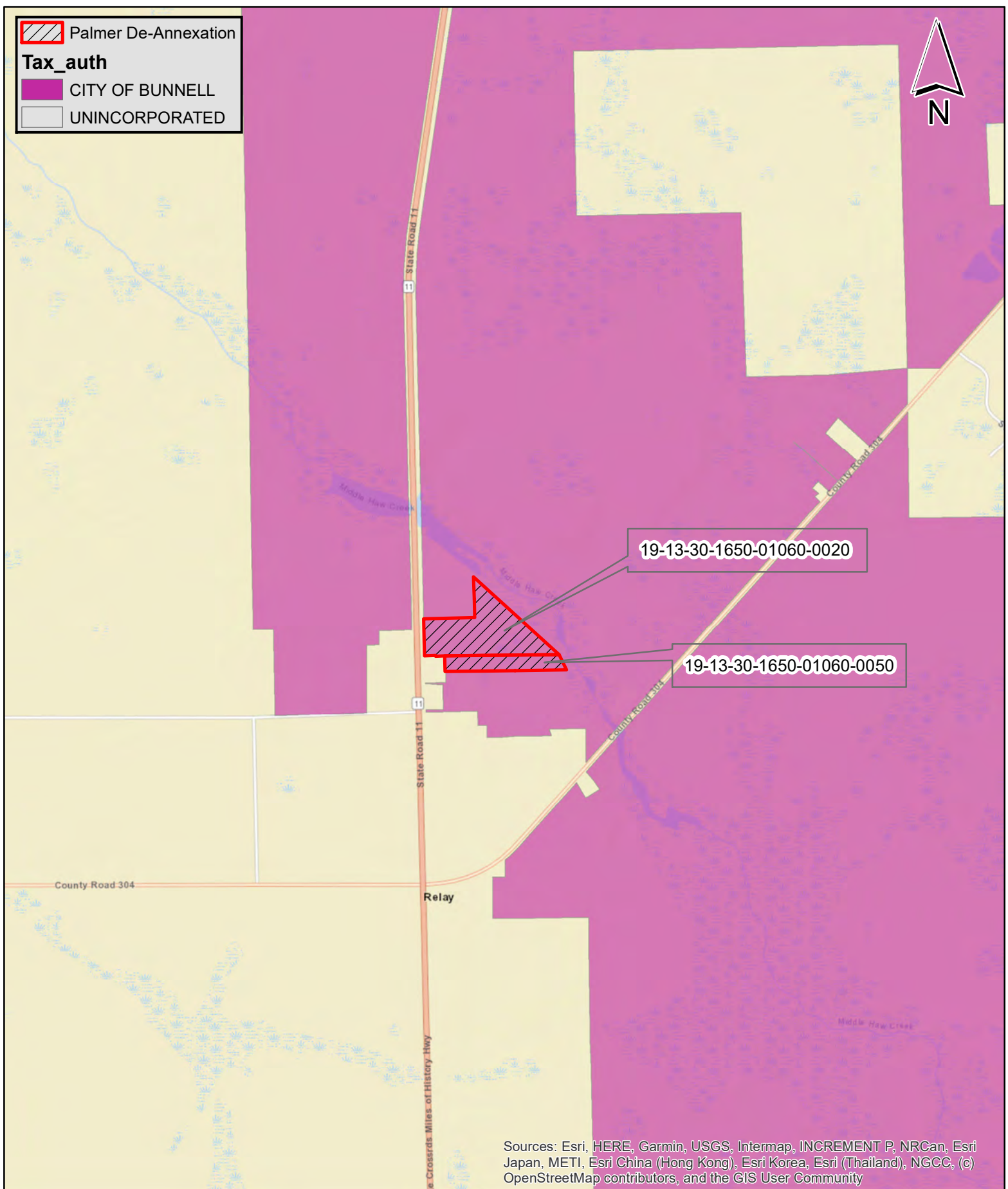
 **ZEV COHEN**
& ASSOCIATES INC
300 Interchange Blvd
Ormond Beach, FL 32174
ph 386-677-2482

 Palmer De-Annexation

Tax_auth

 CITY OF BUNNELL

 UNINCORPORATED



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

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Date Saved: 4/25/2023 Created by: planigan

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De-Annexation Palmer Parcels City of Bunnell, Florida



**300 Interchange Blvd
Ormond Beach, FL 32174
ph 386-677-2482**



City of Bunnell, Florida

Agenda Item No. E.2.

Document Date: 5/23/2023 Amount:
Department: Community Development Account #:
Subject: Ordinance 2023-14 Requesting to voluntarily annex property totaling 0.51 +/- acres of land, owned by Coastal Collections LLC, located at 1138 County Road 305. - First Reading
Agenda Section: Ordinances: (Legislative):

ATTACHMENTS:

Description	Type
Ordinance 2023-14 Coastal Collections LLC Voluntary Annexation	Ordinance
Location Map	Location Map(s)

Summary/Highlights:

This is a request by the applicant, Charlie Faulkner with Faulkner & Associates Inc on behalf of the property owner Coastal Collections LLC, to voluntarily annex property totaling 0.51 +/- acres located at 1138 County Road 305. The property is identified by Parcel ID: 13-12-28-1800-01280-0350 by the Flagler County Property Appraiser's Office.

In accordance with Florida Statutes, the written notice to the Flagler County Board of County Commissioners was provided on June 9, 2023.

Background:

The property owner, Coastal Collections LLC, owns the subject property that totals 0.51 +/- acres located in unincorporated Flagler County. The applicant has petitioned for voluntary annexation into the City of Bunnell. The property is currently vacant. The owner plans to construct a 3,200 square foot commercial retail building.

The property has a Flagler County Future Land Use Map designation of "Mixed Use: Low Intensity" and a Flagler County zoning classification of "C-1, Neighborhood Commercial." The applicant is currently seeking to change both designations to City of Bunnell designations.

Section 171.044 of the Florida Statutes contains specific requirements that govern the process of voluntary annexation. The City is required to provide notice to the County Administrator on behalf of the County Commission. The statute prohibits voluntary annexation if the annexation will result in the creation of an enclave of unincorporated county land completely surrounded by a municipality.

Voluntary annexations must be contiguous and reasonably compact. Per Section 171.031, Florida Statutes, contiguous means that a substantial part of a boundary of the property to be annexed is coterminous with a part of the boundary of the municipality. Compactness is defined as "the concentration of a piece of property in a single area precluding any action which creates enclaves, pockets, or finger areas in serpentine patterns".

The subject property is contiguous, and the boundary of the property is coterminous with the City's corporate limits on its western boundary. The subject property is compact, and the action of annexation will not create a county enclave.

Staff Recommendation:

Approve Ordinance 2023-14 Requesting to voluntarily annex a 0.51+/- acre parcel of land, owned by Coastal Collections LLC, located at 1138 County Road 305. - First Reading.

City Attorney Review:

Approved

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved for Agenda

ORDINANCE 2023-14

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA, ANNEXING BY VOLUNTARY PETITION CERTAIN REAL PROPERTY TOTALING 0.51± ACRES, OWNED BY COASTAL COLLECTIONS LLC, LOCATED AT 1138 COUNTY ROAD 305 WHICH IS CONTIGUOUS TO THE CITY OF BUNNELL IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, *FLORIDA STATUTES*, AND OTHER CONTROLLING LAW; REDFINING THE BOUNDARIES OF THE CITY OF BUNNELL TO INCLUDE SAID PROPERTY; PROVIDING FOR FINDINGS; PROVIDING FOR CONDITIONS; DIRECTING THE CITY CLERK TO RECORD THE ORDINANCE WITH THE CLERK OF THE CIRCUIT COURT, WITH THE CHIEF ADMINISTRATIVE OFFICE OF FLAGLER COUNTY AND WITH THE DEPARTMENT OF STATE; PROVIDING FOR LEGAL DESCRIPTION AND A MAP; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION AND THE TAKING OF ADMINISTRATIVE ACTIONS AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Coastal Collections LLC is hereby determined to be the owner of the real property described below; and

WHEREAS, Coastal Collections LLC petitioned, pursuant to Section 171.044, *Florida Statutes*, for voluntary annexation of said property into the municipal limits of the City of Bunnell which totals approximately 0.51+/- acres in size and is located at 1138 County Road 305; and

WHEREAS, Coastal Collections LLC is the owner of the property being described by Tax Identification Parcel Number as follows:

Tax Identification Parcel Number	Owner
13-12-28-1800-01280-0350	Coastal Collections LLC

WHEREAS, City staff on May 25, 2023, have reviewed and recommended approval of the annexation of said properties to the City Commission of the City of Bunnell and has accomplished all actions required under the *Code of Ordinances of the City of Bunnell* and State law; and

WHEREAS, the City Commission, upon the recommendation of City staff and the City Attorney, has determined that the property which is proposed to be annexed into the City of Bunnell is within an unincorporated area of Flagler County, is reasonably

compact and contiguous to the corporate areas of the City of Bunnell, Florida and it is further determined that the annexation of said property will not result in the creation of any enclave, and it is further determined that the property otherwise fully complies with the requirements of State law; and

WHEREAS, the City Commission of the City of Bunnell, Florida has taken all actions in accordance with the requirements and procedures mandated by State law; and

WHEREAS, the City Commission of the City of Bunnell, Florida hereby determines that it is to the advantage of the City of Bunnell and in the best interests of the citizens of the City of Bunnell to annex the afore described property; and

WHEREAS, the provisions of Section 166.031(3), *Florida Statutes*, provide that a municipality may, by ordinance and without referendum, redefine its boundaries to include only those lands previously annexed and shall file said redefinition with the Florida Department of State; and

WHEREAS, the provisions of Section 171.091, *Florida Statutes*, provide as follows: Recording – Any change in the municipal boundaries through annexation or contraction shall revise the charter boundary article and shall be filed as a revision of the charter with the Department of State within 30 days. A copy of such revision must be submitted to the Office of Economic and Demographic Research along with a statement specifying the population census effect and the affected land area; and

WHEREAS, the metes and bounds legal descriptions and the map attached hereto Exhibits “A” and “B” shows, describes, and depicts the property which is hereby annexed into the City of Bunnell.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF BUNNELL, FLORIDA, AS FOLLOWS:

Section 1. Legislative and Administrative Findings/Annexation of Property.

(a) The recitals set forth above in the “whereas clauses” are hereby adopted as legislative findings of the City Commission of the City of Bunnell.

(b) The property that is the subject of this Ordinance consists of the following parcel of land assigned the Tax Identification Parcel Number set forth above and being specifically described in Exhibits “A” and “B”, said property being situated in Flagler County, Florida, and said property are hereby annexed into and are hereby made a part of the City of Bunnell, Florida pursuant to the voluntary annexation provisions of Section 171.044, *Florida Statutes*, and other controlling law.

Section 2. Effect of Annexation.

Upon this Ordinance becoming effective, the property owners of the said property shall be entitled to all the rights and privileges and immunities as are from time-to-time granted to property owners of the City of Bunnell, Florida as further provided in Chapter 171, *Florida Statutes*, and shall further be subject to the responsibilities of ownership as may from time-to-time be determined by the governing authority of the City of Bunnell, Florida and the provisions of said Chapter 171, *Florida Statutes*.

Section 3. Administrative Actions.

(a) Within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court (Land Records/Recording), with the Chief Administrative Officer of Flagler County (the County Manager), with the Florida Department of State, and with such other agencies and entities as may be required by law or otherwise desirable.

(b) The City Manager, or designees within City management staff, shall ensure that the property annexed by this Ordinance are incorporated into the *City of Bunnell Comprehensive Plan*, the Official Zoning Map of the City of Bunnell in an expeditious manner and the map of the City Limits of the City of Bunnell.

(c) The City Manager, or designees, are hereby authorized and directed to legally describe and map the existing City Limits of the City of Bunnell and to take any and all appropriate actions or propose actions to the City Commission as may be authorized in accordance with controlling law.

Section 4. Conflicts.

All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed.

Section 5. Severability.

If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise to be invalid, unlawful, or unconstitutional.

Section 6. Codification.

The provisions of this Ordinance shall not be codified, but the annexed property shall be incorporated and included in all appropriate maps of the City Limits of the City of Bunnell by the City Manager, or designee(s), and the City Manager, or designee(s), is/are hereby directed to take any and all appropriate actions relative to the land use planning documents of the City pertaining to the property annexed pursuant to this Ordinance.

Section 7. Effective Date.

This Ordinance shall take effect immediately upon passage and adoption.

First Reading: approved on this _____ day of _____ 2023

Second Reading/Final Reading: adopted on this _____ day of _____ 2023.

CITY COMMISSION, City of Bunnell, Florida.

By: _____
Catherine D. Robinson, Mayor

Approved for form and content by:

Vose Law Firm, City Attorney

Attest:

Seal:

Kristen Bates, CMC, City Clerk

Exhibit "A"
Legal Description

LEGAL DESCRIPTION

LOT 35, BLOCK 128, DAYTONA NORTH SUBDIVISION, A SUBDIVISION ACCORDING TO THE PLAT OR MAP THEREOF DESCRIBED IN PLAT BOOK 10, PAGES 1 THROUGH 15, OF THE PUBLIC RECORDS OF FLAGLER COUNTY, FLORIDA.

Exhibit "B"
Location Map



Location Map





City of Bunnell, Florida

Agenda Item No. H.1.

Document Date: 6/14/2023 Amount:
Department: Infrastructure Account #:
Subject: Request Approval of the RFQ 2023-02 Selection Committee
Recommendation to Proceed with Contract Negotiations for Continuing
Infrastructure Engineering Services
Agenda Section: New Business:
Goal/Priority: Infrastructure

ATTACHMENTS:

Description	Type
RFQ 2023-02 Infrastructure Engineering Services	Bid Package
RFQ 2023-02 Submittal Opening Minutes	Minutes
RFQ 2023-02 Selection Committee Minutes	Minutes
Tocoi Engineering Submittal	Bid Package
Zev Cohen & Assoc., Inc. Submittal	Bid Package
N FL Professional Services Submittal	Bid Package
Alliant Engineering, Inc Submittal	Bid Package
CPH, LLC dba CPH Consulting, LLC Submittal	Bid Package
EXP US Services Submittal	Bid Package
Kimley-Horn and Associates, Inc Submittal	Bid Package
FL Technical Consultants, LLC Submittal	Bid Package

Summary/Highlights:

Staff is seeking approval to begin contract negotiations with the engineering firms recommended by the RFQ 2023-02 Selection Committee.

Background:

Request for Qualifications (RFQ) number 2023-02 was issued on April 25, 2023, for continuing Professional Infrastructure Engineering Services in accordance with Florida Statutes section 287.055 (Consultants Competitive Negotiations Act). The RFQ Opening was held May 23, 2023. The City received 8 (eight) submittals.

The Selection Committee met on June 13, 2023. Each firm was ranked per the RFQ's Evaluation

Criteria. It was decided that the Committee would like to recommend entering into negotiations with all 8 (eight) firms. All the firms were qualified, some in all areas of the department's needs and some in specific niche areas only.

Contracting with multiple firms would be beneficial to the department by providing options, especially with varying workloads and specialty niche projects.

Staff Recommendation:

Approval of the RFQ 2023-02 Selection Committee recommendation to proceed with negotiations for continuing Infrastructure Engineering Services.

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved.



**REQUEST FOR QUALIFICATION STATEMENTS (RFQ) FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
RFQ NO: 2023-02**

NOTICE IS HEREBY GIVEN THAT THE CITY OF BUNNELL IS ACCEPTING SEALED QUALIFICATION STATEMENTS FROM QUALIFIED PROFESSIONAL CONSULTING FIRMS TO PROVIDE ENGINEERING SERVICES FOR ALL OR SOME OF THE FOLLOWING INFRASTRUCTURE NEEDS: ON-CALL PUBLIC ROADWAYS, STORMWATER, WATER RESOURCES, WASTEWATER AND WATER UTILITIES WITHIN THE ENVIRONMENTAL AND SANITARY DISCIPLINES.

NOTICE SHALL BE POSTED IN THE DAYTONA NEWS JOURNAL. INTERESTED PARTIES MAY OBTAIN INSTRUCTION PACKETS ON THE WEBSITE WWW.DEMANDSTAR.COM, THE CITY'S WEBSITE AT WWW.BUNNELLCITY.US/BIDS OR VIA EMAIL FROM MATWOOD@BUNNELLCITY.US.

YOU ARE HEREBY INVITED TO SUBMIT A SEALED QUALIFICATION STATEMENT COMPLETE WITH ALL INFORMATION REQUESTED BY MAIL OR COURIER SERVICE TO THE OFFICE OF THE CITY CLERK OF THE CITY OF BUNNELL.

SUBMIT QUALIFICATION STATEMENTS TO: KRISTEN BATES – CITY CLERK

MAILING ADDRESS:

Bunnell City Clerk
P.O. Box 756
Bunnell, Florida 32110

WALK-IN DELIVERY ADDRESS:

Bunnell City Clerk
604 E Moody Blvd., Suite 6
Bunnell, Florida 32110

TIMETABLE:

Date of Distribution:	April 25, 2023
Last Date of Inquiries:	May 09, 2023 by 04:00 PM
Qualification Statements Due:	May 16, 2023 at 02:00 PM
*RFQ Opening:	May 16, 2023 at 02:30 PM

* RFQ Opening will be held at:
Versie Lee Mitchell Community Center
405 E Drain St, Bunnell, FL 32110

Proposers must indicate on the sealed envelope the following:

- A. Title of Proposal – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**
- B. Request for Qualification Number – RFQ 2023-02**
- C. Name of Proposer**
- D. RFQ Opening – Tuesday, May 16, 2023 at 02:30 PM**

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Request for Qualifications Statements (RFQ) for PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES RFQ# 2023-02

GENERAL CONDITIONS

CONTACT: All prospective Applicants are hereby instructed not to contact any member of the City of Bunnell City Commission, City Manager, or City Staff members other than the noted contact person regarding this RFQ at any time prior to the posting on the Web Site of the final evaluation and recommended ranking by City staff for this project. Any such contact shall be cause for rejection of your Proposal.

PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid or Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid or Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids or Proposals on leases of real property to a public entity, many not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

CODE ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES: Pursuant to Florida Statutes, any Public Officer or Employee of the City of Bunnell will abide by all ethical requirements as outlined in Chapter 112, Part III.

DISCRIMINATION: Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a Bid or Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid or Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids or Proposal on leases of real property to a public entity, many not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

PUBLIC RECORDS/NON-CONFIDENTIALITY OF BIDS AND/OR PROPOSALS: The City of Bunnell cannot and does not warrant the confidentiality of any information submitted in response to this solicitation. Florida law provides that municipal records shall, at all times, be open for personal inspection by any person, Section 119.01, F.S. Information and materials received by the City of Bunnell in connection with all Proposers' response shall be deemed public records subject to public inspection upon notice of an intended decision, or 30 days after Bid/Proposal opening, whichever occurs first. Section 119.071, F.S.

PUBLIC RECORDS COMPLIANCE. Proposer agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services for the City, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of

the contract term and following completion of the contract if the Proposer does not transfer the records to the public agency.

- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Proposer or keep and maintain public records required by the public agency to perform the service. If the Proposer transfers all public records to the public agency upon completion of the contract, the Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Proposer keeps and maintains public records upon completion of the contract, the Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

PUBLIC RECORDS COMPLIANCE INDEMNIFICATION. Proposer agrees to indemnify and hold the City harmless against any and all claims, damage awards, and causes of action arising from the Proposer's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Proposer's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Proposer authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Proposer in Flagler County Circuit Court on an expedited basis to enforce the requirements of this section.

SUBMISSION OF PROPOSALS: All Proposals shall be submitted in a sealed envelope. The Request for Qualification Statements (RFQ) number, title, and opening date shall be clearly displayed on the outside of the sealed envelope. The delivery of said Proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any Proposal received at the prescribed delivery point after the specified date and time will not be accepted. Proposals must be submitted on forms provided by the city. No other forms will be accepted. Telephone, Email, and Fax Proposals will not be considered. No Proposal may be modified after opening. No Proposal may be withdrawn after opening.

DELAYS: The City of Bunnell, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will post notification of any and all changes in scheduled due dates on-line at the City of Bunnell Website www.bunnellcity.us/bids and Demand Star www.demandstar.com.

ADDENDUM: Should revisions to the RFQ documents become necessary, the City will post addenda information on-line at the City of Bunnell website www.bunnellcity.us/bids and Demand Star www.demandstar.com. All Proposers should check the City of Bunnell website and Demand Star website to verify information regarding Addenda. It is the sole responsibility of the Proposer to ensure he/she obtains information related to Addenda.

EXECUTION OF RFQ: Proposal must contain a manual signature of authorized representative in the space(s) provided. Proposals must be typed or printed. The company name and Federal Employer Identification Number (F.E.I.N.) shall appear in the space(s) provided.

RFQ OPENING: Proposals shall be opened at the time, date, and place specified in the RFQ, and the name of the Proposer shall be read aloud publicly.

RFQ TABULATION: Any Proposer wishing to receive a copy of the RFQ tabulation is required to enclose

a stamped, self-addressed envelope with their Proposal.

CLARIFICATION/CORRECTION OF RFQ ENTRY: The City of Bunnell reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes. Any permitted correction shall be initialed by the Proposer.

INTERPRETATION: Any questions concerning conditions and specifications shall be directed in writing to Mary Anne Atwood, Project Manager at P.O. Box 756, Bunnell, FL 32110 or via email at matwood@bunnellcity.us. Those interpretations, which may affect the eventual outcome of this Proposal, will be furnished in writing to all prospective Proposers. No interpretation shall be considered binding unless provided in writing by the City of Bunnell.

MINORITY POLICIES: The City of Bunnell, Florida, encourages the full participation of Disadvantaged and Women Business Enterprises (D&WBE) in the provision of goods and services.

ADDITIONAL TERMS AND CONDITIONS: The City of Bunnell reserves the right to reject Proposals containing any additional terms or conditions not specifically requested in the original conditions and specifications.

TAXES: The City of Bunnell is exempt from Federal Excise Taxes and all sales taxes.

ASSIGNMENT: Any contract issued pursuant to an RFQ and the monies that may become due there under are not assignable except with the prior written approval of the City Manager or City Commission, whichever authorized the purchase order or contract.

LIABILITY: The Proposer shall hold and save the City of Bunnell, its officers, agents, and employees harmless against claims by third parties resulting from the Proposer's breach of contract or negligence, including all attorney's fees and costs, and shall pay any and all damages, fees, and costs assessed on behalf of the City. The City expressly reserves all rights, privileges and benefits of sovereign immunity.

LICENSES: Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of submittal of RFQ for the type of goods/services to be provided. Should the Proposer not be fully licensed and certified, his/her RFQ submittal shall be rejected. If applicable, any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, County, City, etc., are the responsibility of the Proposer.

Copies of the required licenses must be submitted with the proposal response indicating that the entity proposing, as well as the team assigned to the City account, are properly licensed to perform the activities or work included in the contract documents. The winning Proposer will be required to obtain a business tax receipt from the City of Bunnell.

AWARDS: The City reserves the right, in its sole discretion, as the best interest of the City may require, to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or with one or more Proposers. The City reserves the right to waive any irregularities, and to re-advertise as may be determined to be in the best interest of the City.

EQUAL EMPLOYMENT OPPORTUNITY: Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination based on race and color as well as national origin, sex, or religion.

ADDITIONAL TERMS AND CONDITIONS: Unless expressly accepted by the City, only the terms and

conditions in this document shall apply: No additional terms and conditions included with the RFQ response shall be considered. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to this RFQ if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these RFQ documents are the only conditions applicable to this RFQ and the Proposer's authorized signature on the Request for Qualification Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

GOVERNMENTAL RESTRICTIONS: In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this RFQ prior to their delivery, it shall be the responsibility of the Proposer to notify the Finance Director at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES: All Proposers submitting a response to this RFQ agree that such response also constitutes an RFQ to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this RFQ, should the Proposer feel it is in their best interest to do so. Each governmental agency desiring to accept this RFQ, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases, and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this RFQ. This agreement in no way restricts or interferes with the right of any governmental agency to re-qualify any or all Proposers.

FUND AVAILABILITY: Any contract executed for the services set forth in this RFQ shall be subject to fund availability.

E-VERIFY COMPLIANCE. Proposer shall comply with Section 448.095, Fla. Stat., in that Proposer is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Proposer certifies that it shall require from each of its subProposers an affidavit stating that the subProposer does not employ, contract with, or subcontract with an unauthorized alien, and that Proposer is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.

COMPLIANCE/CONSISTENCY WITH SCRUTINIZED COMPANIES PROVISIONS OF FLORIDA STATUTES. Proposer shall comply with Section 287.135(2)(a), Florida Statutes, which prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Proposer shall not be listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Proposer shall not engage in a boycott of Israel or engaged in business operations in Cuba or Syria. Proposer understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Proposer to civil penalties, attorney's fees, and/or costs. Proposer further understands that

any contract with City for goods or services of any amount may be terminated at the option of City if Proposer (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

LENGTH OF AGREEMENT: The agreement shall be effective for a three (3) year period immediately following the date of execution of the Agreement by the City. The City reserves the sole right to renew this agreement in writing for two (2) additional twelve (12) month periods prior to the expiration of each term.

CHANGES TO SCOPE OF WORK: Either party may propose changes to the scope or time schedule of the Work or Services under a Task Assignment which shall be submitted to the other party in writing for consideration of feasibility and the likely effect on the cost and schedule for performance of the Work or Services. The parties shall mutually agree upon any proposed changes, including resulting equitable adjustments to costs and schedules for the performance of the Services. The agreed changes shall be documented in one or more Amendments to the Task Assignment. If despite good faith negotiations the parties are unable to agree to the terms of an amendment to a task assignment, the parties shall follow the dispute resolution process provided in the Agreement.

TIME IS OF THE ESSENCE: Time is of the essence for each Task Assignment issued under this Agreement and all Projects performed in accordance herewith.

Selection Committee members, City Commissioners, and City personnel are not to be contacted prior to the public meeting at which the City Commission will decide to approve or reject the final recommendation presented to it by the Infrastructure Director. At the discretion of the City, failure to comply with this requirement will be grounds for disqualification.

Specifically, this NO-CONTACT PERIOD shall commence on the date of the advertisement of the RFQ and continue through and include the date the City Commission makes its determination to approve or reject the final recommendations.

For each purpose related to this Agreement and each Task Assignment, Consultant, Contractor(s), subcontractor(s), or sub consultants shall be independent contractors with respect to the City and nothing herein shall create any association, partnership, joint venture, or agency relationship between them. City and Consultant shall exhaust all methods to resolve issues, including but not limited to, the Dispute Resolution procedures in the Agreement before any action is taken to declare the City or Consultant in default of the Agreement.

City of Bunnell
Request for Qualification Statements (RFQ) for
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
RFQ# 2023-02

The City of Bunnell is soliciting statements of qualifications and letters of interest from firms to provide continuing professional engineering services.

Florida Statute 287.055, "Consultants Competitive Negotiation Act" will be followed to secure the required consulting engineering firm(s). For continuing contracts, firms shall provide professional services to the City **for projects in which construction costs do not exceed \$4,000,000 or for study activity when the fee for such professional services does not exceed \$500,000.**

The document package necessary for participating in this RFQ can be obtained on-line at www.bunnellcity.us/bids and www.demandstar.com, or by calling Onvia Demand Star Services at (800) 711-1712. If you have any difficulty obtaining the RFQ documents, the RFQ package can also be obtained by email from Mary Anne Atwood at the City of Bunnell at matwood@bunnellcity.us.

There will not be a pre-Proposal meeting.

All Responders shall submit one (1) **original** and five (5) **bound** copies of their documents on letter size paper in a sealed envelope or package along with an **ADA compliant electronic copy** in pdf format on USB of the full response. Proposals **must** include all items shown in Section IX. Proposal Submission, of the scope of services.

- The Proposal must be submitted no later than **TUESDAY, MAY 16, 2023, AT 02:00 PM LOCAL TIME** at the Clerk's Office, Physical Address: 604 E. Moody Blvd., Suite 6, Bunnell, FL 32110 or Mailing Address: PO Box 756 Bunnell, Florida 32110. Proposals shall be addressed to Ms. Kristen Bates, City Clerk.

Any Proposals not complying strictly with the requirements of this Request for Qualifications (RFQ) may be ruled to be nonresponsive and ineligible for consideration.

THE CITY RESERVES THE RIGHT to reject any or all Proposals or parts thereof or to accept the Proposal or parts thereof when considered in the best interest of the City. Any Proposal received after the time and date specified will not be considered.

GENERAL INSTRUCTIONS

1. **Purpose/Objective:** The City of Bunnell (herein after, "City") has issued this Request for Qualifications (hereinafter, "RFQ") with the sole purpose and intent of obtaining qualifications from interested and qualified individuals or firms offering to provide PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES. A proposer may be referred to herein as the "Proposer, Proposer or Respondent" either with capitalization or without.
2. **Background:** The City serves an area of 14.6 square miles with a population of approximately 3,197. The City's fiscal year begins on October 1st and ends on September 30th. The Finance Department maintains the funds and accounts of the City. The Finance Department is responsible for the custody and accounting of funds in each department.

More detailed information on the government and its finances can be found in City of Bunnell's Comprehensive Annual Financial Report for fiscal year 2021-2022 and in the City's Annual Budget for fiscal year 2022-2023. Copies of these documents may be viewed on www.bunnellcity.us. The City of Bunnell is exempt from any and all state, local and federal taxes.
3. **Inquiries:** Questions may arise as firms are preparing their Proposals. Please direct questions in writing, no later than May 09, 2023 by 04:00 PM to: Mary Anne Atwood, Project Manager. P.O. Box 756, Bunnell, FL 32110, email: matwood@bunnellcity.us.
4. **Letter of Intent:** Letter will summarize, in a brief concise manner, the Firm understands the scope of work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the City. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.
5. **Proposal:** To ensure that all Statements of Qualifications are fairly evaluated, scored, and ranked, it is very important that they are prepared according to the prescribed format in Section IX. **Failure to follow this requirement may result in the disqualification of your Statement of Qualifications.**
6. **Signature Requirements:** Proposals and any issued Addenda must be signed by a duly authorized officer(s) of the proposing firm. Consortiums, joint ventures, or teams submitting Proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each Proposal shall indicate the entity responsible for execution on behalf of the Proposal team.
7. **Addenda and Supplements to the Request for Qualifications (RFQ):** In the event that it becomes necessary to revise any part of this RFQ, or if additional information is necessary to enable the proposing firm to make an adequate interpretation of the provisions of this RFQ, a supplement to the RFQ will be posted on the City of Bunnell website www.bunnellcity.us/bids and Demand Star www.demandstar.com.
8. **Rejection Rights:** The City of Bunnell reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFQ including, but not limited to, the deadlines for submission and submission requirements. The City further reserves the right to reject any or all submittals, to cancel or withdraw this RFQ at any time and to negotiate with any party prior to or after submittal of Proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.
9. **Cost of Proposal Preparation:** No reimbursement will be made by the City of Bunnell for any costs incurred in the preparation of the Proposal or presentation.

10. Proposals to be in Effect: Each Proposal shall state that it is valid for a period of not less than 90 days from date of receipt.

CITY OF BUNNELL
Request for Qualification Statements (RFQ) for
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
RFQ# 2023-02

I. GENERAL PURPOSE AND INTRODUCTION

Notice is hereby given that the City of Bunnell is accepting sealed Qualification Statements to be received no later than May 16, 2023, at 02:00 PM Local Time for continuing Professional Engineering Services for all or some of the following Infrastructure needs: On-Call Public Roadways, Stormwater, Water Resources, Wastewater and Water Utility services within the Environmental and Sanitary Disciplines.

II. SCOPE OF WORK TO BE PERFORMED

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

Any project contracted for a feasibility, planning, or other study or a schematic or preliminary design shall not include the right to extend the Consultant's scope of services to include full design and construction period services. However, the Consultant will not be prohibited from participating in a separate RFQ process for such services.

Provide a knowledgeable working relationship with the Florida Department of Environmental Protection, St. Johns Water Management District, Flagler County Health Department, Florida Department of Transportation and other Florida regulatory agencies.

1. Preliminary Design, Evaluation, and Planning Services to include but not be limited to:

- Investigations, evaluations/analyses, and cost valuations;
- Inspections, explorations, surveys, testing or other services concerning the collection, analysis, evaluation and interpretation of data leading to specialized conclusions and recommendations;
- Feasibility studies on proposed projects, including studies of clients' needs, analyses of conditions or methods of operation, development of alternative concepts, economic analyses, environmental studies and site locations studies;
- Evaluation of interconnections with other water utilities, use of reclaimed water, water conservation measures/programs, and similar alternatives to reduce dependence upon fresh groundwater resources;
- Collecting utilities data such as provider, distribution size, availability and location;
- Development of preliminary design reports, including preliminary treatment processes, outline specifications, preliminary cost estimates, etc. and
- Schematics to design development for site layouts, ancillary buildings, and roadway/storm water design;
- Evaluation of the technical, environmental, and economic feasibility of regional and local water resources alternatives as may be identified;
- Perform reviews of reports, financial data, and similar work products for alternative projects prepared by others;

- Production and/or review of highway plans, related design studies, creative utilization of roadsides, and the accommodation of utilities and utility crossings;
 - Any other preliminary engineering related to the assigned tasks including public meeting support.
2. Detailed Design Services to Meet Applicable Regulatory Agencies Construction Permitting Requirements to include but not be limited to:
- Furnishing expertise, labor and resources in preparing complete construction permitting packages and applications, resolving detailed problems, selecting equipment and developing technical specifications;
 - Coordinating engineers, sub-consultants, and/or other design services groups;
 - Preparing detailed calculations, permittable design drawings, reports, and specifications;
 - Preparing or collaborating with others responsible for preparing estimates of the cost of the work;
 - Design of water distribution mains, sanitary sewer collection and transmission mains, and pumping stations;
 - Design of new water supply wells, treatment and storage facilities and/or improvements to existing facilities;
 - Design of reclaimed water storage, pumping, and distribution mains and associated improvements;
 - Planning, permitting, modeling and design of stormwater projects including masterplan modeling and updates, FEMA floodplain mapping, wetland evaluation and regulatory compliance evaluation, design of major stormwater improvements;
 - Providing prompt assistance and advice to the city to resolve design and/or permitting requirements, discrepancies, and/or clarifications;
 - Prepare complete regulatory permit applications, track submittal status, and respond to requests for additional information;
 - Attend meetings with regulatory agency staff and coordinate with City;
 - Present/provide public meeting support.
3. Final Design Services for preparation of construction plans, technical specifications, and related bid documents to include but not be limited to:
- Preparation of complete construction plans and technical specifications suitable for bidding purposes for assigned projects;
 - Assist in the assemblage of bid packages, contract documents, and coordination with City Purchasing and Public Works;
 - Participate in the bidding process, evaluation of bids, and recommendation of award;
 - Review and approve/disapprove shop drawings and other technical submittals from contractor;
 - Provide CEI services during construction and attend progress meetings;
 - Preparation of as-built plans and submission of certifications of construction to appropriate regulatory agencies;
 - Attendance of public meetings as may be requested.
4. Length of Contract: The agreement shall be effective for a three (3) year period immediately following the date of execution of the Agreement by the City. The City reserves the sole right to

renew this agreement in writing for two (2) additional twelve (12) month periods prior to the expiration of each term.

5. The Consultant agrees to utilize the E-Verify system in screening employees hired during the time of the contract. Except as otherwise provided in this Agreement, no charge for work or materials shall be allowed or approved by the City.
6. Changes to Scope of Work: Either party may propose changes to the scope or time schedule of the Work or Services under a Task Assignment which shall be submitted to the other party in writing for consideration of feasibility and the likely effect on the cost and schedule for performance of the Work or Services. The parties shall mutually agree upon any proposed changes, including resulting equitable adjustments to costs and schedules for the performance of the Services. The agreed changes shall be documented in one or more Amendments to the Task Assignment. If despite good faith negotiations the parties are unable to agree to the terms of an amendment to a task assignment, the parties shall follow the dispute resolution process provided under Section 17.

III. CALENDAR OF EVENTS

- | | |
|----------------------------|--------------------------|
| A. Date of Distribution: | April 25, 2023 |
| B. Last Date of Inquiries: | May 09, 2023 by 04:00 PM |
| C. RFQ's Due: | May 16, 2023 at 02:00 PM |
| D. *RFQ Opening: | May 16, 2023 at 02:30 PM |

* Pre-Bid meeting and RFQ Opening will be held at:
Versie Lee Mitchell Community Center
405 E Drain St; Bunnell, FL 32110

The above schedule may be changed solely at the City's discretion.

IV. PROPOSAL

Proposals shall comply with the **55-page** limit and applicable criteria set forth herein.

V. SELECTION PROCESS

The responses will be evaluated in accordance with Florida Statutes Section 287.055 known as the Consultants Competitive Negotiations Act. A designated City Staff Selection Committee will review and evaluate responses to this RFQ. Proposers may be invited to appear for interviews by the Selection Committee or be asked to further demonstrate their qualifications, although in the interest of expediting the process, this is not anticipated. The ranking of the Proposers shall be forwarded to the City Manager for approval and recommendation to the City Commission. Subsequent negotiations shall follow in accordance with the provisions of the Consultant's Competitive Negotiation Act for individual task orders.

VI. CONFLICT OF INTEREST

Any prospective Proposer must make an affirmative statement to the effect that, to its knowledge, the appointment will not result in a conflict of interest with respect to current or anticipated clients of Proposer. If a conflict is deemed to possibly exist, the prospective Proposer shall state the nature of

such conflict, and a Proposal to resolve the same prior to appointment as Proposer.

VII. EVALUATION CRITERIA

The CITY OF BUNNELL shall be the sole judge of its own best interests, the responses, and the resulting agreement. Award(s) will be made to the Responder(s) who presents the best value to the CITY OF BUNNELL based on the entire evaluation process and all the information gathered. Proposal packages will be reviewed and evaluated by a Selection Committee. **Financial criteria will be evaluated only by Committee Members in the Finance Department, not by all members of the Selection Committee.** Proposal packages will be reviewed and evaluated in accordance with the following criteria and weighting factors:

Point System: The Maximum total point value for written Statements of Qualifications is 280 points per selection committee member. Shortlisted Firms will be reevaluated based upon the maximum total points of 280 per selection committee member for presentation/interview or written questions in lieu of presentation/interviews. Points are non-cumulative between the written Statement of Qualifications phase and the interview phase. All written Statements of Qualifications and presentation/interviews will be evaluated on the following point scale.

A. ABILITY OF FIRM AND ITS PROFESSIONAL TEAM COMPOSITION: (0 - 60 POINTS)

1. Organizational Chart: Indicate key personnel and their relationships. Indicate each staff member’s assignments and responsibilities as they relate to the scope of work. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability. Indicate which positions are full-time or part-time.
2. Review the level of qualifications and experience of the firm and project team and appropriateness of the organization of the project team. Designate the name and title of persons that will be assigned to this project. Project Personnel Resumes to include:
 - Number of years with this company
 - Number of years with other company(ies)
 - Experience: Names of projects, types of projects, size of projects, and specific project involvement.
 - Education/Degrees earned
 - Active registration/certification/licenses
 - Current Job Description
 - Other experience and qualifications which are relevant to this project. Specific experience similar to the scope of work for this project.
3. Review the professional resources available to properly provide services as requested in the RFQ document.
4. Reviews the project team to ensure the team proposed contains all critical disciplines required.
5. The project manager and proposed team should be uniquely qualified to provide the desired services.

Below Average	0	Points
Average	15	Points
Above Average	30	Points
Well Above Average	45	Points
Outstanding	60	Points

B. FIRM'S RELATED EXPERIENCE: (0 - 60 POINTS)

1. Review the firm’s experience with projects of similar size, type and scope and the performance on those specific projects.
2. The selection committee will evaluate the quality, experience and quantity of staff and their functions as it relates to the scope of work.
3. The prime firm must have adequate, recent (within the past five years) experience with projects of similar types as defined in the RFQ document.
4. The scope of services provided should represent projects that are similar to those defined in the RFQ document.
5. Company Credentials: Qualifications, Firm’s size and Firm’s history. Detail any information that would give the Firm an advantage in completing this project. The Firm’s current and projected workload.
6. The overall performance of the firm relative to projects of similar size and scope should be evaluated.

Below Average	0	Points
Average	15	Points
Above Average	30	Points
Well Above Average	45	Points
Outstanding	60	Points

C. FIRM’S APPROACH AND METHODOLOGY: (0 - 60 POINTS)

The Firm shall provide information regarding its knowledge of the site, local codes and ordinances, local subcontractors, and suppliers as an indication of its ability to deliver quality workmanship in an effective and timely manner. The Firm shall demonstrate verbally and graphically its plan for performing the documenting of the services to be provided and showing the interrelationship of all parties. As part of its services, the Firm(s) shall indicate knowledge and experience in the evaluation of building systems, construction techniques and the recommendation of materials to create an optimum value in meeting the design and budget requirements.

Below Average	0	Points
Average	15	Points
Above Average	30	Points
Well Above Average	45	Points
Outstanding	60	Points

D. EFFECTS OF THE FIRMS CURRENT AND PROJECTED WORKLOAD: (0 - 40 POINTS)

1. As part of the evaluation criteria, the selection committee will consider the number of full and part time employees of the Firm and their sub-consultants, plus the Firm’s current workload, to ensure satisfaction of performance within the scope of work and continued principal leadership on the project. Firms shall provide a list of outstanding projects, client names, dollars committed on open projects, overall workload with other owners, and status of completion.
2. Evaluates the workload commitments that will impact the firm’s ability to complete services on schedule.
3. The submittal should demonstrate that the firm and the selected subconsultants have adequate time available and personnel to complete services on schedule and additional backup staffing capability in the event of unforeseen circumstances.

Below Average	0	Points
Average	10	Points

Above Average	20	Points
Well Above Average	30	Points
Outstanding	40	Points

E. LOCAL FIRMS: (0 - 20 POINTS)

1. Location of the Firm and selected subconsultants. For this section, points will be awarded only to those firms with offices located within Flagler County.
2. Experience pertaining to similar Flagler County and City of Bunnell projects will also be considered. City of Bunnell staff shall not however, furnish references for such projects.

Below Average	0	Points
Average	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

F. COMPLETENESS OF RESPONSE: (0 - 20 POINTS)

The Statement of Qualifications shall be evaluated on the ability to satisfactorily convey a depth of understanding and appreciation of the scope of work and the degree of completeness and abilities to follow the RFQ instructions.

Below Average	0	Points
Average	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

G. REFERENCES FOR FIRM and ALL SUBCONSULTANTS: (0 - 20 POINTS)

The selection committee will assess the relevance and quality of references provided.

Below Average	0	Points
Average	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

Tie Breaker: If there are tie bids, meaning everything except the information relating to the bidder is the same, the following methods shall be used in the order below to break the tie:

- Drug free workplace policy in place.
- The bidder that has an existing Business Tax Receipt (BTR) within the city limits.
- Prior contract with the City performed satisfactorily will result in the win of a tie breaker and prior contract with the City performed unsatisfactorily will result in the loss of a tie breaker.
- Timeliness of delivery.

VIII. INSURANCE REQUIREMENTS

- A. The Responder shall procure and maintain, at its sole expense during the life of the engagement,

insurance of the types and the minimum amounts stated below.

<u>Type</u>	<u>Amount</u>
Professional Liability/Errors & Omissions	\$1,000,000
Comprehensive General Liability	\$1,000,000
Comprehensive Automobile Liability	\$1,000,000
Employee Liability	\$1,000,000

B. Such insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to the City Commission. Prior to commencing any work under the engagement letter, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the City.

C. The insurance shall provide that no material alteration or cancellation, including non-renewal, shall be effective until thirty (30) days after receipt of written notice by the City; provided, however, that for the professional liability insurance, in lieu of the foregoing requirement, the City in its sole discretion, may agree to accept notice of such material alteration or cancellation from the Responder.

D. The insurance procured for the Responder shall name the City of Bunnell as an additional insured on the comprehensive general liability.

IX. PROPOSAL SUBMISSION

To be considered, all Responders shall submit one (1) original and five (5) copies of their documents on letter size paper in a sealed envelope or package along with an **ADA compliant electronic copy** in pdf format on USB of the full response. Statements of Qualifications must be received in the City Clerk's Office, no later than **02:00 PM on Tuesday, May 16, 2023**, and should be limited to not more than **55 (8.5-inch x 11 inch) pages** printed on one side with all page language at **Font size 12**, excluding covers, dividers, entire original RFQ, financial information, and the required forms. Oversize pages will be counted as two pages. Submissions in excess of 55 pages will not be disqualified; however, clarity, conciseness, and brevity will be scored in Completeness and Response evaluation. **Statements of Qualifications that arrive after the closing time and date shall not be considered. Telephone, facsimile, e-mail, or telegraphic Statements of Qualifications will not be accepted.**

A. STATEMENT OF QUALIFICATIONS FORMAT:

1. GBC Binding should be used.
2. Title Page - Show the proposal subject, the legal name of the Proposer's firm, local address, telephone number, name of the contact person and date of proposal.
3. Table of Contents - Include a clear identification of the material by section and by page number.
4. Letter of Transmittal - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days. The letter should also include the names of the people who will be authorized to make representations for the Proposer, their title, addresses, and telephone numbers.
5. Provide a separate tabbed section for each of the Evaluation Criteria Sections A through G.
6. Print should be portrait orientation unless oversized.
7. Headings and sections should be numbered and tabbed.
8. The sections should be separated by using divider tabs named for the specific sections for easier reference.
9. Ensure all information is typewritten.

B. The Required Forms Packet must be included with all Statements of Qualifications Responding to the RFQ - Included as Appendix A:

- Checklist
- Application Form
- Acknowledgements Form
- Certification Form
- Declaration Statement Form
- Qualifications Form
- Reference Form
- Scrutinized Companies Form
- Sub Listing Form
- Insurance Requirements Form
- Americans with Disabilities Act Affidavit Form
- Conflict of Interest Disclosure Form
- Drug-Free Workplace Certification Form
- Non-Collusion Form
- Public Entity Crimes Form
- Public Records Compliance Form
- Copy of W-9
- Client Reference letters (no more than 5 letters accepted)
- Copy of Firm's Certificate of Insurance.
- Copy of all Licenses as listed under General Conditions-Licenses

X. INQUIRIES AND ADDENDA

Each Proposer shall examine the RFQ document and shall judge all matters relating to the adequacy and accuracy of this document. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made through the City of Bunnell's Project Manager, Mary Anne Atwood, at PO Box 756, Bunnell, FL 32110, or email matwood@bunnellcity.us. The City shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. It shall be the responsibility of each Proposer, prior to submitting the Proposal, to determine if addenda were issued and to make such addenda a part of the Proposal.

XI. PROPOSAL REPARATION EXPENSES

Each Proposer preparing a Proposal in response to this request shall bear all expenses associated with their preparation. Responders shall prepare a response with the understanding that no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

XII. RIGHT TO PROTEST

Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her complaints by contacting the City Manager.

XIII. NO CORRECTIONS

Once a competitive Proposal is submitted, the City shall not accept any request by any Proposer to correct errors or omissions in any calculations or competitive price submitted.

XIV. OPENNESS OF PROCUREMENT PROCESS

Written competitive Proposals, other submissions, correspondence, and all records made thereof, as

well as negotiations conducted pursuant to this RFQ, shall be handled in compliance with Chapters 119 and 286 Florida Statutes. The city gives no assurance as to the confidentiality of any portion of any Proposal once submitted.

XV. NO COLLUSION

By offering a submission to the RFQ, the proposer certifies the proposer has not divulged to, discussed or compared his/her competitive Proposal with other proposers and has not colluded with any other proposers or parties to this competitive Proposal whatsoever.

XVI. APPROPRIATIONS CLAUSE

The City, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each fiscal year following the fiscal year in which this contract shall remain in effect. Upon notice that sufficient funds are not available in the subsequent fiscal years, the City shall thereafter be released of all terms and other conditions.

APPENDIX A

REQUIRED FORMS PACKET

RFQ #2023-02 for PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

THE FOLLOWING FORMS ARE REQUIRED AND ARE TO BE FILLED OUT COMPLETELY AND SUBMITTED WITHIN THE QUALIFICATIONS SUBMITTALS AS PER THE RFQ INSTRUCTIONS. FORMS SHALL BE SIGNED BY AUTHORIZED PERSONNEL, COMPLETED IN THEIR ENTIRETY, AND INSERTED WITHIN YOUR SUBMITTAL AS PER THE INSTRUCTIONS. ALL ADDITIONAL REQUESTED DOCUMENTATION SHALL BE SUBMITTED AS REQUIRED BY THE SOLICITATION DOCUMENTS.

21. Checklist
22. Application Form
23. Acknowledgements Form
25. Certification Form
26. Declaration Form
27. Qualifications Form
29. Reference Form
30. Scrutinized Companies Form
31. Subcontractor Listing Form
32. Insurance Requirements Form
34. Americans with Disabilities Act Affidavit Form
35. Conflict of Interest Form
36. Drug-Free Workplace Certification Form
37. Non-Collusion Form
38. Public Entity Crimes Form
40. Public Records Compliance Form
41. Copy of W-9

PROPOSER CHECK LIST

I M P O R T A N T: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer's Qualification Form is included.
- Any addenda have been signed and included.
- The **mailing envelope must be sealed and marked** with RFQ Number "**RFQ #2023-02**" and RFQ Title "**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**".
- The mailing envelope has been addressed to:

City of Bunnell
City Clerk Office
P.O. Box 756
Bunnell, FL 32110

- The Response will be mailed or delivered in time to be received no later than the specified due date **May 16, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.



APPLICATION FORM

**PROFESSIONAL
INFRASTRUCTURE
ENGINEERING SERVICES**

RFQ-2023-02
ISSUED BY: MARY ANNE ATWOOD
PROJECT MANAGER
PHONE NO: (386) 986-6702
EMAIL: MATWOOD@BUNNELLCITY.US

**SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
CLOSING DATE: May 16, 2023
CLOSING TIME: 02:00 P.M.**

**SUBMIT TO:
BUNNELL CITY CLERK'S
OFFICE 604 E MOODY
BLVD., SUITE 6
PO BOX 756
BUNNELL, FL 32110**

PROJECT TITLE & DESCRIPTION:

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

**THIS APPLICATION FORM MUST BE SIGNED TO BE
CONSIDERED FOR**

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

ACKNOWLEDGEMENTS
RFQ #2023-02
“PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these **RFQ** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFQ** Document.

Dated this _____ day of _____, 2023

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By: (Signature) _____ (Print name) _____

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

CORPORATION

By: (Signature) _____ (Print name) _____

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

State of Incorporation:

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print

CORPORATE SEAL

Attest By (Secretary): _____

Signature

Date

PROPOSER’S CERTIFICATION FORM

____ I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor’s notes, specifications, and any other documents accompanying or made a part of this request for qualifications.

____ I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.

____ I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.

____ I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer’s certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business _____

By: _____

Mailing address

Signature _____

City, State, Zip Code

Name & title, typed or printed state

(____) _____
Telephone number

State of _____
County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced _____ as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My Commission expires:

DECLARATION STATEMENT

City of Bunnell
P.O. Box 756
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

RE: RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this _____, 2023 in the City of Bunnell, in the State of Florida .

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

% Completed	Project	Contract	Amount
			\$ _____
			\$ _____
			\$ _____

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

OTHER INFORMATION ABOUT PROJECTS:

Has Proposer, at any time, failed to complete a contract?

Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

Yes No

Attach detailed explanation as required under Tab IV of Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ _____ Total Value for PAST completed and similar project

\$ _____ Total Value for PAST completed and similar project

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): _____

Surety/Underwriter (if required): _____

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated:_____. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: _____
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: _____

Address: _____

Point of Contact: _____

Phone #: _____ Email address: _____

Service(s) Provided: _____

Dates of Service: _____

2. Name of Company: _____

Address: _____

Point of Contact: _____

Phone #: _____ Email address: _____

Service(s) Provided: _____

Dates of Service: _____

3. Name of Company: _____

Address: _____

Point of Contact: _____

Phone #: _____ Email address: _____

Service(s) Provided: _____

Dates of Service: _____

4. Name of Company: _____

Address: _____

Point of Contact: _____

Phone #: _____ Email address: _____

Service(s) Provided: _____

Dates of Service: _____

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: _____

Vendor FEIN: _____

Authorized Representative's Name: _____

Authorized Representative's Title: _____

Address: _____

City: _____ State: __ Zip: _____

Phone Number: _____

Fax Number: _____

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: _____, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: _____

Print Name & Title: _____

Date: _____

RFQ #2023-02
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

SUB-CONTRACTOR LISTING

Provide a name, and address of all sub-consultants that have the potential to work on this project

Sub-Contractor:

Phone Number/E-Mail:

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

=====

- 1. Worker's Compensation

Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.

- 2. Commercial General Liability

Bodily Injury & Property Damage (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.

\$ _____ single limit per occurrence

- 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Bunnell, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of the City of Bunnell.

- 4. Automobile Liability

\$ _____ Each occurrence owned / on-owned / Hired Automobile Included

- 5. Other Insurance as indicated below:

\$ 1,000,000 Per Occurrence Errors and Omissions or Professional Malpractice Coverage

- 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.

- 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions.

- 8. The City of Bunnell must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

INSURANCE REQUIREMENTS
(Continued)

- 9. The City of Bunnell shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Bunnell
Bunnell, FL

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

- 10. **Thirty (30) Days Cancellation Notice** required.
- 11. The Certificate must state the **RFQ #2023-02** and **PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

Insurance Agency

Signature of Proposer's Agent

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:

CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (*PRINTED NAME*) _____ AM THE (*TITLE*) _____ AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM OF (*FIRM NAME*) _____ WHOSE ADDRESS IS _____, AND THAT I POSSESS THE LEGAL AUTHORITY TO MAKE THIS AFFIDAVIT ON BEHALF OF MYSELF AND THE FIRM FOR WHICH I AM ACTING; AND,
2. EXCEPT AS LISTED BELOW, NO EMPLOYEE, OFFICER, OR AGENT OF THE FIRM HAVE ANY CONFLICTS OF INTEREST, REAL OR APPARENT, DUE TO OWNERSHIP, OTHER CLIENTS, CONTRACTS, OR INTERESTS ASSOCIATED WITH THIS PROJECT; AND,
3. THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, OR PERSON SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

EXCEPTIONS (LIST)

SIGNATURE: _____

PRINTED NAME: _____

FIRM NAME: _____

DATE: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____ (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

(Authorized Signature)

(Date)

(Print Name)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

I am the _____ of _____, (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of
Notary My commission expires:

**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by: _____ [NAME] as the _____ [TITLE] of _____ [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is _____ .
2. I understand that a “public entity crime” as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:

COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM

Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: _____

Authorized representative (printed): _____

Authorized representative (signature): _____

Date: _____

Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary

My commission expires:

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

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

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> 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 FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (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.

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

Social security number												
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or												
Employer identification number												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> </tr> </table>												

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶
------------------	----------------------------	--------

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



ADDENDUM NO. 01

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: April 27, 2023

A. QUESTIONS & ANSWERS

Question 1: Who are your current engineers?

Answer 1: The City is currently under contract with Alliant, CPH, Kimley-Horne and Mead & Hunt for utility engineering services.

Question 2: How many firms does the City intend to select?

Answer 2: As the City is requesting services for several different Infrastructure needs, there is no specific quantity of firms intended to select. Not all firms will be able to render all-inclusive services.

Question 3: The RFQ mentions a pre-bid meeting, but it is not listed in the schedule of events. Can the City confirm if there will be a pre-bid meeting?

Answer 3: Under Section III. CALENDAR OF EVENTS, it states the location where the Pre-Bid meeting and RFQ Opening will be held. This is an error, there will be no pre-bid meetings.

ACKNOWLEDGEMENT:

Signature and Date

Printed Name and Title

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01



ADDENDUM NO. 02

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 5, 2023

A. QUESTIONS & ANSWERS

Question 1: Would the City please send a copy of your Standard Contract for our review? One was not provided with the RFQ document?

Answer 1: The City will provide a contract for review when entering into negotiations with the firms recommended by the Selection Committee and approved by the Commission.

Question 2: Is there any possibility I could request an extension of the Proposal deadline?

Answer 2: The City will provide a seven (7) day extension for the Last Date of Inquiries, the Proposal deadline and the RFQ Opening. The new Qualification deadline dates are as follows:

Last Date of Inquiries: May 16, 2023 at 4 PM

Qualification Statements Due: May 23, 2023 at 2:00 PM

RFQ Opening: May 23, 2023 at 2:30 PM

ACKNOWLEDGEMENT:

Signature and Date

Printed Name and Title

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The “Appendix A Required Forms Packet” list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm’s Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.

Appendix A – Copy of Firm’s Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:

Signature and Date

Printed Name and Title

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03



CITY OF BUNNELL

Professional Infrastructure Engineering Services

RFQ 2023.02 Opening Meeting Minutes

May 23, 2023

COB Staff Present: Bridgitte Gunnells, Deputy Clerk Mary Anne Atwood, Project Manager
 Dustin Vost, Infrastructure Director Cassie Guida, Administrative Assistant
 Kristi Moss, Finance Director

Bidders Present: Sign-In Sheet attached.

Submittal Opening started at 2:30PM.

Submittals were received and opened from the following firms:
See Responder Checklist attached.

Dustin Vost stated the infrastructure department is looking to select multiple firms for water, sewer, stormwater and roadway projects.

Appointed Selection Committee:

Dustin Vost, Infrastructure Director
Kristi Moss, Finance Director
Bradley Reed, Human Resources
Mary Anne Atwood, Project Manager
Marcus DePasquale, Engineer

Selection Committee meeting has been scheduled for June 13, 2023, at 2:30PM in the Versie Lee Mitchell Community Center, 405 E Drain St., Bunnell, FL 32110.

Meeting adjourned at 2:58PM.

SIGN IN SHEET



CITY OF BUNNELL
RFQ 2023-02 Opening
Professional Infrastructure Engineering Services
May 23, 2023

PRINT NAME	COMPANY	EMAIL	PHONE #
1 Don Ramelass	Tocoi Engineering	dramelass@tocoil.com	904 557-6285
2 Thomas Lumsden	Kimley-Horn	Thomas.Lumsden@kimley-horn.com	(904) 828-3903
3			
4			
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CITY OF BUNNELL

Professional Infrastructure Engineering Services

RFQ 2023.02 Selection Committee Minutes

June 13, 2023

City of Bunnell Selection Committee Members Present:

- Dustin Vost, Infrastructure Director
- Kristi Moss, Finance Director
- Mary Anne Atwood, Project Manager
- Marcus DePasquale, City Engineer
- Bradley Reed, Human Resources

Bidders Present: See sign in sheet attached.

Meeting began at 2:30 PM.

Dustin Vost read his scores then addressed the Committee members and firms present. Mr. Vost suggested he would like to recommend entering into negotiations with all 8 (eight) firms due to the firms' current and projected workload and availability. He would like to be able to spread out between firms, as we have multiple existing and future projects. There is one specific firm, Florida Technical Consultants, that has a specialized niche, even though they did score the lowest, Mr. Vost would like to utilize that in the plans.

The rest of the scores were read by the other Committee members (ranking sheets attached) and all were in agreement with Mr. Vost to recommend negotiations with all 8 (eight) firms.

A motion was made by Mr. Vost to recommend negotiating with all 8 (eight) firms. The motion was seconded by Kristi Moss. With no discussion from the Committee or the firms present, the motion was carried unanimously.

Meeting adjourned at 2:36 PM.

CITY OF BUNNELL
Professional Infrastructure Engineering Services
RFQ 2023-02
June 13, 2023 2:30PM

Committee Member Scores								
	Tocoi Engineering	Zev Cohen & Associates, Inc.	N Florida Professional Services	Alliant Engineering, Inc.	CPH Consulting, LLC	EXP US Services, Inc.	Kimley-Horn and Associates, Inc.	FL Technical Consultants, LLC
Dustin Vost	230	230	215	215	215	220	220	205
Kristi Moss	263	265	224	262	263	245	263	241
Bradley Reed	229	229	234	230	250	258	264	237
Marcus DePasquale	190	225	150	215	235	205	235	145
Mary Anne Atwood	255	230	230	230	260	225	255	240
Total	1167	1179	1053	1152	1223	1153	1237	1068
Averaged Total	233.4	235.8	210.6	230.4	244.6	230.6	247.4	213.6
Rank	4	3	8	6	2	5	1	7

CITY OF BUNNELL
Professional Infrastructure Engineering Services
RFQ 2023-02
June 13, 2023 2:30PM

CATEGORY	MAX POINTS	Tocoi Engineering	Zev Cohen & Associates, Inc.	North Florida Professional Services	Alliant Engineering, Inc.	CPH, LLC dba CPH Consulting, LLC	EXP U.S. Services, Inc.	Kimley-Horn and Associates, Inc.	FL Technical Consultants, LLC
VII. A. - Ability of Firm and its Professional Team Composition	60	50	55	55	50	55	55	55	50
VII. B. - Firm's Related Experience	60	50	55	55	55	55	45	55	55
VII. C. - Firm's Approach and Methodology	60	50	50	50	50	50	55	50	45
VII. D. - Effects of the Firms Current and Projected Workload	40	30	20	20	20	10	20	20	20
VII. E. - Local Firms	20	20	20	5	15	20	15	15	5
VII. F. - Completeness of Response	20	15	15	15	10	10	15	10 ⁽²⁾	15
VII. G. - References for Firm and All Subconsultants	20	15	15	15	15	15	15	15	15
Maximum Points	280	230	230	215	215	215	220	210 ⁽²⁾	205

COMMITTEE MEMBER:

Dustin Vast
Type or Print Name Here

MEMBER SIGNATURE

DATE 6/13/2023

CITY OF BUNNELL
Professional Infrastructure Engineering Services
RFQ 2023-02
June 13, 2023 2:30PM

CATEGORY	MAX POINTS	Tocoi Engineering	Zev Cohen & Associates, Inc.	North Florida Professional Services	Alliant Engineering, Inc.	CPH, LLC dba CPH Consulting, LLC	EXP U.S. Services, Inc.	Kimley-Horn and Associates, Inc.	FL Technical Consultants, LLC
VII. A. - Ability of Firm and its Professional Team Composition	60	58	58	57	57	58	58	58	56
VII. B. - Firm's Related Experience	60	57	59	55	59	58	56	58	54
VII. C. - Firm's Approach and Methodology	60	58	58	57	58	57	57	58	57
VII. D. - Effects of the Firms Current and Projected Workload	40	35	35	20	35	30	35	35	35
VII. E. - Local Firms	20	15	15	0	15	20	0	15	0
VII. F. - Completeness of Response	20	20	20	15	19	20	20	20	20
VII. G. - References for Firm and All Subconsultants	20	20	20	20	19	20	19	19	19
Maximum Points	280	263	265	224	262	263	245	263	241

COMMITTEE MEMBER:

Kristi Moss
Type or Print Name Here

MEMBER SIGNATURE



DATE

6/13/23

CITY OF BUNNELL
Professional Infrastructure Engineering Services
RFQ 2023-02
June 13, 2023 2:30PM

CATEGORY	MAX POINTS	Tocoi Engineering	Zev Cohen & Associates, Inc.	North Florida Professional Services	Alliant Engineering, Inc.	CPH, LLC dba CPH Consulting, LLC	EXP U.S. Services, Inc.	Kimley-Horn and Associates, Inc.	FL Technical Consultants, LLC
VII. A. - Ability of Firm and its Professional Team Composition	60	59	59	59	45	55	58	60	55
VII. B. - Firm's Related Experience	60	50	55	50	60	60	55	50	50
VII. C. - Firm's Approach and Methodology	60	55	60	55	55	55	60	60	55
VII. D. - Effects of the Firms Current and Projected Workload	40	35	30	35	35	35	35	40	35
VII. E. - Local Firms	20	10	15	10	10	15	20	15	10
VII. F. - Completeness of Response	20	10	5	15	15	15	15	19	15
VII. G. - References for Firm and All Subconsultants	20	10	5	10	10	15	15	20	17
Maximum Points	280	229	229	234	230	250	258	264	237

COMMITTEE MEMBER:

Bradley Reed

Type or Print Name Here

MEMBER SIGNATURE

Bradley Reed

DATE 6/8/2023

CITY OF BUNNELL
Professional Infrastructure Engineering Services
RFQ 2023-02
June 13, 2023 2:30PM

CATEGORY	MAX POINTS	Tocoi Engineering	Zev Cohen & Associates, Inc.	North Florida Professional Services	Alliant Engineering, Inc.	CPH, LLC dba CPH Consulting, LLC	EXP U.S. Services, Inc.	Kimley-Horn and Associates, Inc.	FL Technical Consultants, LLC
VII. A. - Ability of Firm and its Professional Team Composition	60	45	55	50	50	55	55	55	30
VII. B. - Firm's Related Experience	60	40	50	45	55	55	55	55	30
VII. C. - Firm's Approach and Methodology	60	45	50	20	45	45	45	45	35
VII. D. - Effects of the Firms Current and Projected Workload	40	25	35	15	30	35	15	35	25
VII. E. - Local Firms	20	10	15	0	15	20	5	15	0
VII. F. - Completeness of Response	20	10	15	5	15	15	15	15	10
VII. G. - References for Firm and All Subconsultants	20	15	5	15	5	10	15	15	15
Maximum Points	280	190	225	150	215	235	205	235	145

COMMITTEE MEMBER:

Marcus DePasquale

Type or Print Name Here

MEMBER SIGNATURE

DATE 06/13/2023

CITY OF BUNNELL
Professional Infrastructure Engineering Services
RFQ 2023-02
June 13, 2023 2:30PM

CATEGORY	MAX POINTS	Tocoi Engineering	Zev Cohen & Associates, Inc.	North Florida Professional Services	Alliant Engineering, Inc.	CPH, LLC dba CPH Consulting, LLC	EXP U.S. Services, Inc.	Kimley-Horn and Associates, Inc.	FL Technical Consultants, LLC
VII. A. - Ability of Firm and its Professional Team Composition	60	60	60	60	60	50	60	60	60
VII. B. - Firm's Related Experience	60	60	60	60	60	60	60	60	60
VII. C. - Firm's Approach and Methodology	60	50	60	60	60	60	50	60	60
VII. D. - Effects of the Firms Current and Projected Workload	40	40	30	20	30	40	30	40	40
VII. E. - Local Firms	20	10	0	0	0	15	0	0	0
VII. F. - Completeness of Response	20	15	10	10	10	15	10	15	10
VII. G. - References for Firm and All Subconsultants	20	20	10	20	10	20	15	20	10
Maximum Points	280	255	230	230	230	260	225	255	240

COMMITTEE MEMBER:

Mary Anne Atwood

Type or Print Name Here

MEMBER SIGNATURE M ATWOOD

Digitally signed by MATWOOD
Data: 2023.06.12 08:12:05 -0400'

DATE _____

SIGN IN SHEET



CITY OF BUNNELL
 RFQ 2023-02 Selection Committee
 Professional Infrastructure Engineering Services
 June 13, 2023

PRINT NAME	COMPANY	EMAIL	PHONE #
1 PATRICK RUSSELL	EXP	PATRICK.RUSSELL@EXP.COM	904-540-4622
2 NOAH GOERLICH	SWA	NGOERLICH.SWA@GMAIL.COM	(386)437-2363
3 DAN WILCOX	SWA	dwilcox.swa@gmail.com	386-437-2363
4 DON RAMDASS	TOCO1 Engineering	dramdass@toco1.com	904 5576285
5 THOMAS LAMAR	KHA	thomas.lamar@kelly-horn.com	904 828-3900
6			
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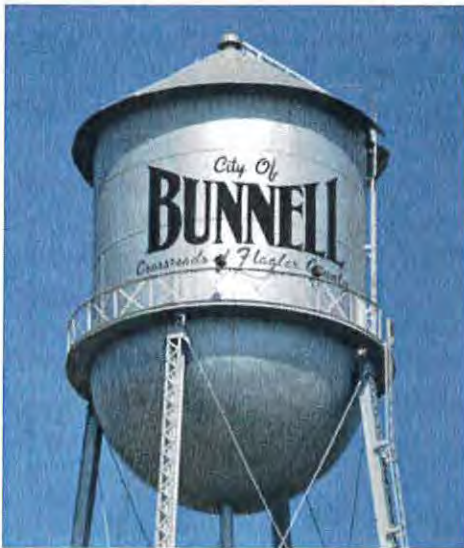


Request For Qualifications

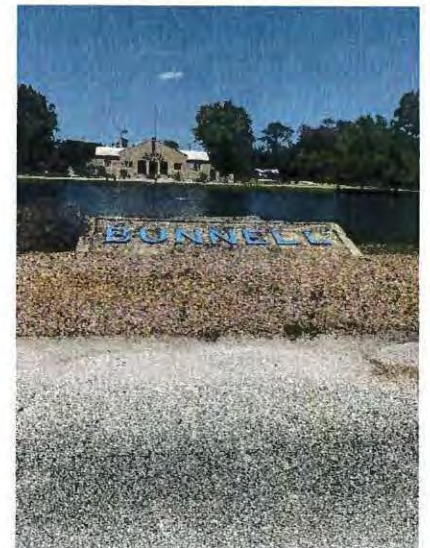
Professional Infrastructure Engineering Services

May 23, 2023

Submitted by:



π TOCOI
Engineering



In association with:

SALTUS
ENGINEERING, INC.



UES™

swa





ADDENDUM NO. 01

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: April 27, 2023

A. QUESTIONS & ANSWERS

Question 1: Who are your current engineers?

Answer 1: The City is currently under contract with Alliant, CPH, Kimley-Horne and Mead & Hunt for utility engineering services.

Question 2: How many firms does the City intend to select?

Answer 2: As the City is requesting services for several different Infrastructure needs, there is no specific quantity of firms intended to select. Not all firms will be able to render all-inclusive services.

Question 3: The RFQ mentions a pre-bid meeting, but it is not listed in the schedule of events. Can the City confirm if there will be a pre-bid meeting?

Answer 3: Under Section III. CALENDAR OF EVENTS, it states the location where the Pre-Bid meeting and RFQ Opening will be held. This is an error, there will be no pre-bid meetings.

ACKNOWLEDGEMENT:

Donald Hamdass 5/13/2023
Signature and Date
Donald Hamdass, Vice President
Printed Name and Title
Toco Engineering
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01



ADDENDUM NO. 02

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 5, 2023

A. QUESTIONS & ANSWERS

Question 1: Would the City please send a copy of your Standard Contract for our review? One was not provided with the RFQ document?

Answer 1: The City will provide a contract for review when entering into negotiations with the firms recommended by the Selection Committee and approved by the Commission.

Question 2: Is there any possibility I could request an extension of the Proposal deadline?

Answer 2: The City will provide a seven (7) day extension for the Last Date of Inquiries, the Proposal deadline and the RFQ Opening. The new Qualification deadline dates are as follows:

Last Date of Inquiries: May 16, 2023 at 4 PM

Qualification Statements Due: May 23, 2023 at 2:00 PM

RFQ Opening: May 23, 2023 at 2:30 PM

ACKNOWLEDGEMENT:

Donald Ramclass 5/23/2023
Signature and Date

Donald Ramclass, Vice President
Printed Name and Title

Local Engineering
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The “Appendix A Required Forms Packet” list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm’s Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.

Appendix A – Copy of Firm’s Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:

Donald Ramdass 5/23/2023
Signature and Date

Donald Ramdass, Vice President
Printed Name and Title

Loco1 Engineering
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03

Title Page

Proposal Subject: Request for Qualification Statements (RFQ)
for Professional Infrastructure Engineering Services
RFQ No: 2023-02

Legal Name of the Proposer's Firm: Tocol Engineering
www.tocol.com

Address: 714 N. Orange Avenue, Green Cove Springs, Fl 32043

Telephone Number: (904) 215-1388

Name of Contact Person: Don Ramdass, Vice President
dramdass@tocol.com Cell: 904-557-6285

Adjusted Date of Proposal: May 23, 2023

***City of Bunnell RFQ for Professional Infrastructure
Engineering Services***

Table of Contents

Addenda

Title Page

Table of Contents

Letter of Transmittal

Tab A Firm Ability & Team Composition

Tab B Firm's Related Experience

Tab C Firm's Approach & Methodology

Tab D Current Workload

Tab E Local Firms

Tab F Completeness of Response

Tab G Firm & Subconsultants' References

Appendix A- Completed Forms

May 23, 2023

Bunnell City Clerk
Office 604 E Moody Blvd., Suite 6
P.O. Box 756
Bunnell, Florida 32091

**Subject: Request for Qualifications for Professional Infrastructure Engineering Services
RFQ-2023-02**

Dear Ms. Bates,

Tocoi Engineering Inc. (www.tocoi.com) in association with Saltus Engineering (Water/Wastewater), Universal Engineering Sciences (UES- Geotechnical) and Stephenson, Wilcox & Associates (SWA- Surveying, local City Coordination & Support Engineering) is pleased to submit one original and five (5) copies of our Letter of Interest for the above referenced services for the City of Bunnell. Also included is a USB. We are confident that our Team will impress the reviewers for the following reasons; we are qualified to undertake all the engineering services requested; our team member has proven experience on projects in the City of Bunnell (Dan Wilcox with SWA for Engineering & Surveying projects and Scott Frederick while in Flagler County with economic development projects throughout the County); we have the staff and software resources; we have the grant capabilities; the availability of staff to meet City and grant required deadlines and also our very close office location. The Team has been preparing for the release of this RFQ solicitation by gathering our most recent related experiences and keeping abreast of all available grants and innovative design methods so that we can commence your projects in the most efficient manner that will be financially feasible for the City Council.

Charles Sohm, P.E. will serve as the Project Manager for this contract. He is a senior civil engineer and has approximately 22 years of working experience in Project Management and all aspects of Civil Engineering. Charles' experience in leading multidisciplinary teams in design, construction, grant writing, permitting, environmental assessments, facilitating and cost estimating on civil projects in this part of Florida which makes him the most experienced Project Manager to lead the Team. He has outstanding client references for similar contracts. The rest of the Team has the experience, resources and most importantly, the time to ensure that all projects are completed successfully within budget. We provide the same on- call consulting services for the City of Green Cove Springs.

Our Team shares the City Council's vision of the City of Bunnell as a great place to live, work and enjoy life; therefore, the necessity of improving public services facilities and transportation modes.

We will make this contract a benchmark of excellence! We look forward to an opportunity to work as a Team member with the City Council and City Staff.

Sincerely,



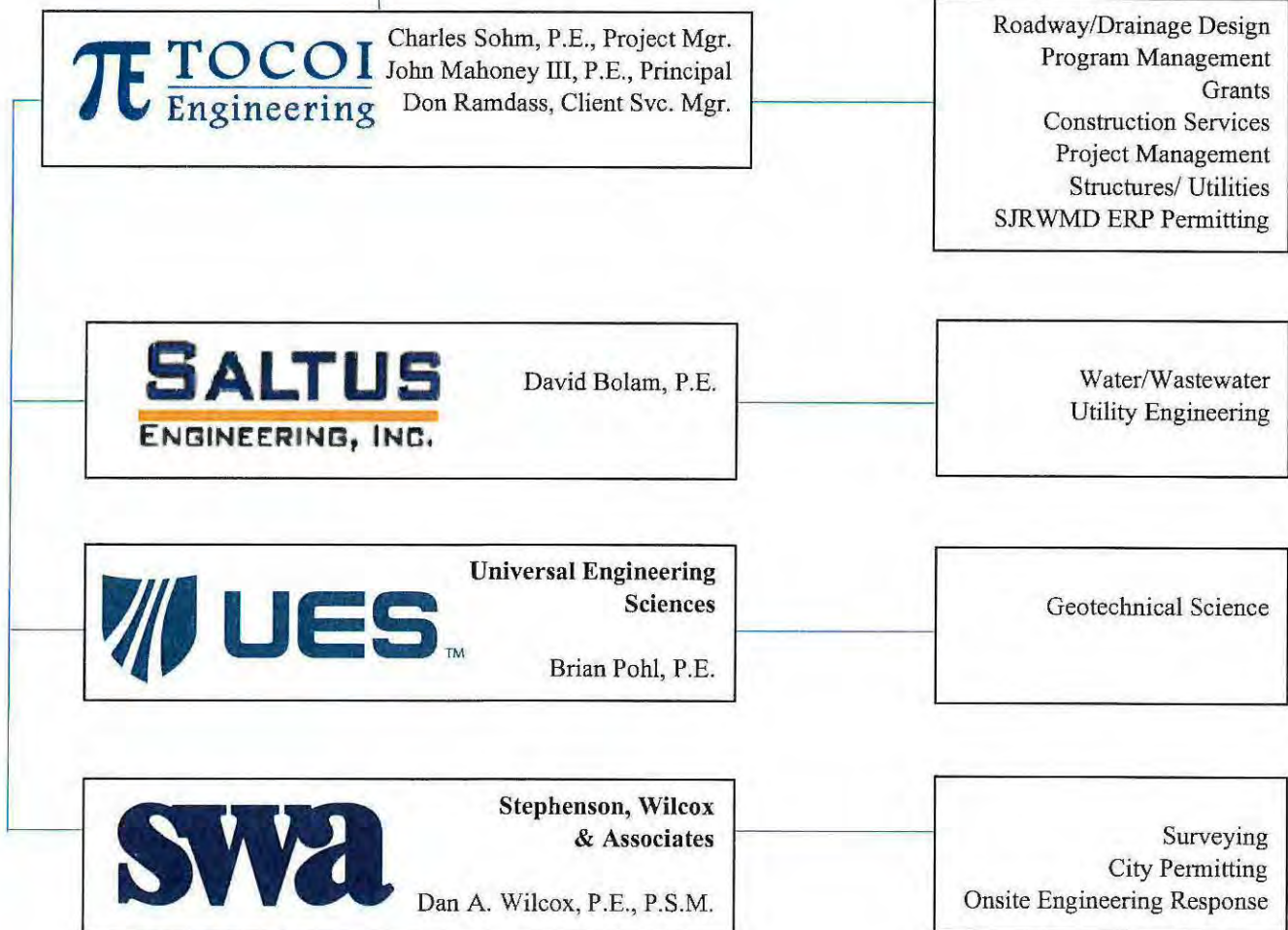
Don Ramdass
Vice President

Ability of Firm and its Professional Team Composition

ORGANIZATIONAL CHART OF PROPOSED TEAM



PROJECT TASKS



Florida Woman Owned Business

OVERVIEW

Mr. Sohm has 21 years' experience in civil site design, public works design, power, water, and wastewater utility design and coordination, as well as in managing and directing complex civil engineering projects for public and private clients throughout the State of Florida. His specialty is utility engineering, civil site design, storm water management, and environmental resource permitting.

EDUCATION

BME – 1998 Mechanical Engineering, Georgia Tech, Atlanta, Georgia
BS – 1998 Chemistry, Jacksonville University, Jacksonville, Florida

REGISTRATION

P.E. No. 79289 – Florida
P.E. No. 128579—Texas
P.E. No. 046110—North Carolina

WORK EXPERIENCE

City of Green Cove Springs Electric Utility, Green Cove Springs, FL

Continuing contract as Professional Engineer responsible for design and inspection of various overhead and underground electrical distribution projects for the City of Green Cove Springs, FL. Projects include:

- Magnolia Point URD design of new fused padmount switch cabinets retrofitting an existing 900+ unit residential development.
- Design and construction administration of 3+ mile overhead feeder line replacement and additional feeder circuit.

River Grove Mobile Home Village (MHV) Potable Water Main Extension, Micco, FL

Project Engineer responsible for Design, Utility Coordination, and Permitting of a 3,700 LF 10" potable water main to connect the existing 172-unit River Grove MHV to the Barefoot Bay public water utility.

City of Green Cove Springs Public Works Department, Green Cove Springs, FL

- Lift Station Generator Program: Professional Engineer responsible for evaluation, design, and recommendation of new/additional electric generators for 22 sanitary lift stations for the City of Green Cove Springs.
- West Street: Professional Engineer responsible for design of stormwater system replacement and upgrade along 2,200 LF alignment including street rehabilitation, sidewalk design,

Clay County Public Works, Clay County, FL

Project Manager and Engineer Responsible for Design and Permitting of five stormwater drainage improvement projects to relieve flood-prone areas heavily affected by Hurricanes Irma and Matthew. FEMA Hazard Mitigation Grant Program (HMGP) Projects included:

- Greenwood Subdivision, including restoring a 1,300-foot drainage ditch, upgrading drainage pipes, and design of emergency spillway. Value engineering to eliminate the need to expand an existing community stormwater pond into neighboring school property.
- Knight Boxx Road, including replacing and upgrading existing stormwater pipes along a major collector road to allow greater stormwater capacity and mitigate flooding.
- Ridaught Landing Subdivision, including engineering design for replacing and upgrading existing stormwater pipes to eliminate lot flooding.
- Tanglewood Subdivision, including upgrading and rerouting stormwater pipes to eliminate lot flooding.
- Homestead Road neighborhood, including designing an overland swale to redirect stormwater flow around flooded parcels and upgrade of existing undersized pipes and inlets.

Clay County Animal Facility, Clay County FL

Project engineer responsible for civil site design for a 33,000 sf Animal Services facility with stormwater system, future county roadway alignment, and utility design. Master planning of future county facilities and roadway alignments.

Kings Crossing Residential Subdivision, Jacksonville, FL

Engineer of Record, Project Manager, and project engineer for civil site design of a 69-lot single-family residential subdivision. Included expansion of existing FDOT stormwater pond, site grading and drainage, stormwater system design, roadway design, environmental resource and municipal permitting, traffic assessment, and utility design.

Bannerman School Parking Expansion, Green Cove Springs, FL

Project Manager and Engineer Responsible for Design and Permitting of parking lot and lighting expansion and improvements of the Bannerman School for the Clay County School Board, including expanded parking lot, additional access points, and photometric design.

Cowan Terminal, Jacksonville, FL

Project Manager and Engineer Responsible for Design and Permitting of commercial trucking terminal. Project included on-site floodplain compensation as well as parking and building planning, stormwater retention, and permitting.

Farm Bureau Office Building, Middleburg, FL

Project Manager and Engineer responsible for Civil site design and permitting of new office building, parking, and stormwater management system at 2000 Henley Road, Middleburg, FL

Green Cove Springs City Pier, Green Cove Springs, Florida

Project Manager and Engineer Responsible for Design and Permitting of repair and improvements of a municipal pier for the City of Green Cove Springs, including 250 LF pier extension, wave attenuation system, 80 LF floating dock addition for medium cruise vessel, mooring dolphins, and fishing platforms.

Augusta Savage Community Center Improvements, Green Cove Springs, Florida

Project Manager and Engineer Responsible for Design and Permitting of parking lot expansion and improvements of the Augusta Savage Community Center for the City of Green Cove Springs, including expanded parking lot and driveway circle, additional access points, dry retention pond and additional building stormwater permitting.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

SOHM, CHARLES NATHAN

3327 OAK LANE
GREEN COVE SPRINGS FL 32043

LICENSE NUMBER: PE79289

EXPIRATION DATE: FEBRUARY 28, 2025

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"Turning your ideas into reality"

Overview

John Mahoney has over 40 years' experience managing and directing complex civil engineering projects for public and private clients throughout the State of Florida. His specialty is site development engineering, stormwater management, roadway design, utility engineering, marine engineering, environmental permitting, and structural foundation designs.

EDUCATION

B.S. – 1982 Civil Engineering, University of Florida, Gainesville, Florida

REGISTRATION

P.E. No. 40177 – Florida

WORK EXPERIENCE

Wildwood Road, St. Johns County, FL

Project Manager and Engineer of Record for the design for rehabilitation of 3.7-mile road with two new intersections. Project included MOT, signage and marking, signalization, and environmental permitting.

Energy Cove Court, Green Cove Springs, FL

Principal-In-Charge of \$500,000 grant application, designing, permitting, and construction administration for 0.5 miles of industrial roadway. Project included a major intersection, signage and marking, MOT, stormwater ponds, storm sewer, utility coordination, and permitting.

Forest Hammock Subdivision, Clay County, FL

Principal-In-Charge for planning, design, permitting, and CEI for a 350-acre, 699-lot subdivision. The subdivision included 5 miles of roadways, sidewalks, nature trails, a storm water system, a regional sewage station, and an amenity center.

Old Hard Road, Clay County, FL. Project Manager responsible for CEI for a 2-lane rural section 1.1-mile county rural connector road.

Old Jennings Road, Clay County, FL. Project Inspector for CEI for improvements to upgrade 2.0-mile portions of a 5-lane urban roadway to include curb and gutter.

Orange Pickers Road Improvements, City of Jacksonville, FL. Construction engineer responsible for reworking of old road drainage system and construction management services and inspection of site work.

Sidewalk Improvements—Town of Orange Park, FL

Principal-In-Charge responsible for design and permitting as well as CEI for 2600 feet of new sidewalks.

Energy Cove Court, Green Cove Springs, FL. Principal-In-Charge of \$500,000 grant, planning, design, permitting, and CEI for 0.5 miles Industrial roadway. Project included a major intersection, signing and marking, MOT, stormwater ponds, W&S utilities

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Green Cove Springs City Pier, Green Cove Springs, Florida

Project Manager Responsible for Design and Permitting of repair and improvements of a municipal pier for the City of Green Cove Springs, including 250 LF pier extension, wave attenuation system, 80 LF floating dock addition for medium cruise vessel, mooring dolphins, and fishing platforms.

Clay County Fair Association, Clay County, FL

Principal-In-Charge for planning, design, environmental permitting and CEI for a 25-acre 1000 space parking lot 65 space recreational vehicular park.

Governors Pointe Yacht Club Marina, Clay County, FL

Principal-In-Charge for planning, design permitting and CEI for a boat marina to accommodate the 49-lot luxury townhome subdivision. The marina included an amenity center as well as a lift station.

Kingsley Avenue Bulkhead Improvements—Town of Orange Park, FL

Principal-In-Charge responsible for design and permitting as well as CEI for improvements for a bulkhead at the end of Kingsley Avenue in Orange Park.

Governors Creek Boat Ramp and Fishing Pier, Clay County, FL

Principal-In-Charge for design permitting and CEI for a public boat ramp and fishing pier at Governors Creek on Highway-17 in Green Cove Springs.

Lake Asbury Municipal Service Benefit District, Clay County, Florida

Principal-In-Charge, District Engineer for a 2100-acre watershed, three earthen dams with appurtenances in need of maintenance and development, as well as permit coordination for improvement of aging residential roadways and drainage.

Cowan Transportation Terminal, Jacksonville, FL

Principal-in-Charge, provided Planning, Design, Permitting, and Construction Administration for 7.5-acre, 200 space, tractor trailer parking lot and maintenance facility building. Project included a stormwater pond, utility coordination, signage and marking, curb and gutter, sidewalk design, and wetland mitigation.

Foxmeadows Community, Clay County, FL

Principal-In-Charge responsible for planning, designing, permitting and construction of a 1,500-acre development of regional impact including stormwater, and roads

Summer Glen Subdivision, Duval County, FL

Principal-In-Charge for planning, design, permitting, and CEI for a 72-acre, 209-lot subdivision. The subdivision included 2 miles of roadways, sidewalks, nature trails, a storm water system, a regional sewage station, and an amenity center.

Indigo Branch Drainage Study and Improvements, Clay County, FL

Principal-In-Charge responsible for planning, design and CEI of a 700 acres natural drainage basin within an existing residential neighborhood. Special features include gabion lined channels and silt basins.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MAHONEY, JOHN JOSEPH III

714 NORTH ORANGE AVE
GREEN COVE SPRINGS FL 32043

LICENSE NUMBER: PE40177

EXPIRATION DATE: FEBRUARY 28, 2025

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OVERVIEW

Patrick Honore has over 26 years of broad professional experience in civil engineering, with a diverse background in project management, highway and airport design, traffic engineering, site development, and construction administration services. His computer skills include AutoCAD, Civil 3D software package, which he used on numerous projects to create 3D digital terrain models, cross sections, horizontal and vertical alignments, grading plans, earthwork analyses, and similar design elements. His software experience also includes MS Project, Auto Turn, Guide Sign, and MS Office.

EDUCATION

BECE. – 1994 Civil Engineering City College of CUNY, New York, New York
MECE - 1996 Civil Engineering City College of CUNY, New York, New York

REGISTRATION

P.E. No. 64872 – Florida

WORK EXPERIENCE

Site Development - Greene Magnolia, Nassau County, FL The project site has an area of 98 acres, with approximately 69 acres of developable land. The balance of the site consisted of wetland areas. The project consists of site improvements for the construction of 80 single family homes. These improvements are site grading and drainage, construction of a stormwater management system, access Road, utilities such as water main, sanitary and storm sewers, lift station, recreation area. The project also includes wetland mitigation and permitting with the following government entities: St Johns River Water Management District, Nassau County, the Town of Callahan, and the Florida Department of Transportation (FDOT).

Site Development - Callahan Acres, Nassau County, FL The project site has an area of 70 acres, with approximately 32 acres of developable land. The project consists of site improvements for the construction of 101 single family homes and 36 duplex homes. These improvements are site grading and drainage, construction of a stormwater management system, access Road, utilities such as water main, sanitary and storm sewers, lift station, recreation area. The project also includes wetland mitigation and permitting with the following government entities: St Johns River Water Management District, Nassau County, the Town of Callahan, and the Florida Department of Transportation (FDOT).

Design-Build of NAVFAC RSS CN Boat Ramp Project St. Kitts, St. Vincent, and Grenada Coast Guard Stations The project consists of a 20-foot-wide boat ramp construction at three separate locations. The project sites lie within existing Coast Guard Stations on the islands of St. Kitts, St. Vincent, and Grenada. Each project site required adoption of the same boat ramp design criteria. At each project site, the ramp was designed to conform to the general design criteria of the "Layout, Design and Construction Handbook for Small Craft Facilities" published by the California Department of Boating and Waterways, Boating Facilities Division (1991).

Central Rental Car Cleaning Facility, Gainesville Regional Airport, Gainesville, FL — The project consists of the demolition of an existing car wash facility and the construction of a new prefabricated one-story facility with new parking areas and decorative aluminum fencing. Additional improvements are new parking construction and extension, new canopies for fueling and vacuuming areas, sewer and water service connections, a wastewater recovery system, surface water management, an electronic security and arm gate system, pavement rehabilitation by mill and overlay, pavement markings, signage, and landscaping.

Conceptual Study to Improve and Extend Longfellow Lane, Bonita Springs, FL – Project included development of new alignment for a ½ mile long roadway, conceptual drainage overview and potential permit requirements, assessment of impacts of the new road connection on existing residential and business properties, planning level cost estimates, and evaluation of right-of-way needs.

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Columbia Street-South of Hamilton Avenue, Brooklyn, NY – Project Engineer for the reconstruction of 15 streets in the Columbia Street Area. The project involves full-depth pavement reconstruction, curb and sidewalk reconstruction, private utility coordination, and the repair/replacement of watermains and sewer lines. Project responsibilities include project development/investigation report, traffic study program, subsurface exploration program, schematic geometric design, flexible and composite pavement design, street grading studies and design, site drainage design, sanitary sewer design, water main replacement design, construction staging, traffic maintenance and protection, preparation of construction cost estimates, specification preparation, and bid review and analysis.

86th Street from Shore Road to Gatling Place, Brooklyn, NY – Project Engineer for the work necessary to identify existing substandard features and make mitigation recommendations and provide a new schematic geometric design based on a new traffic study and vault survey. Project responsibilities include collecting and analyzing operational and safety data and producing a traffic study report, including the traffic study conclusions in a schematic geometric design, and performing a Level I and Level II vault study including asbestos identification.

Haiti Fire Station – Method of Delivery: Design/Build — The project involved the construction of two fire station/EMS buildings in the Port au Prince area, one in Carrefour and one Croix-des-Bouquets. The project included site grading, drainage and sanitary work and construction of two metal buildings. Each building has an approximate area of 3,500 square feet.

Ground Transportation Hub, Gainesville Regional Airport, Gainesville, Florida — Project Manager for the pavement widening and strengthening to maintain an existing taxi area, accommodate a 12 ft. tour bus lane, and / for the construction of a 24'x 97'-6"x 14'-6" transportation canopy. Also included in this project are a canopy connection, a baggage tug lane, sidewalk restoration, pavement markings, signage, surface water management, and landscaping.

Design/Build of Emergency Operations Center (EOC) / Disaster Relief Warehouse (DRW), St George, Grenada The project consisted of the design and construction of a one-story building of approximately 8,840 Square Feet housing operational and administrative functions of the National Disaster Management Agency (NaDMa). The EOC/DRW building complex will provide spaces for basic administrative functions and logistics support associated with warehousing of disaster relief supplies complete with the mechanical and electrical systems. Approximately half of the building area will be allocated to the warehouse space. Site improvements included in this project consisted of major grading effort cutting through volcanic rock to level the site to install the building pad, parking lot, drainage, and on-site sewage.

Design/Build of Emergency Operations Center / Disaster Relief Warehouse, Belair, Carriacou, Grenada The project consisted of the design and construction of a one-story building of approximately 5,500 Square Feet housing operational and administrative functions of the National Disaster Management Agency (NaDMa). The EOC/DRW building complex will provide spaces for basic administrative functions and logistics support associated with warehousing of disaster relief supplies complete with the mechanical and electrical systems. Approximately half of the building area will be allocated to the warehouse space. Site improvements included in this project consisted of major grading effort cutting through volcanic rock to level the site to install the building pad, parking lot, drainage, and on-site sewage.

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OVERVIEW

Keith Riger has over 40 years of professional experience in potable water production, treatment, storage, pumping and distribution as well as wastewater collection, conveyance, treatment, and reuse/disposal. He has developed and implemented long term capital improvements programs and master plans, completing projects including water and advanced wastewater plant upgrades, septic to sewer conversions, wellfield development, water main reinforcement projects, water storage and repump facilities, lift station and force main design, pumping system consolidation and SCADA retrofits. His experience includes distribution and collection system modeling, development of GIS for utility assets, grant and funding assistance, utility permitting, regulatory compliance assistance, and utility operations.

EDUCATION

MSCE - Sanitary Engineering, School of Civil Engineering, Georgia Institute of Technology, Atlanta, Georgia, 1980.

BSCE - Civil Engineering, University of Florida, Gainesville, Florida, 1977.

REGISTRATION

P.E. No. 34474 – Florida

REPRESENTATIVE WORK EXPERIENCE

Comprehensive Sewer Study, District 1 – Jacksonville Electric Authority (JEA) Performed a comprehensive wastewater collection system study for the City of Jacksonville. Major study elements included system mapping and creation of a relational (GIS) database for collection system assets, flow and rainfall monitoring, manhole and trunk sewer video inspection, sewage pump station inspection and performance testing, dynamic computer modeling, analysis of strategic alternatives for system rehabilitation and flow management and recommendation of a capital program.

General Utilities Engineering Services – City of Ormond Beach Responsible for design, permitting, bid and construction services for multiple projects including 3.0 M.G. reclaimed water storage tank, wastewater plant chlorination system modifications, treatment plant elimination project, SR A1A utility adjustments, lift station upgrades, master lift station and force main upsizing project, Consumptive Use Permit modification and monitoring plan implementation.

Utility Master Plan Update - City of Deland Plan included system mapping, demand and flow projections, water and reclaimed water distribution system capacity analyses, development of phased capital improvement recommendations and cost estimates.

Advanced Wastewater Treatment Plant - Holly Hill, Fl. Performed construction administration and inspection for new 2.0 MGD WWTP

Distribution System Master Plan and Design of Water Booster Pumping Station - Sarasota Co., Fl. Prepared demand projections and analyzed distribution system, developed phased capital improvement recommendations. Design of 3.0 MG ground storage tank with high service pumps to serve remote portion of water distribution system.

Design of Potable Water Plants - The County of Volusia. Design, permitting and construction phase services for two new plants (0.8 MGD, 0.5 MGD) including production wells, post tensioned ground storage tanks, aeration and chemical feed equipment.

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OVERVIEW

40 years' experience in planning and engineering project management, environmental permitting, environmental planning, coastal erosions, marina developments, ecosystem restoration planning & project management, regulatory/environmental permitting and enforcement, environmental permitting, and meeting facilitation (public and private).

EDUCATION

B.S. – 1982 – Engineering, Computer & Information Sciences, University of Florida, Gainesville, Florida

WORK EXPERIENCE

Eagle Pass, Fleming Island, FL, Clay County, FL

Rezoning and Development review for proposed 5.48 acres commercial development for pet boarding facility and other commercial uses. Rezoning included coordination with owners, county officials, county staff and county advisory group. The new site plan provides modifications to the existing buildings, including adjustments to the parking lot, landscaping buffers, drive aisles, and stormwater ponds.

Pier and Floating Dock Improvements, Green Cove Springs, FL

Grant Writer for obtaining additional funding through the Community Development Block Grant (CDBG) program for future improvements for the City of Green Cove Springs, including 250 LF pier extension, wave attenuation system, 80LF floating dock addition for medium cruise vessel, mooring dolphins, and fishing platforms.

Coastal Construction Permitting Coordination, St. Johns County, FL

Project Manager on permit application submittal and coordination to seek final determination from permitting agencies for seawall construction seaward of the Coastal Construction Control Line (approximately two hundred properties since 2014). Coordination included all relevant governmental agencies; local, state, and federal levels.

Save the Rodman Reservoir Inc, Palatka, FL

Facilitator and advisor to Board of *Save the Rodman Reservoir Inc.* in developing options for responses to the *Memorandum of Understanding* between the City of Jacksonville, Duval County Chamber of Commerce, and the St. Johns River Keeper regarding use of the Rodman Reservoir as mitigation for USACE Jacksonville Harbor Dredging Project.

Environmental Monitoring and Adaptive Management Strategies, South Florida

Project Manager/Lead Planner on research and documentation associated with developing environmental restoration monitoring plans, analysis techniques, and adaptive management strategies for Comprehensive Everglades Restoration Plan Projects/Program. US Army Corps of Engineers.

Comprehensive Everglades Restoration Plan, South Florida (16 Counties)

Planner on Central & Southern Florida Comprehensive Study to provide environmental restoration to the Florida Everglades and associated watershed. A technical writer of 10-volume Comprehensive Everglades Restoration Plan (CERP) authorized by Congress in 2000; a 7.8-billion-dollar plan for the US Army Corps of Engineers.

Lake Asbury Municipal Service Benefit District (LAMSBD), Clay County, FL

Project Manager and permitting coordinator. Tocol serving as District Engineer for LAMSBD, consisting of 2100-acre watershed, three earthen dams with appurtenances in need of maintenance and development, as well as permit coordination for improvement of aging residential roadways and drainage.

OVERVIEW

Mr. Ramdass has 34 years' experience in planning, conceptual to final design, bidding, program management and construction management experience on many projects in the State of Florida. His most recent two years of experience was his role as a Capital Improvement Program Manager for St. Johns County Public Works Department where he managed County Staff in overseeing Consulting Engineers' design and construction work on marinas, sidewalks, drainage, shoreline restorations, and major roadway improvements. He also served as a Project Manager for his assigned roadway corridor improvements in St. Johns County. Internationally, he provided consulting advice to the Government of Barbados on shoreline restorations and public marina developments several years ago. Don has a wealth of experience in regulatory agencies coordination on projects and facilitating the fast-track issuance of permits.

EDUCATION

BS – 1989 Aircraft Engineering Technology, Embry Riddle Aeronautical University,
BS – 1989 Business Administration, Embry Riddle Aeronautical University, Daytona Beach, Florida

WORK EXPERIENCE

St. Johns County Public Works Department, FI

Capital Improvement Program Manager for St. Johns County Public Works Department. Managed County Staff in overseeing Consulting Engineers' design and construction work on marinas, sidewalks, drainage, shoreline restorations and major roadway improvements.

City of Lake City, City of Keystone Heights, Suwannee County, Madison County, Taylor County, Town of Hilliard, City of Williston, City of Gainesville & Town of Cedar Key, FI

Project Manager for all airport improvements based on 5-year multi contracts with the local airports in those locations working with their Airport Sponsors on both airside and landside improvements. Got over \$700 million of State and \$500 million of Federal grants for fund the projects.

Town of Cedar Key, Levy County, FI

Project Manager for the design of runway pavement edge restoration from the destruction of the constant water waves from the Gulf Coast. An interlocking block fabric that was environmentally acceptable to continued fish life was placed to stop the damages.

Williston Municipal Airport, Williston, FI

Project Manager for the nominal five-inch concrete Whitetopping overlay on the existing 6,678' Runway. This overlay was applied on existing asphalt as 5' x 5' concrete tiles to strengthen the pavement and provide a 30-year pavement life free of cracks versus the normal 12-year asphalt pavement.

Miami Intermodal Center, Miami, FI

Served as the Public Information Officer during the development of the Miami International Airport Intermodal Center, largest Intermodal Facility in the USA. This \$1.5 billion facility serves a rental car hub, monorail service around the airport, and future rail service to the seaport.

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OVERVIEW

Angela Trent has 3 years' experience in civil drafting of telecom utility design, utility planning and permitting for water/wastewater, designing concepts for land developments, cities and drainage calculations for stormwater runoff.

EXPERTISE

2 Yrs. Experience. In many Facets of Engineering
Service Civil Engineering, Roadway, Land Planning, Storm Water, Site & Utility Planning & Design, and Environmental Permitting

EDUCATION

BS – 2018 Mechanical Engineering, Florida State University, Tallahassee, Florida

WORK EXPERIENCE

Sleepy Hollow Office/Storage Buildings, Middleburg, FL

Project Engineer Responsible for the Civil Site Design and permitting of two new buildings and two separate parking lots with one wet retention pond at 54 Sleepy Hollow Road, Middleburg, FL. The design avoids wetland impacts and includes separate access points to Sleepy Hollow Road for each of the parking lots.

Kings Crossing Residential Subdivision, Jacksonville, FL

Project Engineer Responsible for Permitting of the Civil Site plans for a residential subdivision with the City of Jacksonville (COJ) and water/wastewater permitting with the Jacksonville Electric Authority (JEA), including a new JEA lift station, at 5683 Soutel Drive, Jacksonville, FL.

New Kings Road Storage Building, Jacksonville, FL

Project Engineer Responsible for the Preliminary Civil Site Design of a new storage building, R/V and boat storage, parking, and stormwater management on New Kings Road for the purpose of rezoning the site to a Planned Urban Development.

Napa Autocare Center Showroom Addition, Jacksonville, FL

Project Engineer Responsible for the Civil Site Design and permitting for a new vehicle showroom building at 181 Library Road. Site Improvements include paving the existing gravel area for regular and ADA parking and a dry retention pond for stormwater management.

South Orange Avenue Development, Green Cove Springs, FL

Project Engineer Responsible for the Civil Site Design and permitting of a multi-phase development at 501 South Orange Avenue in which the first phase involves the use of food trucks. The design consists of parking and stormwater management.

County Road 209S Industrial Building, Green Cove Springs, FL

Project Engineer Responsible for the Civil Site Design and permitting of a new industrial building, parking, and wet retention pond at 4598 County Road 209S, Green Cove Springs FL. The design of the driveway included a fire apparatus turn around for fire truck access as required by Clay County.

R&J Enterprises Rezoning Plan, Green Cove Springs, FL

Project Engineer Responsible for designing a Rezoning Plan for a storage building and loading/unloading area for large trucks along 1974 W State Road 16, Green Cove Springs, FL.

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Pelican SnoBalls Site Improvements, Green Cove Springs, FL

Project Engineer Responsible for Site Improvements to the existing parking area at 1100 Idlewild Avenue and adding a paved access to Bonaventure Avenue in accordance with City of Green Cove Springs requirements.

Pond Design for St. Johns Boat Sales, Green Cove Springs, FL

Project Engineer Responsible for designing a dry pond on a lot by determining the required volume and the best possible geometry given the shape of the lot on Energy Cove Court, Green Cove Springs, FL.

Telecom Drafting, Tampa/Orlando, FL

Contractor working as a Drafter using AutoCAD Civil to design plans for the placement of telecom cables in various parts of Florida including Tampa and Orlando. Each design incorporated right of way and existing utility details and were made in accordance with jurisdiction requirements. Generating As-Builts for each completed permit.

Windload Analysis, Nevada Energy Service Area, Reno, NV

Independent Contractor conducting windload analysis on utility poles by entering data on each pole based on information sent by TrueNet into an O-Calc program. Generating reports on these loading cases to be sent back to TrueNet.

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OVERVIEW

Scott Frederick has over 40+ years of broad professional experience in successfully advancing communities economic development and community development goals and objectives. He is highly skilled in developing strategic alliances and partnerships between local government agencies and private sector leaders. He is accomplished in leading communities on a strategic path to the "win win" intersection resulting in positive long-term sustained growth.

Scott has spent a lifetime working on complex issues facing organizations, drawing from a combination of skills in planning, development, and public relations. His knowledge of economic development spans supporting small towns, cities, counties, and even an entire state to maximize the economic impact of their workforce assets.

EDUCATION

Economic Development Institute University of Oklahoma, Norman, OK

WORK EXPERIENCE

Director of Community and Economic Development, Taylor County, FL

Direct, Design, Develop and Implement all economic and community development programs including industrial, retail, commercial and land management. Developed and established strategic alliances network of statewide and regional economic development and community development representatives including education, workforce training, railroads, transportation, gas, electricity, assisted living and water resources.

Initiated lead generation program with Florida economic development officials through targeted marketing of industry specific companies. Established the *Taylor County Alliance* comprised of leadership from both the public and private sectors. The Alliance provided leadership in a community wide visioning initiative which included the development of a strategic plan focused on long term sustainable economic and community development for Taylor County. A major component of the project was conducting a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis prior to formulating the strategic plan. This plan became the County's road map for the future. Positive results included the successful recruitment of the second largest snack manufacturer in the nation, a workforce housing project currently under construction and several new restaurant and retail operations.

While in Taylor County I was elected and served as Florida State Director of the Southern Economic Development Council, the largest (13 states) organization of its kind in the USA.

Director Community and Economic Development-Tifton-Tift County, GA

Served as President & CEO of the Tifton-Tift County Chamber of Commerce

Directed community and economic development programs and initiatives. Developed and implemented a strategic plan, Vision 2020. This was successfully accomplished by developing strategic alliances within the community between public/private sectors and the Chamber Membership. Formatted of the strategic plan began with SWOT Analysis and strategic initiatives were developed to facilitate the plan's goals and objectives. Strategic alliances were developed with the banking and medical communities to offset specific program development costs.

Alliances were established with the Georgia Department of Industry, Trade and Tourism as well as all state community and economic development agencies. The plan was extremely successful as evidenced by the creation of over 2,000 new jobs and millions of dollars of new investment for local governments in its first year of operation. Additional positive results of the strategic plan included: airport expansion, hospital expansion, creation of a new industrial distribution park, development of a new technical college, numerous new restaurants and motels, full employment and the membership to the Chamber tripled.

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While in Tift County I was elected and served as Georgia State Director of the Southern Economic Development Council and South Georgia Chair of the Georgia Economic Development Association.

Director Community and Economic Development Newnan GA

Led a Public Private 501c3 Partnership in Atlanta's Metro South funded by both public and Private Sectors. Responsible for directing all community and economic development activities and initiatives. The organization was first in Metro Atlanta to develop and implement a strategic plan which was designed to promote and ensure both sustainable and long-term economic development, while maintaining a strong sense of community and controlled growth in specific and predetermined areas throughout the city and county. This objective was critical since the county was one of the top twenty fastest growing areas in the nation. Producing a top-notch strategic plan was an essential component to ensure the integrity of the community thus avoiding urban sprawl so common in the Atlanta Metropolitan Region. A partnership was formed between the organization and a highly respected economic and community development firm. Initially meetings were conducted with a large cross section of community leaders including county and city officials, developers, educators, church leadership, banking officials, medical providers, and other key stakeholders. The next step was formation of a *Strategic Planning Alliance Board* followed by a SWOT Analysis resulting in developing five major goals and five subsequent goals. This plan was developed as a "Evergreen Plan", in that its goals were reviewed annually, and as original goals were achieved, new goals were added. Once the first strategic plan was established, the organization initiated a \$2 million fundraising program to support goal initiatives and enable the plan to financially viable. The following are examples of successful initiatives produced by the plan: airport revitalization, downtown revitalization, enhanced Infrastructure for Internet and WI-FI, development of Georgia's first European apprenticeships School, establishment of Atlanta's first 1,000 acre Mega Site (which drew site visits from Mercedes Benz and Honda) and tax credits to lure Hollywood film productions.

While in Newnan I was elected and served as Georgia State Director for SEDC, served as Georgia Board Representative to both the Southeast US Japan and Korean Councils. Served on Board of Metro Atlanta Economic Development Council and I was invited to Washington DC by the US Department of Education to receive a large grant for establishing the first European Apprenticeship School in the Southeast US.

Career Highlights

Responsible for creating over 20,000 new jobs for communities and generating in excess of \$4 billion dollars of new tax revenues for local governments.
Authored the Commonwealth of Virginia's "First Strategic Plan" for Global Marketing.

YEARS OF PROFESSIONAL EXPERIENCE:

Total: 39
Saltus: 8

AREAS OF SPECIALIZATION

- Civil and Environmental Engineering
- Water and Wastewater Treatment
- Environmental Permitting/Compliance
- Water Quality Evaluations
- Contracts, Bidding & Construction Phase Services

EDUCATION

B.S., Environmental Engineering, University of Florida, 1984

PROFESSIONAL REGISTRATIONS

- Professional Engineer, Florida, No. 42480, 1990

AFFILIATIONS

- Associate Member, Florida Rural Water Association

SUMMARY OF QUALIFICATIONS

Mr. Bolam has over 38 years of experience in project management and engineering design in the areas of environmental engineering of domestic and industrial water and wastewater systems; reclaimed water systems; stormwater design and MS4 permitting; solid waste treatment, storage, and disposal facilities; environmental permitting and compliance investigations. He is experienced in project management from conceptual planning stages through preliminary investigations and report writing, presentations, environmental permitting, final design, bidding and award, and construction phase services. Mr. Bolam has worked for the State of Florida Department of Environmental Protection as a senior permitting engineer and for the Clay County Utility Authority as the Chief Engineer.

Mr. Bolam founded Saltus Engineering, Inc. in April 2015 to offer Civil and Environmental Engineering Services to municipal, commercial, and industrial clients throughout Florida.

PROJECT EXPERIENCE

Water and Wastewater Facility Plans for the City of Madison, FL – Project Manager for State Revolving Fund (SRF) Facility Plans. The wastewater plan included a sewer system evaluation survey (SSES) along with evaluation of alternatives for renovating the wastewater treatment plant. The water plan included water distribution system hydraulic modeling and identifying system upgrades to improve flow and pressure. The plans were funded with SRF Planning loans.

Phase 1 WWTP & Lift Station Improvements for the City of Madison, FL – Project Manager of wastewater treatment plant and lift station(s) rehabilitation project including replacement/upgrade of the mechanical bar screen, grit removal equipment, diffused aeration system, installation of a dissolved air control system, new RAS/WAS pumps, thickened sludge pumps and installation of a new belt filter press and building. The project also includes rehabilitation/upgrade of 16 lift stations. The project is SRF funded.

Critical Water System Improvements for the City of Madison, FL – Project Manager for a multiple contract SRF Funded project as follows:

Part A – Public Services Building – new 7,200 SF warehouse office building and 10,800 SF garage

Part B – Water Distribution System Improvements – Looping improvements

Part C - City wide water meter replacement – new AMR meters

Part D - Water Treatment Plant Improvements – replace aging infrastructure.

Cypress Creek Farm Reclaimed Water System, Starke, FL – Design engineer for 300,000-gallon reclaimed water treatment system to serve the Cypress Creek Alligator Farm including modifications to the treatment facility to

enhance nitrogen removal, install a pressure filter, and dual disinfection system using ultraviolet light and liquid sodium hypochlorite.

City of Atlantic Beach Forcemain Replacement along A1A, Atlantic Beach, FL – Project Manager for replacing and existing asbestos cement forcemain along a section of SR A1A. The project involved three directional borings and FDOT permitting.

Lift Station Flooding Vulnerability Assessment for the City of Atlantic Beach – Project Manager for a study of seventeen lift stations to identify methods and costs for flood proofing the stations

Wastewater Treatment Plant Improvements for Matanzas Shores Owners Association, Flagler Co., FL – Project Manager of wastewater treatment plant improvements that include a new secondary clarifier, new digester, chlorine contact chamber, dissolved oxygen control and SCADA monitoring system.

New Lift Station and WWTP phase-out for Regency Plaza Condominiums, Volusia Co., FL – Project Manager of a wastewater package plant phase-out project with a new submersible lift station and connection to the city of Ormond Beach system.

New Well No 2 and WTP Improvements for the Town of Astatula, FL – Project Manager for a new 12" diameter deep well and vertical turbine pump, new 250,000-gallon prestressed concrete ground storage tank and high service pumps, pump building and automation and controls.

New Well No. 3 for the City of High Springs, FL – Project manager for a new 12" diameter deep well and vertical turbine pump with chemical feed facilities for DBP removal.

Ancient Oaks Condominium Association WWTF Expansion, Okeechobee, FL – Project Engineer for wastewater treatment facility expansion project. Project involved engineering design and permitting of a 30,000 gpd package plant expansion and expansion of the existing rapid rate infiltration basins.

River Grove Mobile Home Village Water Main Extension, Brevard County, FL – SRF Program manager for a watermain extension to connect River Grove Mobile Home Village to the Barefoot Bay Water System owned by Brevard County. This work included preparing both Planning and Construction loan applications, SRF Facilities and Business Plans, and coordinating public involvement in the planning process.

Orange County Utility District - Eastern Water Reclamation Facility Centrifuge Dewatering O&M Manual, Orange County, FL – Project Engineer for the preparation of the operation and maintenance manual for the new waste sludge thickeners, sludge transfer pumps, centrifuges, chemical feed equipment and ancillary equipment.

Cypress Landing Improvement Association Wastewater System Upgrade, St. Johns County, FL – Project Engineer for a project to replace an aging WWTF that discharged to the Lower St. Johns River with a new performance-based treatment system and drip irrigation system. This project serves a 16-lot subdivision and involved switching from regulation by FDEP to regulation under DOH.

City of Madison Sanitary Sewer Extension, Madison, FL – Project Engineer for CDGB funded gravity sewer extension along SW Arnold Street and County Road 360-A to eliminate an existing lift station at the old Middle School.

Stormwater Pollution Prevention and Spill Prevention Control & Countermeasure Plans for Liquid Environmental Solutions, Inc. Kissimmee, FL – Project Manager for SP3 and SPCC plans for a FOG receiving facility in Osceola County.

Florida Power & Light Martin County Water Plant Improvements, Martin County, FL – Project Engineer for the upgrade of an existing Reverse Osmosis facility to add sodium hydroxide and ortho-polyphosphate systems to raise alkalinity and reduce lead and copper issues.

**YEARS OF
PROFESSIONAL
EXPERIENCE:**

Total: 37

AREAS OF SPECIALIZATION

- Civil and Environmental Engineering
- Water and Wastewater Treatment
- Environmental Permitting/Compliance

**E
EDUCATION**

B.S., Civil Engineering,
University of Miami, 1986

M.S., Environmental
Engineering, Florida
International University,
1990

**PROFESSIONAL
REGISTRATIONS**

- Professional Engineer,
Florida, 1990

SUMMARY OF QUALIFICATIONS

Mrs. Van Zant is experienced in providing general engineering and permitting services for municipal and county utilities departments as well as representing counties and municipalities in developing and implementing both short-term and long-term utilities planning goals. She has performed evaluation, design and construction services for pipelines, wastewater and water treatment facilities, effluent disposal systems, solids handling facilities, collection systems, and transmission systems.

With a superior record in managing budgets, Mrs. Van Zant is experienced in representing owners in all aspects of construction management from bid phase through contract completion, including inspecting, negotiating change orders, reviewing progress payment requests, and ensuring all grant and regulator requirements are met.

Mrs. Van Zant is also experienced in providing representation for legislative and regulatory funding and challenges.

Mrs. Van Zant is also trained and experienced in working with treatment plant staff throughout the country in trouble-shooting plant problems and increasing treatment efficiency. She served on the Water Pollution Control Association's National Task Force on Energy Conservation in Wastewater Treatment Plants and co-authored their operational and engineering manual. In addition, she has produced numerous utility master plans based on evaluations of existing and proposed water and wastewater treatment systems and future treatment needs. Analyses for these projects included population and flow projections, treatment plant capacity evaluations, computer analyses of distribution and transmission facilities, field inspections, evaluations of effluent disposal and solids handling options, and present-worth cost analyses.

PROJECT EXPERIENCE

Naval Air Station Jacksonville – Project Manager for evaluation of the distribution system network of Naval Air Station Jacksonville (NAS Jax), the largest Navy base in the Southeast Region and the third largest in the nation, with determination of water demands for every aspect of the NAS Jax operations. The evaluation included hydraulic modelling and assessed the ability of the Naval Air Station to fully meet potential high impact and emergency demands. Prepared all studies and evaluations necessary for the 10-year renewal of the Saint Johns River Water Management District Consumptive Use Permit. This included water use projections, reclaimed water evaluation, and unique water conservation quantification for recreational and industrial uses on the base. Prepared Risk and Resiliency Plan and Emergency Management Plan for the Air Station utilities system. Prepared Preliminary Design Report for WWTF nutrient removal design.

City of High Springs, FL – Project Manager for Master Planning for the City to ensure utility infrastructure would be in place to meet immediate and future needs. Prepared mapping and assessment of current water and wastewater infrastructure; projected utility needs based on potential anticipated high-growth development; recommended necessary improvements to repair, upgrade and construct utility infrastructure necessary to meet expected growth. In addition, prepared the Water Facilities Plan documents necessary for application for state funding of the most immediate utility infrastructure needs. Project Engineer for design and construction management of new well.

Normandy Village Utilities Cooperative (Jacksonville, FL) – General consultant to utility including ongoing evaluations and responses for Consent Order, Preliminary Design Report for WWTF improvements, preparation of WWTF operation protocols and O&M Manual revisions, WWTF Permit Renewal, WWTF Capacity Analysis Report and Operation and Maintenance Performance Report, evaluation and recommendations for effluent disposal, evaluation and recommendations for Infiltration and Inflow remediation.

City of Neptune Beach, FL – Evaluation of WWTF Nutrient Removal performance with recommendations and follow-up on operational modifications to improve nutrient removal performance and surface water toxicity testing results.

Town of Astatula, FL – Prepared Consumptive Use Permit for start-up Water Utility for the Town along with assistance with engineering evaluations and documentation needed to create new potable water utility. Performed hydraulic analysis of existing fire flow piping throughout the Town.

Florida Natural Growers – Preparation of Preliminary Design Report for Water Treatment Plant improvements to provide control of carcinogenic disinfection by-products and removal of iron.

Matanzas Shores WWTF (Palm Coast, FL) – Preparation of design and permitting for connection of existing Beach Haven Lift Station to Matanzas Shores WWTF with 894 feet of force main.

Sun Tree Mobile Home Park (Duval County, FL) – Lift Station and collection system evaluation with Preliminary Design Report for consent order responses. Project Engineer for design of collection system improvements.

Floater's Portable Sanitation (Jacksonville, FL) – Design and permitting for industrial lift station and connection to JEA utilities.

Wastewater Treatment Plant Permit Renewals – **City of Chattahoochee, FL; Normandy Village Utility Cooperative (Jacksonville, FL); Ancient Oaks RV Park (Okeechobee, FL); Sun-n-Shade Campground (Punta Gorda, FL); Blue Cypress Golf and RV Resort (Okeechobee, FL); Nelson's Fish Camp (Apopka, FL); Riverfront Mobile Home Park (Hillsborough County, FL); River Grove Mobile Home Village (Indian River County, FL)**– Prepared updated Capacity Analysis Report and Operation, Maintenance & Performance Report for the wastewater treatment plants, completed all documents and responses necessary for permit application and renewal.

Glen Oaks RV Resort (Baker County, FL) – Prepared Water Treatment Plant application and distribution system modeling for water utility including assistance with documentation needed for new potable water utility.

Impact Fee Studies – **Taylor Coastal Improvement District (Taylor County, FL); Spring Lake Improvement District (Highlands County, FL); Everglades City, FL; City of Avon Park, FL; City of High Springs, FL** – Prepared cost evaluation of all utilities infrastructure and recommendation for Impact Fees for new construction.

Stormwater Design and Permitting – **City of Madison, FL and Pipeline Constructors (Starke, FL)** – Designed stormwater treatment areas and prepared application materials for permitting through Water Management Districts.

YEARS OF PROFESSIONAL EXPERIENCE:

Total: 35

Saltus: 1

AREAS OF SPECIALIZATION

- Civil and Environmental Engineering
- Water and Wastewater Treatment
- Environmental Permitting/Compliance
- Water Quality Evaluations

EDUCATION

B.S., Civil Engineering,
University of Florida, 1981

M.E., Civil Engineering,
University of Florida, 2008

PROFESSIONAL REGISTRATIONS

- Professional Engineer, Florida, No. 43345
Georgia, 39798
- FCC Amateur Radio License
General KK4ULL

AFFILIATIONS

- Associate Member, Florida Water Environment Association (FWEA)

SUMMARY OF QUALIFICATIONS

Mr. Martin has over 35 years of experience in project management and engineering design in the areas of environmental engineering of domestic and industrial water and wastewater systems; reclaimed water systems; stormwater design and NPDES permitting; environmental permitting, environmental sampling, compliance investigations and public drinking water system evaluations. He is experienced in project management from conceptual planning stages through preliminary investigations and report writing, presentations and published papers. Mr. Martin has worked for the State of Florida Department of Environmental Protection as a senior permitting engineer and supervising chief engineer for permitting; experience includes: engineer for Florida Rural Water Association; University of North Florida School of Engineering Adjunct Professor; engineer at Robbins Manufacturing; engineer at Ken Sides and Associates Consultants, and engineer at Gainesville Regional Utilities.

Mr. Martin is currently employed at Saltus Engineering, Inc. since January 2022 for Civil and Environmental Engineering Services to municipal, commercial, and industrial clients throughout Florida and Georgia.

PROJECT EXPERIENCE

City of Port Richey Spill Prevention Control and Countermeasures Plan (SPCC) - The Plan describes measures implemented by the City of Port Richey at Port Richey Water Treatment Plant (WTP) to prevent oil discharges from occurring, and to prepare Port Richey to respond in a safe, effective, and timely manner to mitigate the impacts of a facility spill. This SPCC Plan has been prepared and implemented in accordance with the SPCC requirements contained in 40 CFR part 112.

City of Madison Nutrient Management Plan For Chason Biosolids Site - The Nutrient Management Plan (NMP) is to document the actions the operation staff for the City of Madison's Wastewater Treatment Facility (WWTF) and the Chason Biosolids Site will undertake to properly manage and reduce the potential for impairment of surface and groundwater resources from applied nutrients and metals. The site must meet current FDEP requirements of 62-640 FAC, Biosolids Rule.

City of Madison Plan of Study for Biosolids Site and Reclaimed water Spray Irrigation Site

Plan of Study (POS) prepared to determine the cause of low pH levels for the groundwater at the Facility reuse sprayfield and the biosolids land application Site.



Education

BS, Civil Engineering,
University of Central
Florida, 1998

Years of Experience

24

Licenses

- Professional Engineer - FL
#60216

Brian Pohl, PE

Branch Manager/Senior Geotechnical Engineer

Brian Pohl coordinates and directs geotechnical explorations and testing and inspection services for buildings, bridges, residential, and industrial facilities and small to large roadways. He has experience in shallow and deep foundation and testing services analysis, including spread footing and pile foundations. Mr. Pohl has conducted geotechnical studies for roadway, airport and bridge projects, and land development. He has experience in design and monitoring of ground modification procedures for problematic soil conditions and in pond design recommendations. Mr. Pohl has experience with various pavements, rigid and flexible design. He has also provided earthwork recommendations for underground utilities within problematic soil conditions. Mr. Pohl has also performed WEAP analyses and pile driving analyses for Florida Department of Transportation (FDOT) and commercial projects.

PROJECT EXPERIENCE

Water Treatment Plant - Roof Inspections

Bunnell, FL

UES was contracted by the city of Bunnell to provide roof inspections for its water treatment plant. Brian served as Branch Manager/Project Manager.

City Administration Building - Geotechnical Evaluation

Bunnell, FL

UES was contracted by the city of Bunnell to provide a geotechnical evaluation for construction of its administration building. UES' scope involved two SPT borings at 20 feet, one auger boring at 6 feet, and five auger borings at five feet. Brian served as Branch Manager/Project Manager.

Monitor Well Maintenance - Reclaimed Water Pond at Grand Reserve Golf Club

Bunnell, FL

UES was contracted by the city of Bunnell to provide monitor well maintenance. UES' scope involved obtaining permits from SJRWMD and well monitoring including renaming, and surveying elevations. Brian served as Branch Manager/Project Manager.

Reclaimed Water Pond at Grand Reserve Golf Club

Bunnell, FL

UES was contracted by the city of Bunnell to provide monitor well maintenance. Brian served as Branch Manager.

2400 Commerce Parkway

Bunnell, FL

UES was contracted by the city of Bunnell to provide a Phase I Environmental Site Assessment. Brian served as Branch Manager.

QUALIFICATIONS AND ABILITIES OF PROFESSIONAL PERSONNEL



CIVIL ENGINEERS • LAND SURVEYORS • PLANNERS • CONSULTANTS



DAN A. WILCOX, PE, P.S.M.

Key Consultant

Experience: 41 Years, 20 Years @ SWA

Professional Credentials

Bachelor of Science, Civil Engineering, University of Florida, 1995

Professional Engineer in Florida, P.E. 57633

Professional Surveyor and Mapper in Florida, LS 5749

Professional Organizations

Florida Surveying and Mapping Society

Florida Engineering Society, Leader of the Year 1995

Order of the Engineer

Special Qualifications

Experienced in transportation engineering, traffic analysis, stormwater permitting, construction design and layout as well as boundary surveys, construction observation and management.

Relevant Experience

Madison Green Apartments, Palm Coast, FL- Performed Traffic Impact Study for the development of 200 residential apartments along State Road 100 in Flagler County. The study included an accounting of the existing volume of traffic within the network area with a subsequent assignment of trip generation estimates by the Institute of Transportation Engineers and a determination of impact to the Level of Service for the roadway network. Review and approval by both City of Palm Coast and Florida Department of Transportation was required for project development.

St. Johns River Water Management District, Palatka, FL- Performed boundary and topographic surveys over 2,600 contiguous acres of uplands, hardwood wetlands and riverine swampland along the St. Johns River at Devils Elbow in Putnam County, Florida. Survey standards to St. Johns River Water Management District specifications and completeness.

Mean High Water Studies, Flagler County, FL- Performed numerous mean high water studies throughout the state of Florida for the determination of Mean High Water Elevation. Permitting, review and approval through Florida Department of Environmental Protection.

Village at Palm Coast Phase 1, Palm Coast, FL- Designed the infrastructure including roadways, stormwater, and utilities for approximately 75 acres of subdivision with Flagler County. Permitting and design coordination with St. Johns River Water Management District, Flagler County, the City of Palm Coast and Florida Water Services.

QUALIFICATIONS AND ABILITIES OF PROFESSIONAL PERSONNEL



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Village at Palm Coast Tidelands, Palm Coast, FL- Observation dock and fishing pier. Structural design and resolution of vertical datum for construction.

Toledo Blade Boulevard (I-75, west to Price Boulevard) North Port, FL - Designed additional travel lanes, turn lanes, and bike lanes on this section of I-75. Also analyzed the stormwater treatment and attenuation systems. Permitting and design coordination with Southwest Florida Water Management District and Sarasota County.

Venetian Golf and River Club, City of Venice, FL - Engineer of Record for the development of 1,599 residential units within 1,045 acres of Golf Course Community. Amenities included numerous parks, environmental protection zones with passive recreational uses, private clubhouses, tennis courts and golf courses. Assisted in the preparation of plans for the extension of Laurel Road from Knights Trail Road to the development entrance, being approximately 9,000 feet, to include both bike lane and sidewalk. Prepared necessary permitting and coordination through City of Venice, Sarasota County, Florida Department of Transportation, and Southwest Florida Water Management District.

Kings Gate DRI Annual Monitoring Report, Charlotte County, FL- Prepared Annual Monitoring Reports for threshold compliance and verification of existing conditions and proposed traffic impacts for submittal to Southwest Florida Regional Planning Council.

Amora Subdivision, City of Venice, FL - Prepared construction plans, specifications and details for roadway connecting U.S. 41 to Golf Drive. Required permitting and coordination through City of Venice, Florida Department of Transportation, Sarasota County and Southwest Florida Water Management District. Included the development of a traffic impact study to estimate the post development traffic conditions on local roadways and Proportionate Cost Sharing for Intersection Signalization and recommended modifications to signal timing to FDOT.

Villa Venezia Plaza, City of Venice, FL - Engineer of Record for the project. Prepared detailed construction plans for City of Venice Development Review Committee review and approval. Permitting through Southwest Florida Water Management District Environmental Resource Permit Formal Modification to the Master Surface Water Management system.

Venice Business Suites 1, Venice, FL - Engineer of Record for the project. The project included the conceptual design, site and development design, construction plans and permitting application and formal modification of the Master Surface Water Management System at Southwest Florida Water Management District.

Laurel Road Interstate Business Center, City of Venice, FL - Assisted the City of Venice in the review of traffic studies prepared by private consultants. Provided recommendations and comments for a Proportionate Cost Share Analysis at the intersection of Laurel Road and Knights Trail Road. Recommended improvements to the intersection lane geometry.

QUALIFICATIONS AND ABILITIES OF PROFESSIONAL PERSONNEL



CIVIL ENGINEERS • LAND SURVEYORS • PLANNERS • CONSULTANTS



Bay Indies Boulevard, City of Venice, FL - Prepared a traffic signal warrant analysis, traffic impact study and construction plans for the development of a Florida Department of Children and Family, One Stop Resource and Counseling Center on Venice Avenue. Required coordination, permitting and presentation to Sarasota County Transportation Department, City of Venice and Southwest Florida Water Management District.

Traffic Engineering Review, Sarasota County, FL - Reviewed construction plans, Maintenance of Traffic plans and traffic calming methods for residential and commercial development for the Sarasota County Transportation Department.

Sarasota County Transportation Department, Drainage Operations, Sarasota County, FL - Managed various roadway and drainage projects within Sarasota County. These projects included permit preparation through Southwest Florida Water Management District and Florida Department of Transportation.

Signage Surveys, Various Counties – Signage surveys for various communities to establish the conformance with local codes and the Manual Of Uniform Traffic Control Devices (MUTCD) to assure defensible issuance of citations for failure to heed signage by motorists.

Previous Employment

1980 to 1995: Stephenson Surveying, Inc.

Duties include field and office supervisor as well as all aspects of survey production and management, daily review of production and ongoing corporate development.

1995 to 1997: Sarasota County, Stormwater and Transportation Management

Assisted with design and permitting of various projects throughout Sarasota County, including routine stormwater maintenance, permit coordination for several projects under Southwest Florida Water Management District auspice and review of transportation projects.

1997 to 2000: Charlotte Engineering & Surveying, Inc

Duties included Marketing, Production and Project Management for several projects ranging from commercial site development to Developments of Regional Impact. Forensic Engineering was a specific market targeted for expansion while with CES. Several accident reconstruction projects were prepared as well as signage review and recommendations for traffic enforcement legal issues.

2000 to 2003: Kimley-Horn and Associates, Inc.

Project Manager and Engineer of Record for several projects ranging from single lot subdivisions, hotels and motels, to developments consisting of over 1,000 acres which included multiple Audubon Society compliant golf courses, clubhouses and other amenities.

QUALIFICATIONS AND ABILITIES OF PROFESSIONAL PERSONNEL



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2003 to 2008: Stephenson, Wilcox & Associates, Inc.

Owned and operated Stephenson, Wilcox & Associates, Inc. in various engineering and surveying projects in Venice, Florida. Projects ranged from surveys of existing conditions of stormwater systems, boundary surveys, stormwater inspection and certification of maintenance to SWFWMD, City of Venice and Sarasota County to due diligence surveys for individual lot owners, utility surveys, and right-of-way surveys.

2008 to Present: Stephenson, Wilcox & Associates, Inc.

Completed the successful merging of Stephenson Surveying, Inc. and Alpha Surveying and Mapping, Inc. during the "economic meltdown" of 2006-2010. Continues managing day to day operations of both engineering and surveying.

Firm's Related Experience

Firm's Related Experience

Tocoi Engineering LLC's (Tocoi) work force is currently involved in many projects in various stages of completion. These projects consist of commercial, governmental, and residential land development, stormwater management and treatment, and regulatory permitting. Tocoi routinely undertakes multiple projects in a variety of sizes and scopes and completes them within agreed-upon schedules, dedicating or shifting resources as necessary to ensure that the projects are completed well and on-time.

The Tocoi team and its members have provided roadway design, civil site development design, grant writing, stormwater drainage and treatment design, potable water, and wastewater utility design, permitting, bidding and contract awarding, and construction administration and inspection services for a variety of projects and locations. Projects that are similar in scope to the projects under consideration are listed below.

Project Name	West Street Drainage Improvements, Green Cove Springs, FL
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Project Manager: Charles N. Sohm, P.E.

Project Owner: City of Green Cove Springs, Clay County FL

Owner Contact: Michael Null, mnull@greencovesprings.com, o-904-297-7500 x 2213

Brief Project Scope: Between April 2021 and January 2022, Tocol designed the rehabilitation and upgrade of over 2,400 LF of a municipal storm drain. An aging and failing storm sewer required capacity assessment and design. The project also included roadway milling and resurfacing, curb and gutter replacement, and sidewalk redesign. It also involved survey coordination involving historical plats which were often in conflict with legal property and ROW descriptions.



Description of Services: Stormwater Drainage Redesign for City of Green Cove Springs.

Project Name	Clay County Drainage Improvements, Clay County, FL
---------------------	---

Project Manager: Charles N. Sohm, P.E.

Project Owner: Clay County FL

Owner Contact: Richard Smith, P.E., Clay County Engineer Richard.smith@claycountygov.com
904-529-3816

Brief Project Scope: Five flood prone areas were identified by Clay County for the design and construction of stormwater solutions funded with Federal Grant moneys associated with Hurricane Irma relief. These involved upgrading aging and undersized stormwater facilities, curb and gutter replacement, drainage ditch regrading, and roadway rehabilitation. It also included extensive coordination with the St Johns River Water Management District (SJRWMD) as well as various county departments. This engineering and permitting was performed between April 2021 and October 2022.



Description of Services: Stormwater Drainage Upgrades, and Permitting.

Project Name	Potable Water Main Extension for River Grove Mobile Home Village, Micco, FL
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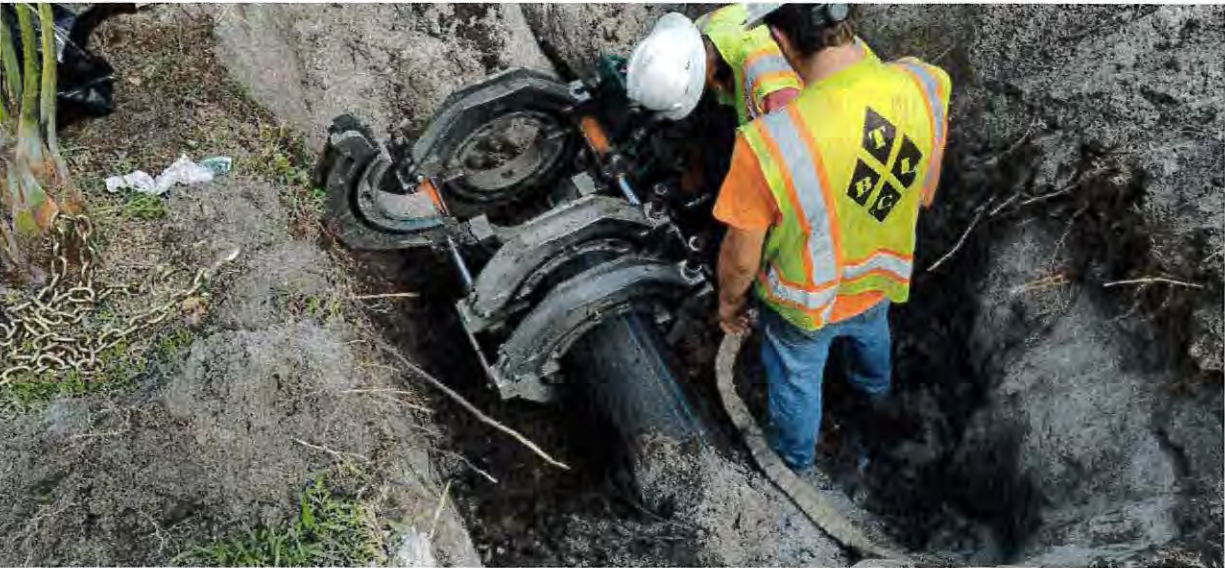
Project Engineer: Charles Sohm, P.E.

Project Owner: River Grove Mobile Home Village

Owner Contact: Bonnie Douglas 772-473-7775

Brief Project Scope: This project, completed in 2019, involved engineering consulting services for a water main extension to connect the River Grove Mobile Home Village (MHV) to Barefoot Bay (Brevard County Utility Services), including FDEP State Revolving Fund coordination, incorporation into the Barefoot Bay Service Area, surveying, engineering design, drawings, construction documents and specifications, permitting, bid evaluation, and other construction-phase services.

The final design was an approximately 2,700 LF potable water main extension from Barefoot Bay to the River Grove MHV which had been supplied by a private water treatment plant that was experiencing contamination issues and was placed under a consent order by the Florida Department of Environmental Protection (FDEP). The project cost was approximately \$502,000.



Description of Services: Project Management, Project Engineering, Drafting, Permitting, Fund Coordination, Surveying, Environmental consulting and permitting

Project Name	Summer Glen Residential Subdivision, Jacksonville, FL
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Project Manager: John Mahoney, P.E.

Project Owner: Garden Street Communities Southeast, LLC, 100 West Garden Street, Pensacola, FL 32502

Owner Contact: Gerald Cyr 813-477-5674, gcyr@gardenstreetcommunities.com

Brief Project Scope: In 2020, Tocoi designed and obtained permits for the development of a 72-acre site into a 209-lot residential subdivision, including interior roadways, along Garden Street in Jacksonville. Developed Opinion of Probable Cost and stayed within budget. Prepared construction plans: all roadways, stormwater drainage system, potable water distribution system, sanitary sewer system with lift station, offsite improvements required by governing authorities, utilities, and roadways needed for entrances and common areas. The site is currently under construction. The full civil design included water distribution, sanitary sewerage, lift station design, off-site utilities, permitting, and stormwater collection and treatment for both the SJRWMD and FEMA.

Description of Services: residential development design and permitting through City of Jacksonville, Jacksonville Electric Authority (JEA), and SJRWMD.

Project Name	Energy Cove Court, Green Cove Springs, FL
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Project Manager: John Mahoney, P.E.

Project Owner: City of Green Cove Springs

Owner Contact: Mike Null, Assistant City Manager, City of Green Cove Springs, Green Cove Springs, FL, mnull@greencovesprings.com, o-904-297-7500 x 2213

Brief Project Scope: In 2010 and 2011, Tocoi was responsible for a \$500,000 State of Florida Economic Development grant application, designing, permitting, and construction administration for 0.5 miles industrial roadway. Project included a major intersection, signage and marking, maintenance of traffic, stormwater ponds, storm sewer, utility coordination, and permitting.



Description of Services: Grant writing, roadway design, and permitting through FDOT, FDEP, City of Green Cove Springs, and SJRWMD.

Project Name	Silverleaf Development of Regional Impact (DRI), Jacksonville, FL
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Project Manager: John Mahoney, P.E.

Project Owner: D.W. Hutson Companies, St. Augustine, FL 32092

Owner Contact: Cody Hutson 904-429-9965, chutson@hutsoncompanies.com

Brief Project Scope: TocoI's focus on this approximately 15, 000-acre project has been Master Planning, Design & Permitting, Quality Assurance and CEI on various parcels. Beginning in 2020 and continuing today, TocoI has reviewed existing Master Plans for a given Parcel and looked for opportunities to minimize cost and increase profitability by redesigning roadways, lot layout and utilities for efficiency and aesthetics. When completed, the DRI will have 15,792 residential units including 50 miles of roads, a 1,000-acre interconnected stormwater system, a 2 MGD regional water, sewage, reclaim distribution, 17 sewage lift stations, 5 schools, 9 amenity centers, pools, and athletic fields. In addition, the development has 2 million square feet of mixed use and commercial town center including one hospital and neighborhood retail services. As part of the retail services, a veterinarian hospital and a 300-animal boarding facility are planned.



Description of Services: Perform Master Planning, Design, Permitting and CEI.

Woman Owned Business

714 N. Orange Avenue, Green Cove Springs, Florida 32043 | Ph: 904-215-1388 | www.tocoi.com



TOCOI

Engineering



Our Story

TOCOI (Tō Koi) n. A Timucua Indian word meaning shallow landing in the river.

Tocoi Engineering, LLC., (Tocoi) is a full-service engineering firm in Green Cove Springs, Florida. We have an Environmental Planner, two Professional Engineers, and four Project Managers on staff, along with CAD and Administrative support staff. We specialize in Environmental Permitting, Land Development, Storm Water Management, Water/Wastewater & Reuse Systems Engineering, and Transportation Design. Our extensive background in many disciplines of engineering allows us to tailor our services to meet our clients' vision.

Tocoi acts as a consultant to both public entities or agencies and private clients. We establish a close and trusted working relationship with our clients and strive to exceed their expectations. We stand by our clients from the planning phase through project completion.

Tocoi is dedicated to finding the best practical design and achieving the goals of each client while observing the permitting requirements of federal, state, and local governments. Our established relationships with regulatory agencies assist us in expediting our projects.

We are convinced client referrals are the mainstay of our success. Call us with your ideas!



“Turning Your Ideas into Reality!”



Laura Mahoney
President

John J. Mahoney III, P.E.
Vice President

Charles N. Sohm, P.E.
Project Manager

Don Ramdass
Client Services Manager

714 N. Orange Avenue
Green Cove Springs, FL 32043
(904) 215-1388

Our Mission

To ensure the success of our clients' projects by delivering professional engineering services on time and in budget.

Our Vision

To achieve our clients' objectives by making them our Number One Priority; turning their ideas into reality.

Our Goal

To combine experienced problem solving and creativity with superior customer service to produce quality engineering products.



Alternate Energy Technologies Clay County, FL

Tocoi designed, permitted, and provided construction services for an 18-acre site for the 60,000 square foot solar panel manufacturing facility and a separate 6,000 square foot corporate office. The project encompassed storm water ponds, storm sewer, utility coordination, and industrial roadway enhancements at the intersection of U.S. Highway 17. Roadway improvements included signing and marking, maintenance of traffic. Also, principle-in-charge of grant administration for the industrial roadway.

Tocoi Engineering, LLC. at a Glance

With over 84 years of combined engineering industry experience, Tocoi maintains strong ties with members of the community, city and county organizations, and with local governments. We take pride in our efforts to improve the quality of life for the residents and businesses of Northeast Florida. As your Engineering Company of Choice, Tocoi Engineering LLC will:

- ✓ **Save the Client Money through Cost Effective Designs**
- ✓ **Understand the Clients' Vision**
- ✓ **Achieve the Clients' Goals**
- ✓ **Produce Quality Designs**
- ✓ **Provide Superior Customer Service**

We take a personal interest in your ideas and are dedicated to making them a reality.



Bishop Snyder High School Duval County, FL

Designed, permitted, and provided construction administration for a 75-acre parochial high school on Jacksonville's westside. The site was complete with athletic fields, 300-space parking lot, and student drop-off and pick-up lanes. This project also included a half mile of roadway improvements for access to 103rd Street.



TOCOI ENGINEERING REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Green Cove Springs
Address: 321 Walnut Street, Green Cove Springs, FL 32043
Point of Contact: Michael Daniels, Planning and Zoning Director
Phone #: 904-297-7049 Email address: mdaniels@greencovesprings.com
Service(s) Provided: Engineering Consultation
Dates of Service: Apr 21, 2021 to present
2. Name of Company: City of Green Cove Springs
Address: 321 Walnut Street, Green Cove Springs, FL 32043
Point of Contact: Mike Null, Assistant City Manager
Phone #: 904-297-7500 e 3324 Email address: mnull@greencovesprings.com
Service(s) Provided: Engineering Services for City Pier Extension
Dates of Service: 2017-2019
3. Name of Company: Clay County Engineering
Address: 477 Houston Street, Green Cove Springs, FL 32043
Point of Contact: Richard Smith, PE, Director of Engineering and Traffic Operations
Phone #: 904-529-3816 Email address: richard.smith@claycountygov.com
Service(s) Provided: Design and Permitting of Drainage Improvement Projects
Dates of Service: 2020-2022
4. Name of Company: Clay County School Board
Address: 900 Walnut Street, Green Cove Springs, FL 32043
Point of Contact: Michael Griffis, Project Manager
Phone #: 904-336-6829 e 6829 Email address: gerald.griffis@myoneclay.net
Service(s) Provided: Design & Construction Admin of New School Parking Lot
Dates of Service: 12/2021 to present

Company Credentials

Tocoi Engineering- Prime Consultant: Civil Engineering Services, Grants, Construction Inspection, Economic Development and Regulatory Agencies' Permitting.

Saltus- Subconsultant: Water & Wastewater Designs & Permitting

Stephenson Wilcox & Associates- Local Subconsultant in the City of Bunnell: City Coordination & Permitting, Engineering Support and Surveying.

Universal Engineering Sciences- Subconsultant: Geotechnical Testing

TOCOI Engineering

Turning your ideas into Reality

www.tocoi.com

Company Snapshot:

Located at:

714 N. Orange Avenue

Green Cove Springs, FL 32043

Phone: 904-215-1388

Type of Services:

- Land Planning and Design
- Stormwater Engineering
- Water/Wastewater Design
- Transportation
- Foundation Design
- Grant Writing
- Environmental permitting
- Site Engineering
- Construction Admin Services
- Utility Design
- Airport Improvements

Type of Entity:

Limited Liability Corporation

State of Incorporation:

Florida



Our Mission

It is the mission, of Tocoi Engineering, to insure the success of our client's projects by delivering professional engineering services on time, in budget, and at a fair price.

Our Vision

Tocoi Engineering is a Woman Owned, full-service planning and engineering company located in North Florida specializing in Planning, Transportation, Environmental Permitting and Land Development. We seek to become your engineer of choice.

Tocoi Engineering, LLC

(Tocoi) has an office in Clay County County, and soon to be in St. Johns County Florida and offers excellent Civil Engineering services throughout Northeast/ North Central Florida. Tocoi is dedicated to finding the best practical design to meet the permitting requirements of Federal, State, and local governments, as well as the goals of the client. We have an established relationship with government regulatory agencies that assists us in expediting our projects. We strive to meet the current environmental requirements while carefully considering the budget and timeline of the client's project.

Tocoi is proud of the role we play in continuing the great heritage of our local cities and towns throughout Northeast/ North Central Florida with our wide range of services and experience. We work with clients to develop a program which exceeds expectations from beginning to end. It is our mission to insure the success of our client's projects by delivering professional engineering services on time, in budget, and at a fair price. We strive to become a recognized engineer of choice while meeting our commitment of *turning your ideas into reality*.

Tocoi is also experienced in working with many local contractors; thus realistic construction cost estimates are developed by our professionals based on a good set of constructible plans.

Tocoi is ready to be your teaming partner on a new project!

SALTUS
ENGINEERING, INC.

Saltus Engineering, Inc. provides Civil and Environmental Engineering Services to municipal, commercial, and industrial clients throughout Florida. We opened in 2015 and are located on Fleming Island, Florida. Our primary focus is the design and permitting of water and wastewater treatment plants and pumping stations and have extensive experience in water, wastewater and reclaimed water utility design, environmental permitting, project management and construction phase services.

We are affiliated with an excellent group of local engineering firms that provide ancillary engineering services such as structural, mechanical, and electrical design services to provide our clients with the full range of engineering services to meet their project needs.

GROUNDING IN EXCELLENCE

For nearly six decades, Universal Engineering Sciences (UES) has provided essential engineering services throughout the United States, including Geotechnical Engineering, Construction Materials Testing & Inspection, Building Code Compliance, Environmental, and Building Envelope.

Experienced and proven, UES is considered a pioneer of the industry and stands at the forefront of emerging technology, best practices, and influential legislature.

Our work includes both public and private clients and consists of projects ranging from transportation and healthcare to commercial and education. Our engineers, geologists, certified inspectors, and scientists offer an unwavering commitment to excellence, approaching each project as an opportunity to cultivate enduring relationships with our clients.

Built on experience and driven by a determination to see our clients through to success, UES remains focused, optimistic, and grounded in excellence.

UNDERSTANDING OUR GROWTH

In early 2020 the geotechnical landscape was forever changed by the unprecedented union of a few like-minded, leading engineering firms. Complimentary in professional services, core values, and customer service-centric views Universal Engineering Sciences, Inc., GFA International, Inc., Contour Engineering, and NOVA Geotechnical & Inspection Services merged to form the Universal Engineering Sciences family of companies (UES)—the largest, most experienced, resource-rich organization of its kind in the U.S.

The success of this union was based on many key factors, one of which was geographic location. While Universal Engineering Sciences and GFA International maintained a substantial market share throughout Florida, an established, well-respected firm in Georgia was needed to secure UES' presence as an industry leader in the southeast—Contour Engineering was such a company.

Founded in 2000 and led by James Rebeiz and David Hesterlee, Contour has provided geotechnical engineering, environmental/natural resource consulting, and construction materials testing services throughout Georgia and Alabama and have developed a reputation for fast and accurate testing and superior client service.

CORPORATE HEADQUARTERS

Universal Engineering Sciences
4205 Vineland Rd., Suite L1
Orlando, FL 32811
(407) 423-0504

OFFICE IN CHARGE

Universal Engineering Sciences
911 Beville Road Suite 3
South Daytona, FL 32119
(386) 756-1105

POINT OF CONTACT

Brian Pohl, PE
Branch Manager
(386) 756-1105
bpohl@teamues.com

ESTABLISHED

Corporation, 1964, Florida

AUTHORIZED IN FLORIDA

1964

FEIN

59-1117804

COMPANY HISTORY



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The firm of Stephenson, Wilcox & Associates, Inc. and its' staff provides professional engineering and surveying services to a wide array of clients throughout the state of Florida and the southeast region of the United States since 1970. Our experience ranges from single family residential units to developments consisting of over 1,000



acres. Our firm is a full service surveying and engineering firm providing a full spectrum of services, including surveying, site development planning, civil engineering and transportation engineering. Our staff experience includes all aspects of surveying, subdivision design and commercial development, as well as traffic studies, annual monitoring reports and review of transportation studies submitted to jurisdictional agencies.

The firm of Stephenson Surveying was established in 1970 by Dan Wilcox and George Stephenson. Dan was ITT's Chief of Survey for the community of Palm Coast development project. The accuracy and precision of the ITT development stands apart from most other developments throughout the state of Florida. Dan's drive to ensure a network of precise horizontal and vertical control throughout the development is still evident today and has laid the foundation of all proceeding developments in the county. The characteristics and drive Dan was known for while working for ITT were the basis for the years of success Stephenson Surveying has achieved.

COMPANY HISTORY



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Surveying was not only a huge part of Dan's life, but has continued into his posterity as well. In 1999 Dan's two sons, Dan A. Wilcox, and D. Troy Wilcox took over the family business and continued striving to live up to the high standards set by Dan and George. Dan and Troy changed the name to Stephenson, Wilcox & Associates, Inc. (SWA) and introduced Civil Engineering as a part of the regular services being offered. The legacy continues to a third generation who holds a Bachelor of Science in Surveying and Mapping from Utah Valley University and is currently employed with SWA.

Our success is based on providing the most responsive team of professionals in the industry. With multiple survey crews and office personnel being led by a team of professionals, we have the ability to provide flexible resources to meet or exceed tight schedules and project demands. This reputation has earned the trust of our numerous repeat clients and we hope to have the opportunity to earn your trust as well.

COMPANY'S QUALIFICATIONS, CAPABILITIES AND CAPACITY



CIVIL ENGINEERS • LAND SURVEYORS • PLANNERS • CONSULTANTS



Capabilities

The unique and distinct qualities within every engineering project requires an intimate understanding of the real property and the associated real world environment of the property, its relationship with the surrounding human and natural communities and the desired use of the parcel by the agencies involved in the project. Our many years of combined knowledge and experience in the design and permitting process, as well as our knowledge of the various elements within each community and the relationship of all of these parts specifically enables the SWA team to strike the balance necessary to design the best project for each site within Flagler County and throughout Florida.

Engineering Capabilities

- Stormwater management and design
- Conceptual plans
- Construction plans
- Construction inspections
- Structural plans
- Site plans
- Permitting plans, calculations, and applications
- FDOT permitting
- DEP permitting
- Water Management District permitting
- Traffic studies and ITE Trip Generation Analysis
- Transportation Concurrency Analysis
- All phases of site development

COMPANY'S QUALIFICATIONS, CAPABILITIES AND CAPACITY



CIVIL ENGINEERS · LAND SURVEYORS · PLANNERS · CONSULTANTS



- Intersection Design, Signal Timing Design and Signal Warrant Analysis
- FEMA map revisions
- Water distribution modeling analysis
- Water distribution design
- Reuse / reclaimed water distribution design
- Sewer / wastewater collection system design
- Lift station design
- Onsite Septic Systems
- Concurrency studies
- Due diligences
- Expert witness Services
- Feasibility studies
- Permitting construction management
- MUTCD (Traffic Sign/Stop Sign) Compliance Verification for Enforcement/ Citation Support

Capacity

Stephenson, Wilcox and Associates, Inc. provides the most capable, best prepared and uniquely qualified team of professionals in the community for the resolution of the most difficult projects presented and we look forward to helping you bring your plans and designs to fruition.

Firm's Approach & Methodology

Firm's Approach & Methodology

The Tocoi Team will work with the City Engineer to assist in the planning and managing of the City of Bunnell's infrastructure to adequately address the use and safety needs of the residents. Our Team consists of experienced consulting engineers that understand the City's unique operational processes, policies and standards.

There will be many advantages for the City of Bunnell in utilizing our Team. A few of the benefits will include:

- **Broad experience base.** Our Team has the relevant experience with other municipalities on similar projects which gives us the detail engineering design and construction methods for all types of municipal projects requiring improvements such as sidewalks, drainage, utilities, wastewater etc.
- **Limited Budgets.** Small communities like the City of Bunnell have limited funds. We seek all types of grants and/or innovative design methods to resolve issues. We have construction inspectors that are integrated in the design process to value engineer the design; thus, reducing construction costs.
- **Staffing solutions and added value.** Not all municipalities have the budget resources to justify hiring many support staff for their City Engineer. The Tocoi Team will provide the City of Bunnell with resources, solutions, and expertise on a flexible, "as needed" basis, ultimately saving the municipality and taxpayer's money.
- **Objectivity.** As an independent, unbiased resource, the Tocoi Team is able to provide recommendations objectively.

The Tocoi Team will be a trusted adviser that will provide strategic solutions to meet the needs and interests for the City of Bunnell. By developing and managing municipal infrastructure and resources, we are able to connect technical expertise to the vision of community leaders and their constituents.

Whether the City is in need of assistance with respect to water or wastewater operations, considering creation or extension of a park/street or rehabilitating streets or infrastructure, the Tocoi Team is able to assist with all facets of these projects. Our services will include, but not be limited to survey, design, permitting, zoning amendments, economic development, grants, environmental review, and construction representation.

Woman Owned Business

Municipal engineering services are a crucial part of the infrastructure that keeps communities running. From water and sewer systems to roads, bridges, and buildings, municipal engineering services help provide the framework for all our lives. These projects can be challenging as there are strict regulations, budgets, and timelines.

The Tocol Team has provided comprehensive, multi-discipline engineering services to municipalities for nearly four decades. Our team tackles every project from a holistic perspective and an environmentally sound mindset while looking out for the best interests of the project as a whole and not just our part. Your project is different and unique to any we've encountered before. This inspires us to be flexible in our approach, innovative in our thinking, and relentless on your behalf. Your partnership is important to us as we work through the steps of each project. We want to honor your input and create value for you at every point.

Our methodology for providing advice and services to the City of Bunnell is an interactive team effort consisting of key staff members from the City and the Team. This communication and interaction between us and city management, staff, and policy-making boards is critical in identifying project goals and developing alternatives that best fit the city's needs. This approach has been improved with each project and is a proven strategy for producing quality projects and satisfied clients. Based on experience, a primary and a backup point-of-contact provide better service and make our team more responsive to your needs. To best serve the city and to further develop our relationship with city staff, we will attend staff and city council meetings at no charge to the City.

We are knowledgeable in policies and regulations as well as the state and federal requirements and codes that must be adhered to for city projects. In addition, we have many years of experience working on projects with federal funding. We know the paperwork and requirements involved. We will assist with the preparation and administration of all local, state, and federal forms, certifications, and assurances required. Our experience and relationships with federal and state staff help make the process seamless. We understand the importance of verification and documentation of government processes that tie into funding requests.

The Tocol Team is familiar with and has assisted in applying and determining funds for numerous projects with Community Development Block Grant (CDBG), and other funding programs. We will assist with federal and state grant applications, permits, environmental impact studies, and other technical documents related to consulting engineering or planning projects. Our commitment to safety guides the way we think and work. Our processes heighten awareness, provide accountability, and ensure that our work complies with governmental and industry regulations.

Each City has its own local codes and ordinances, most of which are the same for similar size cities in Florida. The Tocol Team has SWA as our principle subconsultant with their office presence in the City of Bunnell and is therefore very familiar with the City's prescribed codes and ordinances. Projects that are undertaken will follow those guidelines.

Woman Owned Business

Wastewater Collection, Conveyance and Treatment

Wastewater treatment is one of the largest engineering challenges facing our country today. Every day, millions of gallons of wastewater are generated from homes, businesses, and agriculture that must be treated and processed properly. As wastewater regulations continue to tighten, and energy costs continue to rise, proper engineering design is critical to owning and operating an efficient and compliant system. Wastewater treatment is at the core of the TocoI Team's knowledge. Our team members have many years of experience working on numerous projects involving wastewater treatment facilities and collection systems. Team members are former Directors of Wastewater Treatment Plants in Florida and are fully knowledgeable of all local as well as regulatory standards. All of the experiences in Florida are for similar size communities.



Astatula New Well

Woman Owned Business

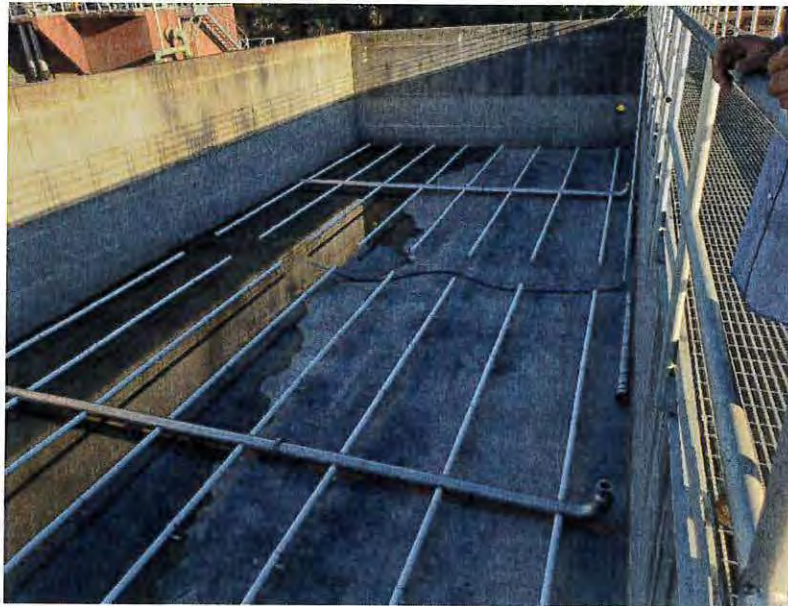


Astatula Water Treatment Plant



Island Oak Wastewater Treatment Plant

Woman Owned Business



City of Madison (FL) Aeration System



City of Madison (FL) Belt Press System

Woman Owned Business

Drinking Water Treatment, Pumping, Distribution and Storage

The Tocoi Team provides complete drinking water, wastewater, and water resource engineering services, improving water in communities similar to the City of Bunnell. Meeting the demands of today's communities, our engineers have developed innovative solutions to provide clean water to residents, address wastewater treatment needs, and preserve our natural waterways. With many years of experience in Florida of providing environmental design, construction management, and operational assistance services, our experts provide well informed and executable water solutions.

Stormwater Planning, Collection, Conveyance and Treatment

There's no one-size-fits-all approach to stormwater management. In addition to typical challenges such as population growth; growing infrastructure development, agriculture fields, aging infrastructure; existing, undersized facilities; natural resource protection; and limited resources, our watersheds are increasingly complex due to variations in weather and regulatory constraints. As our industry adapts to these complexities, more and more communities are recognizing that the challenges of flooding, water supply, and water quality need to be addressed.

The Tocoi Team works with St Johns River Water Management Districts to develop sustainable stormwater management strategies that protect water quality, reduce risk of flooding, provide human uses of water, and maintain the natural hydrologic cycle to the extent possible. Our watershed-based approach recognizes the complex interdependencies of the water cycle. Our projects incorporate low-impact development, green infrastructure, and best management practices to improve stormwater quality, as well as cost-effective and innovative solutions for flooding challenges.

Transportation Planning and Engineering Support

The State of Florida, especially Northeast Florida is on the verge of enormous transformation in the way people, goods and services move around our cities. The distinctions between public and private transport are becoming blurred, and expectations from a fully agile and mobile society are for transport systems that meet these needs both today and in the future. It is no longer enough to build a road or a rail line and expect a problem to be solved.

The Tocoi Team believes that transport is about the movement of people and vehicles. We are driven by the belief that as the City of Bunnell grows, and as demand for movement increases, there will be the need for better ways of doing things.

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To help realize the vision of fully integrated and effective transport networks, our team offers the full range of technical and strategic skills required to shape the future, including:

- Active transportation and pedestrian analysis
- Traffic Signalization & Timing
- Cargo/Timber Trucking planning and advice
- Integrated land use, transport advice and transport studies
- Parking strategies, analysis and advice
- Pedestrian simulation and traffic and transport modeling
- Public transport infrastructure and service advice
- Road safety analysis
- Strategic route planning and feasibility studies
- Traffic engineering assessments
- Traffic impact assessments
- Transport strategies

Seamless integration - both between modes, and transport and the public realm - is the future of a successful society, and we seek the best outcomes for our clients and for communities to realize this vision.

Economic Development, Strategic Planning & Engineering Support

Normally, the Economic Development Strategic Plan (EDSP) for a city similar to the City of Bunnell should examine the economic development of the City/County including, but not limited to: development of potential industrial areas in the city; changes in commercial, retail, and office development in the past decade; eco-tourism development, entertainment and expanding the visitor economy; the role of residential development and housing in the overall economic development of the community; opportunities for workforce development; assessing the small business and entrepreneurship environment; assessing opportunities for partnerships and joint programs with Florida Power & Light and Volusia County Development Authority. The Tocol Team recommends that the City of Bunnell develop an Economic Development Strategic Plan.

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The City of Bunnell should consider being strategic in using their assets and other resources to enhance the local community through economic development. There is a need to balance the established economy with different types of businesses that provide goods and services to City residents and help attract and support new residents to the City, either those working in the City or commuting for work. This is to be achieved through strategic economic development planning, exploring ways to manage the environmental liability, and community engagement that will culminate into short-term and long-term recommendations for investments, incentives, and land use.

The City of Bunnell has a traditional older commerce strip on US 1 similar to other Cities in Florida. There is potential to create a future commerce building off the existing infrastructure. As part of this project, the TocoI Team recommends that the City seek to establish a business core that can serve as an economic and community hub. When planned and implemented correctly, the EDSP can be a catalyst for revitalization and set the tone for the community for years to come, not only in terms of creating a sense of place but also generating a vital commerce center. This contributes to exciting opportunities which could improve and integrate mixed-use, commercial and residential uses and create a synergy that will ultimately result in an inviting community asset. To make this happen, innovative design, housing/ apartment additions and redevelopment strategies are needed that will help attract businesses which in turn will invite new residents, businesses, investments, and creative project applications from the development community.

Community Development Strategic Planning & Engineering Support

Community Development should consist of Planning, Building and Safety, Economic Development, and Housing. TocoI's team of professionals strive on delivering a top-quality Community Development Strategic Plan that enhances customer experience through innovation and responsiveness, with integrity, flexibility, and professionalism.

The Community Development Plan should be in concert with the City's zoning, building, and environmental regulations, to ensure the orderly physical growth of the community. Program activities should include advance and current Planning, Building Plan Check, Permit Issuance, and Inspection, City Real Property and Asset Management. The Plan should also include a checklist for all grants with special emphasis on the Community Development Block Grant program, Mobile home, and Housing Development codes.

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Current & Projected Workload

Current & Projected Workload

The assigned Project Manager is Charles (Charlie) Sohm for this contract. He has 22 years of experience in delivering projects based on scope, schedule and budget. There are several factors that drive him to his success; years of working experience, knowledge of the project development requirements, team leadership, motivation and resources. Charlie is a great liaison and mentor to all working with him; from client to his team. He uses Deltek software to set a project up based on the contract amount as well as project delivery schedule with milestone dates.

He has meetings with his Team for a particular task at the start of the week to discuss its production with another follow-up meeting at the end of the week to discuss work progress. These schedules are developed based on 30, 60 and 90 percent submittals with quality assurance/quality control processes in place to insure adherence to the scope and exceeding client's expectations. We also engage our clients as part of the design process to the extent as to which they would like to be involved, thus insuring the client's awareness of their project's development.

Each project has a Workbook inside of the office set up by the Project Manager that is randomly checked by the company's Principle to ensure that the schedule is being followed, codes adhered, agency submittals are being made on time for permits/approvals and there are no clients' concerns.

Part of TocoI Engineering's business' success with 70% repeat clients is to make every project regardless of contract value, a benchmark of excellence.

TOCOI TEAM KEY STAFF WORKLOAD PROJECTION

PERSONNEL	CURRENT WORKLOAD AVAILABILITY		
	Name	Percent Committed	Percent Available
	Charles Sohm, P.E.	40%	60%
	John Mahoney, P.E.	55%	45%
	Patrick Honore, P.E.	50%	50%
	David Bolam, P.E.	60%	40%
	Dan Wilcox, P.E.	50%	50%
	Keith Riger, P.E.	60%	40%
	Mike Cornell	60%	40%

Local Firms

Local Firms

The Tocol Engineering (Tocol) Team has been preparing for the City of Bunnell's release of this RFQ for Professional Infrastructure Engineering Services several months ago. We proactively teamed with a well established local company, Stephenson Wilcox & Associates (SWA) to understand how each of the company's approach to engineering and surveying tasks for their clients work to insure that there would be compatibility between the companies if they worked together. There was an overwhelming agreement that this teaming arrangement will work! John Mahoney, P.E. of Tocol and Dan Wilcox P.E. of SWA, both civil engineering graduates from University of Florida, share similar philosophies and agree that their services based on their staff composition to small municipalities are probably the most responsive, compared to the any other Florida based engineering companies. To date, both of these companies' successes has been built on seeking grants for projects, serving their clients as an extension of staff and having a high percentage of repeat clients.

Woman Owned Business

COMPANY HISTORY



CIVIL ENGINEERS • LAND SURVEYORS • PLANNERS • CONSULTANTS



The firm of Stephenson, Wilcox & Associates, Inc. and its' staff provides professional engineering and surveying services to a wide array of clients throughout the state of Florida and the southeast region of the United States since 1970. Our experience ranges from single family residential units to developments consisting of over 1,000



acres. Our firm is a full service surveying and engineering firm providing a full spectrum of services, including surveying, site development planning, civil engineering and transportation engineering. Our staff experience includes all aspects of surveying, subdivision design and commercial development, as well as traffic studies, annual monitoring reports and review of transportation studies submitted to jurisdictional agencies.

The firm of Stephenson Surveying was established in 1970 by Dan Wilcox and George Stephenson. Dan was ITT's Chief of Survey for the community of Palm Coast development project. The accuracy and precision of the ITT development stands apart from most other developments throughout the state of Florida. Dan's drive to ensure a network of precise horizontal and vertical control throughout the development is still evident today and has laid the foundation of all proceeding developments in the county. The characteristics and drive Dan was known for while working for ITT were the basis for the years of success Stephenson Surveying has achieved.

COMPANY HISTORY



CIVIL ENGINEERS • LAND SURVEYORS • PLANNERS • CONSULTANTS



Surveying was not only a huge part of Dan's life, but has continued into his posterity as well. In 1999 Dan's two sons, Dan A. Wilcox, and D. Troy Wilcox took over the family business and continued striving to live up to the high standards set by Dan and George. Dan and Troy changed the name to Stephenson, Wilcox & Associates, Inc. (SWA) and introduced Civil Engineering as a part of the regular services being offered. The legacy continues to a third generation who holds a Bachelor of Science in Surveying and Mapping from Utah Valley University and is currently employed with SWA.

Our success is based on providing the most responsive team of professionals in the industry. With multiple survey crews and office personnel being led by a team of professionals, we have the ability to provide flexible resources to meet or exceed tight schedules and project demands. This reputation has earned the trust of our numerous repeat clients and we hope to have the opportunity to earn your trust as well.

COMPANY'S QUALIFICATIONS, CAPABILITIES AND CAPACITY



CIVIL ENGINEERS • LAND SURVEYORS • PLANNERS • CONSULTANTS



Capabilities

The unique and distinct qualities within every engineering project requires an intimate understanding of the real property and the associated real world environment of the property, its relationship with the surrounding human and natural communities and the desired use of the parcel by the agencies involved in the project. Our many years of combined knowledge and experience in the design and permitting process, as well as our knowledge of the various elements within each community and the relationship of all of these parts specifically enables the SWA team to strike the balance necessary to design the best project for each site within Flagler County and throughout Florida.

Engineering Capabilities

- Stormwater management and design
- Conceptual plans
- Construction plans
- Construction inspections
- Structural plans
- Site plans
- Permitting plans, calculations, and applications
- FDOT permitting
- DEP permitting
- Water Management District permitting
- Traffic studies and ITE Trip Generation Analysis
- Transportation Concurrency Analysis
- All phases of site development

COMPANY'S QUALIFICATIONS, CAPABILITIES AND CAPACITY



CIVIL ENGINEERS • LAND SURVEYORS • PLANNERS • CONSULTANTS



- Intersection Design, Signal Timing Design and Signal Warrant Analysis
- FEMA map revisions
- Water distribution modeling analysis
- Water distribution design
- Reuse / reclaimed water distribution design
- Sewer / wastewater collection system design
- Lift station design
- Onsite Septic Systems
- Concurrency studies
- Due diligences
- Expert witness Services
- Feasibility studies
- Permitting construction management
- MUTCD (Traffic Sign/Stop Sign) Compliance Verification for Enforcement/ Citation Support

Capacity

Stephenson, Wilcox and Associates, Inc. provides the most capable, best prepared and uniquely qualified team of professionals in the community for the resolution of the most difficult projects presented and we look forward to helping you bring your plans and designs to fruition.

Completeness of Response

Completeness of Response

Tocoi Engineering uses our internal checklist comprising of all the elements that are required to respond to a Request for Qualifications in developing this response document. Usually our Vice President, Don Ramdass, proposed Project Manager and Proposal Coordinator will review in detail the advertised RFQ for the specific requirements and assign tasks to various staff members to help with the response.

In preparation for this RFQ release, we looked for local Engineering/Surveying companies in the Flagler County/City of Bunnell area that could support the Team to provide local permitting, coordination with the City/County, surveying, on site meetings at their office and construction observation support. We looked at the local Capital Improvement Projects as they related to the City of Bunnell to seek what available funding programs that could be utilized to fund projects to minimize local funding shares.

The City of Bunnell's RFQ was studied in its entirety and assembled in the format as requested. This proposal is specific to the City's Engineering needs and includes other support areas we provide to differentiate Tocoi Engineering from other proposers. We firmly believe that at no additional fees to the City, we should seek additional grants and also help with Economic Development to boost the local economy.

Our current workload can definitely accommodate this new consulting contract as we are in the process of opening another office in St. Johns County to accommodate additional municipal engineers and support Cadd Designers. Our project Manager and his team are ready to commence work tasks. Additionally, Dan Wilcox with Stephenson Wilcox Associates will provide the necessary support to get the tasks completed on time, on budget and in accordance to the scope.

Our Team was selected based on all of the RFQ Technical Scope requirements and consists of Tocoi Engineering as the Prime Consultant with SALTUS, Stephenson Wilcox Associates and Universal Engineering Sciences as the subconsultants.

All of the required form requiring corporate signatures are completed and support Insurance and W9 Form are provided as requested. Additionally the thee (3) published Addenda are included in this proposal

References for Firm & All Subconsultants



City of Green Cove Springs Florida

Phone: (904)297-7500

Fax: (904)284-8118

321 Walnut Street

Green Cove Springs, FL 32043

www.greencovesprings.com

Florida Relay – Dial 7-1-1

May 18, 2023

To Whom it may concern

This letter is to provide a reference for the professional services that Tocol Engineering (Tocol) has been providing to the City of Green Springs for the 15 years.

Tocol has provided planning, engineering, permitting, and bidding assistance on drainage, roads, buildings, parks, marina, schools, and other facilities in the City. Their service has been professional, within budget and on time as per our contractual agreements. Their Engineers and other members of their staff have demonstrated the highest degree of professionalism and are very responsive to our needs. They are also very proficient in Construction Administration services.

They understand the City of Green Cove's limited funds and design projects that can be constructed within tight budgetary constraints. John Mahoney P.E. and his engineering staff seek any appropriate funds that can be applied to projects and follow through on the grant paperwork needs.

On behalf of the City Council and my staff, we recommend Tocol Engineering for continuing engineering contracts with any other Cities. Their performance will exceed your expectations!

Sincerely,

A handwritten signature in blue ink that reads "Steve Kennedy". The signature is fluid and cursive.

Steve Kennedy, City Manager

City of Green Cove Springs

TOCOI ENGINEERING REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Green Cove Springs
Address: 321 Walnut Street, Green Cove Springs, FL 32043
Point of Contact: Michael Daniels, Planning and Zoning Director
Phone #: 904-297-7049 Email address: mdaniels@greencovesprings.com
Service(s) Provided: Engineering Consultation
Dates of Service: Apr 21, 2021 to present
2. Name of Company: City of Green Cove Springs
Address: 321 Walnut Street, Green Cove Springs, FL 32043
Point of Contact: Mike Null, Assistant City Manager
Phone #: 904-297-7500 e 3324 Email address: mnull@greencovesprings.com
Service(s) Provided: Engineering Services for City Pier Extension
Dates of Service: 2017-2019
3. Name of Company: Clay County Engineering
Address: 477 Houston Street, Green Cove Springs, FL 32043
Point of Contact: Richard Smith, PE, Director of Engineering and Traffic Operations
Phone #: 904-529-3816 Email address: richard.smith@claycountygov.com
Service(s) Provided: Design and Permitting of Drainage Improvement Projects
Dates of Service: 2020-2022
4. Name of Company: Clay County School Board
Address: 900 Walnut Street, Green Cove Springs, FL 32043
Point of Contact: Michael Griffis, Project Manager
Phone #: 904-336-6829 e 6829 Email address: gerald.griffis@myoneclay.net
Service(s) Provided: Design & Construction Admin of New School Parking Lot
Dates of Service: 12/2021 to present

**SALTUS
REFERENCE FORM**

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Madison, Florida.
Address: 321 SW Rutledge Street
Point of Contact: Jerome Wyche, City Manager
Phone #: 850-973-5082 Email address: citymanager@cityofmadisonfl.com
Service(s) Provided: Water and Wastewater Utility Engineering Services
Dates of Service: June 11, 2019 to present
2. Name of Company: City of Atlantic Beach, Florida
Address: 1200 Sandpiper Lane, Atlantic Beach, FL 32233
Point of Contact: Steve Swann, PE, City Engineer
Phone #: 904-923-0415 Email address: sswann@coab.us
Service(s) Provided: Water and Wastewater Utility Engineering Services
Dates of Service: May 11, 2020 to present
3. Name of Company: Florida Rural Water Association
Address: 2970 Wellington Circle, Tallahassee, FL 32309-7813
Point of Contact: Sterling Carroll, State Engineer
Phone #: 850-668-2746 Email address: sterling.carroll@frwa.net
Service(s) Provided: Water and Wastewater Utility Engineering Services
Dates of Service: 2016 to present
4. Name of Company: City of High Springs, FL
Address: 23718 W US Hwy 27
Point of Contact: Ashley Stathotos, City Manager
Phone #: 386-454-1416 Email address: astathatos@highsprings.gov
Service(s) Provided: Water and Wastewater Utility Engineering Services
Dates of Service: July 2020 to present

UES REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Daytona Beach, Florida - Public Works.
Address: 950 Bellevue Avenue Daytona Beach, FL 32114
Point of Contact: Glen Carpenter
Phone #: 386-671-8524 Email address: CarpenterGlen@codb.us
Service(s) Provided: Materials testing for re-roof at 3651 LPGA Blvd
Dates of Service: 2023
2. Name of Company: City of Palm Coast, Florida
Address: 160 Lake Avenue Palm Coast, FL 32164
Point of Contact: Eric Gebo
Phone #: 386-986-2552 Email address: EGebo@palmcoastgov.com
Service(s) Provided: Geotechnical services - auger boring to evaluate subsurface conditions at kayak launch
Dates of Service: 2023
3. Name of Company: Volusia County, Florida
Address: 123 W. Indiana Avenue - Rm 402 Deland, FL 32720
Point of Contact: Laura Laser
Phone #: 904-248-1750 Email address: llaser@volusia.org
Service(s) Provided: Geotechnical evaluation for Daytona Beach Intl Speedway Boulevard Modular Building
Dates of Service: 2022
4. Name of Company: City of Ormond Beach, Florida
Address: 22 South Beach Street Ormond Beach, FL 32174
Point of Contact: Alex Schumann
Phone #: 386-676-3269 Email address: alex.schumann@ormondbeach.org
Service(s) Provided: Geotechnical evaluation at Doug Thomas Way extension
Dates of service: 2021

SWA REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Bunnell
Address: 604 East Moody Blvd, Suite 6, Bunnell, Florida 32110
Point of Contact: Bernadette Fisher
Phone #: 386-437-7516 Email address: bfisher@bunnellcity.us
Service(s) Provided: Engineering Design
Dates of Service: 2014-Present
2. Name of Company: C.C.A.A. Construction, Inc.
Address: 12 Cinnamon Grove Lane, Palm Coast, Florida 32137
Point of Contact: Jim Davis
Phone #: 386-295-0042 Email address: jldcca@aol.com
Service(s) Provided: Engineering Design
Dates of Service: 2013-Present
3. Name of Company: Dmitry Rybak
Address: Palm Coast, Florida
Point of Contact: Igor Zis
Phone #: 386-753-7777 Email address: fhrmbuysell@gmail.com
Service(s) Provided: Engineering Design
Dates of Service: 2019-Present
4. Name of Company: Saboungi Construction, Inc.
Address: 290 North US Hwy #1, Ormond Beach, Florida 32174
Point of Contact: Mounir Khabazeh
Phone #: 386-627-2077 Email address: fldbgc@aim.com
Service(s) Provided: Engineering Design
Dates of Service: 2011-December 2018

PROPOSER CHECK LIST

I M P O R T A N T: Please read carefully, sign in the spaces indicated and return with your Response.


Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer's Qualification Form is included.
- Any addenda have been signed and included.
- The **mailing envelope must be sealed and marked** with RFQ Number "**RFQ #2023-02**" and RFQ Title "**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**".
- The mailing envelope has been addressed to:

City of Bunnell
City Clerk Office
P.O. Box 756
Bunnell, FL 32110

- The Response will be mailed or delivered in time to be received no later than the specified due date **May 23, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

Tocoi Engineering LLC
Company

Authorized Signature
Laura L. Mahoney, President
Printed Name & Title
lmahoney@tocol.com
Email

714 N. Orange Avenue
Address
Green Cove Springs, FL 32043
City, State, Zip Code
904-215-1388
Telephone No.
N/A
Fax No.



APPLICATION FORM

**PROFESSIONAL
INFRASTRUCTURE
ENGINEERING SERVICES**

RFQ-2023-02
ISSUED BY: MARY ANNE ATWOOD
PROJECT MANAGER
PHONE NO: (386) 986-6702
EMAIL: MATWOOD@BUNNELLCITY.US

**SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
CLOSING DATE: May 16, 2023
CLOSING TIME: 02:00 P.M.**

**SUBMIT TO:
BUNNELL CITY CLERK'S
OFFICE 604 E MOODY
BLVD., SUITE 6
PO BOX 756
BUNNELL, FL 32110**

PROJECT TITLE & DESCRIPTION:

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

**THIS APPLICATION FORM MUST BE SIGNED TO BE
CONSIDERED FOR**

COMPANY NAME: Tocol Engineering LLC

DATE:

MAILING ADDRESS:
714 N. Orange Avenue

PHONE: 904-215-1388

FAX:

CITY: Green Cove Springs,

STATE: FL

ZIP: 32043

TITLE OF AUTHORIZED REPRESENTATIVE: President

E-MAIL: Imahoney@tocol.com

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME: Laura L. Mahoney

ACKNOWLEDGEMENTS
RFQ #2023-02
“PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

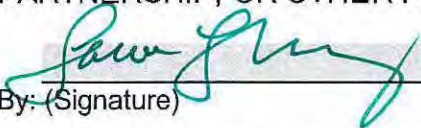
To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these **RFQ** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFQ** Document.

Dated this _____ day of _____, 2023

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By:  Laura L. Mahoney
(Signature) (Print name)

Address: Tocoi Engineering LLC
714 N. Orange Avenue
Green Cove Springs, FL 32043

Telephone: 904-215-1388 Fax: N/A

Taxpayer/Employer Identification Number (TIN/EIN): 20-2400780

CORPORATION

By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

State of Incorporation:

Corporate President:

(Print Name)

Corporate Secretary:

(Print Name)

Corporate Treasurer:

(Print

CORPORATE SEAL

Attest By (Secretary):

Signature

Date

PROPOSER'S CERTIFICATION FORM

fu I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor's notes, specifications, and any other documents accompanying or made a part of this request for qualifications.

fu I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.

fu I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.

fu I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer's certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business Tocoi Engineering LLC

By: Laura L Mahoney
Signature

Laura L. Mahoney, President
Name & title, typed or printed state

State of Florida
County of Clay

714 N. Orange Avenue
Mailing address
Green Cove Springs, FL 32043

City, State, Zip Code
(904)215-1388
Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 18, 2023, by Laura Mahoney of Tocoi Eng, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced PIPC as identification.

Brittney Clouse
Signature of Notary Public - State of Florida
Brittney Clouse
Printed/Typed/Stamped Name of Notary
My Commission expires: April 26, 2025



DECLARATION STATEMENT

City of Bunnell
P.O. Box 756
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

RE: RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this _____, 2023 in the City of Bunnell, in the State of Florida .

Tocoi Engineering LLC
Company

Authorized Signature
Laura L. Mahoney, President
Printed Name & Title
lmahoney@tocoi.com
Email

714 N. Orange Avenue
Address
Green Cove Springs, FL 32043
City, State, Zip Code
904-215-1388
Telephone No.
N/A
Fax No.

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

<u>% Completed</u>	<u>Project</u>	<u>Contract</u>	<u>Amount</u>
60%	Martin Luther King Blvd. Dirt to Pave	City of Green Cove Spgs	\$ 44,000.00
85%	Bannerman Learning Center Parking	Clay County School Bd	\$ 47,000.00
30%	Citrus County Animal Services	Citrus County BCC	\$ 986,737.35

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

none currently pending

OTHER INFORMATION ABOUT PROJECTS:

from above: on track to meet client deadline/budget

from above: currently under construction contract; value engineering to reduce const. cost

from above: partnering with architect firm; currently on track to meet county budget

Has Proposer, at any time, failed to complete a contract?

Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

Yes No

Attach detailed explanation as required under Tab IV of Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

PROJECT	AMOUNT
CLAY COUNTY DRAINAGE PROJECTS	\$ 258,699.00
CITY OF GREEN COVE SPGS ENGINEERING REVIEW	\$ 5,761.80
CITY OF GREEN COVE SPGS LIFT STATION HARDENING	\$ 20,600.00
CITY OF GREEN COVE SPGS WEST ST DRAINAGE	\$ 65,000.00
CITY OF GREEN COVE SPGS COMMUNITY CENTER PARKING	\$ 13,200.00
CLAY COUNTY ANIMAL SERVICES SITE DESIGN	\$ 78,476.00

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): Vystar Credit Union

Surety/Underwriter (if required): _____

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated:_____. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: _____
- Partnership/Years in Business: 18
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

Tocoi Engineering LLC

Company


Authorized Signature

Laura L. Mahoney, President

Printed Name & Title

lmahoney@tocoi.com

Email

714 N. Orange Avenue

Address

Green Cove Springs, FL 32043

City, State, Zip Code

904-215-1388

Telephone No.

N/A

Fax No.

TOCOI ENGINEERING REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Green Cove Springs
Address: 321 Walnut Street, Green Cove Springs, FL 32043
Point of Contact: Michael Daniels, Planning and Zoning Director
Phone #: 904-297-7049 Email address: mdaniels@greencovesprings.com
Service(s) Provided: Engineering Consultation
Dates of Service: Apr 21, 2021 to present
2. Name of Company: City of Green Cove Springs
Address: 321 Walnut Street, Green Cove Springs, FL 32043
Point of Contact: Mike Null, Assistant City Manager
Phone #: 904-297-7500 e 3324 Email address: mnull@greencovesprings.com
Service(s) Provided: Engineering Services for City Pier Extension
Dates of Service: 2017-2019
3. Name of Company: Clay County Engineering
Address: 477 Houston Street, Green Cove Springs, FL 32043
Point of Contact: Richard Smith, PE, Director of Engineering and Traffic Operations
Phone #: 904-529-3816 Email address: richard.smith@claycountygov.com
Service(s) Provided: Design and Permitting of Drainage Improvement Projects
Dates of Service: 2020-2022
4. Name of Company: Clay County School Board
Address: 900 Walnut Street, Green Cove Springs, FL 32043
Point of Contact: Michael Griffis, Project Manager
Phone #: 904-336-6829 e 6829 Email address: gerald.griffis@myoneclay.net
Service(s) Provided: Design & Construction Admin of New School Parking Lot
Dates of Service: 12/2021 to present

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: Tocoi Engineering LLC

Vendor FEIN: 20-2400780

Authorized Representative's Name: Laura L. Mahoney

Authorized Representative's Title: President

Address: 714 N. Orange Avenue

City: Green Cove Springs, State: FL Zip: 32043

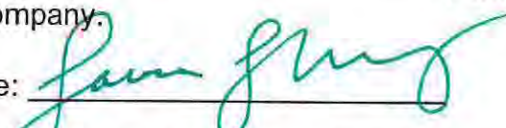
Phone Number: 904-215-1388

Fax Number: N/A

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: Laura L. Mahoney, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: 

Print Name & Title: Laura L. Mahoney, President

Date: 5/22/23

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

- | INSURANCE TYPE | REQUIRED LIMITS |
|--|---|
| <input type="checkbox"/> 1. Worker's Compensation | Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements. |
| <input checked="" type="checkbox"/> 2. Commercial General Liability | <u>Bodily Injury & Property Damage</u> (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.

\$ <u>2,000,000</u> single limit per occurrence |
| <input type="checkbox"/> 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the <u>City of Bunnell</u> , its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph. | |

This section does not pertain to any incident arising from the sole negligence of the City of Bunnell.

- | | |
|---|---|
| <input type="checkbox"/> 4. Automobile Liability | \$ <u>1,000,000</u> Each occurrence owned / on-owned / Hired Automobile Included |
| <input type="checkbox"/> 5. Other Insurance as indicated below: | \$ 1,000,000 Per Occurrence Errors and Omissions or Professional Malpractice Coverage |
| <input type="checkbox"/> 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability. | |
| <input type="checkbox"/> 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions. | |
| <input checked="" type="checkbox"/> 8. The <u>City of Bunnell</u> must be named as " ADDITIONAL INSURED " on the Insurance Certificate for Commercial General Liability where required. | |



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/18/2023

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 have ADDITIONAL INSURED provisions or 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 Maloney & Company, LLC 1110 Boston Post Road Guilford, CT 06437		CONTACT NAME: PHONE (A/C, No, Ex): (203)458-4000 FAX (A/C, No): () - E-MAIL: mail@maloneyllc.com ADDRESS:	
INSURED Tocoj Engineering, LLC 714 N. Orange Avenue Green Cove Springs, FL 32043		INSURER(S) AFFORDING COVERAGE INSURER A: RLI Insurance Company INSURER B: Hartford Casualty Insurance Co. INSURER C: Hudson Insurance Company 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			PSB0010110	5/1/2023	5/1/2024	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PSA0003265	5/1/2023	5/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/>		N/A	31WECAB8CTA	7/14/2022	7/14/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	<input type="checkbox"/> PROFESSIONAL LIABILITY			PRB 06 19 116083	3/7/2023	3/7/2024	LIMIT:	\$2,000,000/ \$2,000,000

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

CERTIFICATE HOLDER **CANCELLATION**

City of Bunnell Bunnell, Florida	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 
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AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR:

Signature: *Laura L. Mahoney*

Printed Name: Laura L. Mahoney

Title: President *Jocoi Eng LLC*

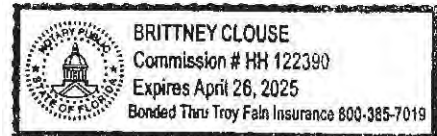
Date: _____

STATE OF Florida
COUNTY OF Clay

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 18, 2023, by Laura Mahoney of Jocoi Eng LLC, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification. RM

Brittney Clouse
Signature of Notary Public - State of Florida

Brittney Clouse
Printed/Typed/Stamped Name of Notary
My commission expires: April 26, 2025



CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (PRINTED NAME) Laura L. Mahoney AM THE (TITLE) President
 _____ AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM
 OF (FIRM NAME) Tocoi Engineering LLC WHOSE ADDRESS IS
714 N. Orange Avenue Green Cove Springs, FL 32043, AND THAT I POSSESS
 THE LEGAL AUTHORITY TO MAKE THIS AFFIDAVIT ON BEHALF OF MYSELF AND
 THE FIRM FOR WHICH I AM ACTING; AND,
2. EXCEPT AS LISTED BELOW, NO EMPLOYEE, OFFICER, OR AGENT OF THE FIRM
 HAVE ANY CONFLICTS OF INTEREST, REAL OR APPARENT, DUE TO
 OWNERSHIP, OTHER CLIENTS, CONTRACTS, OR INTERESTS ASSOCIATED
 WITH THIS PROJECT; AND,
3. THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR
 CONNECTION WITH ANY CORPORATION, FIRM, OR PERSON SUBMITTING A
 PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND
 WITHOUT COLLUSION OR FRAUD.

EXCEPTIONS (LIST)

SIGNATURE: *Laura L. Mahoney*

PRINTED NAME: Laura L. Mahoney, President

FIRM NAME: Tocoi Engineering LLC

DATE: May 18, 2023

STATE OF Florida
COUNTY OF Clay

The foregoing instrument was acknowledged before me by means of physical presence or online
notarization, this day of May 18, 2023, by Laura Mahoney of Tocoi Engineering, a Florida corporation,
on behalf of the corporation, and he/she is personally known to me or has produced (type of
identification) va id as identification.

Brittney Clouse
Signature of Notary Public - State of Florida

Brittney Clouse
Printed/Typed/Stamped Name of Notary
My commission expires: April 26, 2025



DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Tocoi Engineering LLC (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

Laura L Mahoney
(Authorized Signature)

5/18/23
(Date)

Laura L. Mahoney, President
(Print Name)

STATE OF Florida
COUNTY OF Clay

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 18, 2023, by Laura Mahoney of Tocoi Engineering a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Brittney Clouse
Signature of Notary Public - State of Florida

Brittney Clouse
Printed/Typed/Stamped Name of Notary
My commission expires: April 26 2025



NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of _____

County of _____

Laura L. Mahoney, being first duly sworn, deposes and says that:

I am the President of Tocoi Engineering LLC, (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Tocoi Engineering LLC

Company

Laura L. Mahoney
Authorized Signature

Laura L. Mahoney, President

Printed Name & Title

lmahoney@tocoi.com

Email

714 N. Orange Avenue

Address

Green Cove Springs, FL 32043

City, State, Zip Code

904-215-1388

Telephone No.

Fax No.

STATE OF Florida
COUNTY OF Clay

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 18, 2023, by Laura Mahoney of Tocoi Engineering LLC, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Brittney Clouse
Signature of Notary Public - State of Florida

Brittney Clouse
Printed/Typed/Stamped Name of Notary

My commission expires: April 26 2025



**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by:
Laura L. Mahoney [NAME] as the President [TITLE] of
Tocoi Engineering LLC [BUSINESS ENTITY] and its Federal Employer Identification
Number (FEIN) is 20-2400780.
2. I understand that a "public entity crime" as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

gmc

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Laura Manorey
(Signature)

STATE OF Florida
COUNTY OF Day

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 18, 2023, by Laura Manorey of local engineering, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

BC
Signature of Notary Public - State of Florida

Brittney Clouse
Printed/Typed/Stamped Name of Notary
My commission expires: April 26, 2025



COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM


Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: Tocoi Engineering LLC

Authorized representative (printed): Laura L. Mahoney, President

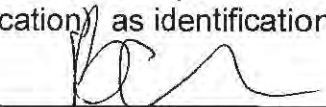
Authorized representative (signature): 

Date: 5/18/23

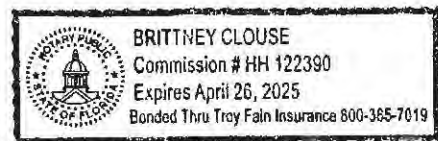
Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

STATE OF Florida
COUNTY OF Clay

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 18 day of May, 2023, by Laura Mahoney of Tocoi Engineering a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification. PERC


Signature of Notary Public - State of Florida

Britney Clouse
Printed/Typed/Stamped Name of Notary
My commission expires: April 26, 2025



Request for Taxpayer Identification Number and Certification

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Tocoi Engineering LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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 FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
714 N. Orange Avenue

6 City, state, and ZIP code
Green Cove Springs, FL 32043

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type. See Specific Instructions on page 3.

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.

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

Social security number

				-					
--	--	--	--	---	--	--	--	--	--

or

Employer identification number

2	0	-	2	4	0	0	7	8	0
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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 ▶

Laura J Mahon

Date ▶

05/17/2023

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(ii)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/identityTheft to learn more about identity theft and how to reduce your risk.

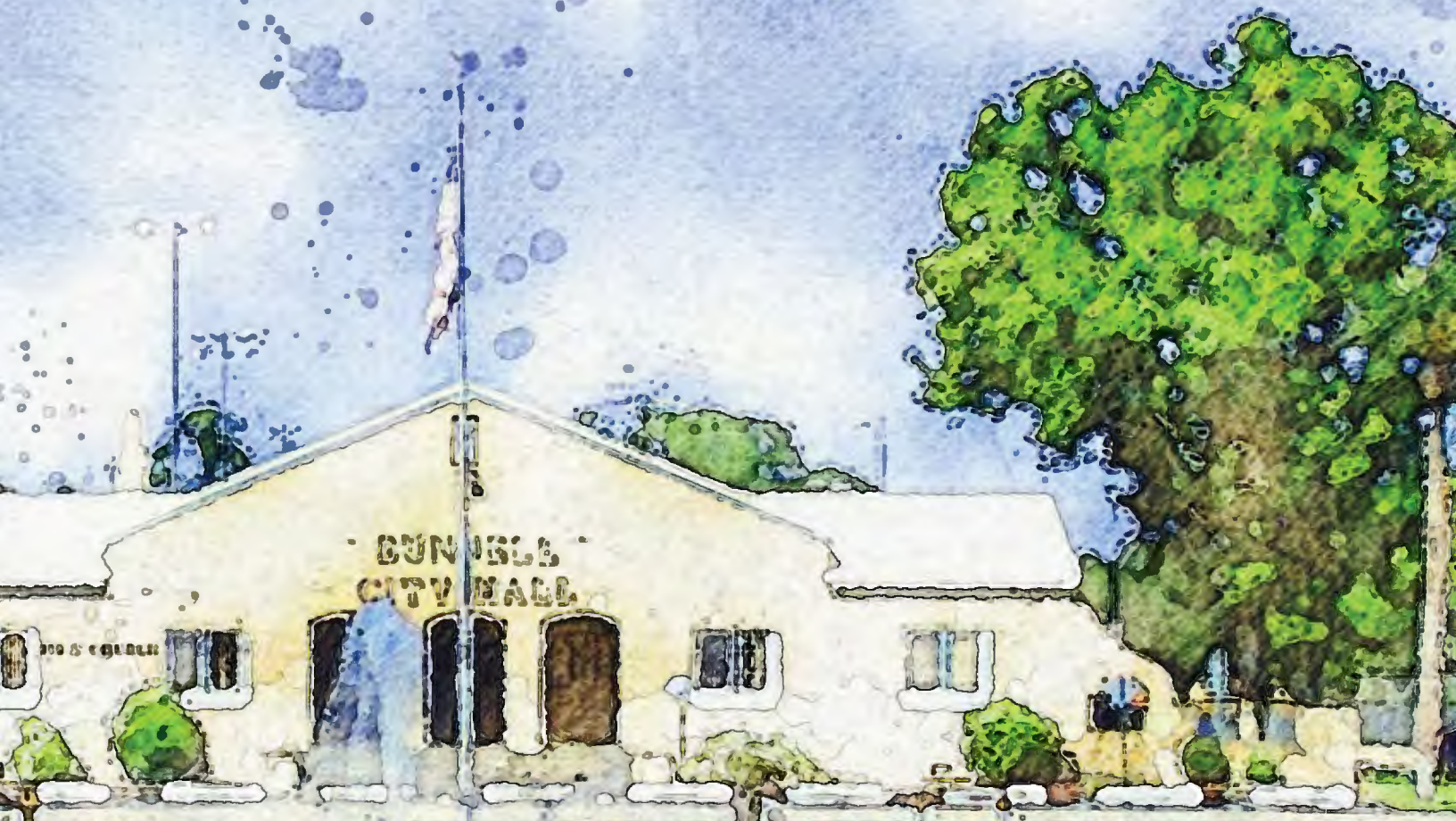
Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CITY OF BUNNELL

REQUEST FOR QUALIFICATION STATEMENTS FOR PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

RFQ NO: 2023-02



ZEVC **COHEN**

& ASSOCIATES INC

RFQ #2023-02

**REQUEST FOR QUALIFICATION STATEMENTS FOR PROFESSIONAL
INFRASTRUCTURE ENGINEERING SERVICES**

**SUBMITTED BY:
ZEV COHEN & ASSOCIATES, INC.
300 INTERCHANGE BLVD., STE. C
ORMOND BEACH, FL 32174
(386)677-2482**

CONTACT: ROBERT J. BALL, P.E., VP

MAY 23, 2023

Letter of Transmittal



May 23, 2023

Ms. Kristen Bates, City Clerk
City of Bunnell
604 E. Moody Boulevard, Suite 6
Bunnell, FL 32110

RE: Request for Qualification Statements (RFQ) for Professional Infrastructure Engineering Services
RFQ NO: 2023-02

Dear Ms. Bates and Members of the Selection Committee:

Zev Cohen & Associates, Inc. (ZCA) is pleased to submit our proposal and qualifications to the City of Bunnell to provide Professional Engineering Services for Infrastructure Services in response to your Request for Statement of Qualifications (RFQ) No. 2023-02. More specifically, we are requesting your consideration of ZCA to provide the City of Bunnell with our Professional Engineering Services.

ZCA is a multi-disciplinary local firm providing civil engineering, environmental, landscape architecture, planning and construction administration and inspection services. Our firm has been providing professional services to the Flagler/Bunnell area for 45 years since its inception in 1977. We have thoroughly reviewed the City's RFQ and were pleased to find the requested services align well with our qualifications and experience. Our highly motivated staff, as presented in this proposal, will provide unparalleled local knowledge, experience and service to the City of Bunnell. By signing and submitting this RFQ response, I hereby affirm I am an officer of the company and duly authorized to bind the firm as described herein. This qualification statement shall remain valid for a period of not less than 90 days from the date of receipt.

ZCA is fully qualified and has the capacity to provide a broad range of in-house services. The following is what sets us apart from other firms.

Cost Effectiveness

ZCA provides cost-effective services as reflected by our hourly billing rates when compared to statewide and national consulting firms. ZCA also provides cost effective design as a result of multiple disciplines in-house that greatly reduce time-consuming coordination efforts. Our comprehension of local regulations, our understanding of local physical features and our understanding of local construction costs provide for accurate construction estimates. ZCA's value lies not only in cost-savings, but also with assisting the City with obtaining additional funding resources. ZCA's staff has a proven track-record of successfully assisting clients with obtaining funding from state and federal sources.

Loyalty

ZCA has been providing services to the Flagler/Bunnell community for over 45 years. We have been providing Continuing Services to Flagler County since 2010. We have established long-term relationships and hopefully have achieved a well-earned level of respect of the Flagler/Bunnell Community. The principals with ZCA, as well as staff members, have worked in the Bunnell area for more than 25 years. What this means to the City is that you are assured that ZCA will do a quality job *every time*.

Local Knowledge

As a result of our 45 years of experience in the Flagler/Bunnell area, ZCA has extensive knowledge of the local roadway networks, stormwater drainage systems, natural ecosystems, utility services and park/recreation facilities. ZCA is familiar with the City's land development regulations, as well as regional, state, and federal criteria which makes us more efficient and more cost-effective. We have the background knowledge, experience, and expertise to "hit the ground running," providing services to the City of Bunnell.

We are very excited about this opportunity to provide Infrastructure Engineering services to Bunnell and are ready to begin work immediately upon award.

Thank you for your consideration.

Respectfully submitted,
ZEV COHEN & ASSOCIATES, INC.

Robert J. Ball, P.E.
Vice President
300 Interchange Blvd., Ste. C
Ormond Beach, FL 32174
(386)677-2482
rball@zevcohen.com

RJB/jae

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**SECTION A -
ABILITY OF FIRM AND ITS
PROFESSIONAL TEAM COMPOSITION**

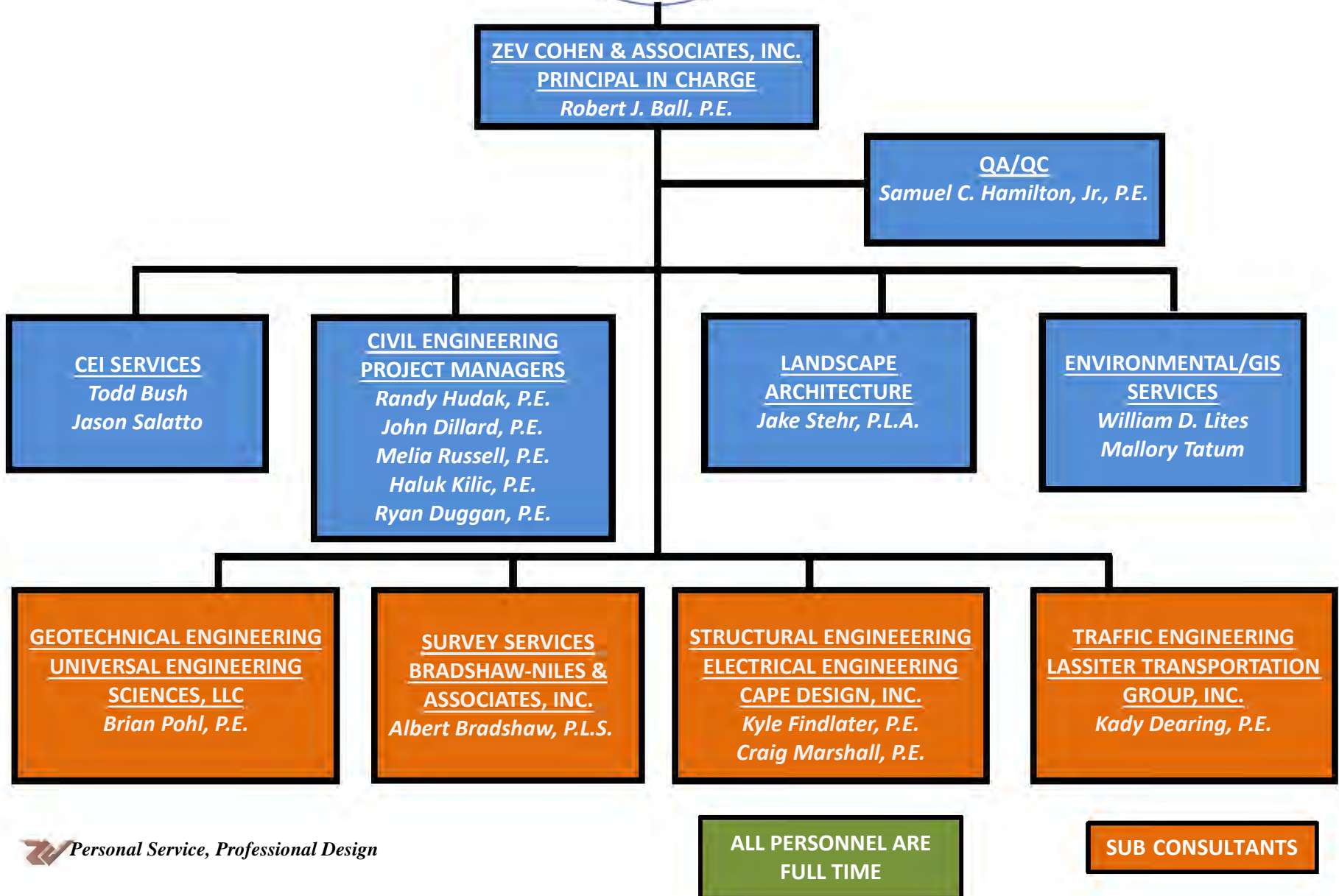


RFQ #2023-02

**REQUEST FOR QUALIFICATION STATEMENTS FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

SECTION A

Organizational Chart



Personal Service, Professional Design



Robert (Bobby) J. Ball, P.E.
Vice President
Project Role: Principal-In-Charge



Serving as Zev Cohen & Associates, Inc.’s (ZCA) Vice President, Bobby is best known for his judicious approach to problem solving, no matter the complexity. Bobby’s energy, attention to detail, and problem solving skills give him the ability to coordinate and expedite tasks by combining experience in engineering design with a diligent approach to project management. His approach to project management, coupled with outstanding client relations, has made him a “playmaker” in the engineering and development arena and the “go to” engineer for ZCA’s returning clients. Bobby’s strong technical ability and extensive knowledge of the local land development process has won him the respect of his colleagues. His experience has also made him the prime candidate to serve as the Lead Engineer for several large ZCA clients, including the Daytona International Speedway.

Contact Information:
 300 Interchange Blvd, Ste. C
 Ormond Beach, FL 32174
 bball@zevcohen.com
 (386) 677-2482

Education:
 B.S. Civil Engineering,
 University of South Florida, 1998

Registrations:
 Professional Engineer
 Florida P.E. 60001

Professional Affiliations:
 Daytona International Speedway’s
 Checkered Flag Committee

International Speedway Blvd.
 Coalition Member and Engineering
 Subcommittee Chair

American Society of Civil
 Engineers

Transportation Planning
 Organization Citizen – Advisory
 Board Member

Former Member Volusia Growth
 Management Commission – Port
 Orange Representative

Volusia County Association for
 Responsible Development
 (VCARD)

Community Involvement:
 Port Orange Parks and Recreation
 Advisory Board

2009 Young Business Leader,
 Volusia/Flagler Business Report

Port Orange Youth Football and
 Cheer Association, Pop Warner,
 President

Port Orange Family Days

International Speedway Coalition

Years of Experience:
 25

Years with ZCA:
 25

Project Experience

Port Orange Public Works Field Operation Facility, Port Orange, Florida

- Role: Principal-in-Charge
- Scope: The Port Orange Public Works Field Operation facility is a site consisting of a +/- 11,400 sf administration building and +/-16,700 sf warehouse. The site was designed to accommodate parking for employees and visitors as well as both covered and uncovered parking for large equipment used by the City’s public works department. Granular storage, vehicle wash-down areas, and street sweeper collection areas were also designed as part of the site plan. ZCA is also providing environmental and landscape architectural services.

Beach Street Forcemain, Daytona Beach, Florida

- Role: Project Manager
- Scope: ZCA provided design, construction administration services and permitting for this utility project consisting of a one mile 36” forcemain through an urban corridor. This project involved constructing within existing roadways and designing around existing utilities with minimal disturbance to the surrounding areas. Required permitting was through the City of Daytona Beach and the Florida Department of Transportation (FDOT).

Mason Avenue and Seneca Street Sidewalk Improvements, Daytona Beach, Florida

- Role: Project Manager
- Scope: ZCA provided sidewalk design for the 6,300 LF on Mason and Seneca Avenue. ZCA and the City of Daytona Beach conducted site visits and reviewed surveys to determine the most efficient and cost effective location for the sidewalks. Careful consideration was given to safety, ADA requirements, and existing conditions.

City of Ormond Beach Downtown Stormwater Plan, Ormond Beach, Florida

- Role: Project Manager
- Scope: ZCA provided the City of Ormond Beach with an evaluation of stormwater needs and implemented a program of offline retention that will support intensive redevelopment of existing and future development site within the City’s Downtown community. Services included survey, property acquisition consulting, legal, geotechnical engineering, design and stormwater permitting through the Community Redevelopment Agency (CRA) and St. Johns River Water Management District (SJRWMD).



Samuel C. Hamilton, Jr., P.E.
Senior Vice President
Project Role: QA/QC



As Senior Vice President of Zev Cohen & Associates, Inc. (ZCA), Sam has designed and managed a multitude of private and public sector projects in the state of Florida. With many years of experience, Sam has an exceptional level of team building and project management skills which drive his projects to success with innovative ideas that meet, or exceed, his Client's expectations. He is an objective-driven, hands-on leader who takes a detail-oriented, time and cost-conscious approach to project management.

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 shamilton@zevcohen.com
 (386) 677-2482

Education:
 B.S. Civil Engineering,
 University of Florida, 1982

Registrations:
 Professional Engineer
 Florida P.E. 39497

Professional Affiliations:
 American Society of Civil
 Engineers

Volusia County Association for
 Responsible Development
 (VCARD) Regulation
 Committee

Community Involvement:
 Daytona Beach Regional
 Chamber of Commerce,
 Government Relocation
 Committee

Ormond Beach Airport
 Advisory Board

Embry-Riddle Aeronautical
 University Civil Engineering
 Industrial Advisory Board

Former YMCA Board Member

Former Ormond Beach Youth
 Recreation Coach

Years of Experience:
 40

Years with ZCA:
 23

Sam is much-admired as a motivator and a talented, market-aware innovator. He evaluates current industry trends ensuring the Company maintains its technological leadership position. Sam's philosophy of work quality and responsiveness has become a tradition at ZCA. With Sam's expertise, ZCA has become one of the largest civil engineering firms headquartered in the area.

Project Experience

Commerce Parkway Connector, Bunnell, Florida

- **Role:** Principal-In-Charge
- **Scope:** ZCA coordinated and designed utilities for Commerce Parkway, a 1 mile connector road between U.S.-1 and State Road 100 within the City of Bunnell, Florida that was deemed a High Priority Project by the Florida Department of Transportation (FDOT). ZCA coordinated with the City and property owner along the Commerce Parkway right-of-way to determine future water, sewer and utility requirements.

7th Street Drainage Improvements, Holly Hill, Florida

- **Role:** Principal-In-Charge
- **Scope:** The City was experiencing frequent neighborhood flooding problems on 7th Street. ZCA provided civil design services to upgrade the drainage system. ZCA utilized directional drill technique to minimize distribution to the residential neighborhood. Additionally, ZCA provided maintenance of traffic plan, bidding assistance, and construction administration services.

Halifax Crossings Utility Design, Deltona, Florida

- **Role:** Principal-In-Charge
- **Scope:** ZCA designed and permitted 1,200 LF 10-inch water main and 6-inch forcemain extensions associated with a proposed roadway extension. The utilities were designed to accommodate the existing developments as well as the surrounding future developments.

Indian Trails Fire Station, Palm Coast, Florida

- **Role:** Principal-In-Charge
- **Scope:** ZCA provided civil engineering and landscape architecture design for the new fire station facility in the Indian Trails section of Palm Coast. Additionally, ZCA provided bidding and construction administration service for the project.

Derbyshire Neighborhood Sidewalk Improvements, Daytona Beach, Florida

- **Role:** Principal-In-Charge
- **Scope:** The design of 10,197 LF of 6' wide sidewalks for the City of Daytona Beach within the Derbyshire Park area. Challenges presented in this project included minimizing impacts to existing residences and the rerouting of stormwater facilities, where required. This project was funded by Florida Department of Transportation (FDOT) Grant funds.



Randy M. Hudak, P.E.
Director of Engineering
Project Role: Project Manager



As Director of Engineering at Zev Cohen & Associates, Inc. (ZCA), Randy possesses the energy and drive that enables him to be an exceptional Project Manager. His ability to coordinate and expedite a multitude of tasks results in the delivery of projects that are on time and within budget. Randy has enjoyed the opportunity to manage a wide variety of public and private sector projects that have enabled him to cultivate a strong customer service-oriented approach to his project management. This approach, coupled with his strong technical foundation, provides each client with a unique and tailored approach to their specific project goals.

Contact Information:

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 Ormond Beach, FL 32174
 rhudak@zevcohen.com
 (386) 677-2482

Education:

B.S. Civil Engineering
 University of Central Florida, 2001

Registrations:

Professional Engineer
 Florida P.E. 65053

Department of Environmental
 Protection (DEP) Qualified
 Stormwater Management Inspector
 9803

Professional Affiliations:

American Society of Civil
 Engineers

Volusia County Association for
 Responsible Development
 (VCARD)

Community Involvement:

Livestrong Foundation Member

PACE Center for Girls Sponsor

Galloway Group Member

Participant in Numerous
 Endurance Events for Charity

Years of Experience:

22

Years with ZCA:

22

Project Experience

DeLand Public Works Administration Building, DeLand, Florida

- Role: Project Manager
- Scope: ZCA is providing Civil Engineering and Landscape Architectural services for the City of DeLand’s ±20,000 SF Public Works Administration Building. ZCA will provide design, permitting, bidding, and construction administration services for the City.

Volusia County Fire Stations #11 and #32 Parking Lot Additions, Volusia County, Florida

- Role: Project Manager
- Scope: ZCA provided Civil Engineering and Landscape Architectural services for Volusia County Fire Station #11, nine space parking lot, and Fire Station #32, thirteen space parking lot. ZCA provided design, permitting, bidding, and construction administration services for the County.

New Smyrna Beach Southeast Interchange Force Main, New Smyrna Beach, Florida

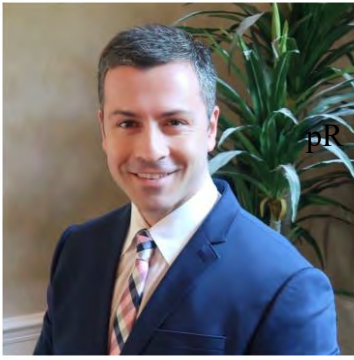
- Role: Project Manager
- Scope: ZCA designed, permitted and provided construction administration services for a six-lot commercial subdivision that required utility design of a dual pump master lift station fed by a gravity sewer network. The lift station was connected to the Utilities Commission of New Smyrna Beach’s sanitary sewer network via 5,300 LF of force main installed within the Florida Department of Transportation (FDOT) and Volusia County rights-of-way.

Yorktowne Boulevard (North and Central Sections), Port Orange, Florida

- Role: Project Manager
- Scope: ZCA designed two projects, consisting of ±5,000 LF of 4-lane urban roadway, to Florida Department of Environmental Protection (FDOT) standards as part of the Volusia County thoroughfare system. Utilities and stormwater components were designed to accommodate existing and surrounding future developments.

Midtown Community Center, Daytona Beach, Florida

- Role: Project Engineer
- Scope: Project management and site design for the second phase of Midtown Center Community Park (a.k.a. Cypress Recreation Center). Design included new tennis and basketball courts, new baseball field and a new Community Center. The project was designed to meet LEED standards and provided stormwater, utility, parking and grading design for the site.



Haluk (Luke) Kilic, P.E.
Sr. Project Engineer
Project Role: Project Manager



Luke is a reliable and committed engineer with experience in multiple disciplines of engineering. He maintains the highest level of work ethics while working jointly with clients, contractors and agencies. Luke understands the importance of time management while completing projects and he is able to guarantee the highest quality of work which continually satisfies our clients' demands.

Project Experience

Contact Information:

300 Interchange Blvd, Ste. C
 Ormond Beach, FL 32174
 hkilic@zevcohen.com
 (386) 677-2482

Education:

B.S. Civil Engineering, Embry
 Riddle Aeronautical
 University, 2005

Registrations:

Professional Engineer
 Florida P.E. 84244

Professional Affiliations:

American Society of Civil
 Engineers

Site Ops, Site Engineering
 Software Certified

Community Involvement:

City of Ormond Beach
 Chamber of Commerce Board
 of Directors Member

City of Ormond Beach Public
 Works Advisory Board,
 Chairman

Ormond Beach Leadership
 Program Graduate

Embry Riddle Aeronautical
 University, Civil Engineering
 Industry Advisory Board
 Member

Years of Experience:

18

Years with ZCA:

16

Airport Road, Flagler County, Florida

- Role: Project Engineer
- Scope: Design and permitting of 7,655 LF of 2-lane major collector roadway with provisions for expansion of two additional lanes in the future. Design incorporated all infrastructure including $\pm 2,200$ LF of 12" water main which required extensive coordination with adjacent developments regarding exact locations for tie-ins and related connection for future developments along the corridor. Design and permitting also included stormwater retention and treatment systems for the entire corridor including the ability to handle the future additional 2-lane roadway section.

Flagler County Library, Bunnell, Florida

- Role: Project Manager
- Scope: ZCA is providing Civil Engineering, Landscape Architectural, and Environmental Services for a new 30,000 SF library on Flagler County's Government Complex in Bunnell. ZCA has provided alternative site design input for placement of the building within the library parcel.

Ormond Beach Water Main Replacement Project, Ormond Beach, Florida

- Role: Project Engineer
- Scope: The 2-inch Water Main Replacement Project consisted of approximately 23,000 linear feet of main replacement upgraded the City distribution system to current City standards. Approximately 25% of the replacement line was installed by horizontal directional drilling while the remainder was installed through open pavement cut procedure. Due to the project being spread out through the City's Mainland area, ZCA had to obtain nine (9) different Health Department Permits in order to handle to various locations and system connection points. A strong focus was placed upon site restoration following installation so the City was able to maintain their neighborhood friendly approach to construction.

Broadway Avenue Watermain and Forcemain Extensions for Security First Insurance, Ormond Beach, Florida

- Role: Project Manager
- Scope: The project consisted of approximately 1,715 LF of 12" PVC watermain (public) and 1,800 LF of 8" forcemain (public) extensions from US-1 to the Security First Insurance site through Broadway Avenue and future Commence Crossings Blvd. The project utilized open cut installation as well as Jack and Bore method under the Florida East Coast Railroad (FEC). Permitting included an FEC Utility Permit, the Volusia County Use Permit, as well as a site plan approval through the City of Ormond Beach.



Melia L. Russell, P.E.
Senior Professional Engineer/Quality Control Manager
Project Role: Project Manager

Melia excels in complex planning, design and permitting projects. She provides our clients with the best practical design and diligence in bringing projects to completion on time and under budget. Melia's attention to detail and organization are evident in all of her work. She is eager to provide solutions that surpass the evolving technological changes of the industry. From design and permitting to final certification, Melia understands what it takes to provide the efficient and high quality services that clients have come to expect from Zev Cohen & Associates, Inc. (ZCA).

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mrussell@zevcohen.com
(386) 677-2482

Education:

B.S. Civil Engineering, Embry-
Riddle Aeronautical University,
2003

Registrations:

Professional Engineer
Florida P.E. 68357

Professional Affiliations:

Florida Engineering Society

National Society of Professional
Engineers

Site Ops, Site Engineering Software
Certified

Years of Experience:

21

Years with ZCA:

20

Project Experience

Hand Avenue Collector Road Widening, Ormond Beach, Florida

- Role: Project Engineer
- Scope: A complete design and permitting of a replacement/upgrade to the water supply with the Hand Avenue corridor. Various line sizes, plus multiple interconnects and two railroad buried crossings. Overall length is $\pm 7,000$ feet.

7th Street Drainage Improvements, Holly Hill, Florida

- Role: Project Manager
- Scope: The City was experiencing frequent neighborhood flooding problems on 7th Street. ZCA provided civil design services to upgrade the drainage system. ZCA utilized directional drill technique to minimize distribution to the residential neighborhood. Additionally, ZCA provided maintenance of traffic plan, bidding assistance, and construction administration services.

Beach Street Forcemain, Daytona Beach, Florida

- Role: Project Engineer
- Scope: ZCA designed and permitted a 36" forcemain extension for the City of Daytona Beach. This project involved constructing within existing roadways and designing around existing utilities with minimal disturbance to the surrounding areas.

Holly Hill Library, Holly Hill, Florida

- Role: Project Engineer
- Scope: ZCA designed a 10,400 SF building with associated parking and stormwater improvements to replace the existing library and Chamber of Commerce. ZCA is responsible for the civil site engineering elements of this project that included drainage analysis and permitting through the St. Johns River Water Management District (SJRWMD), Florida Department of Environmental Protection (FDEP), Florida Department of Health (DOH), Florida Department of Transportation (FDOT) for drainage and driveway permits, and the City of Holly Hill. This project was designed to obtain LEED certification.

Holly Hill Pickleball Complex (Pictona), Holly Hill, Florida

- Role: Project Manager
- Scope: The Holly Hill Pickleball Complex (Pictona) resulted from a public-private joint venture to revitalize the City's existing park facility. ZCA provided Civil Engineering, Landscape Architectural Design, and Environmental Surveys and Permitting for this 49 court complex. ZCA also provided bidding and construction administration services for the City.



John A. Dillard, Jr., P.E.
Sr. Project Engineer
Project Role: Project Manager



John Dillard has 40 years of experience in civil engineering that covers site design, permitting, water, sewer, drainage, etc. that tie in well with the Zev Cohen & Associates, Inc. (ZCA) Team. John started his career at an early age working in drafting, helping in installing packaged water and wastewater treatment plants. He received both water and wastewater plant operation certifications while working with an operations group; he also managed an environmental laboratory during this time. After receiving his Bachelor’s degree from Florida, John worked in various fields from civil site to industrial waste stream treatment all aspects of water resource planning and design. John also worked as the Development Director for the City of South Daytona for over 11 years which enabled him to gain full insight into municipal workings.

Contact Information:
 300 Interchange Blvd, Ste. C
 Ormond Beach, FL 32174
 jdillard@zevcohen.com
 (386) 677-2482

Education:
 B.S. Civil Engineering
 University of Florida, 1984

Registrations:
 Professional Engineer
 Florida P.E. #37256

Certified Floodplain Manager
 #30910

Professional Affiliations:
 Florida Planning & Zoning
 Association

Florida Floodplain Managers
 Association

Community Involvement:
 Board of Directors for the
 Heritage Preservation Trust

Years of Experience:
 40

Years with ZCA:
 4

Project Experience

Commerce Parkway Connector, Bunnell, Florida

- **Role:** Project Manager
- **Scope:** ZCA coordinated and designed utilities for Commerce Parkway, a 1-mile connector road between U.S.-1 and State Road 100 within the City of Bunnell, Florida that was deemed a High Priority Project by the Florida Department of Transportation (FDOT). ZCA coordinated with the City and property owner along the Commerce Parkway right-of-way to determine future water, sewer and utility requirements. This project required coordination with multiple agencies including the City of Bunnell, Flagler County, Florida Power & Light (FPL), FDOT, St. Johns River Water Management District (SJRMWD), and the Florida Department of Environmental Protection (FDEP) regarding the roadway design.

Rima Ridge Roadway Rehabilitation, Flagler County, Florida

- **Role:** Project Manager
- **Scope:** ZCA was contracted by Flagler County to design roadway improvements for 2.78 miles of road in the Rima Ridge subdivision area. The project included the evaluation of existing pavement conditions, the drainage system and residential driveway connections in this rural subdivision area. The FDOT funded LAP project was designed to bring the roadway to Greenbook standards.

Ormond Beach State Road 40/Airport Road Water Main, City of Ormond Beach, Florida

- **Role:** Engineer of Record/Senior Project Engineer
- **Scope:** The project design consists of approximately 4,700 linear feet of 16-inch and 4,300 linear feet of 12-inch water main of both direct bury and directional drilling lines.

Lantern Park Stormwater Improvements, South Daytona, Florida

- **Role:** Project Manager
- **Scope:** Retrofit of an existing residential subdivision with an off-line wet-detention stormwater treatment system with pumping capabilities during major storm events and for recovery of major street flooding. Project required grant applications through FEMA, Florida Department of Transportation (FDOT) and St. Johns River Water Management District (SJRWMD) as well as environmental resource permitting from SJRWMD.



Ryan Duggan, P.E.
Project Engineer
Project Role: Project Engineer



Ryan graduated from the University of South Florida with a Bachelor's degree in Civil Engineering. Ryan's thorough attention to detail is an asset to the team here at Zev Cohen & Associates, Inc. (ZCA). Ryan takes a logical approach when project concerns arise and is able to resolve them in a timely, cost effective manner. Ryan is client satisfaction driven, resulting in successful projects and gratified clients.

Contact Information:
 300 Interchange Blvd, Ste. C
 Ormond Beach, FL 32174
 rduggan@zevcohen.com
 (386) 677-2482

Education:
 B.S. Civil Engineering
 University of South Florida, 2013

A.A. Science
 Daytona State College, 2010

Registration:
 Professional Engineer
 Florida P.E. 93396

Years of Experience:
 9

Years with ZCA:
 9

Project Experience

Port Orange Police Department Shooting Range, Port Orange, Florida

- Role: Project Engineer
- Scope: ZCA provided design, permitting and construction services for the Shooting Range project. ZCA assisted the City of Port Orange staff in the development and advertisement of the development, oversaw and coordinated process and submittals to ensure compliance with City standards, and assisted with bid documents. ZCA prepare civil site and architectural construction plans that included paving, grading, and drainage improvements, stormwater ponds and two shooting range areas. Permitting through the St. Johns River Water Management District (SJRWMD) and the City of Port Orange.

Barhyt Avenue and Turton Street Drainage, Port Orange, Florida

- Role: Project Engineer
- Scope: ZCA consulted and assisted the City of Port Orange with drainage improvements and Water Management District permitting.

Daytona State College's Daytona Campus Parking Lot Additions, Daytona Beach, Florida

- Role: Project Engineer
- Scope: ZCA provided civil engineering, landscape architectural, and construction administration services to DSC to increase campus parking capacity adjacent to a new dormitory building. Three new parking lots were constructed providing 156 new spaces. Due to limited space available to provide standard stormwater ponds, ZCA creatively designed exfiltration systems under each lot to accommodate the stormwater needs. ZCA coordinated with the dorm architect to understand the future utility, drainage, and access needs.

Museum of Arts and Sciences Flood Study, Daytona Beach, Florida

- Role: Project Engineer
- Scope: As a result of the May 2009 rain event, the Museum hired ZCA to provide a drainage and flood study of their facility and the surrounding area. ZCA investigated the extent/cause of the damage, determined a timeline and source of the flooding (2.4 square mile drainage basin), and developed options to provide protection against future significant rain events.



Jason Salatto
Construction Engineering Inspection Manager
Project Role: Construction Inspector Manager



Jason spent time working in production quarries & mines, Construction Engineering Inspection, and managing numerous public & private construction projects for a multi-disciplined civil contractor over the last 9 years. He is a strong communicator who establishes clear strategic goals and builds a culture of trust and accountability to execute and deliver results.

Project Experience

Contact Information:

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Ormond Beach, FL 32174
jsalatto@zevcohen.com
(386) 677-2482

Certifications:

Asphalt Paving L1
Asphalt Paving L2
Asphalt Plant L2
Earthworks CI L1
Earthworks CI L2
Final Estimates L1
Final Estimates L2
MOT- Intermediate
Stormwater Management Inspector

Years of Experience:

9

Years with ZCA:

1

Deland Airport Industrial Park Access Road, DeLand, Florida

- Role: Construction Administration Manager
- Scope: The existing active silviculture site is approximately 12 acres and provides approximately 3,400 linear feet of new roadway. The project included two (2), twelve (12)-foot wide, undivided travel lanes with six (6) foot shoulders and swales on both sides of the road and associated stormwater treatment areas. It is located off of S.R.11 and is an extension to the existing Edison Drive in DeLand, Florida and provides an additional connection to the Deland Airport Business Park intended to promote growth and business to the Industrial Business Park.

Cici & Hyatt Brown Hall, Stetson University, DeLand, Florida

- Role: Construction Administration Manager
- Scope: The new two story, 40,000 SF Cici & Hyatt Brown Hall for Health & Innovation building. The building design incorporated a connection to the existing Sage Hall and included: a community teaching garden, rain garden, teaching kitchen, and courtyard space for student collaboration. During the design phase, the team held workshops and collaboration sessions with the building end users to carry out the visions of the students and teaching staff.

Project Success, Daytona Beach, Florida

- Role: Construction Administration Manager
- Scope: Improvements to the existing One Daytona Multi-Use Facility including the extension of the existing roadway, reconfiguration of a parking area, the construction of a new roadway, the expansion of an existing parking area and the reconfiguration of an existing wet detention area.

Derbyshire Neighborhood Sidewalk Improvements, Daytona Beach, Florida

- Role: Construction Administration Manager
- Scope: The design of a 10,197 linear foot of 6' wide sidewalks for the City of Daytona Beach within the Derbyshire Park Area. Challenges presented in this project included minimizing impacts to existing residences and the rerouting of stormwater facilities where required. This project was funded by the FDOT Grant Funds

Ormond Beach Airport Business Park Collector Road Extension, Ormond Beach, Florida

- Role: Construction Administration Manager
- Scope: Constructing approximately 1,300 linear foot of collector roadway from Pineland Trail eastward to the existing roadway section connecting to Tower Circle. This will include construction of storm water sewer conveyance systems and two storm water management facilities.



Todd Bush
Construction Engineering Inspector
Project Role: Construction Inspector



Todd brings over 38 years of experience in Construction Administration and Construction Engineering Inspection (CEI) services to the Zev Cohen & Associates, Inc. (ZCA) with knowledge in excavation, installation, earthwork, paving, drainage, roadway, water, sewer and much more. Todd understands the need for efficiency and accuracy as well as the importance of effective communication to ensure the client’s goals are met and exceeded.

Project Experience

Contact Information:

300 Interchange Blvd, Ste. C
 Ormond Beach, FL 32174
 tbush@zevcohen.com
 (386) 677-2482

Registration:

Florida Department of
 Transportation (FDOT)
 Maintenance of Traffic (MOT)
 Certified, #87243

Years of Experience:

38

Years with ZCA:

4

Beach Street Forcemain, Daytona Beach, Florida

- Role: Engineering Inspector
- Scope: ZCA was contracted by the City of Daytona Beach to provide construction inspection for a 5,200 LF, 36” force main along Beach Street. Our design complied with FDOT, DEP and the City of Daytona Beach Design Standards, and provides all necessary construction detail to adequately bid and efficiently construct the project. Upon completion of the design, ZCA provided inspection services as part of the CEI effort.

Port Orange Community Development Inspection Services, Port Orange, Florida

- Role: Engineering Inspector
- Scope: ZCA provided site and subdivision construction inspection services which include paving, grading, drainage, landscaping and utilities for City-wide projects under development by private developers.

Dunlawton Avenue Roadway Widening, Port Orange, Florida

- Role: Engineering Construction Inspector
- Scope: Widening of Dunlawton Avenue from Jackson Street to Summer Trees Road including water, sewer, force main, drainage, box culverts, signalization, roadway, earthwork, and paving.

Dunlawton Avenue Drainage Improvements/Halifax Canal Reclaimed Water Augmentation, Port Orange, Florida

- Role: Engineering Inspector
- Scope: The City of Port Orange enacted a number of drainage projects along Dunlawton Avenue in an effort to reduce flooding concerns in addition to the augmentation of the Halifax Canal which required drainage control, gate valves and piping installation and restoration. This project required construction and expansion of two locations for the installation of wetland detention ponds as well as excavation and installation 1,025 LF of 36” DIP from the Halifax Canal for the pump station on Ruth Street and installation of 1,200 LF of 8” DIP from Oak Street to the wastewater treatment plant.

Continuing CEI Services, City of Edgewater, Florida

- Role: Engineering Inspector
- Scope: Provided the City of Edgewater with inspections on number project for over 20 years including projects that involved public works, community development, parks and recreation in addition to other County and state projects. Projects consisted of wastewater treatment plants, water plants, underground utilities throughout the City, lift stations, subdivisions and commercial site inspections.



William (Bill) D. Lites
Director of Environmental Science
Project Role: Sr. Environmental Scientist



Bill brings over 34 years of experience in ecological consulting and planning to Zev Cohen & Associates, Inc. (ZCA). As a Senior Ecologist and project manager, Bill has a wide range of experience in environmental planning and design as well as listed species surveys, permitting, habitat management planning, habitat survey protocol design, survey, monitoring and reporting, wetland delineations, functional assessments, permitting, mitigation design, implementation and management, wetland and upland restoration and enhancement and ecological planning and design.

Contact Information:

300 Interchange Blvd, Ste. C
 Ormond Beach, FL 32174
 blites@zevcohen.com
 (386) 677-2482

Education:

B.S. Biology
 University of Central Florida,
 1987

Registrations:

Authorized Gopher Tortoise
 Agent (GTA) 12-00018-H

U.S. Green Building Council
 (USGBC)

U.S. Army Corps of Engineers
 (USACE) Certified Wetland
 Delineator

Wetland Delineation
 Certification Program

Professional Affiliations:

Florida Green Building
 Coalition (FGBC) Green
 Development Committee

Former Board of Directors
 Chairman and Board Liaison

Years of Experience:

34

Years with ZCA:

9

Project Experience

Commerce Parkway, Bunnell, Florida

- Role: Project Manager/Lead Ecologist
- Scope: ZCA conducted environmental surveys and wetland permitting for this collector arterial roadway from US-1 to SR-100. This project had previously been approved in a conceptual Environmental Resource Permit (ERP) from the St. Johns River Water Management District (SJRWMD) and the U.S. Army Corp of Engineers (USACE). ZCA conducted listed species and gopher tortoise surveys on the alignment and stormwater ponds. ZCA compiled the ERP for construction and coordinated with the project team to evaluate that wetland impacts were consistent with the conceptual, and provided mitigation assessments and Uniform Mitigation Assessment Method (UMAM) table calculations for the ERP.

County Road 205, Flagler County, Florida

- Role: Senior Environmental Scientist
- Scope: ZCA flagged the wetlands and surface waters along both sides of the 2.5 mile CR-205 right-of-way. ZCA conducted agency reviews, coordinated with design engineers to reduce wetland impacts, conducted gopher tortoise and listed species surveys and obtain a Nationwide Permit (NWP) from the U.S. Army Corps of Engineers (USACE), and an Environmental Resource Permit (ERP) from the St. Johns River Water Management District (SJRWMD) for the road widening and safety improvements.

West Ormond Community Center, Ormond Beach, Florida

- Role: Environmental Project Manager
- Scope: Bill served as the Environmental Project Manager to photo-interpret, ground-truth, an estimate the wetland lines on this parcel and conducted a survey for gopher tortoises and other listed species for a due diligence of this parcel. Bill also coordinated with the project planner and landscape architect to develop multiple concept designs for this multi-purpose recreational facility.

Port Orange Public Works Field Operation Facility, Port Orange, Florida

- Role: Senior Environmental Scientist
- Scope: The Port Orange Public Works Field Operation facility is a site consisting of a +/- 11,400 sf administration building and +/-16,700 sf warehouse. The site was designed to accommodate parking for employees and visitors as well as both covered and uncovered parking for large equipment used by the City’s public works department.



Mallory B. Tatum
Environmental Scientist
Project Role: Environmental/GIS Specialist



Mallory is an engaging and active ecologist and, as a Volusia County native, she has been exposed to a range of ecological and business diversity. Mallory’s current experience involves federal, state and local permitting, wetland delineation, threatened and endangered species surveying, habitat management, and mitigation monitoring. Her ability to absorb details and produce results reflects her values and considerations towards managing the client’s time and money, making her a valued Zev Cohen & Associates, Inc. (ZCA) team member.

Contact Information:
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 mtatum@zevcohen.com
 (386) 677-2482

Education:
 M.S. Integrated Environmental
 Science
 Bethune-Cookman University,
 2019

B.A. Environmental Science
 Stetson University, 2015

Certifications:
 FWC Authorized Gopher
 Tortoise Agent GTA-20-00065

FDACS Commercial Pesticide
 Applicator License CM26957

SCUBA Open Water

Florida Master Naturalist –
 Coastal Systems

Years of Experience:
 9

Years with ZCA:
 4

Project Experience

Deltona Raw Water Harvesting, Deltona, Florida

- Role: Environmental Scientist
- Scope: ZCA provided environmental services which included wetland delineations with Florida Department of Environmental Protection (FDEP) and St. Johns River Water Management District (SJRWMD), historic/specimen tree survey and identification, listed species coordination with the U.S. Fish and Wildlife Service (USFWS), and benthic consulting. ZCA also evaluated several design alternatives for the raw water intake and pumping facility to minimize the permitting requirements and maximize environmental benefits.

DeLand Airport Industrial Park, Volusia County, Florida

- Role: Environmental Scientist
- Scope: ZCA provided civil engineering and environmental services for the DeLand Airport Northwest Industrial Business Park Access Road. The existing active silviculture site is approximately 12 acres and provides approximately 3,400 linear feet of new roadway located off of S.R.11. The environmental services included the review of the formal wetland determination, review of existing permitting, wetland mitigation, habitat characterization, and review of existing protected species.

Turnbull Bay Road Paved Shoulders, Volusia County, Florida

- Role: Environmental Scientist
- Scope: Construction permitting focused on avoidance and minimization to utilize existing permitting exemptions, wetland flagging, mitigation negotiations, permitting, listed species surveys, including obtaining concurrence from USFWS that the project will not affect the Florida scrub-jay or its habitat.

Providence Boulevard Shared-Use Path, Deltona, Florida

- Role: Environmental Scientist
- Scope: ZCA provided environmental consultation and permitting services for this 6.2 mile multi-path trail located within Providence Boulevard right-of-way in Deltona, Florida. ZCA conducted site visits to determine potential wetlands and protected species habitat, and Florida scrub-jay and gopher tortoise surveying. Gopher tortoises were permitted for relocation and excavated according to Florida Fish and Wildlife Conservation Commission (FWC) protocols. ZCA coordinated with the U.S. Fish and Wildlife Service (USFWS) to submit a Letter of Concurrence to verify that the project was “Not Likely to Adversely Affect” (NLAA) the Florida scrub-jay.



Jake E. Stehr, P.L.A.
Sr. Landscape Architect
Project Role: Landscape Architect



Trained as a Landscape Architect with a professional background in history and planning, Jake brings unique perspective and pragmatic solutions to complex projects. He is a cross-disciplinary designer who creates strong collaborations by translating between project constituencies. His expertise is in organically-integrated urban landscapes. To create constructed habitats and social spaces in these contexts, Jake employs an opportunistic and resourceful design approach. Throughout his career, he has strived to leverage a connection between the broad idea of site, history, geography and the interaction between people and place.

Project Experience

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 300 Interchange Blvd, Ste. C
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 jstehr@zevcohen.com
 (386) 677-2482

Education:
 B.A. History, Oklahoma
 Baptist University, 2009

Master of Landscape
 Architecture, Auburn
 University, 2015

Registration:
 Landscape Architect
 Florida LA6667462

Community Involvement:
 City of Ormond Beach
 Brownfield Advisory Board
 Member

City of Ormond Beach Board
 of Appeals & Adjustments
 Member

Daytona Beach Regional
 Chamber of Commerce,
 Leadership Daytona, Class
 XLII

Professional Affiliations:
 American Society of
 Landscape Architects

American Planning Association

Garden Club of America
 Founders Fund

Awards:
 Alabama ASLA Award of
 Honor

LAF Olmsted Scholar

PRZA Surf Coast Pierson
 Award

Years of Experience:
 9

Years with ZCA:
 9

State Road 600 Daytona Median Landscape Improvement Project, Daytona Beach, Florida

- Role: Landscape Designer
- Scope: Landscape and irrigation design, construction administration and coordination with the Florida Department of Transportation (FDOT) and the City of Daytona Beach.

Edgewater Public Works Complex, Edgewater, Florida

- Role: Landscape Architect
- Scope: ZCA collaborated with the City of Edgewater to create a facility that is designed to function as a Public Works Complex, but also will serve as a center for Low Impact Design education.

DeLand Fire Station, DeLand, Florida

- Role: Landscape Architect
- Scope: ZCA provided civil engineering, environmental and landscape architectural services for the development of Fire Station #81 and police evidence facility on the 5-acre land located in DeLand, Florida. ZCA coordinated with City staff and assisted with permitting through St. Johns River Water Management District (SJRWMD), Florida Department of Environmental Protection (FDEP), and the Department of Health (DOH).

City of South Daytona Gateway Signage, South Daytona, Florida

- Role: Project Manager
- Scope: ZCA created a graphical experience by reimagining design elements as you enter the City of South Daytona on US Highway #1. Care was taken to utilize historical architectural features to leverage South Daytona’s unique history in an effort to further advance a unique sense of place.

Daytona State College Soccer Complex, Daytona Beach, Florida

- Role: Landscape Architect
- Scope: The complex includes seating for up to 1,000 spectators, a television broadcasting lighting system, a pedestrian pathway system, pre-game plaza area, a jumbo screen and the associated parking lots. The soccer field is designed to meet National Collegiate Athletic Association (NCAA) standards.



Education

BS, Civil Engineering,
University of Central
Florida, 1998

Years of Experience

24

Licenses & Certifications

- Professional Engineer - FL
#60216

Brian Pohl, PE

Branch Manager/Senior Geotechnical Engineer

Brian Pohl coordinates and directs geotechnical explorations and testing and inspection services for buildings, bridges, residential, and industrial facilities and small to large roadways. He has experience in shallow and deep foundation and testing services analysis, including spread footing and pile foundations. Mr. Pohl has conducted geotechnical studies for roadway, airport and bridge projects, and land development. He has experience in design and monitoring of ground modification procedures for problematic soil conditions and in pond design recommendations. Mr. Pohl has experience with various pavements, rigid and flexible design. He has also provided earthwork recommendations for underground utilities within problematic soil conditions. Mr. Pohl has also performed WEAP analyses and pile driving analyses for Florida Department of Transportation (FDOT) and commercial projects.

PROJECT EXPERIENCE

City of Deltona RIB Project

Deltona, Florida

Brian completed a Geotechnical Evaluation for the design and subsequent expansion of the Rapid Infiltration Basin. The studies comprised of evaluating the soil conditions with respect to drainage and capacity. Also, Mr. Pohl conducted the inspection services during construction.

City of Daytona Beach Wastewater Treatment Plant

Daytona Beach, Florida

Mr. Pohl has conducted numerous geotechnical services for the continuing expansion for the existing facility.

Latitudes Development

Daytona Beach, Florida

Brian Pohl and his staff performed Geotechnical services required for the large residential development. Geotechnical services for site design include numerous pond background seepage and pond recovery analyses. The project comprises of numerous wetlands.. Analyses were performed to ensure no hydrologic impacts to the wetlands would occur with respect to the design of the storm water ponds.

New Smyrna Beach Coastal Area Drainage Improvements

New Smyrna Beach, Florida

Brian Pohl provided geotechnical services for a large storm water drainage improvement project within an existing residential area within the peninsula of NSB that had been experience significant flooding. The project consisted of the installing new underground infrastructures as well as rerouting outfalls.

Montebello, Lombardy & NW Stormwater Management Improvements

Deltona, Florida

Universal completed Geotechnical Engineering geotechnical services for proposed swale improvements within a large residential area of Deltona. Our services consisted of determining existing soil drainage characteristics, seasonal high levels, and groundwater modeling for baseflow and flow rates for the proposed swales and where necessary underdrains.

Albert Dale Bradshaw, PSM
President

Contact Information

Bradshaw-Niles & Associates, Inc.
280 Business Park Circle, Suite 410
St. Augustine, FL 32095
(904)829-2591
dbradshaw@bradshaw-niles.com

Education

St. Joseph Academy High School

Registrations

Florida Professional Surveyor and
Mapper, #5257

Professional Affiliations

Florida Surveying and Mapping Society

Experience Summary

Mr. Bradshaw is Bradshaw-Niles' most senior surveyor and also serves as President of our firm. With over 31 years of experience, he is equipped to handle every surveying service Bradshaw-Niles offers. He has been a principal of our firm since 2004 and has been an employee and manager since its inception as Privett-Niles & Associates, Inc. in 1997. Mr. Bradshaw is a Past President and has served as President Elect, Vice President, Secretary, and Director at the State level of the Florida Surveying and Mapping Society, all positions that is voted on by his peers. He is also a past president of the Florida Crown Chapter of the Florida Surveying and Mapping Society.

Brief Project Experience

Miscellaneous Surveys (Tree, Wetland, As-built, Construction Staking, etc.)

- Anglers Paradise, Putnam County, FL
- Dollar General, Palatka, FL
- Sportsman Loge, Putnam County, FL
- Strickland Road Route Survey, Putnam County, FL
- Gator Bowl, Jacksonville, FL
- St. Augustine Airport, St. Augustine, FL

St. Johns County School District

- Elementary School Site, "AM"
- Elementary School Site "AF"
- Creekside High School
- Ponte Vedra High School
- School Site "GG"
- Timberlin Creek Elementary School
- Mill Creek Elementary School
- Pedro Menendez High School
- Nease High School
- Hickory Creek Elementary School

Platting Review Services

- Palm Coast-Grand Landings
- Old Kings Road Centre
- Country Club Harbor
- Seminole Pointe, Hidden Lakes Phase 1
- Airport Commerce Center Phase 2
- Waterside Supercenter
- Hidden Lakes Phase 1 Section 2B
- Palm Harbor Parkway
- Sawmill Creek at Palm Coast Phase 1
- East Hampton
- Whiteview all in Palm Coast, FL

Boundary and ALTA Surveys

- Parcel ID #37-09-0000-0060-0090: 5+/- Acre, Putnam County, FL
- Anglers Paradise, Putnam County, FL
- Camp Henry (CR 309), Putnam County, FL
- Sportsman Lodge, Putnam County, FL
- Antiqua, St. Augustine, FL
- Heritage Park, St. Augustine, FL
- Affordable Housing in West Augustine, St. Johns County, FL
- Various Parcels and Easements for Florida Water Services, Palm Coast, FL



Firm:

Cape Design
Engineering, Co.
2725 Center Place
Melbourne, FL 32940
(321)799-2970

Role/Title:

Structural Engineer

Education:

B.S. – Civil Engineering

Licenses/Accreditations:

FL P.E. 94353

**Years of Experience /
With Firm:**

7 / 1

**Professional
Affiliations :**

AISC, ASCE, ACI

Mr. Findlater serves as a Structural Engineer for CDE and has over 7 years of structural engineering experience.

Kyle has participated in numerous designs of buildings, non-building structures, marine structures, retaining walls, and foundations. Mr. Findlater is proficient in Finite Element Analysis and AutoCAD with experience on buildings and marine structures. His strong technical background includes conceptual layout, preliminary and detailed design, site investigation, and construction management.

Mr. Findlater understands the various hazards and corrosive environment faced by structures in Florida. His experience and understanding of relevant codes have given him the tools to navigate a variety of situations.

Lead Structural Engineer – King Center, EFSC – re-designing an elevated speaker support system to accommodate newly purchased sound equipment. This task required an extensive structural analysis to distribute the new loads to various adjacent roof supporting members to remain within the structural capacity of all structural members. The original owner’s concept would have significantly exceeded the capacity of the initial structural member, while impacting the entertainment center’s performance schedule. This new analysis was both cost effective and was installed within the breaks of the King Center’s performance schedule.

Lead Structural Engineer – GALE – South Lake Elementary School Roof Replacement

Lead Structural Engineer – GALE - Apollo Elementary School Roof Replacement

Lead Structural Engineer – GALE – Imperial Estates Elementary School Roof

Replacement

Lead Structural Engineer – Rhodes + Brito Architects- Concrete Block Chiller Plant Building

Lead Structural Engineer – Rhodes + Brito Architects- Antenna Tower Repair

Lead Structural Engineer – AECOM- Area 57W Building 50801 3-Ton Overhead Crane Evaluation

Structural Engineer – GALE- South Lake Elementary School Roof Evaluation

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME: Craig Marshall, P.E.	13. ROLE IN THIS CONTRACT Lead Electrical Engineer	14. YEARS EXPERIENCE:	
15. FIRM NAME AND LOCATION (City and State): Cape Design Engineering Co. - Melbourne, FL		a. TOTAL 25	b. WITH CURRENT FIRM 1
16. EDUCATION (Degree and Specialization): B.S. – Electrical Engineering	17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline): Florida P.E. # Application Pending; Virginia P.E. # 0402038928		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.): NFPA 70E; SKM Powertools Training; USGBC LEED NC			

19. RELEVANT PROJECTS:			
	(1) TITLE AND LOCATION (City and State):	(2) YEAR COMPLETED:	
		PROFESSIONAL SERVICES:	CONSTRUCTION (If Applicable)
a.	Renovation of Old Dominion University, College of Engineering Maker Space and Innovation Center – Norfolk, VA	2019	2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Electrical Engineer/Project Manager (Owner’s Rep) – Converting old classroom spaces into new College of Engineering Maker Space and Innovation Center where engineering students make their ideas a reality as well as collaborate with other students on inventions or product improvements. Includes 3-D printing, wood shop, metal shop, welding shop, and biomedical testing area. Square footage: 6500 sf.		
b.	Emergency Power for Lab Spaces in Mills Godwin Building Biology Facility at Old Dominion University Library Norfolk, VA	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Lead Electrical Engineer/Project Manager: Emergency power is spotty at best in the MGB facility. It was needed for lab spaces on 2nd floor where none was available. Completed design to rework and reroute emergency power to this area. A new 200A 3-phase 208V emergency panel and associated circuits were installed to accommodate the existing lab spaces. Sf: 4000		
c.	Student Housing (Whitehurst Hall) HVAC, Electrical, and Fire Protection Upgrades at Old Dominion University – Norfolk, VA	2018	2022
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Electrical Engineer (Owner’s Rep) – Whitehurst Hall had moisture and mold problems for years, as well as an insufficient fire protection system. Worked with in-house mechanical engineer to develop scope of work to include electrical support for HVAC system upgrade. Square footage: 110,000 (6 floors) sf.		
d.	HVAC and Electrical Upgrades for ODU NAVY ROTC Center Norfolk, VA	2020	2021-23
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Electrical Engineer/Project Manager (Owner’s Rep) – Navy ROTC center is dated. Existing chiller and main distribution panel were proving to be insufficient. Project included chiller replacement, main distribution panel replacement and construction of communications closet. Square footage: 5200 sf.		
e.	GIS Computer Lab at Old Dominion University	2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Lead Electrical Engineer/Project Manager – convert old classroom space into new computer lab for GIS Department, including power and lighting upgrades. Provided new 100A 3-phase 208V panel to feed the lab as well as new circuits and new LED lighting. Square footage: 1000 sf.		



RELEVANT EXPERIENCE

Project Engineer, Town Center Development of Regional Impact (DRI) Traffic Operations & Internal Network Evaluations, Palm Coast, FL: Ms. Dearing was responsible for evaluating traffic operations along the internal roadway network (segments and intersections) under full build-out of the DRI under 2040 future conditions. Her tasks included developing a subarea model to the level of detail required to model the internal roadway network, editing the Socio-economic data for existing area and future development zones, and determining resulting model internal capture between project zones. Roadway segments were evaluated under daily and peak hour conditions based on trip assignments and traffic patterns from the model. Peak hour conditions were evaluated using Synchro analysis software.

Project Engineer, Farmton First Increment (Eastern Gateway) Traffic Operations & Internal Network Evaluations, Edgewater, FL: Ms. Dearing was responsible for evaluating existing roadway and intersection operations along SR 442/Indian River Boulevard. She developed trip generation calculations based on trip rates outlined in the Institute of Transportation Engineers (ITE) Trip Generation Manual and used the Central Florida Regional Planning Model (CFRPM) to determine project trip distribution for multiple phases of development (build-out years 2025 & 2030). Background growth rates used in the analysis were determined by comparing historical growth trends from historical AADT data and model growth projections for each phase of the analysis. Highway Capacity Software (HCS) was used to determine level-of-service and operating conditions at the study area intersections. Ms. Dearing was also in charge of identifying future improvements and mitigation strategies required due to background and project traffic.

Project Engineer, The Gardens Traffic Impact Analysis & Proportionate Share Contributions, Flagler County, FL: Ms. Dearing was responsible for developing the traffic analysis methodology, site access requirements and traffic assessment to obtain transportation concurrency in Flagler County. The assessment included existing, background, and build-out conditions analyses for a.m. and p.m. peak hours. Ms. Dearing also provided recommended improvements including signal timing adjustments and approach geometry improvements to accommodate future background and project traffic. Cost estimates and proportionate share calculations for the project were also included in the required tasks for project completion.

Volusia County Americans with Disabilities Act (ADA) Transition Plan, Volusia County, FL: Ms. Dearing was responsible for compiling and organizing all data for each segment, and each adjacent sidewalk from a GIS database provided by the County. She completed extensive research including review of the most current statues, and design standards for pedestrian facilities. Following determination of the study area, Ms. Dearing evaluated current conditions to assess existing ADA barriers (sidewalk gaps, incorrect slope, path obstructions, etc.). The initial review was conducted through Google Earth images, and then followed by field visits where necessary. Necessary improvements were identified for compliancy and prioritized based on criteria agreed upon by the County. Ms. Dearing assisted in the generation of the cost estimate for improvements, including a quantities list and construction recommendations. As the final deliverable, Ms. Dearing completed the ADA Transition Plan report complete with forms necessary to achieve compliance (Grievance Form, Improvement Request Form, and Inspection Form).

OVERVIEW

Ms. Kady Dearing, PE demonstrates a thorough knowledge of the principles and practices of transportation engineering and planning as applied to operations, geometrics, research and safety. Ms. Dearing's technical background includes Traffic Impact Studies, traffic signal warrant studies, intersection analyses, corridor studies, bicycle and pedestrian feasibility studies, and Americans with Disabilities Act (ADA) transition planning. Her software experience includes practice in Highway Capacity Software, Synrcho 10, Microstation, Trends Analysis, Atlas, and the Central Florida Regional Planning Model (CFRPM) in CUBE. Ms. Dearing's design experience includes preparation of conceptual corridors and roadway design and improvements using Microstation and FDOT plans preparation procedures.

EDUCATION

University of North Florida
B.S. Civil Engineering (2011)

REGISTRATIONS

Registered Professional Engineer,
Florida P.E. No. 84234

YEARS EXPERIENCE

10

YEARS WITH LTG

10

Professional Licenses

Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BALL, ROBERT JOSEPH
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ORMOND BEACH FL 32174

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EXPIRATION DATE: FEBRUARY 28, 2025
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Melanie S. Griffin, Secretary

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HAMILTON, SAMUEL C. JR.
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SUITE C
ORMOND BEACH FL 32174

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Melanie S. Griffin, Secretary

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HUDAK, RANDY MICHAEL
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Melanie S. Griffin, Secretary

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DILLARD, JOHN A JR
607 JOHN ANDERSON DR.
ORMOND BEACH FL 321760000

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Melanie S. Griffin, Secretary

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RUSSELL, MELIA LATCH
300 INTERCHANGE BLVD, SUITE C
ORMOND BEACH FL 32174

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Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS
THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

KILIC, HALUK
300 INTERCHANGE BLVD, SUITE C
ORMOND BEACH FL 32174

LICENSE NUMBER: PE84244
EXPIRATION DATE: FEBRUARY 28, 2025
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Professional Licenses



STATE OF FLORIDA
BOARD OF PROFESSIONAL ENGINEERS
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DUGGAN, RYAN M.
 6737 CALISTOAGA CIRCLE
 PORT ORANGE FL 32128

LICENSE NUMBER: PE93396
 EXPIRATION DATE: FEBRUARY 28, 2025

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
 THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

STEHR, JAKE EDWIN
 751 LINDENWOOD CR EAST
 ORMOND BEACH FL 32174

LICENSE NUMBER: LA6667462
 EXPIRATION DATE: NOVEMBER 30, 2023

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Authorized Gopher Tortoise Agent
 FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
 Division of Habitat and Species Conservation
 Wildlife Diversity Conservation Section
 620 South Meridian Street, Mail Station 2A
 Tallahassee, Florida 32399-1600
 (850) 921-1031

Permittee Name: William Lites
 Permittee Address: Zev Cohen and Associates, Inc
 300 Interchange Blvd Suite C
 ORMOND BEACH, FLORIDA 32174
 UNITED STATES

Permit Number: GTA-12-00016H
 Effective Date: June 21, 2022
 Expiration Date: May 16, 2026

IS AUTHORIZED TO:

1. Conduct gopher tortoise surveys
2. Capture gopher tortoises using bucket traps
3. Capture gopher tortoises using live traps
4. Capture gopher tortoises using hand shovel excavation of gopher tortoise burrows
5. Mark, transport, and release captured gopher tortoises at recipient sites
6. Supervise backhoe excavation of gopher tortoise burrows to capture gopher tortoises
7. Burrow scope

Permittee Signature: *William Lites* Date: 6/21/2022
 Not valid unless signed. By signature, confirms that all information provided to issue the permit is accurate and complete, and indicates acceptance and understanding of the provisions and conditions listed below. Any false statements or misrepresentations when applying for this permit may result in felony charges and will result in revocation of this permit.

Authorized By: Eric Seckinger Authorized for: Eric Sutton, Executive Director

Authorizing Signature: *Eric Seckinger* Date: 06/21/2022
 Wildlife Diversity Conservation Section

Authorized Gopher Tortoise Agent
 FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION
 Division of Habitat and Species Conservation
 Wildlife Diversity Conservation Section
 620 South Meridian Street, Mail Station 2A
 Tallahassee, Florida 32399-1600
 (850) 921-1031

Permittee Name: Mallory Tatum
 Permittee Address: Zev Cohen and Associates, Inc.
 300 Interchange Blvd Suite C
 ORMOND BEACH, FLORIDA 32174
 UNITED STATES

Permit Number: GTA-20-00065C
 Effective Date: June 10, 2022
 Expiration Date: June 26, 2026

IS AUTHORIZED TO:

1. Conduct gopher tortoise surveys
2. Capture gopher tortoises using hand shovel excavation of gopher tortoise burrows
3. Mark, transport, and release captured gopher tortoises at recipient sites
4. Supervise backhoe excavation of gopher tortoise burrows to capture gopher tortoises
5. Burrow scope

Permittee Signature: *Mallory Tatum* Date: 6/21/22
 Not valid unless signed. By signature, confirms that all information provided to issue the permit is accurate and complete, and indicates acceptance and understanding of the provisions and conditions listed below. Any false statements or misrepresentations when applying for this permit may result in felony charges and will result in revocation of this permit.

Authorized By: Eric Seckinger Authorized for: Eric Sutton, Executive Director

Authorizing Signature: *Eric Seckinger* Date: 06/10/2022
 Wildlife Diversity Conservation Section



Florida Department of Agriculture and Consumer Services
 Division of Consumer Services
 Board of Professional Surveyors and Mappers
 2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: LS5257
 Expiration Date February 28, 2025

Professional Surveyor and Mapper License
 Under the provisions of Chapter 472, Florida Statutes

ALBERT D BRADSHAW
 280 BUSINESS PARK CIR STE 410
 SAINT AUGUSTINE, FL 32095-8836

Wilton Simpson
 WILTON SIMPSON
 COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

Professional Licenses

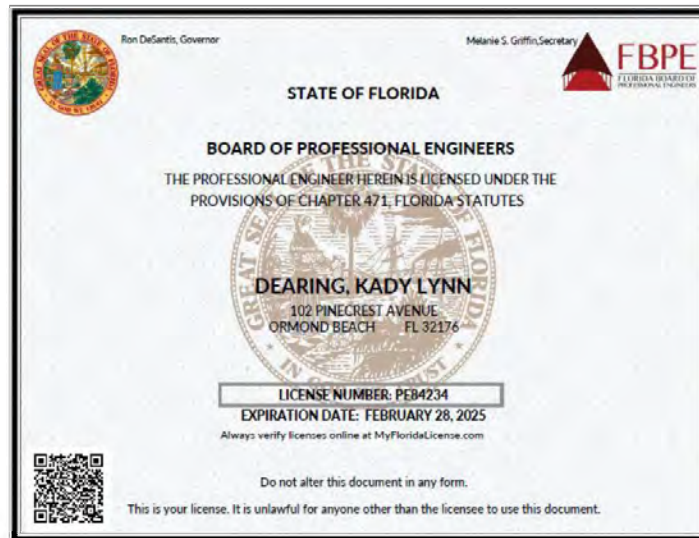
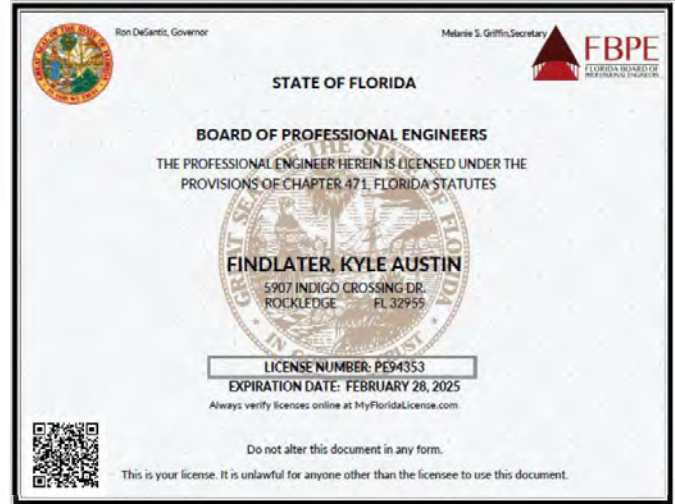


Licensee Information

Name:	POHL, BRIAN C (Primary Name)
Main Address:	145 CORAL CIRCLE SOUTH DAYTONA Florida 32119
County:	VOLUSIA

License Information

License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	60216
Status:	Current,Active
Licensure Date:	06/23/2003
Expires:	02/28/2025



Licensee

Name:	ZEV COHEN & ASSOCIATES, INC	License Number:	4516
Rank:	Registry	License Expiration Date:	
Primary Status:	Current	Original License Date:	09/29/1986

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
40318	Current, Active	DURANT, M DWIGHT	Registry	02/12/2005	Professional Engineer	02/28/2025

Firm Engineering Registry

**SECTION B -
FIRM'S RELATED EXPERIENCE**



RFQ #2023-02

**REQUEST FOR QUALIFICATION STATEMENTS FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

SECTION B

Related Experience

Beach Street Force Main, Daytona Beach, Florida	
<p>Owner Name and Address: City of Daytona Beach Ms. Shannon Ponitz, P.E. 125 Basin Avenue Daytona Beach, FL 32114 Phone Number: (386) 671-8825 Email: ponitzshannon@ci.daytona-beach.fl.us</p>	<p>Year Completed: 2021 Project Cost: \$85,000 (fee)</p>
<p>Project Description: : ZCA was contracted by the City of Daytona Beach to provide construction inspection for a 5,200 LF, 36” force main along Beach Street, extending from the intersection of Live Oak Street and Palmetto Avenue to the wastewater treatment plant along Freemont Court. Additional portions of ZCA’s scope include: All project management and coordination of sub-consultants, Engineer’s Opinion of Cost, assistance during the bidding process, construction administration services with two “Public Involvement” meetings, review of contractor’s pay application requests, review of shop drawings, responses to contractor’s requests for information, clarification or interpretation of the construction drawings, attendance of weekly construction meetings, and final certifications to the FDEP.</p>	



DeLand Airport Access Road, DeLand, Florida	
<p>Owner Name and Address: City of DeLand Mr. Ray Bahrami, P.E. 1102 South Garfield Avenue DeLand, FL 32720 Phone Number: (386) 626-7189 Email: bahramir@deland.org</p>	<p>Year Completed: Ongoing Project Cost: \$1,200,000</p>
<p>Project Description: ZCA provided civil engineering and environmental services for the Deland Airport Northwest Industrial Business Park Access Road. The existing active silviculture site is approximately 12 acres and provides approximately 3,400 linear feet of new roadway. The project included two (2), twelve (12)-foot wide, undivided travel lanes with six (6) foot shoulders and swales on both sides of the road and associated stormwater treatment areas. It is located off of S.R.11 and is an extension to the existing Edison Drive in Deland, Florida and provides an additional connection to the Deland Airport Business Park intended to promote growth and business to the Industrial Business Park. The environmental services included the review of the formal wetland determination, review of existing permitting, wetland mitigation, habitat characterization, and review of existing protected species.</p>	



Related Experience

Edgewater Public Works Facility, Edgewater, Florida	
Owner Name and Address: City of Edgewater Mr. Randy Coslow, P.E. 490 Mango Tree Drive Edgewater, FL 32132 Phone Number: (386) 424-2400 Email: rcoslow@cityofedgewater.org	Year Completed: Ongoing Project Cost: \$35,000,000
Project Description: ZCA collaborated with the City of Edgewater to layer infrastructure to create a Public Works facility that is designed to become a center for Low Impact Design education.	



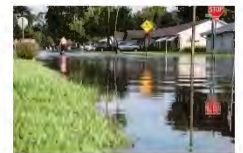
DeLand Fire Station, DeLand, Florida	
Owner Name and Address: City of DeLand Mr. Ray Bahrami, P.E. 1102 South Garfield Avenue DeLand, FL 32720 Phone Number: (386) 626-7189 Email: bahramir@deland.org	Year Completed: 2022 Project Cost: \$4,000,000
Project Description: ZCA is part of the Design Team hired by the City of DeLand to design and permit a new Fire Station approximately 600 feet west of their current Facility in downtown DeLand. The proposed facility consists of a +/- 16,000 square foot fire station, 3,000 square foot apparatus garage and separate parking areas for the public and fire station employees. ZCA and the Design Team worked closely with the City and Fire Departments to accommodate the uniqueness this type of project has. Accommodations for the public to access the building were required while making sure the facility remains secure. Special consideration had to be given to the layout of the building, access and parking areas in order to preserve existing specimen trees and ensure adequate turning movements for the large fire apparatuses. Civil site improvements consist of water, fire and sewer service connections to the building, three (3) new driveway connections to the adjacent roadways and two (2) new dry retention areas sized to accommodate the 100-year storm event as well as accommodate additional runoff from the upstream properties. ZCA and the City of DeLand used this opportunity to address drainage issues within the area by diverting an aging drainage system to the new retention areas.	



Ormond Beach Watermain Replacement Project, Ormond Beach, Florida	
<p>Owner Name and Address: City of Ormond Beach Ms. Joyce Shanahan 22 South Beach Street Ormond Beach, FL 32174 Phone Number: (386) 676-3201 Email: joyce.shanahan@ormondbeach.org</p>	<p>Year Completed: 2016 Project Cost: \$2,000,000</p>
<p>Project Description: This 2" water main replacement project consisted of +/- 23,000 LF of main replacement to upgrade the distribution system to current City standards. Due to the project being spread throughout the City, ZCA had to obtain nine (9) different Health Department Permits in order to handle various locations and system connection points. A strong focus was placed upon site restoration following installation to maintain the City's neighborhood friendly construction approach.</p>	



FEMA Grant Project for Tuscawilla, Esplanade & State Avenue Drainage Improvements, Holly Hill, Florida	
<p>Owner Name and Address: City of Holly Hill Mr. Antoine Khoury, P.E. 453 LPGA Boulevard Holly Hill, FL 32117 Phone Number: (386) 248-9448 Email: akhoury@hollyhillfl.org</p>	<p>Year Completed: 2020 Project Cost: \$700,000</p>
<p>Project Description: The City of Holly Hill contracted ZCA through our Continuing Services Contract to provide Civil Engineering services to design drainage improvements to several neighborhood roads in the City. These roads were identified as roadways which were subject to frequent flooding during larger stormwater events, particularly the 2009 tropical storm event. ZCA assisted the City by providing analysis, materials, and cost estimates with FEMA Grant applications. As the Prime Consultant, ZCA provided the Civil Engineering design as well as sub consulting services for surveying and geotechnical engineering services. ZCA's services included evaluating the area drainage basins for the roads and neighborhoods to understand existing conditions. ZCA design drainage improvements within the City ROWs. ZCA's Civil Engineering design included coordinating closely with area utility companies, adjacent properties and the City to provide a design that was efficient and minimized disruption to the neighborhood areas.</p>	

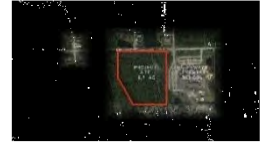


Related Experience

Ormond West Community Center Feasibility Study, Ormond Beach, Florida

Owner Name and Address: City of Ormond Beach
 Ms. Joyce Shanahan, City Manager
 22 South Beach Street
 Ormond Beach, FL 32174
Phone Number: (386) 676-3201
Email: joyce.shanahan@ormondbeach.org

Year Completed: 2017
Project Cost: \$68,000



Project Description: ZCA was selected by the City of Ormond Beach to develop a feasibility study of a 19± acre Volusia County School Board (VCSB) site adjacent to Pathways Elementary School to act as a joint use facility for the VCSB and a Community Center for West Ormond Beach. The ZCA project team toured the City's existing sports facilities to understand the current sports programs and recreational activities that are offered by the City at their various facilities. The project team interviewed City of Ormond Beach Fire Department, Police Department and IT Department personnel to review the functionality of the existing EOC and identify requirements for a new EOC. ZCA analyzed population demographics, market data, sport participation rates and drive times to establish a study area profile and estimate potential demand. ZCA conducted two community involvement meetings to discuss and receive input on the public's level of support and need for a new Community Recreation Center. Based on the information gathered in the proceeding steps, the ZCA project team created a development plan for the new community recreation center.

Rima Ridge Roadway Rehabilitation

Owner Name and Address: Flagler County
 Ms. Amy Stroger
 1769 East Moody Boulevard
 Bunnell, FL 32110
Phone Number: (386) 313-4047
Email: astroger@flaglercounty.org

Year Completed: 2022 (Design)
Project Cost: \$3,000,000



Project Description: ZCA was contracted by Flagler County to design roadway improvements for 2.78 miles of road in the Rima Ridge subdivision area. The project included the evaluation of existing pavement conditions, the drainage system and residential driveway connections in this rural subdivision area. The FDOT funded LAP project was designed to bring the roadway to Greenbook standards. Upon the evaluation, ZCA developed a preliminary design and a cost estimate to insure the project was within the County's project budget. The design included pavement reclamation for most of the project and several cul-de-sacs with grading and drainage improvements.

Related Experience

Vadner Park, Ormond Beach, Florida

Owner Name and Address: City of Ormond Beach
Mr. Michael Demchak
22 South Beach Street
Ormond Beach, Florida 32174
Phone Number: (386) 676-3250
Email: michael.demchak@ormondbeach.org

Year Completed: 2022
Project Cost: \$169,000



Project Description: Through a public-private partnership between the Garden Club of the Halifax Country and the City of Ormond Beach, Vadner Park was transformed into the City's first all-native plant park. The park project garnered a Founders Fund award from the Garden Club of America. ZCA partnered with the City of Ormond Beach to provide landscape architectural design as well as irrigation and hardscape design.

John Anderson Drive Sidewalk Project, Ormond Beach, Florida

Owner Name and Address: City of Ormond Beach
Ms. Joyce Shanahan, City Manager
22 South Beach Street
Ormond Beach, FL 32174
Phone Number: (386) 676-3201
Email: joyce.shanahan@ormondbeach.org

Year Completed: 2014
Project Cost: \$2,000,000



Project Description: The City of Ormond Beach retained ZCA to provide and incorporate a Public Involvement Process for the design and construction phases of the project. This task included a Public Input Process to further assess the public's needs and desire for sidewalks along the east side of John Anderson Drive. ZCA conducted a Public Identification Process which included a sidewalk survey. ZCA also advertised a community meeting and met one-on-one with residents and citizens regarding the status of the project, the Public Input Process and understanding the issues. ZCA also conducted individual interviews at citizen's request for those with special concerns. Finally, ZCA conducted a public works advisory meeting, produced results of the sidewalk survey, created illustrations and maps and provided a summary of results for presentation to City Commission. This allowed the City Commission to make an informed decision regarding future design of the roadway.

Related Experience

City of Port Orange CEI Services, Port Orange, Florida

Owner Name and Address: City of Port Orange
 Ms. Margaret Tomlinson
 1000 City Center Circle
 Port Orange, FL 32129
Phone Number: (386) 506-5661
Email: mtomlinson@port-orange.org

Year Completed: Ongoing
Project Cost: \$142,000



Project Description: ZCA provided site and subdivision construction inspection services which include paving, grading, drainage, landscaping and utilities for City-wide projects under development by private developers. ZCA also provided miscellaneous civil/site inspections and general building observation during construction of the Port Orange Recreation Center renovation

Flagler County High School Parking Lot, Flagler County, Florida

Owner Name and Address: Flagler County School Board
 Mr. Travis Mellow
 245 Education Way
 Bunnell, FL 32110
Phone Number: (386) 586-5192
Email: mellowt@flaglerschools.com

Year Completed: 2022 (Design)
Project Cost: \$2,000,000



Project Description: ZCA was awarded the re-design of the Flagler County High School Parking lot by the School Board as part of a RFQ selection process. The existing 343 space parking lot is located on the south side of the High School campus and serves both, the High School and the Flagler Auditorium which performs shows in the evenings and on weekends for the public. The existing pavement has deteriorated over time, is prone to frequent flooding, and has some unconventional circulation patterns. Additionally, the School Board wanted to upgrade the existing parking lot lighting to current LED standards. As the Team Leader, ZCA contracted subconsultants Universal, CDE, and LTG to provide Geotechnical, Electrical and Traffic accordingly. ZCA evaluated the pavement, drainage system and circulation pattern and provided a preliminary design to the School Board. ZCA developed a cost estimate which fell within the School Board's \$2,000,000 project budget.

Related Experience

Edgewater Trail, 10th Street to Dale Avenue, Edgewater, Florida	
<p>Owner Name and Address: City of Edgewater Mr. Randy Coslow, P.E. 490 Mango Tree Drive Edgewater, FL 32132 Phone Number: (386) 424-2400 Email: rcoslow@cityofedgewater.org</p>	<p>Year Completed: 2017 Project Cost: \$950,000</p>
<p>Project Description: ZCA was contracted for civil and environmental services for the Edgewater Trail. ZCA provided civil engineering design and environmental services in accordance with the continuing contract for Consulting Services to the City of Edgewater to extend the East Central Regional Rail Trail (ECRRT). ZCA designed a 6,600 linear feet extension of the ECRRT from Dale Avenue to 10th Street Trail segment through our continuing services contract with the City of Edgewater. ZCA prepared final construction plans for civil site improvements, including paving, grading and drainage. The project included two wetland boardwalk crossings. ZCA provided environmental services as well. ZCA delineated wetlands pursuant to State and Federal delineation methods and conducted site inspections with the St. Johns River Water Management District and the US Army Corps of Engineers. ZCA's environmental staff also received concurrence from the US Fish and Wildlife Service (FWS) for the endangered Florida scrub-jay. A Specimen and Historic Tree Census was conducted by ZCA. ZCA's Florida Fish and Wildlife Conservation Commission (FWC) Authorized Gopher Tortoise Agents conducted 100% surveys for gopher tortoises, obtained a gopher tortoise relocation permit and coordinated with the construction team to relocate tortoises prior to land clearing and construction.</p>	



DeLand Police Evidence Building, DeLand, Florida	
<p>Owner Name and Address: City of DeLand Mr. Ray Bahrami, P.E. 1102 South Garfield Avenue DeLand, FL 32720 Phone Number: (386) 626-7189 Email: bahramir@deland.org</p>	<p>Year Completed: 2022 Project Cost: \$81,350 (Fee)</p>
<p>Project Description: ZCA is providing Civil Engineering and Landscape Architectural services for the City of DeLand's 4,500 SF Police Evidence Building located in a 1.1 acre secure facility. ZCA will provide design, permitting, bidding, and construction administration services for the City.</p>	



Firm Profile



Firm Background

Zev Cohen & Associates, Inc. (ZCA) was founded in Volusia County in 1977 and has been providing high-quality consulting services for over 46 years and will continue providing these services into the future. Incorporated in 1986, ZCA operates as a Type “S” Corporation. ZCA is a small business which maintains its office in Ormond Beach, Florida. All services provided by ZCA shall be done from our Ormond Beach office. ZCA’s principals include: M. Dwight DuRant, P.E., President, Samuel C. Hamilton, Jr., P.E., Senior Vice President and Robert J. Ball, P.E., Vice President. Mr. Zev Cohen, the firm founder, retired in 2012 and the current Principal team continues to provide the same core values as the firm’s founder. A simple no-nonsense approach in providing cost effective quality technical services while meeting our Client’s needs and expectations. We have a proven track record that is evidenced by the loyalty of our Clients and our longevity.

Firm Capabilities

ZCA is a full-service multi-disciplined consulting firm that offers the following services:

- Civil Engineering
- Landscape Architecture
- Utility Design
- Environmental/GIS Services
- Planning
- Transportation Planning
- Construction Administration and Inspection Services

ZCA Discipline	Number of Personnel
Civil Engineers	16
Planners/Landscape Architects	6
Environmental/GIS	5
Construction Administration/Inspection	3
Design Technicians	4
Administration	5
Total	39



**SECTION C –
FIRM’S APPROACH AND
METHODOLOGY**

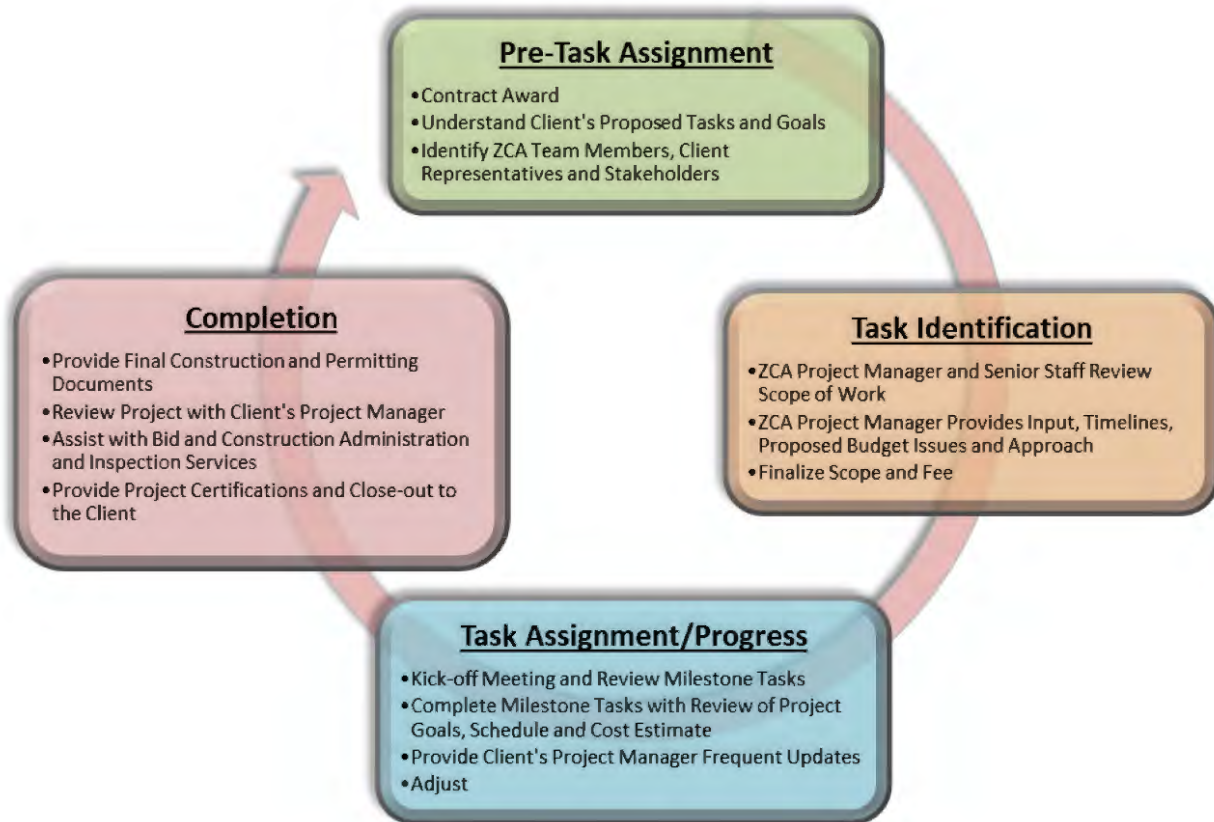


RFQ #2023-02

**REQUEST FOR QUALIFICATION STATEMENTS FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

SECTION C

Zev Cohen & Associates, Inc. (ZCA) has a tried-and-true overall project approach to every municipal project. **Over the 45 years of ZCA providing quality services to Clients in Flagler County**, we have developed a reliable approach to projects. This approach includes communication with the Client, team members, agencies and stakeholders. It also includes quality control for every project to provide assurance that the Client's design and budget requirements are met.



Municipal Continuing Services Experience

ZCA has been providing continuing services to municipal clients throughout our 45 years of practice. ZCA understands the nature of continuing service contracts including how to produce a quality design, within budget and while keeping on schedule. As a result of past performance and confirmed confidence from local cities and counties, ZCA has numerous continuing services contracts and has a clear understanding of municipalities' budget constraints and the need to make those dollars be as effective as possible. Additionally, ZCA's office is 18 miles and a 20-minute drive to Bunnell. This allows ZCA easy and quick access to the City of Bunnell's offices as well as any Project Sites within the City. ZCA currently has over 20 Continuing Consultant Contracts so we feel we understand how to manage and design these types of projects.

Below is a list of ZCA's current Continuing Service Contracts:

Client	Contract
City of Bunnell	Continuing Planning Services
Flagler County	Civil Engineering Services
City of Flagler Beach	Continuing Architect, Engineer, Surveyor and Mapping Services
Flagler County School Board	Professional Civil Engineering
Volusia County	Professional Site/Civil & Transportation Engineering Services
City of Daytona Beach	Utility Continuing Professional Engineering Services Citywide Stormwater System
City of Holly Hill	Professional Design/CEI Services for Roadway, Stormwater and Utilities Projects
City of Ormond Beach	Environmental, General Civil Engineering, Municipal Utility, Parks & Recreation, Planning & Design Services
City of Port Orange	Master Contract for Professional Engineering Services for Public Works, Utilities and Environmental Services
City of Daytona Beach Shores	Continuing Engineering Services
City of South Daytona	Master Agreement for Continuing Professional Engineering Services
City of Edgewater	Continuing Professional Engineering Services
City of Fernandina Beach	Continuing Civil Engineering Services

Team Leadership

ZCA retains the role of Lead Consultant in approximately 70% of our projects. ZCA's Project Managers have a clear understanding of how to manage sub-consultants and coordinate with contractors for projects. Examples of recent key projects where ZCA was the Lead Consultant responsible for managing sub-consultants include Andy Romano Beach Front Park, Flagler County High School, and Ormond Beach West Community Center. These projects demonstrate ZCA's ability to act as Design Team Leader. ZCA was responsible for managing surveying, geotechnical, structural, traffic, architectural and MEP services for these projects.

ZCA has teamed with Sub-consultants who have worked with ZCA for numerous years as shown below.

- Universal Engineering Sciences, LLC – 40 Years
- LTG Engineering and Planning – 30 Years
- Bradshaw-Niles & Associates, Inc. – 20 Years
- Cape Design Engineering Co. – 15 Years

Permitting Agency Relationship

ZCA knows it's important to maintain relationships with our Clients and the organizations who employ us. We also understand it is just as important to have **strong relationships with the various permitting agencies.** This includes local, state and federal agencies. ZCA works hard to maintain our long-time existing relationships and reputation. **These agency relationships are grounded on a mutual respect and professional conduct which allows us to work through issues during the permitting process.**

Innovative Approach

The ZCA Team understands that as an extension of the City's Staff, efficiency is the key; there will always be a demand to accomplish tasks quicker, more cost effective and better. The scope of the projects to be assigned under the continuing services contract is wide-ranging and involves a variety of technologies. There are certain practices that the ZCA Team implements that will provide an innovative approach and contract management via utilization of new or different technologies. The following summarizes some of the innovative approaches that the ZCA Team uses:

- **Measure twice, cut once:** The QA/QC process helps refine this concept, but it goes beyond a review of the plans or documents. We feel it's better to do a quality review initially than have to redo the design or construction. Since ZCA is within 20 minutes from the City of Bunnell, we are able to be on a City of Bunnell project site within 15 to 20 minutes. Sometimes follow-up site visits are helpful and, with ZCA's proximity within 20 minutes from the City of Bunnell, this is no problem. This means that we can have a real-world understanding of the project site and the surroundings so that mistakes are not made at the beginning and along the way during the design.
- **Make sure that maintenance will not cost more than the original improvement:** Any improvement or repair to a particular type of infrastructure that involves new or different technology must be verified as to the requirements for future maintenance.
- **Use readily available data whenever possible:** The current availability of site-specific data from various sources (SJRWMD, Volusia County GIS, etc.) allows for quick and convenient access to valuable data needed for preliminary planning and design. This reduces human resources and the need for detailed field surveys or studies.
- **Focus on Task:** We are aware that scope-creep can be disastrous to a project's budget. Once the scope and the end deliverable are set, ZCA will expeditiously complete the tasks needed to complete the project avoiding potential cost over-runs.
- **Use other people's money:** The competition for grants and other funding sources is fierce and being able to leverage local funds with state and federal funds will provide a benefit to the local government. As an example, ZCA has been able to use FEMA funding for projects with our Continuing Service Clients for stormwater improvements.
- **Avoid tunnel vision:** An improvement or repair to a particular City facility may open an opportunity to improve other infrastructure and facilities at a reduced cost. Road projects exemplify this technique. When a road is being repaired, it may be an opportunity to improve stormwater, utilities, sidewalks or other infrastructure within the right-of-way so that mobilization and contracting costs are reduced.
- **Don't buy a Cadillac when a Chevy will do:** This is a simple philosophy that ZCA has embraced. The critical element is developing plans that provide for a long-term solution without breaking the bank. **ZCA has the knowledge and experience to know what material or construction method will get the job done satisfactorily meeting client requirements, quickly and within budget.**



Quality Control Procedure

ZCA’s Standard Operating Procedure standardizes the methodologies for all levels of site assessments from collecting field data to final document preparation. This ensures that all ZCA products and assessments are supported by repeatable methods and backups of raw data to ensure accurate and consistent results from all employees. From the initial kick-off through project completion, all parties are kept fully informed of the progress of the project including all stages of completion, scheduled meetings, approaching milestones, ongoing project issues, pertinent permitting issues, construction bidding and administration and project close-out. Samuel C. Hamilton, Jr., P.E., has been designated as Quality Control Manager for this project. **All plans, documents, maps, permit applications, bid materials and close-out documents are thoroughly reviewed by our Quality Control Managers prior to release of final documents.** In addition, any documentation provided to outside agencies on behalf of the Client are provided to the appropriate Client staff for their review and approval.

Staff Training

In addition, ZCA Staff regularly attend specific engineering training courses, hold pertinent certifications, and are members of scientific professional associations and societies.



Project Cost Control

Upon beginning a project, ZCA will interview the Client and research any Construction budget information. ZCA maintains an updated Site Cost Estimate Database which is reviewed monthly from bids received by local contractors. This allows ZCA to create accurate cost estimates for construction projects. ZCA has been involved in many creative design projects which has saved our Clients large sums of potential construction costs. ZCA constantly works with the Client to obtain their project design goals and provide creative ideas to reach those goals. ZCA also understands that considerations of maintenance and on-going costs (after the project is constructed) should be considered during the design process as well.

Grant Assistance

ZCA has been involved on many projects which received partial funding from various grants. ZCA has assisted Clients in obtaining grants for recent projects such as the St. John's County Pier Park Grant, FEMA Grant for Holly Hill Drainage Improvements, Pictona, YMCA Grant, City of Fernandina Beach Marina Welcome Center, and the Ormond Cassen Park Grant.



Flagler County/Bunnell Area Experience

The following are some of our previous Flagler County/Bunnell area projects:

- | | |
|---|---------------------------|
| Flagler County Library | Flagler County Courthouse |
| Daytona State College Building 3, Palm Coast | Malacompra Trail |
| Matanzas Woods Sidewalk | County Road 205 |
| Commerce Parkway | Bing's Landing |
| Flagler County Sheriff's Office | Bunnell Planning Support |
| Rima Ridge Pavement Rehabilitation | Airport Road |
| Daytona State College Master Plan – Palm Coast Campus | |

**SECTION D –
EFFECTS OF THE FIRM’S CURRENT
AND PROJECTED WORKLOAD**



RFQ #2023-02

**REQUEST FOR QUALIFICATION STATEMENTS FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

SECTION D

Key Personnel Experience & Capacity



Key Members and Project Roles (All Full-Time)	Total Years of Experience	Years with ZCA	Capacity Available
--	---------------------------	----------------	--------------------

Robert J. Ball, P.E. Principal-in-Charge	25	25	15%
Samuel C. Hamilton, Jr., P.E. Quality Assurance/Quality Control	40	23	15%
Haluk Kilic, P.E. Public Utilities Project Manager	18	16	20%
Melia Russell, P.E. Public Utilities Engineer	21	20	20%
Randy M. Hudak, P.E. Public Works Project Manager	22	22	15%
Ryan Duggan, P.E. Public Works Engineer	9	9	15%
William D. Lites Environmental Services Project Manager	34	9	25%
Mallory B. Tatum Environmental Scientist	9	4	25%
Jake Stehr, PLA Landscape Architect	9	9	10%
John A. Dillard, Jr., P.E. Grant Assistance Specialist	40	4	20%
Jason Salatto Construction Engineering Inspector	9	1	30%
Todd Bush Construction Engineering Inspector	38	4	30%

**ADDITIONAL IN HOUSE
PROFESSIONALS:**

- *8 Engineers (2 Professional Engineers)*
- *3 Planners*
- *2 Landscape Designers*
- *3 GIS Specialists*
- *4 CAD Designers*
- *1 Permit Coordinator*
- *1 Inspector (CEI Services)*

Current Project Listing



Current Projects	Client Name	Dollars Committed	Status of Completion
Flagler County Library	Flagler County	\$118,640	60%
Flagler H.S. Parking Lot	Flagler County School Board	\$221,017	85%
Edgewater Public Works Facility	City of Edgewater	\$264,421	70%
Dune Walkover	City of Daytona Beach Shores	\$96,217	30%
Enterprise Elementary School	Volusia County School Board	\$6,700	50%
Gateway Signage	City of South Daytona	\$20,845	90%
UNF Residence Hall	Univ. of North Florida	\$43,000	20%
Brown Hall	Stetson University	\$24,000	25%
St. Augustine Beach Hotel	Embassy Suites	\$60,000	80%
FPL Sanford Remediation	Florida Power & Light	\$6,550	50%
Security Facility	Daytona State College	\$116,700	15%

RFQ #2023-02

**REQUEST FOR QUALIFICATION STATEMENTS FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

SECTION E

Firm Location



Zev Cohen & Associates, Inc. is located in Ormond Beach, FL. Our location is approximately 20 minutes away from Bunnell and allows us to serve the City staff very quickly and efficiently. Our Subconsultant partners are located in the following areas:

- Universal Engineering Sciences, LLC – South Daytona, FL (Geotechnical Engineering)
- Bradshaw-Niles & Associates, Inc. – St. Augustine, FL (Survey Services)
- Cape Design Co. – Melbourne, FL (Electrical & Structural Engineering)
- Lassiter Transportation Group, Inc. – Ormond Beach, FL (Transportation Engineering)

23-21325

CITY OF ORMOND BEACH
 P.O. Box 277
 Ormond Beach, FL 32175-0277
 386-676-3233 or btonline@ormondbeach.org

Fee: \$52.50
 Valid 7/20/22 - 9/30/23

Classification	Comments/Restrictions	Location / Phone
BUSINESS/PROF. SERVICE	ENGINEER-NEEDS ST LICENSE	300 INTERCHANGE BLVD
		(386) 677-2482

ZEV COHEN & ASSOCIATES, INC
 300 INTERCHANGE BLVD
 ORMOND BEACH FL 32176-6524

BUSINESS TAX RECEIPT

Subject to Code of Ordinances Chapter 12 - This receipt must be posted conspicuously in your place of business. Penalty for failure to do so

**SECTION F –
COMPLETENESS OF RESPONSE**



RFQ #2023-02

**REQUEST FOR QUALIFICATION STATEMENTS FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

SECTION F

We at Zev Cohen & Associates, Inc. have thoroughly reviewed the scope and requirements for this Request for Qualifications and believe we are strongly qualified to provide the City of Bunnell with the Infrastructure Engineering Services it desires. We have a long-standing history of successfully providing Engineering Services under Continuing Contracts with many municipalities. We are excited to provide these same services to the City of Bunnell.

**SECTION G –
REFERENCES FOR FIRM AND ALL
SUBCONSULTANTS**



RFQ #2023-02

**REQUEST FOR QUALIFICATION STATEMENTS FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

SECTION G

REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Ormond Beach
Address: 22 S. Beach Street Ormond Beach, FL 32174
Point of Contact: Shawn Finley, P.E., Public Works Director
Phone #: (386)676-3292 Email address: shawn.finley@ormondbeach.org
Service(s) Provided: Continuing Engineering Services
Dates of Service: 2010-current
2. Name of Company: City of Port Orange
Address: 1000 City Center Circle Port Orange, FL 32129
Point of Contact: Wayne Clark, City Manager
Phone #: (386)506-5501 Email address: wclark@port-orange.org
Service(s) Provided: Continuing Engineering Services
Dates of Service: 2010-current
3. Name of Company: City of Holly Hill
Address: 453 LPGA Blvd. Holly Hill, FL 32117
Point of Contact: Antoine Khoury, P.E., Public Works Director
Phone #: (386)248-9493 Email address: akhoury@hollyhillfl.org
Service(s) Provided: Continuing Engineering Services
Dates of Service: 2010-current
4. Name of Company: Volusia County
Address: 123 W. Indiana Ave. 4th Floor Rm. 402 DeLand, FL 32720
Point of Contact: Tadd Kasbeer, P.E., County Engineer
Phone #: (386)736-5967 Email address: tkasbeer@volusia.org
Service(s) Provided: Continuing Engineering Services
Dates of Service: 2013-current

RFQ #2023-02

**REQUEST FOR QUALIFICATION STATEMENTS FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

APPENDIX A

PROPOSER CHECK LIST

I M P O R T A N T: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer's Qualification Form is included.
- Any addenda have been signed and included.
- The **mailing envelope must be sealed and marked** with RFQ Number "**RFQ #2023-02**" and RFQ Title "**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**".
- The mailing envelope has been addressed to:

City of Bunnell
City Clerk Office
P.O. Box 756
Bunnell, FL 32110

- The Response will be mailed or delivered in time to be received no later than the specified due date **May 16, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

Zev Cohen & Associates, Inc.
Company

Authorized Signature

Robert J. Ball, VP
Printed Name & Title

bball@zevcohen.com
Email

300 Interchange Blvd. Ste. C
Address

Ormond Beach, FL 32174
City, State, Zip Code

(386) 677-2482
Telephone No.

(386) 677-2505
Fax No.



APPLICATION FORM

**PROFESSIONAL
INFRASTRUCTURE
ENGINEERING SERVICES**

RFQ-2023-02
ISSUED BY: MARY ANNE ATWOOD
PROJECT MANAGER
PHONE NO: (386) 986-6702
EMAIL: MATWOOD@BUNNELLCITY.US

**SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
CLOSING DATE: May 16, 2023
CLOSING TIME: 02:00 P.M.**

**SUBMIT TO:
BUNNELL CITY CLERK'S
OFFICE 604 E MOODY
BLVD., SUITE 6
PO BOX 756
BUNNELL, FL 32110**

PROJECT TITLE & DESCRIPTION:

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

**THIS APPLICATION FORM MUST BE SIGNED TO BE
CONSIDERED FOR**

COMPANY NAME: Zev Cohen & Associates, Inc.

DATE: May 23, 2023

MAILING ADDRESS: 300 Interchange Blvd. Ste. C

PHONE: (386)677-2482

FAX: (386)677-2505

CITY: Ormond Beach

STATE: FL

ZIP: 32174

TITLE OF AUTHORIZED REPRESENTATIVE: Vice President

E-MAIL: bball@zevcohen.com

WEB URL: www.zevcohen.com

AUTHORIZED SIGNATURE:

PRINTED NAME: Robert J. Ball, P.E.

ACKNOWLEDGEMENTS
RFQ #2023-02
“PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these **RFQ** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFQ** Document.

Dated this 23rd day of May, 2023

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

CORPORATION

By: _____ (Signature) Robert J. Ball, P.E. (Print name)

Address: Zev Cohen & Associates, Inc.

300 Interchange Blvd. Ste. C

Ormond Beach, FL 32174

Telephone: (386) 677-2482 Fax: (386) 677-2505

Taxpayer/Employer Identification Number (TIN/EIN): 59-2717554

State of Incorporation: Florida

Corporate President: M. Dwight DuRant, P.E.
(Print Name)

Corporate Secretary: Robert J. Ball, P.E.
(Print Name)

Corporate Treasurer: N/A
(Print

CORPORATE SEAL

Attest By (Secretary): Robert J. Ball, P.E.

May 23, 2023

Signature

Date

PROPOSER'S CERTIFICATION FORM

 x I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor's notes, specifications, and any other documents accompanying or made a part of this request for qualifications.

 x I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.

 x I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.

 x I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer's certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business Zev Cohen & Associates, Inc.

By: _____ 300 Interchange Blvd. Ste. C
Mailing address

Signature _____ Ormond Beach, FL 32174

Robert J. Ball, VP
Name & title, typed or printed state _____ City, State, Zip Code

State of Florida
County of Volusia _____
Telephone number (386) 677-2482

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 23rd day of May, 2023, by Robert J. Ball of ZCA, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced _____ as identification.

Signature of Notary Public - State of Florida
Jill A. Eckstein
Printed/Typed/Stamped Name of Notary
My Commission expires:

DECLARATION STATEMENT

City of Bunnell
P.O. Box 756
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

RE: RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 23rd day of May, 2023 in the City of Bunnell, in the State of Florida .

Zev Cohen & Associates, Inc.
Company

300 Interchange Blvd. Ste. C
Address

Authorized Signature

Ormond Beach, FL 32174
City, State, Zip Code

Robert J. Ball, VP
Printed Name & Title

(386)677-2482
Telephone No.

bball@zevcohen.com
Email

(386)677-2505
Fax No.

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

<u>% Completed</u>	<u>Project</u>	<u>Contract</u>	<u>Amount</u>
60% Complete	Flagler County Library	Eng./Design	\$ 118,640
85% Complete	Flagler H.S. Parking Lot	Eng./Design	\$ 221,017
70% Complete	Edgewater Public Works Facility	Eng./Design	\$ 264,421

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

- Daytona State College Welding Lab Improvements
- Holly Hill Ross Point Park Improvements
- Town of Ponce Inlet Continuing Engineering Services

OTHER INFORMATION ABOUT PROJECTS:

Has Proposer, at any time, failed to complete a contract?

- Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

- Yes No

Attach detailed explanation as required under Tab IV of Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ 2,800,000 Total Value for PAST completed and similar project

\$ _____ Total Value for PAST completed and similar project

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): Truist

Surety/Underwriter (if required): N/A

Other References: (Use additional sheets if necessary)

Olivari & Associates, Inc. (CPA)

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated: Florida. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: 36
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

Zev Cohen & Associates, Inc.
Company

300 Interchange Blvd. Ste. C
Address

Authorized Signature

Ormond Beach, FL 32174
City, State, Zip Code

Robert J. Ball, VP
Printed Name & Title

(386) 677-2482
Telephone No.

bball@zevcohen.com
Email

(386) 677-2505
Fax No.

REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Ormond Beach
Address: 22 S. Beach Street Ormond Beach, FL 32174
Point of Contact: Shawn Finley, P.E., Public Works Director
Phone #: (386)676-3292 Email address: shawn.finley@ormondbeach.org
Service(s) Provided: Continuing Engineering Services
Dates of Service: 2010-current
2. Name of Company: City of Port Orange
Address: 1000 City Center Circle Port Orange, FL 32129
Point of Contact: Wayne Clark, City Manager
Phone #: (386)506-5501 Email address: wclark@port-orange.org
Service(s) Provided: Continuing Engineering Services
Dates of Service: 2010-current
3. Name of Company: City of Holly Hill
Address: 453 LPGA Blvd. Holly Hill, FL 32117
Point of Contact: Antoine Khoury, P.E., Public Works Director
Phone #: (386)248-9493 Email address: akhoury@hollyhillfl.org
Service(s) Provided: Continuing Engineering Services
Dates of Service: 2010-current
4. Name of Company: Volusia County
Address: 123 W. Indiana Ave. 4th Floor Rm. 402 DeLand, FL 32720
Point of Contact: Tadd Kasbeer, P.E., County Engineer
Phone #: (386)736-5967 Email address: tkasbeer@volusia.org
Service(s) Provided: Continuing Engineering Services
Dates of Service: 2013-current

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: Zev Cohen & Associates, Inc.

Vendor FEIN: 59-2717554

Authorized Representative's Name: Robert J. Ball, P.E.

Authorized Representative's Title: Vice President

Address: 300 Interchange Blvd. Ste. C

City: Ormond Beach State: FL Zip: 32174

Phone Number: (386)677-2482

Fax Number: (386)677-2505

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: Robert J. Ball, P.E., who is authorized to sign on behalf of the above referenced company.

Authorized Signature: _____

Print Name & Title: Robert J. Ball, VP

Date: May 23, 2023

RFQ #2023-02
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
SUB-CONTRACTOR LISTING

Provide a name, and address of all sub-consultants that have the potential to work on this project

<u>Sub-Contractor:</u>	<u>Phone Number/E-Mail:</u>
Universal Engineering Sciences, LLC	Brian Pohl, P.E.
911 Beville Road Ste. C	(386)756-1105
South Daytona, FL 32119	bpohl@universalengineering.com
Bradshaw-Niles & Associates, Inc.	Dale Bradshaw, P.L.S.
280 Business Park Circle Ste. 410	(904)829-2591
St. Augustine, FL 32095	dbradshaw@bradshaw-niles.com
Lassiter Transportation Group, Inc.	Kady Dearing, P.E.
1450 W. Granada Blvd. Ste 2	(386)257-2571
Ormond Beach, FL 32174	kdearing@lassitertransportation.com
Cape Design Engineering, Co.	Rob Sullivan, P.E.
2725 Center Place	(321)799-2970
Melbourne, FL 32940	rsullivan@cdeco.com

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

=====

- 1. Worker's Compensation
 Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.

- 2. Commercial General Liability

Bodily Injury & Property Damage (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.

 \$ 1,000,000 single limit per occurrence

- 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Bunnell, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of the City of Bunnell.

- 4. Automobile Liability
 \$ 1,000,000 Each occurrence owned / on-owned / Hired Automobile Included

- 5. Other Insurance as indicated below:
 \$ 1,000,000 Per Occurrence Errors and Omissions or Professional Malpractice Coverage

- 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability. N/A

- 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions.

- 8. The City of Bunnell must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

INSURANCE REQUIREMENTS
(Continued)

9. The City of Bunnell shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Bunnell
Bunnell, FL

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

10. **Thirty (30) Days Cancellation Notice** required.

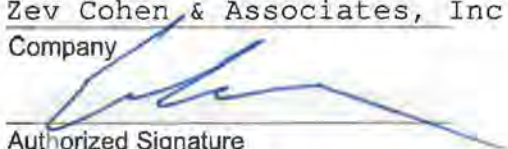
11. The Certificate must state the **RFQ #2023-02** and **PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

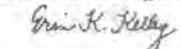
Zev Cohen & Associates, Inc.
Company


Authorized Signature

Robert J. Ball, VP
Printed Name & Title

bball@zevcohen.com
Email

JCJ Insurance Agency
Insurance Agency


Signature of Proposer's Agent

300 Interchange Blvd. Ste. C
Address

Ormond Beach, FL 32174
City, State, Zip Code

(386) 677-2482
Telephone No.

(386) 677-2505
Fax No.

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR: Zev Cohen & Associates, Inc.

Signature: _____

Printed Name: Robert J. Ball, P.E.

Title: Vice President

Date: May 23, 2023

STATE OF Florida
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of ^{23rd} May, 2023, by Robert J. Ball of ZCA, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Jill A. Eckstein

Printed/Typed/Stamped Name of Notary

My commission expires:

CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (*PRINTED NAME*) Robert J. Ball, P.E. AM THE (*TITLE*)
Vice President
AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM
OF (*FIRM NAME*) Zev Cohen & Assoc., Inc. WHOSE ADDRESS IS
300 Interchange Blvd. Ste. C Ormond Bch, FL 32174, AND THAT I POSSESS
THE LEGAL AUTHORITY TO MAKE THIS AFFIDAVIT ON BEHALF OF MYSELF AND
THE FIRM FOR WHICH I AM ACTING; AND,
2. EXCEPT AS LISTED BELOW, NO EMPLOYEE, OFFICER, OR AGENT OF THE FIRM
HAVE ANY CONFLICTS OF INTEREST, REAL OR APPARENT, DUE TO
OWNERSHIP, OTHER CLIENTS, CONTRACTS, OR INTERESTS ASSOCIATED
WITH THIS PROJECT; AND,
3. THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR
CONNECTION WITH ANY CORPORATION, FIRM, OR PERSON SUBMITTING A
PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND
WITHOUT COLLUSION OR FRAUD.

EXCEPTIONS (LIST) None

SIGNATURE: _____

PRINTED NAME: Robert J. Ball, P.E.

FIRM NAME: Zev Cohen & Associates, Inc.

DATE: May 23, 2023

STATE OF Florida

COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online
notarization, this ^{23rd} day of May, 2023, by Robert J. Ball of ZCA, a Florida corporation,
on behalf of the corporation, and he/she is personally known to me or has produced (type of
identification) as identification.

Signature of Notary Public - State of Florida

Jill A. Eckstein

Printed/Typed/Stamped Name of Notary

My commission expires:

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Zev Cohen & Associates, Inc (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

(Authorized Signature)

May 23, 2023
(Date)

Robert J. Ball, P.E.
(Print Name)

STATE OF Florida
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May^{23rd}, 2023, by Robert J. Ball of ZCA, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Jill A. Eckstein
Printed/Typed/Stamped Name of Notary
My commission expires:

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of Florida

County of Volusia

Robert J. Ball, P.E., being first duly sworn, deposes and says that:

I am the Vice President of Zev Cohen & Assoc., Inc. (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Zev Cohen & Associates Inc.
Company

300 Interchange Blvd. Ste. C
Address

Authorized Signature

Ormond Beach, FL 32174
City, State, Zip Code

Robert J. Ball, VP
Printed Name & Title

(386) 677-2482
Telephone No.

bball@zevcohen.com
Email

(386) 677-2505
Fax No.

STATE OF Florida
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 23rd day of May, 2023, by Robert J. Ball of ZCA, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Jill A. Eckstein
Printed/Typed/Stamped Name of
Notary My commission expires:

**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by: Robert J. Ball, P.E. [NAME] as the Vice President [TITLE] of Zev Cohen & Assoc., Inc. [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 59-2717554 .
2. I understand that a “public entity crime” as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

STATE OF Florida
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 23rd May, 2023, by Robert J. Ball of ZCA, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Jill A. Eckstein
Printed/Typed/Stamped Name of Notary
My commission expires:

COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM

Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: Zev Cohen & Associates, Inc.

Authorized representative (printed): Robert J. Ball, P.E.

Authorized representative (signature): _____

Date: May 23, 2023

Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

STATE OF Florida
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 3rd day of May, 2023, by Robert J. Ball of ZCA, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Jill A. Eckstein

Printed/Typed/Stamped Name of Notary

My commission expires:

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <div style="text-align: center; font-size: 1.2em;">Zev Cohen & Associates, Inc.</div>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation
<input checked="" type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> Trust/estate
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input type="checkbox"/> Other (see instructions) ▶ _____	
5 Address (number, street, and apt. or suite no.) See instructions. <div style="font-size: 1.2em;">300 Interchange Blvd. Ste. C</div>	Requester's name and address (optional) _____ _____
6 City, state, and ZIP code <div style="font-size: 1.2em;">Ormond Beach, FL 32174</div>	
7 List account number(s) here (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.

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

Social security number	
<div style="border: 1px solid black; padding: 2px;"> </div>	<div style="border: 1px solid black; padding: 2px;"> </div>
<div style="border: 1px solid black; padding: 2px;"> </div>	<div style="border: 1px solid black; padding: 2px;"> </div>
or	
Employer identification number	
<div style="border: 1px solid black; padding: 2px;"> 5 </div>	<div style="border: 1px solid black; padding: 2px;"> 9 </div>
<div style="border: 1px solid black; padding: 2px;"> 2 </div>	<div style="border: 1px solid black; padding: 2px;"> 7 </div>
<div style="border: 1px solid black; padding: 2px;"> 1 </div>	<div style="border: 1px solid black; padding: 2px;"> 7 </div>
<div style="border: 1px solid black; padding: 2px;"> 5 </div>	<div style="border: 1px solid black; padding: 2px;"> 5 </div>
<div style="border: 1px solid black; padding: 2px;"> 4 </div>	<div style="border: 1px solid black; padding: 2px;"> </div>

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ May 23, 2023

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

State of Florida

Department of State

I certify from the records of this office that ZEV COHEN & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on September 12, 1986.

The document number of this corporation is J32835.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 4, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Fourth day of January, 2023*




Secretary of State

Tracking Number: 5822318467CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/17/2022

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 have ADDITIONAL INSURED provisions or 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 JCJ Insurance Agency, LLC 2208 Hillcrest Street Orlando, FL 32803	CONTACT NAME: PHONE (A/C, No, Ext): (321) 445-1117	FAX (A/C, No): (321) 445-1076	
	E-MAIL ADDRESS: certs@jcj-insurance.com		
INSURED Zev Cohen & Associates Inc. 300 Interchange Blvd. Suite C Ormond Beach, FL 32174	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Travelers Prop & Cas of Amer		25674
	INSURER B : Phoenix Insurance Co.		25623
	INSURER C : Travelers Casualty & Surety Co		19038
	INSURER D : Beazley Insurance Company, Inc		37540
	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			6602P382574	11/21/2022	11/21/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA1R863945	11/21/2022	11/21/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP2P385607	11/21/2022	11/21/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below			UB7S340867	11/21/2022	11/21/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab			V296B0210301	11/21/2022	11/21/2023	Per Claim/Aggregate 2,000,000

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

CERTIFICATE HOLDER

CANCELLATION

For a Proposal	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 <i>Erin K. Kelley</i>



**REQUEST FOR QUALIFICATION STATEMENTS (RFQ) FOR
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
RFQ NO: 2023-02**

NOTICE IS HEREBY GIVEN THAT THE CITY OF BUNNELL IS ACCEPTING SEALED QUALIFICATION STATEMENTS FROM QUALIFIED PROFESSIONAL CONSULTING FIRMS TO PROVIDE ENGINEERING SERVICES FOR ALL OR SOME OF THE FOLLOWING INFRASTRUCTURE NEEDS: ON-CALL PUBLIC ROADWAYS, STORMWATER, WATER RESOURCES, WASTEWATER AND WATER UTILITIES WITHIN THE ENVIRONMENTAL AND SANITARY DISCIPLINES.

NOTICE SHALL BE POSTED IN THE DAYTONA NEWS JOURNAL. INTERESTED PARTIES MAY OBTAIN INSTRUCTION PACKETS ON THE WEBSITE WWW.DEMANDSTAR.COM, THE CITY'S WEBSITE AT WWW.BUNNELLCITY.US/BIDS OR VIA EMAIL FROM MATWOOD@BUNNELLCITY.US.

YOU ARE HEREBY INVITED TO SUBMIT A SEALED QUALIFICATION STATEMENT COMPLETE WITH ALL INFORMATION REQUESTED BY MAIL OR COURIER SERVICE TO THE OFFICE OF THE CITY CLERK OF THE CITY OF BUNNELL.

SUBMIT QUALIFICATION STATEMENTS TO: KRISTEN BATES – CITY CLERK

MAILING ADDRESS:

Bunnell City Clerk
P.O. Box 756
Bunnell, Florida 32110

WALK-IN DELIVERY ADDRESS:

Bunnell City Clerk
604 E Moody Blvd., Suite 6
Bunnell, Florida 32110

TIMETABLE:

Date of Distribution:	April 25, 2023
Last Date of Inquiries:	May 09, 2023 by 04:00 PM
Qualification Statements Due:	May 16, 2023 at 02:00 PM
*RFQ Opening:	May 16, 2023 at 02:30 PM

* RFQ Opening will be held at:
Versie Lee Mitchell Community Center
405 E Drain St, Bunnell, FL 32110

Proposers must indicate on the sealed envelope the following:

- A. Title of Proposal – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**
- B. Request for Qualification Number – RFQ 2023-02**
- C. Name of Proposer**
- D. RFQ Opening – Tuesday, May 16, 2023 at 02:30 PM**

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Request for Qualifications Statements (RFQ) for PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES RFQ# 2023-02

GENERAL CONDITIONS

CONTACT: All prospective Applicants are hereby instructed not to contact any member of the City of Bunnell City Commission, City Manager, or City Staff members other than the noted contact person regarding this RFQ at any time prior to the posting on the Web Site of the final evaluation and recommended ranking by City staff for this project. Any such contact shall be cause for rejection of your Proposal.

PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid or Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid or Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids or Proposals on leases of real property to a public entity, many not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

CODE ETHICS FOR PUBLIC OFFICERS AND EMPLOYEES: Pursuant to Florida Statutes, any Public Officer or Employee of the City of Bunnell will abide by all ethical requirements as outlined in Chapter 112, Part III.

DISCRIMINATION: Pursuant to Section 287.134(2)(a), Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a Bid or Proposal on a contract to provide any goods or services to a public entity, may not submit a Bid or Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids or Proposal on leases of real property to a public entity, many not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

PUBLIC RECORDS/NON-CONFIDENTIALITY OF BIDS AND/OR PROPOSALS: The City of Bunnell cannot and does not warrant the confidentiality of any information submitted in response to this solicitation. Florida law provides that municipal records shall, at all times, be open for personal inspection by any person, Section 119.01, F.S. Information and materials received by the City of Bunnell in connection with all Proposers' response shall be deemed public records subject to public inspection upon notice of an intended decision, or 30 days after Bid/Proposal opening, whichever occurs first. Section 119.071, F.S.

PUBLIC RECORDS COMPLIANCE. Proposer agrees that, to the extent that it may "act on behalf" of the City within the meaning of Section 119.0701(1)(a), Florida Statutes in providing its services for the City, it shall:

- (a) Keep and maintain public records required by the public agency to perform the service.
- (b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of

the contract term and following completion of the contract if the Proposer does not transfer the records to the public agency.

- (d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Proposer or keep and maintain public records required by the public agency to perform the service. If the Proposer transfers all public records to the public agency upon completion of the contract, the Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Proposer keeps and maintains public records upon completion of the contract, the Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.

PUBLIC RECORDS COMPLIANCE INDEMNIFICATION. Proposer agrees to indemnify and hold the City harmless against any and all claims, damage awards, and causes of action arising from the Proposer's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Proposer's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Proposer authorizes the public agency to seek declaratory, injunctive, or other appropriate relief against Proposer in Flagler County Circuit Court on an expedited basis to enforce the requirements of this section.

SUBMISSION OF PROPOSALS: All Proposals shall be submitted in a sealed envelope. The Request for Qualification Statements (RFQ) number, title, and opening date shall be clearly displayed on the outside of the sealed envelope. The delivery of said Proposal to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any Proposal received at the prescribed delivery point after the specified date and time will not be accepted. Proposals must be submitted on forms provided by the city. No other forms will be accepted. Telephone, Email, and Fax Proposals will not be considered. No Proposal may be modified after opening. No Proposal may be withdrawn after opening.

DELAYS: The City of Bunnell, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will post notification of any and all changes in scheduled due dates on-line at the City of Bunnell Website www.bunnellcity.us/bids and Demand Star www.demandstar.com.

ADDENDUM: Should revisions to the RFQ documents become necessary, the City will post addenda information on-line at the City of Bunnell website www.bunnellcity.us/bids and Demand Star www.demandstar.com. All Proposers should check the City of Bunnell website and Demand Star website to verify information regarding Addenda. It is the sole responsibility of the Proposer to ensure he/she obtains information related to Addenda.

EXECUTION OF RFQ: Proposal must contain a manual signature of authorized representative in the space(s) provided. Proposals must be typed or printed. The company name and Federal Employer Identification Number (F.E.I.N.) shall appear in the space(s) provided.

RFQ OPENING: Proposals shall be opened at the time, date, and place specified in the RFQ, and the name of the Proposer shall be read aloud publicly.

RFQ TABULATION: Any Proposer wishing to receive a copy of the RFQ tabulation is required to enclose

a stamped, self-addressed envelope with their Proposal.

CLARIFICATION/CORRECTION OF RFQ ENTRY: The City of Bunnell reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes. Any permitted correction shall be initialed by the Proposer.

INTERPRETATION: Any questions concerning conditions and specifications shall be directed in writing to Mary Anne Atwood, Project Manager at P.O. Box 756, Bunnell, FL 32110 or via email at matwood@bunnellcity.us. Those interpretations, which may affect the eventual outcome of this Proposal, will be furnished in writing to all prospective Proposers. No interpretation shall be considered binding unless provided in writing by the City of Bunnell.

MINORITY POLICIES: The City of Bunnell, Florida, encourages the full participation of Disadvantaged and Women Business Enterprises (D&WBE) in the provision of goods and services.

ADDITIONAL TERMS AND CONDITIONS: The City of Bunnell reserves the right to reject Proposals containing any additional terms or conditions not specifically requested in the original conditions and specifications.

TAXES: The City of Bunnell is exempt from Federal Excise Taxes and all sales taxes.

ASSIGNMENT: Any contract issued pursuant to an RFQ and the monies that may become due there under are not assignable except with the prior written approval of the City Manager or City Commission, whichever authorized the purchase order or contract.

LIABILITY: The Proposer shall hold and save the City of Bunnell, its officers, agents, and employees harmless against claims by third parties resulting from the Proposer's breach of contract or negligence, including all attorney's fees and costs, and shall pay any and all damages, fees, and costs assessed on behalf of the City. The City expressly reserves all rights, privileges and benefits of sovereign immunity.

LICENSES: Proposers, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of submittal of RFQ for the type of goods/services to be provided. Should the Proposer not be fully licensed and certified, his/her RFQ submittal shall be rejected. If applicable, any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, County, City, etc., are the responsibility of the Proposer.

Copies of the required licenses must be submitted with the proposal response indicating that the entity proposing, as well as the team assigned to the City account, are properly licensed to perform the activities or work included in the contract documents. The winning Proposer will be required to obtain a business tax receipt from the City of Bunnell.

AWARDS: The City reserves the right, in its sole discretion, as the best interest of the City may require, to make award(s) by individual item, group of items, all or none, or a combination thereof; on a geographical basis and/or with one or more Proposers. The City reserves the right to waive any irregularities, and to re-advertise as may be determined to be in the best interest of the City.

EQUAL EMPLOYMENT OPPORTUNITY: Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination based on race and color as well as national origin, sex, or religion.

ADDITIONAL TERMS AND CONDITIONS: Unless expressly accepted by the City, only the terms and

conditions in this document shall apply: No additional terms and conditions included with the RFQ response shall be considered. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to this RFQ if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these RFQ documents are the only conditions applicable to this RFQ and the Proposer's authorized signature on the Request for Qualification Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

GOVERNMENTAL RESTRICTIONS: In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this RFQ prior to their delivery, it shall be the responsibility of the Proposer to notify the Finance Director at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES: All Proposers submitting a response to this RFQ agree that such response also constitutes an RFQ to all governmental agencies within the State of Florida, under the same conditions, for the same contract price, and for the same effective period as this RFQ, should the Proposer feel it is in their best interest to do so. Each governmental agency desiring to accept this RFQ, and make an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases, and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this RFQ. This agreement in no way restricts or interferes with the right of any governmental agency to re-qualify any or all Proposers.

FUND AVAILABILITY: Any contract executed for the services set forth in this RFQ shall be subject to fund availability.

E-VERIFY COMPLIANCE. Proposer shall comply with Section 448.095, Fla. Stat., in that Proposer is registered with and uses the E-Verify system to verify the work authorization status of all newly hired employees, that in accordance with such statute, Proposer certifies that it shall require from each of its subProposers an affidavit stating that the subProposer does not employ, contract with, or subcontract with an unauthorized alien, and that Proposer is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.

COMPLIANCE/CONSISTENCY WITH SCRUTINIZED COMPANIES PROVISIONS OF FLORIDA STATUTES. Proposer shall comply with Section 287.135(2)(a), Florida Statutes, which prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Proposer shall not be listed on any of the following: (i) the Scrutinized Companies that Boycott Israel List, (ii) Scrutinized Companies with Activities in Sudan List, or (iii) the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Proposer shall not engage in a boycott of Israel or engaged in business operations in Cuba or Syria. Proposer understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject Proposer to civil penalties, attorney's fees, and/or costs. Proposer further understands that

any contract with City for goods or services of any amount may be terminated at the option of City if Proposer (i) is found to have submitted a false certification, (ii) has been placed on the Scrutinized Companies that Boycott Israel List, or (iii) is engaged in a boycott of Israel. And, in addition to the foregoing, if the amount of the contract is one million dollars (\$1,000,000) or more, the contract may be terminated at the option of City if the company is found to have submitted a false certification, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria.

LENGTH OF AGREEMENT: The agreement shall be effective for a three (3) year period immediately following the date of execution of the Agreement by the City. The City reserves the sole right to renew this agreement in writing for two (2) additional twelve (12) month periods prior to the expiration of each term.

CHANGES TO SCOPE OF WORK: Either party may propose changes to the scope or time schedule of the Work or Services under a Task Assignment which shall be submitted to the other party in writing for consideration of feasibility and the likely effect on the cost and schedule for performance of the Work or Services. The parties shall mutually agree upon any proposed changes, including resulting equitable adjustments to costs and schedules for the performance of the Services. The agreed changes shall be documented in one or more Amendments to the Task Assignment. If despite good faith negotiations the parties are unable to agree to the terms of an amendment to a task assignment, the parties shall follow the dispute resolution process provided in the Agreement.

TIME IS OF THE ESSENCE: Time is of the essence for each Task Assignment issued under this Agreement and all Projects performed in accordance herewith.

Selection Committee members, City Commissioners, and City personnel are not to be contacted prior to the public meeting at which the City Commission will decide to approve or reject the final recommendation presented to it by the Infrastructure Director. At the discretion of the City, failure to comply with this requirement will be grounds for disqualification.

Specifically, this NO-CONTACT PERIOD shall commence on the date of the advertisement of the RFQ and continue through and include the date the City Commission makes its determination to approve or reject the final recommendations.

For each purpose related to this Agreement and each Task Assignment, Consultant, Contractor(s), subcontractor(s), or sub consultants shall be independent contractors with respect to the City and nothing herein shall create any association, partnership, joint venture, or agency relationship between them. City and Consultant shall exhaust all methods to resolve issues, including but not limited to, the Dispute Resolution procedures in the Agreement before any action is taken to declare the City or Consultant in default of the Agreement.

City of Bunnell
Request for Qualification Statements (RFQ) for
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
RFQ# 2023-02

The City of Bunnell is soliciting statements of qualifications and letters of interest from firms to provide continuing professional engineering services.

Florida Statute 287.055, "Consultants Competitive Negotiation Act" will be followed to secure the required consulting engineering firm(s). For continuing contracts, firms shall provide professional services to the City **for projects in which construction costs do not exceed \$4,000,000 or for study activity when the fee for such professional services does not exceed \$500,000.**

The document package necessary for participating in this RFQ can be obtained on-line at www.bunnellcity.us/bids and www.demandstar.com, or by calling Onvia Demand Star Services at (800) 711-1712. If you have any difficulty obtaining the RFQ documents, the RFQ package can also be obtained by email from Mary Anne Atwood at the City of Bunnell at matwood@bunnellcity.us.

There will not be a pre-Proposal meeting.

All Responders shall submit one (1) **original** and five (5) **bound** copies of their documents on letter size paper in a sealed envelope or package along with an **ADA compliant electronic copy** in pdf format on USB of the full response. Proposals **must** include all items shown in Section IX. Proposal Submission, of the scope of services.

- The Proposal must be submitted no later than **TUESDAY, MAY 16, 2023, AT 02:00 PM LOCAL TIME** at the Clerk's Office, Physical Address: 604 E. Moody Blvd., Suite 6, Bunnell, FL 32110 or Mailing Address: PO Box 756 Bunnell, Florida 32110. Proposals shall be addressed to Ms. Kristen Bates, City Clerk.

Any Proposals not complying strictly with the requirements of this Request for Qualifications (RFQ) may be ruled to be nonresponsive and ineligible for consideration.

THE CITY RESERVES THE RIGHT to reject any or all Proposals or parts thereof or to accept the Proposal or parts thereof when considered in the best interest of the City. Any Proposal received after the time and date specified will not be considered.

GENERAL INSTRUCTIONS

1. **Purpose/Objective:** The City of Bunnell (herein after, "City") has issued this Request for Qualifications (hereinafter, "RFQ") with the sole purpose and intent of obtaining qualifications from interested and qualified individuals or firms offering to provide PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES. A proposer may be referred to herein as the "Proposer, Proposer or Respondent" either with capitalization or without.
2. **Background:** The City serves an area of 14.6 square miles with a population of approximately 3,197. The City's fiscal year begins on October 1st and ends on September 30th. The Finance Department maintains the funds and accounts of the City. The Finance Department is responsible for the custody and accounting of funds in each department.

More detailed information on the government and its finances can be found in City of Bunnell's Comprehensive Annual Financial Report for fiscal year 2021-2022 and in the City's Annual Budget for fiscal year 2022-2023. Copies of these documents may be viewed on www.bunnellcity.us. The City of Bunnell is exempt from any and all state, local and federal taxes.
3. **Inquiries:** Questions may arise as firms are preparing their Proposals. Please direct questions in writing, no later than May 09, 2023 by 04:00 PM to: Mary Anne Atwood, Project Manager. P.O. Box 756, Bunnell, FL 32110, email: matwood@bunnellcity.us.
4. **Letter of Intent:** Letter will summarize, in a brief concise manner, the Firm understands the scope of work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the City. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.
5. **Proposal:** To ensure that all Statements of Qualifications are fairly evaluated, scored, and ranked, it is very important that they are prepared according to the prescribed format in Section IX. **Failure to follow this requirement may result in the disqualification of your Statement of Qualifications.**
6. **Signature Requirements:** Proposals and any issued Addenda must be signed by a duly authorized officer(s) of the proposing firm. Consortiums, joint ventures, or teams submitting Proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one firm or legal entity which shall not be a subsidiary or affiliate with limited resources. Each Proposal shall indicate the entity responsible for execution on behalf of the Proposal team.
7. **Addenda and Supplements to the Request for Qualifications (RFQ):** In the event that it becomes necessary to revise any part of this RFQ, or if additional information is necessary to enable the proposing firm to make an adequate interpretation of the provisions of this RFQ, a supplement to the RFQ will be posted on the City of Bunnell website www.bunnellcity.us/bids and Demand Star www.demandstar.com.
8. **Rejection Rights:** The City of Bunnell reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFQ including, but not limited to, the deadlines for submission and submission requirements. The City further reserves the right to reject any or all submittals, to cancel or withdraw this RFQ at any time and to negotiate with any party prior to or after submittal of Proposals. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.
9. **Cost of Proposal Preparation:** No reimbursement will be made by the City of Bunnell for any costs incurred in the preparation of the Proposal or presentation.

10. Proposals to be in Effect: Each Proposal shall state that it is valid for a period of not less than 90 days from date of receipt.

CITY OF BUNNELL
Request for Qualification Statements (RFQ) for
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
RFQ# 2023-02

I. GENERAL PURPOSE AND INTRODUCTION

Notice is hereby given that the City of Bunnell is accepting sealed Qualification Statements to be received no later than May 16, 2023, at 02:00 PM Local Time for continuing Professional Engineering Services for all or some of the following Infrastructure needs: On-Call Public Roadways, Stormwater, Water Resources, Wastewater and Water Utility services within the Environmental and Sanitary Disciplines.

II. SCOPE OF WORK TO BE PERFORMED

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

Any project contracted for a feasibility, planning, or other study or a schematic or preliminary design shall not include the right to extend the Consultant's scope of services to include full design and construction period services. However, the Consultant will not be prohibited from participating in a separate RFQ process for such services.

Provide a knowledgeable working relationship with the Florida Department of Environmental Protection, St. Johns Water Management District, Flagler County Health Department, Florida Department of Transportation and other Florida regulatory agencies.

1. Preliminary Design, Evaluation, and Planning Services to include but not be limited to:

- Investigations, evaluations/analyses, and cost valuations;
- Inspections, explorations, surveys, testing or other services concerning the collection, analysis, evaluation and interpretation of data leading to specialized conclusions and recommendations;
- Feasibility studies on proposed projects, including studies of clients' needs, analyses of conditions or methods of operation, development of alternative concepts, economic analyses, environmental studies and site locations studies;
- Evaluation of interconnections with other water utilities, use of reclaimed water, water conservation measures/programs, and similar alternatives to reduce dependence upon fresh groundwater resources;
- Collecting utilities data such as provider, distribution size, availability and location;
- Development of preliminary design reports, including preliminary treatment processes, outline specifications, preliminary cost estimates, etc. and
- Schematics to design development for site layouts, ancillary buildings, and roadway/storm water design;
- Evaluation of the technical, environmental, and economic feasibility of regional and local water resources alternatives as may be identified;
- Perform reviews of reports, financial data, and similar work products for alternative projects prepared by others;

- Production and/or review of highway plans, related design studies, creative utilization of roadsides, and the accommodation of utilities and utility crossings;
 - Any other preliminary engineering related to the assigned tasks including public meeting support.
2. Detailed Design Services to Meet Applicable Regulatory Agencies Construction Permitting Requirements to include but not be limited to:
- Furnishing expertise, labor and resources in preparing complete construction permitting packages and applications, resolving detailed problems, selecting equipment and developing technical specifications;
 - Coordinating engineers, sub-consultants, and/or other design services groups;
 - Preparing detailed calculations, permittable design drawings, reports, and specifications;
 - Preparing or collaborating with others responsible for preparing estimates of the cost of the work;
 - Design of water distribution mains, sanitary sewer collection and transmission mains, and pumping stations;
 - Design of new water supply wells, treatment and storage facilities and/or improvements to existing facilities;
 - Design of reclaimed water storage, pumping, and distribution mains and associated improvements;
 - Planning, permitting, modeling and design of stormwater projects including masterplan modeling and updates, FEMA floodplain mapping, wetland evaluation and regulatory compliance evaluation, design of major stormwater improvements;
 - Providing prompt assistance and advice to the city to resolve design and/or permitting requirements, discrepancies, and/or clarifications;
 - Prepare complete regulatory permit applications, track submittal status, and respond to requests for additional information;
 - Attend meetings with regulatory agency staff and coordinate with City;
 - Present/provide public meeting support.
3. Final Design Services for preparation of construction plans, technical specifications, and related bid documents to include but not be limited to:
- Preparation of complete construction plans and technical specifications suitable for bidding purposes for assigned projects;
 - Assist in the assemblage of bid packages, contract documents, and coordination with City Purchasing and Public Works;
 - Participate in the bidding process, evaluation of bids, and recommendation of award;
 - Review and approve/disapprove shop drawings and other technical submittals from contractor;
 - Provide CEI services during construction and attend progress meetings;
 - Preparation of as-built plans and submission of certifications of construction to appropriate regulatory agencies;
 - Attendance of public meetings as may be requested.
4. Length of Contract: The agreement shall be effective for a three (3) year period immediately following the date of execution of the Agreement by the City. The City reserves the sole right to

renew this agreement in writing for two (2) additional twelve (12) month periods prior to the expiration of each term.

5. The Consultant agrees to utilize the E-Verify system in screening employees hired during the time of the contract. Except as otherwise provided in this Agreement, no charge for work or materials shall be allowed or approved by the City.
6. Changes to Scope of Work: Either party may propose changes to the scope or time schedule of the Work or Services under a Task Assignment which shall be submitted to the other party in writing for consideration of feasibility and the likely effect on the cost and schedule for performance of the Work or Services. The parties shall mutually agree upon any proposed changes, including resulting equitable adjustments to costs and schedules for the performance of the Services. The agreed changes shall be documented in one or more Amendments to the Task Assignment. If despite good faith negotiations the parties are unable to agree to the terms of an amendment to a task assignment, the parties shall follow the dispute resolution process provided under Section 17.

III. CALENDAR OF EVENTS

- | | |
|----------------------------|--------------------------|
| A. Date of Distribution: | April 25, 2023 |
| B. Last Date of Inquiries: | May 09, 2023 by 04:00 PM |
| C. RFQ's Due: | May 16, 2023 at 02:00 PM |
| D. *RFQ Opening: | May 16, 2023 at 02:30 PM |

* Pre-Bid meeting and RFQ Opening will be held at:
Versie Lee Mitchell Community Center
405 E Drain St; Bunnell, FL 32110

The above schedule may be changed solely at the City's discretion.

IV. PROPOSAL

Proposals shall comply with the **55-page** limit and applicable criteria set forth herein.

V. SELECTION PROCESS

The responses will be evaluated in accordance with Florida Statutes Section 287.055 known as the Consultants Competitive Negotiations Act. A designated City Staff Selection Committee will review and evaluate responses to this RFQ. Proposers may be invited to appear for interviews by the Selection Committee or be asked to further demonstrate their qualifications, although in the interest of expediting the process, this is not anticipated. The ranking of the Proposers shall be forwarded to the City Manager for approval and recommendation to the City Commission. Subsequent negotiations shall follow in accordance with the provisions of the Consultant's Competitive Negotiation Act for individual task orders.

VI. CONFLICT OF INTEREST

Any prospective Proposer must make an affirmative statement to the effect that, to its knowledge, the appointment will not result in a conflict of interest with respect to current or anticipated clients of Proposer. If a conflict is deemed to possibly exist, the prospective Proposer shall state the nature of

such conflict, and a Proposal to resolve the same prior to appointment as Proposer.

VII. EVALUATION CRITERIA

The CITY OF BUNNELL shall be the sole judge of its own best interests, the responses, and the resulting agreement. Award(s) will be made to the Responder(s) who presents the best value to the CITY OF BUNNELL based on the entire evaluation process and all the information gathered. Proposal packages will be reviewed and evaluated by a Selection Committee. **Financial criteria will be evaluated only by Committee Members in the Finance Department, not by all members of the Selection Committee.** Proposal packages will be reviewed and evaluated in accordance with the following criteria and weighting factors:

Point System: The Maximum total point value for written Statements of Qualifications is 280 points per selection committee member. Shortlisted Firms will be reevaluated based upon the maximum total points of 280 per selection committee member for presentation/interview or written questions in lieu of presentation/interviews. Points are non-cumulative between the written Statement of Qualifications phase and the interview phase. All written Statements of Qualifications and presentation/interviews will be evaluated on the following point scale.

A. ABILITY OF FIRM AND ITS PROFESSIONAL TEAM COMPOSITION: (0 - 60 POINTS)

1. Organizational Chart: Indicate key personnel and their relationships. Indicate each staff member’s assignments and responsibilities as they relate to the scope of work. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, and accountability. Indicate which positions are full-time or part-time.
2. Review the level of qualifications and experience of the firm and project team and appropriateness of the organization of the project team. Designate the name and title of persons that will be assigned to this project. Project Personnel Resumes to include:
 - Number of years with this company
 - Number of years with other company(ies)
 - Experience: Names of projects, types of projects, size of projects, and specific project involvement.
 - Education/Degrees earned
 - Active registration/certification/licenses
 - Current Job Description
 - Other experience and qualifications which are relevant to this project. Specific experience similar to the scope of work for this project.
3. Review the professional resources available to properly provide services as requested in the RFQ document.
4. Reviews the project team to ensure the team proposed contains all critical disciplines required.
5. The project manager and proposed team should be uniquely qualified to provide the desired services.

Below Average	0	Points
Average	15	Points
Above Average	30	Points
Well Above Average	45	Points
Outstanding	60	Points

B. FIRM’S RELATED EXPERIENCE: (0 - 60 POINTS)

1. Review the firm’s experience with projects of similar size, type and scope and the performance on those specific projects.
2. The selection committee will evaluate the quality, experience and quantity of staff and their functions as it relates to the scope of work.
3. The prime firm must have adequate, recent (within the past five years) experience with projects of similar types as defined in the RFQ document.
4. The scope of services provided should represent projects that are similar to those defined in the RFQ document.
5. Company Credentials: Qualifications, Firm’s size and Firm’s history. Detail any information that would give the Firm an advantage in completing this project. The Firm’s current and projected workload.
6. The overall performance of the firm relative to projects of similar size and scope should be evaluated.

Below Average	0	Points
Average	15	Points
Above Average	30	Points
Well Above Average	45	Points
Outstanding	60	Points

C. FIRM’S APPROACH AND METHODOLOGY: (0 - 60 POINTS)

The Firm shall provide information regarding its knowledge of the site, local codes and ordinances, local subcontractors, and suppliers as an indication of its ability to deliver quality workmanship in an effective and timely manner. The Firm shall demonstrate verbally and graphically its plan for performing the documenting of the services to be provided and showing the interrelationship of all parties. As part of its services, the Firm(s) shall indicate knowledge and experience in the evaluation of building systems, construction techniques and the recommendation of materials to create an optimum value in meeting the design and budget requirements.

Below Average	0	Points
Average	15	Points
Above Average	30	Points
Well Above Average	45	Points
Outstanding	60	Points

D. EFFECTS OF THE FIRMS CURRENT AND PROJECTED WORKLOAD: (0 - 40 POINTS)

1. As part of the evaluation criteria, the selection committee will consider the number of full and part time employees of the Firm and their sub-consultants, plus the Firm’s current workload, to ensure satisfaction of performance within the scope of work and continued principal leadership on the project. Firms shall provide a list of outstanding projects, client names, dollars committed on open projects, overall workload with other owners, and status of completion.
2. Evaluates the workload commitments that will impact the firm’s ability to complete services on schedule.
3. The submittal should demonstrate that the firm and the selected subconsultants have adequate time available and personnel to complete services on schedule and additional backup staffing capability in the event of unforeseen circumstances.

Below Average	0	Points
Average	10	Points

Above Average	20	Points
Well Above Average	30	Points
Outstanding	40	Points

E. LOCAL FIRMS: (0 - 20 POINTS)

1. Location of the Firm and selected subconsultants. For this section, points will be awarded only to those firms with offices located within Flagler County.
2. Experience pertaining to similar Flagler County and City of Bunnell projects will also be considered. City of Bunnell staff shall not however, furnish references for such projects.

Below Average	0	Points
Average	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

F. COMPLETENESS OF RESPONSE: (0 - 20 POINTS)

The Statement of Qualifications shall be evaluated on the ability to satisfactorily convey a depth of understanding and appreciation of the scope of work and the degree of completeness and abilities to follow the RFQ instructions.

Below Average	0	Points
Average	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

G. REFERENCES FOR FIRM and ALL SUBCONSULTANTS: (0 - 20 POINTS)

The selection committee will assess the relevance and quality of references provided.

Below Average	0	Points
Average	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

Tie Breaker: If there are tie bids, meaning everything except the information relating to the bidder is the same, the following methods shall be used in the order below to break the tie:

- Drug free workplace policy in place.
- The bidder that has an existing Business Tax Receipt (BTR) within the city limits.
- Prior contract with the City performed satisfactorily will result in the win of a tie breaker and prior contract with the City performed unsatisfactorily will result in the loss of a tie breaker.
- Timeliness of delivery.

VIII. INSURANCE REQUIREMENTS

- A. The Responder shall procure and maintain, at its sole expense during the life of the engagement,

insurance of the types and the minimum amounts stated below.

<u>Type</u>	<u>Amount</u>
Professional Liability/Errors & Omissions	\$1,000,000
Comprehensive General Liability	\$1,000,000
Comprehensive Automobile Liability	\$1,000,000
Employee Liability	\$1,000,000

B. Such insurance shall be written by a company or companies licensed to do business in the State of Florida and satisfactory to the City Commission. Prior to commencing any work under the engagement letter, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the City.

C. The insurance shall provide that no material alteration or cancellation, including non-renewal, shall be effective until thirty (30) days after receipt of written notice by the City; provided, however, that for the professional liability insurance, in lieu of the foregoing requirement, the City in its sole discretion, may agree to accept notice of such material alteration or cancellation from the Responder.

D. The insurance procured for the Responder shall name the City of Bunnell as an additional insured on the comprehensive general liability.

IX. PROPOSAL SUBMISSION

To be considered, all Responders shall submit one (1) original and five (5) copies of their documents on letter size paper in a sealed envelope or package along with an **ADA compliant electronic copy** in pdf format on USB of the full response. Statements of Qualifications must be received in the City Clerk's Office, no later than **02:00 PM on Tuesday, May 16, 2023**, and should be limited to not more than **55 (8.5-inch x 11 inch) pages** printed on one side with all page language at **Font size 12**, excluding covers, dividers, entire original RFQ, financial information, and the required forms. Oversize pages will be counted as two pages. Submissions in excess of 55 pages will not be disqualified; however, clarity, conciseness, and brevity will be scored in Completeness and Response evaluation. **Statements of Qualifications that arrive after the closing time and date shall not be considered. Telephone, facsimile, e-mail, or telegraphic Statements of Qualifications will not be accepted.**

A. STATEMENT OF QUALIFICATIONS FORMAT:

1. GBC Binding should be used.
2. Title Page - Show the proposal subject, the legal name of the Proposer's firm, local address, telephone number, name of the contact person and date of proposal.
3. Table of Contents - Include a clear identification of the material by section and by page number.
4. Letter of Transmittal - A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for ninety (90) days. The letter should also include the names of the people who will be authorized to make representations for the Proposer, their title, addresses, and telephone numbers.
5. Provide a separate tabbed section for each of the Evaluation Criteria Sections A through G.
6. Print should be portrait orientation unless oversized.
7. Headings and sections should be numbered and tabbed.
8. The sections should be separated by using divider tabs named for the specific sections for easier reference.
9. Ensure all information is typewritten.

B. The Required Forms Packet must be included with all Statements of Qualifications Responding to the RFQ - Included as Appendix A:

- Checklist
- Application Form
- Acknowledgements Form
- Certification Form
- Declaration Statement Form
- Qualifications Form
- Reference Form
- Scrutinized Companies Form
- Sub Listing Form
- Insurance Requirements Form
- Americans with Disabilities Act Affidavit Form
- Conflict of Interest Disclosure Form
- Drug-Free Workplace Certification Form
- Non-Collusion Form
- Public Entity Crimes Form
- Public Records Compliance Form
- Copy of W-9
- Client Reference letters (no more than 5 letters accepted)
- Copy of Firm's Certificate of Insurance.
- Copy of all Licenses as listed under General Conditions-Licenses

X. INQUIRIES AND ADDENDA

Each Proposer shall examine the RFQ document and shall judge all matters relating to the adequacy and accuracy of this document. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFQ shall be made through the City of Bunnell's Project Manager, Mary Anne Atwood, at PO Box 756, Bunnell, FL 32110, or email matwood@bunnellcity.us. The City shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. It shall be the responsibility of each Proposer, prior to submitting the Proposal, to determine if addenda were issued and to make such addenda a part of the Proposal.

XI. PROPOSAL REPARATION EXPENSES

Each Proposer preparing a Proposal in response to this request shall bear all expenses associated with their preparation. Responders shall prepare a response with the understanding that no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

XII. RIGHT TO PROTEST

Any actual or prospective Proposer who is aggrieved in connection with the solicitation or award of a contract may seek resolution of his/her complaints by contacting the City Manager.

XIII. NO CORRECTIONS

Once a competitive Proposal is submitted, the City shall not accept any request by any Proposer to correct errors or omissions in any calculations or competitive price submitted.

XIV. OPENNESS OF PROCUREMENT PROCESS

Written competitive Proposals, other submissions, correspondence, and all records made thereof, as

well as negotiations conducted pursuant to this RFQ, shall be handled in compliance with Chapters 119 and 286 Florida Statutes. The city gives no assurance as to the confidentiality of any portion of any Proposal once submitted.

XV. NO COLLUSION

By offering a submission to the RFQ, the proposer certifies the proposer has not divulged to, discussed or compared his/her competitive Proposal with other proposers and has not colluded with any other proposers or parties to this competitive Proposal whatsoever.

XVI. APPROPRIATIONS CLAUSE

The City, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each fiscal year following the fiscal year in which this contract shall remain in effect. Upon notice that sufficient funds are not available in the subsequent fiscal years, the City shall thereafter be released of all terms and other conditions.

APPENDIX A

REQUIRED FORMS PACKET

RFQ #2023-02 for PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

THE FOLLOWING FORMS ARE REQUIRED AND ARE TO BE FILLED OUT COMPLETELY AND SUBMITTED WITHIN THE QUALIFICATIONS SUBMITTALS AS PER THE RFQ INSTRUCTIONS. FORMS SHALL BE SIGNED BY AUTHORIZED PERSONNEL, COMPLETED IN THEIR ENTIRETY, AND INSERTED WITHIN YOUR SUBMITTAL AS PER THE INSTRUCTIONS. ALL ADDITIONAL REQUESTED DOCUMENTATION SHALL BE SUBMITTED AS REQUIRED BY THE SOLICITATION DOCUMENTS.

21. Checklist
22. Application Form
23. Acknowledgements Form
25. Certification Form
26. Declaration Form
27. Qualifications Form
29. Reference Form
30. Scrutinized Companies Form
31. Subcontractor Listing Form
32. Insurance Requirements Form
34. Americans with Disabilities Act Affidavit Form
35. Conflict of Interest Form
36. Drug-Free Workplace Certification Form
37. Non-Collusion Form
38. Public Entity Crimes Form
40. Public Records Compliance Form
41. Copy of W-9

PROPOSER CHECK LIST

I M P O R T A N T: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer's Qualification Form is included.
- Any addenda have been signed and included.
- The **mailing envelope must be sealed and marked** with RFQ Number "**RFQ #2023-02**" and RFQ Title "**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**".
- The mailing envelope has been addressed to:

City of Bunnell
City Clerk Office
P.O. Box 756
Bunnell, FL 32110

- The Response will be mailed or delivered in time to be received no later than the specified due date **May 16, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.



APPLICATION FORM

**PROFESSIONAL
INFRASTRUCTURE
ENGINEERING SERVICES**

RFQ-2023-02
ISSUED BY: MARY ANNE ATWOOD
PROJECT MANAGER
PHONE NO: (386) 986-6702
EMAIL: MATWOOD@BUNNELLCITY.US

**SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
CLOSING DATE: May 16, 2023
CLOSING TIME: 02:00 P.M.**

**SUBMIT TO:
BUNNELL CITY CLERK'S
OFFICE 604 E MOODY
BLVD., SUITE 6
PO BOX 756
BUNNELL, FL 32110**

PROJECT TITLE & DESCRIPTION:

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

**THIS APPLICATION FORM MUST BE SIGNED TO BE
CONSIDERED FOR**

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

ACKNOWLEDGEMENTS
RFQ #2023-02
“PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these **RFQ** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFQ** Document.

Dated this _____ day of _____, 2023

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

CORPORATION

By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

State of Incorporation:

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print

CORPORATE SEAL

Attest By (Secretary): _____

Signature Date

PROPOSER’S CERTIFICATION FORM

____ I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor’s notes, specifications, and any other documents accompanying or made a part of this request for qualifications.

____ I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.

____ I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.

____ I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer’s certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business _____

By: _____

Signature _____

Name & title, typed or printed state

State of _____
County of _____

Mailing address

City, State, Zip Code

(____) _____
Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced _____ as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My Commission expires:

DECLARATION STATEMENT

City of Bunnell
P.O. Box 756
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

RE: RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this _____, 2023 in the City of Bunnell, in the State of Florida .

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

% Completed	Project	Contract	Amount
			\$ _____
			\$ _____
			\$ _____

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

OTHER INFORMATION ABOUT PROJECTS:

Has Proposer, at any time, failed to complete a contract?

Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

Yes No

Attach detailed explanation as required under Tab IV of Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ _____ Total Value for PAST completed and similar project

\$ _____ Total Value for PAST completed and similar project

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): _____

Surety/Underwriter (if required): _____

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated:_____. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: _____
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____
Dates of Service: _____
2. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____
Dates of Service: _____
3. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____
Dates of Service: _____
4. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____
Dates of Service: _____

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: _____

Vendor FEIN: _____

Authorized Representative's Name: _____

Authorized Representative's Title: _____

Address: _____

City: _____ State: __ Zip: _____

Phone Number: _____

Fax Number: _____

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: _____, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: _____

Print Name & Title: _____

Date: _____

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

=====

- 1. Worker's Compensation

 Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
- 2. Commercial General Liability

Bodily Injury & Property Damage (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.

 \$ _____ single limit per occurrence
- 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Bunnell, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of the City of Bunnell.

- 4. Automobile Liability

 \$ _____ Each occurrence owned / on-owned / Hired Automobile Included
- 5. Other Insurance as indicated below:

 \$ 1,000,000 Per Occurrence Errors and Omissions or Professional Malpractice Coverage
- 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.
- 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions.
- 8. The City of Bunnell must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

INSURANCE REQUIREMENTS
(Continued)

- 9. The City of Bunnell shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Bunnell
Bunnell, FL

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

- 10. **Thirty (30) Days Cancellation Notice** required.
- 11. The Certificate must state the **RFQ #2023-02** and **PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

Company

Authorized Signature

Printed Name & Title

Email

Insurance Agency

Signature of Proposer's Agent

Address

City, State, Zip Code

Telephone No.

Fax No.

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:

CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (*PRINTED NAME*) _____ AM THE (*TITLE*) _____ AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM OF (*FIRM NAME*) _____ WHOSE ADDRESS IS _____, AND THAT I POSSESS THE LEGAL AUTHORITY TO MAKE THIS AFFIDAVIT ON BEHALF OF MYSELF AND THE FIRM FOR WHICH I AM ACTING; AND,
2. EXCEPT AS LISTED BELOW, NO EMPLOYEE, OFFICER, OR AGENT OF THE FIRM HAVE ANY CONFLICTS OF INTEREST, REAL OR APPARENT, DUE TO OWNERSHIP, OTHER CLIENTS, CONTRACTS, OR INTERESTS ASSOCIATED WITH THIS PROJECT; AND,
3. THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, OR PERSON SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

EXCEPTIONS (LIST)

SIGNATURE: _____

PRINTED NAME: _____

FIRM NAME: _____

DATE: _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____ (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

(Authorized Signature)

(Date)

(Print Name)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

I am the _____ of _____, (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

Email

Fax No.

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of
Notary My commission expires:

**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by:
_____ [NAME] as the _____ [TITLE] of
_____ [BUSINESS ENTITY] and its Federal Employer Identification
Number (FEIN) is _____ .
2. I understand that a “public entity crime” as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a “person” as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:

COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM

Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: _____

Authorized representative (printed): _____

Authorized representative (signature): _____

Date: _____

Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 2023, by _____ of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

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

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
2 Business name/disregarded entity name, if different from above
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> 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 FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.
6 City, state, and ZIP code
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.

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

Social security number					
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or					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
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Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ _____
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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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



ADDENDUM NO. 01

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: April 27, 2023

A. QUESTIONS & ANSWERS

Question 1: Who are your current engineers?

Answer 1: The City is currently under contract with Alliant, CPH, Kimley-Horne and Mead & Hunt for utility engineering services.

Question 2: How many firms does the City intend to select?

Answer 2: As the City is requesting services for several different Infrastructure needs, there is no specific quantity of firms intended to select. Not all firms will be able to render all-inclusive services.

Question 3: The RFQ mentions a pre-bid meeting, but it is not listed in the schedule of events. Can the City confirm if there will be a pre-bid meeting?

Answer 3: Under Section III. CALENDAR OF EVENTS, it states the location where the Pre-Bid meeting and RFQ Opening will be held. This is an error, there will be no pre-bid meetings.

ACKNOWLEDGEMENT:

May 23, 2023

Signature and Date

Robert J. Ball, VP

Printed Name and Title

Zev Cohen & Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01



ADDENDUM NO. 02

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 5, 2023

A. QUESTIONS & ANSWERS

Question 1: Would the City please send a copy of your Standard Contract for our review? One was not provided with the RFQ document?

Answer 1: The City will provide a contract for review when entering into negotiations with the firms recommended by the Selection Committee and approved by the Commission.

Question 2: Is there any possibility I could request an extension of the Proposal deadline?

Answer 2: The City will provide a seven (7) day extension for the Last Date of Inquiries, the Proposal deadline and the RFQ Opening. The new Qualification deadline dates are as follows:

Last Date of Inquiries: May 16, 2023 at 4 PM

Qualification Statements Due: May 23, 2023 at 2:00 PM

RFQ Opening: May 23, 2023 at 2:30 PM

ACKNOWLEDGEMENT:

May 23, 2023

Signature and Date

Robert J. Ball, VP

Printed Name and Title

Zev Cohen & Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The “Appendix A Required Forms Packet” list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm’s Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.

Appendix A – Copy of Firm’s Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:

May 23, 2023

Signature and Date

Robert J. Ball, VP

Printed Name and Title

Zev Cohen & Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03



ELECTRONIC COPY

REQUEST FOR QUALIFICATIONS - RFQ #2023-02

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

CITY OF BUNNELL

BOARD OF CITY COMMISSIONERS

MAY 23, 2023

PRESENTED BY: NORTH FLORIDA PROFESSIONAL SERVICES, INC.
CONTACT: GREGORY G. BAILEY, PE, PRESIDENT
1450 SW SR 47, LAKE CITY, FL 32025
(850) 752-4675 (P) (386) 752-4674 (F)



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LETTER OF INTENT

May 23, 2023

Ms. Kristen Bates, City Clerk
City of Bunnell
201 West Moody Boulevard
Bunnell, FL 32110

RE: RFQ 2023-02 for Professional Infrastructure Engineering Services

Dear Ms. Bates and Evaluation Committee,

North Florida Professional Services, Inc. (NFPS) is pleased to submit our proposal for the Professional Infrastructure Engineering Services for the City of Bunnell's Utility and engineering needs. NFPS has carefully selected a highly experienced team of trusted employees to further advance our ability to successfully complete this challenging project. This design team will bring prompt, reliable and quality service at a reasonable cost to aid in the implementation of this project.

NFPS is a professional engineering firm, headquartered in Lake City, FL, with a proven history of serving a wide variety of public and private-sector clients. We appreciate the importance of this decision and will continue to demonstrate our capabilities, competence, and local presence, as well as our tireless commitment to get the job done to the satisfaction of the Board and City of Bunnell residents.

NFPS provides utility engineering services through contract with other municipalities such as the City of Lake City, Town of Jennings, City of Jasper and the Town of Fort White. We understand the fundamental differences in services required at the municipal level in government. NFPS offers the agility and responsiveness of a small, independent civil engineering consulting firm, with the full-scale capabilities to rival the largest national firms. We offer survey services for our in-house projects to expedite timelines and save our clients money. Our civil engineering clients benefit from our local knowledge and connections with administrators and agencies throughout the North Central Florida area.

UNDERSTANDING OF REQUESTED SERVICES

We have reviewed the Scope of Services in Section II of the RFQ and have selected a dynamic team of engineers and designers who will be dedicated to the City and all projects related to this contract. We understand the City is seeking professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

RESPONSIBLE OFFICE

NFPS will always be available to provide immediate response to the City's grant needs throughout the life of the contract. The proposed responsible office will be our Corporate Office



LETTER OF INTENT

located in Lake City, FL:

North Florida Professional Services, Inc.
1450 SW State Road 47, Lake City, FL 32025
(386) 752-4675 Office (386) 752-4674 Fax

NFPS understands the City's need to have engineers conveniently at hand throughout the life of the project. The staff assigned have light workloads giving them the ability to mobilize and provide a face to face response promptly to meet City needs.

If selected as your firm for this contract, we will make ourselves available when you need us, attend City Commission meetings to address our agenda items directly to the Board members and citizens and we will actively research innovative solutions that could benefit the City.

WHY NFPS?

Our size, location and commitment to quality provides the optimal platform for success in this industry. The hands-on and personal approach of North Florida Professional Services, Inc. benefits the interests of both clients and the project manager.

As a business, we are known for our accountability and responsiveness. We pride ourselves on our prompt reply to emails, phone calls and general inquiries as well as personal attendance for local government meetings concerning our projects.

Unlike some of the larger firms – all of our clients are a priority – irrespective of size. Your project is just as important to us, as it is to you.

Our clients work directly with senior staff throughout the life of the project. North Florida Professional Services, Inc. has long recognized the importance of continuous, strategic leadership during all stages of development.

As a consultant firm who has successfully maintained continuing professional engineering services for clients throughout the North Florida region, we possess the depth of experience and understanding unrivaled by other consultancies and we ensure our knowledge and experience benefits every project.

Sincerely,

A handwritten signature in blue ink that reads "Gregory G. Bailey".

Gregory G. Bailey, PE
President

Mr. Gregory G. Bailey is an authorized officer of NFPS. As President, he solely responsible for all contractual obligations pertaining to this project and is the sole entity responsible for execution on behalf of the Proposal team.



TAB A
ABILITY OF FIRM AND
ITS PROFESSIONAL
TEAM



TEAM ORGANIZATIONAL STRUCTURE



**PRIME CONSULTANT / CIVIL ENGINEERING
NORTH FLORIDA PROFESSIONAL SERVICES, INC.**

GREGORY G. BAILEY, PE
President
QA/QC Manager

B.S. Civil Engineering,
Georgia Institute of Technology

Service Experience: 35+ years
Firm Employment: 22 years

R. P. (PHIL) BISHOP, JR., PE
Vice President
Construction Engineering Director

B.S. Civil Engineering,
Auburn University

Service Experience: 35+ years
Firm Employment: 16 years

CIVIL ENGINEERING DESIGN

RYAN ASMUS, PE
Transportation Engineering Director

B.S. Civil Engineering
University of Florida

Service Experience: 20+ years
Firm Employment: 6 months

TORI HUMPHRIES
Site Planning Project Manager

B.S., Civil Engineering
University of Florida

Service Experience: 21 years
Firm Employment: 9 years

GUY SNEAD
CAD Designer

US Army Field Artillery Survey School
Military Leadership
Advanced NCO Academy

Service Experience: 30+ years
Firm Employment: 6 years

WATER RESOURCES

BRIAN ROCHE, PE, CPA
Sr. Water Resource Engineer

B.S. Mechanical Engineering
Georgia Institute of Technology

B.S. Accounting
University of North Florida

Master of Business Administration
University of North Florida

Master of Accountancy
University of North Florida

Service Experience: 30+ years
Firm Employment: 6 months

RICKY L. HENDRIX, PE
Water Resource Engineer

B.S. Civil Engineering
Auburn University

M.S. Environmental Engineering
Auburn University

Service Experience: 22 years
Firm Employment: 2 years

GRANT MANAGEMENT

SHANNON WILLIAMS
Grant Coordinator

B.S., Technical Education
University of West Florida

M.S., Information
Florida State University

Service Experience: 13 years
Firm Employment: 8 years

SURVEYING

JAMES SMITH
Sr. Survey Manager

Service Experience: 20 years
Firm Employment: 3 years

ALICE GEIGER
Professional
Surveyor and Mapper

Service Experience: 25 years
Firm Employment: 3 years

WE ARE HERE FOR YOU!
NFPS is licensed and qualified to perform your requested engineering services in the State of Florida. We have selected the team outlined in this proposal who will be dedicated to this contract and the City of Bunnell throughout the life of this contract. Should the need arise, we have support staff available to meet any demanding deadlines. Our team has the capacity to begin work on all of the City's projects immediately and has the staff available to make Bunnell a priority.



PROPOSED CONSULTANT TEAM

GREGORY G. BAILEY, PE, PRESIDENT, QA/QC

Mr. Bailey has over 30 years of experience in the areas of planning, transportation design, access management, site development, land development, water distribution systems, wastewater collection and treatment systems, recreational design, hydrological studies and environmental studies. He has managed hundreds of development projects, from the planning stages through completion for a wide variety of both public and private clients.

Previously, Mr. Bailey was employed with the Florida Department of Transportation (FDOT) as a Project Engineer/Manager. While at FDOT, Mr. Bailey served as District Permits Engineer for District II. His duties in this position included preparation of permits for the Environmental Protection Agency, Army Corps of Engineers, St. Johns River Water Management District, Suwannee River Water Management District, Florida Department of Environmental Regulation, Florida Department of Natural Resources and other local regulatory agencies.

BRIAN ROCHE, PE, CPA, WATER RESOURCES DIRECTOR

Mr. Roche is experienced in the areas of water supply, system planning, development, economic analysis, and rate design, capital allocation and financing, engineering design & construction, operations, and regulatory requirements. Brian has led and developed utility operating, engineering, customer service, and finance teams ranging from 15 to 500 members, with direct annual operating budgets exceeding \$100 million, capital budgets exceeding \$200 million, multiple utilities' revenue cycle operations ranging from \$500 million to \$1.5 billion annually. He has led the development and implementation of multiple \$100 million infrastructure programs centered on septic-tank phase-outs, system resiliency, asset management, and IT integration.

Brian has served across all areas of Utility Finance & Accounting with extensive experience in Financial Planning, Budgets, and Rates. He has created and presented numerous strategic, technical, operational, and economic presentations and reports for the Board, Regulators, City Administration/Council, Credit Rating Agencies, and other stakeholders, and negotiated and executed Developer Agreements, Interlocal Agreements, and other contracts.

Mr. Roche has worked for several large municipal water, wastewater, and electric utilities, including 25 years at JEA where he served in engineering & construction, finance, operations, and customer roles including Interim CFO, VP/General Manager of Water/Wastewater Systems, Director, Financial Planning Budgets & Rates, Director of Meter, Billing and Collections, System Planning Coordinator, Account Executive, and Project Engineer.

RYAN ASMUS, PE, DIRECTOR OF TRANSPORTATION DESIGN

Before joining North Florida Professional Services, Inc., Ryan Asmus worked with the Florida Department of Transportation for over 20 years. He began working for FDOT D2 in 2002 in the P.E. Training Program. He gained experience as Roadway Designer, Squad Leader, District Consultant Project Management Engineer, Suncoast MCORES Production Lead, and District Safety Administrator.

He has been the engineer of record for over 60 projects including Rural and Urban resurfacing, interstate resurfacing projects, reconstruction projects, signal projects, and several safety projects. He now utilizes these skills as Director of Transportation at North Florida Professional Services, Inc.



PROPOSED CONSULTANT TEAM

R.P. (PHIL) BISHOP, JR., PE, VICE PRESIDENT, CONSTRUCTION ENGINEERING DIRECTOR

Mr. Phil Bishop will also serve as principal-in-charge throughout the duration of this contract. Phil will also serve in an advisory capacity reviewing all plans and projects for constructability issues. He will coordinate the work efforts of the various team members, provide oversight to design staff and ensuring the project stays on schedule and within budget. Mr. Bishop has over thirty-six (36) years of experience in the areas of civil engineering, structural inspection, structural design, roadway design, residential and commercial building design, construction engineering and inspection (CEI) management, contract administration, and materials engineering. Mr. Bishop has coordinated the contract administration activities, as well as supervised as many as five inspection teams that included Inspectors and material testing consultants, for numerous roadway widening and/or resurfacing construction projects on the County and State levels.

RICKY L HENDRIX, PE, STORMWATER MANAGEMENT, PROJECT MANAGER

A Florida-licensed Professional Engineer with over 20 years of engineering study, design, permitting and construction-related experience, serving as a project manager, engineer and construction inspector for various civil and environmental projects throughout Florida. Civil project experience includes site planning, stormwater modeling analysis, design, permitting and construction coordination for various residential and commercial developments. Environmental project experience includes planning, hydraulic modeling, design, permitting and construction services for various water supply, treatment, storage and distribution facilities, and wastewater conveyance, treatment, disposal and reuse facilities. Permitting experience includes coordination with state and local regulatory agencies including FDEP, FDOT, SJRWMD, SWFWMD, etc.

TORI HUMPHRIES, SITE PLANNING PROJECT MANAGER

Tori Humphries will serve as Site Planning Project Manager for the City of Bunnell. Mrs. Humphries will function as a point of contact for the City immediately providing accessibility and continuity to ensure a cohesive outcome to ongoing projects. Mrs. Humphries is a graduate of the University of Florida in Civil Engineering and has 18 years engineering experience. She specializes in Public Infrastructure and Land Development Design and also has a strong background in stormwater management systems, permitting, site and roadway design. Mrs. Humphries' overall project management; fiscal compliance, design specifications, and client correspondence is of the highest performance level. .

SETH COHEN, SENIOR CAD DESIGNER/PROJECT MANAGER

As a Senior Designer with NFPS, Mr. Cohen executes and finalizes transportation projects per strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and sub-consultants to deliver projects according to plan. He also defines the project's objectives, develops plans, oversees quality control throughout the project life cycle, and calculates project estimates. He also conducts AutoCAD, MicroStation, Civil 3D, InfraWorks, Map 3D, and Bentley OpenRoads training and support.

GUY SNEAD, SENIOR CAD DESIGNER

Mr. Snead is a Senior Designer with over 30 years of experience in highway design, surveying, and Computer Aided Drafting and Design (CADD). He is an expert in the use of Microstation and DOT SS4 work space. He has worked on hundreds of District II projects including interstate resurfacing and major reconstruction. He has recently completed two



PROPOSED CONSULTANT TEAM

LAP projects in District Two and is currently completing a LAP sidewalk project in Columbia County.

SHANNON WILLIAMS, GRANTS MANAGER

Since joining NFPS in 2015, Ms. Shannon Williams has successfully applied her technical and grant writing skills to help secure several funding opportunities submitted by the Grants Department. Ms. Williams serves as Grant Coordinator for NFPS, facilitating grant services for the continuing services Counties and Municipalities under contract with the firm. Ms. Williams is responsible for researching all funding sources and grant programs available to NFPS's clients and is very successful in securing needed grants and other funding opportunities. Ms. Williams will assist the City with any grant management needs pertaining to this SFR & USDA Loan funded project.

JAMES B. SMITH, P.S.M., SURVEY DIRECTOR

Remote Pilot James has been involved in many different projects, both in the field as a Party Chief and in the office as Project Manager and in the current position as Survey Director. As a Party Chief, he has worked on FDOT road projects, performing full DTM topographic surveys according to their field standard. He has performed boundary surveys to include section breakdowns. He has performed tide studies and drainage studies surveys. He has performed Hydrographic Surveys and Drone topography surveys. As a project manager, he has supervised multiple crews in the collection of survey data, to include deed research and control identification. As a Survey Director, he has directed the day-to-day operation of a survey division, to include client relations, writing proposals, reviewing surveys and survey data, and managing projects on a macro level.

SAM GRAY, S.I.T., SURVEY PROJECT MANAGER

Sam has been involved in many different aspects of surveying including boundary, topographic, construction stakeout, machine control coordination, drone stockpile analysis, and LiDAR data acquisition/processing in both the field and drafting areas of each project. Sam has been a CAD Technician, Party Chief, and Project Manager. As a current project manager, he supervises field crews and oversees proper project quality to create the final deliverable to the client.

ALICE GEIGER, P.S.M., SURVEY TECHNICIAN

Alice has been involved in many projects as a survey CAD technician. She has worked on FDOT and county road projects, performing full DTM topographic surveys, and producing right-of-way maps for multiple counties. She has worked on boundary and topographical surveys, both large and small, for private individuals and companies, as well as government agencies. She has also produced subdivision plats, worked on specific purpose surveys, and provided support for field crews.

DAVID YOUNG, BUILDING OFFICIAL

David Young holds a current license from the State of Florida to serve as a Building Official. He will provide administration and enforcement as well as interpretation of local and state codes during all phases of construction for the County. Our Building Official shall be physically present as many times as necessary to assure that the terms of this contract are being met. He will also supervise and his staff and meet with the City's government as necessary.

**Education**

B.S. Civil Engineering, Georgia Institute of Technology

Certifications

- Professional Engineer No. 43858, FL
- Professional Engineer No. 002687, GA
- Professional Engineer No. 32942, AL

Areas of Expertise

- Drainage & Stormwater System Design
- Street & Highway Design
- Permitting
- Land Development & Design
- Utility System Design Planning
- Public Infrastructure Design

Areas of Expertise

- 35+

Professional Experience

Mr. Bailey has over 30 years of experience in the areas of planning, transportation design, access management, site development, land development, water distribution systems, wastewater collection and treatment systems, recreational design, hydrological studies and environmental studies. He has managed hundreds of development projects, from the planning stages through completion for a wide variety of both public and private clients.

Previously, Mr. Bailey was employed with the Florida Department of Transportation (FDOT) as a Project Engineer/Manager. While at FDOT, Mr. Bailey served as District Permits Engineer for District II. His duties in this position included preparation of permits for the Environmental Protection Agency, Army Corps of Engineers, St. Johns River Water Management District, Suwannee River Water Management District, Florida Department of Environmental Regulation, Florida Department of Natural Resources and other local regulatory agencies.

During the permitting process, Mr. Bailey coordinated with the various agencies to negotiate any mitigation measures required for impacts. Any measures required by the permit were then designed under his direction. These included stormwater management facilities and wetland mitigation.

Project Experience

SR-6 / I-75 UTILITIES (HAMILTON COUNTY) – NFPS performed a feasibility study, master plan, and completed the engineering design and cost estimates for Hamilton County's owned and operated 125,000 gallon-per-day (GPD) potable water supply and distribution system, as well as a 125,000 GPD modular wastewater treatment plant that can be expanded in 125,000 GPD increments, up to a 500,000 GPD capacity. The project also included a 19.17-acre effluent spray field to serve the Phase 1 Planning Area along SR-6 east and west of the I-75/SR-6 intersection (Exit 460). Mr. Bailey provided engineering services for this project as the County Engineer.

CR 136 / I-75 UTILITIES (SUWANNEE COUNTY) – Funded through the Florida Job Growth Grant Fund, this ongoing project will consist of two production wells, a masonry building consisting of three rooms (one chlorine feed, one chemical feed and one electrical), approximately 12,000 feet distribution piping, six (6) fire hydrants and all necessary piping and site work. Also included is a 500,000-gallon elevated storage tank. It is anticipated that the water quality will be such that the only treatment will be liquid chlorine for disinfection, one chemical feed such as hydrogen peroxide for H₂S removal or Aqua-gold for sequestering iron. Any further treatment will result in additional facilities

and will require an increase in scope and fee. The wells and elevated tank will be located on the 25.32-acre site at the intersection of CR 136 and CR 137.

TOWN OF SUWANNEE WATER & SEWER SYSTEM – The Town of Suwannee, an unincorporated community in Dixie County, selected NFPS to perform engineering services to upgrade their water and sewer system. NFPS provided an engineering report, design, permitting, and Construction Engineering Inspection (CEI) services for a new water distribution system to replace their existing system that served approximately 900 connections. Mr. Bailey provided engineering services and was the project manager for this project.

TOWN OF FORT WHITE WATER TREATMENT PLANT – NFPS applied for and administered the Small Cities Community Development Block Grant (CDBG) for the Town of Fort White in order to make necessary upgrades and improvements to the Town's existing water treatment facility. NFPS provided engineering design and Construction Engineering Inspection (CEI)



services in addition to the grant administration for the project that included the repair of two of the ground storage tanks used to store the Town's potable water. Mr. Bailey served as the Project Manager and provided engineering services.

LOVE'S GAS MAIN EXTENSION PROJECT, HAMILTON COUNTY & CITY OF JASPER, FL – This economic development project was a joint project between the City of Jasper and Hamilton County. The City's portion of the project involved CDBG Economic Development funded installation of more than 5 miles of 6" HPDE gas pipe, natural gas odorization system and regulator station to facilitate the Economic development project for location of Loves Truck Stop at the US HWY 129 and I-75 interchange. Mr. Bailey provided engineering for this project as County Engineer.

NFPS provided planning services, design and permitting, Construction Inspection and management services for the main extension. The County's portion involved FDOT required turn lanes on US Hwy 129 and a paved access roadway for ingress and egress to the Loves Truck Stop site. NFPS completed the OTTED grant applications and secured the \$250,000 in Rural Infrastructure Funds for the County's portion of the project.

TOWN OF JENNINGS WATER & WASTEWATER TREATMENT PLANT – NFPS was chosen by the Town of Jennings to provide engineering services for the improvement of the Town's Water Treatment & Wastewater Treatment Plant. Services provided were engineering design, permitting, and construction administration for the repairs. Mr. Bailey served as the project engineer.

SERVICE ZONE ROAD & UTILITY EXTENSIONS, CDBG GRANT- COLUMBIA COUNTY – NFPS coordinated the design of the stormwater management system, sanitary sewer extension, sanitary force main extension, sanitary sewer pump station location, 3-inch natural gas main extension and water main extension for roadway extension associated with the Columbia County economic development project for the Service Zone operation center. This project involved extensive coordination, planning, and permitting between Columbia County, City of Lake City Public Works Department, Suwannee River Water Management District, and Service Zone. The 12-inch water main extension is a part of the City of Lake City's Public Works Department's regional water main extension project to create a water main loop along the southern end of Lake City.

COLUMBIA COUNTY FAIRGROUNDS LIFT STATION AND SANITARY SEWER IMPROVEMENTS – Coordinated with Lake City Public Works Department for the design of a wastewater pump station and gravity feed system with a service area of 40 acres of commercial property. The project included working closely with Public Works evaluating the use of an in-line or off-line system. In depth hydraulic calculations were performed downstream of the pump station due to tying into a 14-inch force main discharging directly to the Lake City Wastewater Treatment Plant.

ST. JOHNS VILLAGE WWTP & EFFLUENT ABSORPTION FIELD, GULF COUNTY- Mr. Bailey managed the design of both the potable water and wastewater treatment plants for this 52-lot community and 250 seat church. NFPS provided design and permit applications to construct a new water system with tank, 4" water well to supply 21,600 GPD and chlorination system. The on-site wastewater system includes 2,000 LF of 8-inch gravity sewer with dual pump lift station to the WWTP with effluent sent to a golf course effluent absorption field and wastewater treatment plant with 0.05 MGD based on average daily flow.

WINDSONG APARTMENTS WATER & SEWER SYSTEMS- LAKE CITY, FLORIDA- Mr. Bailey supervised and provided QA/QC for the preparation of plans for the site design and development of Windsong Apartments, a 152-residential apartment complex. This involved the preparation of geometry plans to be used for the exact layout of all buildings, roads, driveways, and supporting facilities, preparation of paving and drainage plans and water and sewer designs. The sanitary sewer system was designed to utilize two existing manholes and also includes the installation of five new manholes. To provide sanitary service to the site, 830 LF of 8" sanitary sewer was constructed with four, 6" PVC laterals for each apartment (Approx. 126,000LF total). The 8" sanitary sewer line gravity flows to manholes. This project also included design and construction of a large capacity lift station to facilitate the disposal of waste from this area of the City. Permits were acquired from Suwannee River Water Management, Department of Transportation, and Department of Environmental Protection.



R.P. (PHIL) BISHOP, JR., PE



Education

B.S. Civil Engineering, Auburn University

Accomplishments

- Professional Engineer No. 38546, Florida (1987)

Areas of Expertise

- Structural Design
- Structural Inspection
- Stormwater Management
- Construction Engineering & Inspection (CEI)
- Public Infrastructure Design

Years of Experience

- 35+

Professional Experience

Mr. Bishop has over thirty-six (36) years of experience in the areas of civil engineering, structural inspection, structural design, roadway design, residential and commercial building design, construction engineering and inspection (CEI) management, contract administration, and materials engineering. Mr. Bishop has coordinated the contract administration activities, as well as supervised as many as five inspection teams that included Inspectors and material testing consultants, for numerous roadway widening and/or resurfacing construction projects in Columbia, Hamilton, and Dixie Counties.

Project Experience

Before founding North Florida Professional Services, Mr. Bishop worked for the Florida Department of Transportation (FDOT) for over fifteen (15) years. He supervised the inspection and certification of precast drainage structures, concrete pipe and pre-stressed concrete bridge components used on FDOT projects. Other duties during his six-year tenure in the District Materials Office included supervision of the materials testing laboratory, budget preparation for the Materials Office, and management of consultant contracts. He also coordinated several special research projects and investigations involving soils, and pavement. He served three (3) years as the Director of Transportation Operations, where he was responsible for all construction, maintenance, traffic ops, and material testing activities in District II.

While at FDOT, Mr. Bishop served five (5) years as a construction project engineer and later as a Resident Engineer. As a Project Engineer, Mr. Bishop supervised the construction of many projects ranging from small highway capacity improvements to multimillion-dollar bridge and building projects. His responsibilities as Project Engineer included assuring compliance with all plans, specifications and contract documents by the contractor and providing clarification and interpretation of the plans and specifications for the contractor. He and his staff of inspectors handled all inspection duties, material certifications, shop drawing reviews, progress payments and final estimates. As the Resident Construction Engineer, Mr. Bishop

supervised a staff of forty-two (42) engineers, inspectors and other support personnel. He was responsible for the construction, engineering and inspection (CEI) of FDOT projects in an eight (8) county area.

Related Experience

NOBLES FERRY BRIDGE (CR 249) ACROSS THE SUWANNEE RIVER, SUWANNEE COUNTY – Served as Assistant Project Engineer during the last year of construction of the bridge. This bridge substructure was supported by a combination of drilled shafts and conventional prestressed pile bents.

I-10 RESURFACING PROJECTS, BAKER COUNTY – Managed the resurfacing of I-10 from the Columbia County Line to the Duval County Line. These projects involved the milling of defective pavement and resurfacing to meet heavier traffic loads.

I-10 REST AREA PROJECTS, COLUMBIA AND SUWANNEE COUNTIES – Managed the reconstruction to two rest areas along I-10. This project involved the construction of new buildings, water and sewage plants, and resurfacing of the existing parking area.

I-10 BRIDGE SAFETY WIDENING – Was the Project Engineer in charge of managing the Construction Inspection and Contract Administration activities required to widen all interstate bridges on I-10 in Columbia and Suwannee Counties. This work was necessary to provide for 10' emergency shoulders on the outside of the travel lane.

CR 751 BRIDGE REPLACEMENT, HAMILTON COUNTY – Managed the construction of the Alapaha River bridge and over one mile of new roadway construction. During this project, numerous foundation problems involving subsoil conditions were encountered and resolved by Mr. Bishop and his inspectors.



R.P. (PHIL) BISHOP, JR., PE

HORSESHOE BEACH CITY STREET PAVING, DIXIE COUNTY – This project consisted of a boundary and topographic surveying of all streets located within the city limits which consisted of approximately 30,000 LF of right of ways. Horizontal and vertical control was established using GPS and the topographic features were located with both GPS and traditional surveying methods. Control surveying and right of way mapping were implemented in this project. Mr. Bishop's team also provided complete engineering design to resurface and refinish about 30 local streets. Our team was able to create plans that reclaimed base and pavement of existing roads and reused them for base material, which saved the Town money by giving them new streets with recycled materials. Construction Cost was approximately \$750,000. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began May 2007 and was completed August 2008.

TOWN OF SUWANNEE SEAWALL, DIXIE COUNTY – Due to consecutive storm events during the spring of 2008, the banks of Salt Creek were severely eroded in the right of way of CR 349, which is the Town's only evacuation route for the approx. 800 residents of the unincorporated town of Suwannee. In order to keep Salt Creek from undermining the road, NFPS was asked by Dixie County to research funding sources to correct the erosion problems. NFPS initiated the grant process with USDA NRCS by facilitating an on-site meeting to show the NRCS Staff the severity of the problem. Subsequently, NRCS awarded the County \$1.1 Million in funding to construct a seawall with concrete cap to correct the erosion problems and provided for minor repairs to the roadway. NFPS provided design, permitting, construction inspection, and grant services for this project. The project was funded through USDA NRCS Emergency Watershed Protection (EWP) Program. Because of the 210-day deadline imposed by NRCS, NFPS worked very quickly to successfully complete the project. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began August 2008 and was completed May 2009.

DIXIE COUNTY ENGINEER OF RECORD – Principal in Charge and CEI manager for engineering projects for Dixie County from April 2007 to October 2014. Projects include: 14 road design projects totaled approximately \$16.6 Million, Seawall Reconstruction Project, Emergency Operations Center, Senior Center and consulting as needed. Mr. Bishop also helped the County acquire \$1.2 Million in additional funding on some of these projects. The roadway projects Mr. Bishop was the responsible CEI Engineer are as follows:

CR 353 SCRAP RESURFACING FROM CR351N TO CR 349N – Construction Cost was \$1,407,586. Services rendered included: Roadway Design, Drainage Design, Bid Preparation & Negotiation, Construction Contract Administration, Signing and Marking of Roadway, CEI Services, As-Built Certification, and Grant Contract Closeout. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began April 2007 and was completed August 2007.

CR 358 LOOP ROAD SCRAP RESURFACING FROM US 19N AT LYDIA BAPTIST CHURCH TO US 19N AT JENA ROAD – Due to the condition and age of the surface treatment DOT road, it was necessary to do a mix in place of the existing base and roadway in order to have a cohesive, uniform base to lay new asphalt. This caused the project to need additional funds and NFPS was successful in acquiring additional funds of \$267,596 for the project and a second supplemental agreement of \$24,413 for replacing 3 648" pipes for a drainage way. Total Construction Cost was \$1,628,140. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began April 2007 and was completed December 2007.

GORNTO SPRINGS ROAD SCRAP RESURFACING FROM SR 349 TO END OF PAVEMENT – Construction cost was \$380,160. Services rendered include: Roadway Design, Drainage Design, Bid Preparation & Negotiation, Construction Contract Administration, Signing and Marking of Roadway, CEI Services, As-Built Certification, and Grant Contract Closeout. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began October 2007 and was completed May 2008.

CR 358 (JENA ROAD) SCOP WIDENING AND RESURFACING FROM US 19 TO END OF PAVEMENT – This project included two box culverts within the first two miles of the road that needed to be widened to keep a uniform road and eliminate need for additional guardrail. NFPS was able to help secure a supplemental agreement to pay for the additional costs of widening the box culverts which totaled \$668,237. Total Construction Cost was \$2.37 Million. Services rendered included: Roadway & Drainage Design, Bid Preparation & Negotiation, Construction Contract Administration, Signing and Marking of Roadway, CEI Services, As-Built Certification, and Grant Contract Closeout. Mr. Bishop served as the project engineer and supervised all the inspectors and was responsible for the overall inspection of the roadway construction. Project began April 2007 and was completed February 2008.



Brian Roche, PE, CPA

Director of Water Resources



Education

B.S. Mechanical Engineering
Georgia Institute of Technology

Master of Business Administration
University of North Florida

B.S. Accounting
University of Florida

Master of Accountancy
University of North Florida

Licenses/Registrations

Professional Engineer #49315 FL
CPA # AC36716, FL

Areas of Expertise

Water Supply
System Planning
Development
Economic Analysis & Rate Design
Capital Allocation and Financing
Engineering Design & Construction
Drainage & Stormwater System
Project Management
Public Involvement

Years of Experience - 30+

Professional Experience

Mr. Roche is experienced in the areas of water supply, system planning, development, economic analysis, and rate design, capital allocation and financing, engineering design & construction, operations, and regulatory requirements. Brian has led and developed utility operating, engineering, customer service, and finance teams ranging from 15 to 500 members, with direct annual operating budgets exceeding \$100 million, capital budgets exceeding \$200 million, multiple utilities' revenue cycle operations ranging from \$500 million to \$1.5 billion annually. He has led the development and implementation of multiple \$100 million infrastructure programs centered on septic-tank phase-outs, system resiliency, asset management, and IT integration.

Brian has served across all areas of Utility Finance & Accounting with extensive experience in Financial Planning, Budgets, and Rates. He has created and presented numerous strategic, technical, operational, and economic presentations and reports for the Board, Regulators, City Administration/Council, Credit Rating Agencies, and other stakeholders, and negotiated and executed Developer Agreements, Interlocal Agreements, and other contracts.

Mr. Roche has worked for several large municipal water, wastewater, and electric utilities, including 25 years at JEA where he served in engineering & construction, finance, operations, and customer roles including Interim CFO, VP/General Manager of Water/Wastewater Systems, Director, Financial Planning Budgets & Rates, Director of Meter, Billing and Collections, System Planning Coordinator, Account Executive, and Project Engineer.

Related Experience

JEA: Interim Chief Financial Officer

Executive lead for 120 MGD Water and Wastewater System Planning, 3000 MW capacity Electric System Planning; Financial Planning, Rates/Pricing, Accounting, Budget, Treasury, and Risk Management functions of the \$1.7 Billion annual revenue utility; Developed and presented ~20 Board items during an organizational transition period including O&M and Capital Budgets, Monthly Financial and Operations Reports with annual forecasts, capacity fee analysis, rates/pricing, Five-year Financial Plan, audited Financial Statements, variable debt assessment; and developed Credit Rating Agency presentation; Led the development of 5 and 10-year financial plans, incorporating unit sales, revenues, expenses including fuel, O&M, PPA's, debt service, capital funding, and financial metrics; Engage team in implementing operating expense

and debt management strategies, and capital allocation processes for a \$2.5 Billion five-year Capital Improvement Program; Led the development of an executive summary and presentation of 20-year Integrated Water Resource Plan (IWRP) including demand forecasts, alternative water supply, conservation initiatives, expanded reclaimed, and an indirect potable reuse pilot facility.

OUC: Director Customer Billing

Led Revenue Cycle team and operations integrating rates, automated meter data, collections processes, and customer programs with G/L accounting and IT systems.

JEA: VP/General Manager Water/Wastewater Systems

Responsible for the \$2.8 billion of fixed asset utility system with \$1.4 billion of debt and AAA rating by S&P, comprised of 37 water treatment facilities, 8000 miles of pipelines, 1400 wastewater pump stations, and 11 wastewater plants, and 4 chilled



water plants; Led Water/Wastewater System consisting of \$500 million of operating revenues, and 500 staff serving 345,000 water, 265,000 wastewater and 10,000 reclaimed customers; Implemented capital allocation and project management processes including establishing structured project definitions, RFP's, bid evaluation criteria, and project delivery milestones to grow the annual capital expansion and R&R plan from \$75 to \$200 million; Initiated large infrastructure programs including a 20-year plant equipment asset management plan, large pump stations rehabs, two \$100 million piping system condition assessment programs, septic tank phase-outs, and centralized biosolids facility rebuild; Led the implementation of emergency response plans during both Hurricane Matthew and Irma, and developed an industry-leading \$100 million extreme weather resiliency plan; Oversaw the \$100 million annual O&M expenses budget including the procurement of \$40 million per year of O&M materials, supplies, industrial and professional services; Created and presented strategic, technical, operational, and economic presentations and reports for the Board, Regulators, City Administration / Council, and other stakeholders; negotiate and execute Developer Agreements, Interlocal Agreements, and other contracts; Designed organizational structure, develop O&M workforce programs, and succession plans, mentored staff, provide technical, customer, financial, and procurement guidance, and review.

JEA: Financial Planning & Analysis / Budgets / Rates

Prepared the \$2 billion combined O&M and Capital annual budget, and monthly forecasts for the top 10 largest municipal electric and top 30 water/sewer utility systems in the country; Produced a 2010 Board approved, four-year phased-in \$150 million water/sewer pricing structure adjustment, and a \$200 million electric cost of service rate adjustment in 2007 that provided the foundation to pay down \$1 billion of debt over the next five fiscal years; Led JEA's financial modeling and planning, developing five-year financial projections of revenues, expenses, debt service, capital needs, cash flow, and financial metrics; Led the development of the February 2021, presented components of the 2011 to 2016, and coordinated the development of the 2012 Credit Rating Agency presentations; Developed financial planning analyses and evaluations for the buy-out of contracted water utility services, PPA's, and negotiated an 80MW ten-year wholesale power supply contract.

JEA: Director, Meter, Billing & Collections

Revenue Cycle: Led 8 Managers to improve productivity over 5 years with a reduction of staff from 280 to 220 FTE's (21% reduction) while increasing customers 25% to 700,000; **Billing/Receivables:** Responsible for the monthly production of 400,000 customer bills, \$100 million revenue reporting, and upstream internal controls in the metering and billing processes, improving current A/R from 62% to 81% and Write-Offs from 0.72% to 0.45%; **IT Integration:** Replacement of 400,000 customer legacy billing system connected to over 30 interfaces; \$100 million, 700,000 endpoint AMI system; and utility acquisitions

Engineering / Construction / Regulatory / (pre-2001)

- **Water:** Designed pumps, valves & piping for an 11 MGD Reverse Osmosis (RO) treatment plant in Chesapeake VA, process mechanical design for clarifiers, sodium hypochlorite and other chemical systems for a 33 MGD surface water treatment facility in Portsmouth VA
- **Wastewater:** Performed design calculations for JEA pump stations, produced sewer grid Master Plan, lead mechanical engineer on a City of Houston 29 MGD wet weather facility
- **Regulatory:** Led the development of JEA's Industrial Pretreatment Regulations, and the mechanical design for a \$12M groundwater remediation and injection well system
- **Electric Generation:** Developed designs and managed generating station projects
- **Petrochemical / Refinery:** Led the design of mechanical systems including 100 MMBtu fire damaged heat exchanger, fuel oil piping, and 2000 gpm NFPA 15 fire protection deluge systems at the then nation's largest oil refinery in Texas City, TX



Education

B.S. Civil Engineering
University of Florida

Licenses/Registrations

Professional License No. 66626 FL

Areas of Expertise

Street and Highway Design
Drainage & Stormwater System
Project Management
Maintenance of Traffic
Public Involvement

Years of Experience - 20+

Professional Experience

Before joining North Florida Professional Services, Inc., Ryan Asmus worked with the Florida Department of Transportation for over 20 years. He began working for FDOT D2 in 2002 in the P.E. Training Program. He gained experience as Roadway Designer, Squad Leader, District Consultant Project Management Engineer, Suncoast MCORES Production Lead, and District Safety Administrator.

He has been the engineer of record for over 60 projects including Rural and Urban resurfacing, interstate resurfacing projects, reconstruction projects, signal projects, and several safety projects. He now utilizes these skills as Director of Transportation at North Florida Professional Services, Inc.

Related Experience

209301-3-52-01 I-295 Design Build from 9B to JTB, 2017-2023

Role: Design PM Ryan served as the Department's design project manager for the reconstruction of I-295 that included the addition of managed lanes on 9B to north of JTB. In this role, he supported the production of the realignment of several sections of I-295 and was responsible for the QA/QC for the design-build submittals. After all the design and coordination were completed, Ryan was responsible for releasing the project plans for construction, through the RFC process. This project included Category 2 bridge construction with post-tensioning strains, sound wall construction, level 2 maintenance of traffic plans, and phasing and tolling facility construction.

434512-1-52-01 SR 55 (US 19) New Signal at Walmart, 2014-2015

Role: PM and EOR Ryan served as the engineer of record for the project which included developing the signal plans and signal timing phases for vehicles and for pedestrians. This project included coordination with structures, Geotech, and utilities. Ryan handled Coordination with utilities which required the exploratory hole investigation method to determine the least impactful location of the mast arm foundation and for the coordination of any utility relocations. Ryan managed all of the project issues during the development of the plans and during the construction of the project.

432018-1-52-01 SR 121 from LaCrosse to Union County Line signing and pavement marking plans, 2014-2015

Role: PM and EOR Ryan served as the engineer of record for the project which included collecting the sign inventory, evaluating the current standard for new signage to be placed, and developing the special details for the signs using the guide sign program. Ryan also conducted a no-pass zone study to develop the details for the pavement marking on the project.

207818-2-52-01 Major reconstruction of SR 20 from Alachua C/L to Putnam C/L, 2008-2015

Role: Designer, PM and EOR Ryan served as the project designer, project manager, and Engineer of Record for the reconstruction of SR 20 in Alachua County. This section of SR 20 was a rural two-lane highway that was reconstructed into a four-lane urban high-speed facility with curb and gutter and a closed drainage system. Ryan designed the roadway geometry including the vertical profile and the horizontal alignment and curves. He designed and developed the retention ponds for the drainage system, along with providing the details for the stormwater system. This project included the construction of two parallel 180' bridges that Ryan coordinated the profile connections and supporting embankments and slopes. Ryan developed all of the maintenance of traffic phasing for the project to safely shift the traffic and ensure that there were adequate safe working areas for construction. Ryan coordinated with right-of-way, geotech, permits, utilities, and the local public to ensure that the project issues were identified and resolved. Ryan managed all of the project issues during construction working with the contractor and the CEI.

430549-1-52-01 RRR of SR 20 from Tom Moore Rd. to US 19, 2013-2014

Role: PM and EOR Ryan served as the Project Engineer and was responsible for the roadway design, project coordination with Utilities, Geotech, Specs, and Estimates, and during construction. Ryan served as the Engineer of Record and also performed all of the QA/QC for the project.



210865-4-52-01 Realignment of SR 20 for Bridge replacement over Fenholloway River, 2012-2013

Role: PM and EOR Ryan served as the project designer, project manager, and Engineer of Record for the reconstruction of the bridge over the Fenholloway River. This project included the realignment of SR 20 to provide a diversion to connect with an across bridge for a temporary condition to replace the Fenholloway River bridge. Ryan designed the horizontal and vertical alignments to connect with the new structure along with the complete plan set for the construction of the project. Ryan coordinated with geotech, permits, structures, and utilities to resolve the project design issues.

406168-3-52-01 CR 250A from I-10 to CR 250 signing and pavement marking plans, 2012-2013

Role: PM and EOR Ryan served as the engineer of record on the project which included collecting the sign inventory, evaluating the current standard for new signage to be placed and developing the special details for the signs using the guide sign program. Ryan also conducted a no-pass zone study to develop the details for the pavement marking on the project.

431109-1-52-01 I-75 Pavement Failure correction project, 2011-2012

Role: PM and EOR Ryan served as the Engineer of Record for the I-75 pavement failure project that was located in Columbia County. Several sections of I-75 had experienced base-up cracking that was causing the asphalt to delaminate and break out in sections. This created safety concerns and rideability issues. The sections of I-75 had to be milled through the base layer and reconstructed with an asphalt base layer to ensure that the roadway structural strength needed was provided. This effort required significant traffic lane shifts and diversions to provide maintenance of traffic while the sections of I-75 were being rebuilt. Ryan managed the project issues during the development of the plans and during the construction of the project.

210538-2-52-01 RRR of US 90(SR 10) from CR 360A to end of 4 lane section, 2010-2011

Role: PM and EOR Ryan served as the Project Engineer and was responsible for the roadway design, project coordination with Utilities, Geotech, Specs, and Estimates, and during construction. Ryan served as the Engineer of Record and he performed all of the QA/QC for the project.

424483-1-52-01 RRR of US 19 (SR 55) from SR 349 to Gilchrist County, 2010-2011

Role: PM and EOR Ryan served as the Project Engineer and was responsible for the roadway design, project coordination with Utilities, Geotech, Specs, and Estimates, and during construction. Ryan served as the Engineer of Record and performed all of the QA/QC for the project.

424728-1-52-01 SR 312 at Whetstone Dr., 2010-2011

Role: PM and EOR Ryan served as the engineer of record for the project which included developing the signal plans and signal timing phases for vehicles and for pedestrians. This project included coordination with structures, Geotech, and utilities. Coordination with utilities required the exploratory hole investigation method to determine the least impactful location of the mast arm foundation and for the coordination of any utility relocations. Ryan managed all of the project issues during the development of the plans and during the construction of the project.

210530-2-52-01 RRR of SR 145 Livingston St. to MP 13.0, 2009-2010

Role: PM and EOR Ryan served as the Project Engineer and was responsible for the roadway design, project coordination with Utilities, Geotech, Specs, and Estimates, and during construction. Ryan served as the Engineer of Record and also performed all of the QA/QC for the project.

212943-4-52-01 I-75 Rest stop at Payne's Prairie modifications, 2008-2009

Role: PM and EOR Ryan served as the engineer of record for the Payne's Prairie rest stop modification. There was a safety problem at the entrance ramp, in which vehicles were failing to slow down, losing control, and crashing into the retention pond. The ramp for the entrance was rebuilt to provide additional deceleration length and the horizontal geometry of the curve at the entrance was modified to make the radii larger. This project also included a level 2 maintenance of traffic plan, geotechnical investigations, lighting relocation, and guardrail construction. Ryan managed the project issues during the development of the plans and during the construction of the project.



Rickey L. Hendrix, PE

Water Resource Engineer



Education

B.S. Civil Engineering
Auburn University

M.S. Environmental Engineering
Auburn University

Licenses/Registrations

Professional License No. 45239 FL

Areas of Expertise

Project Management
General Civil Engineering
Project Management
Stormwater Management
Groundwater Assessment &
Remediation
Surface Water Quality
Environmental Site Assessments
FDOT PD&E Manual

Years of Experience - 20+

Professional Experience

A Florida-licensed Professional Engineer with over 20 years of engineering study, design, permitting, and construction-related experience, serving as a project manager, engineer, and construction inspector for various civil and environmental projects throughout Florida.

Civil project experience includes site planning, stormwater modeling analysis, design, permitting, and construction coordination for various residential and commercial developments. Environmental project experience includes planning, hydraulic modeling, design, permitting, and construction services for various water supply, treatment, storage, and distribution facilities, and wastewater conveyance, treatment, disposal, and reuse facilities. Permitting experience includes coordination with state and local regulatory agencies including FDEP, FDOT, SJRWMD, SWFWMD, etc.

Related Experience

July 2019 – March 2021 Gainesville Regional Utilities, Gainesville, FL – Project manager and engineer for the linear infrastructure group of the City of Gainesville utility department. Duties included coordinating capital improvement utility projects designed by outside engineering consultants and/or implemented by outside construction contractors, as well as design, permitting, and construction coordination for in-house new capital projects and utility relocation projects to accommodate County and FDOT roadway improvements. Other duties included planning and coordination with maintenance crews for routine gravity sewer smoke testing and maintenance, as well as coordination with the City utility planning, purchasing, materials reservation, utility construction, and dispatch departments.

May 2017 – July 2019 Constantine Engineering, Inc, St Augustine, FL – Project manager, and engineer for a civil engineering consulting firm. Management duties included the preparation of proposals, scopes of work,

budgets, contracts, and task orders for both clients and sub-consultants, as well as design team coordination. Engineering duties included utility planning study reports, site and utility design, permitting, and construction-phase services for public water and wastewater improvement projects, including water distribution system and wastewater collection system and pumping improvements, as well as public parking site design.

January 2014 – April 2017 Pigeon-Roberts & Associates, Inc, Ocala, FL – Project manager, and engineer for civil engineering consulting firm. Management duties included the preparation of proposals, scopes of work, budgets, contracts, and task orders for both clients and sub-consultants, as well as design team coordination. Engineering duties included improvement planning and design. permitting and construction inspection services for private and public site development, stormwater remediation, and wastewater utility projects including site drainage, road and utility improvements, wastewater pump stations, and WWTP headworks modifications.

August 2003 – May 2005 Ginn Engineering, Inc, Ocala, FL – Independently contracted part-time as a project engineer for a civil engineering consulting firm. Duties included planning, design, and permitting services for public and private site improvement projects, including drainage modeling and site layout.



Rickey L. Hendrix, PE

Water Resource Engineer

April 2001 – June 2001 Harn R/O Systems, Inc, Venice, FL – Independently contracted as an assistant engineer for reverse osmosis (R/O) water system contractor. Duties included design, equipment specifications, bid preparation, and shop drawing coordination for public and private water utility projects.

August 1998 – March 2001 John P. Daniels Engineering, Inc, Ocala, FL – Project engineer for a civil engineering consulting firm. Duties included improvement planning, design, and permitting services for private site development projects including site drainage, road, and utility layouts.

February 1996 – January 1997 Hartman & Associates, Inc, Fort Myers, FL – Project engineer for a civil engineering consulting firm. Duties included planning, design, and permitting services for public and private utility projects, with a specialization in water and wastewater facilities.

October 1987 – January 1996 Boyle Engineering, Inc, Orlando, FL & Fort Myers, FL – Project engineer for a civil engineering consulting firm. Duties included planning, design, permitting, and on-site construction-phase services for public and private utility projects, with specialization in water, wastewater, and reuse facilities.



Education

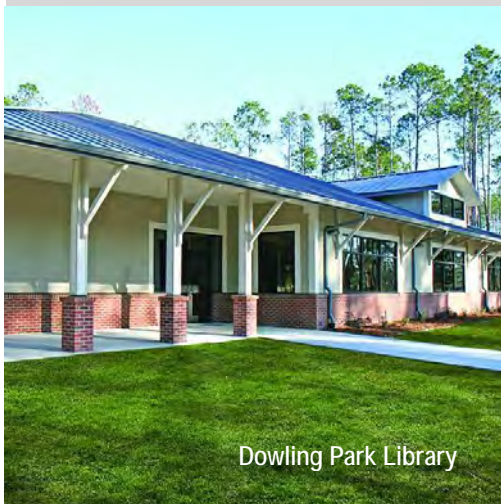
B.S. Civil Engineering,
University of Florida

Areas of Expertise

- Project Management
- Planning & Zoning
- Site Planning & Design
- Stormwater Systems Management
- Building Construction Management
- Roadway Design
- AutoCAD
- Microstation

Years of Experience

- 15+



Dowling Park Library

Professional Experience

Mrs. Humphries specializes in the design of stormwater management systems, site and roadway design. Her experience includes site development as well as preparation of roadway plans and both state and local permitting requirements for all types of project developments.

Mrs. Humphries has worked on various projects for both governmental agencies and private industries for over fifteen years. These project types incorporated the design of stormwater management systems, roadway design and site design.

Mrs. Humphries software experience includes, but is not limited to, Microsoft Office programs, MASTERSPEC, Geopak, Microstation V8, AutoCAD, Storm CAD, Water CAD, Ponds 3.2 and other various computer programming software.

Related Experience

DOWLING PARK LIBRARY, SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS – Mrs. Humphries directed the site planning and project management of the Jo Kennon Dowling Park Public Library and Advent Christian Village Archive Room located in Dowling Park, Florida. The Advent Christian Village was Florida's first retirement center and one of the most progressive retirement villages in the state. Located just outside of Live Oak, this project included the preparation of plans to construct a new library branch to include an approximately 5,000 SF building as well as an additional 1,500 SF Archive Room. The library will provide a spacious stack area for volumes of books, conference rooms, reading rooms for the patrons as well as offices and a work room. The Shirley J. Brooks Archive Wing was built as part of the library and will house over 100 years of Advent Christian Village history. NFPS provided the architectural drawings, building plans including electrical, plumbing, and HVAC plans, structural engineering, site plan engineering design, permitting, bidding and construction engineering inspection (CEI) services necessary to complete the project. NFPS also provided schematic design documents through construction documents for permitting, bidding and construction of the Dowling Park Library project.

STATE ATTORNEY'S OFFICE, THIRD JUDICIAL CIRCUIT OF FLORIDA, SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS – Mrs. Humphries served as project manager for the design and construction of a new office for the Third District State Attorney's Office in Live Oak. This project is located near Historic Downtown Live Oak on Pine Avenue. Services provided include conceptual plan development, geotechnical testing, foundation design, stormwater design, site plan design, permitting, and bid administration. Ms. Humphries worked closely with key personnel on County, City and State levels to successfully manage this project on time and within budget.

TACO BELL LAKE CITY, MOMEX FOODS, INC. – Mrs. Humphries, project manager for the new Taco Bell development in downtown Lake City, FL provided conceptual and site plan development as well as permitting to Momex Foods, Inc. for the construction of this project. This restaurant, near Historic Downtown Lake City, was built with Taco Bell's new design concept built to reflect the vibrant communities in which they operate. The design was also produced to reduce the environmental footprint by featuring LED lights, energy-efficient heating and cooling equipment and reclaimed wood.

TARGET DISTRIBUTION CENTER STORMWATER MANAGEMENT, COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS – Target built their first company-owned and third party operated perishable food distribution center in Lake



City, FL on US 441. This 76-acre parcel site was developed to deployed a technology called the CaddyPick system which is a semi-automated monorail picking system that transports store-specific monorail-suspended trolleys through aisles for order fulfillment. Mrs. Humphries provided design for the storm water system which consisted of various inlets, underground piping, grassed swales, and a 15-acre wet-detention pond located east of the proposed development.

LYONS COMMERCIAL SITE, RIMROCK DEVELOPMENT, LAKE CITY, FL – Mrs. Humphries served as project manager for the design of the Lyons Commercial Site located on Hwy 90 in Lake City which now features a new Tropical Smoothie Café and Planet Fitness Gym. Mrs. Humphries provided a conceptual commercial site layout compliant with current City of Lake City Land Development Regulations for the proposed commercial site development to-scale including approximately 20,000 SF of building pads. Our firm also provided utility and driveway connection plans and permitting applications with City of Lake City, Suwannee River Water Management District and the Florida Department of Transportation for this commercial development that consists of a multi-unit shopping center.

SUWANNEE COUNTY JUDICIAL ANNEX, SRWMD, CITY OF LIVE OAK – Mrs. Humphries served as project manager for the construction of the Suwannee County Judicial Annex located on Parshley Street in Live Oak, FL. This project consisted of a 5,500 SF metal building to serve as a meeting room for the Commission, a county courtroom and a record storage facility, a parking lot, and stormwater facility. The scope of the project included developing the plans and specifications for bid, permitting, construction administration, construction inspections and value engineering.

WESTWOOD BAPTIST FAMILY LIFE CENTER, GAMBLE CONSTRUCTION INC. – Mrs. Humphries served as the project manager for the design of this project located on CR 136 in Suwannee County. The Westwood Baptist Family Life Center is a 25,200 SF multi-story metal building. The scope includes design of the foundation super structure for the pre-fab steel structure, structural calculations, provide engineering support to the contractor during construction and working with the threshold inspector on all structural and building concerns.

PERIMETER ROAD, SUWANNEE COUNTY BOARD OF COUNTY COMMISSIONERS – Mrs. Humphries served as project manager for the design and construction of the joint Suwannee County/City of Live Oak Perimeter Bypass Road Project. This new road construction will provide a bypass around Live Oak from U.S. 129 north near Lowe's to U.S. 90 east near the industrial park. Tori managed and coordinated the efforts of multiple vested entities for this project including FDOT, Suwannee River Water Management, Suwannee County, City of Live Oak, Suwannee County Development Authority, contractors and land owners along the route as well as private sector partners. The project involved the design, bidding and contract negotiation and management, and construction engineering inspection.

ENGINEERING SERVICES FOR THE PUTNAM CORRECTIONAL INSTITUTE, PALATKA, FL – Mr. Bailey served as Principal-In-Charge for NFPS providing professional engineering services for the Putnam Correctional Institute in Palatka, FL. The project scope included preparing a structural plan depicting the existing truss conditions and required renovations for the Food Service Building. Services performed under Frank Smith, Region II Maintenance and Construction, Florida Department of Corrections, 7819 NW 228th Street, Raiford, FL 32026

ENGINEERING SERVICES FOR THE FDC REGION II WAREHOUSE, STARKE, FL – Mr. Bailey served as Principal-In-Charge for NFPS providing professional engineering services for the FDC Region II Warehouse located in Starke, FL. The project scope included preparing architectural plans depicting existing renovations and proposed construction needed to comply with the Florida Building Code and Life Safety Plan based on field measurements, and building construction plans. Services performed under Frank Smith, Region II Maintenance and Construction, Florida Department of Corrections, 7819 NW 228th Street, Raiford, FL 32026

STRUCTURAL ENGINEERING, COMMERCIAL STAIRCASE, WAREHOUSE FACILITY, RAIFORD, FL – Mr. Bailey served as Principal-In-Charge for NFPS providing professional engineering services for the structural staircase design for a commercial staircase in on behalf of the Florida Department of Corrections. The project scope included preparing a conceptual plan based on field measurements, and building construction plans. Services performed under Julie Tilton, GOC II, Region II Maintenance and Construction, Florida Department of Corrections, 7819 NW 228th Street, Raiford, FL 32026



Education

A.S. Electronics Technology, Johnson & Wales University

Areas of Expertise

- CAD & Engineering Software Trainer
- AutoCAD
- MicroStation
- Microsoft Software
- Roadway Design
- Utility Design
- Permitting

Years of Experience

- 20+

Professional Experience

As a senior designer with NFPS, Mr. Cohen executes and finalizes transportation projects per strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and sub-consultants to deliver projects according to plan. He also defines the project's objectives, develops plans, oversees quality control throughout the project life cycle, and calculates project estimates. He also conducts AutoCAD, MicroStation, Civil 3D, Map 3D, and Bentley OpenRoads training and support.

Related Experience

TOWN OF JENNINGS, FL WWTP DESIGN – NFPS was selected by the Town of Jennings to provide engineering services for the improvement of the Town's Wastewater and Water Treatment Plant. Services provided for this CDBG Funded improvement project included design, permitting and administration services for the following improvements:

Wastewater Treatment Plant – Facility Generator and Auto Transfer Switch, Automatic Spray Field Controller and Valves, 6' Field Fence with Barbed Wire, Pipe and Wire Locator and Water Jet Pump

Water Treatment Plant – Aerated Above Ground Storage Tank, Automatic Transfer Switch, Pump House Lighting AND 1,000 gpm Fire Pump

LOVE'S BYPASS ROAD AND US 129 MODIFICATIONS, FDOT FUNDED, HAMILTON COUNTY, FLORIDA – Mr. Cohen served as the senior designer on this FDOT funded project, which consists of the construction of a new bypass road and lane modifications to US Hwy 129 located in Hamilton County, Florida. Services provided for this project were design, permitting, and bidding & negotiation.

SW 10th STREET ROADWAY CONSTRUCTION, FDOT SCOP FUNDED, GILCHRIST COUNTY, FLORIDA – Mr. Cohen served as the senior designer on this FDOT Small County Outreach Program funded project, which consisted of the reconstruction and resurfacing of SW 10th Street located in Gilchrist County, Florida. Services included in this roadway construction project included design, permitting, construction plans drafting, and post-design services.

COUNTY ROAD 341 WIDENING AND RESURFACING, FDOT SCOP FUNDED, GILCHRIST COUNTY, FLORIDA – Mr. Cohen served as the senior designer on this FDOT Small County Outreach Program funded project, which consisted of the widening and resurfacing of County Road 341 located in Gilchrist County, Florida. Services included in this roadway construction project included design, permitting, construction plans drafting, and post-design services.

COLUMBIA COUNTY SHERIFF'S COMPLEX DRAINAGE PLANNING, COLUMBIA COUNTY, FLORIDA – Mr. Cohen served as the senior designer on this project that consisted of completion of a stormwater master plan, permitting, and wetland impact review for the Columbia County Sheriff's Office Complex located in Lake City, FL. Services provided were design, permitting, and plans review.

SW 55TH DRIVE ROAD RECONSTRUCTION, FDOT CIGP FUNDED, HAMILTON COUNTY, FL – Mr. Cohen served as the senior designer on this FDOT funded project, which consists of the re-alignment of the road and lane modifications to US Hwy 129 located in Hamilton County, Florida. This project alleviated congestion of the new Hamilton County School Complex. Services included in this roadway construction project included design, permitting, construction plans drafting, and post-design services.

PEACOCK LAKE - DITCH RECONSTRUCTION – SUWANNEE COUNTY, FL Mr. Cohen served as the senior designer on this county funded project, which consisted of the re-alignment of an existing deficient ditch. This project is located in Suwannee County, Florida. This project solved the deficient flow for an existing ditch. Services provided for this project were design, permitting, construction plans drafting, and plans review.



Professional Experience

Mr. Snead is a Senior Designer with over 30 years of experience in highway design, surveying, and Computer Aided Drafting and Design (CADD). He is an expert in the use of Microstation and DOT SS4 work space. He has worked on hundreds of District II projects including interstate resurfacing and major reconstruction.

Related Experience

FDOT DISTRICT II – SR 9A FROM MONUMENT RD. TO ST. JOHNS BLUFF RD – Mr. Snead served as Roadway Designer for the interstate plans of 9A in Duval County. Preparing plans for contract letting in accordance with the FDOT plans Preparation Manual. Specialized in the Temporary Traffic Control for the bridge work and interchanges across Lee Rd. and Atlantic Blvd.

CR 152 FROM MADISON COUNTY LINE TO US 41 LAP PROJECT IN HAMILTON COUNTY – This project included the design of safety improvements along CR152, including the addition of a 4' paved shoulder and new signs and pavement markings in Hamilton County. Mr. Snead designed approximately 13.4 miles of shoulder widening with some drainage improvements and finalized plans and provided cost estimate with quantities.

CR 209 FROM HENLEY ROAD TO CR 315B AT CR 739B (STANDRIGE RD.) INTERSECTION LAP PROJECT IN CLAY COUNTY – Mr. Snead provided design for shoulders on 2 curves, a left turn lane at Sandridge Rd and 6.4 mi of traffic striping. The shoulder widening at the first curve in the project required extensive guardrail reworking. Mr. Snead designed the turn lane as a centered widening turn lane. The area for the turn lane required a lot of drainage improvements. Working on finalizing plans and cost estimate.

SW WILSON SPRING RD FROM SW PLYMOUTH AVE TO SW CULLEN AVE LAP PROJECT IN COLUMBIA COUNTY – Mr. Snead designed the 0.5-mile sidewalk along west side of roadway with high visibility crosswalks and public sidewalk ramps. Provided quantities and cost estimate.

FDOT DISTRICT II – US 90/SR 10 IN COLUMBIA COUNTY FROM LAKE CITY AVE. TO BROWN RD. (1 MILE.) CONVERT 2 LANE RURAL TO 4

Education

US Army Field Artillery Survey School
Military Leadership Advanced NCO
Academy

Areas of Expertise

- Roadway Design
- Plans Preparation
- Project Horizontal and Vertical Layout
- Temporary Traffic Control
- Signing and Pavement Marking Design
- Pond Site Design
- Contract estimates

Certifications

- Advanced MicroStation
- Advanced MOT
- Rigid and Flexible Pavement Design
- Highway Capacity Manual

Years of Experience

- 30+

LANE URBAN CURB AND GUTTER – Mr. Snead Served as senior designer for the reconstruction of SR 10. Worked with the drainage department to design over 100 drainage structures with 1 10-acre pond location. Prepared plans for contract letting in accordance with FDOT Plans Preparation Manual. Assisted the ROW department with detailed plans for ROW procurement. Designed the Temporary Traffic Control. Estimated quantities for the contract documents. Assisted the consultant engineering inspectors during construction checking as-builts and other related construction documents.

COUNTY ROAD 228 REALIGNMENT IN BAKER COUNTY – CR 228 relocation in Baker county was financed by Chemours Chemical Company for Baker county to increase the company's mining area. The 2.48-mile project would normally take between 18 to 24 months to complete and was sent to Chemours Chemical Company in 8 months. The county wanted no water standing in the maintained ditches. The water management district wanted all of the water from the project discharged to water treatment facilities.



Education

B.S., Technical Education,
University of West Florida, 2008

M.S. Information,
Florida State University, 2018

Graduate Certificate
Information Architecture
Florida State University, 2018

PhD in Information,
Florida State University, Ongoing

Certifications

- FDOT Construction Math
- FDOT Final Estimates
- FDOT Contract Plans Reading
- FDOT Maintenance Specification Package Preparation
- FDOT Guardrail Installation & Inspection

Areas of Expertise

- Grant & Technical Writing
- Land Use Planning
- Grant Administration
- Adobe Illustrator
- Adobe InDesign
- Adobe PhotoShop
- AutoCAD

Professional Experience

Since joining NFPS in 2015, Ms. Williams has successfully applied her technical and grant writing skills to help secure several proposals submitted by the Grants Department. Ms. Williams serves as Grant Coordinator for NFPS, facilitating grant services for the continuing services Counties and Municipalities under contract with the firm.

Ms. Williams is responsible for researching all funding sources and grant programs available to NFPS clients. Shannon has been very successful in securing needed grants and other funding opportunities. Ms. Williams brings a strong background in various software applications to enhance application packages with visual graphics as well as a graduate level education in project organization and heads the Marketing Division of NFPS researching proposal opportunities and maintaining the company's various media requirements.

Ms. Williams has a master's in information studies through Florida State University which gives her the expertise to process data with a focus on the relationship between information, people, and technology. Ms. Williams is now enrolled in FSU's PhD program in Information.

Current Project Experience

COLUMBIA COUNTY HAZARD MITIGATION GRANT – Ms. Williams completed the Hurricane Irma Hazard Mitigation Grant (HMGP) application on behalf of Columbia County. The successful application awarded the County \$1.2 million in funding to perform acquisition and demolition of resident properties subject to repetitive flooding. This work included door-to-door visits to interview qualified citizens and document repetitive damage due to severe flooding, organizing public meetings to obtain information from affected citizens and a detailed application process including the operation of the BCA Toolkit to determine the cost benefit of projects identified through the interview process. Ms. Williams is now administering the grant and maintaining close relationships to the affected citizens.

COLUMBIA COUNTY CDBG-DR GRANT – Ms. Williams has recently assisted Columbia County in applying for the Community Development Block Grant – Disaster Recovery Hurricane Irma funding. The County was awarded the funding along with 11 other counties and municipalities. This funding is to be used to support the County's Repetitive Loss Home Buyout initiative. The information gathering phase of this grant opportunity required in depth community engagement to garner awareness and interest in the project including advertised public meetings and door-to-door canvassing.

BAKER COUNTY FLORIDA BOATING IMPROVEMENT PROGRAM GRANT – Ms. Williams wrote the application and Baker County was approved to reconstruct the Saint Marys Cove boat ramp facility. The scope of work is to improve the Saint Marys Cove Public Boat Ramp facility at the end of Steel Bridge Road in the western portion of Baker County off State Road 121. During the ramp replacement, the ramp will be realigned with the access road for continuity allowing for safer and easier use of the ramp for boaters.

The County will also construct an asphalt paved parking area for approximately 10 trucks with boat trailers and leveled grassed parking for approximately 25 additional trucks and trailers. The access road is partially paved, ending in a graded dirt road causing a large amount of sediments and sand to be washed from the road down the ramp and into the riverbed. Engineer's assessments have also documented sediment and sand due to the erosion of retaining walls breaking away from the river shoreline. To correct this problem, dredging will occur to remove the sediments, paving the full access road and replacing the retaining walls.



TOWN OF FORT WHITE – MAYOR’S PARK HISTORICAL PARK EXHIBIT SIGNS – Ms. Williams assisted the Town of Fort White by writing an historical grant application for the creation of 8 exhibit signs to be placed at the Town’s Mayor Park to highlight the history of railway in the Town. The Town was awarded the funds and Ms. Williams is currently administering the grant on behalf of the Town and creating the graphics for the signs.

BAKER COUNTY – SANDERSON FIRE STATION COMMUNITY DEVELOPMENT BLOCK GRANT – Ms. Williams wrote proposals to apply for and administer the FFY 2019 CDBG grant. The County intends to use the funds to erect a new fire station in the Sanderson area. NFPS was awarded the opportunity to write the grant and to also provide engineering and construction inspection services. The grant application required extensive surveying to meet the CDBG LMI requirement. Ms. Williams conducted public meetings and CATF meetings on behalf of the County as well.

UNION COUNTY – CDBG-MIT APPLICATION – The U.S. Department of Housing and Urban Development (HUD) announced that \$633 million in first-of-its-kind funding would be available to the state of Florida for disaster mitigation projects in areas impacted by presidentially declared disasters in 2016 and 2017. These funds are available through HUD's newly created Community Development Block Grant - Mitigation (CDBG-MIT) and will be used to fund disaster mitigation programs to better protect Florida from future disasters.

Union County selected NFPS to write the grant application for the critical hardening of its EMS building, designing a new ADA compliant layout for the building to include ADA compliant restrooms, new flooring throughout, repairing wood rot damage at the base of walls and door jambs, relocating open pipes, key card or pin number locks for doors, addressing slick flooring in EMS bays, addressing heating and ventilation issues in EMS bays, addition of perimeter fencing, safety lighting and cameras, steel doors and additional security in areas storing sensitive items, new rafters/trusses to meet hurricane safety standards, addressing roof leaks and fire sprinkler system throughout.

HAMILTON COUNTY FLORIDA BOATING IMPROVEMENT PROGRAM GRANT – Ms. Williams wrote the application and Hamilton County was approved to reconstruct the Five Hole Springs boat ramp facility. The scope of work is to enhance and improve boating access and provides a benefit to boaters by replacing and expanding the existing boat ramp with a standardized concrete boat ramp.

The improvements will also include an increase in retaining wall coverage, add 5 paved parking spaces for boat trailers, 9 grassed standard parking spaces and 4 paved standard parking spaces. Additionally, the project will include a 140’ floating dock system with pylons and dredging to expand the width of the canal at the boat ramp. These upgrades will improve boat access to the Suwannee River and allow for faster and more efficient launching and recovery of vessels.

COLUMBIA COUNTY SPORTS & RECREATION ADVISORY COUNCIL – Ms. Williams provides grant consulting services to the Richardson Community Center/Annie Mattox North recreation centers. These community centers are a part of Columbia County’s Sports and Recreation program and are located in disadvantaged communities. Ms. Williams attends Advisory Council meetings to determine the ever-changing needs of these low-income communities and locates funding to support programs such as after school care and STEM programs.



TAB B

FIRM'S RELATED

EXPERIENCE



PROJECT TEAM EXPERIENCE

Our carefully selected team provides extensive and exemplary utility engineering design and permitting with a special understanding for rural projects. North Florida Professional Services, Inc. has been providing engineering services to municipalities and government agencies throughout the State of Florida for years, with over half of the firm’s revenue coming from long term contracts with public sector clients. Our principals have been in partnership in North Florida since 1995 and our team is very familiar with the area and the unique needs of this region.

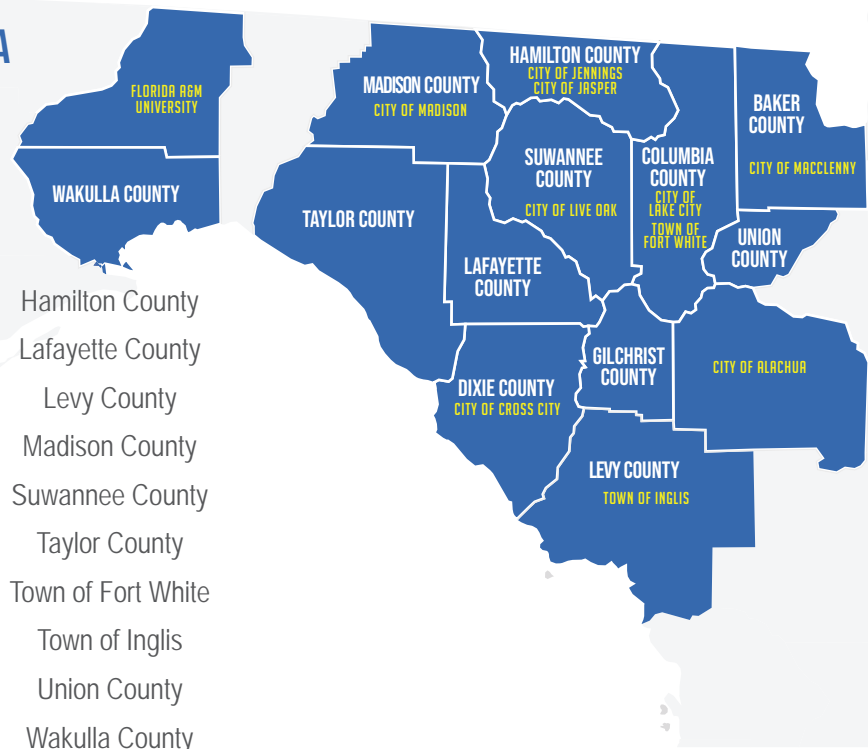
Managing this contract from our local office in Lake City, affords our project managers to deliver each task for this project efficiently and effectively. The dedicated members on our org chart and the entire staff are committed to the City of Bunnell’s ongoing needs and will always be available to provide immediate response to the City’s engineering needs throughout the life of the contract.

Through our continued efforts, NFPS has perfected the art of economic engineering, doing our best to come up with the most economical yet sound engineering solutions in order to resolve issues without draining the budget. Each of the counties/cities is often able to reallocate the money saved, allowing them to use the funds for additional improvements/projects each year. This type of economic surplus is what NFPS hopes to bring to Bunnell.

The mission of our firm has been to provide exceptional, dedicated service to this region while maintaining the beauty of rural living. An overwhelming majority of our NFPS staff hail from or have lived & worked in this region for a substantial amount of time and have a dedication to this area that is unparalleled to any firm who commutes in for your business and leaves to reside elsewhere. We take pride in our projects because they directly affect our communities, our families and our neighbors.

THE NFPS CLIENT SERVICE AREA

- Baker County
- City of Alachua
- City of Cross City
- City of Jasper
- City of Jennings
- City of Lake City
- City of Live Oak
- City of Macclenny
- City of Madison
- Columbia County
- Columbia County School District
- Dixie County
- Florida A&M University
- Gilchrist County





PROJECT TEAM EXPERIENCE

CLIENT: Hamilton County Board of County Commissioners

PROJECT: I-75 and SR 6 Water and Wastewater Utilities

DESCRIPTION: In order to help spur economic development at the interchange of I-75 and State Road 6 in Jasper, Florida, NFPS performed a feasibility study, master plan and completed the engineering design and cost estimates for a County owned and operated potable water supply and distribution system and a modular waste water treatment plant that can be expanded in 125,000 GPD increments up to a 500,000 GPD capacity. NFPS provided grant administration for this project funded by the Suwannee Water Management District's RIVER Grant, which also included a 19.17-acre effluent spray field to serve the Phase 1 planning area along SR-6 east and west of the I-75/SR-6 intersection (Exit 460). The water treatment and wastewater treatment facilities will be located on 78 acres of land approximately 2.7 miles west of Exit 460.

Engineering design includes installation of two 250,000 GPD groundwater wells, a 125,000GPD water treatment plant, a 125,000 GPD wastewater treatment plant, a 250,000-gallon capacity elevated storage tank sufficient to provide fire-protection water within the facility's planning area, a 3-mile long water distribution pipeline system along SR 6, and a wastewater lift station with a 2.5 mile long force main. The modular wastewater treatment plant will include a 460,000 gallon retention basin, irrigation pump station, and 19.17 spray field where reclaimed wastewater will be used to grow grass.

REFERENCE NAME: Louie Goodin, Hamilton County Coordinator

PHONE: (386) 792-6639

EMAIL: hamiltoncounty@windstream.net

CLIENT: Town of Fort White, FL

PROJECT: Town of Fort White Water Treatment Plant through CDBG Funding

DESCRIPTION: NFPS facilitated the application for and the administration of the Small Cities Community Development Block Grant (CDBG) on behalf of the Town of Fort White. The Grant application was submitted to make necessary upgrades and improvements to the Town's existing water treatment facility. The Town was awarded \$600,000.00 to complete this project through CDBG Neighborhood Revitalization.

This project included repairs of two of the ground storage tanks used to store potable water. These needed repairs were identified per a Florida Department of Environmental Protection required inspection report: the replacement of the Programmable Logic Controller (PLC), repairs to the Permanganate Storage Tank, and installation of two (2) permanent shelters (per specifications) approximately 14' x 28' each over the treatment filter systems. A 1,000 GPM fire water pump was also installed as was recommended by the Florida Rural Water Association, as well as the addition of a third raw water well. NFPS handled both the design and Construction Engineering Inspection (CEI) aspects of this project in addition to the grant administration.

REFERENCE NAME: Demetric Jackson, Former Mayor

PHONE: (386) 365-3304

EMAIL: jacksond@columbiak12.com



PROJECT TEAM EXPERIENCE

CLIENT: Suwannee County Board of County Commissioners

PROJECT: I-75 and CR 136 Water and Wastewater Utilities

DESCRIPTION: NFPS was awarded the opportunity to design new Water and Wastewater facilities at the junction of I-75 and CR 136 in Suwannee County. Funded through the Florida Job Growth Grant Fund, this ongoing project will consist of two production wells, a masonry building consisting of three rooms (one chlorine feed, one chemical feed and one electrical), approximately 12,000 feet distribution piping, six (6) fire hydrants and all necessary piping and site work.

Also included is a 500,000-gallon elevated storage tank. It is anticipated that the water quality will be such that the only treatment will be liquid chlorine for disinfection, one chemical feed such as hydrogen peroxide for H₂S removal or Aquagold for sequestering iron. Any further treatment will result in additional facilities and will require an increase in scope and fee. The wells and elevated tank will be located on the 25.32-acre site at the intersection of CR 136 and CR 137.

REFERENCE NAME: Randy Harris, County Administrator

PHONE: (386) 362-3992

EMAIL: randyh@suwgov.org

CLIENT: Town of Jennings, FL

PROJECT: Town of Jennings Water & Wastewater Facility Design

DESCRIPTION: NFPS was selected by the Town of Jennings to provide engineering services for the improvement of the Town's Wastewater and Water Treatment Plant. Plans were provided well ahead of the project to ensure the Town received maximum "Readiness to Proceed" points on their CDBG project application. Services provided for this CDBG Funded improvement project included design, permitting and administration services for the following improvements:

Wastewater Treatment Plant

- Facility Generator and Auto Transfer Switch
- Automatic Spray Field Controller and Valves
- 6' Field Fence with Barbed Wire
- Pipe and Wire Locator and
- Water Jet Pump

Water Treatment Plant

- Aerated Above Ground Storage Tank
- Automatic Transfer Switch
- Pump House Lighting
- 1,000 gpm Fire Pump

REFERENCE NAME: John Prine, Mayor

PHONE: (386) 938-4131

EMAIL: jennings_manager@yahoo.com



PROJECT TEAM EXPERIENCE

CLIENT: City of Lake City

PROJECT: Ichetucknee Springs Water Quality Improvement Project

DESCRIPTION: Ichetucknee Springs Water Quality Improvement Project (Lake City Treatment Wetland) design services and ongoing monitoring, operational assistance, and reporting. The wetland designed for this facility is substantially larger based on the WWTF flows, but the concept is the same. The design was put in place to reduce nitrogen in water infiltrated to the Floridan Aquifer rather than using comparatively more expensive upgrades at the plant.

REFERENCE NAME: Cody Pridgeon, Wastewater Director

PHONE: (386) 758-5497

EMAIL: PridgeonC@lcfla.com

CLIENT: Town of Fort White

PROJECT: Phase I Regional Wastewater Treatment Plant

DESCRIPTION: A 100,000 gpd WWTP proposed to be constructed on a piece of property (96-acres) owned by the Town of Fort White; A 100,000 gpd Holding Pond & Sprayfield proposed to be constructed on the same piece of property by the Town of Fort White; 15 Manholes and 2 lift stations to collect and transmit the wastewater from a portion of the US Highway; 4,400 LF of 8" Gravity Main to be constructed on US Highway 27; 3,500 LF of 6" Force Main to be constructed to from the intersection of SR 47 and US Highway 27 to the proposed WWTP Facility; 1,800 LF of 4" Force Main on US Highway 27.

REFERENCE NAME: Cody Pridgeon, Wastewater Director

PHONE: (386) 758-5497

EMAIL: PridgeonC@lcfla.com

PERMITTING

The NFPS engineering staff have extensive experience with permitting in several water management districts. Water and Wastewater are the life blood of any community. Without properly functioning water and wastewater systems any community is hamstrung with regards to growth which will expand the tax base and assist in helping the community grow sustainability. NFPS brings a broad range of water and sewer services to the table. Our capabilities run the gamut all the way from water and wastewater plant design and permitting to water main and wastewater transmission main design and permitting to wetland treatment system design and permitting. We also perform Construction Engineering Inspection on water and wastewater systems.

With our environmental services we provide our public and private sector clients the ability to balance growth while reducing or eliminating risks and protecting our natural environment. Our environmental services provide our public and private sector clients, throughout the region, the ability to balance growth while reducing or eliminating risks and protecting our natural environment. Obtaining a construction permit is a vital element in any construction activity. Our professional engineering firm assists clients through the process of acquiring the necessary documents required by the local agencies and other concerned organizations for any development work that needs consent.



TAB C

FIRM'S APPROACH AND METHODOLOGY



STANDARD PROJECT APPROACH

NFPS uses its three-tier quality control system to always ensure that schedules and budgets are met. Schedules are analyzed on a weekly basis by supervisors, and on a phase-by-phase basis by senior engineers. The budget is also reviewed on a phase-by-phase basis by senior engineers, and typically tracked on a continuous basis by the project engineer assigned to the project.

APPROACH TO DEVELOPING PROJECT SCHEDULES

Our Team has successfully completed hundreds of projects on-time and with-in budget. We have used the following steps to develop project schedules for each of our projects:

1. Determine the personnel and non-personnel resources required for all activities of the project (i.e. survey or geotechnical data).
2. Estimate durations for all activities.
3. Identify all intermediate and final deadlines and dates that must be met. (i.e. grant or funding deadlines)
4. Identify all activities or milestones outside your project that affect your project's activities. (i.e. permitting review times or other projects that may be in the vicinity of your project location)

Once all these factors have been identified, we can set a realistic project schedule to ensure successful completion of a quality project. Once the project schedule has been established, it is important for the project manager to monitor the schedule and assign tasks to any other team members or sub-consultants in a timely manner. If the project manager sees that the schedule milestones are not being met it is their responsibility to ensure necessary actions are taken to correct the situation and bring the project back on schedule.

Our approach to project management is generally phased in the following:

CONCEPTUAL DESIGN PHASE

PROJECT KICKOFF MEETING AND SITE VISIT - Upon Notice to Proceed, NFPS will develop a work plan and schedule for the project. A kickoff meeting will be held between City staff and the NFPS Project Team. The kickoff meeting will include discussion on the project goals and objectives, scope of the project, challenges or issues, permitting, schedule, and communication protocol. A visit to the proposed site of the fire station will be held to assess site conditions and to review available locations for the fire station and the stormwater management system.

CONCEPTUAL DESIGN DOCUMENT - The conceptual design phase focuses on finalizing all major decisions in regard to location, sizing, and design criteria. The result of this phase will be a technical memorandum called 30 Percent Conceptual Design Document (CDD) which also includes the following:

- o Plan views and major elevation drawings
- o List of proposed specifications
- o Updated opinion of probable construction cost (OPCC)



STANDARD PROJECT APPROACH

TECHNICAL REVIEW AND PROJECT MEETING - The NFPS technical experts will perform a quality assurance and quality control review of the CDD. The comments will be reviewed and incorporated into the next phase of work. NFPS will provide the City with hard copies of the document for review and comment. A project meeting will then be held to review the document and receive the City's comments.

FINAL DESIGN PHASE

- **90 PERCENT DESIGN DEVELOPMENT** - NFPS will provide a review set of drawings and specifications at the 90 percent stage. A review meeting to discuss the City's comments will be held. NFPS' technical experts will provide a QA/QC review of the drawings and specifications for technical accuracy. This phase will also include a final opinion of probable construction cost estimate.
- **100 PERCENT (BID SET) DESIGN DEVELOPMENT** - Upon approval of the 90 percent drawings, NFPS will finalize any remaining items and prepare the bid set. NFPS will provide final bid set, bid form, and drawings and specifications to the City.
- **PERMITTING ASSISTANCE**
- **FDEP PERMITTING SUBMITTAL** - NFPS will provide the necessary permitting documents to FDEP for any environmental permitting requirements. This will include preparations of any applications, exhibits, reports, drawings, and specifications (if required) for permit approval. City will provide all permitting fees.
- **SJWMD STORMWATER PERMITTING SUBMITTAL** - NFPS will prepare stormwater exemption permit application. City will provide all permitting fees.
- **SITE PLAN APPLICATION SUBMITTAL** - NFPS will prepare the City's Site Plan Application package and provide all necessary materials to ensure successful application submittal.



TAB D

**EFFECTS OF THE FIRMS
CURRENT & PROJECTED
WORKLOAD**

WORKLOAD



NFPS has completed the major worklod form for your review.

Our workload is like other firms in that we are busy. However, we pride ourselves on having the best talent and the best equipment. This combination facilitates streamlined and efficient workflows to help meet deadlines of potential project Task Work Orders. Each one of our clients enjoys the benefits of timely and professional services, without sacrificing quality or service levels. We pride ourselves on our high customer service and satisfaction ratings: it's what has kept us in business for over 20 years.



TAB E

LOCAL FIRMS

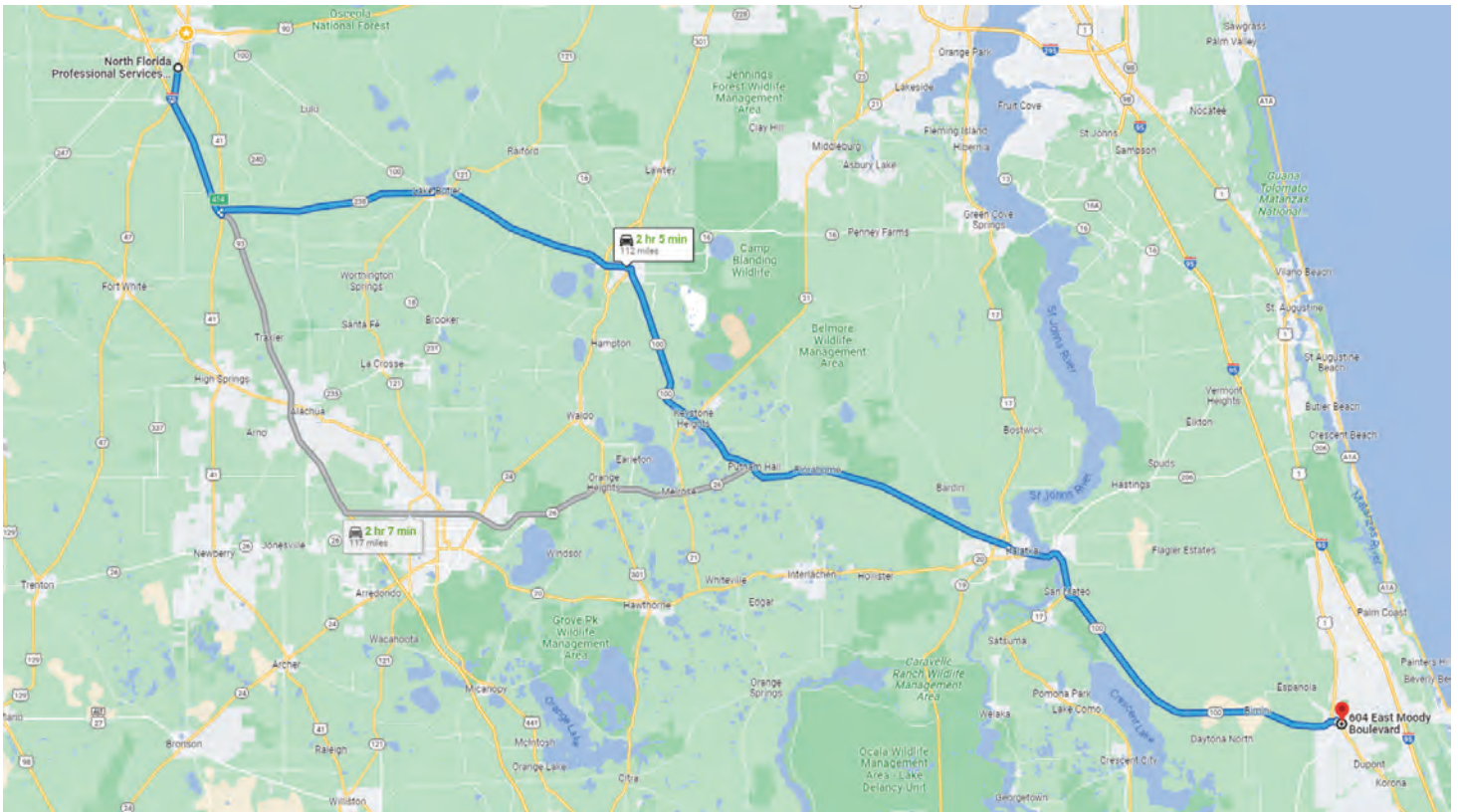
LOCAL FIRMS



NFPS looks forward to extending our services to the City of Bunnell. Although we have not performed work for the City currently, we have had a great working relationship with Alvin Jackson during his tenure with the City of Live Oak. We fully understand his high expectations and are ready to serve the City and its residents with the highest standards.

NFPS is a small business located in Lake City, FL. We employ over 35 employees who live, work and play in the North Florida area. We understand the delicate balance of engineering required of our unique region. We are experts engineering, designing infrastructure projects of all sizes while simultaneously maintaining the beauty of our rural region.

We are located 2 hours from Bunnell City offices with the staff and ability to attend face-to-face meetings as needed.





TAB F

COMPLETENESS OF

RESPONSE

COMPLETENESS OF RESPONSE



This proposal response is comprehensive, encompassing all the key elements, queries, and concerns requested in the proposal instructions and addenda. The proposal's completeness demonstrates our deep understanding of the project requirements and our unwavering commitment to delivering value-oriented solutions. Please review our proposal checklist and attachments included under Appendix A.



TAB G
REFERENCES FOR FIRM
& ALL
SUBCONSULTANTS



George Curtis
City Manager

"The Caring Community"
"Part of the Original Florida"

September 17, 2021

To Whom It May Concern:

On behalf of the City of Live Oak, FL, I am pleased to present this letter of recommendation to North Florida Professional Services, Inc., (NFPS). NFPS has and continues to provide quality, professional services to the City of Live Oak since 2019.

The NFPS team has worked diligently to find funding sources for several key projects important to the City and throughout our continuing contract, we have found NFPS and their staff to be very responsive, professional, knowledgeable, and experienced. We have also been very pleased with the quality and timeliness of their services and their understanding of the needs of small rural cities.

We look forward to continued success working with NFPS and am delighted to recommend both their grant writing services and engineering to others. If you have questions, please do not hesitate to contact me for further information; I can be reached at 386-362-2276.

Sincerely,

George Curtis
City Manager

JIMMY MURPHY
District 1 – Jennings

JOSH SMITH
District 2 – Jasper

ROBERT E. BROWN
District 3 – Jasper

RANDY OGBURN
District 4 – White Springs

RICHIE MCCOY
District 5 – Jasper



GREG GODWIN
Clerk of Courts

CLIFFORD L ADAMS
County Attorney

207 Northeast First Street
Room 106
Jasper, Florida 32052
(386) 792-1288
FAX (386) 792-3524

Office of
Board of County Commissioners

September 17, 2021

To Whom It May Concern:

This letter will certify that the engineering firm of North Florida Professional Services, Inc. (NFPS) has been providing engineering services for Hamilton County, Florida for over twenty (20) years.

NFPS continues to provide technically proficient, professionally competent and customer-oriented services to Hamilton County. NFPS staff regularly attends County Commission meetings and are responsive to the Board of County Commissioners' and staff requests on a variety of project and County needs. North Florida Professional Services' Grants Department is diligent in seeking funding opportunities to enhance County tasks.

NFPS has completed many designs in road paving/resurfacing projects, as well as numerous economic development, utility, recreation and building renovation projects.

I am very pleased to recommend all aspects of the work performed by NFPS and anticipate a continued relationship with North Florida Professional Services, Inc. If you need further information, I can be reached at 352-792-6639

Sincerely,

A handwritten signature in blue ink, appearing to read "Louie Goodin".

Louie Goodin

County Coordinator

56 NE 210th Avenue
Post Office Box 2600
Cross City, Florida 32628



County Manager's Office
(352)498-1426
Fax: (352)498-1277

DIXIE COUNTY

September 17, 2021

To Whom It May Concern:

This letter will certify that the engineering firm of North Florida Professional Services, Inc. (NFPS) has been providing engineering services for Dixie County, Florida since 2007.

During this time NFPS has designed and provided a multitude of Florida Department of Transportation funding for county road projects and other projects crucial to our County.

NFPS staff have been accessible and has always responded with knowledge and professionalism when we have needed their services. It has been my experience that NFPS is efficient in completing these projects for the County and I look forward to continuing to work with them on future projects.

I am pleased to recommend their services to others. Please consider this a letter of endorsement of NFPS's engineering services for any project you may have. If you need further information, I can be reached at 352-498-1426.

Sincerely

Duane Cannon
County Manager



STACIE D. HARVEY
CLERK TO BOARD

Baker County *Board of Commissioners*

55 NORTH THIRD STREET
MACCLENNY, FLORIDA 32063
(904) 259-3613 • (904) 259-7610
www.bakercountyfl.org



OLIVER J. ANDERSON
CHAIRMAN

September 17, 2021

To Whom It May Concern:

This letter shall confirm that the team at North Florida Professional Services, Inc., (NFPS) has provided quality, professional civil engineering services to the Baker County Board of County Commissioners since 2016. In that time, the NFPS team has successfully completed many projects for the County. These projects have included transportation projects, such as roadway paving and resurfacing; site plan design; and new building design. This successful relationship has resulted in Baker County having a continuing services contract with NFPS.

NFPS and the County have worked together on various critical projects with great success. NFPS has recently completed several grant and paving projects for Baker County and NFPS is currently managing several new projects.

We have found that North Florida Professional Services, Inc., to be very progressive, professional, and proficient in technical aspects that are fundamental in every engineering project. We have also been very pleased with the cost-effectiveness and quality of their services.

I am pleased to highly recommend the engineering and grant services of NFPS to others. If you have any questions or need more information, I can be reached at 904-259-3613.

Sincerely,

A handwritten signature in blue ink that reads "Sara Little".

Sara Little
County Manager

JAMES CROFT
DISTRICT 1

JIMMY ANDERSON
DISTRICT 2

CATHY RHODEN
DISTRICT 3

JAMES G. BENNETT
DISTRICT 4

MARK HARTLEY
DISTRICT 5

"AN EQUAL OPPORTUNITY EMPLOYER"



Administrative Services

13150 80th Terrace Live Oak, FL 32060

June 15, 2021

To Whom It May Concern,

This letter is to confirm that North Florida Professional Services, Inc., (NFPS) has provided quality, professional civil engineering services to the Suwannee County Board of County Commissioners on the County Road 136 and I-75 Water Treatment Plant project. NFPS has helped the County achieve its goal of the design, permitting, and construction inspection of a water treatment plant on time and within the allocated budget. NFPS also helped Suwannee County obtain additional funding thru the State Revolving Fund for the completion of this project.

NFPS has been our County Engineer on a continuing contract basis since 2013 and during that time, their team has successfully completed or are working on many important projects for Suwannee County. These projects have included transportation projects such as transportation design, permitting, and utility design.

Their staff has also gone above and beyond and helped the County secure additional funding for much-needed projects as well. We have found the firm, North Florida Professional Services, Inc., to be very responsive, professional, and technically proficient. We have also been very pleased with the cost- effectiveness and quality of their services.

I am pleased to recommend their professional services to others. If you have any questions, please do not hesitate to contact me for more information at 386-362-3992.

Sincerely,

A handwritten signature in blue ink, appearing to read "Randy Harris", is written over a light blue circular stamp.

Randy Harris
County Administrator



APPENDIX A

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer's Qualification Form is included.
- Any addenda have been signed and included.
- The mailing envelope **must be sealed and marked** with RFQ Number "**RFQ #2023-02**" and RFQ Title "**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**".
- The mailing envelope has been addressed to:

City of Bunnell
 City Clerk Office
 P.O. Box 756
 Bunnell, FL 32110

The Response will be mailed or delivered in time to be received no later than the specified due date **May 16, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

North Florida Professional Services, Inc.

Company



Authorized Signature

Gregory G. Bailey, PE

Printed Name & Title

gbailey@nfps.net

Email

PO Box 3823

Address

Lake City, FL 32056

City, State, Zip Code

(386) 752-4675

Telephone No.

(386) 752-4674

Fax No.



APPLICATION FORM

**PROFESSIONAL
INFRASTRUCTURE
ENGINEERING SERVICES**

RFQ-2023-02
 ISSUED BY: MARY ANNE ATWOOD
 PROJECT MANAGER
 PHONE NO: (386) 986-6702
 EMAIL: MATWOOD@BUNNELLCITY.US

SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
 CLOSING DATE: May 16, 2023
 CLOSING TIME: 02:00 P.M.

SUBMIT TO:
 BUNNELL CITY CLERK'S
 OFFICE 604 E MOODY
 BLVD., SUITE 6
 PO BOX 756
 BUNNELL, FL 32110

PROJECT TITLE & DESCRIPTION:

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

**THIS APPLICATION FORM MUST BE SIGNED TO BE
 CONSIDERED FOR**

COMPANY NAME: North Florida Professional Services, Inc.

DATE:

MAILING ADDRESS: PO Box 3823

PHONE: (386) 752-4674

FAX: (386) 752-4674

CITY: Lake City

STATE: FL

ZIP: 32056

TITLE OF AUTHORIZED REPRESENTATIVE: President

E-MAIL: gbailey@nfps.net

WEB URL: www.nfps.net

AUTHORIZED SIGNATURE:

PRINTED NAME: Gregory G. Bailey, PE

ACKNOWLEDGEMENTS
RFQ #2023-02
"PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES"

To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

North Florida Professional Services, Inc.

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these **RFQ** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFQ** Document.

Dated this 22 day of May, 2023

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

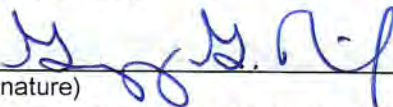
By: (Signature) _____ (Print name) _____

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

CORPORATION

By:  _____ Gregory G. Bailey, PE
(Signature) (Print name)

Address: PO Box 3823, Lake City, FL 32056

Telephone: (386) 752-4675 Fax: (386) 752-4674

Taxpayer/Employer Identification Number (TIN/EIN): 27-1868423

State of Incorporation:

Corporate President: Gregory G. Bailey, PE
(Print Name)

Corporate Secretary: Megan Carter
(Print Name)

Corporate Treasurer: Megan Carter
(Print

CORPORATE SEAL

Attest By (Secretary): Megan M. Carter

Megan Carter
Signature

5/22/2023
Date

PROPOSER'S CERTIFICATION FORM

X I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor's notes, specifications, and any other documents accompanying or made a part of this request for qualifications.

X I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.

X I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.

X I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer's certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business North Florida Professional Services, Inc.

By: [Signature] Signature

Gregory G. Bailey, PE, President Name & title, typed or printed state

State of Florida County of Columbia

PO Box 3823 Mailing address

Lake City, FL 32056

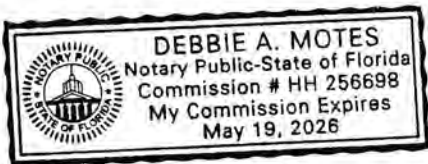
City, State, Zip Code

(386) 752-4675 Telephone number

The foregoing instrument was acknowledged before me by means of [X] physical presence or [] online notarization, this day of May 22, 2023, by Gregory Bailey of NPPS, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced [] as identification.

[Signature] Signature of Notary Public - State of Florida

Debbie A. Motes Printed/Typed/Stamped Name of Notary My Commission expires:



DECLARATION STATEMENT

City of Bunnell
P.O. Box 756
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

RE: RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this May 22, 2023 in the City of Bunnell, in the State of Florida .

North Florida Professional Services, Inc.

Company


Authorized Signature

Gregory G. Bailey, PE, President

Printed Name & Title

gbailey@nfps.net

Email

PO Box 3823

Address

Lake City, FL 32056

City, State, Zip Code

(386) 752-4675

Telephone No.

(386) 752-4674

Fax No.

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

<u>% Completed</u>	<u>Project</u>	<u>Contract</u>	<u>Amount</u>
60%	NFMIP Water System	Columbia County	\$ 317,000
30%	Catalyst Site Master Plan	Suwannee County	\$ 312,000
5%	US 441 Design-Build (FDOT)	Anderson Columbia	\$ 713,000

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

OTHER INFORMATION ABOUT PROJECTS:

Has Proposer, at any time, failed to complete a contract?

Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

Yes No

Attach detailed explanation as required under Tab IV of Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ 19,980,000 Total Value for PAST completed and similar project

\$ _____ Total Value for PAST completed and similar project

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): First Federal Bank of Florida, Campus USA Credit Union

Surety/Underwriter (if required): Trevor Hickman Insurance (Nationwide)

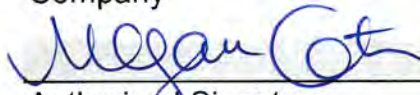
Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated: Florida. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: _____
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

North Florida Professional Services, Inc.

Company


Authorized Signature

Megan Carter, Sec/Treas

Printed Name & Title

mcarter@nfps.net

Email

PO Box 3823

Address

Lake City, FL 32056

City, State, Zip Code

(386) 752-4675

Telephone No.

(386) 752-4674

Fax No.

REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: Town of Jennings
Address: 1291 Florida St, Jennings, FL 32053
Point of Contact: John Prine, Mayor
Phone #: (386) 938-4131 Email address: jennings_manager@yahoo.com
Service(s) Provided: Water & Wastewater Facility Design, Permitting
Dates of Service: 2018-2022
2. Name of Company: Suwannee County Board of County Commissioners
Address: 13150 80th Terrace Live Oak, FL 32060
Point of Contact: Greg Scott, County Administrator
Phone #: (386) 364-3400 Email address: GregS@SuwCountyFl.gov
Service(s) Provided: Water and Wastewater Utilities Design, Permitting
Dates of Service: 2017-2021
3. Name of Company: Town of Fort White
Address: 118 SW Wilson Springs Road, Fort White, FL 32038
Point of Contact: Ronnie Frazier, Mayor
Phone #: (386) 497-2321 Email address: mayor@fortwhitefl.com
Service(s) Provided: Phase I Regional Wastewater Treatment Plant Design, Permitting
Dates of Service: 2021-Present
4. Name of Company: City of Lake City, FL
Address: 205 N. Marion Ave., Lake City, FL 32055
Point of Contact: Cody Pridgeon, Wastewater Director
Phone #: (386) 758-5455 Email address: PridgeonC@lcfla.com
Service(s) Provided: Ichetucknee Springs Water Quality Improvement Design, Permitting
Dates of Service: 2015-Present

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: North Florida Professional Services, Inc.

Vendor FEIN: 27-1868423

Authorized Representative's Name: Gregory G. Bailey, PE

Authorized Representative's Title: President

Address: PO Box 3823

City: Lake City, FL State: FL Zip: 32056

Phone Number: (386) 752-4675

Fax Number: (386) 752-4674

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: Gregory G. Bailey, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: [Handwritten Signature]

Print Name & Title: Gregory G. Bailey, PE

Date: 05/22/2023

INSURANCE REQUIREMENTS

INSURANCE TYPE	REQUIRED LIMITS
<input type="checkbox"/> 1. Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
<input type="checkbox"/> 2. Commercial General Liability	<u>Bodily Injury & Property Damage</u> (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements. \$ _____ single limit per occurrence
<input type="checkbox"/> 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the <u>City of Bunnell</u> , its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.	
This section does not pertain to any incident arising from the sole negligence of the <u>City of Bunnell</u> .	
<input type="checkbox"/> 4. Automobile Liability	\$ _____ Each occurrence owned / on-owned / Hired Automobile Included
<input type="checkbox"/> 5. Other Insurance as indicated below:	\$ 1,000,000 Per Occurrence Errors and Omissions or Professional Malpractice Coverage
<input type="checkbox"/> 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.	
<input type="checkbox"/> 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions.	
<input type="checkbox"/> 8. The <u>City of Bunnell</u> must be named as " ADDITIONAL INSURED " on the Insurance Certificate for Commercial General Liability where required.	

INSURANCE REQUIREMENTS
(Continued)

- 9. The City of Bunnell shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Bunnell
Bunnell, FL

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

- 10. **Thirty (30) Days Cancellation Notice** required.
- 11. The Certificate must state the **RFQ #2023-02** and **PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

North Florida Professional Services, Inc.

Company

Authorized Signature

Gregory G. Bailey, PE, President

Printed Name & Title

gbailey@nfps.net

Email

PO Box 3823

Address

Lake City, FL 32056

City, State, Zip Code

(386) 752-4675

Telephone No.

(386) 752-4674

Fax No.

Insurance Agency

Signature of Proposer's Agent

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR: North Florida Professional Services, Inc.

Signature: 

Printed Name: Gregory G. Bailey, PE

Title: President

Date: May 22, 2023

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 22, 2023, by Gregory Bailey of NFPS, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

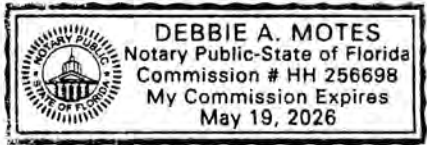


Signature of Notary Public - State of Florida

Debbie A. Motes

Printed/Typed/Stamped Name of Notary

My commission expires:



DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, North Florida Professional Services, Inc. (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

Gregory G. Bailey
(Authorized Signature)

May 22, 2023
(Date)

Gregory G. Bailey, PE
(Print Name)

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 22, 2023, by Gregory Bailey of NFPS, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Debbie A. Motes
Signature of Notary Public - State of Florida

Debbie A. Motes
Printed/Typed/Stamped Name of Notary

My commission expires:



NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of _____

County of _____

Gregory G. Bailey, PE, being first duly sworn, deposes and says that:

I am the President of North Florida Professional Services, Inc., (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

North Florida Professional Services, Inc.

Company

[Signature]
Authorized Signature

Gregory G. Bailey, PE

Printed Name & Title

gbailey@nfps.net

Email

PO Box 3823

Address

Lake City, FL 32056

City, State, Zip Code

(386) 752-4675

Telephone No.

(386) 752-4674

Fax No.

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 22, 2023, by Gregory Bailey of NFPS, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

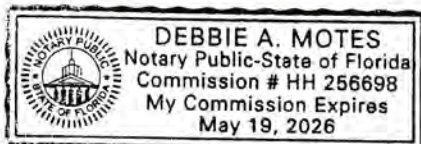
[Signature]

Signature of Notary Public - State of Florida

Debbie A. Motes

Printed/Typed/Stamped Name of

Notary My commission expires:



**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.


1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by: Gregory G. Bailey, PE [NAME] as the President [TITLE] of North Florida Professional Services, Inc. [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 27-1868423.
2. I understand that a "public entity crime" as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).


I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



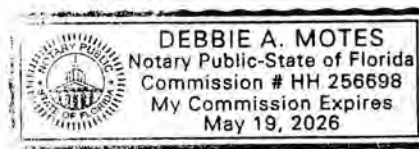
(Signature)

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 22, 2023, by Gregory Bailey of NEPS, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.


Signature of Notary Public - State of Florida

Debbie A. Motes
Printed/Typed/Stamped Name of Notary
My commission expires:



COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM


Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: North Florida Professional Services, Inc.

Authorized representative (printed): Gregory G. Bailey, PE

Authorized representative (signature): 

Date: May 22, 2023

Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

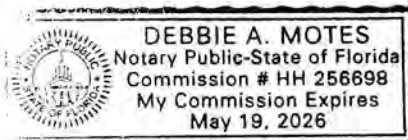
STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 22 day of May, 2023, by Gregory Bailey of NFPS, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.


Signature of Notary Public - State of Florida

Debbie A. Moter
Printed/Typed/Stamped Name of Notary

My commission expires:



Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
North Florida Professional Services

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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 FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
PO Box 3823

6 City, state, and ZIP code
Lake City FL 32056

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.

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

Social security number										
or										
Employer identification number										
2	7		-	1	8	6	8	4	2	3

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ <i>Barbara White</i>	Date ▶ <i>5/22/23</i>
------------------	---	-----------------------

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



ADDENDUM NO. 01

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: April 27, 2023

A. QUESTIONS & ANSWERS

Question 1: Who are your current engineers?

Answer 1: The City is currently under contract with Alliant, CPH, Kimley-Horne and Mead & Hunt for utility engineering services.

Question 2: How many firms does the City intend to select?

Answer 2: As the City is requesting services for several different Infrastructure needs, there is no specific quantity of firms intended to select. Not all firms will be able to render all-inclusive services.

Question 3: The RFQ mentions a pre-bid meeting, but it is not listed in the schedule of events. Can the City confirm if there will be a pre-bid meeting?

Answer 3: Under Section III. CALENDAR OF EVENTS, it states the location where the Pre-Bid meeting and RFQ Opening will be held. This is an error, there will be no pre-bid meetings.

ACKNOWLEDGEMENT:



05/22/2023

Signature and Date

Shannon Williams, Marketing Manager

Printed Name and Title

North Florida Professional Services, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01



ADDENDUM NO. 02

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 5, 2023

A. QUESTIONS & ANSWERS

Question 1: Would the City please send a copy of your Standard Contract for our review? One was not provided with the RFQ document?

Answer 1: The City will provide a contract for review when entering into negotiations with the firms recommended by the Selection Committee and approved by the Commission.

Question 2: Is there any possibility I could request an extension of the Proposal deadline?

Answer 2: The City will provide a seven (7) day extension for the Last Date of Inquiries, the Proposal deadline and the RFQ Opening. The new Qualification deadline dates are as follows:

Last Date of Inquiries: May 16, 2023 at 4 PM

Qualification Statements Due: May 23, 2023 at 2:00 PM

RFQ Opening: May 23, 2023 at 2:30 PM

ACKNOWLEDGEMENT:

05/22/2023

Signature and Date

Shannon Williams, Marketing Manager

Printed Name and Title

North Florida Professional Services, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The “Appendix A Required Forms Packet” list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm’s Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.

Appendix A – Copy of Firm’s Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:

S. C. Williams 05/22/2023
Signature and Date

Shannon Williams, Marketing Manager
Printed Name and Title

North Florida Professional Services, Inc.
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/26/2022

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 have ADDITIONAL INSURED provisions or 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 Trevor Hickman Insurance 383 SW Baya Dr Lake City FL 32025		CONTACT NAME: Crystal Cantrell PHONE (A/C, No, Ext): (386) 752-0006 E-MAIL ADDRESS: crystal@thinsagency.com FAX (A/C, No): (386) 752-9806	
INSURED North Florida Professional Services Inc P.O. BOX 3823 Lake City FL 32056-3823		INSURER(S) AFFORDING COVERAGE INSURER A: NATIONWIDE INS CO OF AMERICA INSURER B: DEPOSITORS INSURANCE INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 25453 42587	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	N	ACPBPOZ5924388204	03/22/2022	03/22/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	N	ACPBPOZ5924388204	03/22/2022	03/22/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	ACPWCD5924388204	03/22/2022	03/22/2023	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER	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
---------------------------	--

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/26/2022

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or 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 AssuredPartners of Washington, LLC 19689 7th Ave NE, Ste 183 PMB #369 Poulsbo WA 98370	CONTACT NAME: Anni Owens	
	PHONE (A/C. No. Ext): 360-626-2021	FAX (A/C. No.): 360-626-2021
E-MAIL ADDRESS: anni.owens@assuredpartners.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Hudson Insurance Company		25054
INSURED North Florida Professional Services Inc PO Box 3823 Lake City FL 32056	18876	INSURER B:
		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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

For Information Only

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

Additional Insured Status is not available on Professional Liability Policy.

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PROPOSAL

Professional Infrastructure Engineering Services

RFQ No: 2023-02

Prepared for:



Prepared by:



Alliant Engineering
10475 Fortune Parkway, Suite 101
Jacksonville, FL 32256
TEL 904.240.1351

Contact: Brice Nelson, PE
TEL 904.723.4895

May 23, 2023

May 23, 2023

Mary Anne Atwood
Project Manager
City of Bunnell
604 E Moody Blvd., Suite 6
Bunnell, Florida 32110
✉ matwood@bunnellcity.us

Alliant Engineering, Inc.
10475 Fortune Parkway, Ste 101
Jacksonville, FL 32256
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**Building better communities
with excellence and passion.**



RE: RFQ for Professional Infrastructure Engineering Services RFQ No: 2023-02

Dear Ms. Atwood and Members of the Evaluation Committee:

Alliant Engineering, Inc. (Alliant) is a local and highly experienced engineering firm that is perfectly suited to provide professional services from the RFQ. We intend to show that we are not only highly qualified, but that we also have an intricate knowledge of the infrastructure challenges within smaller municipalities. **Mr. Curt Wimpée, PE** will serve as Alliant's Client Manager while **Mr. Brice Nelson, PE** will serve as the Project Manager and will be the City's main point of contact.

Alliant's proposed team of professionals provides the City of Bunnell with a comprehensive understanding and approach to meet (and exceed) the City's objectives and goals. Our corporate mission to build better communities with excellence and passion is evident within our culture and separates us from the rest.

As part of our program for other similar clients, we have developed an internal Quality Management Plan (QMP) that defines how our team will provide quality in delivering services to the City of Bunnell. As Project Manager, Brice will ensure that the process is followed for every major deliverable and milestone to the City. Alliant's experience with the quality control process has shown that it must be part of the everyday workflow and must be taken seriously from the top down and the bottom up.

Our team offers the City the following benefits:

Client and Project Leadership. We understand the City of Bunnell is looking for a consultant partner that is more than just a designer or engineer. You expect a partner that can lead and manage projects from concept through construction and efficiently address any challenges along the way. As your Project Manager, I will serve as your primary point of contact and will ensure that our team will be focused, flexible, and responsive to the needs of the City and its residents. We will focus on timely, honest, and open communication and delivering quality from the day the project starts all the way through project bidding, construction, and closeout.

Successful Track Record. Alliant has been serving local municipal clients since the opening of our Jacksonville office in 2015. We are proud of the relationships we have built with our clients and encourage you to contact our references in our project experience section for feedback on our commitment to quality and exceptional service. We thrive in a municipal pool environment, where we can truly function as an extension of your staff and are comfortable working alongside other firms within your pool when a project benefits from the involvement of multiple consultants. Our previous experience with the City of Bunnell shows our commitment to client satisfaction and delivering a high quality and value-engineered design. We have delivered numerous projects for the City through our current on-call contract and are confident that we can leverage our experience to add significant value to this renewed contract. Our quality control manager, **Curt Wimpée**, has developed strong relationships with all regional regulatory agencies over the past 23 years.

Dedicated Core Teams. We are committed to providing the City of Bunnell a consistent and dedicated team of engineers who bring you the right blend of specialized knowledge, hands-on experience, and creative out-of-the-box thinking to complement the City's in-house resources. We will complete your projects by matching the right experience to each assignment. We are committed to improving quality of living for people across Florida by delivery of high-quality professional engineering services executed within budget and project schedule constraints while providing exceptional client/customer service.

We are excited to continue to serve the City of Bunnell and are committed to providing the highest quality service for selected projects. Thank you for your consideration and we look forward to partnering with the City. Please feel free to contact me with any questions or if you require any additional information.

This proposal is a firm and irrevocable offer for ninety (90) days from the submittal date of the proposal. We acknowledge receipt of Addendum 1, 2, and 3.

Sincerely,

Alliant Engineering, Inc.



Brice Nelson, PE
Project Manager

✉ bnelson@alliant-inc.com

☎ 904.723.4895



Principal, Southeast Region

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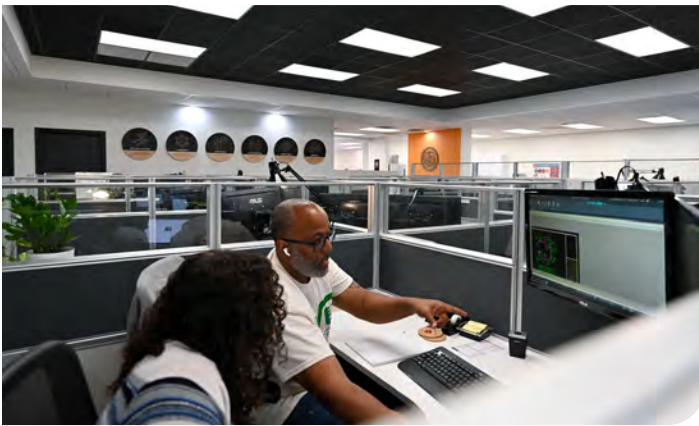
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A. Ability of Firm and It's Professional Team Composition

Alliant Engineering, Inc. (Alliant) offers professional design and project management services in Municipal Infrastructure and Land Development, Transportation, Traffic Engineering, Design-Build, Structural, Landscape Architecture, and Surveying.

Alliant's backbone is a professionally diverse group of talented professionals dedicated to providing quality design, management and construction services. Established in 1995, Alliant has provided 28 years of professional engineering services to a broad range of public and private clients. Our collaborative team approach and integrated management style allows us to efficiently complete projects while providing a high level of quality. We bring value to our clients by combining unmatched civil engineering expertise, experience and innovation.



In 2015, Minneapolis based Alliant opened an office in Jacksonville, Florida to better serve our existing clients in the southeast. Our southeast office provides the same high quality civil engineering services that our Midwest clients value. Leading our Florida office and the quality control manager for this project, is **Curt Wimpée, PE**, a Jacksonville native with over 28 years of experience in civil engineering. Curt has designed and permitted successful projects throughout central and northeast Florida including dozens of projects in and around the City of Bunnell.

Under the current professional engineering contract with the City of Bunnell, Alliant has been awarded numerous projects. In this iteration of the professional services contract, **we have refined our team and our processes to enhance our ability to meet your program goals.** In assembling the team, we paid special attention to these areas:

- **Breadth** — We added staff with additional capabilities so Bunnell can call on us for anything and be sure the project will be a success.
- **Depth** — We are an experienced firm with depth that will always have people ready to go.
- **Schedule and Quality** — We at Alliant are committed to timeliness, quality, and innovation.

Our team is organized (see **Exhibit 1**) to execute work orders quickly and ensure quality and timely delivery.

At the program level, we have the following critical roles:

- **Program Manager** – Responsible for building project teams tailored to meet project goals, provide ongoing project oversight, and be the primary point of contact for Bunnell. **Brice Nelson, PE** was selected to be our Program Manager because, following 23 years of experience in the industry, **he understands how to make City of Bunnell projects successful.**
- **Discipline Lead** – Responsible for identifying team members for individual work orders and ensuring uniformity in format and standards between projects. This individual is also an expert technical resource for project teams. These individuals are identified in the header for each discipline in **Exhibit 1** on the following page.
- **Quality Manager** – Responsible for ensuring all team members are trained in the Alliant Quality Management Process and verifying that quality processes are followed on individual projects. **Curt Wimpée, PE**, will be our Quality Manager.

The Alliant Team is entirely suited to perform the scope of work identified for the Professional Engineering Services. We have the depth of resources and skills to provide a full range of services in on-call public roadways, stormwater, water resources, and wastewater and water utility services. Our team's knowledge of the City of Bunnell's engineering and project development processes will allow us to support any of your needs through this contract.

Brice Nelson, PE will be the Program Manager and the single point of contact.

Contact Name: Brice Nelson, PE

Telephone: 904.723.4895

Email: bnelson@alliant-inc.com

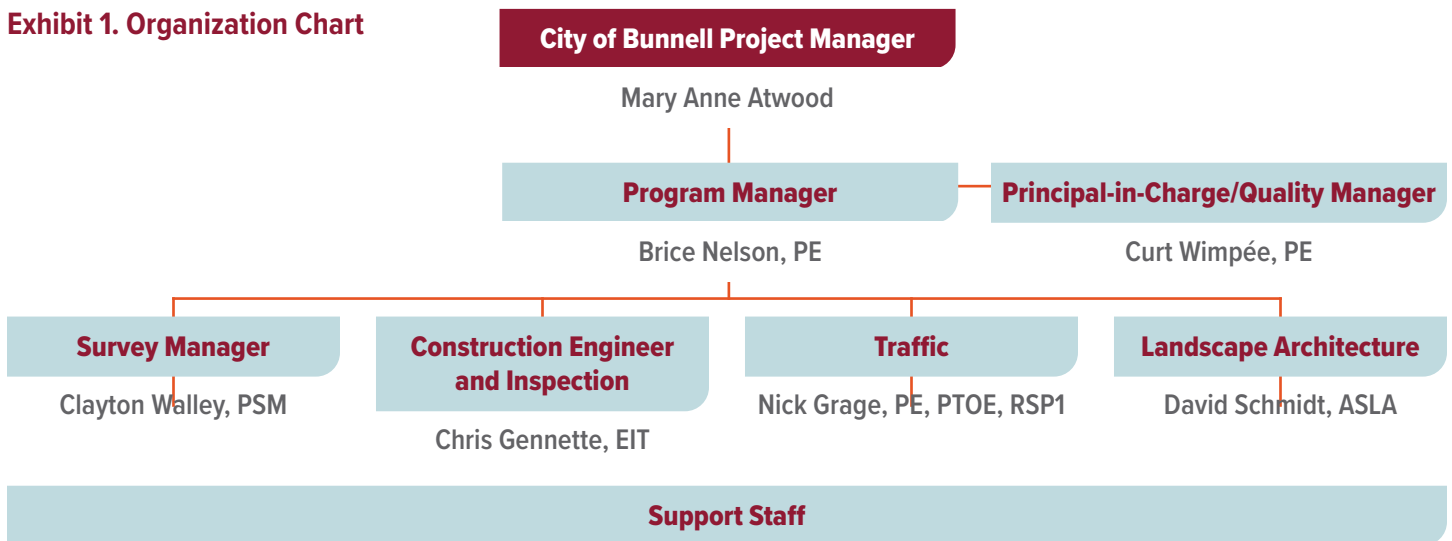
Mailing Address: 10475 Fortune Parkway, Suite 101
Jacksonville, FL 32256

B. Staff Qualifications

The core Alliant Team selected and proposed for this SOQ is an efficient and highly qualified group of professionals. These professionals have over 100 years of combined experience in civil engineering and have designed hundreds of municipal projects across North America. Our core team is supported by a pool of skilled production staff consisting of AutoCAD technicians and engineers that have been trained by Alliant to provide only the highest quality plans and specifications using the latest software and cutting-edge industry tools.

The following section provides a brief overview of the Key Personnel proposed for the City of Bunnell and identifies what role each person will play in this project. Their years of experience and areas of expertise are also included. Since this section only provides a brief overview, please review the resumes at the end of this section for more detail. The Project Organizational Chart is shown in **Exhibit 1** below.

Exhibit 1. Organization Chart



KEY PERSONNEL



Brice Nelson, PE

Role: Program Manager

Mr. Nelson has a diverse background in civil engineering with 23 years of experience ranging from water/wastewater to stormwater and transportation projects. Brice has extensive expertise in design, construction administration, cost savings engineering, municipal design, water and sewer distribution and storm water management projects. Brice is a recent hire as a Senior Civil Engineer to Alliant Engineering and with his diverse background in general civil engineering he will be a great asset with many different facets within the civil engineering field.

As Alliant's PM, his goal is to successfully lead the project design team by using constant communication that establishes clear expectations, well defined goals and regular accountability. In addition, Curt will work as a liaison between City staff, project stakeholders, permitting agencies, and the design team.



Curt Wimpée, PE

Role: Principal-in-Charge/Quality Manager

Mr. Wimpée will be Alliant's Principal-in-Charge/Quality Manager for the City of Bunnell. Curt is a Vice President at Alliant and has 28 years of experience in municipal engineering, land development and transportation. Curt's experience includes localized and regional utility extensions, lift stations, City and DOT roadway reconstructions and new roadways, MOT plans, signage and striping plans, concrete and asphalt pavement design, storm water management systems, regional drainage studies, residential mixed use, and large-scale commercial developments. He has successfully served as project manager on the City of Bunnell contract for over six years.

Having worked in both the private and the public sectors, Curt has developed an approach that carefully balances the interests of stakeholders with a private developer's keen eye for value. He understands that successful projects are judged not only by quality, price and speed, but also by satisfied stakeholders and the community served.

Curt has worked in and performed engineering services in Flagler County for the past 23 years. He has served as the PM and Engineer of Record for dozens of projects in the region, including many within the City of Bunnell. His local familiarity is evidenced by the past project listings in his attached resume.

As Vice President and a Principal of Alliant, Curt has the authority to balance resources and workload to meet challenges in design and schedule.



Clayton Walley, PSM

Role: Survey Manager

Clayton is dedicated to conducting monthly progress meetings and keeping in regular contact with the City's PM to discuss project scope, schedule and budget and maintain a project-wide action item log to guarantee the project remains on schedule. Once Alliant has been awarded a project, the PM will choose the appropriate support staff after discussing the project requirements with the City. ProjectWise software will be utilized for the efficient management of project data files. Alliant has the technology and qualified personnel in place to get a project up and running immediately upon award.

Clayton will be the survey manager throughout the project. Clayton is dedicated to conducting weekly/monthly progress meetings and keeping in regular contact with the City's PM to discuss project scope, schedule, and budget and maintain a project-wide action item log to guarantee the project remains on schedule.



David Schmidt, ASLA

Role: Landscape Architecture

Mr. Schmidt has more than 15 years of experience in the fields of land development planning, landscape architecture, urban design, and project management and is the Director of Landscape Architecture at Alliant. His primary responsibilities include internal project management, regulatory approvals, site layout and design, construction documentation, regional and community planning, and graphic design. He is also a valuable resource for training and troubleshooting in various software platforms such as Autodesk AutoCAD, Land-FX Planting, Land FX Details, Land-FX Ref Notes, SketchUp and SketchUp Layout, Adobe CC Suite focusing on Photoshop, InDesign & Illustrator, all Microsoft suite products, cloud computing, and data management.



Nick Grage, PE, PTOE, RSP1

Role: Traffic

Nick has 11 years of experience in traffic and transportation engineering, working on a variety of large roadway and smaller stand-alone projects throughout the Midwest. As a certified Roadway Safety Professional, Nick specializes in intersection and roadway safety evaluations. However, Nick has a wide range of experience that includes traffic modeling, corridor studies, traffic impact studies, intersection control evaluations, and the preliminary and final design of traffic signals, ITS, and roadway signing and lighting systems. Furthermore, he is highly experienced with the traffic operation and safety analysis of city, county and state highway facilities, including corridor studies and intersection control evaluations to support concept development and preliminary engineering efforts.



Chris Gennette, EIT

Role: Construction Engineer and Inspection

Mr. Gennette is a Project Engineer with over eight years of experience in civil engineering and construction management. Chris has provided design and project management for numerous public and private infrastructure projects in NE Florida. Chris specializes in the planning, scheduling, budgeting, review and inspection of heavy highway infrastructure. He has performed utility, street, MOT, and SWPPP inspections, and has coordinated materials testing for projects.



Brice Nelson, PE

Role: Program Manager

RELEVANT EXPERIENCE

Galesburg Clarifier and Reed Bed *Galesburg, WI (Municipal Utility)* Project Manager and Engineer of Record for design and construction phase. This project was a result of the new phosphorus regulations and a report showing the construction of a new clarifier and water quality trade would be the most economically efficient solution. The PER for the wastewater compliance showed the Lagoons needed a clarifier at the end of the treatment to remove phosphorus before discharging to the river. The HGL calculations was performed from the discharge point to the influent of the lagoon. There were pumps designed for the reed bed filtrate to pump from the reed beds back to the influent as well as a pump designed to pump from the clarifier to the reed beds. The clarifier was a 25-foot-wide structure within influence from groundwater, which required rebar sizing and spacing calculations for the 14-foot-deep clarifier and anti-floatation calculations. The State of Wisconsin did not have any design criteria for reed bed underdrain systems, so we had to work with the WDNR to develop appropriate plans and underdrain calculations for the reed bed filtration system.

Alma Center Well and Watermain Extension *Alma Center, WI (Municipal Utility)* Project Manager and Engineer of Record for design and construction phase. The City's only well was over 100 years old and DNR had been pushing the City to construct a second well. The funding was utilizing the SRF program. To help obtain additional principal forgiveness both a PER report and asset management plan was completed prior to the plan development and construction. A WaterCAD model of the entire town with the water tower, existing well and proposed well was completed. The model ran numerous fire flow scenarios and discussed those results in the PER. The project had two concept plans for the watermain extension route, which was presented to the City. The project involved obtaining an ACOE permit, a DOT driveway permit, and the watermain was bored under the DOT highway.

Alma Center Elevated Storage Tank Repainting and Repairs *Alma Center, WI (Municipal Utility)* Project Manager and Engineer of Record for design and construction phase. Alma Center had its elevated storage tank built in 1995, which had never been repainted. Inspections determined the inside of the tank was very corroded. The exterior was showing signs of corrosion as well. Due to the wet interior being included in the project, the DNR needed to review and provide a permit. During the permitting process, it was determined a vent and valving were outdated in DNR standards and needed to be updated. A temporary pump was used to keep the pressure of the system up while the storage tank was drained. The project was completed with the elevated storage tank out of service for only approximately 30 days.

Ross Watermain Extension and Sewer Replacement *Ross, ND (Municipal Utility)* Project Manager and Engineer of Record for the Watermain Extension and Sewer Replacement Project. Ross was a community that was not prepared for the oil boom in North Dakota. The design included a watermain extension that fed a man camp to the north of town. It tied into an existing watermain that a contractor had installed, but the Department of Health had never approved the watermain the contractor installed. Part of the project was to develop a plan with the Health

YEARS OF EXPERIENCE

Total: 23 years, Years with Alliant:
Less than 1 year

PROFESSIONAL REGISTRATIONS

Florida (Pending)

South Dakota (15708)

North Dakota (PE-8217)

Iowa (P27204)

Virginia (0402049573)

EDUCATION

B.S. Civil Engineering,
Southern Illinois University

MBA, University of Mary

PROFESSIONAL AFFILIATIONS

National Society of Professional
Engineers

American Society of Civil Engineers

American Water Works Association

AREAS OF EXPERTISE

- Project Management
- Utility Design
- Lift Stations
- Roadway Design
- Drainage Studies and Stormwater Management System Design
- General Engineering Consulting
- Construction Administration
- Public Meeting Participation

Department to review the conditions in the field and obtain approval of the watermain. The watermain that was installed in the man camp was bored for depth throughout the installation and verified for material. A valve was installed on the watermain to isolate it for a pressure test once the extension was connected to it. The extension crossed the BNSF railroad in two locations, so it was bored under the tracks along with all the permitting requirements. The extension also crossed through a wetland area, which was bored to avoid mitigation. The watermain was replaced throughout the entire town as well as the sanitary sewer and storm sewer. In addition to the utilities, all the gravel roads in town were replaced as well.

Minot Fire Station Training Grounds *Minot, ND (Municipal Utility)* Project Manager for the City project. This project was moving the fire training grounds to a city property that was a closed landfill. We used a geotechnical firm to determine the extents of the garbage. The project included designing a watermain and sanitary sewer extension. The watermain crossed a four-lane divided highway owned by DOT. The watermain was designed to be bored under the highway. A city standard road and cul-de-sac had to be designed for the training grounds. The development of the training grounds stormwater had to meet a developed master plan. The buildings were all moved across town from the existing training grounds, including moving a two-story building. All the sewer and water lines had to be designed to avoid freezing in winter as they were connecting to mainly mobile trailers.



Curt Wimpée, PE

Role: Principal-in-Charge/Quality Control

RELEVANT EXPERIENCE

Mr. Wimpée is a Senior Project Manager with 28 years of experience in all areas of civil engineering. Curt has provided design and project management for numerous infrastructure projects in Flagler County Florida and across North America. Having worked in both the public and private sectors, he has a unique understanding of how to proactively communicate with communities and project stakeholders while always looking for unique and value-added solutions to design.

YEARS OF EXPERIENCE

Total: 28 years, Years with Alliant: 8

PROFESSIONAL REGISTRATIONS

Florida (79764)

Minnesota (40487)

EDUCATION

B.S. Civil Engineering,
University of Minnesota

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers,
FCARD, NEFBA

AREAS OF EXPERTISE

- Project Management
- Utility Design
- Lift Stations
- Drainage Studies and Stormwater Management System Design
- Roadway Design and Reconstruction
- Maintenance of Traffic
- Signings and Markings
- General Engineering Consulting
- Public Involvement
- Public Meeting Participation

- Sherriff’s Operations Center – Flagler County, FL
- Old Brick Road – Flagler County, FL
- Grand Reserve Reclaim Watermain Extension – Bunnell, FL
- Southside Sewer Improvements – Bunnell, FL
- West Side Sewer improvements – Bunnell, FL
- SR 100 Reclaimed Water Main Extension – Bunnell, FL
- Bulow Plantation DRI – Flagler County, FL
- Old Kings Village – Flagler County, FL
- Old Hammock Plantation – Flagler County, FL
- Renaissance at Hammock Dunes – Flagler County, FL
- Beach Haven Residential Subdivision – Flagler County, FL
- Triangle Air Hanger Flex – Flagler County, FL
- Triangle Air II – Flagler County, FL
- Indian Trails Fire Station – Palm Coast, FL
- Matanzas Woods Retail Center – Palm Coast, FL
- Whiteview MPD Residential Subdivision – Palm Coast, FL
- Ryan’s Landing Residential Subdivision – Palm Coast, FL
- Advent Health Educational and Medical Office Building – Palm Coast, FL
- Matanzas West Mixed-Use – Palm Coast, FL
- Colbert Lane Regional Utility and Roadway Improvements – Palm Coast, FL
- Rivergate Subdivision – Palm Coast, FL
- Sweetbottom Plantation Subdivision – Flagler County, FL
- Portofino Subdivision – Palm Coast, FL
- Park Place Subdivision – Palm Coast, FL
- Forest Park Subdivision – Palm Coast, FL
- Colbert Landings Phase I & II – Palm Coast, FL
- Flagler Beach Mixed Use – Flagler Beach, FL
- The Preserve at Graham – Palm Coast, FL
- Hammock Preserve Mixed Use – Flagler County, FL
- Allie’s Shore – Flagler County, FL
- Amanda Subdivision – Flagler County, FL
- Surf Club North Subdivision – Flagler County, FL
- Intracoastal Bank – Palm Coast, FL
- Pinnacles Professional Park – Palm Coast, FL
- Emeritus Assisted Living – Palm Coast, FL
- Hammock Beach Commercial – Flagler County, FL
- Hammock Beach Commercial Park South – Flagler County, FL
- H&S Mixed Use – Flagler County, FL
- Old Dixie Crossings – Flagler County, FL
- Grace Presbyterian Church – Palm Coast, FL
- Christ the King Lutheran Church – Flagler County, FL
- Rivergate Subdivision – Palm Coast, FL



Mr. Walley has over 25 years of land surveying experience. Clayton has provided survey services in numerous states and his expertise includes large-scale boundary and topographic surveys, construction staking, and as-built surveys. Clayton is skilled in project management, GPS mission planning and execution, low altitude UAV data acquisition, and CAD. He is well-versed in all aspects of surveying and project management. Clayton has been with Alliant for four years.

YEARS OF EXPERIENCE

Total: 25 years, Years with Alliant: 4

PROFESSIONAL REGISTRATION

Florida (LS7209)

EDUCATION

A.A.S. Industrial Engineering Technology,
Paul D Camp Community College

B.S. Business - Project Management,
University of Phoenix

PROFESSIONAL AFFILIATIONS

NEFBA

AREAS OF EXPERTISE

- Project Management
- Land Survey
- As-Built Survey
- Topographic Survey
- GPS
- UAV
- Platting

Clayton Walley, PSM

Role: Survey Manager

RELEVANT EXPERIENCE

Topographic Survey of Black Branch Creek and Hymon Circle *Bunnell, FL* Utilizing UAV technology as well as conventional methods to collect data and provide a survey for design. Focused on drainage to improve localized flooding.

Lift Station Sites FEMA Oversight *Flagler County, FL* Survey the rehab and generator addition of 20 lift stations.

River Glen Subdivision *Nassau County, FL* Oversight of platting for four new phases of existing subdivision.

SR 100 Moody Blvd. Route Survey/Topographic Survey *Bunnell, FL* Oversight of 5000' L.F. +/- route survey for utility design.

Village Park Subdivision *Clay County, FL* Survey oversight of six phase subdivision currently in the beginning of phase 3.

Pecan Park Road *Jacksonville, FL* Survey Manager on this project that will add extra traffic lanes and add new infrastructure while raising the overall elevation of the roadway. Responsible for QC field work including construction stake out, as built collection, coordinating settlement monitoring, monitoring of bridge structure, and overall project fluidity. Held regular field meetings with CEI to discuss settlement plate monitoring results.

A1A/May Street *St. Augustine, FL* Survey Manager on this project that rebuilt the intersection with new infrastructure. Responsible for coordinating crews and scheduling. QC field work including construction stake out, as built data collection, and monitoring structures for movement and settling. Regularly met with CEI on settlement monitoring results to ensure procedure and protocol.

SR 200 Widening *Yulee, FL* Senior Surveyor on this .5-mile corridor project that will add multiple travel lanes, improve drainage, install new pressure pipe systems, and build a new CIP bridge. Responsible for managing one crew, coordinating as-builts, and working with EOR to foresee issues and resolve them before they could stop production.

Airport Road Extension to Pecan Park Road *Jacksonville, FL* Senior Surveyor on this roadway project to connect the existing Airport Rd. To Pecan Park Rd. This project was comprised of roadway layout, settlement monitoring and included one CIP bridge.

JAXPORT Intermodal Container Transfer Facility *Jacksonville, FL* Senior Surveyor Container transfer facility to assist JAXPORT with logistics and container handling. Consisted of over 4 miles of track and over 10 acres of hardscape.



Mr. Schmidt has more than 15 years of experience in the fields of land development planning, landscape architecture, urban design, and project management and is the Director of Landscape Architecture at Alliant. His primary responsibilities include project management, regulatory approvals, site layout and design, construction documentation, regional and community planning, and graphic design.

YEARS OF EXPERIENCE

Total: 15 years, Years with Alliant:
Less than 1 year

PROFESSIONAL REGISTRATION

ASLA

Currently pursuing licensure as a Landscape Architect in Florida in 2023

EDUCATION

B.S. Landscape Architecture, University of Arkansas, Minor in Horticulture

PROFESSIONAL AFFILIATIONS

Local Florida Habitat for Humanity Chapter; The Urban Land Institute; American Society of Landscape Architects; League of American Bicyclists

AREAS OF EXPERTISE

- Project Management
- Tree Preservation & Mitigation Plan Preparation
- Landscape Code Minimum Plans
- Community Garden Design
- Hardscape Design
- Swimming Pool & Water Park Design
- Night Lighting Design

David Schmidt, ASLA

Role: *Landscape Architecture*

CONTINUED AREAS OF EXPERTISE

- Parks
- Neighborhood Trails
- Streetscape Design
- Water Feature Design
- Planting
- Irrigation Design
- Low Impact Development (LID)
- Public Meeting & Stakeholder Involvement
- Construction Administration

RELEVANT EXPERIENCE

Siesta Beach Park *Sarasota County, FL* Designer responsible for the 3D visioning of this high-profile park project in Sarasota County. The Siesta Beach Park project, ranked #1 beach in the US 2011, included a beach front esplanade to connect key park components, improved traffic circulation and parking, wayfinding signage, environmental permitting, bioswales, pervious pavement, Silva Cells, and other low impact design (LID) components.

Emerald Trail *Jacksonville, FL* Served as senior project manager for the construction of segment #1 and the design of segment #2. This signature multi-modal trail system will encompass approximately 30 miles of trails, greenways, and parks when complete and will encircle the urban core of the city and link at least 14 historic neighborhoods to downtown, Hogans Creek, McCoy's Creek, and the St. Johns River. The trail also links 16 schools, two colleges, and 21 parks among other destinations like restaurants, retail, and businesses, with 13 additional schools and 17 parks located within three blocks. Professional services included hosting neighborhood working groups and steering committee meetings, stakeholder meetings, worked closely with the City of Jacksonville Parks, Public Works, Transportation, Planning, and Investment Authority for theming and code compliance. Additionally, landscape design services were provided for tree mitigation, landscape plantings, hardscape treatments, bio-planters (LID), site furnishings, and presentation graphics for public meetings.

Gordon River Greenway Park *Collier County, FL* Provided landscape architectural services on a multidisciplinary design team who collaborated with County staff, related agencies, and the public to develop a creative, integrated, multifunctional park. The design included various project components such as parking for the zoo, kayak launches, a trailhead park, boardwalks, and soft line color renderings for client presentations. The resulting project became a beautifully landscaped passive park with meandering trails, boardwalks, pavilions, shelters, and a wetland preserve. Behind all these elements, the facility also provided attenuation of peak flood stages and water quality treatment serving as an important example for Collier County development.

Tom Bennett Park *Manatee County, FL* Provided master plan design and renderings for the public meeting process. Substantial environmental restoration of the waterfront was key to the project's success. Key design elements included a civic open space, amphitheater, several miles of trails and waterfront promenades, active recreation fields, a community building, and interpretive signage highlighting the significant environmental restoration for the project.

US 41 Landscaping Enhancements and Gateway Features *North Port, FL* Provided landscape architectural services and enhancements for US 41 spanning nearly three-mile of highway through the City of North Port. The project provides a harmonious streetscape that utilizes rhythm and repetition of landscape and lighting elements to create a sense of place within the area.

63-Acre Park *North Port, FL* Provided landscape architectural services for concept design, 3D visioning, public involvement, master plan renderings, educational signage, and construction documents. Winner of the 2010 Award of Merit by the Florida Chapter of the American Society of Landscape Architects, the 63-Acre Park is in North Port and was a collaborative process between our firm, the West Villages Improvement District, the City of North Port Parks Advisory Board, and local citizens. My team facilitated public workshops and worked together to produce a conceptual site plan that featured: environmental preservation, enhancement, and restoration; an aquatic center and water park; an adult softball complex, covered basketball courts, playground, nature trails, and interpretive signage that highlights the site's natural beauty and ecosystems. Additional landscape architectural services included coordination with the environmental consultants, park economist, and grant consultants to help ensure the economic viability and sustainability of the park.

Additional relevant projects include:

- H.A.R.T. Bus Rapid Transit - Hillsborough County, FL (Tampa)
- US 319 Improvements - City of Crawfordville, FL
- Woodville Highway Corridor Study - Woodville, FL
- West Village Thoroughfare Enhancements - North Port, FL
- Bee Ridge Rd Study - Sarasota, FL
- Ringling & Palm Roundabout - Sarasota, FL
- US 41 Study - Sarasota, FL
- Main Street Concepts - Sarasota, FL
- West Villages Fire Station #1 - North Port, FL
- Emerald Trail (Seg 1&2) - City of Jacksonville
- Siesta Beach Park – Sarasota, FL
- Nate Benderson Park – Bradenton, FL
- Bradenton Riverwalk - Bradenton, FL
- 63 Acre Park - North Port, FL
- Bennett Park - Bradenton, FL
- Gordon River Greenway Park, Collier County, FL



Mr. Gennette is a Project Engineer with over eight years of experience in civil engineering and construction management. Chris has provided design and project management for numerous public and private infrastructure projects in NE Florida. Chris specializes in the planning, scheduling, budgeting, review and inspection of heavy highway infrastructure. He has performed utility, street, MOT, and SWPPP inspections, and has coordinated materials testing for projects.

YEARS OF EXPERIENCE

Total: 8 years, Years with Alliant: 4 years

PROFESSIONAL REGISTRATION

Florida Engineer Intern (E.I.) No. 1100023135

Stormwater Erosion and Sediment Control Inspector

MOT Advanced Certification

OSHA 10 Hour

EDUCATION

B.S. Civil Engineering,
University of North Florida

AREAS OF EXPERTISE

- Construction Management
- Utility Coordination
- SWPPP Inspections
- Materials Testing Coordination

Chris Gennette, EIT

Role: Construction Engineer and Inspection

RELEVANT EXPERIENCE

SR-100 Reclaimed Water Main Extension *Bunnell, FL* Alliant performed a route survey of a 1-mile stretch of SR 100 (Moody Blvd) in the City of Bunnell from Grand Reserve Parkway to North Palmetto Street. This required deed research for all adjacent properties along the route including FDOT right-of-way. We completed full topo from the centerline of SR 100 to the North right-of-way including all overhead utilities, hardscapes, and vegetative features.

City of Bunnell Plan Reviews *Bunnell, FL* Reviewed construction material certifications, testing reports, and as-builts for pavement, limerick, soils, and utilities. Chris was in charge of reviewing and approving lot plats and form boards under direction of acting City Engineer. He had close coordination with the City for corrections.

Jacksonville Beach Lift Station Rehabilitation *Jacksonville Beach, FL* Chris reviewed project submittals and shop drawings for approval and correction. He was in charge of reviewing material costs and testing reports for subgrade, base, asphalt, and utilities against contract requirement for correction/approval.

Bunnell CIPP / Construction Administration *Bunnell, FL* Chris reviewed project submittals and shop drawings for approval and correction. He was in charge of reviewing material costs and testing reports for subgrade, base, asphalt, and utilities against contract requirement for correction/approval.

Westside Sewer Phase 1 and 2 *Bunnell, FL* Construction Engineer who reviewed monthly contractor pay applications and tracked work progress. Chris provided final walk-thrus and generated final punch list and supplied them to the contract. He was also in charge of helping generate technical specifications.

Advent Health Educational and Medical Office Building *Palm Coast, FL* Chris reviewed project submittals and shop drawings for approval and correction. He was in charge of reviewing material costs and testing reports for subgrade, base, asphalt, and utilities against contract requirement for correction/approval.

Hunters Creek *Taco Bell Orlando, FL* Chris reviewed project submittals and shop drawings for approval and correction. He was in charge of reviewing material costs and testing reports for subgrade, base, asphalt, and utilities against contract requirement for correction/approval.

Saddle Brook Landings *Jacksonville, FL* Construction Engineer who coordinated on-site meetings with contractor to discuss coordination issues and provided solutions to them after receiving concurrence with E.O.R. He also coordinated electrical design, approval, and pre-construction with JEA and the contractor.



Nick Grage, PE, PTOE, RSP1

Role: Traffic

RELEVANT EXPERIENCE

Nick has 11 years of experience in traffic and transportation engineering, working on a variety of large roadway and smaller stand-alone projects throughout the Midwest. As a certified Roadway Safety Professional, Nick specializes in intersection and roadway safety evaluations. However, Nick has a wide range of experience that includes traffic modeling, corridor studies, traffic impact studies, intersection control evaluations, and the preliminary and final design of traffic signals, ITS, and roadway signing and lighting systems. Furthermore, he is highly experienced with the traffic operation and safety analysis of city, county and state highway facilities, including corridor studies and intersection control evaluations to support concept development and preliminary engineering efforts.

YEARS OF EXPERIENCE

Total: 11 years, Years with Alliant: 5 years

PROFESSIONAL REGISTRATION

Minnesota (54159), Iowa (P23942), Wisconsin (45329-6), Florida (Pending)

EDUCATION

B.S. Civil Engineering, University of Minnesota

AREAS OF EXPERTISE

- Traffic Impact Studies
- Parking Studies
- Multi-Modal Corridor Studies
- Arterial Traffic Simulation and Modeling
- Intersection Control Evaluations
- Traffic Signal Operations and Timing
- Traffic Safety Studies

CSAH 42 & CSAH 27 Intersection Control Evaluation *Scott County, MN* Traffic Engineer for the analysis of CSAH 42 and CSAH 27 in Scott County. Several recreational and high-density residential developments were anticipated, requiring detailed trip generation and distribution efforts to predict future traffic patterns and develop strategies to maintain and improve traffic flow into the future. Nick developed the traffic and intersection analyses to address capacity and operational issues, assisting with access management revisions, traffic signal, and turn lane improvements to enhance corridor capacity and safety.

Lexington Avenue from I-694 to CR E *Arden Hills & Shoreview, MN* Traffic Engineer for the redesign of Lexington Avenue for reconstruction. Nick developed the traffic and intersection analyses to address capacity and operational issues, assisting with access management revisions, traffic signal, and turn lane improvements to enhance corridor capacity and safety. The project corridor is lined with big-box and other retail, food, and service businesses, as well as industrial properties that generate heavy traffic volumes resulting in delay, queuing, and safety concerns.

48th Street at Commercial Drive Intersection Control Evaluation *Rochester, MN* In response to a recent fatality, Nick worked with the City of Rochester to complete a comprehensive intersection control evaluation. The study reviewed historical and recent crash reports, completed a traffic operation analysis, vehicle speed and sight line evaluation. Forecast traffic volumes were developed in consideration of planned developments and the city’s comprehensive plan. Intersection geometric layouts and concept alternatives were developed and evaluated against key objectives and communicated to project stakeholders. A roundabout design was recommended and is currently being designed.

MnDOT District 3 ICE Reports *Districtwide (Ongoing)* Deputy Project Manager and Lead Traffic Engineer for the ongoing preparation of ICE reports for four intersections along TH 10 and TH 169. The project vetted several traffic control alternatives to improve intersection safety and operations at each of the assigned locations, considering the affects of seasonal variations on both weekday and weekend traffic volumes. As part of the evaluation process for each intersection Nick oversaw the analysis of operations and safety characteristics for multiple traffic control alternatives. Next steps include the development of conceptual layouts, collaboration with MnDOT staff to determine the feasibility of each proposed alternative, and ultimately the selection of final recommendations which will be documented in each ICE report.

MnDOT District 1 ICE Reports *Districtwide* Lead Traffic Engineer for the preparation of draft and final ICE reports for seven intersections throughout MnDOT District 1. The project identified the appropriate traffic control devices along with the optimal intersection geometrics to improve intersection safety and operations at each of the assigned locations. As part of the evaluation process for each intersection Nick analyzed operations and safety characteristics for multiple traffic control alternatives, oversaw the development of conceptual layouts, collaborated with MnDOT staff to determine the feasibility of each proposed alternative, and ultimately helped select final recommendations.

C. Firm's Related Experience

Alliant has been lending its expertise and experience to clients' projects for over 25 years. That includes land development, municipal engineering, transportation, and traffic engineering, preparation of construction documents, bidding assistance, and new to 2023 Landscape Architecture. Our team offers innovative solutions to our client's biggest challenges.

Review our full roster of service offerings below:

- Potable water
- Sanitary sewer
- Reclaimed water
- Paving
- Drainage
- Stormwater management
- Roadways and traffic engineering
- Multiuse/purpose trail and recreational facilities design
- Construction engineering observation and administration
- Plan reviews
- Development of technical documents
- Geographical information systems
- Land surveying and geotechnical services
- Environmental services
- Landscape Architecture
- Public involvement, public meeting preparation, and participation

Alliant is proud of our success serving local municipal clients. The projects listed below are examples of these successes.

After reviewing the scope of services listed in the RFQ, we are confident that Alliant can deliver the necessary engineering and owner representation services needed to deliver any City project. We can perform the complete suite of professional engineering services referenced. Alliant is currently performing similar services for the City and the City of Flagler Beach, and recently awarded contracts to provide in-kind support to the City of Atlantic Beach. Alliant's Florida staff are currently performing professional engineering services for our northeast Florida municipal clients.



SELECTED RELATED EXPERIENCE

Grand Reserve Reclaimed Water Main Extension

City of Bunnell, FL



Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. Our scope for this design-bid-build project consisted of complete civil plans, bid documents and

construction administration for installation of approximately 1.5 miles of PVC/DIP reuse watermain pipe by open cut method. Pump upgrades and system rehabilitation were also part of the project. This was Phase 1 of the City's multi-phase plan to further develop the reuse infrastructure system. Alliant also modified the City's WWTP permit with FDEP.

Client	City of Bunnell, FL
Funding	SJRWMD, City of Bunnell
Duration	October 2017 - June 2018
Construction	\$417,000
Reference	Dustin Vost <i>Infrastructure Director</i> 386.437.7515 office, 386.986.6702 cell dvost@bunnellcity.us

Bunnell Westside Sewer Improvements - Phase 1

City of Bunnell, FL



Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The application was ranked #1 by the SJRWMD. The project consisted of sanitary sewer CIPP lining, lift station upgrades, and regional storm sewer and swale improvements to address ongoing flooding issues in this Deen Road neighborhood.

Client	City of Bunnell
Funding	SJRWMD, City of Bunnell
Duration	1.5 Years
Construction	December 2018 - April 2020
Budget	\$586,000
Reference	Dustin Vost <i>Infrastructure Director</i> 386.437.7515 office, 386.986.6702 cell dvost@bunnellcity.us

Bunnell Southside Sewer Improvements

City of Bunnell, FL



The City of Bunnell retained Alliant for this design-bid-build project that included bid documents, construction administration, and site inspections for the City's Southside Sewer Rehabilitation.

Client	City of Bunnell
Funding	Community Development Block Grant - HUD, City of Bunnell
Duration	12 Months
Construction	2019
Budget	\$824,000
Reference	Dustin Vost <i>Infrastructure Director</i> 386.437.7515 office, 386.986.6702 cell dvost@bunnellcity.us

SR 100 Reclaimed Water Main Extension

City of Bunnell, FL



Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The project was funded by the SJRWMD and Alliant performed a 1.1-mile route survey

along SR 100 (Moody Blvd) in the City of Bunnell from Grand Reserve Parkway to North Palmetto Street. This required deed research for all adjacent properties along the route including FDOT right-of-way. Alliant also prepared design and bid Documents for a reclaimed water main extension along SR 100.

Client	City of Bunnell
Funding	SJRWMD, City of Bunnell
Duration	10 Months
Construction	October 2019 - December 2019
Budget	\$367,000
References	Dustin Vost <i>Infrastructure Director</i> 386.437.7515 office, 386.986.6702 cell dvost@bunnellcity.us Mary Anne Atwood <i>Project Manager</i> 386.437.7515 office, 386.986.6702 cell matwood@bunnellcity.us

Bunnell Westside Stormwater Improvements - Phase 2

City of Bunnell, FL



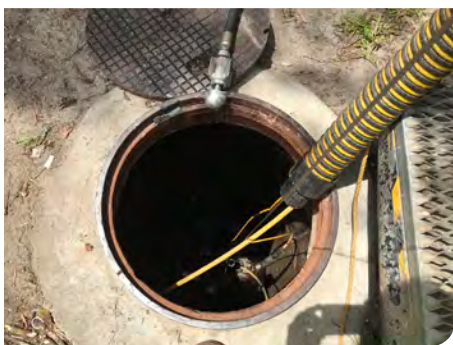
Alliant prepared and submitted a St. Johns River Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. The focus of the project was to improve upon localized,

widespread flooding and improve stormwater runoff water quality to the impaired waterbodies downstream on Black Creek and Haw Creek. Water quality and flood mitigation included shallow grass retention swales and trench drains in place of the existing ditches. This project allowed the City to achieve increased stormwater infiltration, reduced nutrient loading and increased storage along Deen Road and Franz Street prior to the wetland discharge point.

Client	City of Bunnell
Funding	SJRWMD, City of Bunnell
Duration	Currently on Schedule
Construction	September 2020 - Present
Budget	\$420,787
References	<p>Dustin Vost <i>Infrastructure Director</i> 386.437.7515 office, 386.986.6702 cell dvost@bunnellcity.us</p> <p>Mary Anne Atwood <i>Project Manager</i> 386.437.7515 office, 386.986.6702 cell matwood@bunnellcity.us</p>

Slip Lining Rehabilitation

City of Bunnell, FL



Alliant prepared and submitted a St. Johns Water Management District REDI Grant Application on behalf of the City of Bunnell, FL. This project allowed the City to achieve slip lining of just over

2.85 miles of the City's wastewater collection infrastructure. Immediate reductions in infiltration and inflow (I & I) to the lift stations and wastewater treatment plant during heavy storm events were realized resulting in more efficient operation. This was phase 3 of a multi-phased plan to CIPP line all the existing vitrified clay pipe within the City.

Client	City of Bunnell
Funding	SJRWMD
Duration	6 Months
Construction	April 2020 - September 2020
Budget	\$500,000
References	<p>Dustin Vost <i>Infrastructure Director</i> 386.437.7515 office, 386.986.6702 cell dvost@bunnellcity.us</p> <p>Mary Anne Atwood <i>Project Manager</i> 386.437.7515 office, 386.986.6702 cell matwood@bunnellcity.us</p>

SR 100 Route Survey & Topo for Design

Bunnell, FL



Alliant performed a route survey of a 1-mile stretch of SR 100 (Moody Blvd) in the City of Bunnell from Grand Reserve Parkway to North Palmetto Street. This required deed research for all adjacent properties along the route including FDOT right-of-way. We completed full topo from the centerline of SR 100 to the North right-of-way including all overhead utilities, hardscapes, and vegetative features.

Client	City of Bunnell
Funding	City of Bunnell
Duration	6 months
Construction	N/A
Budget	\$12,000
Reference	<p>Dustin Vost <i>Infrastructure Director</i> 386.437.7515 office, 386.986.6702 cell dvost@bunnellcity.us</p>

D. Firm's Approach and Methodology

At Alliant, we take pride in delivering complex projects on difficult timelines. This can only be accomplished through great project management and a sound project approach. Open, honest and timely communication with the City, stakeholders, and potential sub-consultants is the key to project success.

We will facilitate all formal reviews in an organized and timely manner to keep the project moving forward. We will also conduct progress meetings to efficiently provide updates and to discuss particular design issues that are critical to the schedule for both the City and project team. Our Quality Management Plan (QMP) will be revised to be specific to each project and will be followed religiously throughout design.

For a project to be efficient, not only does the engineering and project management need to be effective but understanding the permitting agencies and maintaining those key relationships is a necessity. Alliant has performed a multitude of project in the City of Bunnell and has both the expertise of dealing with the appropriate permitting agencies as well as maintaining those relationships needed to be efficient with complex projects. Alliant has developed relationships over the years with sub-consultants as well as contractors. Alliant has the expertise and knowledge to develop designs to help minimize cost to our clients during construction. This can be done because of our extensive knowledge of building systems and construction techniques. Anticipation of construction techniques and communication with contractors during design are key elements to an effective cost savings project approach. The following paragraphs summarize our organized approach to initiating and delivering the project listed in this RFQ.

APPROACH

Mobilization

Once Alliant has been awarded a project, the PM will meet with the team to choose the appropriate support staff after discussing the project requirements with the City. ProjectWise software will be utilized for the efficient management of project data files allowing access from multiple locations. Alliant has the technology in place to get a project up and running immediately upon award.

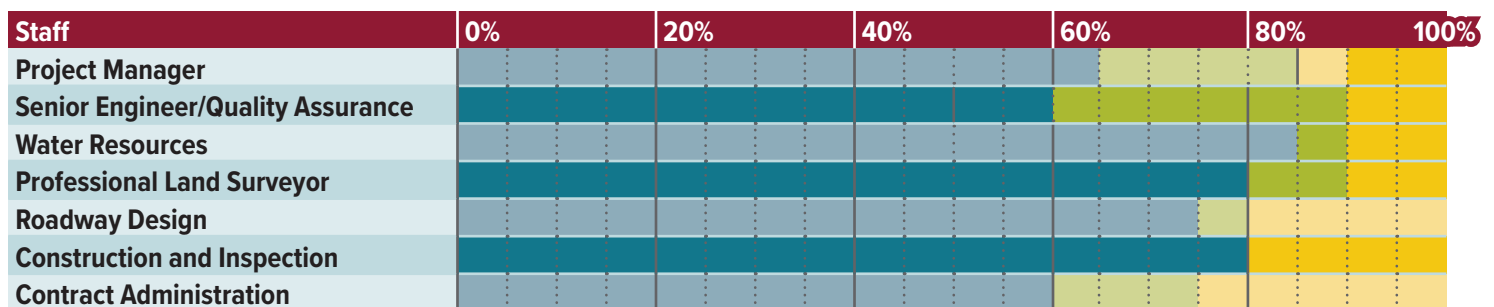
Managing Workloads

Alliant is dedicated to client satisfaction. To this end, we regularly assess our workload and plan for growth by keeping our staff level above our immediate needs. This enables us to keep quality and responsiveness at the highest level. As a Principal of Alliant and a member of our core team, Mr. Wimpée can allocate the support staff and resources to easily meet project schedules.

Alliant project managers meet each week to discuss current workload and staffing needs. We maintain a high-level project design schedule that tracks the expected level of project commitments per month compared to the available staffing. At our project manager meetings, we discuss project specific needs and upcoming deadlines to determine if the current staffing is appropriate or if changes will be required to ensure that schedules are met.

Exhibit 2 below illustrates the estimated time allotment that each of the key members can contribute at the moment. These percentages will fluctuate from week to week based on external influences, but resources will be concentrated when needed to complete specific tasks or address project needs as critical items dictate.

Exhibit 2. Staff Workload and Availability



● Percent Committed, ● City of Bunnell, ● Excess Availability

Communication with The City of Bunnell

Fast-tracked projects require intense and continuous communication and collaboration with the City and their oversight team. Alliant will establish a draft meeting schedule for discussion at the kickoff meeting. We envision three levels of meetings: Design Review, Over-The-Shoulder Review and Progress Meetings.

Design Review

Design review meetings will be face-to-face meetings to go over review comments at major milestones during the project. The appropriate deliverables will be submitted for City review. A meeting will be scheduled after the City's review period to go over comments. As discussed in our QMP, every comment will be included in a Comment Response memo and the required action will be documented.

OTSR

OTSRs will be scheduled in between the major milestones. These informal design reviews will allow the City to be kept abreast of, and have input into the design as it is progressing. The intent of these meetings is to present "in-progress" plans to the City to discuss specific issues where decisions are required that may impact schedule. OSTRs may also include key stakeholders as appropriate. It is envisioned that most OTSR meetings would also be face-to-face.

Progress Meetings

We will use frequent Progress Meetings to keep the City's team fully informed and involved in all aspects of the project. These meetings serve as a forum to address issues, hot topics, and identify action items that need to take place. The meetings can also serve as mini "over-the-shoulder" design reviews for portions of the project to get instant feedback from the City regarding particular issues. We consider these meeting to provide "collaboration on the fly", and we use them to present all key components of the design prior to the actual submittal. This approach ensures that the City is part of the decision-making progress upfront, reducing the risk of surprises and potential re-work.

Most meetings will include an agenda, meeting minutes, and action item log. The minutes and action item log can be shared internally with Alliant's Team, and with the City staff to inform persons not at the meeting of decisions and action items that had been identified.

In addition to regularly scheduled meetings, we will establish the systems and protocols for easy sharing of electronic files to assist with design collaboration and review.

E. Effects of the Firm's Current and Projected Workload

A project schedule will be developed at the onset of each opportunity received from the City. That schedule will be developed by working in concert with the major stakeholders. The appropriate Alliant team members will then be assigned responsibilities and deadlines to produce deliverables. We will work with City staff for a full understanding of the scope and expectations so we can provide a service that exceeds expectations.

As previously shown, **Exhibit 2**, on page 15 illustrates the estimated time allotment that each of the core design team members can contribute at this time. These percentages will fluctuate from week to week based on external influences, but resources will be concentrated when needed to complete specific tasks or address project needs as critical items dictate. Resources and staff will be allocated and assigned to best align with project needs. Additional staff will be assigned to advance project deliverables.

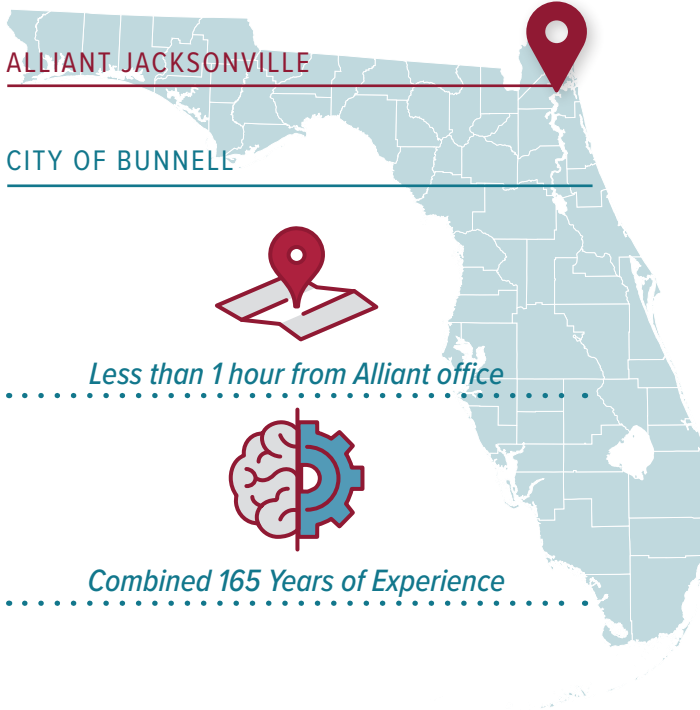
It is understood that the selection committee is looking for an understanding of current workload for employees of the firm. As part of this request, the RFQ asked firms to provide a complete list of outstanding projects, client names, dollars committed on open projects, overall workload with other owners, and status of completion. As Alliant has over 180 employees and more than 800 active projects, it is not possible to provide this level of detail. To respond to the city's request, please note that Alliant maintains a steady workflow between 80% and 90% of full time production across the company. This allows us to remain busy but also have capacity to ebb and flow with important Client needs and properly prioritize projects when needed. Client service is our highest priority and Alliant has the company size to provide satisfaction of performance within the scope of work.

Alliant is dedicated to client satisfaction which means we must honor schedule commitments. To this end, we regularly assess our workload and plan for growth by keeping our staff level above our immediate needs. This enables us to keep quality and responsiveness at the highest level. **Brice Nelson** can allocate the support staff and resources to easily meet any schedule.



F. Local Firms

Less than an hour drive to the City of Bunnell, Alliant’s northeast Florida office is located on the southside of Jacksonville.



G. References for Firm and All Subconsultants

FLAGLER BEACH

Dave Taylor
386.986.7158
dtaylor@cityofflaglerbeach.com

CITY OF PALM COAST

Stephen Flanagan
386.986.2354
SFlanagan@palmcoastgov.com

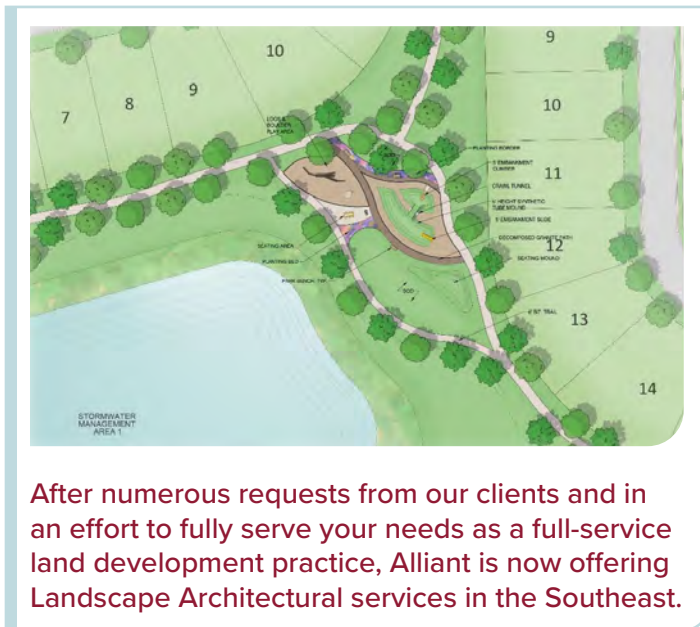
CITY OF ATLANTIC BEACH

Scott Williams
904.247.5834
swilliams@coab.us

CITY OF BLOMMINGTON, MN

Kirk Roberts
952.563.4914
kroberts@bloomingtonmn.gov

Additional Services



Led by **David Schmidt**, Director of Landscape Architecture, our services now offer the following:

LAND PLANNING

Land Planning begins with our ability to understand the big picture. Our goal is to be respectful stewards of our environment, achieve the highest and best use of the land and position it for the best return on the investment. Developing a client’s vision for the spatial use of a site is a passion for us. We understand that planning determines the return on investment through efficient allocation of programming, presentation of features and quality circulation. We bring experience and knowledge of navigating land use codes, writing land development guidelines and creating sustaining thriving communities.

Our Land Planning services include:

- Site Feasibility Studies
- Field Investigation & Due Diligence
- Highest & Best Use Master Planning
- Park Planning
- Urban Planning
- Mixed-use Town Centers
- Waterfront Projects

LANDSCAPE ARCHITECTURE

A particular fusion happens during landscape design. In every detail, from the sense of arrival to each major gathering space and the transitions between, our passion for creating unique and engaging outdoor environments brings personality to every project.

Our Landscape Architecture services include:

- Tree Preservation & Mitigation Plan Preparation
- Landscape Code Minimum Plans
- Community Garden Design
- Hardscape Design
- Swimming Pool & Water Park Design
- Night Lighting Design
- Neighborhood Amenities
- Entry Monuments
- Parks
- Neighborhood Trails
- Streetscape Design
- Water Feature Design
- Planting
- Irrigation Design

CONSTRUCTION ADMINISTRATION



Alliant Engineering offers Construction Administration services to developers and municipalities through the construction phase of projects we design. During this phase our team will coordinate with contractors and

consultants to monitor and review the progress of construction. Our Construction Administration services include:

- Consultant Coordination and Project Management
- Client Representation
- Submittal Package Review
- Construction Phase Permitting
- Change Order Review and Approval

GRAPHIC DESIGN

Representing the identity of a project is essential to many aspects, from marketing collateral to identity monument signs and wayfinding directional signage. Our graphics department excels in color artistry, marketing presentations and community sign design with the intent to ensure the best delivery of every message to its audience.

Our Graphic Design services include:

- Project Icons & Logos
- Neighborhood Identity Signs
- Exterior Signage
- Street & Public Signage
- Wayfinding Signage
- Promotional & Marketing Products
- Perspective Renderings

TRAFFIC



Alliant is sought-after for delivery of large scale, complex transportation projects. Our team is dedicated to improving safety and mobility for the traveling public

whether on foot, a bike, a bus, or in a motor vehicle. Our experienced and diverse traffic engineering team allows us the ability to provide a wide range of services to public and private sector clients. We have the depth and staff resources to manage a deep workload and provide the best service, responsiveness, and quality product every agency deserves. These contracts span many service areas for agencies similar to the City of Bunnell.

Our traffic services include:

- Traffic Design
- Traffic Sign Interconnect
- ITS
- Traffic Modeling
- Traffic Impact Studies
- Intersection Corridor Network Operations
- Traffic Signal Design
- Transportation and Traffic Studies
- Traffic Signal Timing and Arterial Analysis
- Traffic Signals and Foundations
- Traffic Counting

APPENDIX

Required Forms

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer’s Qualification Form is included.
- Any addenda have been signed and included.
- The **mailing envelope must be sealed and marked** with RFQ Number “**RFQ #2023-02**” and RFQ Title “**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**”.
- The mailing envelope has been addressed to:

City of Bunnell
City Clerk Office
P.O. Box 756
Bunnell, FL 32110

- The Response will be mailed or delivered in time to be received no later than the specified due date **May 16, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

Alliant Engineering, Inc.
Company


Authorized Signature

Curt Wimpée, PE
Printed Name & Title

cwimpée@alliant-inc.com
Email

10475 Fortune Parkway, STE 101
Address

Jacksonville, FL 32256
City, State, Zip Code

904.647.5383
Telephone No.

NA
Fax No.



APPLICATION FORM

**PROFESSIONAL
INFRASTRUCTURE
ENGINEERING SERVICES**

RFQ-2023-02
ISSUED BY: MARY ANNE ATWOOD
PROJECT MANAGER
PHONE NO: (386) 986-6702
EMAIL: MATWOOD@BUNNELLCITY.US

SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
CLOSING DATE: May 16, 2023
CLOSING TIME: 02:00 P.M.

SUBMIT TO:
BUNNELL CITY CLERK'S
OFFICE 604 E MOODY
BLVD., SUITE 6
PO BOX 756
BUNNELL, FL 32110

PROJECT TITLE & DESCRIPTION:

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

APPLICATION FORM

**THIS APPLICATION FORM MUST BE SIGNED TO BE
CONSIDERED FOR**

COMPANY NAME: Alliant Engineering, Inc.

DATE: May 15, 2023

MAILING ADDRESS: 10475 Fortune Parkway, STE 101

PHONE: 904.647.5383

FAX: NA

CITY: Jacksonville

STATE: FL

ZIP: 32256

TITLE OF AUTHORIZED REPRESENTATIVE: PRINCIPAL/VP SOUTHEAST REGION

E-MAIL: cwimpee@alliant-inc.com

WEB URL: <https://www.alliant-inc.com/>

AUTHORIZED SIGNATURE:

PRINTED NAME: Curt Wimpée, PE

ACKNOWLEDGEMENTS
RFQ #2023-02
“PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

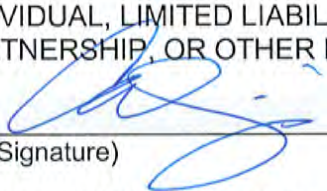
To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these RFQ Submission pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFQ Document.

Dated this 15th day of May, 2023

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By:  Curt Wimpée, PE
(Signature) (Print name)

Address: 10475 Fortune Parkway, STE 101, Jacksonville, FL 32256

Telephone: 904.647.5383 Fax: NA

Taxpayer/Employer Identification Number (TIN/EIN): 41-1818046

CORPORATION

By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

State of Incorporation:

Corporate President: John Dillingham
(Print Name)

Corporate Secretary: Sean O'Brien
(Print Name)

Corporate Treasurer: Clark Wicklund
(Print

CORPORATE SEAL Alliant Engineering, Inc. does not have a corporate seal. We have included our certificate of good standing on the following page.

Attest By (Secretary): Sean K. O'Brien

S. K. O'Brien Signature May 15, 2023 Date

**Office of the Minnesota Secretary of State
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name: Alliant Engineering, Incorporated
Date Filed: 09/01/1995
File Number: 8V-501
Minnesota Statutes, Chapter: 302A
Home Jurisdiction: Minnesota

This certificate has been issued on: 05/17/2023



Steve Simon
Secretary of State
State of Minnesota

PROPOSER'S CERTIFICATION FORM

X I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor's notes, specifications, and any other documents accompanying or made a part of this request for qualifications.

X I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.

X I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.

X I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer's certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business Alliant Engineering, Inc.

By: [Signature]
Signature

10475 Fortune Parkway, STE 101
Mailing address

Jacksonville, FL 32256

Curt Wimpée
Name & title, typed or printed state

City, State, Zip Code

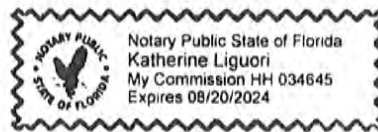
State of Florida
County of Duval

(904) 647.5383
Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 15, 2023, by Curt Wimpée of Alliant Engineering, Inc., a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced _____ as identification.

[Signature]
Signature of Notary Public - State of Florida

Katherine Liguori
Printed/Typed/Stamped Name of Notary
My Commission expires:



DECLARATION STATEMENT

City of Bunnell
P.O. Box 756
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

RE: RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

Dear Mayor and Council Members:


The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this May 15, 2023, 2023 in the City of Bunnell, in the State of Florida .

Alliant Engineering, Inc.
Company


Authorized Signature

Curt Wimpée/Principal
Printed Name & Title

cwimpee@alliant-inc.com
Email

10475 Fortune Parkway, STE 101
Address

Jacksonville, FL 32256
City, State, Zip Code

904.647.5383
Telephone No.

NA
Fax No.

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

<u>% Completed</u>	<u>Project</u>	<u>Contract</u>	<u>Amount</u>
30%	Panama City Medical Campus - Panama City Beach, FL		\$ 400,000
95%	AdventHealth Hospital and MOB - Palm Coast, FL		\$ 200,000
20%	US1 and Old Kings Road Roundabout - Palm Coast, FL		\$ 158,000

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

None pending at this time

OTHER INFORMATION ABOUT PROJECTS:

Has Proposer, at any time, failed to complete a contract?

Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

Yes No

Attach detailed explanation as required under Tab IV of Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ 70,000,000 Total Value for **PAST** completed and similar project

\$ _____ Total Value for **PAST** completed and similar project

It is understood that the selection committee is looking for the values of individual project contracts in the last five years. As Alliant has over 180 employees and more than 800 active projects this year alone, it is not possible to provide this level of detail. Our total value in the past five years is listed above.

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): Bridgewater Bank

Surety/Underwriter (if required): Travelers

Other References: (Use additional sheets if necessary)

AXA XL

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated: Minnesota. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: 8 Years in Florida/In Business 27 years
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

Alliant Engineering, Inc.

Company


Authorized Signature

Curt Wimpee/Principal

Printed Name & Title

cwimpee@alliant-inc.com

Email

10475 Fortune Parkway, STE 101

Address

Jacksonville, FL 32256

City, State, Zip Code

904.647.5383

Telephone No.

NA

Fax No.

REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Palm Coast
Address: 2 Utility Drive, Palm Coast, FL 32137
Point of Contact: Mr. Stephen Flanagan
Phone #: 386-986-2354 Email address: SFlanagan@palmcoastgov.com
Service(s) Provided: Private utility projects throughout the City
Dates of Service: 2000 - 2023
2. Name of Company: City of Flagler Beach
Address: 105 S. 2nd Street, Flagler Beach, FL 32136
Point of Contact: Mr. Dave Taylor
Phone #: 386-986-7158 Email address: dtaylor@cityofflaglerbeach.com
Service(s) Provided: Numerous utility, and storm water projects
Dates of Service: 2020 - 2023
3. Name of Company: City of Atlantic Beach
Address: 800 Seminole Road, Atlantic Beach, FL 32233
Point of Contact: Mr. Scott Williams
Phone #: 904-247-5834 Email address: swilliams@coab.us
Service(s) Provided: General Civil Services
Dates of Service: 2021 - Present
4. Name of Company: City of Blommington, MN
Address: 1800 West Old Shakopee Road, Bloomington, MN 55431
Point of Contact: Mr. Kirk Roberts
Phone #: 952-563-4914 Email address: kroberts@bloomingtonmn.gov
Service(s) Provided: Traffic and Parking Studies and Traffic Operations and Design
Dates of Service: 2010 - Present

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: Alliant Engineering, Inc.

Vendor FEIN: 41-1818046

Authorized Representative's Name: Curt Wimpée

Authorized Representative's Title: PRINCIPAL/VP SOUTHEAST REGION

Address: 10475 Fortune Parkway, STE 101

City: Jacksonville State: FL Zip: 32256

Phone Number: 904.647.5383

Fax Number: NA

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: Curt Wimpée, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: 

Print Name & Title: Curt Wimpée, Principal

Date: May 15, 2023

INSURANCE REQUIREMENTS

INSURANCE TYPE	REQUIRED LIMITS
<input checked="" type="checkbox"/> 1. Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
<input checked="" type="checkbox"/> 2. Commercial General Liability	<u>Bodily Injury & Property Damage</u> (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements. \$ <u>\$1,000,000</u> single limit per occurrence
<input checked="" type="checkbox"/> 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the <u>City of Bunnell</u> , its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.	
This section does not pertain to any incident arising from the sole negligence of the <u>City of Bunnell</u> .	
<input checked="" type="checkbox"/> 4. Automobile Liability	\$ <u>\$1,000,000</u> Each occurrence owned / on-owned / Hired Automobile Included
<input checked="" type="checkbox"/> 5. Other Insurance as indicated below:	\$ 1,000,000 Per Occurrence Errors and Omissions or Professional Malpractice Coverage
<input checked="" type="checkbox"/> 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.	
<input checked="" type="checkbox"/> 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions.	
<input checked="" type="checkbox"/> 8. The <u>City of Bunnell</u> must be named as " ADDITIONAL INSURED " on the Insurance Certificate for Commercial General Liability where required.	

INSURANCE REQUIREMENTS
(Continued)

- 9. The City of Bunnell shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Bunnell
Bunnell, FL

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

- 10. **Thirty (30) Days Cancellation Notice** required.
- 11. The Certificate must state the **RFQ #2023-02** and **PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

Alliant Engineering, Inc.
Company


Authorized Signature

Curt Wimpée/Principal
Printed Name & Title

cwimpee@alliant-inc.com
Email

Kraus-Anderson Insurance
Insurance Agency

Signature of Proposer's Agent

10475 Fortune Parkway, STE 101
Address

Jacksonville, FL 32256
City, State, Zip Code

904.647.5383
Telephone No.

NA
Fax No.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/12/2023

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 have ADDITIONAL INSURED provisions or 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 Kraus-Anderson Insurance 420 Gateway Blvd Burnsville MN 55337	CONTACT NAME: Certificates Department	
	PHONE (A/C, No, Ext): 952-707-8200	FAX (A/C, No): 952-890-0535
E-MAIL ADDRESS: certificates@kainsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Travelers Property Casualty Co		25674
INSURER B : Farmington Casualty Company		41483
INSURER C : The Travelers Indemnity Compan		25658
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES CERTIFICATE NUMBER: 703241839 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> XCU Contractual <input checked="" type="checkbox"/> Broad Form PD GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		680-009T57127A	10/30/2022	10/30/2023	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA 9T571385 - 1	10/30/2022	10/30/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-9T571926	10/30/2022	10/30/2023	EACH OCCURRENCE	\$ 7,000,000
							AGGREGATE	\$ 7,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	UB-9T571453-22-47-G	10/30/2022	10/30/2023	<input checked="" type="checkbox"/> PER STATUTE	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Project #RFQ-2023-02; PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
 The Certificate Holder its Officers and Employees are Additional Insureds under the Commercial General Liability when required by written contract.
 30 Day Notice of Cancellation Applies.

CERTIFICATE HOLDER City of Bunnell P.O. Box 756 604 E. Moody Blvd. Unit 6 Bunnell FL 32110	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

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/11/2023

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 have ADDITIONAL INSURED provisions or 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 H. Robert Anderson and Associates, Inc. 8201 Norman Center Drive Suite 220 Bloomington MN 55437	CONTACT NAME: Jeanne Danmeier PHONE (A/C No. Ext): (952) 893-1933 FAX (A/C No.): (952) 893-1819 E-MAIL ADDRESS:																				
	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>XL Specialty Insurance Co.</td> <td>37885</td> </tr> <tr> <td>INSURER B:</td> <td></td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	XL Specialty Insurance Co.	37885	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					
INSURED Alliant Engineering, Incorporated 733 Marquette Ave. Ste #700 Minneapolis MN 55402																					

COVERAGES **CERTIFICATE NUMBER:** 2022-2023 1 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			DPR5003800	10/30/2022	10/30/2023	Each Claim/ \$5,000,000 Each Policy Year Aggregate \$10,000,000

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

RFQ #2023-02 - PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

If required by written executed contract with the Named Insured, notice of cancellation applies as per the policy endorsement and/or as per all policy terms, conditions and language.

This certificate or memorandum of Insurance does not affirmatively or negatively amend, extend, or alter the coverage afforded by the insurance policy.

CERTIFICATE HOLDER

City of Bunnell
 604 E Moody Blvd Unit 6
 PO Box 756
 Bunnell FL 32110

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

© 1988-2015 ACORD CORPORATION. All rights reserved.



This endorsement, effective 12:01 a.m., 10/30/2022 forms a part of

Policy No. DPR5003800

Issued to Alliant Engineering, Incorporated

by XL Specialty Insurance Company.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF POLICY CANCELLATION – BLANKET NOTICE TO DESIGNATED ENTITIES

This endorsement modifies insurance provided under the following:

PROFESSIONAL, ENVIRONMENTAL AND NETWORK SECURITY LIABILITY POLICY – ARCHITECTS, CONSULTANTS AND ENGINEERS

Section XI. OTHER CONDITIONS, Paragraph A. **Cancellation** is amended by the addition of the following:

In the event that the Company cancels or non-renews this Policy during the POLICY PERIOD, the Company agrees to provide thirty 30 days' prior written notice of cancellation or non-renewal of this Policy to any entity with whom the NAMED INSURED agreed in a written contract or agreement would be provided with notice of cancellation or non-renewal of this Policy, provided that:

1. The Company receives, at least thirty (30) days prior to the date of cancellation or non-renewal, a written request from the NAMED INSURED to provide notice of cancellation to entities designated by the NAMED INSURED to receive such notice; and
2. The written request includes the name, address and email of each person or entity designated by the NAMED INSURED to receive such notice. The Company will assume that the list provided to the company by the NAMED INSURED is a complete and accurate list.

This endorsement does not apply to non-renewal of the Policy at the end of the POLICY PERIOD or cancellation of the Policy for non-payment of premium to a premium finance company authorized to cancel the Policy. Furthermore, nothing contained in this endorsement shall be construed to provide any rights under the Policy to the entities receiving notice of cancellation pursuant to this endorsement, nor shall this endorsement amend or alter the effective date of cancellation stated in the cancellation notice issued to the NAMED INSURED.

All other terms and conditions of the Policy remain unchanged.

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR: Alliant Engineering, Inc.

Signature: 

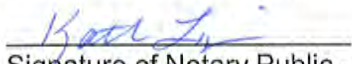
Printed Name: Curt Wimpée

Title: PRINCIPAL/VP SOUTHEAST REGION

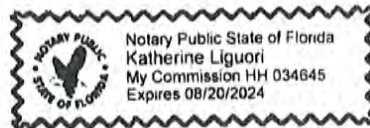
Date: May 15, 2023

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 15, 2023, by Curt Wimpée of Alliant Engineering, Inc. a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.


Signature of Notary Public - State of Florida

Katherine Liguori
Printed/Typed/Stamped Name of Notary
My commission expires:



CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

- 1. I (PRINTED NAME) Curt Wimpée AM THE (TITLE) PRINCIPAL/VP SOUTHEAST REGION AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM OF (FIRM NAME) Alliant Engineering, Inc. WHOSE ADDRESS IS 10475 Fortune Parkway, STE 101, Jacksonville, FL 32256, AND THAT I POSSESS THE LEGAL AUTHORITY TO MAKE THIS AFFIDAVIT ON BEHALF OF MYSELF AND THE FIRM FOR WHICH I AM ACTING; AND,
2. EXCEPT AS LISTED BELOW, NO EMPLOYEE, OFFICER, OR AGENT OF THE FIRM HAVE ANY CONFLICTS OF INTEREST, REAL OR APPARENT, DUE TO OWNERSHIP, OTHER CLIENTS, CONTRACTS, OR INTERESTS ASSOCIATED WITH THIS PROJECT; AND,
3. THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, OR PERSON SUBMITTING A PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

EXCEPTIONS (LIST)

SIGNATURE: [Handwritten Signature]

PRINTED NAME: Curt Wimpée

FIRM NAME: Alliant Engineering, Inc.

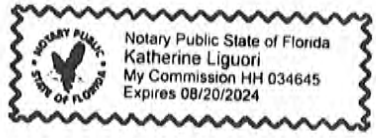
DATE: May 15, 2023

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of [X] physical presence or [] online notarization, this day of May 15, 2023, by Curt Wimpée of Alliant Engineering, Inc. a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

[Handwritten Signature]
Signature of Notary Public - State of Florida

Katherine Liguori
Printed/Typed/Stamped Name of Notary
My commission expires:



DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Alliant Engineering, Inc. (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

Curt Wimpée
(Authorized Signature)

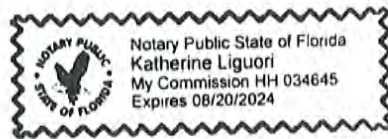
May 15, 2023
(Date)

Curt Wimpée
(Print Name)

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 15, 2023, by Curt Wimpée of Alliant Engineering, Inc., a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Katherine Liguori
Signature of Notary Public - State of Florida



Katherine Liguori
Printed/Typed/Stamped Name of Notary
My commission expires:

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of Florida

County of Duval

Curt Wimpee, being first duly sworn, deposes and says that:

I am the VP Southeast Region of Alliant Engineering, Inc. (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Alliant Engineering, Inc.

Company

[Signature]

Authorized Signature

Curt Wimpee/Principal

Printed Name & Title

cwimpee@alliant-inc.com

Email

10475 Fortune Parkway, STE 101

Address

Jacksonville, FL 32256

City, State, Zip Code

904.647.5383

Telephone No.

NA

Fax No.

STATE OF Florida

COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 15, 2023, by Curt Wimpee of Alliant Engineering, Inc. Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

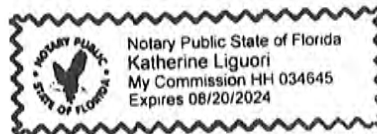
[Signature]

Signature of Notary Public - State of Florida

Katherine Liguori

Printed/Typed/Stamped Name of

Notary My commission expires:



**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by: Curt Wimpée [NAME] as the Principal [TITLE] of Alliant Engineering, Inc. [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 41-1818046.
2. I understand that a "public entity crime" as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilty or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

pg. 38

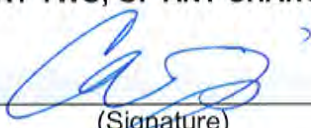


Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

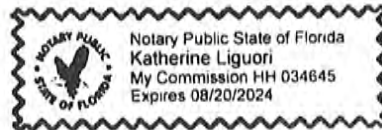


(Signature)

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 15, 2023, by Curt Wimpel of Alliant Engineering, Inc. a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Katherine Liguori
Signature of Notary Public - State of Florida



Katherine Liguori
Printed/Typed/Stamped Name of Notary
My commission expires:

COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM


Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: Alliant Engineering, Inc.

Authorized representative (printed): Curt Wimpée, PE

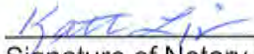
Authorized representative (signature): 

Date: May 15, 2023

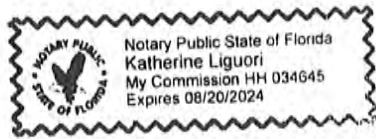
Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 15 day of May, 2023, by Curt Wimpée of Alliant Engineering, Inc., a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.


Signature of Notary Public - State of Florida

Katherine Liguori
Printed/Typed/Stamped Name of Notary
My commission expires:



Request for Taxpayer Identification Number and Certification

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

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

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Alliant Florida, Inc	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> 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 FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 733 Marquette Ave, Suite 700	Requester's name and address (optional)
6 City, state, and ZIP code Minneapolis, MN 55402	
7 List account number(s) here (optional)	

COPY OF W-9

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.

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

Social security number	
[][] - [][] - [][][][]	
or	
Employer identification number	
[][] - [][][][] - [][][][]	
8 3 - 2 8 0 2 4 4 0	

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ 2-1-13
------------------	----------------------------	----------------------

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



ADDENDUM NO. 01

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02
ADDENDUM NO. 1**

Date Issued: April 27, 2023

A. QUESTIONS & ANSWERS

Question 1: Who are your current engineers?

Answer 1: The City is currently under contract with Alliant, CPH, Kimley-Horne and Mead & Hunt for utility engineering services.

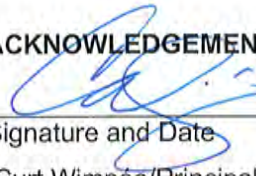
Question 2: How many firms does the City intend to select?

Answer 2: As the City is requesting services for several different Infrastructure needs, there is no specific quantity of firms intended to select. Not all firms will be able to render all-inclusive services.

Question 3: The RFQ mentions a pre-bid meeting, but it is not listed in the schedule of events. Can the City confirm if there will be a pre-bid meeting?

Answer 3: Under Section III. CALENDAR OF EVENTS, it states the location where the Pre-Bid meeting and RFQ Opening will be held. This is an error, there will be no pre-bid meetings.

ACKNOWLEDGEMENT:

 5-15-23

Signature and Date

Curt Wimpee/Principal

Printed Name and Title

Alliant Engineering, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01



City of Bunnell
604 E Moody Blvd, Unit 6
Bunnell, FL 32110

ADDENDUM NO. 02

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 5, 2023

ADDENDUM NO. 2
A. QUESTIONS & ANSWERS

Question 1: Would the City please send a copy of your Standard Contract for our review? One was not provided with the RFQ document?


Answer 1: The City will provide a contract for review when entering into negotiations with the firms recommended by the Selection Committee and approved by the Commission.

Question 2: Is there any possibility I could request an extension of the Proposal deadline?

Answer 2: The City will provide a seven (7) day extension for the Last Date of Inquiries, the Proposal deadline and the RFQ Opening. The new Qualification deadline dates are as follows:

**Last Date of Inquiries: May 16, 2023 at 4 PM
Qualification Statements Due: May 23, 2023 at 2:00 PM
RFQ Opening: May 23, 2023 at 2:30 PM**

ACKNOWLEDGEMENT:

 5-15-23

Signature and Date

Curt Wimpée/Principal

Printed Name and Title

Alliant Engineering, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

ADDENDUM NO. 3 Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The "Appendix A Required Forms Packet" list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm's Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.

Appendix A – Copy of Firm's Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:

Signature and Date

Printed Name and Title

Company Name



Curt Wimpee, VP Southeast Region

Alliant Engineering, dnc. 5-17-23

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03

State of Florida

Department of State

I certify from the records of this office that ALLIANT ENGINEERING, INCORPORATED is a Minnesota corporation authorized to transact business in the State of Florida, qualified on March 10, 2011.

The document number of this corporation is F11000001096.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on April 5, 2022, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twentieth day of April, 2022*



Ronald R. De

Secretary of State

Tracking Number: 7777652697CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500
800HELPFLA(435-7352) or (850) 488-2221

March 29, 2022

ALLIANT FLORIDA, INC.
733 MARQUETTE AVE STE 700
MINNEAPOLIS, MN 55402-2356

SUBJECT: Professional Surveyor and Mapper Business Certificate # LB8289

Your application / renewal as a professional surveyor and mapper business as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2023.

You are required to keep your information with the Board current. Please visit our website at www.800helpfla.com/psm to create your online account. If you have already created your online account, you can use the website to maintain your license. You can also find other valuable information on the website.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.

Detach Here



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500

License No.: **LB8289**

Expiration Date February 28, 2023

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

ALLIANT FLORIDA, INC.
10475 FORTUNE PKWY STE 101
JACKSONVILLE, FL 32256-3523

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE



REQUEST FOR QUALIFICATIONS

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

CONTACT PERSON: Nikhel Jindal, GCC, Assoc DBIA, ENV SP | Chief Strategy and Success Officer

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May 19th, 2023

City of Bunnell
604 E. Moody Blvd. – Suite 6
Bunnell, Florida 32110

RE: **"PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES" | RFQ NO: 2023-02**

Dear Selection Committee Members:

CPH, LLC (CPH) was founded as municipal design firm in 1981 and has since provided services to clients throughout the State of Florida. Our primary focus has been providing services for projects that include public works complexes, water/wastewater treatment plants, collection and distribution systems, stormwater and site design services, roadway and streetscapes, trails and pedestrian improvements, parks and recreational projects, public safety projects, offices, and other municipal projects. We have worked with many of our clients for more than 42 years, including providing engineering services directly to the City of Bunnell for the last 5 years.

CPH understands that the City of Bunnell is looking for a qualified firm to provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

We have assembled a vastly diverse and highly qualified team with experience in all discipline areas requested by the City. Our team can provide services for any project that will emerge under this contract. CPH realizes and understands that each project has its individual characteristics and will need specialized expertise. Therefore, CPH has assembled a team composed of engineers, architects, landscape architects, planners, environmental scientists, contractors, inspectors, surveyors, and administrative staff, which will bring a significant assortment of knowledge to the contract. All individuals have extensive experience and expertise in their field and provide the City with over 879 years of combined experience.

Our team provides the City of Bunnell with considerable local resources and availability. Our local team equals over 175 full-time staff members in our Palm Coast and Sanford locations. These team members are less than 11 minutes from any location within the City and can provide responsive services. In addition, our local availability of experts means the city is not only saving costs, but also provided experts with extensive knowledge of local conditions, regulations, ordinances, and design standards.

Because of our extensive project experience on similar projects, client history and knowledge, responsive office location, in-house capabilities, and staff availability, CPH believes that it is the firm best qualified to perform Professional Infrastructure Engineering Services for the City of Bunnell.

This proposal is a firm and irrevocable offer for ninety (90) days.

We are excited to submit our qualifications and look forward to continuing our successful relationship with the City of Bunnell. Thank you for your consideration of the CPH Team!

Sincerely,

CPH LLC

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP | Chief Strategy and Success Officer



520 Palm Coast Pkwy SW,
Suite 200,
Palm Coast, FL 32137
Phone: 386.445.6569 |
info@cphcorp.com
www.cphcorp.com



5+ Years Working with the
City of Bunnell


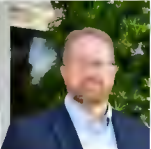









Nationally Ranked
Multi-Disciplined Firm



42+ Years of
Experience in
Municipal Engineering

PEOPLE AUTHORIZED TO MAKE REPRESENTATIONS FOR THE PROPOSER

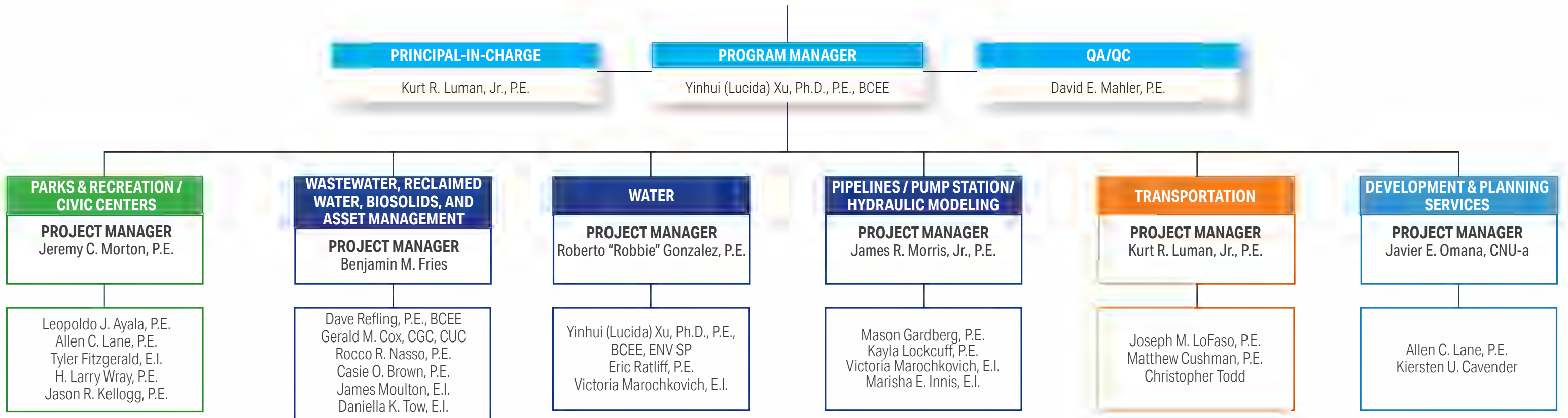
	NAME	OFFICE ADDRESS	TELEPHONE NUMBER
	Peter-John F. Sutch, P.E., LEED AP President/CEO	500 W. Fulton Street, Sanford, FL 32771	407.322.6841
	Kurt R. Luman, Jr., P.E. Sr. Vice President & Transportation Division Director	500 W. Fulton Street, Sanford, FL 32771	407.322.6841
	Yinhui (Lucida) Xu, Ph.D., P.E., BCEE, ENV SP Vice President/Associate	500 W. Fulton Street, Sanford, FL 32771	407.322.6841
	Nikhel Jindal, GCC, Assoc. DBIA, ENV SP Chief Strategy and Success Officer	500 W. Fulton Street, Sanford, FL 32771	407.322.6841
	Todd H. Hendrix, P.E. COO - A&E Services	1992 SW 1st Street, Miami, FL 33135	305.274.4805
	David E. Mahler, P.E. COO - Public Services	1117 E Robinson Street, Orlando, FL 32801	407.425.0452
	Jeffrey M. Satfield, P.E., ENV SP Chief Development Officer	5601 Mariner Street, Suite 105, Tampa, FL 33609	813.288.0233
	Carlos J. Sanchez, P.E. Chief of International Operations	950 Ponce De Leon Avenue, San Juan, PR 00907	1.787.641.1992
	Jason L. Toole, P.E., LEED AP Chief Revenue Officer	1031-C W 23rd Street, Panama City, FL 32405	850.563.1490

ABILITY OF FIRM AND ITS PROFESSIONAL TEAM COMPOSITION



A. ABILITY OF FIRM AND ITS PROFESSIONAL TEAM COMPOSITION

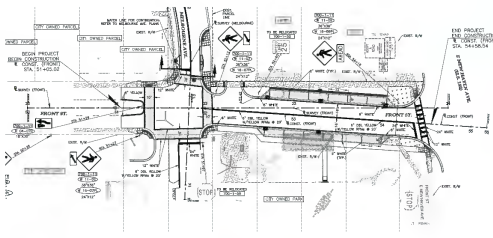
CPH has assembled a vastly diverse and highly qualified team with extensive experience in all discipline areas requested by the City of Bunnell. Our team has the capabilities and expertise to complete the "Professional Infrastructure Engineering Services" contract successfully. The CPH Team Organizational Chart (provided below) depicts the overall reporting and communication hierarchy as well as project roles and responsibilities in relation to the City's scope of services.



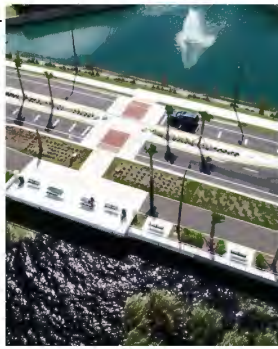
ANCILLARY SERVICES					
LANDSCAPE ARCHITECTURE	ARCHITECTURE	SURVEY	ENVIRONMENTAL	M/E/P	GEOTECHNICAL
Galen Pugh, RLA, AICP Danita Bryant, PLA Rodney "Chip" Smith	Sidney K. (Ket) West II, AIA, NCARB John M. Lenti, AIA, NCARB, ENV SP, LEED AP Brook K. Sherrard, AIA, NCARB	Thomas J. Galloway, PSM Paul J. Katrek, PSM	Amy E. Daly, LEED AP David A. Landers	Christopher DeWaal, P.E., LEED AP Jeffrey A. Deal, P.E. Terry A. Pearce	Kenneth L. Symonds, Jr., P.E. (Tierra) Jeremy A. Sewell, P.E. (Tierra)

* PLEASE NOTE THAT ALL POSITIONS SHOWN ABOVE ARE FULL-TIME

1.



2.



3.



KURT R. LUMAN, JR., P.E.

**PRINCIPAL-IN-CHARGE / PROJECT MANAGER
- TRANSPORTATION**

Years of Experience: 23 | Years with CPH: 22

Education:

B.S. in Civil Engineering, University of Central Florida

Licenses & Certifications:

Professional Engineer - FL (No. 65036)
Advance Maintenance of Traffic, FDOT, Critical Structures Construction Issues Course

Key Skills / Qualifications:

- Project Management
- Roadway paving, widening, extensions, new roads; as well as turn lane additions and traffic upgrades
- FDOT guidelines and FDOT LAP
- Trails and Shared-Use Paths
- Signing and Pavement Parking
- Maintenance of Traffic Plans
- Streetscapes
- Public Involvement
- Permitting
- Drainage/Flood Plain

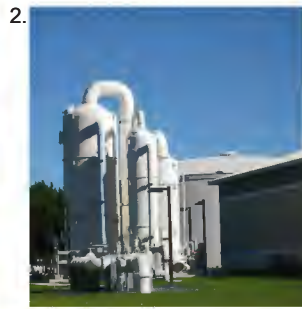
Overview: Mr. Luman serves the firm of CPH in the capacity of Sr. Vice President and Transportation Division Director. He is responsible for managing, engineering, and designing roadway, traffic, and trail projects, including geometric design, stormwater management systems, traffic intersections, and traffic control plans. Mr. Luman is also responsible for the preparation and processing of permits through various regulatory agencies including FDOT Local Agency Program (LAP) projects. In addition to highway and traffic design he has experience in preparing stormwater pollution prevention plans, construction estimates, and site inspections.

1. MELBOURNE MISC. DESIGN CONTRACT FOR LAP PROJECTS - PINEAPPLE AVENUE, COUNTRY CLUB RD, AND FRONT STREET

- Pineapple Ave. project includes design of new bicycle and pedestrian facilities for approx. 2,600 LF (10-ft.-wide multi-use path/5-ft. bike lanes/raised crosswalks). Country Club Rd. project includes 2,560 LF of 6-ft. concrete sidewalk along Country Club Road, 850 LF of 5-ft. sidewalk along Melbourne Avenue, and 900 LF of 5-ft. sidewalk along Edgewood Drive (total of 4,310 LF/0.82miles). Lastly, the Front St. project includes 12-ft.-wide multi-use path, reconstruction of existing sidewalks to 6-ft., 5-ft.-wide bike lanes; new 6-ft. sidewalks on both sides of the roadway.

2. US 17-92 RIVERWALK, PHASE II - III (FDOT LAP) - Phase II - The FDOT LAP project included 1.5 miles of 10-14 foot wide trail, replacement of 5,500 feet of seawall along Lake Monroe, trail head parking, a prefabricated pedestrian bridge over Mill Creek, hardscaping, landscaping, and lighting. Phase III - CPH provided planning, survey, and design services for a new 1.7 mile, 12 ft.-wide trail that was part of a multi-phase project funded through a joint partnership with FDOT. This project followed the complete streets design elements with the provision of a Multi-Use Trail, Roadway safety improvements, Traffic Calming design, Roadway & Trail Lighting, Utility Design, Structural Seawall Design, Drainage Improvements/Design, Irrigation Design, Beautification, Hardscape and Landscape Design, Scenic Overlooks of Lake Monroe, Way-finding Design, Pedestrian Mid- Block Crossings (Rectangular Rapid Flashing Beacons), Traffic Studies, Survey, and Wetland Mitigation.

3. OCOEE DOWNTOWN STREETS REDEVELOPMENT - Civil engineering and landscape architecture to design four local streets associated with the City of Ocoee Downtown Redevelopment. The Oakland Avenue project consists of a complete reconstruction to develop a two-lane divided roadway, with a multi-use trail in the median, parallel parking, and wide sidewalks. The Taylor Street project includes a multi-use trail along the east side, connecting to the Oakland Avenue multi-use trail. Taylor Street also includes two roundabouts, which are the gateways into Downtown: one at the Franklin Street intersection, with the other at the McKey Street intersection. Kissimmee Avenue includes realignment to the west to attain proper clearance from the railroad and a new stormwater management pond.



**YINHUI (LUCIDA) XU, PH.D., P.E.,
BCEE, ENV SP
PROGRAM MANAGER**

Years of Experience: 16 | **Years with CPH:** 16

Education:

Ph.D. in Civil Engineering, Environmental and Water Resources Program, Auburn University
M.S. and B.S. in Environmental Engineering, Donghua University, China

Licenses & Certifications:

Professional Engineer - FL (No. 72186)
Board Certified Environmental Engineer with Specialty in Water Supply & Wastewater
Honor Society of Phi Kappa Phi

Key Skills / Qualifications:

- Water, Reclaimed Water, and Wastewater Treatment Systems Design
- Water Supply Facilities Work Plan
- Water Chemistry
- Ozone, granulated activated carbon, and reverse osmosis projects
- Water and Wastewater Capacity Analysis
- Process Design

Overview: Mrs. Xu serves CPH as Vice President/ Associate and Process Engineer. She has been with CPH since 2006. Her areas of expertise includes water chemistry, water and wastewater treatment plant design, water and wastewater permit applications, Water Supply Facilities Work Plan, water and Wastewater Capacity Analysis, and Consumptive Usage Permit application. Mrs. Xu has recently served as Process Engineer and Project Manager for a number of ozone, granulated activated carbon, and reverse osmosis projects.

1. CITY OF SANFORD'S WATER TREATMENT PLANT NO. 2 – DISINFECTION BY-PRODUCT REDUCTION IMPROVEMENTS

- Design of improvements to the City of Sanford's Water Treatment Plant No. 2. The improvements were part of an overall project being funded through FDEP # DW590120, to comply with the stage 2 of the Disinfection By-Products Rule. Water Plant No. 2 is rated for 4.6 MGD ADF and furnishes conventional aeration and disinfection treatment prior to distribution to Sanford's water customers. The improvements were designed to remove the organics from the raw water, which were identified as precursors of disinfection by-products (TTHM's).

2. PALM COAST WATER TREATMENT PLANT NO. 3 - Design, permitting, SRF Loan assistance and construction engineering and inspection (CEI) services for the new Palm Coast WTP No. 3 (advanced water treatment system). The improvements were design to construct an initial 3.0 MGD AADF facility that was to be easily expanded to 9.0 MGD AADF and consisted of the following infrastructure: (1) membrane treatment system (LPRO) to treat the confined surficial aquifer water; (2) membrane treatment facility building; (3) preliminary treatment infrastructure; (4) raw and treated water pumping systems; (5) chemical storage and feed systems; (6) disinfection system; (7) post membrane treatment systems (degasification, pH adjustment, etc.); (8) ground storage tanks; (9) chemical storage building; (10) Operations building (administrative offices, locker rooms, laboratory, operations room, training rooms, etc.); and (11) electrical, controls, instrumentation, and SCADA system improvements.

3. BUNNELL WWTF REHABILITATION & EXPANSION PROJECT

CPH provided complete design services for the Bunnell WWTF rehabilitation and expansion from 0.6 MGD to 1.0 MGD. Major tasks to be completed include: One (1) new 1.0 MGD rated basin that contains two (2) separate treatment trains with identical processes utilizing 4-Stage biological nutrient removal process, consisting of primary anoxic, aerobic, secondary anoxic, and reaeration zones with a total capacity of 1.0 MGD; two (2) screening units that discharge the liquid flow into the flow equalization (EQ) basin upstream the two (2) biological nutrient removal (BNR) trains; two (2) new secondary clarifiers for Class I reliability (redundancy); three (3) new RAS/WAS pumps – two (2) duty, one (1) standby; two (2) new disc filters to replace the existing tertiary filters, a new reclaimed water transfer pump station, one (1) 1.0 MG ground storage tank (GST); a new electrical building; a new admin building; a new sludge dewatering facility. The BNR configuration will improve the quality of effluent being discharged from the facility to advanced wastewater treatment standards (AWT).



DAVID E. MAHLER, P.E.

QA/QC

Years of Experience: 33 | **Years with CPH:** 24

Education:

B.S. in Environmental Engineering, University of Central Florida

Licenses & Certifications:

Professional Engineer - FL (No. 50041)

Key Skills / Qualifications:

- Large Diameter Pressurized Pipeline Design in Urbanized Areas
- Utility System Relocations, including several projects due to FDOT roadway widening
- Water Supply, Treatment, Pumping, Storage and Distribution
- Wastewater Collection, Treatment and Pumping
- Reclaimed Water Storage, Pumping and Distribution
- Utility Systems Hydraulic Modeling

Overview: Mr. Mahler serves CPH as Chief Operations Officer. He is a Principal for municipal and private clients. Mr. Mahler has been involved with numerous utility system installation, rehabilitation, and relocation projects for both municipal and private clients. He has also been involved with the evaluation of utility systems from small service lines to major collection and transmission systems. In addition, he specializes in relocation of existing utilities associated with roadway projects. He has also been involved with land development and roadway design and permitting for private clients.



1. FLAGLER BEACH WWTF EXPANSION AND BIOLOGICAL NUTRIENT REMOVAL PROJECT (BNR) -

Design, permitting, and grant writing assistance for the BNR expansion of the existing Flagler Beach WWTF and increasing capacity to 1.5 MGD AADF. The improvements consist of the following: (1) master lift station; (2) flow metering; (3) preliminary treatment (screening and grit removal); (4) anaerobic/anoxic flow equalization basin; (5) three - 0.5 MGD, 4-stage BNR treatment trains; (6) effluent distribution box; (7) two secondary clarifiers; (8) tertiary filtration system; (9) multi-compartment chlorine contact chamber; (10) dechlorination facilities; (11) sludge digestion system improvements; (12) sludge dewatering system (screw press); and electrical, controls, instrumentation, and SCADA system improvements. Additional professional engineering services provided by CPH included the following: (a) wetlands evaluation; (b) Capital Finance Plan for securing an FDEP SRF loan for the project; (c) conceptual layout of future reclaimed water infrastructure at the Flagler Beach WWTF; (d) grant-writing for securing an \$850,000 grant for the dewatering screw press system; (e) 3D topographic surveying of the WWTF; (f) chloride study to evaluate potential I/I issues in the wastewater collection system; (g) hydraulic modeling of the wastewater collection/transmission system evaluation and rehabilitation guidance.

2. ORLANDO CONSERV II WRF MASTER PLAN AND DESIGN -

CPH will evaluate AWT alternatives for the CONSERV II WRF to enable it to achieve AWT nutrient limits at the future flow capacity of 25 MGD, as well as at an intermediate flow capacity of 21 MGD. The evaluation will determine the capability of existing structures as well as infrastructure that will need to be modified, replaced, or newly installed to meet the future flow capacities and treatment levels.

3. BUNNELL WWTF REHABILITATION & EXPANSION PROJECT

CPH provided complete design services for the Bunnell WWTF rehabilitation and expansion from 0.6 MGD to 1.0 MGD. Major tasks to be completed include: One (1) new 1.0 MGD rated basin that contains two (2) separate treatment trains with identical processes utilizing 4-Stage biological nutrient removal process, consisting of primary anoxic, aerobic, secondary anoxic, and reaeration zones with a total capacity of 1.0 MGD; two (2) screening units that discharge the liquid flow into the flow equalization (EQ) basin upstream the two (2) biological nutrient removal (BNR) trains; two (2) new secondary clarifiers for Class I reliability (redundancy); three (3) new RAS/WAS pumps – two (2) duty, one (1) standby; two (2) new disc filters to replace the existing tertiary filters, a new reclaimed water transfer pump station, one (1) 1.0 MG ground storage tank (GST); a new electrical building; a new admin building; a new sludge dewatering facility. The BNR configuration will improve the quality of effluent being discharged from the facility to advanced wastewater treatment standards (AWT).



JEREMY C. MORTON, P.E.
PROJECT MANAGER - PARKS AND RECREATION / CIVIC CENTERS

Years of Experience: 16 | Years with CPH: 14

Education:

B.S. in Civil Engineering, University of Florida

Licenses & Certifications:

Professional Engineer - FL (No. 75410)

Key Skills / Qualifications:

- Expert in site planning, design, permitting, stormwater, and transportation improvements
- Established relationships with key municipal agencies in the County
- Thorough understanding of performing services through continuing contracts
- Managed small to large improvement programs

Overview: Mr. Morton serves the firm of CPH as a Project Manager. He has worked for CPH since 2007. Since joining CPH, he has worked in every area of land development, with an emphasis on stormwater, utilities, and general site development. Mr. Morton has been working with a variety of land development clients, gaining valuable experience in project development and permitting at the municipal level, while developing those skills in utility, storm, and site design that are needed in his capacity as Project Engineer.

1. SEMINOLE COUNTY SPORTS COMPLEX PLANNING AND DESIGN

- Planning and design of a new Sports Complex situated on over 120 Acres in Seminole County. The project included 15 tournament quality baseball fields, 25 batting cages, 3 concession/restroom buildings, an administration and conference building, playground, walking trail, 3 storage buildings, and a maintenance facility. Creative engineering methods were used to manage drainage, traffic, and other factors for minimal cost, which freed up funds for additional fan/player use elements.

2. CITY OF WILDWOOD – MILLENNIUM PARK MASTER PLANNING AND PHASES 1 & 2 DEVELOPMENT

- Vision and Master Plan Update for 90+ Acre Park to include new amenities and recreational programming as well as optimization for the user experience. 5-and-10 Year Capital Plan Development for Implementation. CPH is working with the City team on theas of the park development. Phases 1 and 2 consist of designing the internal roadway network, parking, trails, softball and soccer fields, covered basketball courts building design (Airitorium), tennis courts, racquetball courts, food truck parking, and utility and drainage improvements.

3. MELCHING FIELD STADIUM RENOVATIONS – DESIGN CRITERIA PACKAGE

- CPH was selected to provide professional services for the creation of the Design Build Criteria Package for the Melching Field Stadium Renovations. CPH’s scope for the Design Build Criteria Package will include a report detailing ADA deficiencies, structural analysis of the existing bleacher deck, design/build contract requirements, design development drawings, and performance specifications. CPH’s services for this project include Architectural, Civil, Surveying, Structural, Mechanical, Electrical, Plumbing, Fire Protection, and Landscape Architecture.



LEOPOLDO J. AYALA, P.E. | PARKS AND RECREATION / CIVIC CENTERS

YEARS OF EXPERIENCE: 27
YEARS WITH CPH: 27

Mr. Ayala serves CPH in the capacity of Project Manager with experience in civil/site projects. Mr. Ayala has acted as Project Engineer and Project Manager on several land development projects for Walmart Stores, Inc., McDonald's Corporation, Eckerd's Corporation, AutoZone, Inc., and other private development clients. For these clients, Mr. Ayala has designed site improvements, provided engineering design and analysis of the stormwater systems, prepared engineering drawings and specifications, prepared permit documentation, and represented clients at regulatory and municipal meetings.

PAST PERFORMANCE

- City of Wildwood – Millennium Park Master Planning and Phases 1 & 2 Development | [90+ Acres](#)
- Melching Field Stadium Renovations – Design Criteria Package Melching Field Stadium Renovations – Design Criteria Package | [9 Acre NCAA Stadium](#)
- Leesburg Teen Center | [10,000 SF](#)

EDUCATION:

B.S. in Environmental Engineering, University of Central Florida
B.S. in Civil Engineering, Andrés Bello Catholic University, Venezuela

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 55524)



ALLEN C. LANE, P.E. | PARKS AND RECREATION / CIVIC CENTERS

YEARS OF EXPERIENCE: 36
YEARS WITH CPH: 34

Mr. Lane serves the firm of CPH as a Project Engineer for both public and private civil projects. Mr. Lane joined the firm in 1989 as a drafting technician with an A.S. in Construction Technology. He returned to school part-time and earned a B.S. in Environmental Engineering in 1997. Mr. Lane received his P.E. License in 2003. Since 1997, he has served as a Project Engineer for a number of private and public projects, including educational facilities and municipal projects. Mr. Lane also has experience in permitting for stormwater collection systems, potable water, and sanitary sewer systems, inclusive of data collection and submittal packages for approval.

PAST PERFORMANCE

- Trotwood Park Phase 1 Improvements | [2,800 SF Splash Pad with Water Features](#)
- Torcaso Park – CDBG Project
- Barnett Park Splash Pad | [1,963 SF Splash Pad with Water Features](#)

EDUCATION:

B.S. in Environmental Engineering, University of Central Florida
A.S. in Construction Technology

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 60144)
Advanced Traffic Control Certification



TYLER FITZGERALD, E.I. | PARKS AND RECREATION / CIVIC CENTERS

YEARS OF EXPERIENCE: 5
YEARS WITH CPH: 3

Mr. Fitzgerald serves CPH as a Project Engineer and is responsible for the design and permitting of various projects throughout Florida. Mr. Fitzgerald has experience in land development and stormwater management projects ranging from design of apartment complexes, residential subdivisions, church campus sites, parking lots, and stormwater infrastructure networks. Mr. Fitzgerald is proficient in numerous design programs including ADICPR, Ponds, WaterCAD, and BMP Trains.

PAST PERFORMANCE

- Georgetown Drainage Improvements | [2.5 Miles](#)
- City of Wildwood – Millennium Park Master Planning and Phases 1 & 2 Development | [90+ Acres](#)
- Lake Deaton Park – Concept Master Site Plan, New Water Launch, Grass Parking Improvements and Stormwater/Flooding Evaluation | [9 Acres](#)

EDUCATION:

B.S. in Civil Engineering, University of Central Florida, 2017

LICENSES/CERTIFICATIONS:

Engineering Intern No. 1100022736 (E.I.)



H. LARRY WRAY, P.E. | PARKS AND RECREATION / CIVIC CENTERS

YEARS OF EXPERIENCE: 26
YEARS WITH CPH: 26

Mr. Wray serves CPH as a Project Manager/Vice President. Mr. Wray is responsible for managing complex projects through preliminary design, final design, permitting, and construction administration and inspection. Mr. Wray also has experience in stormwater management, land development projects, recreational facility design, and roadway feature design. He has provided services in these fields to various clients. In conjunction with these projects Mr. Wray has designed various stormwater management systems. These projects have required the extensive use of ADICPR, Hydraflow, and both the Modret and Ponds programs.

PAST PERFORMANCE

- Seminole County Sports Complex Planning and Design | [120 Acres](#)
- Leesburg Aquatic Complex | [4.5 Acres](#)
- Joe Moody Park | [8,000 SF Civic Center / 31.15 Acre Park Reinvestment](#)

EDUCATION:

M.S. in Water Resources Engineering, University of Central Florida
B.S. in Environmental Engineering, University of Central Florida

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 55557)
Qualified Stormwater Management Inspector



JASON R. KELLOGG, P.E. | PARKS AND RECREATION / CIVIC CENTERS

YEARS OF EXPERIENCE: 30
YEARS WITH CPH: 30

Mr. Kellogg has been with CPH since 1994. He has been involved with civil, site, and park planning and design. Mr. Kellogg has 30 years of experience working for private developers and municipalities. He has experience with all phases of project development including planning, design, permitting, CEI, and Certifications. He has experience permitting projects with all of the local jurisdictional agencies, including FDEP Water and Sewer Sections, St. Johns River Water Management District, FDOT, Flagler County, City of Palm Coast, and FEMA.

PAST PERFORMANCE

- Bunnell/Flagler Safe Routes to Schools (FDOT LAP) | [1.29 Miles](#)
- City of Palm Coast – Citation Parkway Improvements | [.30 Miles](#)
- Whiteview Parkway Trail (Design/Build) (FDOT LAP) | [12 Foot Wide Multi-Use Path, Approximately 11,200 Feet](#)

EDUCATION:

B.S. in Civil Engineering, Clemson University

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 56952)



BENJAMIN M. FRIES

PROJECT MANAGER - WASTEWATER, RECLAIMED WATER, BIOSOLIDS AND ASSET MANAGEMENT

Years of Experience: 37 | **Years with CPH:** 37

Education:

M.S. in Environmental Engineering, University of Central Florida
 B.S. in Environmental Engineering, University of Central Florida

Licenses & Certifications:

Adjunct Professor, University of Central Florida (1986-present), Civil, Environmental, & Const. Engineering
 Certified FE/PE Review Instructor

Key Skills / Qualifications:

- WWTP and WRF Treatment Systems – Evaluation, Design and Economics
- Biological Nutrient Removal (BNR) Facility Evaluation and Design
- Advanced Wastewater Treatment (AWT) Facility Evaluation and Design
- Tertiary Treatment System Design
- Class "A" & "B" Biosolids Treatment System Evaluation and Design
- Biosolids Drying System Evaluation and Design
- Facility Optimization and Modeling
- Water Reclamation/Reuse Systems
- Wastewater Collection and Transmission Systems
- Vacuum Sewer Systems

Overview: Mr. Fries serves CPH as a Vice-President/ Associate and Senior Project Manager. He has extensive experience in the planning, design, permitting, construction and management of water, wastewater, water reclamation, biosolids management, wastewater collection/transmission and reclaimed water distribution systems. Ben has special expertise in the design of water reclamation processes, Biological Nutrient Removal (BNR) and innovative/alternative treatment systems, facility optimization, master planning, permitting, O&M and eO&M manuals and construction administration. He has worked on over 125 wastewater treatment facility projects for municipal and private clients and the Department of Defense (DOD).



1. WILDWOOD WRF BNR IMPROVEMENTS AND EXPANSION -

CPH generated a detailed Conceptual Design Report (CDR) for the improvements required to maintain the existing WRF and develop a plan for the future wastewater and reclaimed water demand in the service area. Due to the knowledge base of the CPH Team, the CDR was completed in an expeditious manner, due to the accelerated growth occurring within the City and local area. The CPH Team evaluated forty-two (42) potential nutrient removal technologies with respect to reducing the nutrient (TN and TP) in the reclaimed water. The CDR identified the recommended long-term nutrient removal system improvements required, short-term/interim improvements to the existing treatment facility, and a conceptual layout of the proposed improvements for a new 6.0 MGD WRF. The CDR was approved by City Staff and the City Commission.

2. SOUTHWEST REGIONAL WASTEWATER RECLAMATION FACILITY NUTRIENT REDUCTION AND EXPANSION PROJECT -

Professional engineering services for the planning, design, permitting and construction engineering, inspection, and management (CEIM) for the BNR Improvements and Facility Expansion of the SW Regional WRF and expansion to 2.7 MGD AADF (3 treatment trains, primary, secondary and tertiary improvements, aeration systems, electrical/controls/instrumentation, etc.)

3. BUNNELL WWTF REHABILITATION & EXPANSION PROJECT

CPH provided complete design services for the Bunnell WWTF rehabilitation and expansion from 0.6 MGD to 1.0 MGD. Major tasks to be completed include: One (1) new 1.0 MGD rated basin that contains two (2) separate treatment trains with identical processes utilizing 4-Stage biological nutrient removal process, consisting of primary anoxic, aerobic, secondary anoxic, and reaeration zones with a total capacity of 1.0 MGD; two (2) screening units that discharge the liquid flow into the flow equalization (EQ) basin upstream the two (2) biological nutrient removal (BNR) trains; two (2) new secondary clarifiers for Class I reliability (redundancy); three (3) new RAS/WAS pumps – two (2) duty, one (1) standby; two (2) new disc filters to replace the existing tertiary filters, a new reclaimed water transfer pump station, one (1) 1.0 MG ground storage tank (GST); a new electrical building; a new admin building; a new sludge dewatering facility. The BNR configuration will improve the quality of effluent being discharged from the facility to advanced wastewater treatment standards (AWT).



DAVE REFLING, P.E., BCEE | WASTEWATER, RECLAIMED WATER, BIOSOLIDS AND ASSET MANAGEMENT

YEARS OF EXPERIENCE: 48
YEARS WITH CPH: 10

Mr. Refling serves CPH as a Project Manager/Project Designer. His qualifications include extensive experience in the planning, design, and management of water, wastewater, and water reclamation/reuse systems. Mr. Refling's broad knowledge covers water and wastewater treatment, distribution, and collection systems, effluent reuse and disposal, biosolids management, facility master planning, and water quality. He has special expertise in water reclamation process design, including advanced treatment, biological nutrient removal (BNR) and membrane bioreactor (MBR) systems. He has co-authored more than 25 articles on innovative treatment systems involving BNR, MBR, and water reclamation/reuse.

PAST PERFORMANCE

- Bunnell WWTF Rehabilitation & Expansion Project | **1.0 MGD, AADF**
- Wildwood WRF BNR Improvements and Expansion | **8.0 MGD BNR AWT WRF**
- Palm Coast WWTP No. 2 – MBR BNR Project | **4.0 MGD**

EDUCATION:

M.S. in Environmental Engineering, Johns Hopkins University
B.S. in Physics, University of Wisconsin

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 31107)



GERALD M. COX, CGC, CUC | WASTEWATER, RECLAIMED WATER, BIOSOLIDS AND ASSET MANAGEMENT

YEARS OF EXPERIENCE: 47
YEARS WITH CPH: 22

Jerry serves CPH as a lead in construction inspection/observation services and quality control. He is a licensed utility and general contractor with more than 46 years of experience in the design and construction of industrial, commercial, and utility projects. With his extensive construction experience, Jerry assists CPH in development of design strategies and value engineering. He also serves as a quality control manager to ensure proposed designs are correct and constructable. Jerry is proficient at estimating, scheduling, construction means & methods, and construction management.

PAST PERFORMANCE

- Sanford Class "A" Biosolids Management System (Solar Dryer) | **The Facility Is Constructed to Handle up to 11,000 lb of Dried Biosolids Per Day**
- Bunnell WWTF Rehabilitation & Expansion Project | **1.0 MGD, AADF**
- City of Largo – Advanced Wastewater Treatment Facility (AWWTF) Biological Treatment Improvements Design-Build Project | **18 MGD**

EDUCATION:

B.S. in Building Construction, University of Florida

LICENSES/CERTIFICATIONS:

Certified General Contractor - FL (No. 010771)
Certified Utility Contractor - FL (No. 051667)



ROCCO R. NASSO, P.E. | WASTEWATER, RECLAIMED WATER, BIOSOLIDS AND ASSET MANAGEMENT

YEARS OF EXPERIENCE: 22
YEARS WITH CPH: 22

Mr. Nasso serves CPH as a Project Manager and Engineer. His design experience includes extensive utility design and permitting, wastewater collection/transmission systems, stormwater calculations and modeling (ICPR and Hydraflow), water transmission main design and modeling (WaterCAD), pump sizing, and lift station design. His other duties include the Construction Engineering and Inspection (CEI) over numerous utility projects, water and wastewater treatment facilities, and roadway projects.

PAST PERFORMANCE

- Sanford North WRF – Biological Nutrient Removal Project (BNR) | **1.0 MGD AADF**
- Southwest Regional Wastewater Reclamation Facility Nutrient Reduction and Expansion Project | **6 MGD**
- Volusia-Sanford Reclaimed Interconnect | **2750-ft of 20" and 24" Reclaimed Water Main**

EDUCATION:

B.S. in Civil Engineering, University of Central Florida

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 64727)
Qualified Stormwater Management Inspector
Advanced Maintenance of Traffic Certification
OSHA Construction Safety and Health Certification
CTQP Asphalt Paving Technician Level I & II



CASIE O. BROWN, P.E. | WASTEWATER, RECLAIMED WATER, BIOSOLIDS AND ASSET MANAGEMENT

YEARS OF EXPERIENCE: 15
YEARS WITH CPH: 15

Ms. Brown serves as Senior Project Engineer in our Orlando office. She has worked in every area of land development at CPH with an emphasis on stormwater, utilities, and general site development. Her design experience includes stormwater calculations and modeling (ICPR and PONDS), pump sizing, and lift station design. Ms. Brown's permitting experience includes permitting through cities and counties throughout north and central Florida, FDEP, FDOT, JEA, and SJRWMD, and coordination with other utility companies during design and construction phases.

PAST PERFORMANCE

- JEA Yellow Bluff – Marshland Dr to Tisons Bluff Rd – 16" Water Main | [16,100 LF](#)
- JEA – Arlington Water Treatment Plant High Service Pump Replacement | [Four \(4\) 2,083 GPM Pumps with VFDs](#)
- City of Mount Dora – Wastewater Treatment Facility (WWTF) No. 1 | [AWT-BNR and Increase WWTF from 1.5 MGD-AADF to 2.0 MGD-AADF](#)

EDUCATION:

M.B.A. in Business Administration, University of North Florida
B.S. in Civil Engineering, University of Central Florida

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 75398)



JAMES MOULTON, E.I. | WASTEWATER, RECLAIMED WATER, BIOSOLIDS AND ASSET MANAGEMENT

YEARS OF EXPERIENCE: 3
YEARS WITH CPH: 3

Mr. Moulton serves the firm of CPH as Project Engineer. He has 3 years of engineering experience in which he has worked on a multitude of utility projects. These projects involve the design, permitting, and construction administration services for water, wastewater, and reclaimed water infrastructure. Mr. Moulton has gained a comprehensive understanding of the engineering field during his time with CPH and is eager to assist clients through innovative designs.

PAST PERFORMANCE

- City of Mount Dora – Wastewater Treatment Facility (WWTF) No. 1 | [AWT-BNR and Increase WWTF from 1.5 MGD-AADF to 2.0 MGD-AADF](#)
- SSA-ESA 36" Water Main and 24" Reclaimed Water Main & J. Lawson Repump Station Project | [Seven \(7\) Miles of 36" Water Main & 24" Reclaimed Water Main](#)
- Lift Station No. 6 Rehabilitation and Reconfiguration | [970 LF of FM and Gravity Main From 6-inch to 30-inch](#)

EDUCATION:

B.S. in Environmental Engineering, University of Central Florida
M.S. in Environmental Engineering University of Central Florida

LICENSES/CERTIFICATIONS:

Engineer Intern – No. 1100024892



DANIELLA K. TOW, E.I. | WASTEWATER, RECLAIMED WATER, BIOSOLIDS AND ASSET MANAGEMENT

YEARS OF EXPERIENCE: 5
YEARS WITH CPH: 5

Ms. Tow serves the firm of CPH as a Senior Project Engineer and has extensive experience working on water and wastewater treatment plants. Her specialized experience relates to modifications to existing treatment plants, construction phasing, and maintenance of operations. Ms. Tow's expertise includes plant hydraulic evaluations, process improvements utilizing existing tankage, and nutrient removal evaluation.

PAST PERFORMANCE

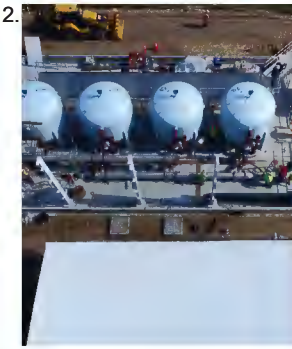
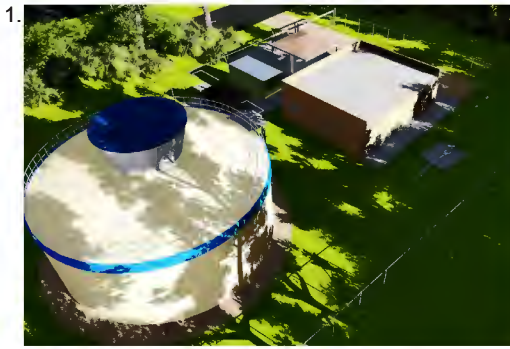
- City of Sanford's Water Treatment Plant No. 2 – Disinfection By-Product Reduction Improvements | [4.6 MGD ADF](#)
- Flagler Beach WWTF Expansion and Biological Nutrient Removal Project (BNR) | [1.5 MGD](#)
- Bunnell WWTF Rehabilitation & Expansion Project | [1.0 MGD, AADF](#)

EDUCATION:

B.S. in Environmental Engineering, University of Central Florida
(Minor in Environmental Studies)

LICENSES/CERTIFICATIONS:

Engineer Intern - FL (1100021828)



ROBERTO "ROBBIE" GONZALEZ, P.E.

PROJECT MANAGER - WATER

Years of Experience: 28 | **Years with CPH:** 10

Education:

M.S. in Environmental Sciences, University of Central Florida

B.S. in Mechanical Engineering, University of Central Florida

B.S. in Environmental Engineering, University of Central Florida

Licenses & Certifications:

Professional Engineer - FL (No. 56875)

Key Skills / Qualifications:

- Desktop, Pile Scale & Full Scale Treatment Evaluations
- Disinfection Effectiveness
- DBP Control Strategies
- Source Water Feasibility and Optimization
- Facility Characterization
- Hydraulic & Water Quality Distribution System Modeling
- Capital Improvement Program (CIP) Prioritization

Overview: Mr. Gonzalez serves the firm of CPH as a Senior Project Manager/Process Engineer and has extensive water supply and water design experience. He is recognized as a water quality expert and has developed source water feasibility evaluations to assess water resources and impacts related to ground water, surface water, and reclaimed water supplies. He has worked with many treatment processes including: Aeration and Odor Control, Ozone, Granular Activated Carbon, Ion-Exchange, Lime-Softening, Coagulation, Filtration, Reverse Osmosis, Disinfection, and Stabilization/Corrosion Control.

1. JEA – OTTER RUN WATER TREATMENT PLANT RENEWAL & REPLACEMENT

- Included the planning, evaluation, design, permitting, and construction administration to upgrade the existing plant. Improvements included modifications to the piping and valving of the two existing 750gpm wells, a new 100,000gal ground storage tank with aerator, three high services pumps (1-300gpm and 2-750gpm) a new hsp/electrical building with chemical room and restroom and associated electrical and instrumentation upgrades.

2. HAINES CITY WATER TREATMENT SYSTEM UPGRADES FOR CONTROL OF DISINFECTION BY-PRODUCTS (DBPS)

- Design and construction management services for treatment system upgrades at WTP No. 1 and WTP No. 2 to control DBPs for compliance with Stage 2 DBP requirements. The system upgrades consisted of the following components: construction 3,600 gpm Ion-Exchange (IEX) Treatment System to remove Total Organic Carbon (TOC); installing mixers in two (2) 500,000 gallon Ground Storage Tanks (GSTs) to reduce on-site water age; refurbishing and replacing chemical feed systems to control chlorine dose rates; and enhancing SCADA Instrumentation & Control improvements to balance distribution system water quality.

3. JEA – PONCE DE LEON WTP PUMP BUILDING & RESERVOIR REPLACEMENT

- CPH provided engineering services to JEA for the Ponce de Leon Water Treatment Plant Pump Building and Reservoir Replacement. CPH provided the preliminary and final design services as well as the permitting services. We also provided limited construction administrative services. The goal of the project was to replace the corroded items with materials suitable for the marine environment as the site is located across the street from the Atlantic Ocean. Improvements included new high service pumps (2-660gpm and 1-350gpm) and electrical/instrumentation upgrades, a new high service pump room building with electrical and chemical room, a new 0.5 MGD ground storage tank with cascade aerator and associated yard piping, and a new generator, fuel tank, and chemical storage structure.



ERIC RATLIFF, P.E. | WATER

YEARS OF EXPERIENCE: 5
YEARS WITH CPH: 1

Mr. Ratliff serves has served as a Project Manager at CPH for five months and a Project Manager at Toho Water Authority for more than four years. He has experience in designing pipelines and pump/lift stations, and evaluation of odor control systems. He's managed pipeline projects, treatment system upgrades, master plans, water supply planning teams, and vertical construction projects. Through his time at CPH and Toho he's worked collaboratively with diverse teams of owners, contractors, and design professionals.

PAST PERFORMANCE

- John Young Parkway & Taft Vineland Road Aerial Force Main Replacement – Orange County Utilities
- Parkway Water Treatment Plant High Service Pump Replacement – Toho Water Authority
- Southwest Water Treatment Plant Raw Water Line Replacement – Toho Water Authority

EDUCATION:

B.S in Environmental Engineering, University of Central Florida

LICENSES/CERTIFICATIONS:

Professional Engineer – FL (No. 94729)



VICTORIA MAROCHKOVICH, E.I. | WATER

YEARS OF EXPERIENCE: 2
YEARS WITH CPH: 2

Ms. Marochkovich serves the firm of CPH as Sneior Project Engineer. Her expertise includes design and permitting for public utility projects and requests for funding through State Revolving Fund (SRF) program. Ms. Marochkovich has taken part in the design of ground storage tanks, wells and pipelines, and is currently in the process of designing the sanitary sewer lift station and manholes.

PAST PERFORMANCE

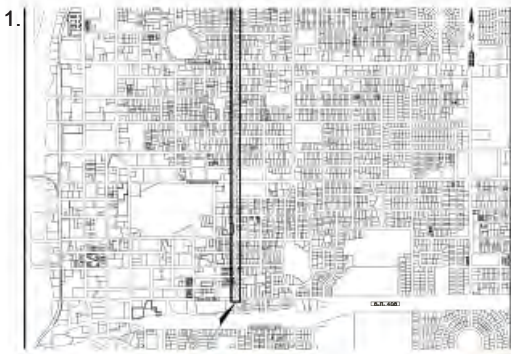
- Lake Mary Well LM-3R Equip and Connect | **2,500 GPM Vertical Turbine Pump with 75 Hp Vdf Motor, 24-Inch 190 ft Casing, 530 ft Depth**
- Haines City Water Treatment System Upgrades for Control of Disinfection By-Products (DBPs) | **WTP #1 rated at 5-MGD and WTP #2 rated at 4-MGD**
- Town of Oakland Water System Improvements Project | **0.5 MGD GST**

EDUCATION:

A.A. Valencia College
B.S. in Environmental Engineering
University of Central Florida

LICENSES/CERTIFICATIONS:

Engineer Intern



JAMES R. MORRIS, JR., P.E.

PROJECT MANAGER - PIPELINES/PUMP STATIONS/HYDRAULIC MODELING

Years of Experience: 24 | Years with CPH: 18

Education:

B.S. in Environmental Engineering, University of Central Florida

Licenses & Certifications:

Professional Engineer - FL (No. 62384)
Commercial Pilot License (No. 266577109)

Key Skills / Qualifications:

- Project Manager and Engineer for Multiple Large Diameter Pressurized Pipelines in Urban Areas
- Utility Relocations
- Water, Reclaimed Water, and Wastewater Transmission Systems Design
- Construction Administration
- Utility Coordination
- Pumping Facilities
- Plan and Specification Preparation
- Design on Aerial Crossings, Jack and Bores, and Directional Drills

Overview: Mr. Morris serves CPH as a Program Manager and Vice President/Associate in our Environmental Engineering Department, and has experience with water and wastewater transmission systems, wastewater collection systems, and pumping systems in both design and construction administration. His areas of expertise also includes preparation of water and wastewater master plans, writing and organizing technical specifications and project manuals, client management, and utility coordination. Mr. Morris has also assisted clients with obtaining loans and grants.

1. SUMMERLIN AVENUE IMPROVEMENT PROJECT - PHASE 1 -

This project is centered around the replacement of the existing OUC sanitary sewer beneath Summerlin Ave. from Marks Street to South Street in the City of Orlando. The City of Orlando has chosen to also install stormwater culverts and structures within the project limits to alleviate existing drainage issues. The entirety of Summerlin Ave. will be reconstructed as part of this project, and the adjoining sidewalks and driveways will be rebuilt as well to bring them up to ADA and City standards. Extensive Temporary Traffic Control Plans are included to minimize the impacts to the multiple affected communities within Orlando, including several schools within the project limits. Permitting for the project is required with St. Johns River Water Management District, the FDEP, and the FDOT due to the project's size and location.

2. SSA-ESA 36" WATER MAIN AND 24" RECLAIMED WATER MAIN & J. LAWSON REPUMP STATION PROJECT -

Preliminary design report, final design, MOT design, survey, environmental assessment, geotechnical investigation, bidding, and construction administration for the connection of the Southern Service Area to the Eastern Service Area with the potable water and reclaimed water system and repump station. The project includes the installation of approximately 7 miles of parallel 36-inch potable water main and 24-inch reclaimed water main from J. Lawson Blvd. to Moss Park Rd. via a combination of directional drill, jack and bore, and open-cut installation.

3. SR-50 UTILITY RELOCATION PROJECT (FDOT JPA) -

Design and permitting of over 13 miles of utility relocations along one of the busiest roads in the State of Florida. The project included the installation of approximately 5.5 miles of 8, 12, 16, 20 and 24-inch diameter water main and 7.7 miles of 4, 8, 12, 16, 20 and 30-inch diameter force main along SR-50 from West SR-436 to Old Cheney Road (the project). The project also included the design of 15,000 LF of gravity collection lines ranging in size from 8-inch to 24-inch in diameter; installation of approximately 83 manholes with depths to 20-ft. deep; installation a triplex pump master pump station; removal of certain sections of force main; connection of other force main systems to the gravity collection system; and a new lateral connection to the gravity sewer service on SR 50.



MASON GARDBERG, P.E. | PIPELINES/PUMP STATIONS

YEARS OF EXPERIENCE: 11
YEARS WITH CPH: 11

Ms. Gardberg serves CPH as a Sr. Project Manager and Engineer for both public and private civil projects. She has directly worked on all types of utility engineering projects. These projects have involved water, wastewater, and reclaimed water design, planning, analysis, permitting, inspections and construction engineering/administration services. Her primary role includes developing and preparing engineering plans, reports and studies, engineering inspections, reviews and prepares permits, and conducts engineering research to provide technical assistance to the design team.

PAST PERFORMANCE

- SR 482 Utility Relocation - Adjustment Project (Sand Lake Road from International Drive to Universal Boulevard) | [2.4 Miles](#)
- SR 600 Utility Relocations | [5,300 LF of DIP WM ranging in Size from 4" to 24"](#)
- SR 15 Utility Relocations (FDOT JPA) | [3.9 Miles](#)

EDUCATION:

B.S. in Environmental Engineering and Civil Engineering (double major), University of Central Florida

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 86595)



KAYLA LOCKCUFF, P.E. | PIPELINES/PUMP STATIONS

YEARS OF EXPERIENCE: 10
YEARS WITH CPH: 7

Kayla serves the firm of CPH as a Sr. Project Manager. Her expertise includes hydraulic modeling, design, permitting, and construction services for public utility projects throughout the State. Kayla's expertise includes new pipelines, relocations due to roadway improvements, replacements, rehabs (including I & I), liftstation/pumping systems, and miscellaneous plant rehabilitations for both water and wastewater. She has worked on projects that include funding through USDA, FDEP, and FDOT.

PAST PERFORMANCE

- SSA-ESA 36" Water Main and 24" Reclaimed Water Main & J. Lawson Repump Station Project | [Seven \(7\) Miles of 36" Water Main & 24" Reclaimed Water Main](#)
- Town of Oakland Lift Station 6
- Casselberry English Estates Watermain | [25,000 LF of 6, 8, 12-inch WM Replacement](#)

EDUCATION:

B.S. in Environmental Engineering, University of Florida

LICENSES/CERTIFICATIONS:

Project Engineer - (No. 90685)



MARISHA E. INNIS, E.I. | HYDRAULIC MODELING

YEARS OF EXPERIENCE: 2
YEARS WITH CPH: 2

Ms. Innis has served as a Project Engineer at CPH for 2 years. She has experience in designing and permitting lift stations, pipelines, and water treatment plant improvements. Throughout her time at CPH, Ms. Innis has participated in a variety of projects to gain a broad understanding of engineering water and wastewater systems.

PAST PERFORMANCE

- City of Davenport 16-inch Water Main North Boulevard Extension
- Potable Water And Wastewater Master Plans – City Of Lake Alfred
- Electrical, Lighting, And Water Permitting Services – Orlando Utilities Commission

EDUCATION:

B.S. in Environmental Engineering, University of Florida

LICENSES/CERTIFICATIONS:

Engineer Intern – FL (1100025240)



JOSEPH M. LOFASO, JR., P.E. | TRANSPORTATION ENGINEER

YEARS OF EXPERIENCE: 8
YEARS WITH CPH: 7

Mr. LoFaso serves CPH as a Project Engineer in the Transportation Department. He is responsible for data collection, processing, and analysis on our roadway and traffic projects. He excels at design, cost estimation, and scheduling. Previous to joining CPH, Mr. LoFaso worked with the City of Orlando in their Transportation Engineering Division as a Signalized Systems Technician. He was responsible for analyzing and interpreting automobile crash data, performing field reviews of existing signalized intersections for compliance with current FDOT and MUTCD criterion, designing and fabricating street signs, and collecting and analyzing traffic data.

PAST PERFORMANCE

- Florida Coast to Coast Trailhead at Parrish Park | **2237 Linear Feet**
- Leesburg Downtown Street Implementation | **2,159 Feet (Pine Street), 906 Feet (Market Street)**
- US 17-92 RiverWalk, Phase II - III (FDOT LAP) | **1.5 Miles, 1.7 Miles**

EDUCATION:

M.S. in Civil Engineering, University of Central Florida
B.S. in Civil Engineering, University of Central Florida

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 88718)
FDOT AMOT No. 6082
FDEP Stormwater Inspector No. 32531



MATTHEW CUSHMAN, P.E. | TRANSPORTATION ENGINEER

YEARS OF EXPERIENCE: 18
YEARS WITH CPH: 17

Mr. Cushman serves the firm of CPH as a Project Engineer. He is responsible for the design and engineering of transportation infrastructure, grading, signalization, drainage, as well as the preparation and processing of permits through statewide regulatory agencies. Prior to working with CPH, he worked as a Traffic Signal Designer and Inspector for the F.D.O.T. District 5 Traffic Operations in DeLand, FL. The FDOT position included the design of District 5 transportation systems and the signalization of major state road intersections. Mr. Cushman has designed transportation improvements and throughout the State of Florida.

PAST PERFORMANCE

- Cape Coral SE 47th Terrace Streetscape Improvements | **4,833 LF**
- Alabama Avenue Greenway Phase 1 & 2 (FDOT LAP) | **1.99 Miles**
- US 17-92 RiverWalk, Phase II - III (FDOT LAP) | **1.5 Miles, 1.7 Miles**

EDUCATION:

B.S. in Aerospace Engineering, Embry-Riddle Aeronautical College

LICENSES/CERTIFICATIONS:

Professional Engineer, FL (No. 73150)
Advanced Maintenance of Traffic
Traffic Signal Inspector Level I, IMSA Certified - FL



CHRISTOPHER TODD | TRANSPORTATION ENGINEER

YEARS OF EXPERIENCE: 18
YEARS WITH CPH: 18

Mr. Todd serves CPH as a Project Designer in our Transportation Engineering Division, and has more than 18 years of experience related to roundabouts, trails, corridor studies, and roadway improvements.

PAST PERFORMANCE

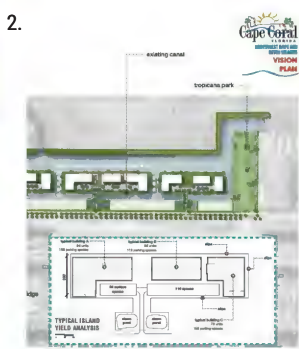
- Summerlin Avenue Improvement Project – Phase 1 | **6,712 Feet**
- Cape Coral SE 47th Terrace Streetscape Improvements | **4,833 LF**
- Ocoee Downtown Streets Redevelopment | **3,070 LF**

EDUCATION:

A.A. in Drafting and Design, Florida Technical College

LICENSES/CERTIFICATIONS:

N/A



JAVIER E. OMANA, CNU-A
PROJECT MANAGER - DEVELOPMENT & PLANNING SERVICES

Years of Experience: 39 | Years with CPH: 22

Education:

M.A. in Urban and Regional Planning, University of Florida
 B.S. in Business Administration, University of Florida

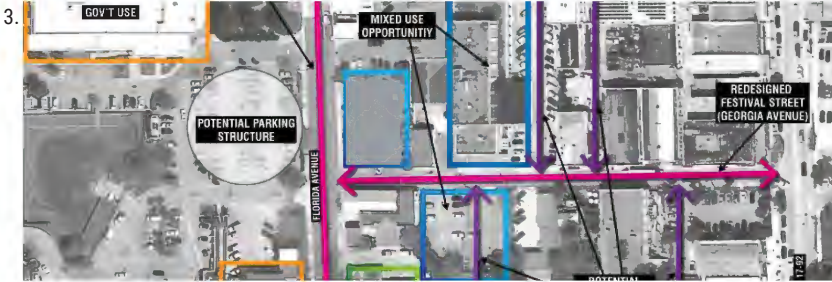
Licenses & Certifications:

CNU-a Accredited Member

Key Skills / Qualifications:

- Property Entitlements Acquisition
- Land Use Feasibility Reports
- Land Planning/Master Planning
- Site Planning
- Project Management
- Developments of Regional Impact
- Comprehensive Planning
- Land Use Amendments/Rezoning
- Expert Testimony

Overview: Mr. Omana serves CPH as Vice President of Land Planning Services and Senior Planner. His professional experience encompasses a wide range of land development planning activities that include: land use feasibility studies, master planning, site planning, Developments of Regional Impact (DRI), rezonings, entitlement acquisitions, permitting, and governmental approvals. Mr. Omana has master planned/designed, and obtained development approvals for a host of projects ranging from small sites to large-scale DRI's.



1. SEMINOLE COUNTY SPORTS COMPLEX PLANNING AND DESIGN

The CPH Team was awarded the planning and design of a new Sports Complex situated on over 120 Acres in Seminole County. The project consisted of implementing the pro forma developed for the Seminole County Leisure Services Department, which included 15 tournament-quality baseball fields, 25 batting cages, 3 concession/restroom buildings, an administration and conference building, playground, walking trail, 3 storage buildings, and a maintenance facility. The County, City, and local State university each had individual goals for the facility that required coordination to avoid conflict. Creative engineering methods were used to manage drainage, traffic, and other factors for minimal cost, which freed up funds for additional fan/player use elements.

2. CAPE CORAL NORTHWEST AND 7 ISLANDS VISION PLAN

The City of Cape Coral, Florida, retained the firm of CPH to conduct a Visioning and Master Plan Study for the City's Northwest Quadrant and its 7 Island Area. The Study Area consisted of 20 square miles with over 20 miles of frontage along the Matlacha Pass and its marine habitat. CPH prepared detailed overall vision plans to establish a "village character" for the area, highlighting connectivity, compatibility, and context-based design alternatives. Design Elements included: complete streets, public lands utilization, mixed-use and commercial lands, target private lands for acquisition for public space, Street tree plans, signage and theming plans, neighborhood identification and preservation, waterfront activation, and infrastructure expansion plans. The Plan established a 50-year implementation horizon.

3. GEORGIA AVENUE REDEVELOPMENT VISION PLAN

The purpose of the Georgia Avenue District Vision Plan is to identify key urban design and place-making elements that will set forth the blueprint for redevelopment in the area celebrating the entrepreneurial, historic, cultural, and urban design assets. This is to be achieved through context-sensitive design options responding to connectivity, compatibility, community outreach, opportunities/constraints, and the urban design assets of the study area. The Ocoee Downtown Streets Redevelopment District Vision Plan identifies a potential development scenario within context-compatibility driven sensitivity. The concept sets the basis for the establishment of the proper regulatory framework to guide redevelopment of this city asset.



KIERSTEN U. CAVENDER | DEVELOPMENT & PLANNING SERVICES

YEARS OF EXPERIENCE: 1
YEARS WITH CPH: 1

Ms. Cavender serves as a Land Planner with the Planning Department of CPH, LLC. Her professional experience includes: feasibility studies, site planning, site investigation reports, due diligence reports, rezoning, large scale comprehensive plan amendments, and project management.

PAST PERFORMANCE

- Pinellas Park City Center | [60 Acres](#)
- East Pasco County Park Facilities (Naomi S. Jones/James Irvin Civic Center) | [2,356 SF](#)
- Connolly House Concept Study and Programming | [5,000-8,000 SF](#)

EDUCATION:

B.S. Environmental Policy - Ohio State University
M.S. Environmental Sciences - University of West Florida

LICENSES/CERTIFICATIONS:

N/A



GALEN PUGH, RLA, AICP | LANDSCAPE ARCHITECTURE

YEARS OF EXPERIENCE: 33
YEARS WITH CPH: 10

Mr. Pugh serves the firm and its clientele in the capacity of Registered Landscape Architect. Mr. Pugh has over 32 years of governmental and private Landscape Architecture experience. This experience includes working as a Sr. Landscape Architect and a Sr. Planner. He additionally provided professional services such as procurement of consultants, and directing and reviewing the preparation of site plans, construction documents and landscape plans. Mr. Pugh coordinated the public participation process and conducted public and steering committee meetings.

PAST PERFORMANCE

- Wedge Preserve Park | [36 Acres](#)
- Casselberry Wirz Park Planning & Preliminary Design | [29 Acres](#)
- Joe Moody Park | [8,000 SF Civic Center / 31.15 Acre Park Reinvestment](#)

EDUCATION:

B.A. Landscape Architecture, Louisiana State University

LICENSES/CERTIFICATIONS:

Registered Landscape Architect - FL (No. LA 1522)
CPTED Course Completion
Certified Planner (AICP)



DANITA BRYANT, PLA | LANDSCAPE ARCHITECTURE

YEARS OF EXPERIENCE: 18
YEARS WITH CPH: 8

Ms. Bryant serves CPH as a Landscape Architect and Landscape Designer. She has more than 18 years of experience in Landscape Architecture. Ms. Bryant has extensive experience in the design of parks, streetscapes, and commercial/retail properties.

PAST PERFORMANCE

- Casselberry Wirz Park Planning & Preliminary Design | [29 Acres](#)
- City of Wildwood – Millennium Park Master Planning and Phases 1 & 2 Development | [90+ Acres](#)
- Sperling Sports Complex | [10 Acres](#)

EDUCATION:

AAS in Drafting and Design, Wytheville Community College

LICENSES/CERTIFICATIONS:

Professional Landscape Architect - FL (No. LA6667318)

YEARS OF EXPERIENCE: 18
YEARS WITH CPH: 8



RODNEY "CHIP" SMITH | LANDSCAPE DESIGNER

Mr. Smith serves the firm of CPH in the capacity of AutoCAD Technician. His work consists of landscape design and plan preparation for governmental and private clients. In this capacity, Mr. Smith provides coordination between the client/regulatory agencies, and the landscape architect/landscape designer. Other duties include management responsibilities over drafting department activities, the learning, implementing, and training of new or upgraded CAD software programs, and holding a position on the CAD standards committee. Mr. Smith has been involved as an AutoCAD Technician on project teams preparing conceptual exhibits and landscape plans for several major development projects in Florida, Connecticut, Maryland, among other states and regions.

PAST PERFORMANCE

- Joe Moody Park | [8,000 SF Civic Center / 31.15 Acre Park Reinvestment](#)
- Wedge Preserve Park | [36 Acres](#)
- City of Wildwood – Millennium Park Master Planning and Phases 1 & 2 Development | [90+ Acres](#)

EDUCATION:

N/A

LICENSES/CERTIFICATIONS:

N/A



SIDNEY K. (KET) WEST II, AIA, NCARB | PROJECT ARCHITECT

YEARS OF EXPERIENCE: 31
YEARS WITH CPH: 1

Mr. West serves CPH as a Principal Architect for municipal and special projects. With over 31 years of experience in Architecture, Mr. West has extensive experience working on projects from a few hundred square feet to over 1.5 million square feet—in multiple markets throughout the United States.

PAST PERFORMANCE

- Sanford Utilities Building
- African American Museum Of The Arts Expansion
- Sanford Operations And Emergency Response Facility

EDUCATION:

Bachelor of Architecture, University of Tennessee School of Architecture and Design

LICENSES/CERTIFICATIONS:

Registered Architect – FL (pending), TN #100831, AL #4610, Indiana #AR11600175, Kentucky #7629, Michigan #1301064890, North Carolina #13793, Ohio #ARC1817472
NCARB Certified



JOHN M. LENTI, AIA, NCARB, ENV SP, LEED AP | PROJECT ARCHITECT

YEARS OF EXPERIENCE: 32
YEARS WITH CPH: 2

A driven and forward-thinking architect with extensive experience in sustainable and resilient design and planning, client management, business development, stakeholder facilitation, and life-cycle costing. Fosters long-lasting relationships with clients, colleagues, and interdisciplinary team members through utilization of exceptional interpersonal communication capabilities. An innovative leader skilled at developing strategic plans that promote short- and long-term growth, as well providing guidance on complex municipal facilities and infrastructure projects.

PAST PERFORMANCE

- Joe Moody Park | [8,000 SF Civic Center / 31.15 Acre Park Reinvestment](#)
- Wedge Preserve Park | [36 Acres](#)
- City of Wildwood – Millennium Park Master Planning and Phases 1 & 2 Development | [90+ Acres](#)

EDUCATION:

University Of Saint Francis, Fort Wayne, Indiana, 2017, MBA
University Of Illinois, Chicago, Illinois, 1996, M.S. Architecture
University Of Wisconsin, Milwaukee, Wisconsin, 1990, B.S Architecture

LICENSES/CERTIFICATIONS:

Registered Architect – FL (pending), TN #100831, AL #4610, Indiana #AR11600175, Kentucky #7629, Michigan #1301064890, North Carolina #13793, Ohio #ARC1817472
NCARB Certified



BROOK K. SHERRARD, AIA, NCARB | PROJECT ARCHITECT

YEARS OF EXPERIENCE: 24
YEARS WITH CPH: 3

Mr. Sherrard services CPH as a Senior Architect, with more than 24 years of experience. Mr. Sherrard has completed more than 6.4 million SF of projects and is leading the firm's Building Information Modeling (BIM) and sustainability initiatives. Mr. Sherrard's leadership has ensured that our clients are provided with a coordinated set of documents and 3D models to communicate the design intent at all phases of the project. He has also provided training to in-house architects and has set up standards and procedures to create consistency in document production throughout the firm. In addition, Mr. Sherrard has experience designing projects according to LEED Certification guidelines, including the first new complete high school to achieve a Silver rating under the LEED for Schools 2.0 rating system in the State of Florida at Weeki Wachee High School in Hernando County.

PAST PERFORMANCE

- Casselberry Wirz Park Planning & Preliminary Design | [29 Acres](#)
- Joe Moody Park | [8,000 SF Civic Center / 31.15 Acre Park Reinvestment](#)
- Leesburg Teen Center | [10,000 SF](#)

EDUCATION:

M.S. in Architecture, University of South Florida, School of Architecture and Community Design
B.S. in Applied Technology/Business, Florida Institute of Technology
A.S. in Life Sciences, Harrisburg Area Community College

LICENSES/CERTIFICATIONS:

Registered Architect – FL (No. AR92948)
American Institute of Architects (AIA)
National Council of Architectural Registration Boards (NCARB)



THOMAS J. GALLOWAY, PSM | PROJET SURVEYOR

YEARS OF EXPERIENCE: 32
YEARS WITH CPH: 21

Mr. Galloway has more than 32 years of experience in the surveying and mapping profession and has a Bachelor of Science of Surveying and Mapping from the University of Florida. His experience ranges from working in the field and office on small to large development projects, to serving as Party Chief/Survey CADD Technician, Project Manager, and Survey Manager. Mr. Galloway has served as Principal and Director of the Surveying Division of the firm since its establishment in 2001. He has overseen the department's growth from two survey crews to managing the current seven survey crews. Additionally, he has been personally involved in over 2,500 surveys while at CPH.

PAST PERFORMANCE

- Ocoee Downtown Streets Redevelopment | [3,070 LF](#)
- City of Wildwood – Millennium Park Master Planning and Phases 1 & 2 Development | [90+ Acres](#)
- Melbourne Misc. Design Contract for LAP Projects – Pineapple Avenue, Country Club Rd, and Front Street

EDUCATION:

B.S. in Surveying and Mapping, University of Florida

LICENSES/CERTIFICATIONS:

Professional Surveyor & Mapper - FL (No. 6549)
NCEES Council No. 1291



PAUL J. KATREK, PSM | PROJET SURVEYOR

YEARS OF EXPERIENCE: 31
YEARS WITH CPH: 17

Mr. Katrek has more than 31 years of experience in the surveying and mapping profession. His experience ranges from working in the field and office on small to large development projects, to serving as an Instrument man, Party Chief/Survey CADD Technician, Project Manager and Survey manager. Mr. Katrek is proficient in the use of computer software programs and field equipment such as: AutoCAD Land Development Desktop, TDS-Data Collection hardware and software, Topcon & Leica total stations, Trimble Post Processing Software, Leica GPS Equipment, and C & G Software.

PAST PERFORMANCE

- Leesburg Downtown Street Implementation | [2,159 Feet \(Pine Street\), 906 Feet \(Market Street\)](#)
- DeBary Community Park & Splash Pad | [2,000 SF](#)
- Spec Martin Stadium Design Criteria Package | [12,316 SF](#)

EDUCATION:

A.S. in Architecture & Building Technology, Daytona Beach Community College

LICENSES/CERTIFICATIONS:

Professional Surveyor & Mapper - FL (No. 6233)
NCEES Record No. 1342



AMY E. DALY, LEED AP | ENVIRONMENTAL SCIENTIST

YEARS OF EXPERIENCE: 30
YEARS WITH CPH: 19

Mrs. Daly serves CPH as principal environmental scientist. She has 29 years of environmental consulting experience with project management, environmental resource assessments, wetland delineation, permitting, mitigation design and implementation, land management, habitat mapping, jurisdictional determinations, wetland functional analyses, protected wildlife surveys and management programs, field survey design and habitat restoration, tortoise surveys, permitting and relocation including commensal species. Mrs. Daly has served as an expert witness on various environmental matters for condemnation proceedings.

PAST PERFORMANCE

- City of Wildwood – Millennium Park Master Planning and Phases 1 & 2 Development | [90+ Acres](#)
- Lake Deaton Park – Concept Master Site Plan, New Water Launch, Grass Parking Improvements and Stormwater/Flooding Evaluation | | [9 Acres](#)
- Southwest Regional Wastewater Reclamation Facility Nutrient Reduction and Expansion Project | [3.0 MGD AADF](#)
- Palm Coast Water Treatment Plant No. 3 | [9 MGD](#)

EDUCATION:

M.B.A., FMU, Summa Cum Laude
B.S. in Biological Sciences, Florida State University

LICENSES/CERTIFICATIONS:

U.S. Army Corps of Engineers Wetland Delineator
Florida Unified Mitigation Methodology Course
Qualified Stormwater Management Inspector
Prescribed Burner
Authorized Gopher Tortoise Agent (No. GTA-09-00145)
LEED Accredited Professional



DAVID A. LANDERS | ENVIRONMENTAL SCIENTIST

YEARS OF EXPERIENCE: 28
YEARS WITH CPH: 16

Mr. Landers serves the firm of CPH as Environmental Scientist. As a scientist for more than 28 years, he has extensive experience in managing and conducting biological assessments and related studies. These efforts have typically involved projects requiring Dredge and Fill, Environmental Resource Permits, consent to use sovereign submerged lands, and applications of the Endangered Species Act. Mr. Landers has extensive experience in the environmental aspects of transportation planning, final design, and design-build projects.

PAST PERFORMANCE

- Palm Coast Water Treatment Plant No. 3 | [9 MGD](#)
- Manatee County- Kingfish Boat Ramp | [5.86 Acres](#)
- Joe Moody Park | [8,000 SF Civic Center / 31.15 Acre Park Reinvestment](#)

EDUCATION:

B.S. in Surveying and Mapping, University of Florida

LICENSES/CERTIFICATIONS:

Qualified Stormwater Management Inspector
FDOT Certified, Water Quality Impact Evaluator
Prescribed Fire Course
SSI Advanced Open Water SCUBA Diver
ISA Certified Arborist
Authorized Gopher Tortoise Agent (No. GTA-15-00035A)
Qualified Stormwater Management Inspector



CHRISTOPHER DEWAAL, P.E., LEED AP | M/E/P ENGINEER

YEARS OF EXPERIENCE: 29
YEARS WITH CPH: 1

Mr. DeWaal has strong experience in the design and development of electrical power distribution systems in commercial, industrial, institutional, and utility settings. Most recently his experience has been managing multi-disciplinary engineering/architecture personnel, managing electrical and multi-disciplinary projects from \$50k remodels to \$100M+ greenfield construction. His strengths include strong communication skills with technical staff, construction contractors, and owner's representatives. He has a vast knowledge of electrical and safety compliance policies and studies, personnel management and project management.

PAST PERFORMANCE

- Melching Field Stadium Renovations – Design Criteria Package | [9 Acre NCAA Stadium](#)
- Islamorada - Vacuum Pump Station Mts And Flood Proofing
- Joe Moody Park | [8,000 SF Civic Center / 31.15 Acre Park Reinvestment](#)

EDUCATION:

M.E.M. in Engineering Management, Kansas State University
M.S. in Electrical Engineering, Kansas State University
B.S. in Electrical Engineering, Michigan Technological University

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 58964)
LEED Accredited Professional



JEFFREY A. DEAL, P.E. | M/E/P ENGINEER

**YEARS OF EXPERIENCE: 10
YEARS WITH CPH: 9**

Mr. Deal serves as CPH's Mechanical Engineer for the firm's work in the United States and Puerto Rico. He has experience in HVAC, plumbing, and fire protection. He provides expertise in energy modeling software, cooling load programs, and energy compliance documentation such as FLAcom (Florida) and COMcheck (nationally).

PAST PERFORMANCE

- Leesburg Aquatic Complex | 4.5 Acres
- Pasco County Facilities & Maintenance Central Office And Warehouse | 20,000 SF
- BN Headquarters Building, Transient Training Design Snake Creek | 7,669 SF

EDUCATION:

B.S. in Mechanical Engineering, University of Central Florida

LICENSES/CERTIFICATIONS:

Professional Engineer - FL (No. 87451)



TERRY A. PEARCE | M/E/P ENGINEER

**YEARS OF EXPERIENCE: 40
YEARS WITH CPH: 1**

Mr. Pearce is an organized, analytical, and professional individual with vast experience in Electrical & Mechanical Engineering across a variety of sectors. He has exceptional attention to detail, communication skills and vast experience managing projects ensuring that all deliveries are managed and executed in a timely, safe, and efficient manner. With over 40 years of experience, Mr. Pearce is a capable leader able to build effective relationships at all levels with clients, colleagues, and contractors. He has expertise in building services design, electrical & mechanical engineering, project management, and business development.

PAST PERFORMANCE

- Wyndham Nassau Resort & Crystal Palace Casino
- NIB Clifford Darling Complex
- COB College of Bahamas

EDUCATION:

Computer Training School

Enrolled in a Mechanical Engineering (MBS) Degree Program

LICENSES/CERTIFICATIONS:

N/A



Summary of Capabilities

Roadway, Corridor and Bridge Studies
Geotechnical Engineering
Project Management
Deep Foundation Evaluation
Embankment Design
Land Subsidence Investigations

Years of Experience

With Tierra: 10 Years
With other Firms: 13 Years

Education

BS, Civil Engineering, University of Central Florida,
1999

Professional Organizations/Registrations

Florida Professional Engineer, No. 62951 – July 2005
American Society of Civil Engineers

Mr. Sewell has over 23 years of experience in geotechnical engineering for projects throughout Florida, Texas and Georgia. The projects that Mr. Sewell has been involved with have ranged from roadway and bridge design and construction to embankment design and subsidence investigation.

He has a wide variety of experience on FDOT highway and bridge studies, shallow foundation design, settlement evaluations, retaining wall design, sinkhole remedial repair, and ground subsidence evaluations throughout Florida. Mr. Sewell's experience also includes the design of deep foundation systems, cross-hole sonic logging (CSL) and compaction grouting requirements for deep subsoil improvement.

Mr. Sewell has been the Project Manager for numerous roadway soil surveys and bridge foundation designs and construction projects.

CITY/COUNTY PROJECT EXPERIENCE

- Neovation Way New Roadway Construction Design-Build – Osceola County
- Old Lake Wilson Road Reconstruction PD&E Study – Osceola County
- US 192 Landscaping Improvements – Osceola County
- Thompkins Road at Narcoossee Road Signalization Improvements, Osceola County
- Villa City Road (CR 565) Safety Improvements – Lake County
- Wolf Branch Road and Round Lake Road Intersection Improvements – Lake County
- Estes Road and Orange Avenue Intersection Improvements – Lake County
- Hooks Street Phase IV-B Retaining Wall Design – Lake County
- New Lift Station No. 7 – Town of Oakland
- Reclaimed Water Main, Montgomery Avenue and White Road – City of Ocoee
- Dillard Street Reconstruction – City of Winter Garden
- Plant Street Segment 2 Roadway Improvements – City of Winter Garden
- Persimmon Avenue Roadway Improvements – City of Sanford
- Fort Florida Road Reconstruction – City of DeBary
- Orange City Water Treatment Plant Greensand Filter Improvements – City of Orange City
- Orlando Urban Trail Overpass over Colonial Drive (SR 50) and Railroad – City of Orlando
- Sligh Boulevard and Columbia Street Improvements – City of Orlando
- Flagler Beach Fishing Pier – City of Flagler Beach
- Avalon Road Improvements from Tilden Road to Marsh Road – Orange County
- Wekiva Springs Roadway Improvements – Seminole County
- Roberts Channel Bridge Replacement – Seminole County
- Ronald Reagan Boulevard and North Street Turn Lane Addition – Seminole County
- SR 426/CR 419 from West of SR 434 to West of Oviedo Boulevard – Seminole County
- Chapman Road from SR 426 to SR 434 – Seminole County
- Cross Seminole Trail from Layer Elementary School to Old Sanford Oviedo Road – Seminole County
- East Central Regional Rail Trail Segment 4A Pedestrian Bridges – Volusia County
- Amelia Avenue Roadway Improvements – Volusia County

Summary of Capabilities

Roadway, Corridor and Bridge Studies
Geotechnical Engineering
Project Management
Deep Foundations
Embankment Design
Construction Monitoring
Ground Subsidence Investigations

Years of Experience

With Tierra: 11 Years
With Other Firms: 14 Years

Education

BS, Env. Engineering, University of Central Florida, 1998

Professional Organizations/Registrations

Florida Professional Engineer, No. 59518 – January 2003
American Society of Civil Engineers
Florida Engineering Society

Mr. Symonds has over 25 years of experience in geotechnical engineering for projects throughout all of Florida. He has a wide variety of experience in municipal and commercial facilities, county roadway and infrastructure projects, FDOT highway and bridge studies, shallow foundation design, settlement evaluations, retaining wall design, ground subsidence evaluations, and sinkhole remediation. Mr. Symonds' experience also includes the design of deep foundation systems, cross-hole sonic logging (CSL), drilled shaft installation and compaction grouting requirements for deep subsoil improvement.

Mr. Symonds has been the Senior Project Engineer for numerous, commercial and city/county facilities, airports, roadway soil surveys and bridge foundation designs and construction projects.

PROJECT EXPERIENCE

Water & Wastewater Utility Experience

TOHO Water Main Extension, Jack Calhoun Drive & Hoagland Boulevard, Osceola County, Florida
TOHO Sunbridge Water Treatment Plant Improvements and Expansion, Osceola County, Florida
City of Wildwood WRF Expansion & Improvements, Sumter County, Florida
OUC Lake Nona Boulevard Water Main Extension, Orange County, Florida
OUC Water Main Replacement, Hughey Ave, Division Ave, & Garland Ave, Orange County, Florida
OUC Water Main Replacement, North Summerlin Ave to Cherokee Dr, Orange County, Florida
OUC Water Main Replacement, Delaney Avenue, Orange County, Florida
New Wet Well / Lift Station No. 6, City of Oakland, Orange County, Florida
New Wet Well / Lift Station, E. Hull Ave & S. Arrington Ave, City of Oakland, Orange County, Florida
Water Main Extension, Burns Sci-Tech Charter School, Oak Hill, Volusia County, Florida
South Bermuda Water Clarifier Replacement, Osceola County
New Wet Well / Lift Station, Orange County
Coopers Point Water Improvements, Pinellas County

School Facilities

Classroom Additions, Auditorium, Gymnasium & Media Center, Osceola High School, Osceola County, Florida
Recreation Fields & Track, Osceola School of the Arts, Osceola County, Florida
Classroom Additions, Bus Loop & Additional Parking, Highlands Elementary School, Osceola County, Florida
Bus Facility Improvements, Horizons Middle School, Osceola County, Florida
Gymnasium & Classroom Building Addition, Burns Sci-Tech Charter School, Oak Hill, Volusia County, Florida
Orange County Public Schools, Future High School Facility, Site 50-H-SE-2, Innovation Way, Orange County, Florida
New Welcome Center, Masters Academy, 1500 Lukas Lane, Oviedo, Seminole County, Florida
Classroom Additions, Cafeteria & Media Center, Walker Middle School, Orange County, Florida
Evans High School Renovation, Orange County, Florida
Jackson Heights Middle School Renovation, Seminole County, Florida
Gymnasium Building, Passport Charter School, Orange County, Florida
Classroom Building Addition, Sweetwater Elementary School, Volusia County, Florida

FIRM'S RELATED EXPERIENCE

DB

B. FIRM'S RELATED EXPERIENCE

CPH BACKGROUND INFORMATION:

CPH has been providing services since the Firm was established in 1981. In keeping with the company's philosophy to assure responsive and cost-effective service, CPH has grown with **16 branch offices** housing approximately 340+ employees in Florida, Georgia, Maryland, Massachusetts, North Carolina and Puerto Rico, with the firm's **Regional Office located in Palm Coast, Florida**. CPH's commitment to providing the highest level of service in an affordable manner has been achieved through emphasis on personalized services and direct involvement of top-level CPH personnel.

Known as a leading multi-disciplinary consulting firm, CPH provides services in the following areas:

- Engineering Services (Civil, Structural, and Utilities)
- Transportation Engineering, including Traffic Planning and Design
- Architectural Services/Landscape Architecture
- Construction Engineering and Inspection/Construction Management
- Master Planning
- Water/Wastewater/Reclaimed/Stormwater Systems
- Hydraulics and hydrology
- Environmental Sciences
- Land Planning/Zoning
- Surveying & Mapping
- Other related fields

AREAS OF SERVICE



ARCHITECTURE



ENVIRONMENTAL



LAND PLANNING



SURVEY



ENGINEERING



LANDSCAPE ARCHITECTURE



PERMITTING



ENR SOUTHEAST
TOP DESIGN
FIRMS



ENR
TOP 500
DESIGN FIRMS



ENR TOP 25
DESIGN FIRMS
IN FLORIDA



TOP 300
ARCHITECTS
IN THE U.S.



WASTEWATER / WATER
CONSULTANT OF 2019
APWA FLORIDA CHAPTER

BENEFITS OUR TEAM BRINGS TO THE CITY

- ✓ Local Resources and Experience
- ✓ Highly Specialized in Architectural and Engineering Projects in Florida
- ✓ 340+ Full Time Staff Members
- ✓ 42+ Year History of Providing Services for Clients in Florida
- ✓ Local Office Established For Over 21 Years In Palm Coast
- ✓ Multi-Disciplinary In-House Team
- ✓ CPH has been working with the City of Bunnell since 2018



EXPERIENCE WORKING UNDER CONTINUING CONTRACTS

CPH has provided the scope of services requested in the City of Bunnell's Request for Qualifications (RFQ) to numerous other clients throughout the State of Florida. For those clients, our proposed team has worked together to deliver successful projects. Some of our recent clients are listed below, with a relevance to the City's scope of services of planning provided by CPH.

	PLANNING SERVICES	COST VALUATIONS	FEASIBILITY STUDIES	UTILITIES	PDR	DESIGN	PERMITTING	CEI
CITY OF MOUNT DORA SINCE 2021 VINCE SANDERSFELD P: 352.735.7112 E: SANDERSFELDV@CI.MOUNT-DORA.FL.US	✓	✓	✓	✓	✓	✓	✓	✓
CITY OF CLERMONT SINCE 2009 MARK GRIFFIN P: 352.394.4083 E: MGRIFFIN@CLERMONTFL.ORG	✓	✓	✓		✓			
CITY OF DELAND SINCE 1997 RAY BAHRAMI, P.E., PMP, CPM, CFM P: 386.626.7189 E: BAHRAMIR@DELAND.ORG	✓	✓	✓	✓	✓	✓	✓	✓
CITY OF SANFORD SINCE 1958 ART WOODRUFF P: 407.688.5001 E: ART.WOODRUFF@SANFORDFL.GOV	✓	✓	✓	✓	✓	✓	✓	✓
CITY OF PALM COAST SINCE 1998 STEVE FLANAGAN P: 407.905.3170 E: SFLANAGAN@PALMCOASTGOV.COM	✓	✓	✓	✓	✓	✓	✓	✓
CITY OF OCOEE SINCE 2009 STEPHEN KRUG P: 386.986.2354 E: SKRUG@CI.OCOEE.FL.US	✓	✓	✓	✓	✓	✓	✓	✓
TOHO WATER AUTHORITY SINCE 2006 EDWIN MATOS, P.E. P: 407.944.5024 E: EMATOS@TOHOWATER.COM		✓	✓	✓	✓	✓	✓	✓
CITY OF BUNNELL SINCE 2018 MR. DUSTIN VOST P: 386.283.6072 E: DVOST@BUNNELLCITY.US		✓	✓	✓	✓	✓	✓	✓
FLAGLER COUNTY SINCE 2010 WILLIAM WHITSON P: 386.517.2000 E: WWHITSON@CITYOFFLAGLERBEACH.COM		✓	✓	✓	✓	✓	✓	✓

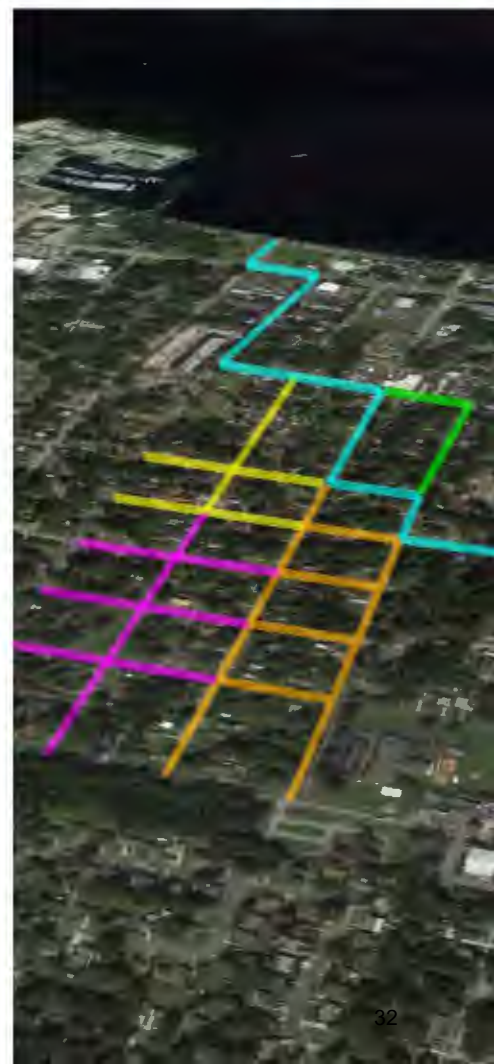
CITY OF SANFORD CONTINUING SERVICES CONTRACT- SANFORD, FL

US 17-92 RIVERWALK, PHASE II - III (FDOT LAP) - Phase II - The FDOT LAP project included 1.5 miles of 10-14 foot wide trail, replacement of 5,500 feet of seawall along Lake Monroe, trail head parking, a prefabricated pedestrian bridge over Mill Creek, hardscaping, landscaping, and lighting. Phase III - CPH provided planning, survey, and design services for a new 1.7 mile, 12 ft. wide trail that was part of a multi-phase project funded through a joint partnership with FDOT. This project followed the complete streets design elements with the provision of a Multi-Use Trail, Roadway safety improvements, Traffic Calming design, Roadway & Trail Lighting, Utility Design, Structural Seawall Design, Drainage Improvements/Design, Irrigation Design, Beautification, Hardscape and Landscape Design, Scenic Overlooks of Lake Monroe, Way-finding Design, Pedestrian Mid- Block Crossings (Rectangular Rapid Flashing Beacons), Traffic Studies, Survey, and Wetland Mitigation. *Cost: \$25.6 Million // Size: 1.5 Miles, 1.7 Miles // Year Completed: 2021*

SANFORD NORTH WRF – BIOLOGICAL NUTRIENT REMOVAL PROJECT (BNR) - Process analysis, modeling, and design to evaluate all available nutrient removal technologies to meet the low TN (< 3 mg/L) and TP (< 0.6 mg/L) concentrations mandated by the State of Florida and EPA. Based on a preliminary screening process (first-level), criteria weighting (pair-wise) analysis and a final screening process (second-level), the Integrated Fixed-Film Activated Sludge (IFAS) Process, a highly energy-efficient and automated nutrient removal technology was selected as the “preferred” alternative. The Sanford North WRF IFAS BNR improvements consisted of the following infrastructure: (1) Integrated Fixed-Film Activated Sludge (IFAS) Process BNR Treatment System (4 treatment trains) consisting of primary anoxic basins (2-stage), aerobic basins, deoxygenation basins, secondary anoxic basins, reaeration basins, internal mixed liquor recycle pumping systems, wastewater step-feed process, and associated equipment; (2) Turbo blowers (4 units), piping and medium bubble diffusion systems; (3) Submersible mixing systems; (4) Grit removal system modifications; (5) RAS/WAS pumping system improvements; (6) Chemical and supplemental carbon storage/handling facilities; (7) Blower Facility, Electrical Building No. 1 and BNR Chemical Feed Facility Buildings; (8) Master Lift Station improvements; (9) Aerobic digestion system improvements; and (10) Electrical, controls and instrumentation and SCADA system improvements. *Cost: \$12.5 Million // Size: 1.0 MGD AADF // Year Completed: 2020*

GEORGETOWN DRAINAGE IMPROVEMENTS - The historic Georgetown community is one of the City of Sanford’s oldest African-American neighborhoods, and as such is of historic significance, signified by its inclusion on the National Register of Historic Places. Unfortunately, Georgetown is a socio-economically disadvantaged community. The project will improve the neighborhood conditions by substantially reducing the frequent flooding the area has endured and will improve the water quality that discharges to Lake Monroe. The project will also decrease stormwater flows to nearby stormwater systems, improving their efficiency in handling high intensity storm events in the downtown area of Sanford. The phase 1 project construction includes over 1,680-ft of new large diameter storm sewer pipe, ranging in size from 54” to 72”, construction of new inlets, installation of a new three chamber Nutrient Separating Baffle Box, and construction of two new connections to Lake Monroe at the existing sea wall. The nutrient separating baffle box structure can improve the water quality that discharges into Lake Monroe, which is part of the St. Johns River. CPH provided surveying, environmental, design, and permitting services and assisted the City during the community meeting including developing the slideshow and answering questions posed by residents during the meeting. Design challenges included regrading of streets in order to move stormwater away from existing single family residences and working on determining the best location for the nutrient separating baffle box. CPH also provided structural design for the new connection to the existing sea wall in consideration of the existing Riverwalk trail and sea wall anchors. CPH also assisted the City on its application for EPA State and Tribal Assistance Grants (STAG) through the local congressional representative’s office. *Cost: \$3.8 Million // Size: 2.5 Miles // Year Completed: 2022*

Client Reference: City of Sanford, Mayor Art Woodruff, P.O. Box 1788, Sanford, FL 32772-1788, Phone: 407.688.5001, Fax: 407.688.5091, Email: Art.woodruff@sanfordfl.gov



CITY OF DELAND CONTINUING SERVICES CONTRACT - DELAND, FL

DELAND NEW PUBLIC WORKS COMPLEX - CPH provided complete architectural, engineering, survey, and landscape design services as a part of this design-build project. The Public Works building was designed to house divisions that included: Administration, Streets, Forestry/Trees, Urban Beautification, Fleet Maintenance, and Stormwater. The Street division is responsible for the maintenance of all City-owned roadways and sidewalks, and utilizes this facility as its headquarters for operations. CPH was responsible for delivery of plans and specification based on a criteria design package provided by the City. CPH teamed with a local general contractor to meet the proposal budget. CPH was on site to assist with inspection, RFIs, submittals, and scheduling throughout the entire construction process. *Cost: \$1.1 Million // Size: 12,800 sq. ft. // Year Completed: 2008*

VOORHIS AVENUE COMPLETE STREET - Through the City of DeLand Community Redevelopment Association (CRA), CPH was tasked with analyzing and developing multiple options to incorporate various Complete Street components including: traffic calming elements, multi-modal facilities, on-street parking, pedestrian level and street lighting, and landscape and hardscape elements to revitalize the corridor and promote redevelopment. The project also included collecting topographic survey by means of 3-D laser scan survey techniques, which is not only being used for the design, but also being used to develop true-to-scale graphic images to assist with the Public Involvement phase. *Cost: \$28,855 // Size: 0.3 Miles // Year Completed: 2021*

WEST GEORGIA AVENUE STREETScape AND LANDSCAPING IMPROVEMENTS - CPH worked with the City to develop a vision plan and the creation of a corridor that improved pedestrian connectivity/safety, encouraged economic growth and investments, and created a "festival" street. The roadway was designed with an inverted crowned section sending the stormwater to the center of the street, and Old Castle Adobe concrete pavers were used in a decorative herringbone pattern down the street. The improvements included sidewalk removal and replacement, modification of access drives and ramps for accessibility, design of decorative lighting, roadway rehabilitation, street furniture, signage, decorative pavers, and related infrastructure. Landscape architectural services included design of irrigation system and plantings. *Cost: \$548,494 // Size: 600 LF // Year Completed: 2018*

SPERLING SPORTS COMPLEX - CPH provided planning and design for the Sperling Sports Complex Improvements which included a restroom/concession building, prefabricated 2-story press box, additional field lighting, additional bleachers, minor utility improvements, and regrading of the south soccer/football field. Other improvements included overall site grading and pond expansion to address the improvements, permitting, bid phase services, and post design services. *Cost: \$750,000 // Size: 10 Acres // Year Completed: 2021*

MELCHING FIELD STADIUM RENOVATIONS - DESIGN CRITERIA PACKAGE - The existing concession stand is being reconfigured and enlarged. CPH was selected to provide professional services for the creation of the Design Build Criteria Package for the Melching Field Stadium Renovations. CPH's scope for the Design Build Criteria Package will include a report detailing ADA deficiencies, structural analysis of the existing of the bleacher deck, design/build contract requirements, design development drawings, and performance specifications. CPH's services for this project include Architectural, Civil, Surveying, Structural, Mechanical, Electrical, Plumbing, Fire Protection, and Landscape Architecture. Upon completion of the D/B Package, CPH will also assist the owners with delivering this information to the final Design/Build team. *Cost: \$6.5 Million (Estimated) // Size: 9 Acre NCAA Stadium // Year Completed: 2023*

Client Reference: City of DeLand, Ray Bahrami, P.E., PMP, CPM, CFM, Deputy Public Services Director/City Engineer, 1102 S. Garfield Ave., DeLand, FL 32724, Phone: 386.626.7189, Email: Bahramir@deland.org



CITY OF OCOEE CONTINUING SERVICES CONTRACT - OCOEE, FL

BLUFORD AVENUE STREETScape, PHASE II - This portion included a 3,000-ft.-long segment of Bluford Ave. in the heart of the City of Ocoee. The project was a joint utility improvement and roadway project and was administered as a "construction management at risk" project. CPH provided roadway and landscape architecture services, contracted as a sub-consultant to BFA, Inc., the City's prime Utility consultant. The project included the reconstruction of the roadway following the completion of the water main, gravity sewer, and reclaimed water main installations. *Cost: \$9.86 Million // Size: 0.585 miles / ~3,100 ft // Year Completed: 2019*

BLACKWOOD AVENUE STREETScape AND ROUNDABOUT - This is a 1,128 LF Streetscape Project, single Lane Roundabout to resolve sight line issues at a complex geometry intersection. Includes roadway, landscape, and hardscape elements. It is an integral part of the City of Ocoee's overall regional effort in the SR-50 West District. Plans were drawn to replace existing 5 ft. concrete sidewalks along Blackwood Avenue with new 10 ft. brick paver sidewalks large enough to fit tree planter boxes between the back of curb and the walking space. *Cost: TBD // Size: 1,128 LF // Year Completed: Ongoing*

OCOEE DOWNTOWN STREETS REDEVELOPMENT - Civil engineering and landscape architecture to design four local streets associated with the City of Ocoee Downtown Redevelopment. The Oakland Avenue project consists of a complete reconstruction to develop a two-lane divided roadway, with a multi-use trail in the median, parallel parking, and wide sidewalks. The Taylor Street project includes a multi-use trail along the east side, connecting to the Oakland Avenue multi-use trail. Taylor Street also includes two roundabouts, which are the gateways into Downtown: one at the Franklin Street intersection, with the other at the McKey Street intersection. Kissimmee Avenue includes realignment to the west to attain proper clearance from the railroad and a new stormwater management pond. *Cost: TBD // Size: 61.5-ft inscribed circle diameter // Year Completed: Ongoing*

BLACKWOOD 16" RECLAIMED WATER MAIN EXTENSION - The project is located at Blackwood Avenue and SR 50. The project consists of the installation of approximately 1,375 feet of 16-inch ductile iron reclaimed water main plus 160 linear feet of jack and bore of the 16-inch main within a 30-inch steel casing pipe across S.R. 50 and tying into an existing 16-inch reclaimed water main. Work will include new 16" ductile iron pipe, fittings, casing, and testing pipe. The project also consists of removal and replacement of pavement, sidewalk, curb & gutter, sodding and other restoration as may be required. *Cost: \$34,314.98 // Size: 1,535 LF // Year Completed: 2010*

SR 50 STATION 737+37.82 TO STATION 903+50 UTILITIES RELOCATION - The project consists of the engineering design services to relocate water and force mains impacted as a result of the FDOT widening plans of SR 50 from SR 429 to Good Homes Road, approximately 3.4 miles in total length. The majority of the project will be constructed as a JPA with the FDOT. The project includes design for the installation or relocation of 7,500 LF of water and sewer force mains ranging in size from 4" to 12". The project includes coordination with the FDOT for hanging utilities on a proposed bridge. All water and sewer services will be identified and connected to the proposed facilities. *Cost: \$1,300,000 // Size: 7,500 LF // Year Completed: 2011*

Client Reference: City of Ocoee, Stephen Krug, Public Works Director, Phone: 407.905.3170, Fax: 407.905.3176, Email: skrug@ci.ocoee.fl.us



CITY OF LEESBURG CONTINUING SERVICES CONTRACT - LEESBURG, FL

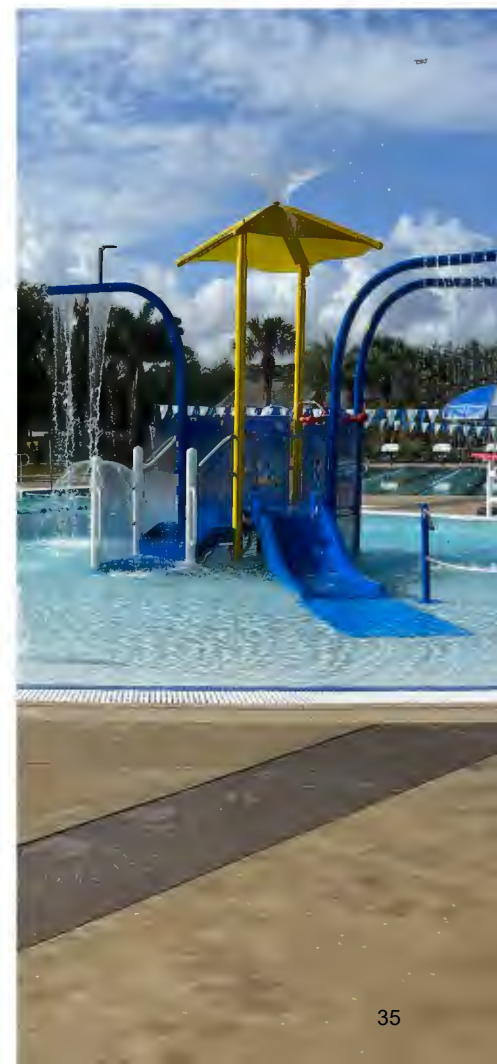
LEESBURG TEEN CENTER - Planning, design, and permitting of a 10,000 SF addition to an existing recreation center. The addition consisted of a Teen Center Multi-use Facility that houses after school programs for youths ages 5-18. The addition also serves as a re-imaging of the main entry into the existing recreation center. *Cost: \$2 Million // Size: 10,000 SF // Year Completed: 2022*

LEESBURG AQUATIC COMPLEX - Planning, design, and permitting for the development of a regional aquatic facility. The facility will include an eight (8) lane competition facility designed to USA Swimming standards for high school competitions. The facility also included a recreational pool with interactive play features, zero entry, and a "free" swim area that can be utilized for swim education. Along with the recreational pool will be a water slide, shaded areas for party rentals, and shower facilities. The complex included an entry/ticket building, concession building, changing/locker facilities, and mechanical/equipment areas. *Cost: \$6.2 Million // Size: 4.5 Acres // Year Completed: 2022*

LEESBURG DOWNTOWN STREET IMPLEMENTATION - The roadway improvements for Market Street run from 1st Street to 7th Street in downtown Leesburg. The roadway currently functions as a back alley between the existing mid-20th century low-rise buildings that comprise this portion of downtown. The intent is to turn this into a festival street by converting it to a one-way only road and expanding the existing sidewalks. The street will be curb-less with the sidewalks flush to the edge of pavement so that Market Street becomes completely pedestrian traversable during community events; these are popular here because the road is book-ended by City Hall on one side and the Leesburg Library on the other—both of which include public parks on their grounds. Some landscaping, such as planter boxes and limited street trees are also proposed where room permits. The main hardscape element is the replacement of the ad-hoc overhead lighting with a modern "festoon-style" lighting system that will complement the festival aesthetic of the roadway. *Cost: \$428,567.00 (Combined) // Size: 2,159 Feet (Pine Street), 906 Feet (Market Street) // Year Completed: Ongoing*

WEST LEESBURG NEIGHBORHOOD RESOURCE CENTER PROJECT - CPH was commissioned to design a new 9,000 SF Neighborhood Resource Center for the City of Leesburg. CPH is responsible for full design services including survey, civil, landscape, architectural, and MEP. The Center will include meeting room spaces for large and small groups, a computer lab, office space for local community service providers, conference rooms for miscellaneous social groups, and a Kitchen / Café facility. Since the City owned additional acreage adjacent to the project, CPH developed a site plan to facilitate the proposed use while maintaining the possibility for future parking and buildings. CPH organized public involvement meetings, in which two key architectural components were identified. The first was to have a community kitchen and café within the building and the second was the need for multifunctional meeting space. Since budget was also a factor, CPH was able to design a café with both indoor and outdoor seating elements while incorporating key infrastructure elements for the commercial kitchen until the equipment could be purchased at a later date. The flexible meeting space was accomplished by designing large meeting rooms with folding partitions to support smaller or larger groups. The end result was a flexible, cost effective, user-friendly neighborhood resource center with the potential for future development when the City needs it. *Cost: \$1,900,000 // Size: 9,000 SF // Year Completed: 2017*

Client Reference: City of Leesburg, Clifford Kelsey, Public Works Director, 501 West Meadow Street, Leesburg, FL 32749, Phone: 352.435.9442 Email: Cliff.Kelsey@leesburgflorida.gov



CITY OF PALM COAST CONTINUING SERVICES CONTRACT - PALM COAST, FL

PALM COAST WATER TREATMENT PLANT NO. 3 - Design, permitting, SRF Loan assistance and construction engineering and inspection (CEI) services for the new Palm Coast WTP No. 3 (advanced water treatment system). The improvements were design to construct an initial 3.0 MGD AADF facility that was to be easily expanded to 9.0 MGD AADF and consisted of the following infrastructure: (1) membrane treatment system (LPRO) to treat the confined surficial aquifer water; (2) membrane treatment facility building; (3) preliminary treatment infrastructure; (4) raw and treated water pumping systems; (5) chemical storage and feed systems; (6) disinfection system; (7) post membrane treatment systems (degasification, pH adjustment, etc.); (8) ground storage tanks; (9) chemical storage building; (10) Operations building (administrative offices, locker rooms, laboratory, operations room, training rooms, etc.); and (11) electrical, controls, instrumentation, and SCADA system improvements. *Cost: \$17,671,911 // Size: 9 MGD // Year Completed: 2008*

PALM COAST WWTP NO. 2 – MBR BNR PROJECT - Planning, design, permitting and construction engineering, inspection, and management (CEIM) of a new 2.0 MGD MBR/BNR treatment facility, expandable to 6.0 MGD. The new BNR facility utilizes the MBR process in conjunction with anaerobic, pre-anoxic, nitrification, and post-anoxic biological processes to achieve AWT standards. The MBR process requires a much smaller footprint than that of a conventional 5-stage BNR process, a single MBR process tank replaces the re-aeration, secondary clarifier, and tertiary filtration processes. *Cost: \$43.1 Million // Size: 6.0 MGD // Year Completed: 2018*

K SECTION DRAINAGE CONVEYANCE ANALYSIS - Develop construction plans for the upsizing of stormwater conveyances at four sites located in the K-Section within the City. Updated the existing ICPR model based on all of the collected information. Prepared a design for each of the four (4) culvert replacement sites based on the K-section stormwater analysis, including: Site 1. Replace existing dual 52-inch by 77-inch ECMP cross-drains under Kalamazoo Trail with one (1) 6-foot tall by 12-foot wide CBC; Site 2. Replace existing dual 52-inch by 77-inch ECMP cross-drains under Kankakee Trail by Kankakee Lake with two (2) 6-foot tall by 8-foot wide CBC's; Site3. Replace existing dual 52-inch by 77-inch ECMP cross-drains under Kansas Path with two (2) 6-foot tall by 10-foot wide CBC's; and Site 4. Replace existing dual 52-inch by 77-inch ECMP cross-drains under Kankakee Trail by Kaffir Lilly Lake with two (2) 6-foot tall by 1-foot wide CBC's. *Cost: TBD // Size: dual 52-inch by 77-inch ECMP cross-drains replacement // Year Completed: Ongoing*

CITY OF PALM COAST – LEHIGH TRAIL TRAILHEAD - CPH performed a detailed field review of the site with the City to assess the proposed parking and trailhead improvements. CPH prepared preliminary layouts of the improvements, detailing the parking, trail access, stormwater improvements, utility connections, and other associated elements of the project. CPH assisted the City in coordinating with FPL for the proposed improvements which fall within the FPL easement. *Cost: \$2.3 Million // Size: 14 Acres // Year Completed: 2021*

CITY OF PALM COAST – CITATION PARKWAY IMPROVEMENTS - CPH is providing design for the improvements along Citation Parkway and a portion of Sesame Boulevard. The project area is approximately 0.3 miles long. The project includes extension of Sesame Boulevard to Seminole Woods Boulevard by elimination of the intersection at Citation Parkway and Sesame Boulevard; replacement of the deficient culvert/bridge on Sesame Boulevard; Intersection improvements at Citation Parkway and Seminole Woods Boulevard to include the addition of a left turn and a right turn lane; Intersection improvements at Citation Parkway and Universal Trail, including the addition of a left turn lane; Drainage and utility design; Multi-use path/passive linear park along the south side of Sesame Boulevard; and a temporary pedestrian crossing and path from Sesame Boulevard to Seminole Woods Boulevard. *Cost: \$1,724,870 (EST) // Size: 0.3 Miles // Year Completed: 2021*

Client Reference: City of Palm Coast, Mr. Steve Flanagan, Utility Director, 160 Lake Avenue, Palm Coast, FL 32164, Phone: 386.986.2354, Email: sflanagan@palmcoastgov.com

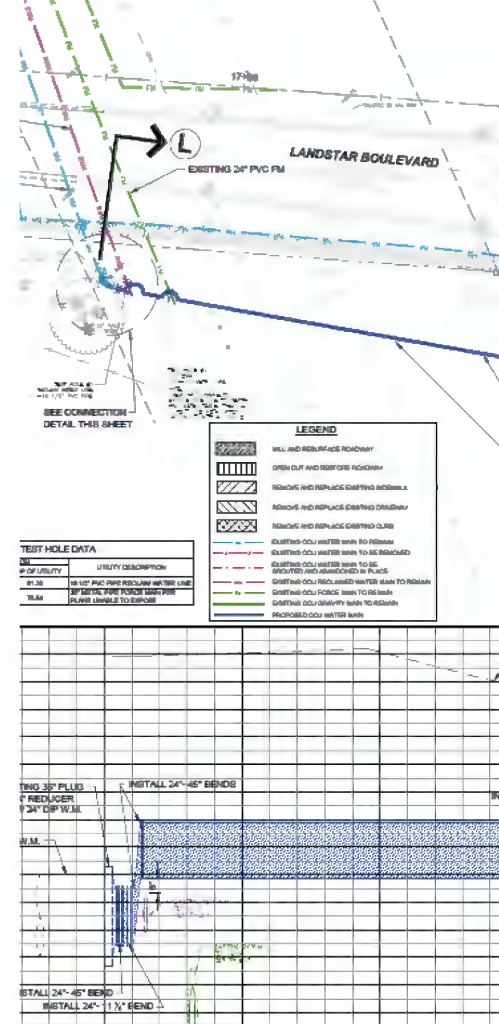


ORANGE COUNTY CONTINUING SERVICES CONTRACT - ORANGE COUNTY, FL

SSA-ESA 36" WATER MAIN AND 24" RECLAIMED WATER MAIN & J. LAWSON REPUMP STATION PROJECT - Preliminary design report, final design, MOT design, survey, environmental assessment, geotechnical investigation, bidding, and construction administration for the connection of the Southern Service Area to the Eastern Service Area with the potable water and reclaimed water system and repump station. The project includes the installation of approximately 7 miles of parallel 36-inch potable water main and 24-inch reclaimed water main from J. Lawson Blvd. to Moss Park Rd. via a combination of directional drill, jack and bore, and open-cut installation. *Cost: \$28 Million // Size: Seven (7) Miles of 36" Water Main & 24" Reclaimed Water Main // Year Completed: 2021*

SR 482 UTILITY RELOCATION - ADJUSTMENT PROJECT (SAND LAKE ROAD FROM INTERNATIONAL DRIVE TO UNIVERSAL BOULEVARD) - The west segment includes the installation of 60 LF of 4-inch force main; 420 LF of 8-inch force main; 1,200 LF of 16-inch force main; 1,350 LF of 24-inch force main; 500 LF of 15" CIPP lining; and a duplex lift station including 18-inch gravity sewer. The east segment includes the installation of 310 LF of 12-inch force main; 6,700 LF of 24-inch force main; 2,650 LF of 36-inch reclaimed water main; 1,400 LF of 36-inch force main via directional drill; and 630 LF of 42-inch force main. Our CPH team provided all preliminary investigations, plan preparation, required FDEP and FDOT permits, and bidding assistance, as well as provided part time construction observation services. *Cost: \$10.376 Million // Size: 15,220 LF // Year Completed: 2019*

GRAVITY PACKAGE 2-CHICKASAW WOODS - CPH performed an evaluation of the existing gravity sanitary sewer systems of the Chickasaw Woods subdivision and some outlying neighborhoods. The project included 16,300 LF of 8" CIPP sanitary sewer lining, 1,600 LF of 8" sewer replacement, 2,200 LF of 6" forcemain replacement, replace 7 manholes, seal and recoat 82 manholes, 50 sewer lateral lining or replacements, replacement of 2,500 LF of 4" to 8" water main, and the construction of the a new duplex pump station. The project also included roadway replacement due to sewer relocations occurring mostly in paved roadways. CPH also provided construction administration services. *Cost: \$10.376 Million // Size: 15,220 LF // Year Completed: 2019*



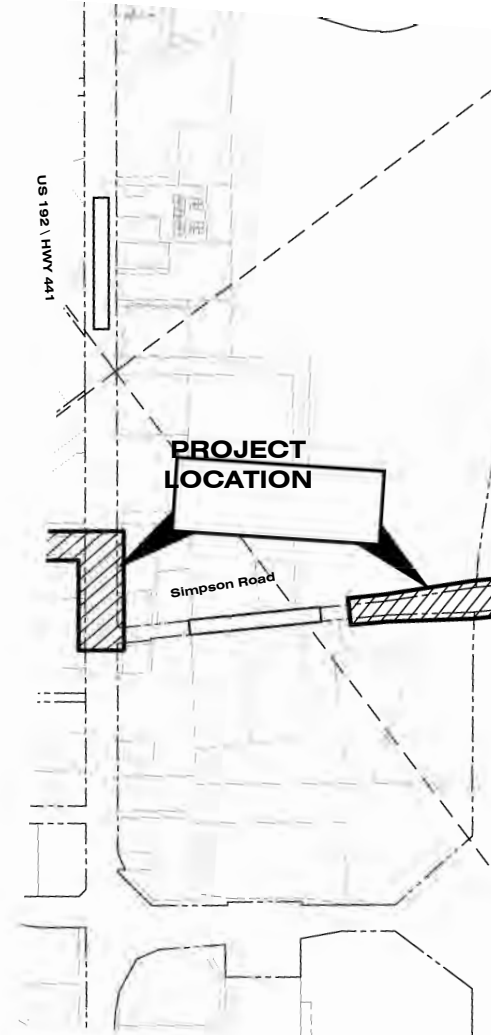
Client Reference: Orange County, Mr. Charles "Tad" Parker, P.E., Chief Engineer, 9150 Curry Ford Rd., Orlando, FL 32825, Phone: 407.254.9729, Email: Charles.Parker2@ocfl.net

TOHO WATER AUTHORITY CONTINUING SERVICES CONTRACT - KISSIMMEE, FL

HIGHLANDS GRAVITY SEWER AND WATER MAIN REPLACEMENT - Replaced approximately 9,500 ft. each of aged gravity sewer and small diameter water main, as well as included a sewer and roadway repair. Over 240 service connections within the projects residential streets that required both new water and sewer connections. Responsible for the reconstruction of existing streets, including construction of stormwater inlets and storm sewers, replacement of sanitary sewers and laterals, installation of new water mains, construction of new concrete curb, and roadway reconstruction. *Cost: \$2.3 Million // Size: 9,500 LF of gravity sewer and water mains plus 240 residential service connections // Year Completed: 2014*

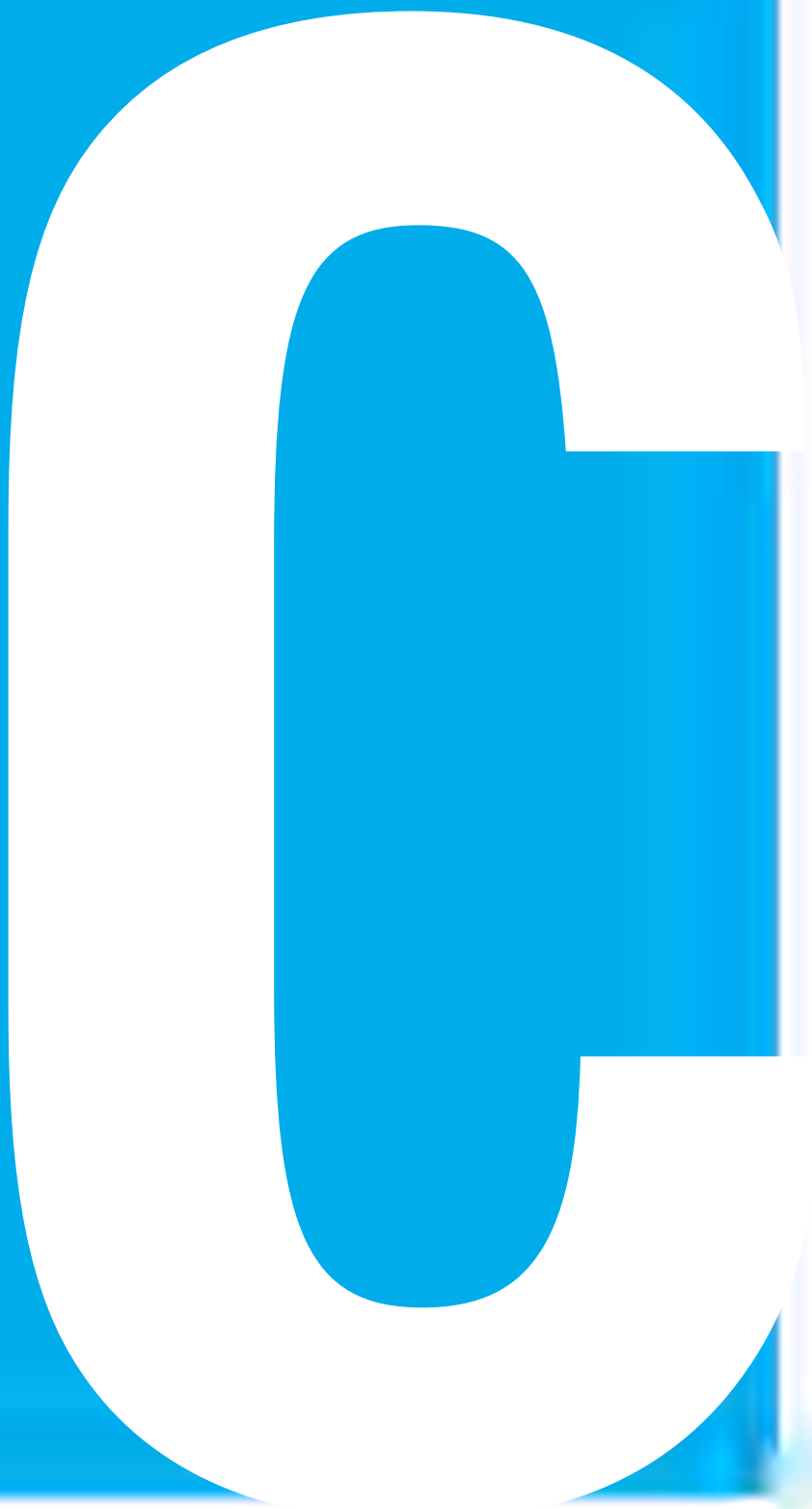
OSCEOLA PARKWAY 30" WATER MAIN FLORIDA TURNPIKE CROSSING - Final design settled on a single HDD installation as the most practical solution. This HDD installation spanned nearly the entire length of the project with a total length of 1,400 LF and consisted of a 30" PVC carrier pipe and 36" PVC casing. The crossing of the limited access right-of-way controlled by the Florida Turnpike Enterprise required full topographic survey, geotechnical engineering, and utility designation. The project required the Turnpike Utility Permit, FDEP permit, Osceola County Right-of-way permit, and a FDEP ERP for wetland crossing. Given the heavy commercial development on the west side of the Turnpike that impacted the fusing and stinging of the full pipe segment, a design based on intermediate fusion was proposed and successfully installed. CPH provided part-time inspection services during construction. *Cost: \$840,000 // Size: 700 LF of 16" PVC Force main and 540 LF of 30" steel casing // Year Completed: 2013*

SIMPSON ROAD 30" WATER MAIN PROJECT - For this project, TWA needed to extend a 30" water main from their Parkway Water Treatment Plant north along Simpson Road to just south of Boggy Creek Road. This phase of the Project consisted of approximately 5,300 LF of conventionally installed Ductile Iron 30" water main Right of way, 1,080 LF of 30" fusible PVC installed within 1,060 LF of directionally drilled 36" fusible PVC casing pipe across the Florida Turnpike. *Cost: \$2,643,130 // Size: 7440 LF // Year Completed: 2016*



Client Reference: Toho Water Authority, Mr. Edwin Matos P.E., Project Manager, 951 Martin Luther King Blvd, Kissimmee, FL 34741, Phone: 407.944.5024, Fax: 407.343.4264, Email: ematos@tohowater.com

FIRM'S APPROACH AND METHODOLOGY

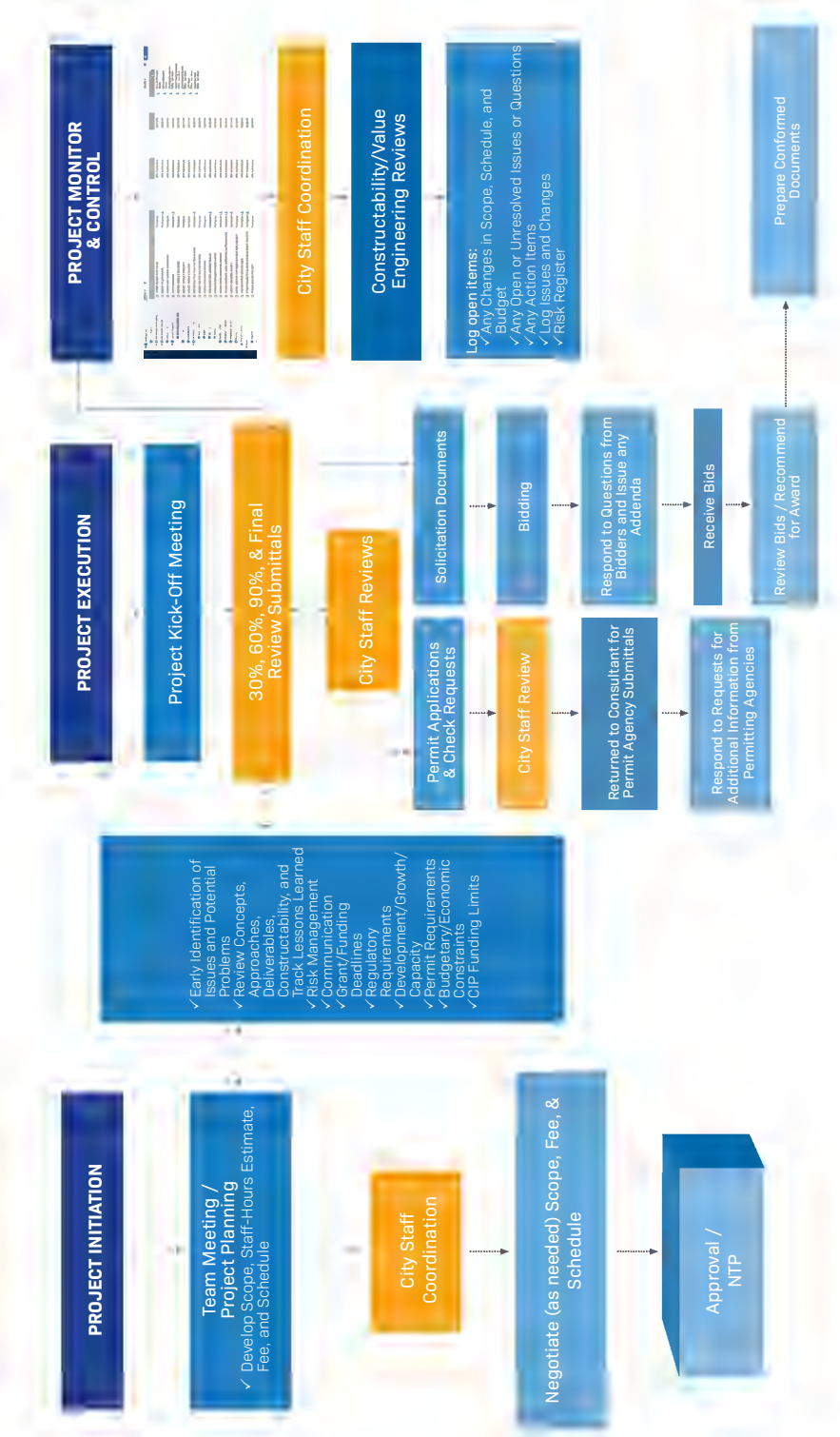


C. FIRM'S APPROACH AND METHODOLOGY

CPH's approach to providing services to the City of Bunnell will be a collaborative effort between the consultant team, City staff, departments, officials, and the public. Excellent communication protocols will be established between all parties to develop an understanding of the City's goals and budget to assist in the development of specific scopes and schedules to complete projects assigned through the continuing services contract. Critical attention will be focused on the planning, conceptual design, implementation, maintenance, quality assurance, communication, and management of each assignment, assuring that completed projects exceed expectations.

CPH understands that the City of Bunnell is seeking a qualified consulting firm to provide on-going design and construction services for continuing contracts. CPH will provide the City with unmatched expertise and resources for projects under this contract. CPH can provide the City with services required for the design/construction/repair of identified project(s) which may include, but not limited to, conferences, consultation and preparation of studies, working drawings, preliminary design, specifications, estimates, drawings, modeling, design, drafting of bids/proposals, construction administration, cost planning, inspection, testing, site analysis, bidding/selection recommendation, presentation/ recommendation to Staff and/or Commission, etc. Our resumes and the professional histories of the various team members clearly demonstrate a vast and broad background of experience that will be effectively applied to the City's benefit. CPH is highly qualified to provide continuing services for the City's projects.

The following outlines our past successful approach that has been implemented on services projects. Each project is unique, and this approach would be refined per project requirements.



PLAN OR APPROACH TO ACCOMPLISH THE TASKS IDENTIFIED IN THE SCOPE OF WORK

We have outlined our overall project management plan and our process of production in this section. This process is proven, and has been successfully utilized on our past projects with all of our clients.

SCOPE DEVELOPMENT

In order to develop a scope of work that fulfills the City's objectives, it is extremely important to initially discuss the proposed project in as much detail as possible. Identifying any options for the design, permitting, and construction issues is critical to properly completing the project. Pre-proposal discussions with the City will be conducted prior to developing a final scope of work, to thoroughly understand the project objectives, desired outcomes, time constraints, and budget. The Pre-proposal discussions will include documentation gathered and potential options for the project. Up-front planning used by CPH identifies key design criteria, and allows for early identification of critical decisions related to utility coordination requirements of various private land owners, specific permitting agencies, and field conditions. This process assists in providing a detailed final scope that will meet the City's goals and objectives.

CPH is committed to providing an experienced local team to execute the projects, and will develop a work plan and schedule that meets the City's expectations and objectives. Our team's goal is to meet and exceed the City of Bunnell's expectations while establishing clear lines of communication and responsibilities between all parties. CPH's project management plan will address the expectations for the project, lines of communication, project participants, project goals and objectives, and project design standards. Our team will work in close collaboration with the City of Bunnell to continue our established working relationship and to structure each project to meet the City's expectations.

CPH's approach to providing services to the City will be a collaborative effort between the City of Bunnell and CPH. Excellent communication protocols will be established between all parties to develop an understanding of all goals and budget constraints to assist in the development of specific scopes and schedules to complete projects assigned through the continuing services contract. Critical attention will be focused on the planning, conceptual design, implementation, maintenance, quality assurance, communication and management of each assignment, assuring that completed projects exceed expectations, with the overall goal of completing projects on time and within budget.

PRELIMINARY DESIGN

For large projects such as plant improvement projects, the different design possibilities are compiled into an organized Preliminary Design Report (PDR) that allows CPH and the City to co-create the project in the most logical and economical approach. During the conceptual design phase, the CPH team will focus on finalizing the preferred design solution and identifying areas of concern, including construction methods. CPH will obtain any additional data (record drawing, existing reports, and survey) that is critical in this stage of the project. The Preliminary Design Report (PDR) will also identify the selected materials of construction, including key design criteria, such as, utility crossings and connections as well as any specialty construction methods that may need to be done to properly complete the project. The result of this phase will be 30 percent plan along with a technical memorandum, which will include a summary of the project and recommendations, permit requirements, standard details, updated opinion of probable construction cost, construction methods, and definition of challenges/solutions. Smaller projects such as pipeline upgrades may or may not include a PDR; however, key design decisions are still discussed with the City to ensure the City is aware of the various options and the time and budget impact of each.

CPH's quality review team will provide a review of the documentation and provide any feedback to be included in updated documents. A progress meeting will be held to review and discuss the PDR and 30 percent layout and incorporate any of City's comments into the final concept of design.

SURVEY AND GEOTECHNICAL

Survey and geotechnical work typically commences at the start of the project once the City and CPH together have determined the most logical and cost-effective approach. CPH has in-house surveyors capable of conventional surveying and high-definition laser 3D surveys. The complexity of the project, such as crowded heavily traveled road right-of-way or plant sites containing numerous facilities may warrant laser 3D surveys. Our 3D laser equipment is state of the art in surveying technology, which allows for a more efficient, detailed, and cost-efficient surveying product. The laser scanner can also provide the City of Bunnell with precise construction information, including grade elevations, to allow for other project related studies or follow-up design efforts.

CPH understands the needs for a comprehensive topographic survey and subsurface utility engineering (SUE) mapping. Our team has prepared design based on all levels of utility designation levels. In addition to quality topo and SUE mapping, CPH also coordinates with all local utilities known to be within a project area to assure no utility conflicts are being created after the project survey is complete and while design and project award are underway.

PERMITTING & DESIGN

CPH believes in a proactive approach to permitting. For larger and more complicated projects, this includes pre-application meetings between CPH, the City of Bunnell, and regulatory agencies to define elements of the project and foster continuous interaction. For smaller projects, CPH has the experience to put together a permit application and package that can be directly submitted to the agency that is responsible for review. We find that the interaction between the parties expedites the process and eliminates unnecessary review questions. CPH will assist in preparing and submitting the permit applications when the plans are at 90 percent completion and have been approved by the City. In some cases (such as where there are wetlands or threatened and endangered species), early submittal (typically at the 60% phase) to the review agencies is recommended to minimize the impact to the overall project schedule.

CPH's goal with all of its projects is to develop complete construction documents for the project. CPH makes sure the City is kept aware of the key submittal dates and updates the City on its progress throughout. Each milestone deliverable (typically consisting of construction plans, specifications, and construction cost estimates) will be reviewed by CPH's quality assurance and control team. Review meetings are held with the City after each submittal in order to address City comments or concerns, and follow written responses are also provided to the City addressing its comments. The goal is to help the City of Bunnell actively monitor the project and confirm that the expected budget for the project will be met.

CPH has extensive experience with Bidding and Construction Phase services. During Bidding, CPH prepares written responses to Bidder questions and prepares draft addenda items as needed to address questions forwarded by the City.

CPH typically assists the City during construction by reviewing submittals, attending meetings, conducting site visits, responding to Requests for Information, preparing Record Drawings, attending walk-throughs, and preparing punch lists. If needed, CPH has a number of construction field representatives to assist the City with inspections for plant work, processes, site construction, and pipeline construction.

QUALITY CONTROL/QUALITY ASSURANCE

CPH has an established corporate culture that places emphasis on quality control and assurance for our clients. The firm and team members are dedicated to this process and incorporation of good design and construction practices from the inception of projects. CPH's corporate quality initiatives includes developing a quality control/assurance standardization committee, benchmark reviews by experienced, qualified technical personnel, and means and methods quality reviews by licensed general and utility contractors. The team routinely meets with clients to conduct completed project reviews to evaluate team performance and identify opportunities to enhance service.

CPH's established corporate culture is instilled in every team member and requires that the staff act as an extension of our clients staffing, providing them with services that are on time, within budget, cost effective, and of the highest level of quality. CPH has Standard Operating Procedures (SOP) for all of our major programs (transportation, infrastructure, utilities, stormwater, commercial, residential, and municipal) that include project management techniques, cost estimating, design alternative reviews, subconsultant design reviews, and client communication requirements.

FOUR LEVEL QUALITY CONTROL REVIEW SYSTEM

CPH's quality control system is separated into four (4) distinct levels described as follows:



Project Manager QA/QC Review: CPH project managers are trained to review all documentation, including information received from the client, other agencies, subconsultants, and internal drawings and specifications. This is the first step in assuring accurate information and proper project design. The project manager is responsible for reviewing the project for accuracy and required changes.



Technical Review Committee Member QA/QC Review: Throughout the design phase, starting from inception, CPH provides one to two team members that will work with the project manager and designer to review areas of concern and offer additional technical expertise. This person is not involved in the daily design facets, but is kept up-to-date through the use of monthly design updates. The technical review committee provides a quality check various design options, plans, and other construction documents at the 30%, 60%, 90%, and 100% completion intervals.

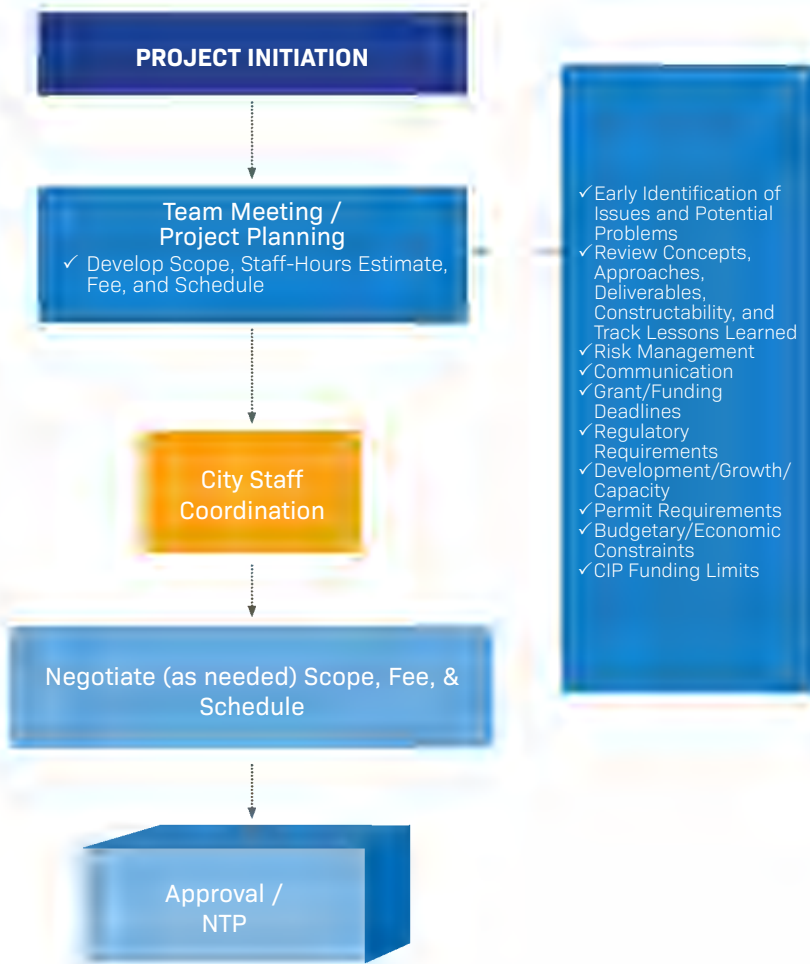


"Full Field" of QA/QC Review: At the 30%, 60%, and 90% stages of the design, the project documentation and specifications are turned over to engineers from other fields to review alternative options and quality of plans. For example, an infrastructure project will be turned over to an independent engineer in our roadway or utility department. This provides a complete internal audit from personnel that have not been involved in the project and are "seeing the project for the first time."



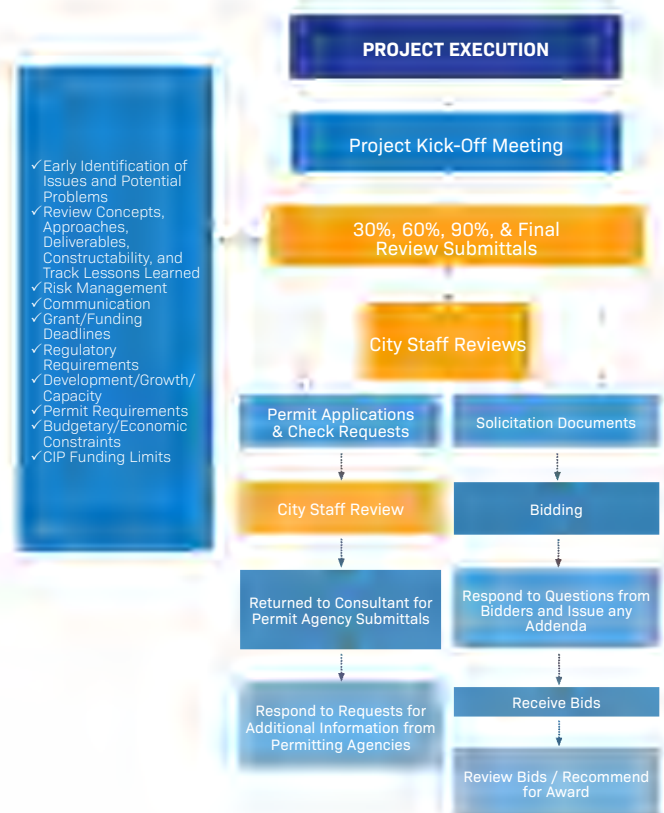
Contractor/Inspector QA/QC Review: In addition to architects/engineer and construction personnel, the team has the added value of having on-staff licensed general and utility contractors that can review projects from various perspectives. With experienced personnel that have provided construction services for over 30 years, we are able to review the project from a constructibility and/or mean and methods view point. In addition, the licensed on staff contractors review projects and provide "real-time" cost estimates throughout the duration of the project. This construction experience allows the team to view projects through the eyes of a contractor with the ability to identify intangible cost factors, elements such as restricted site conditions, specialized equipment requirements, excessive material and labor costs, impacts on schedules, etc. that may not be apparent to a designer.

MANAGING BUDGETS, RISKS, SCHEDULES, AND EXPECTATIONS

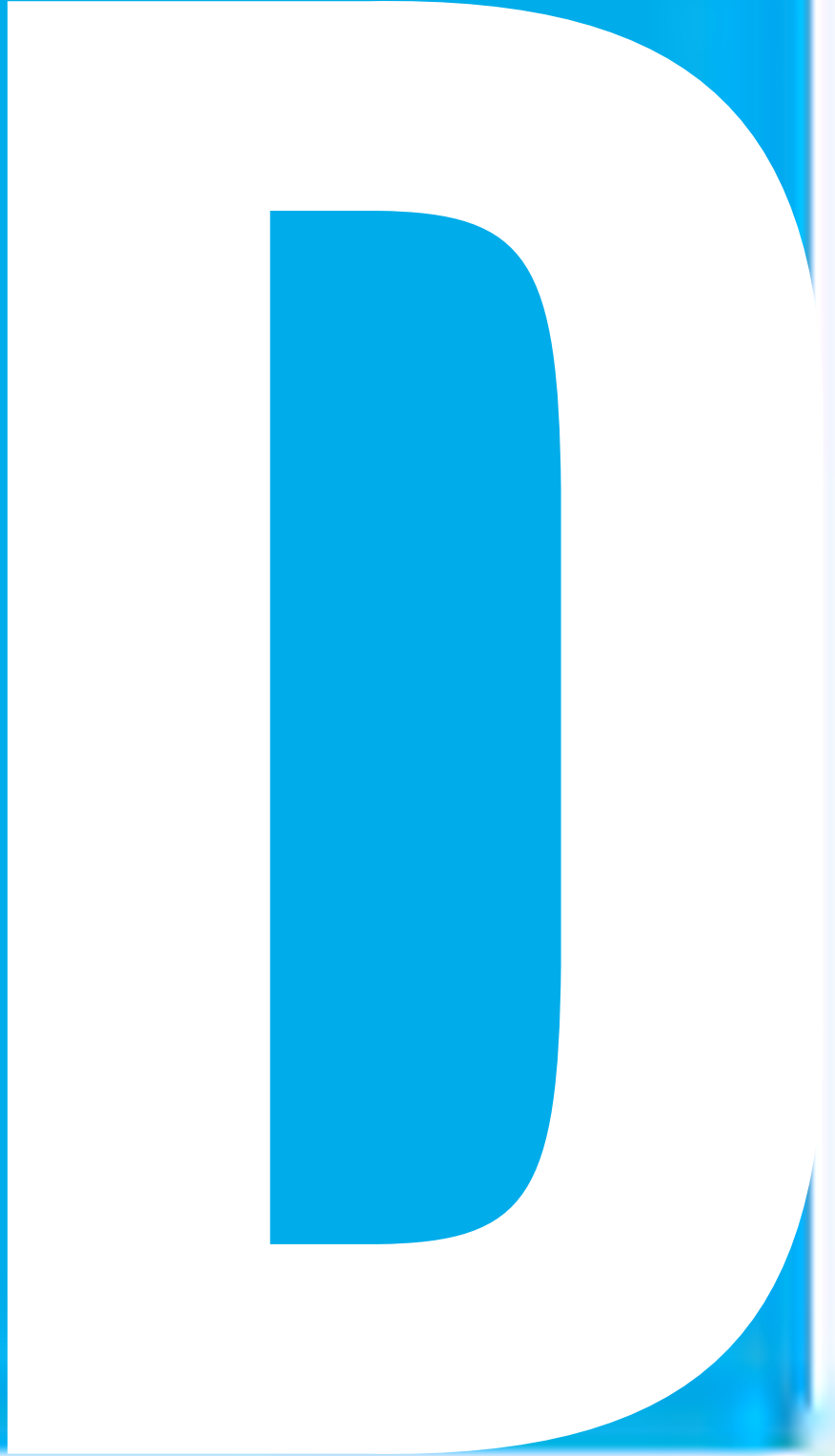


The key to successful management of continuing contracts and projects, is to ensure that project challenges and risks are identified early, and a plan is developed to ensure the City's goals are achieved. CPH has developed a process in which when our clients notify us about a potential project, our Program Manager and any lead project engineer perform upfront due diligence. This includes performing a field visit to understand the project, limitations, opportunities, the overall area, etc. From this visit, we then brainstorm ideas for possible solutions, as well as a risk register that outlines concerns that may affect the project's schedule and budget. This register is then presented, along with our preliminary findings from the field as well as any desktop data we may be able to obtain to the City's PM in a preliminary discussion about how to approach the project. From this meeting, the team then defines and creates a scope of services and man-hours. This extra legwork by the CPH team, saves our clients time and money, as well as minimizes scope creep. This process allows us to begin with cost savings in mind even before a notice to proceed is ever issued, and makes sure our expectations of project outcomes are inline with the City.

As we continue throughout the design, the risk register is updated for the project. This could include new additions such as funding deadlines, community concerns, etc, or a verification that an item has been "solved." Throughout the life of the project, our team will communicate these items to the City, to help the City understand what and how items impact the projects cost and schedule. Each risk is given a priority level in relation to its effect on the project, and as any major risk is identified our team will immediately coordinate with the City. This could be something such as an environmental or geotechnical/soils concern from any preliminary data gathering, to feedback from the community that may affect the proposed design option such as the need for easements. This level of coordination is tracked through our internal project management programs and sheets.



EFFECTS OF THE FIRMS CURRENT AND PROJECTED WORKLOAD



D. EFFECTS OF THE FIRMS CURRENT **AND PROJECTED WORKLOAD**

STAFF AVAILABILITY

The CPH team has been successful in winning miscellaneous contracts of this type regardless of the nature of the task or special circumstances that may arise, such as fast-tracked schedules, due to our past successful experience with continuing contracts and our staff's ability to complete unanticipated task assignments in an efficient and timely manner. This team offers the City experienced local staff that is located within the City of Bunnell, and experienced in successfully completing numerous services contracts throughout the State of Florida.

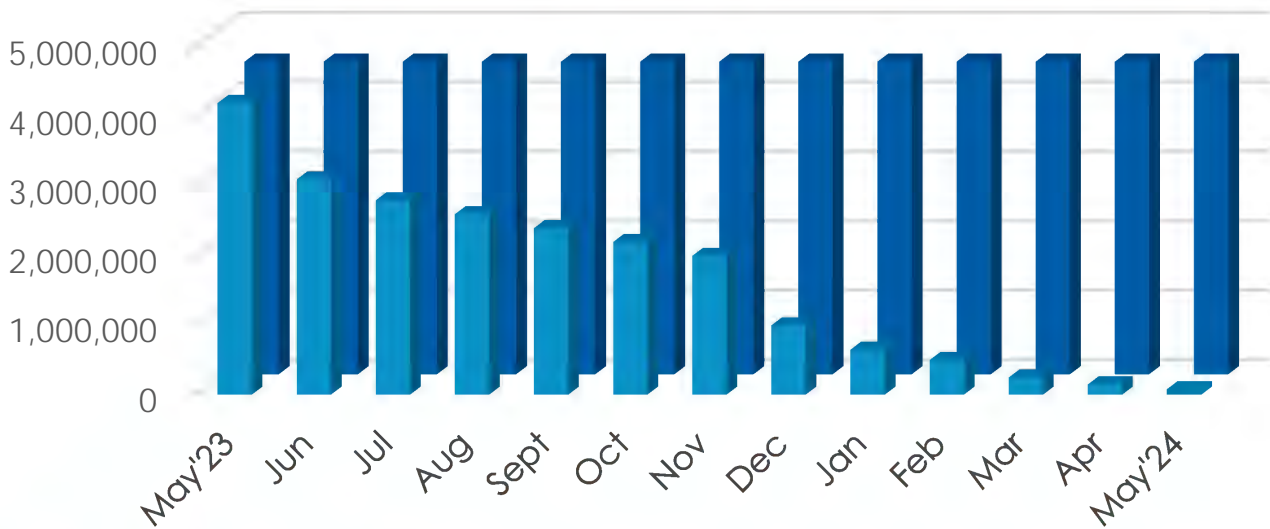
ROLE	NUMBER OF PEOPLE ASSIGNED	NUMBER OF BACK-UP PERSONNEL AVAILABLE
Parks & Recreation / Civic Centers	6	60
Wastewater, Reclaimed Water, Biosolids, and Asset Management	7	50
Water	4	39
Pipelines / Pump Station / Hydraulic Modeling	5	25
Transportation	4	15
Development & Planning Services	3	5
Landscape Architecture	3	5
Architecture	3	5
Survey	2	9
Environmental	2	3
M/E/P	3	7

CPH has provided a list of outstanding projects below.

PROJECT NAME	CLIENT INFO	DOLLARS COMMITTED / STATUS
Greenway Trail Part A Update	City of DeLand, Ray Bahrami, P.E., PMP, CPM, CFM, Deputy Public Services Director/City Engineer Bahramir@deland.org	\$141,615 / 73% Complete
W. Voorhis Ave. Streetscape	City of DeLand, Michael Grebosz Assistant City Manager Greboszm@deland.org	\$72,180 / 64% Complete
Dunes CDD WTP Capacity Analysis	Dunes Community Development District, Gregory L. Peugh, P.E., District Manager gpeugh@dunescdd.org	\$12,300 / 50% Complete
Palm Coast - Misc Engineering Assistance	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$21,000 / 50% Complete
Post Design Lk. Monroe Trail	Seminole County Stephen Thomas seminolecountyfl.gov	\$840,779 / 92% Complete
Palm Coast Water Treatment Plant #2	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$49,304 / 76% Complete
Palm Coast Indian Trails Sports Complex	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$296,209 / 62% Complete
Palm Coast-WWTF No1 Sluge Dewatering	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$332,730 / 78% Complete

Palm Coast-WWTF No 2 Expansion CEI Services	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$1,950,600 / 45% Complete
Palm Coast THM Removal Aeration System	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$24,950 / 88% Complete
Willow Woods Water Main Extension	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$258,698 / 35% Complete
A1A - Mala Compra Rd. Force Main	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$428,482 / 46% Complete
Palm Coast-WWTF #1 Service 1 & Generator	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$428,482 / 32% Complete
Palm Coast-LOX System WTP No. 3	City of Palm Coast Steve Flanagan, Utility Director sflanagan@palmcoastgov.com	\$77,757 / 25% Complete
Test Well Exploring CUP Mod.	City of Sanford, Mayor Art Woodruff Art.woodruff@sanfordfl.gov	\$183,9521 / 87% Complete

The current and projected workload of our team is such that we can provide responsive service to the City of Bunnell. We are well-staffed, equipped with our nearby Tampa location, and believe that we and our team members can provide a high quality, professional service to the City that is completely responsive and cost effective. The graph below depicts our current contracted backlog with no consideration for any additional work. The current workload will spread over 13 months. Our current production capability is \$4,920,000 per month. Through our 340+ full time staff members, CPH's current contracted backlog requires approximately \$3,850,000 per month. Currently CPH has an additional \$1 Million production capacity through our current staff, and have available capacity and resources to dedicate to the City of Bunnell.



**340+ TOTAL
STAFF MEMBERS**



**MULTI-DISCIPLINARY FIRM WITH MAJORITY
OF SERVICES PERFORMED IN-HOUSE**

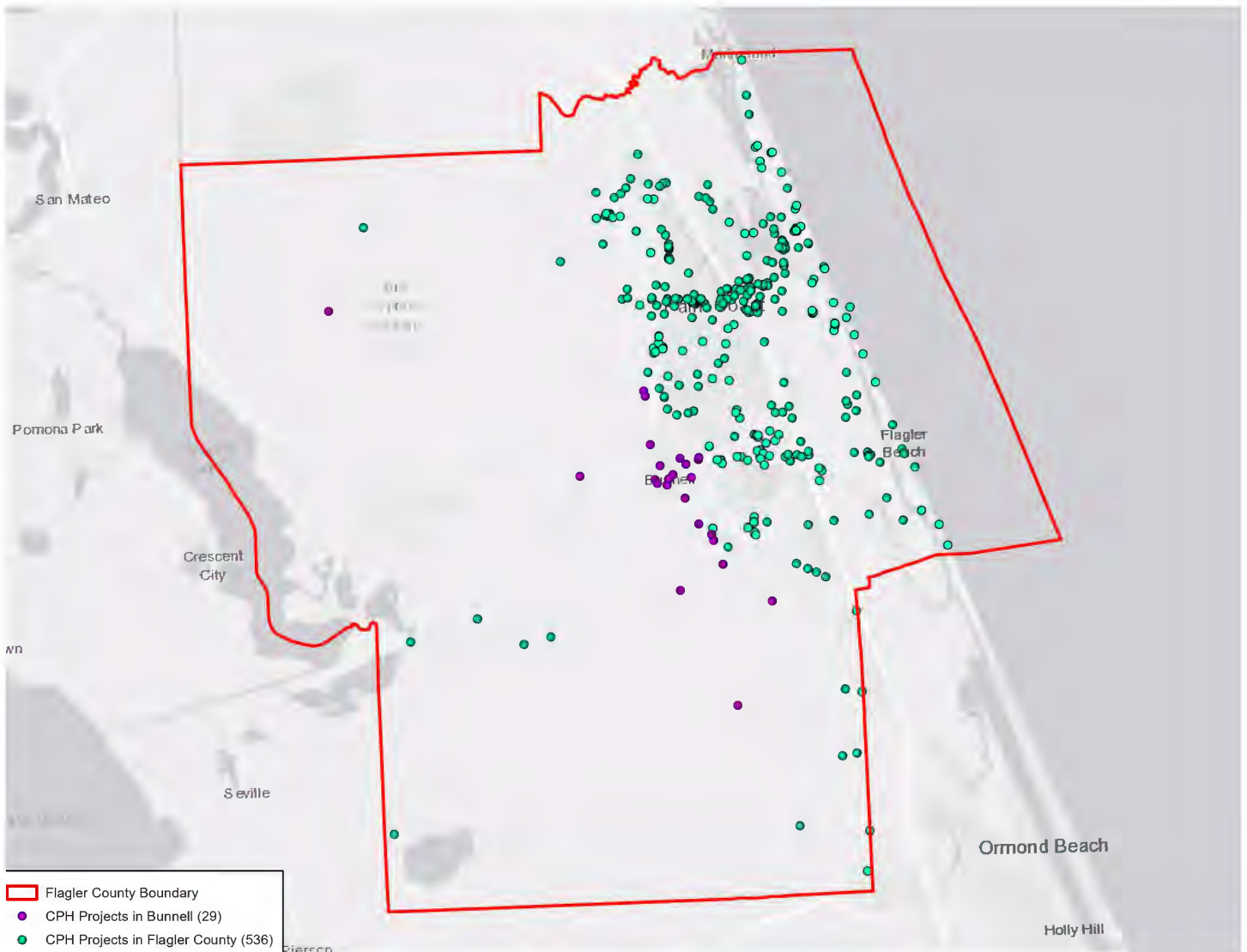
LOCAL FIRMS



E. LOCAL FIRMS

CPH has ten (10) offices in the State of Florida with support of approximately 340+ personnel throughout the company to assist in projects for the City of Bunnell. The City will have direct commitment of the CPH Palm Coast office. The Palm Coast office is staffed with employees that include registered personnel, administrative staff, and owners of the firm to accomplish the projects on time and within budget. The map below shows the City along with the local office for CPH.

OFFICE LOCATION	ADDRESSES OF TEAM OFFICES
CPH PALM COAST OFFICE	520 Palm Coast Pkwy SW, Suite 200, Palm Coast, FL 32137 (8 Miles)
CPH SANFORD OFFICE	500 West Fulton Street, Sanford, FL 32771 (54 Miles)
TIERRA OFFICE	591 Susan B. Britt Ct. Winter Garden, FL 34787 (75 Miles)



LOCAL FAMILIARITY

Having a local office near the City of Bunnell in Flagler County allows us to provide fast and efficient services to the City. These offices and our proposed personnel have completed a significant number of projects in the area providing them a thorough understanding of local codes and design guidelines as well as established relationships with all agencies having jurisdiction.

Please see a map of our local projects above.

REFERENCES FOR FIRM AND ALL SUBCONSULTANTS



G. REFERENCES FOR FIRM AND **ALL SUBCONSULTANTS**

CPH has provided similar services for numerous clients throughout Florida. CPH is the best suited firm to provide services to the City as a direct result of the firm's experience, team's knowledge, local availability, and great working relationships with regulatory agencies. CPH has performed the required services for numerous clients on a continuing basis and has many satisfied clients. We encourage you to contact our continuing clients about the level of professionalism and quality of our firm and project team. A sample of our Clients includes:



CITY OF DELAND

Ray Bahrami, P.E., PMP, CPM, CFM
Director of Engineering/City Engineer
1102 S. Garfield Ave., DeLand, FL
32724
Phone: 386.626.7189,
Email: Bahramir@deland.org



VOLUSIA COUNTY

Mr. Michael Ulrich, Director
123 W. Indiana Avenue
DeLand, FL 32720
Phone: 386.736.5965
Email: mulrich@volusia.org



CITY OF SANFORD

Mayor Art Woodruff
P.O. Box 1788, Sanford, FL 32772-
1788 Phone: 407.688.5001
Fax: 407.688.5091
Email: Art.woodruff@sanfordfl.gov



ORANGE COUNTY

Mr. Charles "Tad" Parker, P.E.,
Chief Engineer
9150 Curry Ford Rd., Orlando, FL 32825,
Phone: 407.254.9729
Email: Charles.Parker2@ocfl.net



TOHO WATER AUTHORITY

Mr. Edwin Matos P.E., Project Manager
951 Martin Luther King Blvd,
Kissimmee, FL 34741
Phone: 407.944.5024
Fax: 407.343.4264,
Email: ematos@tohowater.com



CITY OF MELOURNE

Tami Gillen, P.E., Assistant City Engineer
900 E. Strawbridge Avenue,
Melbourne, FL 32901
Phone: 321.608.7311
Email: tami.gillen@mlbfl.org



CITY OF LEESBURG

Clifford Kelsey,
Public Works Director
501 West Meadow Street,
Leesburg, FL 32749
Phone: 352.435.9442
Email: Cliff.Kelsey@leesburgflorida.
gov



ORLANDO SANFORD INTERNATIONAL AIRPORT

George D. Speake, Jr., A.A.E.
Executive Vice President/COO
Airport Security Coordinator,
1200 Red Cleveland Blvd
Sanford, FL 32773
Phone: 407.247.1212
Email: Gspeake@osaa.net



CITY OF PEMBROKE PINES

George Wrves
8300 S Palm Dr.
Pembroke Pines, FL 33025
Phone: 954.518.9060
Email: gwrves@ppines.com



ORLANDO UTILITIES COMMISSION

Michael J. Amann, Sr. Facilities Coordinator
6025 Pershing Avenue,
Orlando, FL 32822,
Phone: 407.434.2728
Email: mamann@ouc.com



CITY OF PALM COAST

Steve Flanagan, Utility Director
160 Lake Avenue,
Palm Coast, FL 32164
Phone: 386.986.2354
Email: sflanagan@palmcoastgov.com



CITY OF OCOEE

Stephen Krug, Public Works Director
301 Maguire Road,
Ocoee, Florida 34761
Phone: 407.905.3170
Email: skrug@ci.ocoe.fl.us

APPENDIX A

REQUIRED FORMS PACKET

RFQ #2023-02 for PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

THE FOLLOWING FORMS ARE REQUIRED AND ARE TO BE FILLED OUT COMPLETELY AND SUBMITTED WITHIN THE QUALIFICATIONS SUBMITTALS AS PER THE RFQ INSTRUCTIONS. FORMS SHALL BE SIGNED BY AUTHORIZED PERSONNEL, COMPLETED IN THEIR ENTIRETY, AND INSERTED WITHIN YOUR SUBMITTAL AS PER THE INSTRUCTIONS. ALL ADDITIONAL REQUESTED DOCUMENTATION SHALL BE SUBMITTED AS REQUIRED BY THE SOLICITATION DOCUMENTS.

21. Checklist
22. Application Form
23. Acknowledgements Form
25. Certification Form
26. Declaration Form
27. Qualifications Form
29. Reference Form
30. Scrutinized Companies Form
31. Subcontractor Listing Form
32. Insurance Requirements Form
34. Americans with Disabilities Act Affidavit Form
35. Conflict of Interest Form
36. Drug-Free Workplace Certification Form
37. Non-Collusion Form
38. Public Entity Crimes Form
40. Public Records Compliance Form
41. Copy of W-9

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer’s Qualification Form is included.
- Any addenda have been signed and included.
- The **mailing envelope must be sealed and marked** with RFQ Number “**RFQ #2023-02**” and RFQ Title “**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**”.
- The mailing envelope has been addressed to:

City of Bunnell
City Clerk Office
P.O. Box 756
Bunnell, FL 32110

The Response will be mailed or delivered in time to be received no later than the specified due date **May 16, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

CPH, LLC
Company


Authorized Signature

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP
Chief Strategy and Success Officer

Printed Name & Title

info@cphcorp.com
Email

520 Palm Coast Parkway SW, Suite 200
Address

Palm Coast, FL 32137
City, State, Zip Code

386.445.6569
Telephone No.

386.447.8991
Fax No.



APPLICATION FORM

**PROFESSIONAL
INFRASTRUCTURE
ENGINEERING SERVICES**

RFQ-2023-02
ISSUED BY: MARY ANNE ATWOOD
PROJECT MANAGER
PHONE NO: (386) 986-6702
EMAIL: MATWOOD@BUNNELLCITY.US

**SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
CLOSING DATE: May 16, 2023
CLOSING TIME: 02:00 P.M.**

**SUBMIT TO:
BUNNELL CITY CLERK'S
OFFICE 604 E MOODY
BLVD., SUITE 6
PO BOX 756
BUNNELL, FL 32110**

PROJECT TITLE & DESCRIPTION:

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

**THIS APPLICATION FORM MUST BE SIGNED TO BE
CONSIDERED FOR**

COMPANY NAME: CPH Consulting, dba CPH, LLC.

DATE: May 15th, 2023

MAILING ADDRESS:
500 W. Fulton Street

PHONE: 386.445.6569

FAX: 386.447.8991

CITY: Sanford

STATE: Florida

ZIP: 32771

TITLE OF AUTHORIZED REPRESENTATIVE: Chief Strategy and Success Officer

E-MAIL: info@cphcorp.com

WEB URL: www.cphcorp.com

AUTHORIZED SIGNATURE:

PRINTED NAME:

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP

ACKNOWLEDGEMENTS
RFQ #2023-02
"PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES"

To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

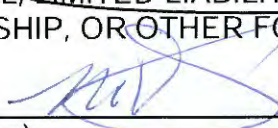
CPH Consulting, LLC dba CPH, LLC

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these **RFQ** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFQ** Document.

Dated this 15 day of May, 2023

INDIVIDUAL, ~~LIMITED LIABILITY COMPANY~~
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By:  Nikhel Jindal, GCC, Assoc. DBIA, ENV SP
(Signature) (Print name)

Address: 520 Palm Coast Pkwy, Suite 200, Palm Coast, FL 32137

Telephone: 386.445.6569 Fax: 386.447.8991

Taxpayer/Employer Identification Number (TIN/EIN): 59-2068806

CORPORATION

By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

State of Incorporation:

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print



Attest By (Secretary): _____


Signature

Date

PROPOSER'S CERTIFICATION FORM

- X I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor's notes, specifications, and any other documents accompanying or made a part of this request for qualifications.
- X I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.
- X I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.
- X I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer's certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business CPH, LLC

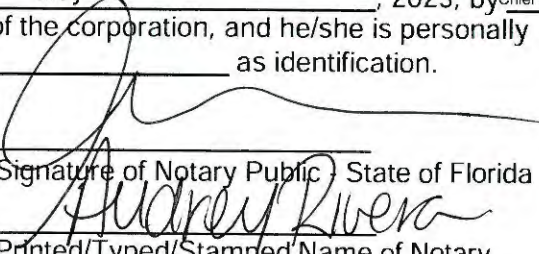
By: 
 Signature
 Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ;
 Chief Strategy and Success Officer
 Name & title, typed or printed state

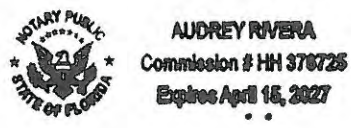
520 Palm Coast Pkwy, Suite 200
 Mailing address
Palm Coast, FL 32137

State of Florida
 County of Seminole

City, State, Zip Code
(386) 445.6569
 Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 15th day of May, 2023, by Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ; Chief Strategy and Success Officer of CPH, LLC, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced _____ as identification.


 Signature of Notary Public, State of Florida
Audrey Rivera
 Printed/Typed/Stamped Name of Notary
 My Commission expires: April 15, 2027



DECLARATION STATEMENT

City of Bunnell
P.O. Box 756
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

RE: RFQ #2023-02 , "PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES"

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , "PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES"**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 15th day of May, 2023 in the City of Bunnell, in the State of Florida .

CPH, LLC

Company



Authorized Signature

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP;
Chief Strategy and Success Officer

Printed Name & Title

info@cphcorp.com

Email

520 Palm Coast Pkwy, Suite 200

Address

Palm Coast, FL 32137

City, State, Zip Code

386.445.6569

Telephone No.

386.447.8991

Fax No.

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

% Completed	Project	Contract	Amount
	<i>Please refer to Tab D Effects of the Firms Current and Projected Workload</i>		\$ _____
			\$ _____
			\$ _____

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

<i>Please refer to Tab D Effects of the Firms Current and Projected Workload</i>	

OTHER INFORMATION ABOUT PROJECTS:

Has Proposer, at any time, failed to complete a contract?

Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

Yes No

Attach detailed explanation as required under Tab IV of Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ *Please see attached* Total Value for **PAST** completed and similar project

\$ _____ Total Value for **PAST** completed and similar project

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): Please see attached

Surety/Underwriter (if required): _____

Other References: (Use additional sheets if necessary)

Please see attached

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated: _____. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: _____
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: Limited Liability Company

CPH, LLC
Company


Authorized Signature

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ;
Chief Strategy and Success Officer

Printed Name & Title

info@cphcorp.com
Email

520 Palm Coast Pkwy, Suite 200
Address

Palm Coast, FL 32137
City, State, Zip Code

386.445.6569
Telephone No.

386.447.8991
Fax No.

PROJECT NAME	CLOSE DATE	CONTRACT AMOUNT
City of Bunnell - Water Distribution System Anal.	2020	\$50,500
City of Bunnell - Water System Master Plan	2020	\$48,092
City of Bunnell - Grand Reserve Water Main	2020	\$5,945
City of Bunnell - Wastwater Facility Plan Update	2020	\$9,500
City of Bunnell - WW Facility Plan Prelim Eng Rpt	2020	\$9,500
City of Bunnell - WWTF DEO Funding Application	2021	\$9,500

TOTAL: \$133,037

City of Palm Coast - WWTP#1/WTP#3 Interconnect	2019	\$128,500
City of Palm Coast - 2016/17 Misc Engineering Services	2018	\$20,000
City of Palm Coast - 2019/2020 Misc. Eng Svcs.	2020	\$5,000
City of Palm Coast - Eng Svcs for WWTP #2	2019	\$1,410,845
City of Palm Coast - Wellfield Monitoring 17/18	2019	\$17,472
City of Palm Coast - Indian Trails Sports Complex	2018	\$6,500
City of Palm Coast WWTP 2 Project Assessment Mgmt Plan	2018	\$76,600
City of Palm Coast - Surface Water Discharge Pipe	2018	\$22,620
City of Palm Coast - Updating of Water Supply Facility	2018	\$15,530
City of Palm Coast-Drafting Services - Misc. Projects	2018	\$14,500
City of Palm Coast - Pine Lakes FM & Sewer PS	2021	\$385,238
City of Palm Coast - WTP No. 2 Water Quality	2020	\$70,313
City of Palm Coast - Citation Parkway Improvements	2020	\$236,459
City of Palm Coast - Section F Ditch Replacement	2020	\$55,300
City of Palm Coast - Palm Coast Pkwy Pedestrian	2020	\$68,436
City of Palm Coast - Lehigh Trail Trailhead	2020	\$174,397
City of Palm Coast - WWTF No 2 Expansion	2022	\$1,401,339
City of Palm Coast - Wellfield Compliance Monitor	2022	\$165,165
City of Palm Coast - Long Creek Nature Preserve	2022	\$53,435

TOTAL: \$4,327,649

City of Sanford - US 17/92 Riverwalk	2020	\$2,354,200
City of Sanford - US17/92 Utility Relocations	2021	\$115,385
City of Sanford - Riverwalk Phase III Trail & Roadway	2022	\$840,000
City of Sanford - CEI Services for Cloud Branch	2019	\$246,600
City of Sanford - Main WTP - Design, Permitting	2020	\$584,950
City of Sanford - CR 46A Water Main Relocations	2018	\$76,654
City of Sanford - SNWRF Master Lift Station	2021	\$194,950
City of Sanford - Biosolids Management System Solar Dryer	2019	\$256,345
City of Sanford - Hurricane Matthew River Clean Up	2018	\$121,000
City of Sanford - Stormwater Master Plan	2020	\$195,255
City of Sanford - Myrtle Ave Post Design Streets	2023	\$159,975
City of Sanford - Fire Station 32 Training Building	2020	\$10,589
City of Sanford - SNWRF Reclaimed Water 10 MG GST	2023	\$319,900
City of Sanford - Celery Ave Turn Lane Melonville	2023	\$195,968

TOTAL: \$5,661,182

Financial Stability

CPH has been in successful operation in Florida since 1981, and was part of a predecessor firm in the area dating back to the 1960's. Throughout this entire period our firm has been involved in design and development of public and private projects in Florida. In that time period, **we are very proud of our client relationships and have never been terminated from a contract.** Further, CPH has been in successful operation for 42 years and **has never had any license sanctions or bankruptcies or major litigation.** CPH has the resources to commit to this contract for the City of Bunnell, and has personnel, equipment, and facilities to successfully provide services under the "Professional Infrastructure Engineering Services" contract.

CPH has the knowledge, expertise, and financial strength to perform this contract for the City.

FORM OF BUSINESS	Limited Liability Company
NUMBER OF YEARS IN BUSINESS	42 Years (Since 1981)
BANK REFERENCE	Checking Account: SunTrust Contact Person: Lisa Johnson 200 S. Orange Avenue Mail Code 2063 Orlando, FL 32801 Phone: 407.237.4552
CREDIT RATINGS	Dun & Bradstreet Account No. 058232349 Tax ID# 59-2068806
INSURANCE REFERENCES	The Professional Liability, General Liability, Automobile Liability, and Umbrella Liability carrier is: JCJ Insurance Agency, LLC. Contact: Mark Jackson Phone: 321.445.1860 CPH maintains Professional Liability Coverage for all projects. The Workers Compensation and Employers' Liability carrier is: Willis of Florida, Inc. Contact: Steve Preston Phone: 407.562.2500 Bonding Company: Not Applicable Bonding Limits: Not Applicable (CPH is not a construction contractor)
WORKERS COMPENSATION RATE	.79

LITIGATION STATEMENT

The following cases are still in process:

N/A

The following cases have all been settled:

Nailya Harnisch as Personal Representative of the Estate of Dennis J. Harnisch vs. Wal-Mart Stores East, LP, CPH, Inc. a/k/a CPH Engineers, Inc., and Sleiman Enterprises, Inc. Case No. 2020 CA 3252 Division: CV-C; Policy No. RDP0042906

Origination Date – August 2021

Settlement Date – June 2022

CPH was named in a suit along with WalMart and Sleiman related to a pedestrian being hit by a vehicle while traversing a pedestrian crosswalk located in a WalMart parking lot. The pedestrian passed away 6 days later. CPH designed the WalMart parking lot and the suit alleges professional negligence. Further, the driver of the car was a WalMart employee high on marijuana whose sole negligence was the cause of the accident. The suit was filed past the Statute of Limitations; with no basis for negligence related to services provided by CPH. Therefore, we filed for dismissal and were granted a Summary Judgement and case was dismissed on June 28, 2022.

City of Fernandina Beach vs. CPH Engineers, Inc. et al Case No. 2014-CA-343 Division: CA; Policy No. RDP0018939

Origination Date – December 2014

Settlement Date - November 2021

The City of Fernandina Beach filed suit in relation to a subdivision which had two streets having groundwater flowing over the curb and draining into the street for a distance of about fifty yards on each street. The subdivision was designed by another engineer and CPH assisted the developer during construction. The project was built seventeen years ago and only had the problem 10 years after construction. CPH is investigating the matter and it appears a new pond was built in the area and the outfall of the storm system is not functioning correctly. We attempted to work with the City to resolve the issue; however, CPH was not the original Design Engineer nor did this issue occur until many years after project completion; therefore, CPH did not feel that we were liable on either of these counts. After many years of discussion on the appropriate resolution to correct the issues, CPH agreed to settle this case in November/2021 for \$140,000 to avoid any additional litigation costs. CPH continued to work for the City throughout the litigation including being reselected to provide services to the City and made a business decision to settle the matter even though there was no negligence in CPH services.

REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: City of Sanford
Address: P.O. Box 1788, Sanford, FL 32772-1788
Point of Contact: Mayor Art Woodruff
Phone #: 407.688.5001 Email address: Art.woodruff@sanfordfl.gov
Service(s) Provided: Continuing Professional Services
Dates of Service: Since 1958
2. Name of Company: City of Palm Coast
Address: 160 Lake Avenue, Palm Coast, FL 32164
Point of Contact: Mr. Steve Flanagan
Phone #: 386.986.2354 Email address: sflanagan@palmcoastgov.com
Service(s) Provided: Continuing Professional Services
Dates of Service: Since 1998
3. Name of Company: City of Orlando
Address: 400 S. Orange Ave., 8th Floor, Orlando, Florida 32802-4990
Point of Contact: Mrs. Kristi Fries
Phone #: 407.246.2146 Email address: Kristina.fries@cityoforlando.net
Service(s) Provided: Continuing Professional Services
Dates of Service: Since 1984
4. Name of Company: Toho Water Authority
Address: 951 Martin Luther King Boulevard, Kissimmee, Florida, 34742
Point of Contact: Mr. George Eversole, JR., P.E.
Phone #: 407.944.5025 Email address: geversole@tohowater.com
Service(s) Provided: Continuing Professional Services
Dates of Service: Since 2006

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: CPH, LLC

Vendor FEIN: 59-2068806

Authorized Representative's Name: Nikhel Jindal, GCC, Assoc. DBIA, ENV SP

Authorized Representative's Title: Chief Strategy and Success Officer

Address: 520 Palm Coast Pkwy, Suite 200

City: Palm Coast State: FL Zip: 32137

Phone Number: 386.445.6569

Fax Number: 386.447.8991

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: Nikhel Jindal, GCC, Assoc. DBIA, ENV SP, who is authorized to sign on behalf of the above referenced company.

Authorized Signature:  _____

Print Name & Title: Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ;
Chief Strategy and Success Officer

Date: May 15th, 2023

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

=====

- 1. Worker's Compensation
 Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
- 2. Commercial General Liability

Bodily Injury & Property Damage (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.

 \$ 1,000,000 single limit per occurrence
- 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Bunnell, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of the City of Bunnell.

- 4. Automobile Liability
 \$ 1,000,000 Each occurrence owned / on-owned / Hired Automobile Included
- 5. Other Insurance as indicated below:
 \$ 1,000,000 Per Occurrence Errors and Omissions or Professional Malpractice Coverage
- 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.
- 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions.
- 8. The City of Bunnell must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

INSURANCE REQUIREMENTS
(Continued)

9. The City of Bunnell shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Bunnell
Bunnell, FL

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

10. **Thirty (30) Days Cancellation Notice, except 10 days' notice for nonpayment of premium** required

11. The Certificate must state the **RFQ #2023-02** and **PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

CPH, LLC

Company



Authorized Signature
Nikhel Jindal, GCC, Assoc DBIA, ENV SP ;
Chief Strategy and Success Officer

Printed Name & Title

info@cphcorp.com

Email

520 Palm Coast Parkway SW, Suite 200

Address

Palm Coast, FL 32137

City, State, Zip Code

386.445.6569

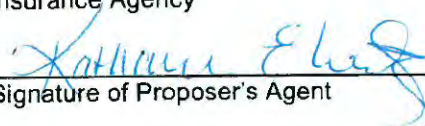
Telephone No.

386.447.8991

Fax No.

Lockton Companies

Insurance Agency



Signature of Proposer's Agent

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR: CPH, LLC

Signature: 

Printed Name: Nikhel Jindal, GCC, Assoc. DBIA, ENV SP

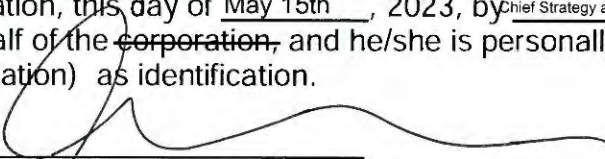
Title: Chief Strategy and Success Officer

Date: May 15th, 2023

STATE OF Florida
COUNTY OF Seminole

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 15th, 2023, by Nikhel Jindal, GCC, Assoc. DBIA, ENV SP; Chief Strategy and Success Officer of CPH, LLC, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida


Printed/Typed/Stamped Name of Notary
My commission expires: April 15, 2027



AUDREY RIVERA
Commission # HH 378725
Expires April 15, 2027

CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (PRINTED NAME) Nikhel Jindal, GCC, Assoc. DBIA, ENV SP AM THE (TITLE) Chief Strategy and Success Officer
AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM
OF (FIRM NAME) CPH, LLC WHOSE ADDRESS IS
520 Palm Coast Pkwy, Suite 200, Palm Coast, FL 32137, AND THAT I POSSESS
THE LEGAL AUTHORITY TO MAKE THIS AFFIDAVIT ON BEHALF OF MYSELF AND
THE FIRM FOR WHICH I AM ACTING; AND,
2. EXCEPT AS LISTED BELOW, NO EMPLOYEE, OFFICER, OR AGENT OF THE FIRM
HAVE ANY CONFLICTS OF INTEREST, REAL OR APPARENT, DUE TO
OWNERSHIP, OTHER CLIENTS, CONTRACTS, OR INTERESTS ASSOCIATED
WITH THIS PROJECT; AND,
3. THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR
CONNECTION WITH ANY CORPORATION, FIRM, OR PERSON SUBMITTING A
PROPOSAL FOR THE SAME SERVICES, AND IS IN ALL RESPECTS FAIR AND
WITHOUT COLLUSION OR FRAUD.

EXCEPTIONS (LIST)

SIGNATURE: 

PRINTED NAME: Nikhel Jindal, GCC, Assoc. DBIA, ENV SP

FIRM NAME: CPH, LLC

DATE: May 15th, 2023

STATE OF Florida

COUNTY OF Seminole

The foregoing instrument was acknowledged before me by means of physical presence or online
notarization, this day of May 15th, 2023, by Nikhel Jindal, GCC, Assoc. DBIA, ENV SP Limited Liability Company
Chief Strategy and Success Officer of CPH, LLC, a Florida corporation,
on behalf of the ~~corporation~~, and he/she is personally known to me or has produced (type of
identification) as identification.

Signature of Notary Public - State of Florida

Audrey Rivera
Printed/Typed/Stamped Name of Notary
My commission expires: April 15, 2027

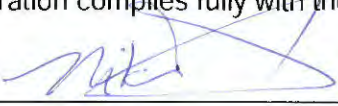


AUDREY RIVERA
Commission # HH 376725
Expires April 15, 2027

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, CPH, LLC (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

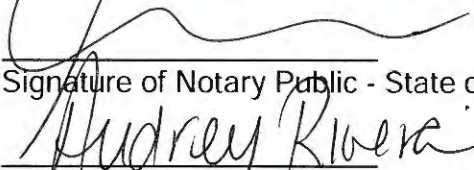

(Authorized Signature)

May 15th, 2023
(Date)

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP
(Print Name)

STATE OF Florida
COUNTY OF Seminole

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 15th, 2023, by Nikhel Jindal, GCC, Assoc. DBIA, ENV SP, Chief Strategy and Success Officer of CPH, LLC, a Florida corporation, Limited Liability Company on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.


Signature of Notary Public - State of Florida
Audrey Rivera
Printed/Typed/Stamped Name of Notary
My commission expires: April 15, 2027



AUDREY RIVERA
Commission # **HH 376726**
Expires **April 15, 2027**

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of Florida

County of Seminole

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP, being first duly sworn, deposes and says that:

I am the Chief Strategy and Success Officer of CPH, LLC, (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

CPH, LLC

Company



Authorized Signature

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ;
Chief Strategy and Success Officer

Printed Name & Title

info@cphcorp.com

Email

520 Palm Coast Pkwy, Suite 200

Address

Palm Coast, FL 32137

City, State, Zip Code

386.445.6569

Telephone No.

386.447.8991

Fax No.

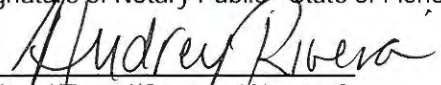
STATE OF Florida

COUNTY OF Seminole

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 15th, 2023, by Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ; Chief Strategy and Success Officer of CPH, LLC, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Limited Liability Company

Signature of Notary Public, State of Florida



Printed/Typed/Stamped Name of

Notary My commission expires: April 15, 2027



AUDREY RIVERA
Commission #11109226
Expires April 15, 2027


**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by: Nikhel Jindal, GCC, Assoc. DBIA, ENV SP [NAME] as the Chief Strategy and Success Officer[TITLE] of CPH, LLC [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 59-2068806.
2. I understand that a "public entity crime" as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

- X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

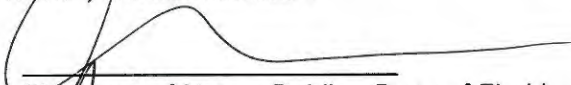
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



(Signature)

STATE OF Florida
COUNTY OF Seminole

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 15th, 2023, by Nikhel Jindal, GCC, Assoc. DBA, ENV SP: Chief Strategy and Success Officer of CPH, LLC, a Florida corporation, Limited Liability Company on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.



Signature of Notary Public - State of Florida
Audrey Rivera
Printed/Typed/Stamped Name of Notary
My commission expires: April 15, 2027



COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM


Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: CPH, LLC

Authorized representative (printed): Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ;
Chief Strategy and Success Officer

Authorized representative (signature): 

Date: May 15th, 2023

Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

STATE OF Florida
COUNTY OF Seminole

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 15 day of May, 2023, by Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ;
Chief Strategy and Success Officer of CPH, LLC, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Audrey Rivera
Printed/Typed/Stamped Name of Notary

My commission expires: April 15, 2027



AUDREY RIVERA
Commission # HH 378726
Expires April 15, 2027

Trilon Group, LLC

1200 17th Steel
Suite 860
Denver CO 80202

Telephone: +1 833 487-4566

Web: www.trilongroup.com

To Whom It May Concern,

We are writing to advise you regarding the federal employee identification number (“EIN”) of CPH Consulting, LLC (f/k/a CPH, Inc.) (“CPH”).

In May of 2022, CPH underwent a reorganization pursuant to which it converted to a Delaware limited liability company and changed its legal entity name to “CPH Consulting, LLC”. Following this reorganization, CPH retained its same EIN (i.e., 59-2068806). **However, as a result of this reorganization, CPH is required to report payments using the EIN of its owner for U.S. federal and state income tax purposes.**

Accordingly, CPH is providing you with two IRS Form W-9s:

1. **IRS Form W-9 (for tax reporting)**: To comply with U.S. federal and state income tax laws, CPH is providing you with an IRS Form W-9 listing the EIN of its owner, Trilon Group Holdings, LLC: 87-3821663.

This form lists the name of the taxpayer as “Trilon Group Holdings, LLC” on Line 1, and lists the business name as “CPH Consulting, LLC, on Line 2.

The EIN indicated on the form is the EIN of Trilon Group Holdings, LLC.

****Please use the EIN listed on this form to report payments for tax purposes****

Please make all payments to:

CPH Consulting, LLC
500 West Fulton Street
Sanford, FL 32771

2. **IRS Form W-9 (non-tax reporting purposes)**: For non-tax reporting purposes (including licensures, contracts, and registrations), CPH is also providing you with an IRS Form W-9 listing the EIN of CPH: 59-2068806.

This form lists the name of CPH on Line 1.

****Do not use the EIN listed on this form to report payments for tax purposes****

If you have any questions, please contact Julia Stutz at (303) 588-2300.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. CPH Consulting, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> 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 FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 500 West Fulton Street	Requester's name and address (optional)
6 City, state, and ZIP code Sanford, FL 32771	
7 List account number(s) here (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.

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

Social security number	
[] [] [] - [] [] - [] [] [] []	
OR	
Employer identification number	
5 9 - 2 0 6 8 8 0 6	

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ 6/9/2022
------------------	----------------------------	-----------------

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

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

Print or type. See Specific instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Trilon Group Holdings, LLC</p> <p>2 Business name/disregarded entity name, if different from above CPH Consulting, LLC</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u> P </u></p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. One California Street, Suite 2900</p> <p>6 City, state, and ZIP code San Francisco, CA 94111</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

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.

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

Social security number												
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>					<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>							
OR												
Employer identification number												
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8	7		-	3	8	2	1	6	6	3		

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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	<p>DocuSigned by: <i>Michael Kenshaw</i></p>	<p>Date ▶ 1/11/2023</p>
------------------	--	-------------------------

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



ADDENDUM NO. 01

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: April 27, 2023

A. QUESTIONS & ANSWERS

Question 1: Who are your current engineers?

Answer 1: The City is currently under contract with Alliant, CPH, Kimley-Horne and Mead & Hunt for utility engineering services.

Question 2: How many firms does the City intend to select?

Answer 2: As the City is requesting services for several different Infrastructure needs, there is no specific quantity of firms intended to select. Not all firms will be able to render all-inclusive services.

Question 3: The RFQ mentions a pre-bid meeting, but it is not listed in the schedule of events. Can the City confirm if there will be a pre-bid meeting?

Answer 3: Under Section III. CALENDAR OF EVENTS, it states the location where the Pre-Bid meeting and RFQ Opening will be held. This is an error, there will be no pre-bid meetings.

ACKNOWLEDGEMENT:

May 19th, 2023

Signature and Date

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ; Chief Strategy and Success Officer
Printed Name and Title

CPH, LLC
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01



ADDENDUM NO. 02

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 5, 2023

A. QUESTIONS & ANSWERS

Question 1: Would the City please send a copy of your Standard Contract for our review? One was not provided with the RFQ document?

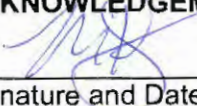
Answer 1: The City will provide a contract for review when entering into negotiations with the firms recommended by the Selection Committee and approved by the Commission.

Question 2: Is there any possibility I could request an extension of the Proposal deadline?

Answer 2: The City will provide a seven (7) day extension for the Last Date of Inquiries, the Proposal deadline and the RFQ Opening. The new Qualification deadline dates are as follows:

***Last Date of Inquiries: May 16, 2023 at 4 PM
Qualification Statements Due: May 23, 2023 at 2:00 PM
RFQ Opening: May 23, 2023 at 2:30 PM***

ACKNOWLEDGEMENT:

 May 19th, 2023

Signature and Date

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ; Chief Strategy and Success Officer

Printed Name and Title

CPH, LLC

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The "Appendix A Required Forms Packet" list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm's Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.


Appendix A – Copy of Firm's Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:

 May 19th, 2023

Signature and Date

Nikhel Jindal, GCC, Assoc. DBIA, ENV SP ; Chief Strategy and Success Officer
Printed Name and Title

CPH, LLC
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03

October 13, 2022

ACEC – FL
125 South Gadsden Street
Tallahassee, Florida 32301

Re: ACEC Engineering Excellence Awards – Sanford RiverWalk Phase III

To Whom It May Concern:

Thank you for considering this project and our consultant for the ACEC Engineering Excellence Award. Our consultant performed the planning and design of two phases of our RiverWalk project that total 3.1 miles. Their performance was exceptional on both phases and they worked extremely collaboratively with our staff and the public to implement a complex project that included multiple agencies.

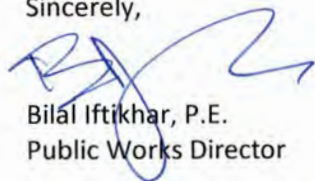
Their first phase included advanced coordination with SJRWMD and FDEP due to work within sovereign submerged lands, seawall replacement, and a pedestrian bridge. The consultant team included the use of innovative best management practices to minimize the impact of stormwater runoff on Lake Monroe and obtained a permit exemption for the project. This phase consisted of 0.75 miles of 10-14 foot wide trail, replacement of 3,800 feet of seawall along Lake Monroe, trail head parking, a pedestrian activated signal crossings, a prefabricated pedestrian bridge over Mill Creek, cantilever overlook structure extending over Lake Monroe, and additional hardscaping, landscaping, and lighting.

The second phase completed by the consultant included a 2.0 mile extension to the existing trail. During both phases of the RiverWalk project, the consultant staff worked diligently to adhere to the schedule and budget, despite the difficulty of designing a trail along the waterfront. The consultant team for both phases solved a complex challenge of taking an existing highway, and applying complete streets principles to create a pedestrian friendly approach to the overall corridor. The consultant designed traffic calming by provision of mini-roundabouts and median separators to lower vehicular speeds which in turn facilitated the design of pedestrian/bicycle facilities; this project is the embodiment of a Complete Street Design.

In addition, the team provided a resilient and cost-effective design approach to the overall shoreline. The improvements included the use of helical anchor piles which facilitated quick installation of anchors vs. traditional block anchors. The new wall was constructed utilizing a nested wall, where the existing concrete sea wall was retained with the new Steel Sheet Pile wall constructed adjacent to and above the existing wall. This method reduced the time of construction, allowed the new wall to supplement the structural value of the existing wall, and significantly increases the longevity and durability of the seawall system.

The City of Sanford is thrilled with the results of both phases, and can't thank our consultant team enough regarding their performance on these projects. Please contact me regarding the consultant team's professionalism, exceptional design, responsive staff, or for any further details about the project.

Sincerely,



Bilal Iftikhar, P.E.
Public Works Director

The City of Orlando

July 12, 2017

**RE: CPH, Inc. – W. Central Blvd. Sanitary Sewer Replacement and Streetscape Design/Build
(W. Central Blvd, Glenn Ln. and Garland Ave., Orlando, FL 32805)**

To Whom It May Concern:

It is my pleasure to provide CPH, Inc. (CPH) with this letter of recommendation regarding their recent services for Streetscape and Roadway improvements for W. Central Blvd.

CPH was the Prime Engineer under Garney Construction for the City's Design/Build/CMAR project. The project included the upsizing the existing 8" gravity sewer to an 18" & 21" gravity sewer, duct bank design to underground the overhead utilities, and the complete reconstruction and streetscaping of the corridor. The CPH Team managed the designed and permitted of the 0.55 mile project. The upsized sewer along W. Central Blvd is required to serve the new Major League Soccer (MLS) Stadium that was recently constructed, the City's future Sports Entertainment District redevelopment, as well as other future redevelopment along W. Central Blvd and the Parramore District. The roadway reconstruction and streetscape improvements include complete roadway reconstruction including removal of the underlying brick, addition of left turn lanes at the existing intersections, a new traffic signal with a BRT (Bus Rapid Transit) phase, widened sidewalks to accommodate larger pedestrian traffic, additional right-of-way and easement coordination, placing all overhead utility lines underground (including the duct bank design), complete Maintenance of Traffic Plans (including coordination with FDOT on the Ultimate I-4 Construction MOT), and incorporating landscape/hardscape features including street lighting, trees, decorative crosswalks, and street furniture. The project was initiated in March 2016 and is currently under construction. The anticipated completion date is October 2017.

The City officials and staff members have been satisfied with the performance by CPH. CPH has always been responsive to the City's needs during both design and construction, and understood the importance of the project to the City. I am very confidence that our experience with CPH is reflective of the professionalism, level of service, and satisfaction others can expect.

Should you have any questions regarding the information above please do not hesitate to contact me.

Sincerely,



Mike Melzer, P.E.
Project Manager/Construction Manager
400 South Orange Avenue, Orlando, FL 32801
Phone: 407.246.3187
E-mail: Michael.Melzer@cityoforlando.net



February 22, 2021

RE: CPH, Inc.

To Whom It May Concern:


The City of Palm Coast has used the services of CPH, Inc. (CPH) since before our incorporation in 1999, and can attest to the firm's high standards for innovative and functional designs, responsive services and a steadfast commitment to quality projects. They have designed both water and wastewater facilities throughout the City and they have provided exceptional project management services for the majority of the City's large-scale utility projects.

CPH completed the design in 2015 for the City of Palm Coast WWTP No. 2. The WWTP No. 2 provides advanced treatment of wastewater (AWT) using the Membrane Bioreactor (MBR) technology. The process includes pre-treatment, flow equalization basins, anaerobic basins, pre-anoxic basins, aeration basins, post anoxic basins, MBR basins, disinfection basins, and sludge dewatering. The plant is rated at an initial capacity of 2.0 MGD expandable to 6.0 MGD. **CPH assisted the City in obtaining a SRF loan of \$30.1 Million at an interest rate of 0.67% for the construction of the WWTF No. 2, the associated sewage force main, and the reclaimed water backup discharge system.** CPH designed and permitted a wetlands discharge system for backup and wet weather disposal under APRICOT along with a regional reclaimed water system serving throughout the City. In addition, CPH is currently providing services to expand the facility to 4.0 MGD. This project has been "fast tracked" by their team and includes funding assistance through the FDEP SRF Program for design and construction.

Through our extensive working relationship with CPH, we have found that they have given us excellent, prompt and timely services with sensitivity to construction budgets and schedules. The City has been pleased with the efforts of CPH in all the projects they have undertaken. I have complete confidence that our experience with CPH is reflective of the level of service and satisfaction others can expect.

Should you like to discuss any of the information above please do not hesitate to contact me.

Sincerely,



Stephen Flanagan
Utility Director
2 Utility Dr.
Palm Coast, FL 32137
Tel: 386-986-2354

Jacqueline B. Sova
City Manager
jsova@lakemaryfl.com



City of Lake Mary

Incorporated in 1973

April 4, 2012

To Whom It May Concern:

CPH Engineers, Inc. has been providing consulting engineering services to the City of Lake Mary since 1975. They have assisted the City in a broad range of engineering areas including water, wastewater, stormwater, recreational facilities, landscape architecture, traffic studies, and road design and construction.

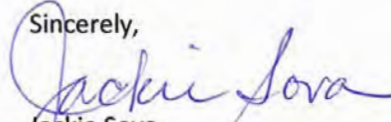
CPH was instrumental in the planning, design, agreements, and construction of the Tri-Party Regional Reclaimed System and Surface Water Augmentation. CPH was pivotal in forming the business model for the regional reclaimed system, and drafting the agreements and reaching consensus among the parties. CPH provided design services for a new wastewater collection system in the City's historic downtown. This design included a submersible duplex pump station, 650 LF of 4" PVC force main, approximately 4,850 LF of gravity lines, 19 manholes, and 70 service laterals. The project involved designing a collection system in a well-established residential neighborhood within tree lined rights-of-way and still maintaining access to residents. CPH has also provided design and construction services for the City's water system, including high service pump improvements, backup generator, ground storage tanks, an elevated storage tank, water distribution mains and hydraulic modeling.

On another notable project, Rinehart Road, CPH provided design and construction engineering and inspection services on a major 2-mile long four-lane roadway expansion and trail project through the City. CPH was instrumental in obtaining easements and agreements to allow the trail to cross public and private lands, including the Postal Service property. Recently, CPH completed the Sand Pond/Skyline roadway project for the City of Lake Mary. The 1.25 mile project consisted of minor widening, turn lane improvements, safety upgrades and conversion of the existing two-lane rural roadway to a two-lane urban roadway with sidewalks on both sides. Included in this project was the relocation of both the City of Lake Mary's and Seminole County's utilities to avoid conflicts with the required stormwater improvements.

CPH has been actively assisting the City in the design of recreational facilities, including the Lake Mary Sports Complex, Lake Mary Gateway Park, and Lake Mary Trail. CPH also provided design and construction services for the Lake Mary Tennis Facility, which won an award for tennis court of the year.

CPH has an excellent, high quality staff and has performed well above our expectations. Their project management and capabilities are second-to-none. We highly recommend the firm to meet your engineering needs.

If you have further questions, please feel free to contact me directly.

Sincerely,

Jackie Sova
City Manager

www.lakemaryfl.com • Phone: (407) 585-1419 • Fax: (407) 585-1498

CITY HALL, 100 N. Country Club Road, P.O. Box 958445, Lake Mary, FL 32795-8445



Utility / Public Works
Department

CITY OF WINTER SPRINGS, FLORIDA

1126 EAST STATE ROAD 434
WINTER SPRINGS, FLORIDA 32708-2799
Telephone (407) 327-1800
Fax (407) 327-6695

June 15, 2012

**RE: CPH Engineers, Inc.
Consulting Engineering Services for the City of Winter Springs**

To Whom It May Concern:

As Utility/Public Works Director with the City of Winter Springs, I would like to take this opportunity to compliment the firm of CPH Engineers, Inc. for the quality of service and product provided to us.

CPH has been providing engineering services to the City since 1968. During my last 20 years as the Utility/Public Works Director, it has become apparent why the relationship has endured. I have found that CPH provides top quality engineering services at a very competitive cost which translates into excellent value.

CPH has provided planning, design and construction services for the new Town Center, Parks facilities, transportation projects and a multitude of Utility projects. Many of these required coordination with multiple entities, tight time restraints and limited budgets. CPH provided excellent services in helping us get these projects to fruition.

Whether it is a \$1,500,000 project or a \$15,000 project, CPH provided the same insightful advice and attention to detail that has helped this City meet present demands and anticipate future needs. I look forward to the successful continuation of the working relationship between the City of Winter Springs and the firm of CPH Engineers, Inc.

Sincerely,

Kipton Lockcuff, P.E.
Utility/Public Works Director



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/1/2023

3/15/2023

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 have ADDITIONAL INSURED provisions or 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 Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000 kcasu@lockton.com	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____	
	INSURER(S) AFFORDING COVERAGE	
INSURED 1521250 CPH CONSULTING, LLC DBA CPH, LLC 500 WEST FULTON STREET SANFORD FL 32771	INSURER A: Contractors Bonding and Insurance Company NAIC # 37206	
	INSURER B: RLI Insurance Company NAIC # 13056	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 19411069

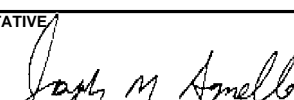
REVISION NUMBER: XXXXXXXX

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	CKB0200150	4/1/2022	7/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	PSA0003057	4/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	CKB0200157	4/1/2022	7/1/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0002907 EXCEPT FOR OH, ND, WY, WA	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	PROFESSIONAL LIABILITY	N	N	RDP0046508	4/1/2022	7/1/2023	\$5,000,000 PER CLAIM; \$5,000,000 AGGREGATE

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

CERTIFICATE HOLDER**CANCELLATION**

19411069 FOR PROPOSAL PURPOSES	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 
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CPH LICENSES

PROFESSIONAL ENGINEERS

Licensee Information

Name: CPH, LLC (Primary Name)
 CPH (DBA Name)
 Main Address: 500 W FULTON STREET
 SANFORD Florida 32771
 County: SEMINOLE
 License Location: 500 WEST FULTON STREET
 SANFORD FL 32772
 County: SEMINOLE

License Information

License Type: Registry
 Rank: Registry
 License Number: 3215
 Status: Current
 Licensure Date: 04/22/1981
 Expires:

ARCHITECTURE

Licensee Information

Name: CPH LLC (Primary Name)
 CPH CONSULTING, LLC (DBA Name)
 Main Address: 500 WEST FULTON STREET
 SANFORD Florida 32771
 County: SEMINOLE

License Information

License Type: Architect Business Information
 Rank: Business Info
 License Number:
 Status: Current
 Licensure Date: 04/04/2005
 Expires:

Special Qualifications

Qualification Effective
 Fictitious Name 04/04/2005

LANDSCAPE ARCHITECTS

Licensee Information

Name: CPH CONSULTING LLC (Primary Name)
 Main Address: 500 W FULTON ST
 SANFORD Florida 32771
 County: SEMINOLE

License Information

License Type: Landscape Architecture Business Information
 Rank: Business Info
 License Number:
 Status: Current
 Licensure Date: 07/11/2022
 Expires:

State of Florida Department of State

I certify from the records of this office that CPH, LLC is a Delaware limited liability company authorized to transact business in the State of Florida, qualified on May 31, 2022.

The document number of this limited liability company is M22000008499.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, that its most recent annual report was filed on January 5, 2023, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
 Great Seal of the State of Florida
 at Tallahassee, the Capital, this
 the Fifth day of January, 2023*



[Signature]
 Secretary of State

Tracking Number: 5848158904CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

SURVEYORS & MAPPERS



Florida Department of Agriculture and Consumer Services
 Division of Consumer Services
 Board of Professional Surveyors and Mappers
 2005 Apalachee Parkway Tallahassee, Florida 32399-6500

License No.: LB7143
 Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

CPH, LLC
 500 W FULTON ST
 SANFORD, FL 32771-1220

[Signature]
 WILTON SIMPSON
 COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



EXP U.S. SERVICES INC.

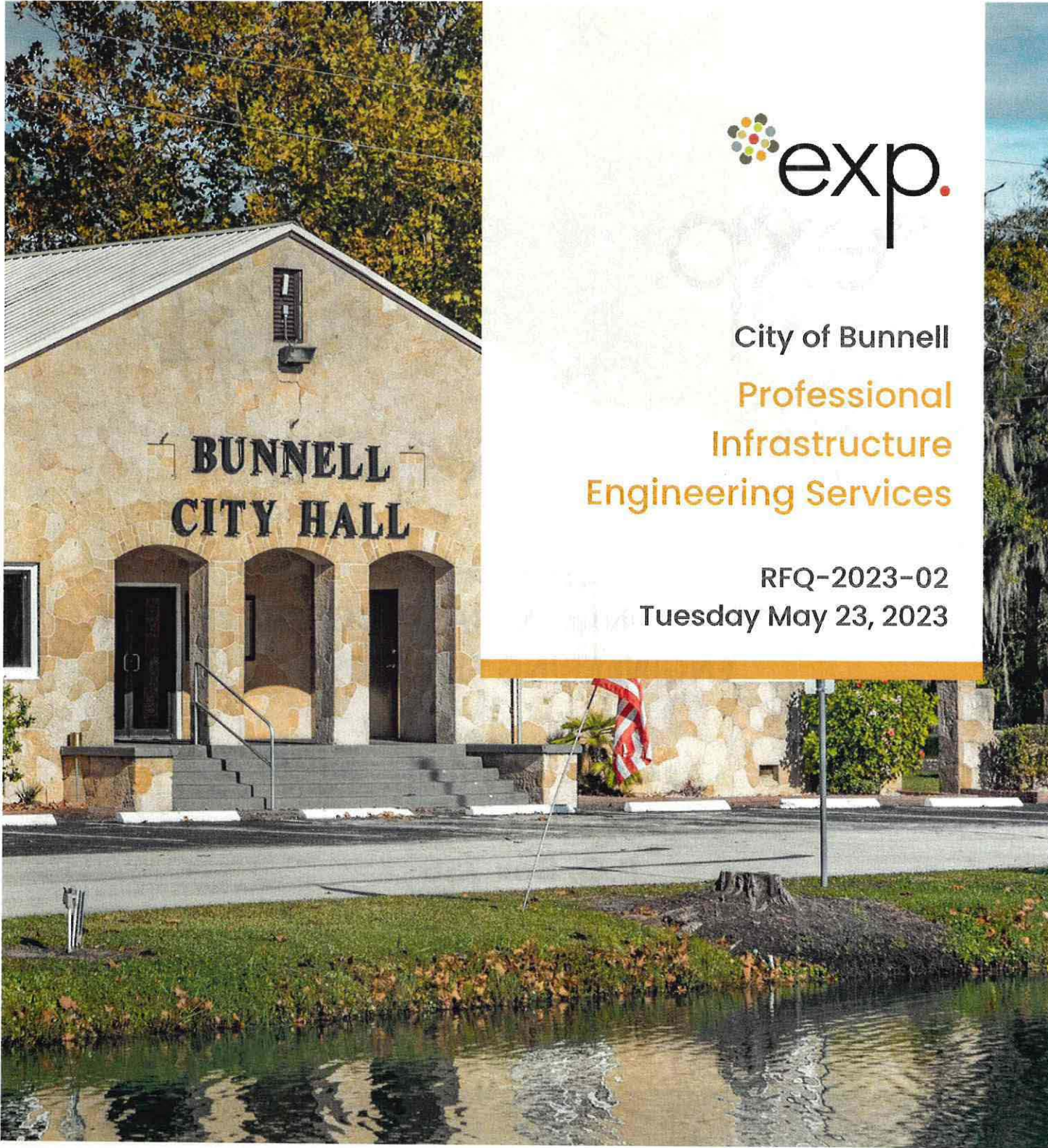
**RFQ #2023-02
PROFESSIONAL INFRASTRUCTURE
ENGINEERING SERVICES**

**City of Bunnell
City Clerk Office
P.O. Box 756
Bunnell, FL 32110**

DUE: May 23, 2023 at 2:00 PM



EXP U.S Services Inc.
150 North Laura Street, Suite 2500
Jacksonville, Florida 32202 | USA t:
+1.904.540.4622 | exp.com



City of Bunnell
**Professional
Infrastructure
Engineering Services**

RFQ-2023-02
Tuesday May 23, 2023

Submitted By

EXP U.S. Services, Inc.

50 N. Laura Street Suite 2500 | Jacksonville, FL 32202
t: (904) 540-4622 | exp.com

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Appendix A | Executed Form Packet

Appendix B | Subconsultant Certifications

Appendix C | Subconsultant Related Project Experience





May 23, 2023
Ms. Kristen Bates
City Clerk
City of Bunnell
604 E. Moody Blvd., Suite 6
Bunnell, FL 32110

RE: RFQ 2023-02 – Professional Infrastructure Engineering Services

Dear Ms. Bates,

EXP U.S. Services, Inc. (EXP) appreciates this opportunity to submit our proposal to provide planning and engineering services for the City of Bunnell Professional Engineering Services RFQ.

Excellent Qualifications: EXP is exceptionally qualified and available to provide the infrastructure engineering services needed for this contract and has an extensive team of local personnel and relevant experience where we have assisted municipal organizations on a task-work-order-based contract to achieve their goals. As a fully integrated firm, the EXP team has the qualifications and available resources to perform all necessary work for City of Bunnell and will deliver:

- a) General Infrastructure Engineering Services
- b) Stormwater Engineering Services
- c) Surveying Services
- d) Geotechnical Services

Available Resources: With a mission to understand, innovate, partner, and deliver, EXP provides engineering, planning, architecture, design, and consulting services to the world's built and natural environments in six key practice areas: Buildings, Earth & Environment, Energy, Industrial, Infrastructure, and Sustainability. Our heritage dates well over one hundred years ago to 1906 and today EXP is a full-service architectural and engineering firm with over 4,000 professionals across North America. This includes over 250 professionals across 10 offices in Florida. We are currently ranked #25 on ENR's Top 500 Design Firms.

Experienced Management: Our Project Manager, Patrick Russell, EI is a Palm Coast local, and has extensive experience in project management, engineering consulting, and project design. Patrick is an expert in project delivery and understands the need to provide services with an integrated approach by connecting design and construction through a multi-faceted approach.

Local Roots and a Global Reach: The EXP Team has recent and relevant experience in the City of Bunnell region, and with other neighboring governmental agencies and cities. We understand the City of Bunnell community because we have lived, worked, and played in and around the area for years.

Though we have global reach, our team and our families have settled in Flagler County and the surrounding region, and we are therefore personally vested in the long-term success and livability of this area.


 A vertical banner on the left side of the page. It features a background image of a church steeple against a blue sky, transitioning to a white building with a window and green grass at the bottom. Four orange vertical bars are positioned to the left of the text.

90+

OFFICES GLOBALLY

250+

LOCAL EMPLOYEES

4000+

EMPLOYEES

117

YEARS OF SERVICE

Full-Services Planning and Engineering Firm: EXP is a local, multidisciplinary firm specializing in all the major functional areas stipulated in the RFQ, which will streamline the delivery of services generally under one entity. We can provide complete solutions for the required services. We are an integrated, motivated team working together. Our key team members are fully accredited and licensed. Each member within EXP has been specifically selected for the abilities, enthusiasm, and expertise they bring.

Our local EXP Design Team operates out of Palm Coast and Jacksonville, specializing in serving our communities through “boots-on-the-ground” outreach, grant development, conceptual and full engineering design, feasibility studies, water/wastewater management, multimodal corridor studies, resiliency, GIS, and public involvement.

Proven Performance: EXP’s team will evaluate project impacts on the natural, physical, social, and cultural environment. EXP’s Planning Team will establish a performance-based management approach to identify parameters that support project progression from planning and public involvement to final design with special attention to guiding documents like the *Comprehensive Plan and Land Development Codes*.

We are committed with no learning curve, available 24/7, and immediately ready to serve the City of Bunnell.

EXP and our sub-consultant partners align with City of Bunnell’s vision and are excited for the opportunity to provide efficient and effective engineering design services that will foster strategic and innovative community development, support employment, and contribute to overall economic growth of the City of Bunnell. If you have any questions or require additional information, please do not hesitate to contact me at 561-329-9263. We look forward to partnering with you to help the City of Bunnell achieve its goals.

Sincerely,



Kyle Henry
Vice President
EXP U.S. Services Inc.



A

ABILITY OF FIRM AND TEAM COMPOSITION

At EXP, we provide innovative, strategic, as well as data-driven infrastructure solutions.





A.1 | ABILITY OF FIRM

Our heritage dates to 1906, when the earliest of EXP's predecessor companies started its engineering infrastructure practice. As a full service architectural and engineering design firm, the EXP team brings a depth of experience and capabilities to the City of Bunnell and has the capability and expertise to perform all aspects of civil engineering projects.

Financial Resources

EXP has over 100 offices throughout North America with some of the largest offices located in the Toronto metro area, Montreal, Chicago, and Orlando. EXP has over 4,000 employees overall, including over 250 professionals across 10 offices in Florida. The firm is financially stable with \$130 million CAD in Shareholder's Equity as of fiscal year end March 25, 2022. The current debt to EBITDA ratio on trailing twelve month revenue as of March 25, 2022 is under 1.0 at 0.13. The firm's other financial ratios are strong as well with a current ratio of 1.17 and a debt ratio of 0.73, when considering all liabilities and assets in the calculation.

If you have additional questions, please contact:

- Deborah Walters, Chief Financial Officer | t: 312.616.4150 | e: deborah.walters@exp.com

Ability of the Firm's Personnel to Perform the Contract or Service

Our key individuals represent the breadth of talent of our local team. Our engineers are available to support on short notice and on multiple simultaneous projects/tasks for the City's Infrastructure Engineering Services Contract.

Our Project Manager, Patrick Russell, EI, a long-time resident of Palm Coast, has extensive experience in civil engineering, land development, feasibility studies, detailed design, permitting, and inspection. He is also experienced in the planning, study, and design of large drainage conveyance and capital improvement projects. His engineering abilities are rivaled only by his experience in managing and controlling project scope and cost, obtaining team consensus on difficult issues, and applying visionary thinking to project challenges in a practical, detail-oriented manner. Mr. Russell has served as Project Manager on projects with construction budgets in excess of \$100 Million, and his experience spans all phases of project delivery.

With a background in large-scale land development projects, our Project Manager, Patrick Russell, EI, is well versed to address all major aspects of civil engineering from site investigation, due diligence, and preliminary analysis to design and construction oversight. His portfolio also includes civil engineering design, master planning and construction management. Project experience includes management of drainage conveyance improvements, stormwater modelling, stormwater management design, master plans, utility design, utility extensions, roadway extensions, site design, construction management, estimating, quality assurance, bidding and permitting.

More details on our team and their experience pertaining to this Contract is provided in Section A.2.

Character, Integrity, Reputation, Judgment, Experience and Efficiency of the Firm

EXP's Competitive Advantage

EXP has historically and continually been committed to exceeding our clients' expectations in providing exceptional Consulting Engineering Services. Our team of experts is one of the largest in North America and is also supported by the latest technologies, to help us deliver the most efficient solutions. By offering multiple design disciplines under one roof, EXP can provide clients with a sole responsibility approach to projects. Additionally, project coordination is more easily achieved through our integrated design team. This integrated, sole responsibility team approach provides our clients with a responsive and agile engineering team that will react quickly and effectively to the needs of any project.

Our Vision

Delivering exponential possibilities for our clients, our employees and our communities. To achieve this, we will:

- Consistently deliver quality services to our local and global clients.
- Attract, retain, and reward the best professionals from around the globe who embody our core values.
- Grow our firm organically.
- Stay private and share the profits through bonuses to employees who deliver and through dividends to shareholders.

Our Core Values

We stand for making great things happen. Together, let's explore the possibilities.

- Integrity: We promote fairness, honesty, professionalism, respectful behavior and safety in everything we do.
- Passion: We're driven to perform and deliver results because we love what we do.
- Accountability: We exercise discipline and are committed to treating your money as we do our own.
- Transparency: We are dedicated to direct, honest and transparent communications with our clients, employees and stakeholders.
- Diversity: We foster an inclusive culture where everyone is equal and provided with opportunities to grow.
- Community and sustainability: Through sustainable practices, we develop positive, constructive relationships with the communities where we live, work and play.

The vision and the values that define and unite us are what make EXP stand out as a leading firm and attract the world's top talents. As a firm, we are proud of the values we stand for and live and work by every day.



Previous and Existing Experience and Compliance by the Firm with the Laws and Ordinances Relating to the Scope of Services

EXP designs all civil engineering projects with the applicable standards given the type of project. Transportation and Bridge Facility Designs follow the Florida Manual of Uniform Standards for Design, Construction and Performance (Greenbook), the FDOT Design Manual, MUTCD, and local design requirements where applicable. Site development follows the locally adopted Land Development Code, with a reliance on best practice or the Florida Builders Code where the Land Development Code falls silent.

Legal Claims Within the Last Five (5) Years

EXP has never been the subject of major disputes, contract default, liens or adverse judgments. As with similarly situated professional design consulting firms of its size and operations, EXP from time to time defends allegation of negligence arising in the course of its operations. None of the claims have hindered or would hinder EXP's ability to perform the services contemplated or its financial stability.

Should more information on this subject be required, EXP General Counsel, Priscilla Ahn (priscilla.ahn@exp.com) is available to discuss in greater detail.

Subconsultant Information



Surveying and Mapping is the foundation of any successful design or construction project. Accuracy and the ability to adapt to any environment are the hallmarks that have made DRMP a trusted leader in the surveying industry. As one of the largest firms in the southeast United States, we have a diverse staff of registered professionals, certified technicians and field staff with the expertise, experience and mobility to help lay the groundwork for your project.

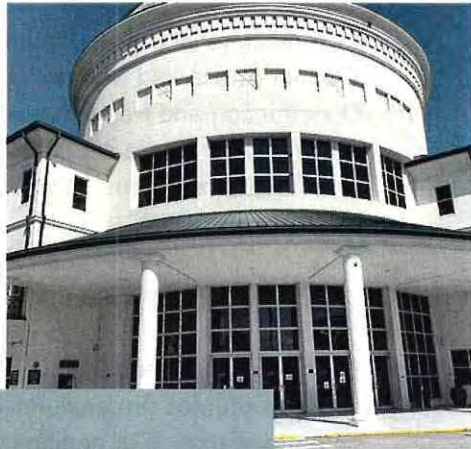
The need for precise utility information has consistently increased as utilities are placed underground with a lack of accurate documentation. DRMP's Subsurface Utility Engineering services expands your project's capability by using state-of-the-art underground utility equipment in the design process or during construction. Adhering to ASCE Quality Standards, DRMP assists engineers and general contractors in preventing unnecessary utility relocations, eliminating unexpected conflicts, enhancing accuracy of project designs and most importantly, increasing safety.

For nearly six decades, Universal Engineering Sciences (UES) has provided essential engineering services throughout the United States, including Geotechnical Engineering, Construction Materials Testing & Inspection, Building Code Compliance, Environmental, and Building Envelope.

Experienced and proven, UES is considered a pioneer of the industry and stands at the forefront of emerging technology, and best practices.

Our work includes both public and private clients and consists of projects ranging from transportation and healthcare to commercial and education. Our engineers, geologists, certified inspectors, and scientists offer an unwavering commitment to excellence, approaching each project as an opportunity to cultivate enduring relationships with our clients. Built on experience and driven by a determination to see our clients through to success, UES remains focused, optimistic, and grounded in excellence.





A.2 | TEAM COMPOSITION

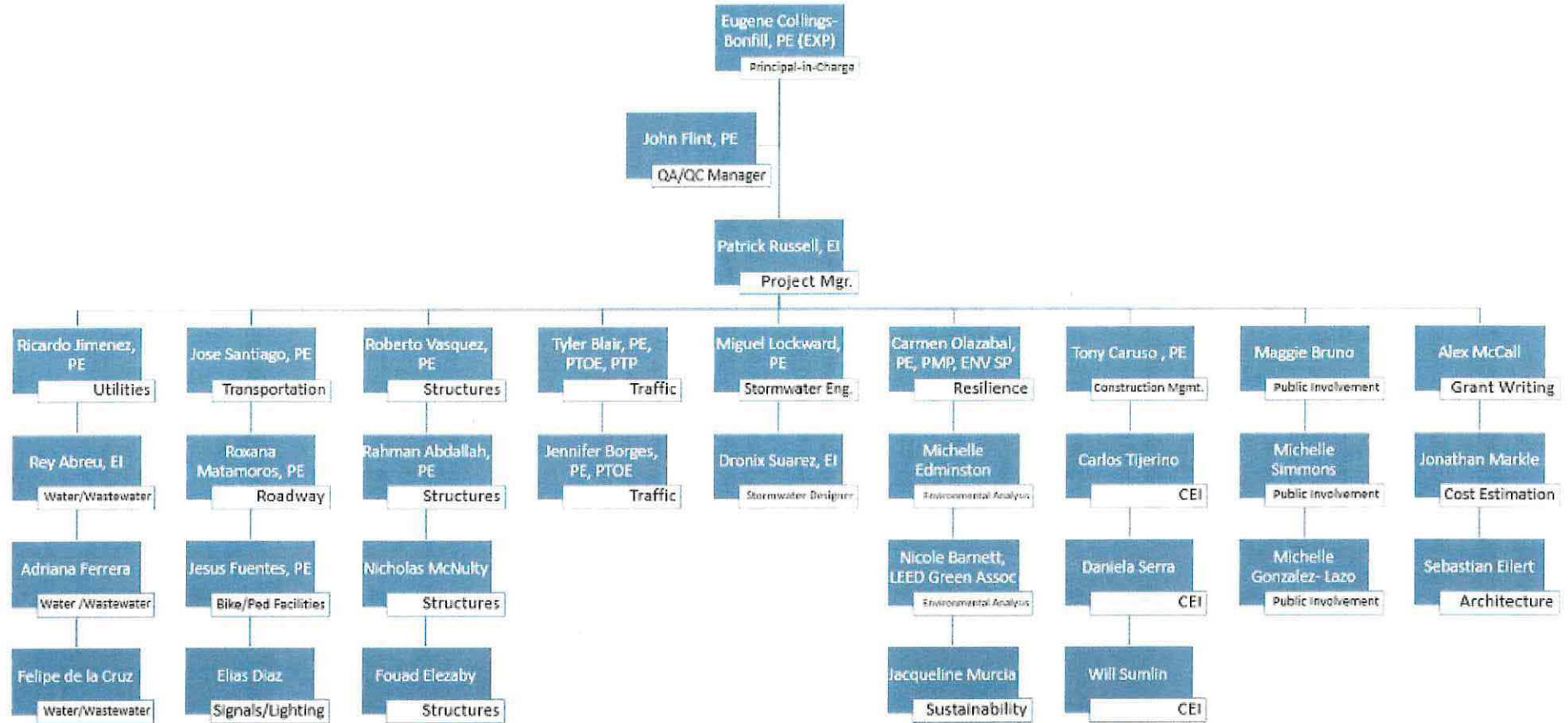
A.2 TEAM COMPOSITION

EXP's team has over a century of experience in producing utility, treatment plant, transportation, site/civil, general infrastructure improvements, and stormwater designs around the globe. With many of our team member having worked together and collaborating for years, we understand each individuals' strengths, experience, and leverage as they relate to optimizing our working dynamic.

Some of our key staff qualifications are outlined within the following Key Personnel section.



A.2.1 ORGANIZATIONAL CHART



Subconsultants
 Richard Hoaglin, P.E. (UES) - Environmental
 Brian Pohl, P.E. (UES) - Geotechnical
 Bill Faust, PSM (DRMP) - Survey

A.2.2 KEY PERSONNEL

QUALIFICATIONS & RELEVANT EXPERIENCE SUMMARY

EXP provides a full spectrum of highly qualified infrastructure analysis and design experts. Our Project Manager will be supported by a number of Utility, Stormwater, Transportation, Traffic, Bridge, Roadway, Bike/Ped Facility, Signalization/Lighting, and Resiliency Engineers, as well as an esteemed facet of highly qualified grant writers. Our certified Professionals are able to provide stormwater, water, and traffic modeling services, comprehensive construction plans, permitting management, traffic study analysis and review, feasibility studies, structural design, and elaborate conceptual renderings. Working in parallel with our Site/Civil and Utility Design Teams, infrastructure design is seamless. Our Team’s blended background of in-house municipal project management and private consulting design expertise along with our in-house CEI QA/QC reviews provide the ideal lineup of infrastructure coordination and design services for the City of Bunnell.

Stormwater and Utility Engineering



Patrick J. Russell, EI
Municipal/Land Development Project Manager

Civil Engineer with over eight years of experience in civil engineering design, construction, and project management. Areas of expertise include general land development activities for large residential and commercial projects, stormwater management design and analysis, stormwater pollution prevention and erosion control, municipal drainage conveyance improvements and feasibility studies, water distribution, sanitary sewer collection systems, sewer pump stations, public/private park amenity design, work zone traffic control, construction management, construction engineering inspections, budget/cost control, estimating, quality assurance, bidding and permitting.



Miguel Lockward, PE, PMP, ENV SP.
Senior Stormwater Engineer

Civil Engineer with over seven years of experience in engineering design and construction management. Areas of expertise include stormwater management design, water distribution, sanitary sewer collection systems, sewer pump stations, land development, transportation, work zone traffic control, construction management, inspections, budget/cost control, estimating, quality assurance, bidding and permitting. Work experience, military background and degree from a highly competitive educational institution attest to self-motivation and drive to succeed as a team player in a fast-paced environment.



Dronix Suarez, E.I.
Stormwater Engineer

Civil Engineer with over seven years of design and construction management experience in both municipal and private sectors. Proven track record of turning around challenging projects and applying problem solving skills to resolve obstacles. Experienced at leading projects and teams to successfully meet established goals.



Reynaldo J. Abreu, EI
Utility Resilience

Mr. Abreu is a seasoned engineer with over 38 years of progressively larger, more complex, and diverse experience at Miami-Dade Water and Sewer Department. His extreme professionalism and expertise in his role made him significantly advance as a project manager.



A.2.2 KEY PERSONNEL (Continued)

QUALIFICATIONS & RELEVANT EXPERIENCE SUMMARY

Traffic Engineering and Transportation Planning



Tyler Blair, PE, PTOE, PTP

Multimodal Transportation Manager

Mr. Blair has extensive experience in transportation planning and traffic assessment. Tyler specializes in developing and reviewing comprehensive traffic impact analyses for master-planned communities, as well as access management, site circulation, operational analyses, and signal timing plans for individual projects. Additional oversights included short- and long-range travel demand forecasting, concurrency management, technical and code compliance review, traffic study review, turn lane analysis, signal warrant analysis, model simulation, maintenance of traffic, Client negotiations, and identification of opportunities for innovative design alternatives.



Jennifer Borges, PE, PTOE

Transportation Operations Manager

Ms. Borges has extensive experience in traffic operations, specifically traffic studies and pedestrian/bicyclist evaluations. She has worked as a traffic analyst with the Florida Department of Transportation evaluating public requests, conducting traffic studies, coordinating project implementations and working to acquire state funding for new projects. She also worked as an in-house consultant at FDOT District 6, where she continued a traffic analyst's line of work and additionally provided support for the ped and bike coordinator, completed plans reviews, and coordinated new projects from design phase to construction. Prior to being a traffic analyst, Ms. Borges did roadway design for two years which helped establish a strong foundation of criteria and standards applicable to providing feasible traffic recommendations.



José Santiago, PE, ENV SP

Feasibility Lead

Jose Santiago has more than 25 years of experience in the design and management of transportation engineering projects from intersection improvements to complex interchanges. He has experience involving conceptual, preliminary and final design including highway geometry, right-of-way, signing and pavement marking, signalization, lighting, roadway drainage, milling and resurfacing and reconstruction projects. Project Management responsibilities have included client point of contact, sub-consultant management, development of project design schedules and budgets, community involvement and contract development. Before joining EXP, Jose held various management positions at the Florida Department of Transportation (FDOT).



Cherry Xiong, PE

Travel Demand Analysis

Ms. Xiong has 20 years of extensive experience in transportation planning/transit ridership forecasting, and multimodal micro-simulation in the US, Canada, UK, Central/South America and China. Her principal expertise is Intermodal transfer hub planning, pedestrian modeling and simulation, rail operations planning/rail traffic simulation (RTC), transit ridership forecasting, visualization, etc. Ms. Xiong is highly experienced in project/team management and presenting results to clients/stakeholders.

A.2.2 KEY PERSONNEL (Continued)

QUALIFICATIONS & RELEVANT EXPERIENCE SUMMARY

Transportation Structures



Alexandra Ocampo, PE

Structural Engineer

Alexandra is a Professional Engineer with over five years of experience as a structural engineer involved in the analysis and design of bridge and miscellaneous highway structures. Her experience has included analysis and design of PS concrete beams, CIP concrete substructures (piers, bents), foundations (spread footings, PS concrete piles, steel H-piles), retaining walls, and other highway structures. She is experienced in the use of FDOT Structural Programs, commercial structural design software and CADD applications.



A. Rahman Abdallah, Ph.D., PE

Bridge Engineer

Structural engineer with 9 years of experience in bridge engineering, transportation research and infrastructure asset management. Worked on design and rehabilitation projects of highway bridges in North America, Africa, and Asia. Conducted nondestructive inspections, load ratings and dynamic tests on different types of bridges. Developed total asset management plans for state departments of transportation based on risk assessment and life cycle analysis.

Roadway and Bicycle/Pedestrian Facility Design

Roxana Matamoros, PE

Senior Roadway Engineer



Roxana Matamoros brings 22 years of experience in roadway and highway design including roadway design and operations, pedestrian and bicycle facilities, and transportation safety. Her areas of specialization include roadway signing and pavement markings, development of engineering cost estimates and specifications, signalization and drainage analysis. In addition, she has experience as a Project Engineer for Construction Engineering Inspections (CEI) Maintenance of Traffic (MOT), Utility Coordination, and Permitting. She has experience working on roadway projects for both the Florida Department of Transportation (FDOT) and various municipalities throughout the State of Florida and is a licensed Professional Engineer.

A.2.2 KEY PERSONNEL (Continued)

QUALIFICATIONS & RELEVANT EXPERIENCE SUMMARY



Jesús Fuentes, PE

Bicycle/Pedestrian Mobility Planner

Mr. Fuentes is a detailed-oriented civil engineer, who has held project management and field positions with more than 17 years of experience in the Southeast Florida region. He has been involved in the inspection, administration, and completion of several transportation projects for FDOT D4/D6, Miami-Dade Expressway Authority (MDX), and the Fort Lauderdale Downtown Development Authority surpassing the \$324-million mark; and achieving more than 11 miles of multi-use pathways, 17 miles of conventional bicycle lanes, 6.7 miles of bicycle boulevards, and 8 miles of buffered bicycle lanes on low-volume streets completed so far, as well as several bus shelters installed (on both state and local facilities) under his management as part of the Broward MPO and Palm Beach TPA regional mobility plans. He was also a working member of the LauderTrail Working Group Committee, a community-driven project in the City of Fort Lauderdale.



Elias Diaz, E.I.

Signalization & Lighting Designer

With more than 23 years of roadway design and production plans experience. Elias is proficient in signalization, lighting analysis and design with an in-depth understanding of local conditions and needs that has generated constructible signals and lighting systems. As the lead senior designer in Signalization, his expertise and experience entailed the design of multiple signal systems and all signals-related ancillary features, including but not limited to controller/cabinet, Interconnect, material selection, pre-emption, and video detection/microwave radar systems.

Resilience & Sustainability



Carmen Olazabal, PE, PMP, ENV SP, MBA

Director of Sustainability & Resilience

Ms. Olazabal is a committed resiliency professional with over 24 years of experience leading in engineering and program management in both the public and private sector. She has worked directly for local municipalities in South Florida including the City of Coral Gables, Town of Miami Lakes, and City of Miami Beach and understands the challenges municipalities face. She has successfully prioritized and managed capital improvement programs, including design management, construction management, implementing project controls, and contract management. Directed public works and infrastructure projects, as well as commercial development projects totaling over \$1 billion in value by actively tracking progress and effectively communicating with critical stakeholders.

A.2.2 KEY PERSONNEL (Continued)

QUALIFICATIONS & RELEVANT EXPERIENCE SUMMARY



Nicole Barnett, ENV SP, LEED® Green Associate™

Municipal Sustainability Planner

Ms. Barnett is a certified Envision Sustainability Professional and an accredited LEED® Green Associate™. Ms. Barnett is able to provide recommendations of responsible green building practices for sites towards their desired level of performance in sustainable infrastructure. The above accreditations have been critical in conducting quality control and quality assurance throughout EXP's projects pursuing Envision, LEED and other environmentally driven certifications. Ms. Barnett carries a great attention to detail in her work and ensures compliance with all organizations, codes and regulations as needed in projects. With a heavy academic background in Sustainability, Ms. Barnett has worked with various organizations across every discipline in assessing existing conditions of communities and structures and developing environmental reports addressing their impacts from climate change. A significant portion of her academic career included research for the Coastal Climate Adaptation Library. These reports have provided the necessary experience for structural emergency preparation, analysis of property, and potential innovations for future operations.



Alex McCall

Grant Writing Specialist

Ms. McCall, a certified contracts professional since 2010. First pick by stakeholders on government and commercial projects to assist in high-level contract objectives. High expertise in preparing contract portfolios for private equity acquisition, Federal/DoD regulatory compliance, audit response, multi-billion global design/build and construction prime and subcontract project initiatives, and day-to-day contract management for small businesses. Highly qualified and prompt in responding to every project requirement with excellence, expertise, and versatility.



Conor Campobasso, AICP

Grant Writing Specialist

Conor has over 7 years of experience as a Transportation Planner managing multimodal planning and preliminary, long-range efforts, grants, project programming, interagency coordination, and Public Outreach. He has extensive experience in collecting and managing GIS data and using visualization tools for analysis. His experience also includes the development and management of public programs, he served as the LRTP Coordinator and Transit Coordinator for a metropolitan planning agency, and the Complete Streets and other Localized Initiatives Program (CSLIP) Manager as a Transportation Planner for Broward County Metropolitan Planning Organization.

A.2.2 KEY PERSONNEL (Continued)

QUALIFICATIONS & RELEVANT EXPERIENCE SUMMARY

Subject Matter Experts	Experience (years)	Utilities	Site/Civil	Transportation	Stormwater	Structures	Feasibility Studies	CEI	Public Involvement	Cost Estimation	Traffic	Geotechnical	Environmental	SUE/Survey
Eugene Collings-Bonfill, PE, PMP	20+	•	•	•	•	•	•	•	•	•				•
John Flint, PE	46+	•	•	•	•	•	•			•				
Patrick Russell, EI	8+	•	•	•	•	•	•			•				
Ricardo Jimenez, PE	8+	•	•		•	•								
Jose Santiago, PE	25+			•	•		•	•						
Tyler Blair, PE, PTOE, PTP	10+		•	•			•		•	•	•			
Carmen Olazabal, PE, PMP, PhD	20+		•		•		•			•				
Richard Hoaglin, PE	32+												•	
Brian Pohl	25+											•		
Bill Faust, PSM	25+													•



Eugene Collings-Bonfill, PE, PSM, PMP, DBIA, CFM

Vice President Municipal and Bond Engineering Services

Twenty-five (25) years of experience in the engineering and construction industry inclusive of surveying, engineering design, program and project management, CEI, and construction in both the Public and Private sectors. Extensive work on a wide range of City of Doral, City of Miami, Miami-Dade County, Florida Department of Transportation (FDOT), Florida's Turnpike Enterprise (FTE), and Miami-Dade Expressway Authority (MDX) roadway design and construction projects, which encompass a broad range of skill sets including Surveying, Construction Management, Right-of-Way Acquisition, Plans Design and Preparation for Roadway Systems, Signalization, Structures, Stormwater, Signing and Pavement Markings, Maintenance of Traffic (MOT), Utility Coordination, CEI, and Permitting.

Project Experience

Professional Registration

- Professional Engineer No. 77583 - FL
- Professional Engineer No. 141078 - TX
- Professional Engineer No. 47201 - GA
- Professional Engineer No. 45664 - LA
- PSM - FL (7037)
- DBIA (D-3135)
- PMP (1620796)
- Certified Floodplain Manager

Education + Training

- B.S., Civil Engineering, University of Miami, Miami, FL
- M.S., Civil Engineering, University of Miami, Miami, FL
- MBA, Florida International University, Miami, FL

Affiliations

- Project Management Institute (PMI)
- Design-Build Institute of America (DBIA)

VOUS Church, South Miami, FL USA

Principal-in-Charge/QA/QC for providing professional engineering design services for the preparation of construction documents for the project. Scope included, site and geometry design, stormwater design and calculations, sanitary sewer pump station, permitting and limited construction administration. The project consisted of a new parking lot, driveway entrances and an existing building expansion.

Dental Office Vassar Street, Orlando, FL USA

Principal-in-Charge/QA/QC for providing professional engineering design services for the preparation of construction documents for the project. Scope included, site and geometry design, stormwater design and calculations, permitting and limited construction administration. The project consisted of a dental office and commercial 2-story building.

Legacy at Doral, Doral, FL USA

Project Manager for providing professional engineering design services for the preparation of construction documents for the project. Scope included, site and geometry design, stormwater design and calculations, permitting and limited construction administration. The project consists of a 6-story multi-family, mixed-use building.

Avis Development, Wesley Chapel, FL USA

Principal-in-Charge/QA/QC for providing professional engineering design services for the preparation of construction documents for the project. Scope included, site and geometry design, stormwater design and calculations, permitting and limited construction administration. The project consisted of an Avis site on a portion of a property.

Port of Miami Fumigation Facility, Miami, FL USA

Principal-in-Charge/QA/QC for providing professional engineering design services for the preparation of a Design Criteria Package for the project. Scope included, site and geometry design, preliminary stormwater design, service utility design, permitting and limited construction administration. The project consisted of a 140,000 SF fumigation facility with a truck parking lot and circulation roadway.

City of Doral, Doral Parks Bond Program: Program Manager and Project Executive, Doral, FL

The program consists of \$150 Million dollars dedicated to the design and construction of a multitude of projects citywide for the enhancement of the City's parks. Acted as Project Executive, Program Manager, as well as Project Manager, for the City on each of the projects within the Bond Program.

Doral Cultural Arts Center, Project Duration: 300 Calendar Days, Project Construction Cost: \$8,000,000

The design and construction of Doral's first dedicated, cultural arts facility at Downtown Doral Park. The Doral Cultural Arts Pavilion will serve to celebrate the unique culture of Doral, as well as the variety of cultures, arts, and experiences embraced by the city's residents. At approximately 9,000 square feet, the Doral Cultural Arts Pavilion is envisioned to be the hub of cultural and performing arts in Doral and will be supported by satellite programming locations at both Doral Central Park and Doral Legacy Park. The Doral Cultural Arts Pavilion building will include multiple programmatic components such as a large art gallery space visible from both inside and outside the building, A flexible multi-purpose room, Multiple outdoor courtyards, Catering area, Dedicated vehicular drop-off area, Public restrooms.

Doral Central Park, Project Duration: 1080 Calendar Days (CMAR), Project Construction Cost: \$111,000,000

At 82 acres, Doral Central Park will be the largest park in the city, and one of the largest in the region. The community's vision for this park reflects Doral's populace in that it is both bold and diverse. Located in one of the fastest growing areas of the city, Doral Central Park is envisioned to be a multi-generational destination park for all Doral residents, regardless of age or ability, that seamlessly blends outdoor recreation, indoor recreation, and aquatics in a sustainable and community-centric way. Central Park is envisioned to be the recreation and special-events hub in Doral, and is anticipated to provide over 30 different components and programmatic areas, including: 5,000 SF recreation center, Canoe/Kayak launch, boardwalk trail, nature pavilion, competition pool, dog parks, basketball courts, picnic shelters, volleyball court, tennis courts, events pavilion, bike/exercise loop, community garden, playgrounds, skate park, aquatics center, and an amphitheater.



John Flint, PE

Senior Vice President

Mr. Flint has over 41 years of experience in transportation planning, feasibility studies, detailed design engineering, inspection and rehabilitation design. He is also experienced in the planning, study, and design of major rail and highway transportation capacity and corridor improvement projects. His engineering abilities are rivaled only by his experience in managing and controlling project scope and cost, obtaining team consensus on difficult issues, and applying visionary thinking to project challenges in a practical, detail-oriented manner. Mr. Flint has served as Principal in charge and Project Manager on projects with construction budgets in excess of \$2 Billion, and his experience spans all phases of project delivery.

Professional Registration

- Professional Engineer No. 72766 - FL
- Professional Engineer No. 059106 - NY
- Professional Engineer No. 23313 - KY

Education + Training

- B.S., Civil Engineering, SUNY at Buffalo, 1977

Affiliations

- American Railway Engineering and Maintenance-of-Way Association (AREMA)
- American Public Transportation Association (APTA)
- National Society of Professional Engineers (NSPE)
- American Society of Civil Engineers (ASCE)

Project Experience

LA Metro Division 20 Portal Widening Turnback, Los Angeles, CA, USA

Mr. Flint served as project Principal and Quality Director for the project. He was responsible for the development and delivery of the project specific Quality Management Plan. He supervised the quality assurance and quality control systems implemented by the project team for the duration of the design phases of the project. All work was conducted in accordance with LA Metro, FTA and AREMA guidelines and Standards. Those elements of the work that involved California High Speed rail tracks through the project limits were also completed in strict compliance with the CHSRA and FRA guidelines and quality management procedures. As part of the project a full reconstruction of the existing tunnel portal and trench section is being designed and phased accounting for critical Metro subway operations requirements. The new portal structure is being coordinated with the SCRRALINK-US project team, and their railroad tracks will be supported the new portal structure on a lightweight fill, as well as with CAHSR to ensure a future viaduct straddling the portal will be feasible in the future.

Chicago Transit Authority, Red Line Reconstruction, Chicago, IL, USA

Quality Manager and Senior Rail Advisor. Project included serving as Engineer of Record for the reconstruction of the Red Line for CTA. Also provided technical oversight and coordination of professional services for the survey, preliminary design, and final design improvements between the South Subway Portal near 167 Clark to the north to approximately 98 Street to the south, approximately 10.5-mile corridor. The project scope includes analysis of existing conditions including bridge condition inspection and design and preparation of contract documents for renewal of approximately 14,700 lineal feet of double track on CTA's Dan Ryan rail services. The section includes four bridges, a tunnel, and incline structures at 29 Street.

As part of the oversight services project responsibilities include all the field services for the 10.5-mile corridor. John is serving as overall project technical advisor and supporting Quality assurance efforts for the project.

CR 210 Between CE Wilson Road and SR 15 (US-1) – Florida

Services: preliminary and final design; Highway Complexity: routine; Owner: St. John's County; Role: sub; Percentage: 50%; Cost: \$40M. Mr. Flint served as Quality Control Engineer to complete preliminary and final plans for the widening of 3.2 miles of CR 210 from CE Wilson Blvd to SR 15 (US -1) in St. Johns County, Florida. The proposed highway improvements were required to accommodate 13,000 acres of mixed-use development just south of Jacksonville, FL. Highway improvements included widening CR 210 from a two-lane rural road with limited roadside drainage to a six-lane divided highway with closed drainage, designing new sidewalks and bike lanes, five new traffic signals, a closed storm drainage system, and municipal and private utility relocations and upgrades. An extensive traffic control plan was developed, as well as pavement marking plans. Also included in the scope was the design of two wildlife crossings underneath CR 210. (2006)

Brightline Phase 3 Expansion– Orlando to Tampa, Environmental Assessment, FL, USA

Brightline is planning a Phase III expansion from Orlando International Airport to downtown Tampa; a distance of 88 miles. This expansion could occur either on a route mainly in the median of I-4 or an alternate route involving private landowners, or some combination of both. Brightline has begun discussions and is taking the necessary steps to facilitate this expansion. Mr. Flint served as engineering advisor to Brightline, and Principal in Charge of his previous firms' efforts, which include analyzing the environmental effects of various alignments, station locations and corridor cross-section alternatives.

Construction Inspection Agreement for 8 Projects in Various Counties: NYSDOT

Mr. Flint served as Principal-in-Charge for eight Construction Inspection projects located in Livingston, Wyoming, Genesee, Orleans, and Monroe Counties. These project involved minor bridge rehabilitation, which included deck overlay with some full depth repairs, fascia repair, stone scour protection around abutments, and minor concrete repairs on abutments. They also involved various types of pavement repairs, including asphalt shoulder reconstruction, asphalt overlay of existing pavement sections, asphalt concrete resurfacing and drainage improvements; reconstruction of unstable roadway embankment areas; and minor intersection improvements. (1997)



Patrick J. Russell, EI

Municipal/Land Development Project Manager

Patrick Russell has more than eight (8) years of experience in the design and management of Land Development and Municipal engineering projects from drainage conveyance improvement projects to complex land entitlement, design, and permitting projects. He has experience involving conceptual, preliminary and final design and permitting for master planned communities, mixed-use developments, small to large commercial/retail projects, drainage analysis and modelling, stormwater management, water/wastewater treatment systems, utility extensions and refits, roadway drainage, milling and resurfacing, reconstruction projects, and mass-grading activities. Project Management responsibilities have included client point of contact, sub-consultant management, development of project design, schedules and budgets, community involvement and contract development. Before joining EXP, Patrick held management positions at private consulting firms.

Professional Registration

- Fundamentals of Engineering F.E. No. 1100022628 - FL
- Real Estate License No. SL3518114 - FL

Education + Training

- B.S., Civil Engineering, University of North Florida, Jacksonville, FL

Affiliations

- American Society of Civil Engineers
- National Association of Realtors
- Flagler County Association of Realtors

Project Experience

City of Palm Coast | Palm Coast Southern Recreation Center | Project Manager

Managed the Development of a master stormwater/utility plan, creation of a conceptual, preliminary and final design package for the multi-phase Tennis & Pickleball Center improvements. Phase 1 improvements included the addition of twelve (12) pickleball courts, sidewalks, parking (ADA & Standard), stormwater management system, grading, a 6000+ SF Recreation Center, and utilities. Additionally, this project involved the collaboration and coordination between multiple consultants and contractors. The project was permitted through the FDEP, SJRWMD, and the City of Palm Coast. (2021-2023)

City of Palm Coast | K-Section Drainage Conveyance Improvements | Project Manager

Managed the design, development, and permitting of the drainage conveyance improvements required within the K-Section (Southwest Palm Coast). Improvements included the conceptual, preliminary and final design and replacement of four (4) culvert crossings. The intent was to replace eight (8) failing culverts at the crossing of four (4) separate roadways and freshwater channels to increase drainage conveyance by implementing box culverts and bridges in lieu of the existing culverts. (2021-2022)

City of Palm Coast | P-1 Weir Replacement | Project Manager

Led the design team to address drainage conveyance issues associated with a large aging weir that was in need of replacement. The project included the development of a preliminary and final design package for the demolition and replacement of the existing weir, permitting with the SJRWMD & City of Palm Coast, construction administration assistance, construction cost and budgeting estimates, grading, swale redesign, and the addition of culverts to reduce ongoing erosion issues adjacent to the existing weir. (2021-2022)

City of Palm Coast | Pine Grove Canal Dredging | Project Manager

Managed the planning and design of the dredging maintenance activities of 1.2 miles of existing stormwater conveyance canals in the City of Palm Coast. The project included the capture of survey data for the 1.2-mile length of the project area, the preliminary and final dredging and regrading design package in order to address the ongoing maintenance issues (drainage conveyance and erosion) of the existing canal, permitting with the FDEP, SJRWMD & City of Palm Coast. Other items included within the scope were the development of the construction cost and budgeting estimates, grading, and swale redesign. (2022-2023)

City of Palm Coast | Long Creek Nature Preserve (Phase 2-3) | Project Manager

Managed the development of two (2) additional phases of the Long Creek Nature Preserve Park. The project entailed the addition of thousands of linear feet of trails, sidewalks, over-water boardwalks, it also included the addition of docks, gazebos, open air pavilions, and two (2) education buildings for onsite learning opportunities. The project was permitted with the SJRWMD and the City of Palm Coast. (2021-2022)

Flagler Village | Single-Family Residential Development | Project Manager

Managed the development of a two-hundred and twenty-seven (227) single-family residential development within the City of Palm Coast. The project included the rezoning of the 109.50-acre parcel from a mixed-use development to a SFR development, FLUM amendment, the conceptual, preliminary, and final design package, stormwater analysis modelling, and management, utility design, roadway design, grading, erosion and sediment control. Additional items included within the scope were establishing a conservation easement of approximately forty (40) acres of both wetlands and uplands. This project was permitted with the FDEP, FDEP 404, SJRWMD, and the City of Palm Coast. (2021-2023)



José Santiago, PE, ENV SP

Feasibility Lead

Jose Santiago has more than 25 years of experience in the design and management of transportation engineering projects from intersection improvements to complex interchanges. He has experience involving conceptual, preliminary and final design including highway geometry, right-of-way, signing and pavement marking, signalization, lighting, roadway drainage, milling and resurfacing and reconstruction projects. Project Management responsibilities have included client point of contact, sub-consultant management, development of project design schedules and budgets, community involvement and contract development. Before joining EXP, Jose held various management positions at the Florida Department of Transportation (FDOT).

Professional Registration

- Professional Engineer No. 60248 - FL
- Professional Engineer No. 88274 - OH
- Temporary Traffic Control (TTC) Advanced, No. 43440
- FDOT Local Agency Program & Federal Highway Administration Certification, 2019
- IMSA Traffic Signal Technician Level 1, 2020

Education + Training

B.S., Civil Engineering,
University of Miami, Florida

Affiliations

Co-Chair, Outreach Committee,
ASCE Miami Dade Section

Project Experience

SR 710/Warfield Blvd. | FDOT District 4 | Project Manager/Engineer of Record: Major reconstruction project for SR 710/Warfield Blvd. from FPL Martin Power Plant Road to CR 609/Allapattah Road. Responsibilities included the final roadway design, including establishing a typical section, roadway horizontal and vertical geometry, engineering report, drainage analysis and report, production of roadway and drainage plans, development of engineering estimate, and specifications. This design included bicycle lanes and a shared-use path. (2012-2019)

Adaptive Signal Control Technology Implementation | FDOT District 4 | Project Manager: Implementation and integration of an adaptive signal control system (Centrac) along SR 5/US 1 (12 intersections) within the City of Fort Pierce. Responsibilities included project management, roadway and signalization design, utility coordination, and public involvement. (2016)

St. Lucie County's Advanced Transportation Management System (ATMS) Phase 1 | FDOT District 4 | Project Manager: Development of a Design/Build Criteria Package for the design, construction and integration of St. Lucie County's ATMS Phase 1 project, which consists of installing a Fiber-Optic Communications Network for 46 signalized intersections, installing and integrating the ATMS software, installing and integrating 40 Closed Circuit Television (CCTV) cameras and travel-time detection devices. Responsibilities included project management of the development of the RFP and Concept Plan Set for the Design/Build Criteria Package. (2016-Ongoing)

SR 997/Krome Avenue from SW 88th Street to Kendall Drive | FDOT District 6 | Designer: Final roadway design for the reconstruction and widening of a 5.564-mile corridor from a two to four-lane divided roadway. Responsible for the signing and pavement marking plans, signalization, cost estimates, electronic delivery, and specification packages. The design also included bicycle lanes and shared-use paths. (2007-2018)

Hollywood Blvd. Complete Streets | FDOT District 4 | Project Manager/Engineer-of-Record: Decorative signalization and lighting improvements for this Complete Streets project along Hollywood Blvd. from City Hall Circle to Dixie Highway. This project entailed the reconstruction of Hollywood Blvd. into a multimodal facility for automobiles, bicycles, and pedestrians. Responsibilities included the production of signalization and lighting component plans. (2016-2017)

SR 882/Forest Hill Boulevard Intersection | FDOT District 4 | Project Manager: Intersection safety improvement project at the Forest Hill Boulevard and South 16th Place. This project included a new mast system, internally illuminated signs, pedestrian signalization and a fully actuated video detection system. It also had a median modification that required an access management review and a public hearing. (2016-2019)

SR 5/US 1 at SR 70 Virginia Avenue | FDOT District 4 | Project Manager: This safety project includes a southbound right turn lane from SR 5 to SR 70. The scope of work included installing a new mast arm and intersection lighting, minor widening and minor signal modifications to the existing signal system. Jose also supported FDOT in developing right-of-way documents, including a temporary construction easement and a donation from St. Lucie County. (2016 - Ongoing)



Carmen Olazabal, PE, PMP, LEED AP, ENV SP *Sustainability Lead*

Ms. Olazabal is a committed professional leading in engineering and project management in both the public and private sector. For 24 years, she has effectively managed technical teams and stakeholders to develop creative solutions and advance discussions into a cohesive and comprehensive strategy. She has worked directly for local municipalities in South Florida including the City of Coral Gables, Town of Miami Lakes, and City of Miami Beach. Ms. Olazabal has successfully managed mobility projects and initiatives by actively tracking progress and effectively communicating with critical stakeholders, including extensive outreach to build up public support.

Professional Registrations

- Florida Professional Engineer (PE #69589)
- LEED AP (GBCI #0010444929)
- Project Management Professional (PMP# 3223782)
- ENV SP (#49992)

Education + Training

- MBA, Harvard Business School, Boston, MA
- MS (Structural Engineering) University of California, Berkeley
- BS (Civil Engineering), Massachusetts Institute of Technology, Cambridge, MA

Affiliations + Memberships

- Coral Gables Sustainability Board Member
- Greater Miami Chamber of Commerce Resilient Solutions Summit Panelist
- 305 Resilient Working Groups
- Florida Engineering Society Southeast Regional Compact for Climate Change

Project Experience

59TH Extension and Redevelopment Process, Miami Lakes, FL. Leading the visioning process, finding and applying for funding sources, negotiating land acquisition, managing the design process and construction of bridge and roadway to connect the industrial and commercial quadrant to the east-west corridor. Once completed, this project will improve mobility in the area, reduce traffic congestion in the Town and on 57th Avenue, improve public infrastructure and promote economic development.

Town of Miami Lakes, Complete Street Implementation of Business Park

East, Miami Lakes, FL. Led the design team for the client by promoting other forms of mobility via wider sidewalks, dedicated bike lanes, better lighting, and increased tree canopy. Evaluated different scenarios for the Client based on their technical efficacy, economic impact, and benefit to the public and implementing the public engagement plan.

Town of Miami Lakes, FDOT Transportation Alternative Program (TAP) 60th Ave., Miami Lakes, FL.

Managed the design and construction phase for the client. The project included the creation of a shared use path, drainage design, cross walks and milling and re-surfacing of the road. Worked with EOR to find value engineering options, to secure permit and performed quality assurance review on plans. During the construction phase, documented daily work activities and inspection findings, providing quality assurance on construction, and review and approval of payment applications.

City of Coral Gables, Bike Master Plan Presentation and Adoption, Coral Gables, FL.

Worked on the development of the Bicycle and Pedestrian Plan adopted by the Commission. After the plan, Miami-Dade County identified the City as an emerging leader for creating and promoting safe-cycling initiatives in South Florida.

Town of Miami Lakes, Lake Sarah Drainage and Roadway Improvement, Miami Lakes, FL.

Managed the construction phase for the project which included increasing stormwater capacity and the restoration and resurfacing of the existing roadway surfaces. Responsible for documenting daily work activities and inspection findings, providing quality assurance on construction, directing weekly progress meetings, and review of payment applications. Assisted EOR with permit coordination.



Alexandra Ocampo, PE

Structural Engineer

Alexandra is a Professional Engineer with over five years of experience as a structural engineer involved in the analysis and design of bridge and miscellaneous highway structures. Her experience has included analysis and design of PS concrete beams, CIP concrete substructures (piers, bents), foundations (spread footings, PS concrete piles, steel H-piles), retaining walls, and other highway structures. She is experienced in the use of FDOT Structural Programs, commercial structural design software and CADD applications.

Professional Registration

- Professional Engineer No. 93224 - FL

Education + Training

B.S., Civil Engineering, Florida International University, 2017

Project Experience

SR 907/Alton Rd Reconstruction, 43rd Street to East of Allison Rd, Florida DOT - District 6*

Project consists of roadway reconstruction of asphalt pavement and drainage structure design with no gravity drainage elements to address rising sea levels.

- Design CIP concrete drainage pump structure and develop structure elevations in accordance with drainage constraints such as invert elevations, accessibility openings, drainage pump loads and dimensions, and proposed ground elevations
- Conduct analysis of proposed structures including flotation calculations and steel reinforcement design in Mathcad

SR9/I-95 at Sunrise Boulevard Interchange Improvements Florida DOT - District 4*

Safety improvement project consisting of widening Sunrise Boulevard Bridge and improving mobility through the SR 9/I-95 interchange on- and off-ramp by accommodating additional lanes

- Responsible for substructure design of the Sunrise Boulevard Bridge widening which required a streamlined design process and analysis in order to execute within project budget constraints
- Substructure design consisted of 26 piers, 3 end bents/abutments, columns, pile cap footings, PS concrete piles and spliced steel H-piles (for minimal impact to existing structures), and pile lateral stability analysis based on geotechnical soil conditions
- Implemented the use of temporary critical walls along I-95 and existing railroad tracks to minimize impact of construction on the existing to-remain substructures
- Developed summary of quantities for complete bridge widening of superstructure and substructure

San Diego Freeway (I-405), SR-73 to I-605 Widening Design-Build Orange County Transportation Authority*

\$1.3 billion program to implement the widening of 16 miles of the San Diego Freeway (I-405), from SR 73 to the I-605 interchange. Lochner lead the design for two sub-segments of the project which included the design for the SR 73 Junction and the interchanges at Fairview, Harbor, and Euclid.

- Responsible for design, analysis, and detailing of retaining earth systems along the corridor, existing ramps, and utilities, such as Soil Nail Walls. In this system, soil nails function as passive reinforcing elements that are installed and grouted in sub-horizontal drilled holes to form a composite mass. This was the preferred method due to limited construction space, for minimal disruption to remaining traffic, performing well under seismic loading, and existing soil conditions
- Design included the use of SNAIL software to analyze pull-out strength of embedded nails due to soil conditions
- Designed cantilever and overhead sign gantry truss systems using STAAD to model and analyze the proposed structures with dead, wind, and seismic loading

SR 826 (Palmetto Expressway) Segment 1 Improvements, I-75 (SR 93) to North of Canal C-8 Bridge Florida DOT - District 6*

Corridor Improvement project of additional lanes along with interchange improvements and new ramp connections.

- Responsible for design of three, 2-span and single, simple span bridges over roads and canals with phased construction sequences and a maximum width of 168 feet and length of 131 feet
- Developed construction sequences that maintained on-going traffic on existing and proposed structures. Analysis was performed on phased constructed structures and full proposed structures
- Produced superstructure design for all bridge elements including CIP concrete deck and FIB girders, and developed finish grade elevation with the use of GEOPAK with proposed roadway profile and slopes
- Produced substructure design for phased and final bridges including elevations, hammerhead piers and end bents, pile cap foundations, and PS concrete piles

SR826 (Palmetto Expressway) Express Lane Connection Evaluation Study Florida DOT - District 6*

Study to reestablish original corridor configuration north of US27/Okeechobee Road and to provide managed lanes.

- Support development of innovative solutions, such as use of steel box straddle bent and cantilever piers, to manage impacts of adjacent proposed highway widenings on existing bridges, and provide estimation of construction costs for the widenings and structures

Kings Hwy. from North of I-95 to North of St. Lucie Blvd. Florida DOT - District 4*

Capacity improvement project, located in unincorporated St. Lucie County, reconstructs SR 713 from a two-lane undivided rural highway to a four-lane divided highway. Responsible for the design of flat slab bridge phased reconstruction, substructure and superstructure, with span length of 120 feet and width of 114 feet over C1 canal using FDOT Structures Flat Slab Bridge design software. Developed details, plans production and summary of quantities SR 953 (E 8th Avenue) at E 32nd Street Intersection Improvements Florida.



Tyler Blair, PE, PTP, PTOE

Traffic Operations Support

Mr. Blair has extensive experience in transportation planning and traffic assessment, but also carries a considerable understanding of roadway design, grant administration, and procurement processes through a blend of public and private experience. Serving as the Senior Transportation Engineer for Nassau County, Mr. Blair oversaw Capital Improvement Projects, prepared RFQ and ITB packages for advertisement, coordinated with FDOT for grant funding and permitting, and is keen on the steps involved in bringing projects from the Planning stage to Construction. In his time on the consulting side, he specialized in developing comprehensive traffic studies focusing on operational and safety analyses. Additional oversights included short- and long-range travel demand forecasting, concurrency management, technical and code compliance review, traffic study review, turn lane analysis, signal warrant and timing analysis, model simulation, maintenance of traffic, Client negotiations, and identification of opportunities for innovative design alternatives.

Professional Registrations

- FL PE – 88369
- TX PE – 146572
- OH PE – 88331
- Professional Traffic Operations Engineer No. 5299
- Professional Transportation Planner Cert No. 685
- Advanced Maintenance of Traffic Cert. No. 69214

Education + Training

- M. Eng. Civil Engineering, University of Florida, Gainesville, FL
- B.S. Civil Engineering, University of Florida, Gainesville, FL

Affiliations + Memberships

- Past President – First Coast Institute of Transportation Engineers
- Professional Liaison – University of Florida ITE
- American Society of Civil Engineers

Project Experience

East Nassau Community Planning Area Mobility Network*, Yulee, FL Engineer of Record responsible for producing incrementally phased 20-year transportation planning improvement studies for \$134M in Mobility Network improvements for the East Nassau Community Planning Area. The 24,000-acre development required multiple transportation impact analyses, consistent of turning movement count collection and assessment, background growth estimation, land use assessment, Northeast Regional Planning Model (Activity-Based) Transportation Analysis Zone (TAZ) and network updates, travel demand forecasting, trip generation, distribution, assignment, and comprehensive modeling simulation. The existing, background, and buildout conditions were assessed for daily, a.m., and p.m. peak hour operation, including a Synchro simulation of the I-95/SR-200 Diverging Diamond Interchange (DDI), the proposed Quadrant Intersection at SR-200 & Still Quarters Road, signal timing pre-emption, and LOS/delay analysis of the various segments and intersections within the vicinity. Mr. Blair proposed well-timed mitigation strategies for operational improvement to support the rapidly growing development, coordinating with FDOT District 2 and Nassau County for agency review and permit approval.

I-295/Gate Parkway & SR-202/Kernan Blvd. Interchanges*, Jacksonville, FL. The Southeast Quadrant is a project located in the southeast corner of I-295 & SR-202 – both limited access facilities. The project required assessment of two interchanges, I-295 & Gate Parkway and SR-202 & Kernan Boulevard, in a transportation impact

assessment for a 1,000-acre development. Traffic count data was collected at eight ramps for a.m. and p.m. peak hours, and assessed under the existing interchange configuration using Synchro software and Vissim. The SR-202 & Kernan Boulevard interchange experiences significant congestion in the afternoon and p.m. peak hours due to the eastbound left movement in combination with weaving from the nearby I-295 interchange. Using Synchro software & Vissim, Tyler modeled revised access points, including a proposed loop ramp in the east-to-northbound direction on the SR-202 & Kernan Boulevard interchange, intended to alleviate the congestion. The goal was to increase the interchange spacing to allow for sufficient distance for weaving traffic maneuvers.

First Coast Expressway Governor's Park Interchange*, Clay County, FL. Governor's Park Interchange is an interchange proposed as part of a large-scale master-planned community in Clay County, Florida. The project is anticipated to be developed by 2030. Using PTV Vissim software, Mr. Blair conducted an operational assessment of the First Coast Expressway and "Future Facility" for a new access assessment. Tyler modeled a peanut-style interchange as part of the new access analysis of the limited access First Coast Expressway facility, determining design efficiency and operation as a proposed alternative to a traditional diamond interchange.

A.2.3 KEY SUB-CONTRACTOR PERSONNEL –Refer to Appendix B for certifications.

C. William "Bill" Faust, III, PSM 
PROJECT MANAGER

C. William "Bill" Faust, III, PSM, serves as a Vice President for DRMP's Survey and Mapping/Geospatial Market Sector. He currently manages all the Survey and Subsurface Utility Engineering staff in Jacksonville and serves as Project Manager on transportation infrastructure, land development, roadway construction, boundary, topographic, design survey and subsurface utility engineering projects. His tasks include field crew supervision, data processing, calculations, contract management, proposals and estimates. Mr. Faust is has over 34 years of experience within the field and is proficient in the latest versions of AutoCAD Civil 3D and MicroStation.



Brian Pohl, PE

Branch Manager/Senior Geotechnical Engineer



Brian Pohl coordinates and directs geotechnical explorations and testing and inspection services for buildings, bridges, residential, and industrial facilities and small to large roadways. He has experience in shallow and deep foundation and testing services analysis, including spread footing and pile foundations. Mr. Pohl has conducted geotechnical studies for roadway, airport and bridge projects, and land development. He has experience in design and monitoring of ground modification procedures for problematic soil conditions and in pond design recommendations. Mr. Pohl has experience with various pavements, rigid and flexible design. He has also provided earthwork recommendations for underground utilities within problematic soil conditions. Mr. Pohl has also performed WEAP analyses and pile driving analyses for Florida Department of Transportation (FDOT) and commercial projects. Mr. Pohl has 25 years of experience in the industry.



Richard E. Hoaglin, PE

Regional Manager, Rockledge Principal Engineer



Richard Hoaglin has 32 years of experience which includes a broad range of experience in management and hands-on performance of geotechnical engineering, construction inspection, and environmental consulting activities. Mr. Hoaglin also has experience with geotechnical engineering theory related to the design of structures and roadways, with testing and inspection procedures, and with forensic engineering. He has performed many investigations on structural failures of asphalt pavements, concrete pavements, and buildings.



C. WILLIAM "BILL" FAUST, III, PSM

Project Manager



VALUE ADDED TO PROJECT:

- +Extensive experience in various survey projects
- +Well-versed in surveying requirements
- +25 years of experience using CAD software

C. William "Bill" Faust, III, PSM, serves as a Vice President for DRMP's Survey and Mapping/Geospatial Market Sector. He currently manages all the Survey and Subsurface Utility Engineering staff in Jacksonville and serves as Project Manager on transportation infrastructure, land development, roadway construction, boundary, topographic, design survey and subsurface utility engineering projects. His tasks include field crew supervision, data processing, calculations, contract management, proposals and estimates. Mr. Faust is proficient in the latest versions of AutoCAD Civil 3D and MicroStation.

RELEVANT PROJECT EXPERIENCE

Intersection Improvement Project, City of Palm Coast, Flagler County, Florida: Project Surveyor for this Intersection improvement project for nine intersections in the City of Palm Coast. Eight intersections were along the Belle Terre corridor and one was on US 1 at Wellfield Drive. Services included Horizontal and Vertical Control, recovery of the corridor alignment and right-of-way, Topographic 3D survey with a full Digital Terrain Model of the project corridor. Subsurface Utility Engineering (SUE) to designate utilities along the project corridor. SUE Locates (VVH's) (soft digs) to verify exact location of utilities. Project deliverables included MicroStation design files.

Old Kings Road Widening, City of Palm Coast, Flagler County, Florida: Project Surveyor for survey and mapping services related

to the widening of this 3-mile suburban section to a 6-lane urban facility for the City of Palm Coast. The project began 500-feet west of Palm Coast Parkway and extends to Forest Grove Drive where it ties in with the Flagler County Old Kings Road Extension project under design. Survey tasks for this project included horizontal and vertical control for design surveys and roadway topography. DRMP also provided right-of-way control surveys and subsurface utility engineering services for the designation and location of subsurface utility conflicts. The right-of-way mapping services included legal descriptions and title search reviews and TCEs to support the right-of-way acquisition for this project.

Surveying and Mapping Continuing Services, City of St. Augustine, St. Johns County, Florida: Project Manager responsible for providing surveying and mapping services on a continuing basis. Services included design surveys, as-built surveys, bathymetric surveys, utility surveys, boundary and topographic surveys, establishment of survey baselines for horizontal and vertical control, legal descriptions and map preparation, right-of-way mapping and determination, utility maintenance mapping, coordination with project engineer for project-specific survey information and other special consultation. 27 task work orders completed under our continuing contract.

Districtwide Survey and Mapping Contract No. C-A897, FDOT District Two, Various Counties, Florida: Project Manager for this five-year continuing survey and mapping services contract. These services support the District's in-house design group and various engineering consultants performing the design of their projects. The survey and mapping support services includes horizontal and vertical control surveys, right-of-way control surveys, design surveys and subsurface utility designation and location. DRMP's mapping support services include control maps, right-of-way mapping, maintenance maps, TITF sketches, legal descriptions and title search reviews and TCEs - all of which support the acquisition need for the District. DRMP completed 12 task orders under this contract.

Years of Experience

34 Total
10 With DRMP

Professional Registration

Professional Surveyor and Mapper,
No. LS6600, Florida, 2007

Certification

IdenTrust Digital Certificate

Education

Bachelor of Science in Construction Technology,
University of Akron, Ohio, 2000

Associate of Science in Civil Engineering,
Stark State College, North Canton, Ohio, 1992

Software Aptitude

AutoCAD Civil 3D
CAiCE Visual Transportation
MicroStation
OpenRoads with FDOT Connection
TDS Data Collection
Trimble Business Center

Professional Affiliations

Florida Surveying and Mapping Society
President, FSMS Florida Crown Chapter
American Society of Highway Engineers
Society of American Military Engineers
National Society of Professional Surveyors



Education

BS, Civil Engineering,
University of Central
Florida, 1998

Years of Experience

25

Years with UES

20

License

- Professional Engineer - FL
#60216

Brian Pohl, PE

Branch Manager/Senior Geotechnical Engineer

Brian Pohl coordinates and directs geotechnical explorations and testing and inspection services for buildings, bridges, residential, and industrial facilities and small to large roadways. He has experience in shallow and deep foundation and testing services analysis, including spread footing and pile foundations. Mr. Pohl has conducted geotechnical studies for roadway, airport and bridge projects, and land development. He has experience in design and monitoring of ground modification procedures for problematic soil conditions and in pond design recommendations. Mr. Pohl has experience with various pavements, rigid and flexible design. He has also provided earthwork recommendations for underground utilities within problematic soil conditions. Mr. Pohl has also performed WEAP analyses and pile driving analyses for Florida Department of Transportation (FDOT) and commercial projects.

PROJECT EXPERIENCE

Water Treatment Plant - Roof Inspections

Bunnell, FL

UES was contracted by the city of Bunnell to provide roof inspections for its water treatment plant. Brian served as Branch Manager/Project Manager.

City Administration Building - Geotechnical Evaluation

Bunnell, FL

UES was contracted by the city of Bunnell to provide a geotechnical evaluation for construction of its administration building. UES' scope involved two SPT borings at 20 feet, one auger boring at 6 feet, and five auger borings at five feet. Brian served as Branch Manager/Project Manager.

Monitor Well Maintenance - Reclaimed Water Pond at Grand Reserve Golf Club

Bunnell, FL

UES was contracted by the city of Bunnell to provide monitor well maintenance. UES' scope involved obtaining permits from SJRWMD and well monitoring including renaming, and surveying elevations. Brian served as Branch Manager/Project Manager.

Reclaimed Water Pond at Grand Reserve Golf Club

Bunnell, FL

UES was contracted by the city of Bunnell to provide monitor well maintenance. Brian served as Branch Manager.

2400 Commerce Parkway

Bunnell, FL

UES was contracted by the city of Bunnell to provide a Phase I Environmental Site Assessment. Brian served as Branch Manager.



Education

BS, Civil Engineering,
Mississippi State University

Years of Experience

32

Years with UES

20

Licenses

- Professional Engineer - FL
48796
- Professional Engineer -
GA

Certifications

- Structural Masonry
- AHERA Asbestos Building
Inspector
- SBCCI Building
- Radiation Safety Officer
- FDEP Qualified
Stormwater Management
Inspector
- Advanced Certified
Stormwater Inspector

Affiliations

- American Society of Civil
Engineers

Richard E. Hoaglin, PE

Regional Manager, Rockledge Principal Engineer

Richard Hoaglin has 32 years of experience which includes a broad range of experience in management and hands-on performance of geotechnical engineering, construction inspection, and environmental consulting activities. Mr. Hoaglin also has experience with geotechnical engineering theory related to the design of structures and roadways, with testing and inspection procedures, and with forensic engineering. He has performed many investigations on structural failures of asphalt pavements, concrete pavements, and buildings.

PROJECT EXPERIENCE

Brevard County School Board Annual Geotechnical Contract 2003-2008

Richard managed the annual contract that consisted of geotechnical explorations and concrete, soil, and asphalt construction testing.

Canaveral Harbor 44 foot Channel Project

Richard managed and provided materials testing services and engineer review for the construction of a berm approximately 30 feet tall, 2000 feet long, 15 feet wide at the top, and 180 feet wide at the bottom. The USACE specifications for this project required density tests in 1 foot lifts every 54,000 square feet (2000 cy) and sieve and sieve analysis every 108,000 square feet (4000 cy).

SW Quad of Viera Boulevard & I-95

Brevard County, FL

Richard managed and provided materials testing services and engineer review for the construction of new roadways, the enlargement of an existing wet retention pond and the construction of a new retention pond to replace an existing retention basin.

City of Palm Bay FDR Pavement Reclamation Projects

Richard managed and provided pavement reclamation laboratory services along with materials testing services to include Preliminary Cores for Mix Design (2 man flag crew and sign/cones for rolling MOT), Soil Cement Mix Designs, Standard Proctor Tests, Wash 200 Sieve Analysis,

Engineering Technician (to provide sounding, moisture and density tests during roadway construction), Cores for Compressive Strength and Compressive Strength of Cores.

T5555 SR 404 Pineda Causeway Bridge Repairs

Brevard County, FL

Richard managed and provided materials testing for the short east-west limited access highway connecting Wickham Road (Brevard County Road 509) near Palm Shores to SR A1A between Patrick Air Force Base and South Patrick Shores, Florida. This purpose of this project was to perform maintenance to the concrete support structure, including footers, columns and struts to expand its lifespan 25-50 years.

Brightline High-Speed Rail

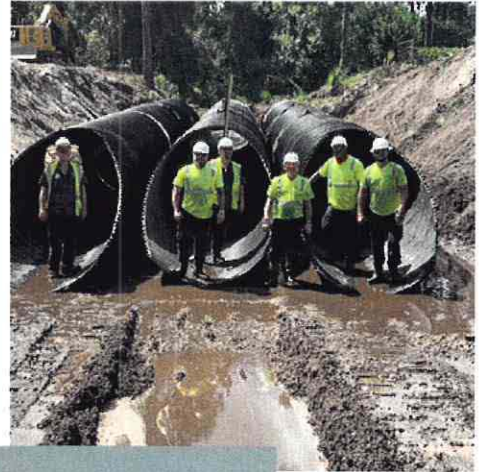
Richard managed and provided materials testing services and engineer review for the rail alignment and bridge work on the East West Zone 3 Section from Orlando to Cocoa. UES' Contractor Quality Control services include performing construction materials testing and sampling, inspection services, and site management for the rail alignment utilizing the following certifications and professional licensure: CTQP Level I/II Technician/Inspector, CTQP Asphalt Paving Inspector, Level I/II, Welding Inspector, Non-Destructive Testing Inspector (UT/MT/PT), and ACI Level I Concrete and ACI Level II Concrete transportation.



B

FIRM'S RELATED
EXPERIENCE

 exp.



B.1 | FIRM'S RELATED EXPERIENCE

B.1 EXP'S TEAM BRINGS INTERNATIONAL AND LOCAL-LEVEL PROJECT EXPERIENCE IN ALL FACETS OF THE FOLLOWING SCOPES: WATER & WASTEWATER TREATMENT, UTILITIES, TRAFFIC, TRANSPORTATION, STORMWATER, STRUCTURAL

The following project cut sheets summarize some significant projects in the last five years where our coalition of multi-disciplinary team has performed infrastructure design services as part of local, regional, state, and federal-level projects, including roadways, stormwater analysis, public information, construction inspection, utility and treatment plant design, cost estimation, and grant writing.





Client

Ministère des Transports du Québec
Mr. Éric Boyer, Eng. 514.687.0500 x33402
eric.boyer@transport.gouv.qc.ca

Timeline

April 2020 – May 2020

Project Phase

- Plans and specifications

Services

- Site visits
- Answers to bidders' questions, preparation and issuance of addenda during the call for tenders and gap analysis report following the opening of bids.
- Identification of major constraints.
- Justification of the additional studies
- Work plan
- Proposal of fees
- Complete project timeline
- Preliminary and final plans, specifications
- Presentation with the Department
- Answers to bidders' questions | Preparation and issuance of addenda | Repair of construction plans | Analysis of estimated and bid prices
- Technical assistance

Value of the Total Fees

\$ 179,805

Rehabilitation of Pumping Station No. 20

Atakeken Street and the A720 motorway
Montreal, Quebec, CANADA

Project Overview

Full engineering services as part of a mandate to prepare preliminary and final plans and specifications as well as technical support from the designer to the supervisor during the rehabilitation of Pump Station No. 20 (Atakeken Street and A720 Highway), in Montréal.

The station, built in 1975, consists of four storm pumps. Only normal maintenance without modernization has been carried out to date on this station. Repairs to this facility were planned in the very short term given the obsolescence of certain equipment and the risk of breakage. The majority of end-of-life equipment, several parts were non-functional and spare parts were not available.

This station is located on the A720 Ville-Marie Utum and Atakeken Street in Montreal and its capacity was four pumps of 175 l/s, for a total of 700 l/s. The 600V electrical input of the network Hydro-Québec is independent of the tunnel and a generator maintains pumping in the event of a power outage.

The objectives of the project were to refurbish all equipment to eliminate the risk of breakdowns due to their obsolescence, bring the station up to CNESST standards for worker safety, and improve the pumping capacity according to the new recurrence standard of 1/50 years + 20 %, repair cracks in the concrete, ensure the sustainability of the station for a period of 25-30 years and eliminate the risk of failure of the station.





Client

Ministère des Transports du Québec
Mr. Éric Boyer, Eng. 514.687.0500 x33402
eric.boyer@transports.gouv.qc.ca

Timeline

January 2019 – November 2020

Project Phase

- Preliminary study
- Plans and specifications
- Commissioning

Services

- Automation
- Structure
- Civil engineering
- Wastewater
- Electricity
- Industrial processes
- Mechanics

Value of the completed project

\$ 2,024,000.00

Rehabilitation of Storm Pumping Station No. 26

Dorval, Quebec, CANADA

Multidisciplinary engineering services (environmental, civil, structural, electrical, instrumentation and controls, process mechanics and building mechanics) for the rehabilitation of Storm Pump Station No. 26, located in the electoral district of Marquette (Dorval).

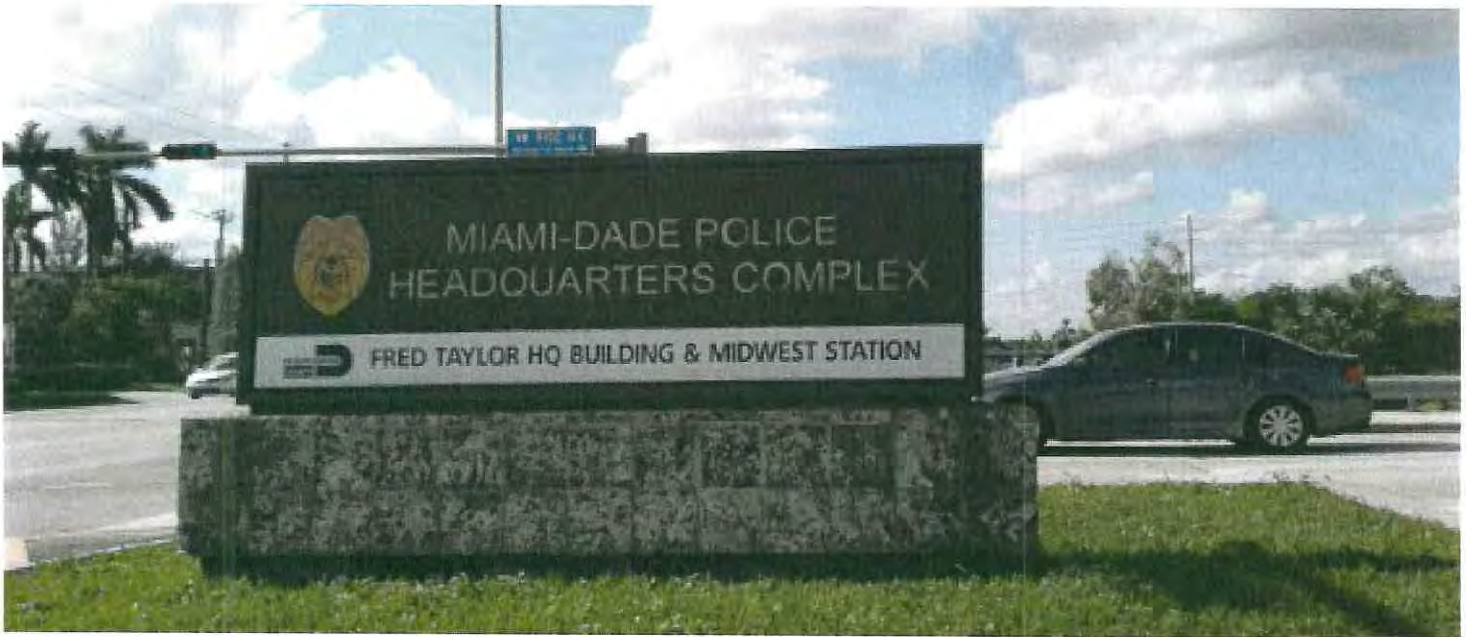
Pumping Station No. 26, built in 1973 and expanded in 1978, drains stormwater from part of the A-20 and A-520 tracks and directs it via a 600 mm force main to the river. The station is located in the northeast quadrant of the Dorval roundabout, along Bouchard Boulevard. The project involved renovating the building and upgrading the pumping and ventilation systems.

It also included the coordination of an architectural firm for the production of architectural plans and specifications, including masonry, painting, roof repair and installation of a block wall with seismic protection.

The work involved the addition of ventilation equipment, the replacement of gratings, railings, stairs and access hatches, the replacement of the generator set and electrical panels, the addition of new control panels and network cables, the replacement of process mechanical equipment, including three storm pumps, the addition of fire extinguishers, the replacement of the diesel tank as well as plumbing and heating work.

A retention basin built in 2010 has been put into operation and the station will be used to drain it. In addition, the pipes entering the station were diverted to the new retention basin creating a system.





Client

Joe Gomez, PE

Title: Director of Public Works

Phone: 305-673-7080

Email: JoeGomez@miamibeachfl.gov

Timeline

Ongoing

Services

- MEP/FP Design
- Permitting
- Construction Admin

Value of the completed project

\$52,250,000.00

Project Phase:

- Design
- Construction

MIAMI-DADE POLICE DEPARTMENT HQ -CEP REPLACEMENT

Miami-Dade Police Department

Doral, FL

The Mission Critical Miami-Dade Police Department Headquarters building was in need a deferred maintenance to overhaul the gaining central energy plant. The project was design in two phases to address the chiller plant and critical lab exhaust fans serving the labs. The project was designed to permit construction phasing such the building remained fully operational during construction.

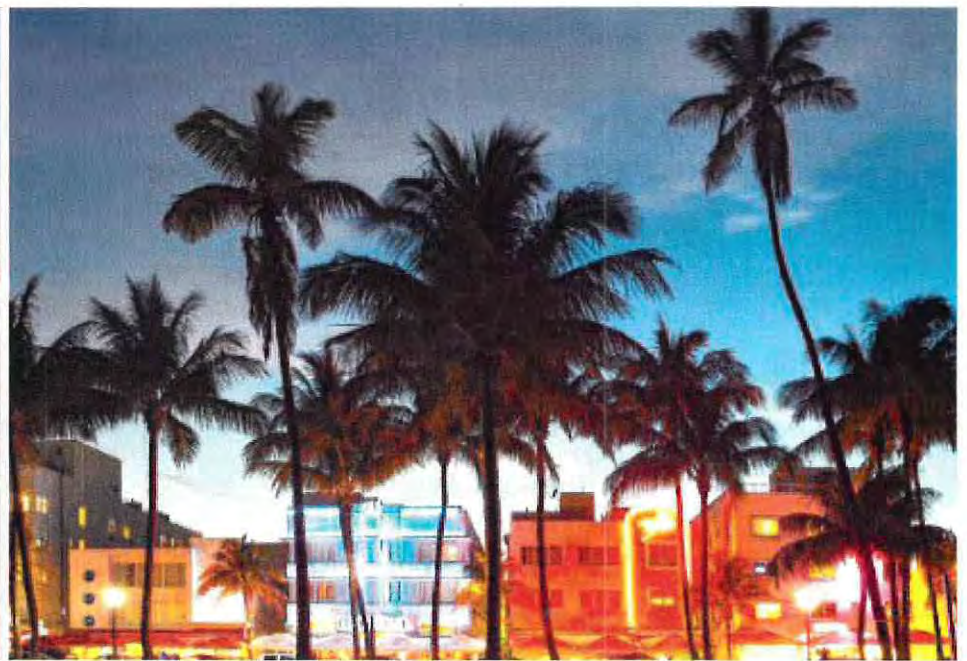
Central Energy Plant Upgrades:

- (2)-Two new 350 Ton water-cooled chillers
- Overhaul of 500 Ton water-cooled chiller controls
- (3)-three new condenser water pumps
- (4)-four new chilled water pumps
- New 4-cell cooling tower, decommissioning of existing cooling tower.
- Replacement of all condenser water piping, chilled water piping and valves located within the CEP
- Replacement of Motor-Control Center and VFDs within the CEP
- All new DDC controls for the CEP

Lab Fan Upgrades:

- Replace 18 various lab exhaust fans
- Provide new electrical service and means of electrical disconnect to each fan.





PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES FOR MEP ENGINEERING

City of Miami

Client

Joe Gomez, PE

Title: Director of Public Works

Phone: 305-673-7080

Email: JoeGomez@miamibeachfl.gov

Timeline

Ongoing

Services

- Electrical
- Mechanical
- Structural
- Civil
- Design Preparation of Construction Documents
- Construction Administration

Value of the completed project

\$52,250,000.00

EXP is providing “as-needed” engineering services, under the specialty areas of Mechanical, Electrical, and Plumbing functional areas. Engineering services include electrical, mechanical, structural, and civil design preparation of construction documents and administration of construction contracts.

The most recent work order is for the peer review of the Citywide LED SmartCity plans, specifications and reports. The specific deliverables to be peer reviewed by EXP are the following:

1. Computerized Maintenance Management System (CMMS) Report for citywide urban lighting assets.
2. Preliminary (50%) Lighting Design and Final (100%) Lighting Design Deliverables including photometric designs.
3. Smart City Roadmap including the decision analysis, dynamic feasibility model, and technical network architecture.
4. Connectivity scope including schematic CAD drawings of the permit routes, high-level permit plan, and the schedule for the deployment of the fiber network.





Planning Services

General Planning Services

*City of Hialeah
Hialeah, FL*

Experience Level

EXP as Prime

Timeline

2020-2022

Services

- Master Planning
- Transportation + Traffic Planning
- Public Involvement
- Grant Assurances

Team Members Involved

José Clavell - Project Manager

Agency/Client Contact

Debora Storch

(305) 492-2012

dstorch@hialeahfl.gov

EXP provided general planning services, including master planning, transportation and traffic planning reviews, development reviews, meeting with applicants, preparation of applications for planning grants, presentations for public meetings, as well as reviews and preparation of any technical documents to support the Planning and Zoning Department duties as requested.





Intersection Safety

NW 154 Street and Miami Lakeway North Intersection Safety Study

*Town of Miami Lakes
Miami Lakes, FL*

Experience Level

EXP as Prime

Timeline

2022

Services

- Traffic Engineering

Team Members Involved

Eugene Collings-Bonfill - Project Manager

Tyler Blair

Roxana Matamoros

José Santiago

Agency/Client Contact

Carlos Acosta, PE

(305) 364-6100

acostac@miamilakes-fl.gov

EXP conducted an intersection safety study at the high-profile location of NW 154 Street (Miami Lakes Drive) and Miami Lakeway North in the Town of Miami Lakes. The study's purpose was to reduce crashes, most importantly fatalities, and serious injuries by evaluating the intersection and providing recommendations for improvement.

The T-intersection lands on a sharp horizontal curve, creating concern about the overall safety of the intersection. The intersection was experiencing roadside departure crashes in a residential neighborhood, generating apprehension for community safety, particularly regarding pedestrians and cyclists within the area.

EXP's study included day and night-time site visits to assess visibility, signage, pavement markings, and driver behavior. The analysis also included assessing speeds for over 400 vehicles. Operational analyses to review any kind of turn lane constraints, spillback into the thru lanes, turn lane warrant analyses, and deficiencies in signal timing were performed.





20-Year Transportation Plan

Experience Level

EXP as Sub

Timeline

2022-present

Services

- Master Planning
- Project Management
- Public Involvement
- Transportation Planning
- Transit Operations Planning
- Facilities Planning
- Financial Planning + Analysis
- Environmental + Sustainability
- Transit Intermodal Facilities
- Transit Oriented Development
- Urban Design

Team Members Involved

Alyssa Goldberg - Project Manager
 José Clavell
 Michelle Simmons
 Crystel Villafranca

Agency/Client Contact

Lisa Colmenares, AICP
 (786) 469-5394
MariaElisa.Colmenares@miamidade.gov

Miami-Dade County Transportation Master Plan Support (In-house)

Miami-Dade County Department of Transportation and Public Works (DTPW)

Miami-Dade County, FL

The Miami-Dade County Department of Transportation and Public Works (DTPW) is developing the first ever Countywide Transportation Master Plan (CTMP). This Transportation Master Plan will establish a clear vision and prioritization of projects for all transportation modes and networks within Miami-Dade County in the next 20 years, while improving collaboration with internal county, municipal, and agency plans to cohesively program improvements for the transportation system.

To enhance the planning process, EXP is assisting DTPW with in-house project management and public involvement support, acting as the liaison between DTPW and the Master Planning consultant team. EXP is also leading the development of the future framework, modal plans, project prioritization/needs planning, and overall plan implementation.





Utilities

Experience Level

EXP as Prime

Timeline

2020-2021

Services

•Utility Planning, Design, Coordination, and permitting

Team Members Involved

Eduardo Luis - Project Manager
The Corradino Group - Sub

Agency/Client Contact

Miami-Dade Water & Sewer Department

William Lehman Causeway 24-Inch Sanitary Force Main Improvements Phase I & II

City of Aventura, FL

Due to the failure of aged infrastructure, the MDWASD has identified the need to initiate a phased approach to upgrade the wastewater collection and transmission system (WCTS) in an area of Aventura in Miami-Dade County along William Lehman Causeway near the intersection with West Country Club Drive. Corradino was retained to perform the design and contract document preparation of sanitary sewage force main improvements to replace aged and corroded 40-year-old sewage infrastructure detailing the installation of Phase I & II improvements:

- Phase I consists of replacing approximately 2,485-LF of 24-inch and 8-inch FM along and crossing William Lehman Causeway that is experiencing failure due to corrosion and age. Phase 1 includes an engineering evaluation of nearby sanitary sewer force main pipelines that have common failure risk factors (age, type, corrosion, etc.).
- Phase II includes approximately 5,620-LF of 20-inch, 16-inch, and 12-inch force main immediately upstream near the canals that have similar risk factors due to their age, material, and exposure to corrosion. Being installed concurrently with the Phase 1 area, the adjacent Phase 2 area was part of the same project that installed the failing 24-inch force main.





Grant Application

Experience Level

EXP as Prime

Timeline

2022

Services

- Grant Assistance

Team Members Involved

Jesús Fuentes - Project Manager

Alyssa Goldberg

Michelle Simmons

Crystel Villafranca

Amy Elmore

Agency/Client Contact

Lisa Colmenares, AICP

(786) 469-5394

MariaElisa.Colmenares@miamidade.gov

Reconnecting Communities Pilot Discretionary Grant Application

Miami-Dade County Department of Transportation and Public Works (DTPW)

Miami-Dade County, FL

The USDOT published a Fiscal Year 2022 Notice of Funding Opportunity (NOFO) in grant funding as part of the Reconnecting Communities Pilot (RCP) program dedicated to reconnecting communities that were previously cut off from economic opportunities by transportation infrastructure.

Assistance was provided to the Miami-Dade County Department of Transportation and Public Works (DTPW) to seek funding for preparing an equitable TOD Master Plan for two SMART (Strategic Miami Area Rapid Transit) Plan - North Transit Corridor stations (Dr. Martin Luther King Jr. Plaza and Unity).

These efforts aim to perform an Economic and Affordable Housing Market Analysis, develop a Water and Wastewater Capacity Analysis Technical Memo, perform an Analysis and preparing a Bicycle and Pedestrian Facilities Plan, as well as develop a Community Partnership and Stakeholder Involvement Plan, an Economic Development Targeted Analysis, and an equitable TOD Report and Master Plan, while preparing Station Area Urban Design Guidelines.





C

FIRM'S APPROACH AND METHODOLOGY





C.1 | PROJECT PLAN & PROCEDURES

C.1.1 PLANNING STUDIES OR ANALYSIS, REVIEW AND MANAGEMENT OF INFRASTRUCTURE PROJECTS THAT WILL ASSIST IN THE IMPLEMENTATION OF INFRASTRUCTURE IMPROVEMENTS

The EXP Team has the depth, capacity, and available resources to individually complete all the services requested under this contract. We have carefully reviewed the City of Bunnell requirements and existing Capital Improvement Plan and identified a bench of technical experience and Subject Matter Experts (SMEs) that allow the EXP Team to confidently say we are prepared to address all the elements required in the following Engineering disciplines: Site/Civil, Stormwater, Utilities, Transportation and Infrastructure. We understand that tasks under this contract will likely be multi-disciplinary and will require careful coordination.

EXP is proposing experienced staff with diverse backgrounds to enable us to assign the proper expertise. As an integrated design firm, we have the capabilities and experience to complete each of the elements typically required of every project in-house. We provide a full range of services in civil, structural, utilities, land development, and infrastructure to both public and private sector clients, and we've been doing it for decades. EXP offers comprehensive planning, design, project management and construction solutions for all types of projects. Whether related to complete streets, intersections, rail, bridges, tunneling, vertical construction, utility design, or stormwater, we provide multidisciplinary solutions across all types of infrastructure.

The EXP team is made up of local, experienced, certified, and qualified personnel, who are ready and 100% committed to meet and exceed the City of Bunnell's goals and provide the best technical assistance with respect to Infrastructure projects or programs.

C.1.2 SITE CIVIL ENGINEERING & LAND DEVELOPMENT

EXP's approach to civil site design is a process that involves multiple disciplines and begins by studying and understanding site-specific conditions such as, right-of-way and easement constraints, utility locations, existing stormwater management systems and facilities, existing structures, wetland delineations, environmental issues, and soil quality. These conditions are used to create a work plan that addresses the unique characteristics of each site. Our experience spans every stage of the development process including feasibility studies and preliminary plans, grading and drainage design, utility infrastructure design, driveway and parking lot design, permitting, bidding assistance, and construction observation.

Our professionals achieve this by applying traditional design techniques through the latest modeling and drafting software. EXP understands that effective and sustainable design involves considering the complex interaction of our built systems with the environment to anticipate challenges. We consider the impacts of our projects and aim to provide solutions that ensure long-term system integrity, while minimizing lifecycle costs.

The EXP team has executed numerous Heavy Civil projects of various scope and complexity in the State of Florida, and throughout the United States and Canada. We have the expertise and experience to deliver customized construction programs that include planning, design, financing, and construction services necessary to deliver successful, sustainable solutions. Our priorities have always aligned with what is important to our clients. In addition, EXP provides an industry leading safety culture, and well-crafted quality standard.

C.1.3 HEAVY CIVIL ENGINEERING

EXP's team has the depth and breadth of experience in Heavy Civil project management and design experience. We understand the importance of all phases of a project, from Planning to Design to Construction and Construction Inspection for project closeout. We utilize Deltek software and weekly updates to track project schedule and budget, ensuring there are no cost overruns and getting ahead of any potential unforeseen Change Orders.

Our Team provides expertise in Freight Planning and Design, Shipping Facilities, Roadway Construction, Building Construction, Bridge Design and Construction, and a number of other potential heavy civil subcategories. With our in-house Construction Engineering and Inspection team, we can ensure that construction is implemented consistently with the Engineer's plans, suggesting cost-saving ideas along the way.

C.1.4 STRUCTURAL ENGINEERING

throughout our more than 100 years in structural engineering, EXP has been at the forefront of structural innovation. We provide structural inspection, analysis, design and forensics for all types of buildings, both new and existing. Our structural teams develop resilient, responsive solutions to meet the demands of complex, challenging projects. Using a whole-structures approach, we consider the structure's entire lifecycle and design for flexibility, adaptability, sustainability and economy.

We have designed structures in dense urban spaces, developed solutions to meet innovative use of materials and have worked with teams to set new standards for design. For the City of Bunnell we will consider all design requirements to enhance the structures resiliency and response to natural hazards along the shoreline. Through a collaborative and efficient process, we work closely with our clients to shape their visions into functional, well-designed spaces that minimize impacts on the environment.

C.1.5 MECHANICAL, ELECTRICAL, & PLUMBING

At EXP, we are a team of building solutions experts. We adapt to the fast pace of changing technology and code compliance. Whether you're building a new facility or renovating an existing one, our solutions address today's needs and incorporate flexibility for the future.

We design efficient mechanical, electrical, plumbing and fire protection systems that provide comfortable, energy-efficient and healthy interior environments. We deliver seamless, integrated design across the building's entire lifecycle – from concept and planning, through design and construction, to commissioning and operations.

As a member of the US Green Building Council, and with numerous LEED professionals (Leadership in Energy and Environmental Design) our firm knows its responsibility to always provide environmentally friendly Mechanical (HVAC/Plumbing) and electrical designs with a conscientious effort to minimize initial cost impact by incorporating:

- Energy Modeling and Conservation
- Life Cycle Cost Analysis
- Facilitation of Sustainable Design Systems and Equipment
- Value Engineering
- Project Commissioning

Using a whole-building approach, we consider the impact of building functions on the owner, occupants and the environment. We integrate our sustainability services into all of our practices and continually work to meet and exceed environmental standards. As specialists in intelligent buildings, we design technology that enables buildings to better interact with occupants and provides essential security measures. Our team is experienced in maintenance work after construction especially in areas that are exposed to hurricanes and other natural hazards.

C.1.6 UTILITIES ENGINEERING

Our team of qualified engineers have wide experience in studies, design and permitting for potable water and wastewater facilities throughout Florida. Our expertise allows us to view projects with an integrated water resources approach to enhance project values and incorporate components that span multiple disciplines, which provide both utility and environmental benefits.

C.1.6.1 UTILITIES ENGINEERING – POTABLE WATER

We are prepared to assist City of Bunnell in maintaining the high service standards in the North and South utility areas by providing services for water supply systems, treatment plants, storage facilities, water distribution, and distribution networks. Our innovative, integrated, and practical solutions help meet water supply needs while addressing the challenges presented by continuous growth throughout the state.

Our services include planning, design, construction management, commissioning, and operational support of complete water infrastructure. EXP's multidisciplinary team of engineers, scientists, and technicians have experience across the full water asset life cycle and implement innovative water treatment solutions for clients around the world, from natural mineral reduction to the removal of trace industrial contaminants. Our experts continually explore emerging technologies in water systems to maximize efficiencies, identify reuse opportunities and make the most from our water resources. Our experience is well suited for the expansion necessary to the existing treatment plants in the system, as well as the design of ground storage tanks. As both service areas are under continuous growth and expansion, future water use planning and hydraulic modeling can be performed to determine the system needs and operating conditions in every projected scenario.

C.1.6.2 UTILITIES ENGINEERING – WASTEWATER

At EXP, our team delivers solutions in all aspects of wastewater – from waste stream characterization, water use optimization and wastewater minimization studies, through wastewater collection networks, pumping, sewage and septage treatment and biosolids management, to outfall structures, aquifer recharge facilities and grey-water re-use systems. Our team offers preliminary studies, concept and detailed design, construction, commissioning, and project management services, for industrial, commercial, and municipal clients. Treatment solutions include primary solids removal, complete tertiary treatment, and ultra-pure water systems. These services can be implemented in the multiple pipeline projects expected throughout the City such as main relocations, extensions, replacements, and for the City of Bunnell Septic to Sewer Program.

C.1.7.1 INFRASTRUCTURE – TRAFFIC

EXP's team has not only produced a multitude of traffic studies, but has reviewed them as in-house staff at various counties and the Florida Department of Transportation. Our team is well-versed in the production and review of traffic impact studies, signing and pavement markings plan production, data collection, right-of-way permitting, access management, code compliance review, safety analyses, warrant analyses, operational analyses, and travel demand forecasting. We fully understand the Treasure Coast Regional Planning Model and will utilize it to project future volumes and demand of various facilities within City of Bunnell, with consideration to land use types and the Cost Feasible Plan established in conjunction with the City of Bunnell MPO.

EXP's team has not only produced a multitude of traffic studies, but has reviewed them as in-house staff at various counties and the Florida Department of Transportation. Our team is well-versed in the production and review of traffic impact studies, signing and pavement markings plan production, data collection, right-of-way permitting, access management, code compliance review, safety analyses, warrant analyses, operational analyses, and travel demand forecasting. We fully understand the Regional Planning Model and will utilize it to project future volumes and demand of various facilities within City of Bunnell, with consideration to land use types and the Cost Feasible Plan established in conjunction with the City of Bunnell MPO.

Our Team is able to assess traffic impact studies using the latest edition of the Trip Generation Manual, cross-comparing potential land use codes with those used in the TIA for accuracy in trip estimation. We also process TIS intersection volumes in our Synchro 11 software to verify accuracy of output results.

On a local level, we have produced numerous traffic calming studies, speed hump assessments, pedestrian and cyclist signage and striping safety improvements, shared-use path improvements, and provided professional recommendations and high-level information to residents at public meetings.

Our Team understands some of the highest concern intersections seem to fall on the US-1 corridor. The highest frequency of incapacitating or fatal crashes within the past two years occurred at intersections of US-1. The EXP team recommends a comprehensive traffic safety study assessing appropriate striping, signage, and lighting at each of these intersections, with special consideration to the minor approaches, as these are maintained by City of Bunnell.

C.1.7.2 INFRASTRUCTURE – TRANSPORTATION STRUCTURES

EXP's Structural Design Department is made up of highly qualified structural engineers with experience in providing structural bridge engineering services to several local municipalities and the Florida Department of Transportation (FDOT). We have a complete understanding of FDOT design specifications, construction standards, and the Local Agency Program (LAP) process. Our experience includes:

- » New Bridge Design
- » Repair / Rehabilitation Bridge Design
- » Condition Evaluation
- » Structural Inspection
- » Load Rating Analyses
- » Emergency Structural Inspection
- » Overhead Sign Structures Design
- » Traffic Signal Mast Arms Design
- » Seawalls, Piers Docks Design
- » Peer Review

In addition, EXP is experienced with the preparation of construction documents, cost estimating, and post-design services such as bid assistance, bid evaluation, and construction administration. Highlights of our Structural Design Department's experience include the design of new bridges, design of complete bridge replacements with staged phasing and the design of repair/rehabilitation/modifications to existing bridges, and the design of seawalls, piers and docks. With our extensive project experience and innovative thinking, EXP's services encompass the full scope of project delivery from concept through execution. We work closely with our in-house roadway design and structures inspection teams to offer forward-thinking solutions.

C.1.7.3 INFRASTRUCTURE – ROADWAY

With diverse experience in the planning, design and construction of highways, expressways, tollways, local roads, and streets, EXP brings innovative solutions for every type of roadway. Our experience includes roadway realignments, milling and resurfacing of existing corridors, installing protected bike lanes, intersection improvements, shared-use paths, and the design of signage and pavement markings including bike specific signage and green bike markings. In addition, our team has the experience needed to address other issues City of Bunnell may face in relation to parking. This includes ensuring that parking, bicycle lanes, and pedestrian crossings exist in harmony. EXP also has the experience to improve roadway safety such as ensuring that minimum sight distances are met, implementing bulb outs to reduce pedestrian crossing distances and providing refuge, etc.

C.1.7.4 INFRASTRUCTURE – PEDESTRIAN AMENITIES

Pedestrian amenities are crucial for the safety of these vulnerable road users. EXP will work with City of Bunnell to evaluate and provide recommendations on pedestrian tailored improvements, as requested. Our Team at EXP has extensive experience with providing updated ADA compliant pedestrian curb ramps, updating pedestrian signals as per MUTCD and FDOT criteria, providing sidewalk connections at transit stop locations, providing minimum clear widths on sidewalks, implementing pedestrian refuge areas, etc. The EXP team's collective experience makes us exceptionally qualified to engineer solutions that will enhance pedestrian safety on any project.

C.1.7.5 INFRASTRUCTURE – CONSTRUCTION ENGINEERING INSPECTION (CEI)

EXP's construction engineering and inspection team is at the forefront of the transportation field. EXP's CEI team has a proven track record of success and a reputation for innovation and efficiency based on our work on a wide range of projects, including large land development and infrastructure projects, major interstate, expressway and highway widening projects; new roadway projects; major bridges; railroads and other mega-projects. From initial pre-construction activities to project close-out, EXP's staff help clients administer projects to stay on schedule and within budget. EXP's field personnel play a critical role as liaison between the owner, designer, contractor and project stakeholders to help make your vision become a reality.

C.1.7.6 INFRASTRUCTURE – TRANSIT PLANNING & DESIGN

EXP believes that Transit Planning and Design goes far beyond the analysis of transit mode. It is critical to understand the existing and future year multi-modal travel patterns at the regional and corridor level, the long-term impacts of the pandemic on people's commuter preferences, the deficiencies of the existing transportation network and operations as these factors all determine how investments in the infrastructure can help lead to a more sustainable future. Other factors such as transit facilities should provide practical and convenient accommodations for transit users. This includes ADA accessibility, seating, shade, shelter, and the need to be able to safely cross streets efficiently and conveniently to access transit stops in both directions, where applicable.

C.1.7.7 INFRASTRUCTURE – SIGNALIZATION & LIGHTING

Our signalization and lighting designers are well versed in the Florida Design Manual, Florida Green Book, MUTCD and the Traffic Engineering Manual. Our approach to both signalization and lighting design is to determine the overall constraints with a field visit and identify the challenges and propose the solution with safety always as a priority in our design. Our Team also recognizes the importance of basic functions that signalization and lighting for public spaces serves including intuitive wayfinding, safety, security, and identity of a place. Resilience of the products is also a key factor we will consider – as the City of Bunnell is close to the coast and this can subject the area to the most dangerous elements for electrical equipment – humidity, sand, and salt. Given the environmental sensitivity of the state, lighting for our projects usually considers multiple layers of lighting, LED, and possibly seasonally operated. Depending on budget and space conditions of specific signalization projects, solar power can be introduced to reduce energy consumption.

C.1.7.8 INFRASTRUCTURE – DRAINAGE & STORMWATER MANAGEMENT

EXP provides solutions across the full stormwater spectrum, delivering innovative, integrated, and practical solutions for stormwater infrastructure. We provide comprehensive services in all aspects of stormwater infrastructure: drainage conveyance and storage, water resources, hydrology, stormwater management including low impact design, ecological management, asset management and trenchless technologies. EXP understands that effective and sustainable stormwater management improves and helps ensure better quality of life for our communities and we also know that increased urbanization and climate change increased the challenges faced by municipalities and regulatory agencies for water conservation and water quality. Our experts develop and model stormwater management systems, identify system repairs and design solutions to ensure system integrity for the long term, to minimize lifecycle costs. Our team brings expertise in:

- Drainage analysis and design services
- Retrofitting existing drainage systems
- Environmental Resources Permit Compliance
- Hydrologic/Hydraulic Modeling
- Bridge Hydraulics
- Scour Analyses
- Retention/Detention pond exfiltration trench
- Drainage well and stormwater pump station analyses and design
- Drainage Studies
- Urban and rural drainage system design

C.1.7.9 INFRASTRUCTURE – RESILIENCY & SUSTAINABILITY

We understand the widespread need to protect our communities from climate change effects. We work with our clients to take the next step towards planning and implementing long-term resiliency, sustainability and ultimately livability. Integrating ecology, energy, water, biodiversity and access to natural resources, we support long-term planning focused on climate adaptation and future readiness. From environmental remediation and waste management to stormwater and coastal shoreline protection, we use our sustainable expertise to bring long-term resilient infrastructure strategies.

EXP brings large-scale experience working on a variety of resilience projects in the public sectors. Our approach to resiliency focuses on achieving our clients' goals through community and stakeholder engagement, substantial investigation and innovative strategies. Prioritizing the needs of the people, we aim to Maintain the health and well-being of the community, Reduce the impacts of current and predicted hazards, comply with current regulations, ordinances, organizational plans and commitments, protect existing infrastructure and reduce the environmental impacts of new developments.



C.1.8.1 – SCHEDULE CONTROL

Having served multiple municipal agencies on similar contracts, we understand the complexity of working within tight budgets and schedules. Consequently, we will coordinate project scopes, budgets and schedules for each assignment with City of Bunnell to ensure critical deadlines are met and that all work is performed within budget. EXP's Project Managers, will conduct project progress meetings with the City's Project Manager on a regular basis and submit progress reports to ensure tasks are moving along on schedule. Project progress reports will coincide with all billing invoices, which will ensure the City has paid only for work that has been completed. The schedule for the project progress meetings will be coordinated with the City's Project Manager and key EXP staff members will be available to attend as required by the City's Project Manager. By requiring project progress meetings and reports, project cost control can be better maintained and tracked by the City's Project Manager and EXP. As projects advance and new tasks begin, our Project Managers will have a task kick-off meeting with the City's Project Manager to discuss each of the project's objectives so that EXP staff can have a firm understanding of the City's desired result. A detailed project cost estimate for each task assigned will quickly be developed and submitted to the City's Project Manager for approval. Once a consensus on the scope and fees has been achieved, EXP staff will be assigned and immediately begin working on the new project task. Our experience shows that this process eliminates project overruns and additional service agreements.

C.1.8.2 SCHEDULE CONTROL – SCHEDULE

The project schedule is the skeleton of the production process, and it also serves as a mechanism for budget control. A schedule will be prepared for any assignment under this contract, and upon the Notice to Proceed, scheduling will be one of the main topics in the initial meeting before the assignment begins. Once the schedule is finalized, all milestones and official deadlines will be strictly followed to avoid delays. EXP will schedule early submittals to allow the City's Project Manager to review and comment before the final (100%) submittal. Change orders will be minimized by performing thorough constructability and biddability reviews and focusing on potential overrun items such as utility conflicts, permitting, and plan quantity errors that can generate change orders during construction.

C.1.8.3 SCHEDULE CONTROL - BIDS & PROCUREMENT ASSISTANCE

The EXP team will be ready to support City of Bunnell during the bid phase of any project that we design. We will attend the pre bid meeting (to potentially include subsequent site visit/walkthrough) with the City's representative and prospective contractors, present our roadway/drainage/traffic engineering approach and respond to bidders questions.



C.2| PROJECT ORGANIZATION & MANAGEMENT

Our approach to service is an “all hands-on deck” approach which will be centered on the following values:

C.2.1 DELIVERING RESULTS THROUGH ACTION

Understanding the importance of delivering results to the community quickly, our Lead Team will be separated into two teams, an Assessment Team and a Strategy Team, to work collaboratively with our Technical Advisors. This is beneficial because while the strategy group focuses on the comprehensive program management strategy and implementation, the assessment team will maintain a sustained effort on the ongoing projects, identifying any opportunities for sustainable innovation improvement, value engineering, constructability review and QA/QC to ensure progress on these projects continuous to be made.

C.2.2 EXP'S PROJECT MANAGEMENT APPROACH

Our project management philosophy is to create a partnership with our team to provide the City of Bunnell with planning, design and construction management services that will ultimately be beneficial to and welcomed by the public. Our goal is to produce technically sound contract documents while being on schedule and under budget. We will implement this philosophy through teamwork and the right allocation of resources within the EXP team. In addition, we will pay attention to detail and manage each project by managing the individual components. Every EXP team member will meet the City of Bunnell's needs and expectations for each task work order assigned.

The EXP team will build a team approach with the City of Bunnell by maintaining open and honest professional communication. The Project Manager will understand the project, visualize the final product, and have the ability to rapidly identify the specific staffing and equipment requirements to complete projects within the City's time schedule. The EXP Project Managers will be Patrick J. Russell, EI, and Miguel Lockward, PE, PMP, ENV SP, for Site/Civil Engineering, Ricardo Jimenez, PE, for Utilities, and Jose Santiago, PE for Infrastructure.

The EXP team understands that a “good start” is essential to ensuring the success of a project. Therefore, upon receiving the notice to proceed, our Project Managers will organize a kickoff meeting. The purpose of this meeting will be to ensure that all the team members assigned to the work order understand their project assignments and that the following critical components are completely understood:

- Project Scope of Services
- Project Schedule
- Construction and/or Design Budget
- Expectation of the City
- Objectives of the Project
- Roles and Responsibilities

Our team will have a consistent commitment to the City of Bunnell's communities to push for delivering project results within the PTP Program's timelines. We will carefully sequence projects to mitigate potential construction impacts that could disrupt the quality of life of neighborhoods and communities citywide. This approach will be part of our efforts to minimize public discomfort and earn the trust of the residents the City of Bunnell serves.





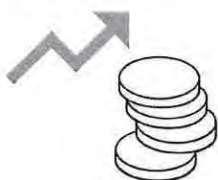
C.3 | TIMELINE & BUDGET

Having served multiple municipal agencies on similar projects, we understand the complexity of working within tight budgets and schedules. Consequently, we will closely coordinate project scopes, budgets, and schedules for each assignment with staff from the City of Bunnell to ensure that critical milestones are met. The EXP team will complete all work on time, according to plan, and within the allocated budget.

Additionally, we will conduct regular project progress meetings with staff from the City of Bunnell and submit progress reports to ensure that tasks are moving along on schedule. Project progress reports will coincide with all billing invoices, guaranteeing that the City of Bunnell has paid only for completed work. By requiring project progress meetings and reports, cost control can be better maintained and tracked by the City of Bunnell and EXP staff. At the onset of a task or project, a discussion of the project objectives will take place at the kickoff meeting with staff from the City of Bunnell so that the EXP team can have a firm understanding of the desired result. Also, a detailed probable cost estimate will be developed quickly and submitted to the City of Bunnell for approval for each task work order (TWO). Once a notice to proceed (NTP) is received, the EXP team will immediately begin working on tasks or projects, following a management approach that includes a strong QA/QC process, detailed and organized project management programs, a strong management team, and a rapid response correspondence protocol.

C.3.1 MANAGING BUDGETS

EXP will control the contract's budget status on a weekly and monthly basis and will maintain budget control by estimating efforts to ensure enough allocations are applied to the TWOs for salary and expenses. Workforce as well as upcoming projects and activities will also be reviewed and discussed with staff from City of Bunnell, focusing on examining the budget and tracking remaining funds of the contract monthly to ensure there is enough budget available for any emergency tasks. Additionally, key factors in controlling costs are:



- Making sure that the scope of work and deliverables expected are clear
- Constant monitoring of TWO expenses
- Staying ahead of upcoming activities and changes in scope

EXP also uses a software, called Deltek, to manage weekly timesheet charges. This robust financial tracking system monitors existing budgets of the prime and sub-consultants, remaining budget, unbilled amounts, billed invoices, and any budget backlog. Monthly progress reports, payout curves, and monthly invoices will be provided to ensure that the billing process is conducted efficiently and accurately.

C.3.2 QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

Quality Assurance and Control will be provided through multiple levels of involvement in support of EXP's belief that quality is everyone's responsibility. Recognizing "fresh eyes" often see things in a new way, our Quality Plan includes QA/QC reviews on every project by architects and engineers who are not directly involved with the project. In this manner, we maximize our ability to discover ambiguity or inconsistency in documents.

The key to EXP's successful Quality program is early and constant coordination between and amongst all disciplines. Our philosophy is that every team member is responsible and accountable for the quality of what they produce. Our QA/QC Manager, John Flint, PE, with over 41 years of experience, will lead the process. The following Key Components will form the basis of our Quality program for this contract:

Identification of a separate QA/QC team at the start of a project: A QA/QC kick-off meeting is conducted including proposed reviewers as well as the entire technical team. In this meeting, potential project risks are identified and discussed, and mitigation strategies developed. The project schedule, client goals and objectives, and project budget are discussed.

Separate QA/QC peer reviewers: QA/QC reviews are conducted by EXP senior technical staff not assigned to the project. This is a formal process, and all team members are aware of the importance of this step in the design and studies delivered. Comments are formally documented, and the design team must address each comment before the project is allowed to be released for submission. If the design team disagrees with a comment, a formal Comment Resolution process is required, and both the Reviewer and the designer must sign off on the result.

Discipline design critiques: Critiques are focused on life cycle cost, compatibility with other existing equipment and materials, use of materials, environmental, context, constructability, and response to specific client goals and standards.

Design discipline checking + correcting: Checks are conducted regularly during the design phase by senior staff members, who periodically check the information on the contract documents and look specifically at coordination between disciplines.

Coordination: Regular coordination meetings will serve as a forum for exchange of information, status reporting, and technical coordination.

Formal progress review meetings: These meetings between the design team and the client will be held to evaluate the status of our documents at established percent completion benchmarks.

Document and information control: The flow of information on every project needs to be controlled. To achieve this, informational correspondence will be channeled through the Project Manager.





C.4 | COMMUNICATIONS & DELIVERABLES

C.4.1 MANAGING THE SCOPE AND DELIVERABLES

Upon contract execution, the EXP team will meet with staff from the City of Bunnell to review the project scope, schedule, as well as major project milestones and deliverables at a kickoff meeting. At that time, our staff will present a draft outline, detailing the planning and implementation of task or project activities, with the understanding that a comprehensive QA/QC program is essential to meet or exceed industry standards, client expectations, and represent the City of Bunnell to the public in the most professional manner. Per our corporate policy, we will develop a project-specific Quality Management Plan to be reviewed and approved by the City of Bunnell within the first two weeks of project execution.

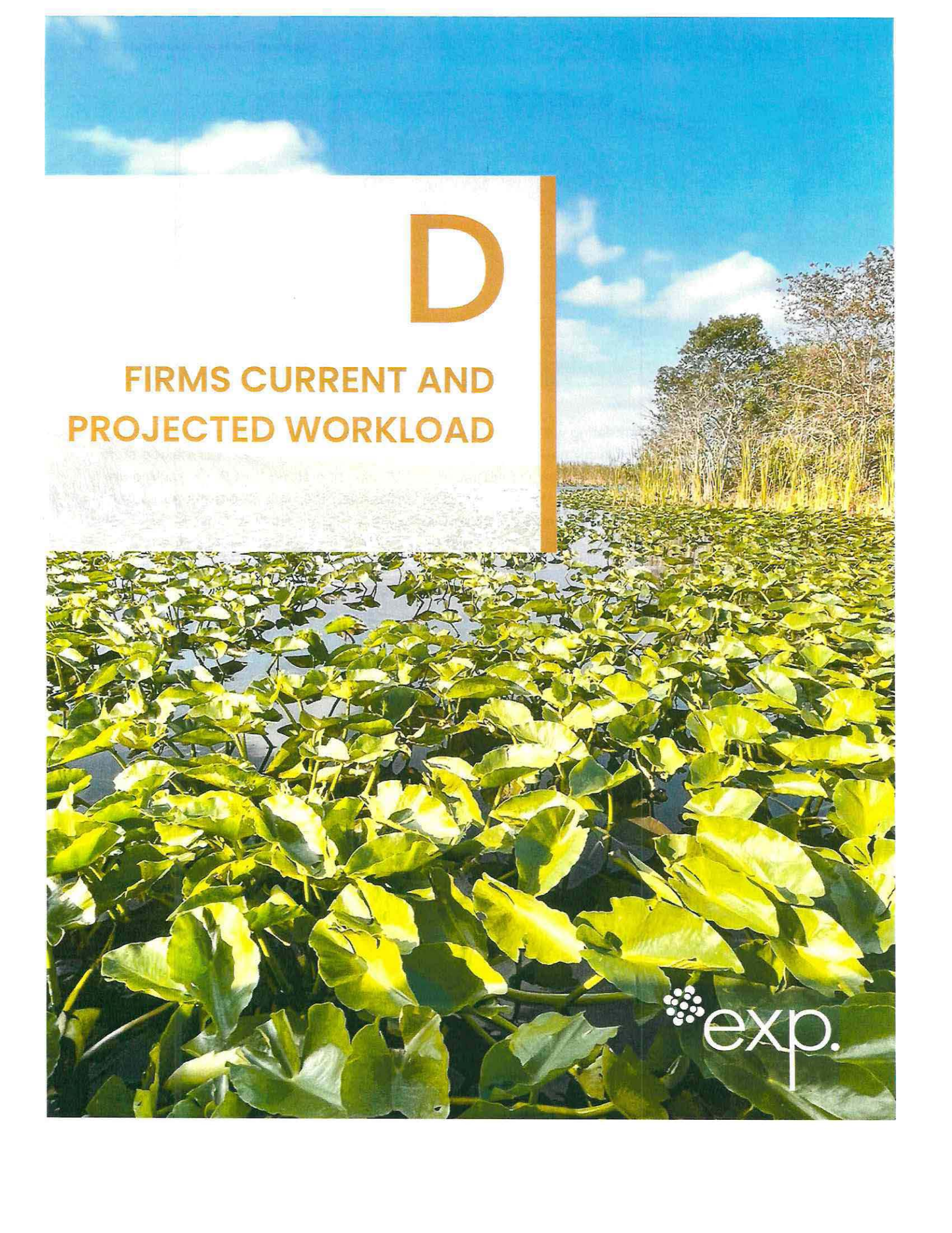
We also plan to implement a task distribution approach, where each task will be assigned to a task lead, referenced in the organizational chart, and the applicable support team who will be responsible for all coordination required for the success of the task or project. We carefully assign task leads based on their capacity and knowledge of project management, multimodal, civil, transportation, water/wastewater, land development, and traffic engineering, MEP, architectural and communications.

C.4.2 MANAGING COMMUNICATIONS WITH THE CITY OF BUNNELL

As a part of the kickoff meeting, our team will provide clear communication protocols and contract expectations for consensus and approval from the City of Bunnell. Routine meetings with staff will be established on a weekly, monthly, and ongoing basis to report on contract status, seek labor and expenditure approvals, advise on project issues and resolutions, and provide general contract updates. Additionally, EXP has developed a rapid response protocol that guarantees reliable, two-way communication. All correspondence from the City of Bunnell will be responded to within one hour after receiving a call from staff, and we can be available in person within one hour to address any issues or concerns.

C.4.3 BIDS & PROCUREMENT ASSISTANCE

Bids and Procurement Assistance: The EXP team will be ready to support City of Bunnell during the bid phase of any project that we design. We will attend the pre bid meeting (to potentially include subsequent site visit/walkthrough) with the City's representative and prospective contractors, present our roadway/drainage/traffic engineering approach and respond to bidders questions.



D

FIRMS CURRENT AND
PROJECTED WORKLOAD

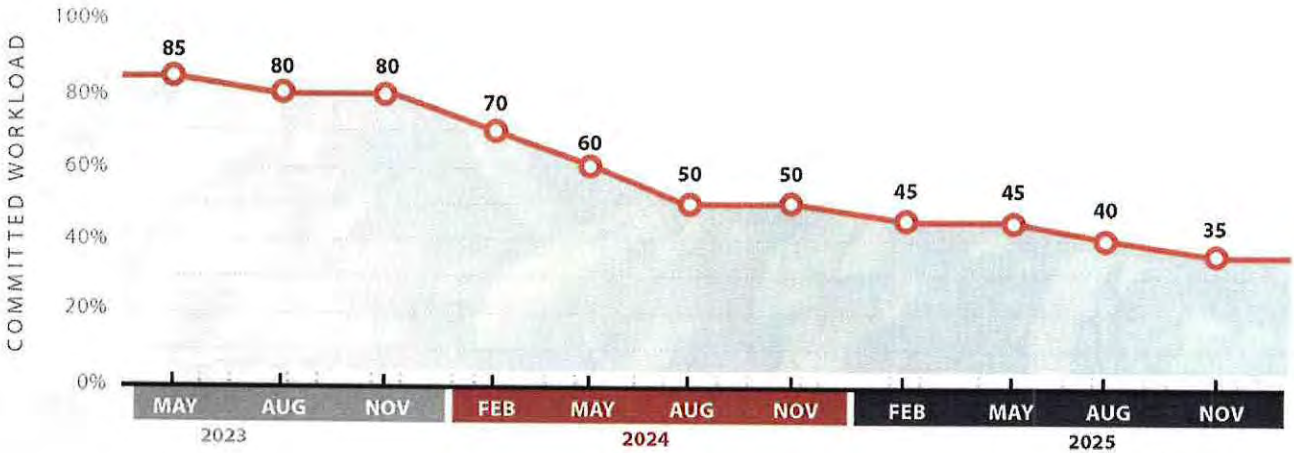




D.1| STAFF READINESS

Once NTP is issued, a kick-off meeting will be scheduled. A preliminary Execution Plan addressing short-term and long-term project delivery needs will be discussed at this meeting, which will include staff from the City of Bunnell and key members of our team. At EXP, we understand that the Infrastructure Program has a long planning horizon. However, we also understand that it is important to identify projects that can be executed in the short term, providing “quick wins” that show successful results of the Infrastructure Program implementation. This will help the City of Bunnell build public trust for the long-term journey to achieve a better Infrastructure system in City. Additionally, EXP and our sub-consultants have worked together on many occasions and represent ONE TEAM, ONE FIRM.

We have staff readily available for any task or scope that the City of Bunnell will require. As such we offer a general anticipated workload depiction below.

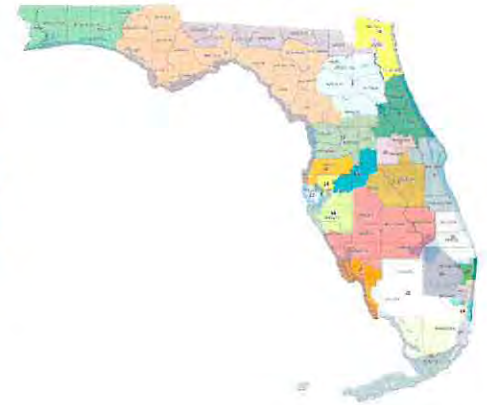




E

LOCAL FIRMS





E.1| LOCAL STAFF & SUBCONSULTANTS

With ten (10) offices located within the State of Florida and two (2) of those offices being located in Maitland and Jacksonville with staff situated directly in Flagler County, EXP is ready to work with the City on any and all Infrastructure needs that the City of Bunnell requires.

We are staffed today with the previously presented local team members that have the experience, technical ability, and communication skills here in North Florida. Our team will continue to be here to contribute to this project and the City's goals for the duration of this project and beyond.

In addition to EXP staff being knowledgeable and experienced in the surrounding area, we have partnered with DRMP and UES to ensure all Survey, Geotechnical, and Environmental needs are addressed. Both DRMP and UES have a strong presence within the City of Bunnell and are adept at providing quality services in a professional and timely manner.

- In partnering with solely local firms and presenting local and competent professionals with knowledge and experience of Flagler County and more specifically the City of Bunnell, The City can trust their infrastructure needs will be met in a timely, efficient and effective manner.

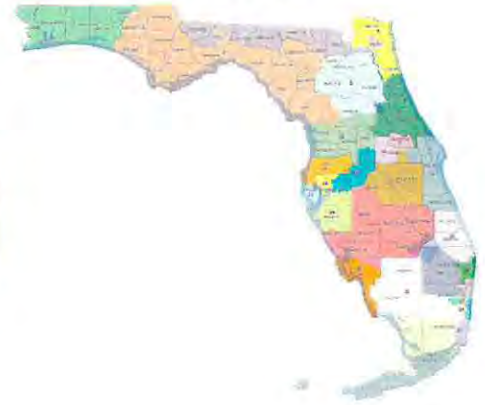




F

COMPLETENESS OF
RESPONSE


exp.



F.1| COMPLETENESS OF RESPONSE

In summary, we at EXP have thoroughly reviewed the Request for Qualifications (RFQ) provided by the City of Bunnell and have responded as such to all requests. EXP and our Subconsultants (DRMP & UES) Are exceptionally qualified and readily available to provide the infrastructure engineering services required for this contract and our extensive team of local personnel and relevant experience will ensure the utmost organization, efficiency, timeliness, and effective approach will assist the City of Bunnell achieve their goals. As a fully integrated firm, the EXP team has the qualifications and available resources to perform all necessary work for City of Bunnell and will deliver:

- a) General Infrastructure Engineering Services
- b) Stormwater Engineering Services
- c) Surveying Services
- d) Geotechnical Services

With a mission to understand, innovate, partner, and deliver, EXP provides engineering, planning, architecture, design, and consulting services to the world's built and natural environments in six key practice areas: Buildings, Earth & Environment, Energy, Industrial, Infrastructure, and Sustainability. Our heritage dates well over one hundred years ago to 1906 and today EXP is a full-service architectural and engineering firm with over 4,000 professionals across North America.

The EXP Team and our Subconsultants have recent and relevant experience in the City of Bunnell region, and with other neighboring governmental agencies and cities. We understand the City of Bunnell community because we have lived, worked, and played in and around the area for years. We look forward to serving the City of Bunnell and all of its residents.



G

REFERENCES



exp.

Town Hall

6601 Main Street

Miami Lakes, FL 33014

March 3, 2023

Letter of Recommendation

To Whom It May Concern,

I am writing to recommend EXP US Services for architectural/engineering services with future prospective clients. I have had the pleasure working directly with EXP US Services on a number of projects in the past year and a half including numerous work orders that encompass multiple services including traffic engineering and construction management.

EXP has illustrated their attention to detail, quality and safety on all of their projects that they have performed for the Town of Miami Lakes and they have met and exceeded our benchmark requirements for delivering quality services.

In this very challenging time, to meet budgetary and scheduling needs, EXP has proven that it has the resources to rapidly scale up to our needs and also has an extensive talent pool providing agility in handling diverse tasks across all services in an expeditious manner.

Please consider EXP US Services for your architectural/engineering needs. I recommend them and look forward to working with them again.



Omar Santos Baez, PE

Director of Public Works

Town of Miami Lakes

Reference Form (duplicate as necessary)

Municipality/Agency: Town of Miami Lakes

Contact (Name/Title): Omar Santos, PE/ Director of Public Works

Contact Address: 6601 Main Street, Miami Lakes, FL 3301

Contact Phone: (305) 364.6100 Contact e-mail: santoso@miamilakes.fl.gov

Term of Current Contract: Start Date: December 2021 End Date: December 2024



Project or Work Order Reference	Description of Services	Construction Budget		Engineering Budget		Time for Completion	
		Original	Final	Original	Final	Original	Final
Work Order: Florinda Estates	Drainage Improvements						
Work Order: NW 154th St / Miami Lakes Drive & Miami Lakeway North	Intersection Safety Study						
Work Order: Royal Garden Estates Phase 1 and 2	Drainage Improvements						
Work Order: Genesis Oak Gardens	Drainage Improvements						
Work Order: Sevilla Estates	Drainage Improvements						

Reference Form (duplicate as necessary)

Municipality/Agency: City of Miami
Contact (Name/Title): David Hoot, PE / Consultant Project Manager/-Owners Representative
Contact Address: 444 SW 2nd Ave, Miami, FL 33130
Contact Phone: (305) 416.1395 **Contact e-mail:** dhoot@miamigov.com
Term of Current Contract: Start Date: August 2021 **End Date:** June 2023



Project or Work Order Reference	Description of Services	Construction Budget		Engineering Budget		Time for Completion	
		Original	Final	Original	Final	Original	Final
I-395 Pedestrian Baywalk + Bikeway Bridge, Phase 1	Design of a pedestrian and bicycle bridge underneath the I-395 McArthur Causeway	\$12,000,000	TBD	\$700,000	TBD	6/2023	TBD

Company Name	Address	Point of Contact	Services Provided	Dates of Service
City of Daytona Beach, Florida - Public Works	950 Bellevue Avenue Daytona Beach, FL 32114	Glen Carpenter 386-671-8524 CarpenterGlen@ codb.us	Materials testing for re-roof at 3651 LPGA Blvd	2023
City of Palm Coast, Florida	160 Lake Avenue Palm Coast, FL 32164	Eric Gebo 386-986-2552 EGebo@ palmcoastgov.com	Geotechnical services - auger boring to evaluate subsurface conditions at kayak launch	2023
Volusia County, Florida	123 W. Indiana Avenue - Rm 402 Deland, FL 32720	Laura Laser 904-248-1750 llaser@volusia.org	Geotechnical evaluation for Daytona Beach Intl Speedway Boulevard Modular Building	2022
City of Ormond Beach, Florida	22 South Beach Street Ormond Beach, FL 32174	Alex Schumann 386-676-3269 alex.schumann@ ormondbeach.org	Geotechnical evaluation at Doug Thomas Way extension	2021



EXP

50 North Laura Street, Suite 2500
Jacksonville, Florida 32202
United States

t: +904.516.5476 | exp.com

Appendix A

Form Package



APPENDIX A REQUIRED FORMS PACKET

RFQ #2023-02 for PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

THE FOLLOWING FORMS ARE REQUIRED AND ARE TO BE FILLED OUT COMPLETELY AND SUBMITTED WITHIN THE QUALIFICATIONS SUBMITTALS AS PER THE RFQ INSTRUCTIONS. FORMS SHALL BE SIGNED BY AUTHORIZED PERSONNEL, COMPLETED IN THEIR ENTIRETY, AND INSERTED WITHIN YOUR SUBMITTAL AS PER THE INSTRUCTIONS. ALL ADDITIONAL REQUESTED DOCUMENTATION SHALL BE SUBMITTED AS REQUIRED BY THE SOLICITATION DOCUMENTS.

21. Checklist
22. Application Form
23. Acknowledgements Form
25. Certification Form
26. Declaration Form
27. Qualifications Form
29. Reference Form
30. Scrutinized Companies Form
31. Subcontractor Listing Form
32. Insurance Requirements Form
34. Americans with Disabilities Act Affidavit Form
35. Conflict of Interest Form
36. Drug-Free Workplace Certification Form
37. Non-Collusion Form
38. Public Entity Crimes Form
40. Public Records Compliance Form
41. Copy of W-9

PROPOSER CHECK LIST

I M P O R T A N T: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer’s Qualification Form is included.
- Any addenda have been signed and included.
- The mailing envelope **must be sealed and marked** with RFQ Number “**RFQ #2023-02**” and RFQ Title “**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**”.
- The mailing envelope has been addressed to:

City of Bunnell
City Clerk Office
P.O. Box 756
Bunnell, FL 32110

The Response will be mailed or delivered in time to be received no later than the specified due date **May 16, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

EXP U.S. Services Inc.
Company

50 North Laura Street, Suite 2500
Address

Authorized Signature


Jacksonville, Florida 32202
City, State, Zip Code

Kyle Henry, Vice President
Printed Name & Title

904.516.5476
Telephone No.

Kyle.Henry@exp.com
Email

N/A
Fax No.

 <p style="text-align: center;">APPLICATION FORM</p> <p style="text-align: center;">PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES</p>	<p>RFQ-2023-02 ISSUED BY: MARY ANNE ATWOOD PROJECT MANAGER PHONE NO: (386) 986-6702 EMAIL: MATWOOD@BUNNELLCITY.US</p>	
<p>SUBMIT QUALIFICATIONS PACKAGE PRIOR TO: CLOSING DATE: May 16, 2023 CLOSING TIME: 02:00 P.M.</p>	<p>SUBMIT TO: BUNNELL CITY CLERK'S OFFICE 604 E MOODY BLVD., SUITE 6 PO BOX 756 BUNNELL, FL 32110</p>	
<p>PROJECT TITLE & DESCRIPTION: PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES</p> <p>Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.</p>		
<p>THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.</p>		
<p>THIS APPLICATION FORM MUST BE SIGNED TO BE CONSIDERED FOR</p>		
<p>COMPANY NAME: EXP U.S. Services Inc.</p>	<p>DATE: 5/17/2023</p>	
<p>MAILING ADDRESS: 50 North Laura Street, Suite 2500</p>	<p>PHONE: 904.516.5476 FAX: N/A</p>	
<p>CITY: Jacksonville</p>	<p>STATE: FL</p>	<p>ZIP: 32202</p>
<p>TITLE OF AUTHORIZED REPRESENTATIVE: Vice President</p>		
<p>E-MAIL: kyle.henry@exp.com</p>	<p>WEB URL: exp.com</p>	
<p>AUTHORIZED SIGNATURE:</p>	<p>PRINTED NAME: Kyle Henry</p>	

ACKNOWLEDGEMENTS

RFQ #2023-02

“PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these RFQ Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFQ Document.

Dated this 17 day of May, 2023

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

CORPORATION

By: _____ (Signature) Kyle Henry (Print name)

Address: 50 North Laura Street, Suite 2500, Jacksonville, Florida 32202

Telephone: 904-516-5476 Fax: N/A

Taxpayer/Employer Identification Number (TIN/EIN): 46-0523964

State of Incorporation:

Corporate President: Mark Dvorak

(Print Name)

Corporate Secretary: Hae Jin (Priscilla) Ahn

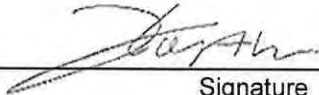
(Print Name)

Corporate Treasurer: Deborah Walters

(Print

CORPORATE SEAL

Attest By (Secretary): Hae Jin (Priscilla) Ahn



Signature

5/17/2023

Date



PROPOSER'S CERTIFICATION FORM

X I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor's notes, specifications, and any other documents accompanying or made a part of this request for qualifications.

X I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.

X I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.

X I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer's certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business EXP U.S. Services Inc.

By: _____

50 North Laura Street, Suite 2500
Mailing address

Signature _____

Jacksonville, Florida 32202

Kyle Henry, Vice President

City, State, Zip Code

Name & title, typed or printed state

() 904.516.5476

State of Florida

Telephone number

County of Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 17 day of May, 2023, by Kyle Henry of EXP U.S. Services Inc., a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced N/A Personally Known as identification.

Signature of Notary Public - State of Florida

Brianna Katherine Gagliardi
Printed/Typed/Stamped Name of Notary

My Commission expires: 7/7/2025

DECLARATION STATEMENT

City of Bunnell
P.O. Box 756
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

RE: RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 17, May, 2023 in the City of Bunnell, in the State of Florida .

EXP U.S. Services Inc.
Company

Authorized Signature

Kyle Henry, Vice President
Printed Name & Title

kyle.henry@exp.com
Email

50 North Laura Street, Suite 2500
Address

Jacksonville, Florida 32202
City, State, Zip Code

904-516-5476
Telephone No.

N/A
Fax No.

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

<u>% Completed</u>	<u>Project</u>	<u>Contract</u>	<u>Amount</u>
0%	CITY OF COCOA		\$ TBD
50%	JACKSONVILLE BEACH		\$
50%	MIAMI LAKES	2021-43	\$ 750,000

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

OTHER INFORMATION ABOUT PROJECTS:

Has Proposer, at any time, failed to complete a contract?

Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

Yes No

Attach detailed explanation as required under Tab IV of Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ _____ Total Value for **PAST** completed and similar project

\$ _____ Total Value for **PAST** completed and similar project

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): CIBC Bank USA, Chicago IL

Surety/Underwriter (if required): Intact Insurance/Atlantic Specialty Insurance Company, Plymouth MN
local agent is Willis Towers Watson Midwest Inc.

Other References: (Use additional sheets if necessary)

See attached D&B Report

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated: Delaware. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: 12
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

EXP U.S. Services Inc.
Company

Authorized Signature

Kyle Henry, Vice President
Printed Name & Title

kyle.henry@exp.com
Email

50 North Laura Street, Suite 2500
Address

Jacksonville, Florida 32202
City, State, Zip Code

904.516.5476
Telephone No.

N/A
Fax No.

Summary

Order Reference: MoyerSh@DNB.com | Report as of: 12-30-2022 | using Currency as USD

EXP U.S. SERVICES INC.

Tradestyle(s): (FOREIGN PARENT IS EXP GLOBAL INC.,
ONTARIO, CANADA.)

ACTIVE **HEADQUARTERS**

Address: 205 N Michigan Ave Ste 3600, Chicago,
IL 60601, UNITED STATES
Phone: (312) 616-0000
D-U-N-S: 10-094-3047
In Portfolio: No

Failure Score	Delinquency Score	Age of Business	Employees
93 17 (in the last month)	77 12 (in the last month)	94 years 1928 Year Started	685 (here)

Company Profile

D-U-N-S 10-094-3047	Mailing Address United States	Employees 685 (here)
Legal Form Corporation (US)	Telephone (312) 616-0000	Age (Year Started) 94 years (1928)
History Record Clear	Website www.exp.com	Named Principal Ivan Dvorak, CEO
Ownership Not publicly traded	Present Control Succeeded 2009	Line of Business Engineering services

Risk Assessment

Overall Business Risk

LOW-MODERATE

Maximum Credit Recommendation

Dun & Bradstreet Thinks...

- Overall assessment of this organization over the next 12 months: **STABLE CONDITION**
- Based on the predicted risk of business discontinuation: **HIGH LIKELIHOOD OF CONTINUED OPERATIONS**
- Based on the predicted risk of severely delinquent payments: **LOW POTENTIAL FOR SEVERELY DELINQUENT PAYMENTS**

US\$ 1,050,000

The recommended limit is based on a moderately low probability of severe delinquency.

D&B Viability Rating

Portfolio Comparison Score

2

Low Risk (1)

High Risk (9)

Company's risk level is: **LOW**

Probability that a company will go out of business, become dormant/inactive, or file for bankruptcy/insolvency within the next 12 months: **3.00 %**

Failure Score Formerly Financial Stress Score

93

Low Risk (100)

Company's risk level is: **LOW-MODERATE**

Probability of failure over the next 12 months: **0.06 %**

Past 12 Months



High Risk (1)

Delinquency Score Formerly Commercial Credit Score

77

Low Risk (100)

Company's risk level is: **LOW-MODERATE**

Probability of delinquency over the next 12 months: **2.96 %**

Past 12 Months



High Risk (1)

PAYDEX ®

78

Low Risk (100)

Days Beyond Terms : 3

Past 24 Months



High Risk (0)

D&B Rating

Current Rating as of 08-10-2011

Special Rating

-- : Undetermined

Legal Events

Events	Occurrences	Last Filed
Bankruptcies	0	-
Judgements	0	-
Liens	0	-
Suits	0	-
UCC	2	01-08-2021

Trade Payments

Highest Past Due

US\$ 5,000

Highest Now Owing
US\$ 55,000

Total Trade Experiences
81

Largest High Credit
US\$ 700,000

Average High Credit
US\$ 37,585

Ownership

This company is a **Domestic Ultimate, Headquarters, Parent, Subsidiary**

Global Ultimate, Immediate Parent

[Exp Global Inc](#)

CANADA

D-U-N-S Number [24-393-2527](#)

Domestic Ultimate

[Exp U.S. Services Inc.](#)

UNITED STATES

D-U-N-S Number [10-094-3047](#)

Total Members in [Family Tree](#) - 113

Subsidiaries

5

Branches

4

Financial Overview

This company does not have a Financial Summary.

Country/Regional Insight

United States



Risk Category

LOW

Low Risk

HIGH

High Risk

The Supply Environment outlook has been downgraded to 'deteriorating' on the heels of the hurricane season and given conditions in China, although - positively - a US railroad strike has been averted.

Risk Assessment

D&B Risk Assessment

Overall Business Risk



Maximum Credit Recommendation

US\$ 1,050,000

The recommended limit is based on a moderately low probability of severe delinquency.

Dun & Bradstreet Thinks...

- Overall assessment of this organization over the next 12 months: **STABLE CONDITION**
- Based on the predicted risk of business discontinuation: **HIGH LIKELIHOOD OF CONTINUED OPERATIONS**
- Based on the predicted risk of severely delinquent payments: **LOW POTENTIAL FOR SEVERELY DELINQUENT PAYMENTS**

D&B Viability Rating

Portfolio Comparison Score



Low Risk (1)

High Risk (9)

Rating Confidence Level



Data Depth

- Rich Firmographics
- Extensive Commercial Trading Activity
- Basic Financial Attributes

Level of Risk

Low

Probability of becoming no longer viable

3.00%

Percentage of businesses ranked with this score

16.00%

Average probability of becoming no longer viable

5.00%

Failure Score Formerly Financial Stress Score

93

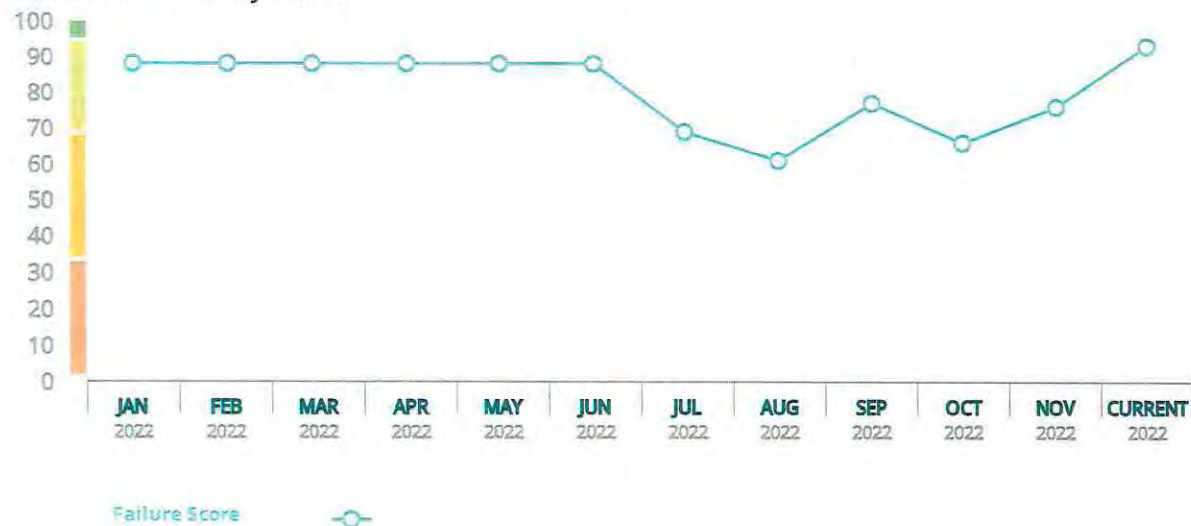
Low Risk (100)

High Risk (1)

- UCC Filings reported
- Low proportion of satisfactory payment experiences to total payment experiences

Level of Risk	Raw Score	Probability of Failure	Average Probability of Failure for Businesses in D&B Database
Low-Moderate	1560	0.06%	0.48%

Business and Industry Trends



Delinquency Score Formerly Commercial Credit Score

77

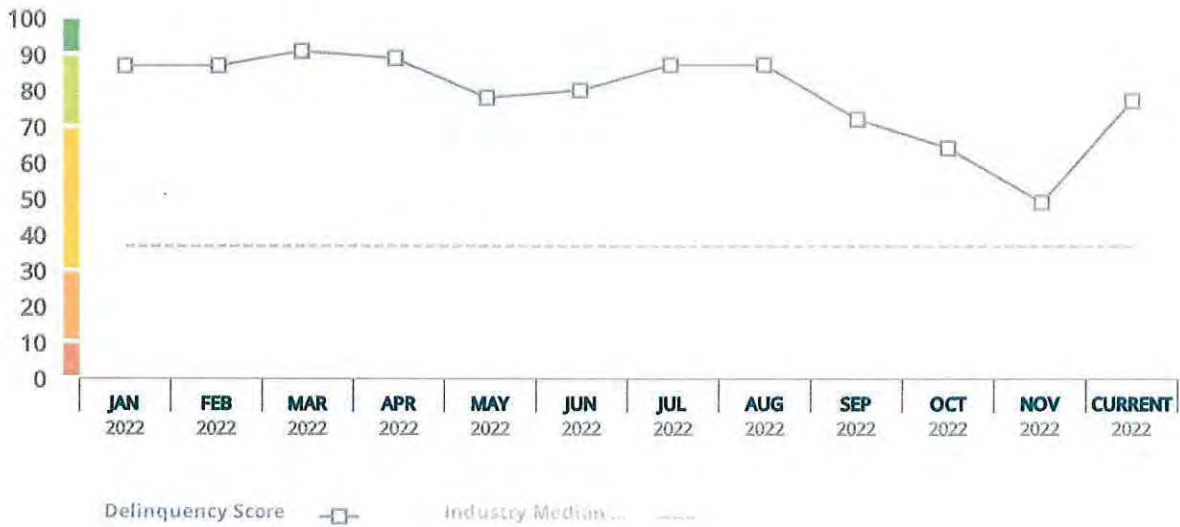
Low Risk (100)

High Risk (1)

- Proportion of past due balances to total amount owing
- Higher risk industry based on delinquency rates for this industry
- Proportion of slow payments in recent months

Level of Risk	Raw Score	Probability of Delinquency	Compared to Businesses in D&B Database
Low-Moderate	541	2.96%	10.20%

Business and Industry Trends



PAYDEX ®

Based on 24 months of data

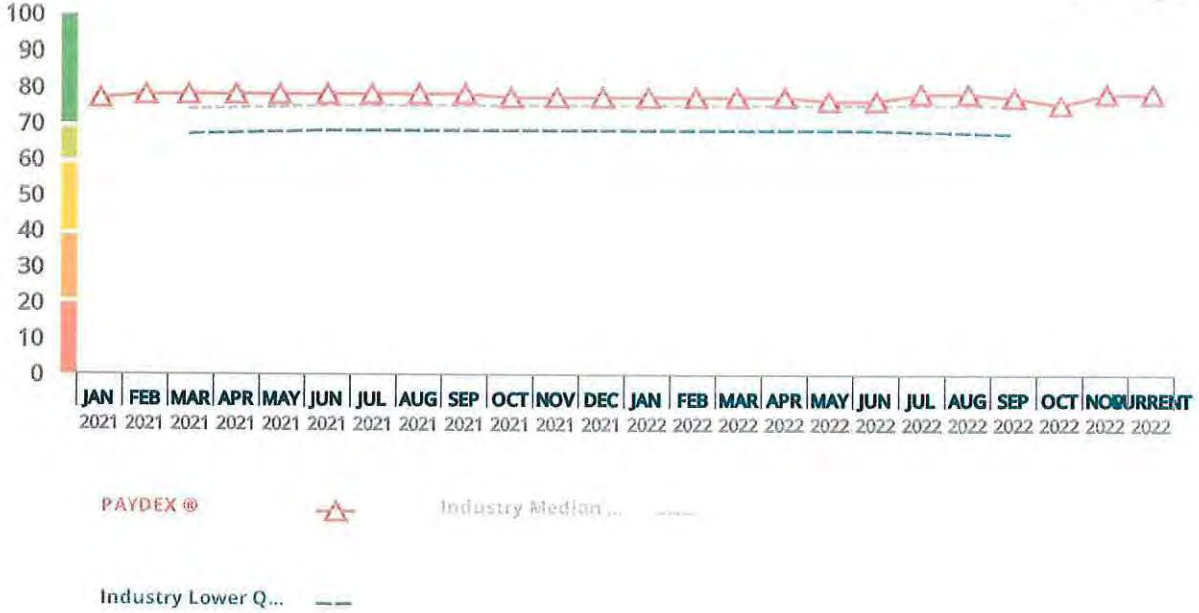
78
Low Risk (100)

Risk of Slow Pay
Low
High Risk (0)

Payment Behavior
Days Beyond Terms: **3**

Business and Industry Trends

8711 - Engineering services



D&B Rating

Current Rating as of 08-10-2011

Special Rating

-- : Undetermined

Trade Payments

Trade Payments Summary (Based on 24 months of data)

Overall Payment Behavior

3

Days Beyond Terms

% of Trade Within Terms

85%

Highest Past Due

US\$ 5,000

Highest Now Owing:

US\$ 55,000

Total Trade Experiences:

81

Total Unfavorable Comments:

0

Largest High Credit:

US\$ 700,000

Largest High Credit:

US\$ 0

Average High Credit:

US\$ 37,585

Total Placed in Collections:

0

Largest High Credit:

US\$ 0

Trade Payments By Credit Extended (Based on 12 months of data)

Range of Credit Extended (US\$)	Number of Payment Experiences	Total Value	% Within Terms
100,000 & over	2	US\$ 1,000,000	100
50,000 - 99,999	0	US\$ 0	0
15,000 - 49,999	5	US\$ 100,000	57
5,000 - 14,999	12	US\$ 90,000	88
1,000 - 4,999	7	US\$ 10,000	77
Less than 1,000	6	US\$ 2,750	100

Trade Payments By Industry (Based on 24 months of data)

Industry Category	Number of Payment Experiences	Largest High Credit (US\$)	% Within Terms (Expand to View)	1 - 30 Days Late (%)	31 - 60 Days Late (%)	61 - 90 Days Late (%)	91 + Days Late (%)
15 - Building Construction - General Contractors and Operative Builders	1	5,000					
1531 - Operative builders	1	5,000	100	0	0	0	0
32 - Stone, Clay, Glass, and Concrete Products	1	750					
3297 - Nonclay refractories	1	750	100	0	0	0	0
35 - Industrial and Commercial Machinery and Computer Equipment	7	700,000					

Industry Category	Number of Payment Experiences	Largest High Credit (US\$)	% Within Terms (Expand to View)	1 - 30 Days Late (%)	31 - 60 Days Late (%)	61 - 90 Days Late (%)	91 + Days Late (%)
3564 - Mfg blowers/fans	1	300,000	100	0	0	0	0
3572 - Mfg computer storage	1	5,000	0	0	0	0	100
3579 - Mfg misc office eqpt	2	250	100	0	0	0	0
3585 - Mfg refrig/heat equip	2	700,000	100	0	0	0	0
3594 - Mfg fluid power pumps	1	20,000	100	0	0	0	0
▼ 38 - Measuring Analyzing and Controlling Instruments; Photographic Medical and Optical Goods; Watches and Clocks	2	35,000					
3824 - Mfg fluid meters	2	35,000	22	39	0	39	0
▼ 48 - Communications	3	10,000					
4812 - Radiotelephone commun	2	10,000	100	0	0	0	0
4813 - Telephone communictns	1	250	100	0	0	0	0
▼ 50 - Wholesale Trade - Durable Goods	2	2,500					
5045 - Whol computers/softwr	1	2,500	100	0	0	0	0
5085 - Whol industrial suppl	1	500	100	0	0	0	0
▼ 51 - Wholesale Trade - Nondurable Goods	1	1,000					
5113 - Whol service paper	1	1,000	100	0	0	0	0
▼ 60 - Depository Institutions	2	7,500					
6021 - Natnl commercial bank	2	7,500	100	0	0	0	0
▼ 73 - Business Services	3	1,000					
7359 - Misc equipment rental	1	750	100	0	0	0	0
7361 - Employment agency	1	1,000	0	100	0	0	0
7389 - Misc business service	1	0	0	0	0	0	0
▼ 75 - Automotive Repair, Services and Parking	4	10,000					
7514 - Passenger car rental	4	10,000	72	0	22	6	0
▼ 83 - Social Services	1	1,000					
8322 - Family social service	1	1,000	100	0	0	0	0
▼ 87 - Engineering Accounting Research Management and Related Services	1	15,000					
8711 - Engineering services	1	15,000	50	0	50	0	0
▼ 93 - Public Finance Taxation and Monetary Policy	4	15,000					
9311 - Public finance	4	15,000	100	0	0	0	0
▼ 99 - Nonclassifiable Establishments	1	15,000					
9999 - Nonclassified	1	15,000	100	0	0	0	0

Trade Lines

Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
11/22	-	Cash account	50	-	-	1
11/22	Pays Promptly	-	700,000	55,000	0	1
11/22	Pays Promptly	-	7,500	2,500	0	1
11/22	Pays Promptly	-	7,500	250	0	1
11/22	Pays Promptly	-	7,500	2,500	0	1
11/22	Pays Promptly	-	5,000	2,500	0	1
11/22	Pays Promptly	-	5,000	5,000	0	1
11/22	Pays Promptly	-	1,000	1,000	0	1
11/22	Pays Promptly	N30	500	50	0	1
11/22	Pays Promptly	-	250	0	0	Between 2 and 3 Months
11/22	Pays Promptly	-	250	250	0	1
11/22	Pays Prompt to Slow 60+	-	15,000	0	0	1
11/22	Pays Prompt to Slow 60+	-	10,000	2,500	0	1
11/22	Pays Prompt to Slow 90+	-	2,500	1,000	1,000	1
11/22	Pays Slow 30+	-	1,000	1,000	750	1
11/22	Pays Slow 90+	-	5,000	5,000	5,000	Between 6 and 12 Months
11/22	-	Cash account	100	-	-	1
11/22	-	Cash account	100	-	-	1
11/22	-	Cash account	50	-	-	1
11/22	Pays Promptly	-	20,000	20,000	0	1
11/22	-	Cash account	50	-	-	1
11/22	Pays Promptly	-	300,000	0	0	Between 4 and 5 Months
10/22	Pays Promptly	-	10,000	0	0	Between 6 and 12 Months
10/22	Pays Promptly	-	250	0	0	1
10/22	-	Cash account	-	-	-	Between 6 and 12 Months
10/22	-	Cash account	-	-	-	Between 6 and 12 Months
10/22	-	Cash account	250	-	-	Between 4 and 5 Months
10/22	-	Cash account	50	-	-	1

Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
10/22	-	Cash account	50	-	-	1
10/22	Pays Promptly	-	10,000	10,000	0	1
09/22	Pays Promptly	-	0	0	0	Between 6 and 12 Months
09/22	-	Cash account	100	-	-	1
09/22	-	-	50	-	-	1
09/22	-	Cash account	250	-	-	1
08/22	Pays Promptly	N30	750	0	0	Between 6 and 12 Months
08/22	-	Cash account	250	-	-	1
08/22	-	Cash account	100	-	-	1
08/22	-	Cash account	100	-	-	Between 2 and 3 Months
08/22	-	Cash account	50	-	-	Between 4 and 5 Months
07/22	-	Cash account	50	-	-	1
07/22	-	Cash account	50	-	-	1
07/22	-	Cash account	50	-	-	1
07/22	-	Cash account	50	-	-	1
06/22	-	Cash account	50	-	-	Between 2 and 3 Months
06/22	-	Cash account	-	-	-	1
06/22	-	Cash account	250	-	-	1
06/22	-	Cash account	100	-	-	Between 4 and 5 Months
06/22	-	Cash account	50	-	-	Between 6 and 12 Months
06/22	-	Cash account	-	-	-	1
06/22	-	Cash account	-	-	-	1
05/22	-	Cash account	100	-	-	1
05/22	-	Cash account	50	-	-	Between 6 and 12 Months
05/22	-	Cash account	50	-	-	Between 6 and 12 Months
05/22	-	Cash account	50	-	-	Between 6 and 12 Months
04/22	Pays Promptly	-	7,500	-	-	1

Date of Experience	Payment Status	Selling Terms	High Credit (US\$)	Now Owes (US\$)	Past Due (US\$)	Months Since Last Sale
04/22	-	-	250	-	-	1
04/22	-	Cash account	250	-	-	1
04/22	-	Cash account	50	-	-	Between 2 and 3 Months
04/22	-	Cash account	50	-	-	1
04/22	-	Cash account	50	-	-	1
04/22	-	Cash account	50	-	-	1
04/22	-	Cash account	50	-	-	1
03/22	Pays Promptly	-	15,000	-	-	1
03/22	Pays Promptly	-	1,000	0	0	Between 6 and 12 Months
03/22	-	Cash account	-	-	-	1
03/22	-	Cash account	100	-	-	1
03/22	-	Cash account	50	-	-	1
03/22	-	Cash account	50	-	-	1
03/22	-	Cash account	50	-	-	1
03/22	-	Cash account	50	-	-	1
03/22	Pays Promptly	-	2,500	0	0	Between 6 and 12 Months
02/22	Pays Promptly	-	1,000	-	-	1
02/22	Pays Promptly	-	1,000	-	-	1
01/22	Pays Promptly	-	750	0	0	Between 6 and 12 Months
12/21	-	Cash account	100	-	-	Between 2 and 3 Months
12/21	-	Cash account	50	-	-	1
05/21	Pays Promptly	-	10,000	0	0	Between 6 and 12 Months
05/21	Pays Slow 30-90+	-	35,000	0	0	Between 6 and 12 Months
04/21	Pays Promptly	-	5,000	2,500	0	1
01/21	Pays Promptly	-	15,000	0	0	Between 6 and 12 Months

Legal Events

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

Judgements

0

Latest Filing: -

Liens

0

Latest Filing: -

Suits

0

Latest Filing: -

UCC Filings

2

Latest Filing: 01-08-2021

Events

UCC Filing - Original

Filing Date	01-08-2021
Filing Number	2021 0198656
Received Date	05-18-2021
Collateral	Equipment and proceeds
Secured Party	HOLT TEXAS LTD, DALLAS, TX
Debtors	EXP U.S. SERVICES INC.
Filing Office	SECRETARY OF STATE/UCC DIVISION, DOVER, DE

UCC Filing - Original

Filing Date	02-13-2018
Filing Number	2018 1031307
Received Date	04-10-2018
Collateral	All Assets - All Fixtures
Secured Party	CIBC BANK USA, CHICAGO, IL
Debtors	EXP U.S. SERVICES INC.
Filing Office	SECRETARY OF STATE/UCC DIVISION, DOVER, DE

The public record items contained in this report may have been paid, terminated, vacated or released prior to the date this report was printed. This information may not be reproduced in whole or in part by any means of reproduction

There may be additional UCC Filings in D&B's file on this company available by contacting 1-800-234-3867.

Special Events

There are no Special Events recorded for this business.

Company Profile

Company Overview

D-U-N-S

10-094-3047

Legal Form

Corporation (US)

History Record

Clear

Ownership

Not publicly traded

Mailing Address

United States

Telephone

(312) 616-0000

Website

www.exp.com

Present Control Succeeded

2009

Employees

685 (here)

Age (Year Started)

94 years (1928)

Named Principal

Ivan Dvorak, CEO

Line of Business

Engineering services

Business Registration

Corporate and business registrations reported by the secretary of state or other official source as of: -
This data is for informational purposes only, certification can only be obtained through the Office of the Secretary of State.

Registered Name	EXP U.S. SERVICES INC.
Corporation Type	Corporation (US)
Business Commenced On	1928

Principals

Officers

IVAN DVORAK, CEO
DEBORAH WALTERS, CFO
MARK DVORAK, COO
HAE-JIN AHN, SECRETARY
TIMOTHY NEUMANN, EXEC V PRES
PAUL GIBSON, SR V PRES
PHIL STEVENS, SR V PRES
WILLIAM MCGUIRE, V PRES
R. SHANKAR NAIR, V PRES
BYRON DANLEY, V PRES
KATHLEEN WEISE, V PRES

Directors

DIRECTOR(S): THE OFFICER(S)

Company Events

The following information was reported on: 07-21-2021

The Delaware Secretary of State's business registrations file showed that Exp U.S. Services Inc. was registered as a corporation on November 12, 2009, under file registration number 68206235.

Business started 1928.

IVAN DVORAK, CEO. Antecedents not available.

DEBORAH WALTERS. Antecedents are unknown.

MARK DVORAK, COO. Antecedents not available.

HAE-JIN AHN, SECRETARY. Antecedents not available.

TIMOTHY NEUMANN, EXEC V PRES. Antecedents not available.

PAUL GIBSON, SR V PRES. Antecedents not available.

PHIL STEVENS, SR V PRES. Antecedents not available.

WILLIAM MCGUIRE, V PRES. Antecedents not available.

R. SHANKAR NAIR, V PRES. Antecedents not available.

BYRON DANLEY, V PRES. Antecedents not available.

KATHLEEN WEISE, V PRES. Antecedents not available.

AFFILIATES: The following are related through common principals, management and/or ownership: EXP U.S. Services Inc., Hagatna DUNS #855022969. Operates as engineering, architecture, design and consulting services provider.

Business Activities And Employees

The following information was reported on: 07-21-2021

Business Information

Trade Names	(FOREIGN PARENT IS EXP GLOBAL INC, ONTARIO, CANADA.)
Description	Subsidiary of EXP Global Inc, Ontario, . Foreign Parent is EXP Global Inc, Ontario, Canada. As noted, this company is a subsidiary of EXP Global Inc, Duns number 24-393-2527, and reference is made to that report for background information on the parent and its management. Provides engineering services, specializing in consulting (85%). Provides architectural services (15%). All sales cash. Sells to commercial concerns and government. Territory : International.
Employees	685 which includes officer(s) and 75 part-time. 150-200 employed here.
Financing Status	Secured
Tenure	Rents
Facilities	Rents premises in a multi story building.
Location	Central business section on main street.

SIC/NAICS Information

SIC Codes	SIC Description	Percentage of Business
8711	Engineering services	-

SIC Codes	SIC Description	Percentage of Business
87119903	Consulting engineer	-
87120000	Architectural services	-

NAICS Codes	NAICS Description
541330	Engineering Services
541310	Architectural Services

Government Activity

Activity Summary

Borrower(Dir/Guar)	No
Administrative Debt	No
Contractor	Yes
Grantee	No
Party excluded from federal program(s)	No

Financials

D&B currently has no financial information on file for this company

This information may not be reproduced in whole or in part by any means of reproduction.

REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____
Dates of Service: _____
2. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____
Dates of Service: _____
3. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____
Dates of Service: _____
4. Name of Company: _____
Address: _____
Point of Contact: _____
Phone #: _____ Email address: _____
Service(s) Provided: _____
Dates of Service: _____

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: EXP U.S. Services Inc.

Vendor FEIN: 46-0523964

Authorized Representative's Name: Kyle Henry

Authorized Representative's Title: Vice President

Address: 50 North Laura Street, Suite 2500

City: Jacksonville State FL Zip: 32202

Phone Number: 904-516-5476

Fax Number: N/A

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: Kyle Henry, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: _____

Print Name & Title: Kyle Henry, Vice President

Date: 5/17/2023

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

- | INSURANCE TYPE | REQUIRED LIMITS |
|---|--|
| <input checked="" type="checkbox"/> 1. Worker's Compensation | Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements. |
| <input checked="" type="checkbox"/> 2. Commercial General Liability | <u>Bodily Injury & Property Damage</u> (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.

\$ _____ single limit per occurrence |
| <input checked="" type="checkbox"/> 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the <u>City of Bunnell</u> , its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph. | |

This section does not pertain to any incident arising from the sole negligence of the City of Bunnell.

- | | |
|--|---|
| <input checked="" type="checkbox"/> 4. Automobile Liability | \$ _____ Each occurrence owned / on-owned / Hired Automobile Included |
| <input checked="" type="checkbox"/> 5. Other Insurance as indicated below: | \$ 1,000,000 Per Occurrence Errors and Omissions or Professional Malpractice Coverage |
| <input checked="" type="checkbox"/> 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability. | |
| <input checked="" type="checkbox"/> 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions. | |
| <input checked="" type="checkbox"/> 8. The <u>City of Bunnell</u> must be named as " ADDITIONAL INSURED " on the Insurance Certificate for Commercial General Liability where required. | |

INSURANCE REQUIREMENTS
(Continued)

- 9. The City of Bunnell shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Bunnell
Bunnell, FL

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

- 10. **Thirty (30) Days Cancellation Notice** required.
- 11. The Certificate must state the **RFQ #2023-02** and **PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

EXP U.S. Services Inc.
Company

50 North Laura Street, Suite 2500
Address

Authorized Signature

Jacksonville, Florida, 32202
City, State, Zip Code

Kyle Henry, Vice President
Printed Name & Title

904.616.5476
Telephone No.

Kyle.Henry@exp.com
Email

N/A
Fax No.

Willis Towers Watson
Insurance Agency

Signature of Proposer's Agent

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR: EXP U.S. Services Inc.

Signature: _____

Printed Name: Kyle Henry

Title: Vice President

Date: 5/17/2023

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 17 May, 2023, by Kyle Henry of EXP U.S. Services, Inc. Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Brianna Katherine Gagliardi
Printed/Typed/Stamped Name of Notary
My commission expires: 7/7/2025

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, EXP U.S. Services Inc. (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

(Authorized Signature)

5/17/2023
(Date)

Kyle Henry
(Print Name)

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 17 May, 2023, by Kyle Henry of EXP U.S. Services Inc., a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Brianna Katherine Gagliardi
Printed/Typed/Stamped Name of Notary
My commission expires: 7/7/2025

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of Florida

County of Duval

Kyle Henry, being first duly sworn, deposes and says that:

I am the Vice President of EXP U.S. Services Inc., (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

EXP U.S. Services Inc.
Company

50 North Laura Street, Suite 2500
Address

Authorized Signature

Jacksonville, Florida 32202
City, State, Zip Code

Kyle Henry, Vice President
Printed Name & Title

904-516-5476
Telephone No.

kyle.henry@exp.com
Email

N/A
Fax No.

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 17 May, 2023, by Kyle Henry of EXP U.S. Services Inc., a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Brianna Katherine Gagliardi
Printed/Typed/Stamped Name of
Notary My commission expires: 7/7/2025

**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by: Kyle Henry [NAME] as the Vice President [TITLE] of EXP U.S. Services Inc. [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 46-0523964.
2. I understand that a "public entity crime" as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

X The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

X The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 17 May, 2023, by Kyle Henry of EXP U.S. Services Inc., a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Brianna Katherine Gagliardi
Printed/Typed/Stamped Name of Notary
My commission expires: 7/7/2025

COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM

Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: EXP U.S. Services Inc.

Authorized representative (printed): Kyle Henry

Authorized representative (signature): _____

Date: 5/17/2023

Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 17 day of May, 2023, by Kyle Henry of EXP U.S. Services Inc., a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Signature of Notary Public - State of Florida

Brianna Katherine Gagliardi
Printed/Typed/Stamped Name of Notary
My commission expires: 7/7/2025

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. EXP U.S. Services Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 5 Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 205 N Michigan Ave, Ste 3600	Requester's name and address (optional)
6 City, state, and ZIP code Chicago IL 60601	
7 List account number(s) here (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.

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

Social security number	
[] [] [] - [] [] - [] [] [] []	
OR	
Employer identification number	
4 6 - 0 5 2 3 9 6 4	

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 ▶ 1/24/2023

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



ADDENDUM NO. 01

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: April 27, 2023

A. QUESTIONS & ANSWERS

Question 1: Who are your current engineers?

Answer 1: The City is currently under contract with Alliant, CPH, Kimley-Horne and Mead & Hunt for utility engineering services.

Question 2: How many firms does the City intend to select?

Answer 2: As the City is requesting services for several different Infrastructure needs, there is no specific quantity of firms intended to select. Not all firms will be able to render all-inclusive services.

Question 3: The RFQ mentions a pre-bid meeting, but it is not listed in the schedule of events. Can the City confirm if there will be a pre-bid meeting?

Answer 3: Under Section III. CALENDAR OF EVENTS, it states the location where the Pre-Bid meeting and RFQ Opening will be held. This is an error, there will be no pre-bid meetings.

ACKNOWLEDGEMENT:

5/17/2023

Signature and Date

Kyle Henry, Vice President

Printed Name and Title

EXP U.S. Services Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01



ADDENDUM NO. 02

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 5, 2023

A. QUESTIONS & ANSWERS

Question 1: Would the City please send a copy of your Standard Contract for our review? One was not provided with the RFQ document?

Answer 1: The City will provide a contract for review when entering into negotiations with the firms recommended by the Selection Committee and approved by the Commission.

Question 2: Is there any possibility I could request an extension of the Proposal deadline?

Answer 2: The City will provide a seven (7) day extension for the Last Date of Inquiries, the Proposal deadline and the RFQ Opening. The new Qualification deadline dates are as follows:

***Last Date of Inquiries: May 16, 2023 at 4 PM
Qualification Statements Due: May 23, 2023 at 2:00 PM
RFQ Opening: May 23, 2023 at 2:30 PM***

ACKNOWLEDGEMENT:

5/17/2023

Signature and Date

Kyle Henry, Vice President

Printed Name and Title

EXP U.S. Services Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The “Appendix A Required Forms Packet” list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm’s Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.

Appendix A – Copy of Firm’s Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:

5/17/2023

Signature and Date

Kyle Henry, Vice President

Printed Name and Title

EXP U.S. Services Inc.

Company Name

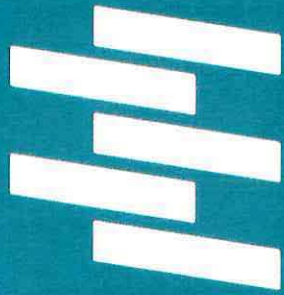
PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03

Appendix B

Subconsultant Certifications





ENVISION™

JACQUELINE MURCIA

ENVISION SUSTAINABILITY PROFESSIONAL

Has received the Envision Sustainability Professional credential upon successful completion of the requisite training and exam.

Oct 26, 2022

Issued On

Oct 26, 2023

Valid Through

Anthony O. Kane, President and CEO
Institute for Sustainable Infrastructure



#51309

WELL APTM



GREEN BUSINESS CERTIFICATION INC.TM CERTIFIES THAT

JACQUELINE MURCIA

has attained the designation of

WELL AP

by demonstrating the knowledge and understanding of the interaction between health and wellness within the built environment and the implementation process for the WELL Building StandardTM.

CREDENTIAL ID: WELL-AP-0000121698

ISSUED: Feb 19, 2022

VALID THROUGH: Feb 19, 2024

2101 L Street NW | Suite 500 | Washington, DC
20037
WELLcertified.com

Rachel Hodgdon
President & CEO
International WELL Building Institute

Peter Templeton
President
Green Business Certification Inc.



THIS IS TO CERTIFY THAT

Carmen Olazabal

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)[®]

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

A handwritten signature in black ink that reads 'Jennifer Tharp'.

Jennifer Tharp | Chair, Board of Directors



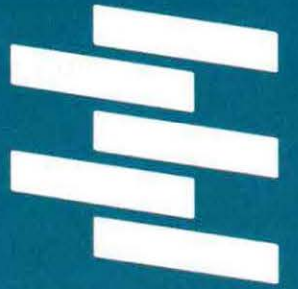
A handwritten signature in black ink that reads 'Mike DePrisco'.

Mike DePrisco | Interim President & CEO

PMP[®] Number: 3223782

PMP[®] Original Grant Date: 07 March 2022

PMP[®] Expiration Date: 07 March 2025



ENVISION™

CARMEN OLAZABAL

ENVISION SUSTAINABILITY PROFESSIONAL

Has received the Envision Sustainability Professional credential upon successful completion of the requisite training and exam.

May 31, 2022

Issued On

May 31, 2023

Valid Through

Anthony O. Kane, President and CEO
Institute for Sustainable Infrastructure



#49992



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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OLAZABAL, CARMEN

1420 PALANCIA AVENUE
CORAL GABLES FL 33146

LICENSE NUMBER: PE69589

EXPIRATION DATE: FEBRUARY 28, 2025

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RODRIGUEZ, EDMUNDO

7220 SW 12TH ST
MIAMI FL 33144

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MATAMOROS, ROXANA PATRICIA

2353 SW 102 AVENUE
MIRAMAR FL 33025

LICENSE NUMBER: PE77979

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SANTIAGO, JOSE LUIS

9936 NW 29TH TERRACE
MIAMI FL 33172

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OCAMPO, ALEXANDRA

5073 NW 195 TERR
MIAMI FL 33055

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VASQUEZ, JOSE ROBERTO

7810 SW 32 ST.
MIAMI FL 33155

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LOCKWARD, MIGUEL ARTURO

201 ALHAMBRA CIRCLE
SUITE 800
CORAL GABLES FL 33134

LICENSE NUMBER: PE88552

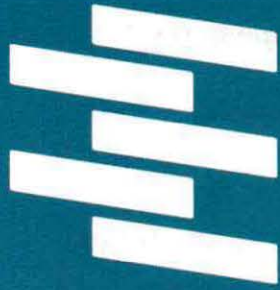
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MIGUEL LOCKWARD,

ENVISION SUSTAINABILITY PROFESSIONAL

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Mar 26, 2018

Issued On

Mar 25, 2024

Valid Through

Anthony O. Kane, President and CEO
Institute for Sustainable Infrastructure



#23990



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COLLINGS-BONFILL, EUGENE JOSEPH

15288 SW 176 TERRACE
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FLINT, JOHN LESTER

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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DIVISION OF REAL ESTATE

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RUSSELL, PATRICK JOSEPH

7 CLAYMONT COURT SOUTH
PALM COAST FL 32137

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EXPIRATION DATE: SEPTEMBER 30, 2023

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JIMENEZ, RICARDO A.

4348 TALON LOOP
UNIT 305
LAKELAND FL 33812

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BLAIR, TYLER JAMES

2043 DELLWOOD AVENUE
JACKSONVILLE FL 32204

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Transportation Professional Certification Board, Inc.

certifies that

Tyler J. Blair

*has met all of the requirements established by the Certification Board
to use the title of*

Professional Traffic Operations Engineer

*unless withdrawn by the Certification Board and subject to the provisions for renewal.
Certificate number 5299 issued in Washington, DC, U.S.A*

7/13/2022

Deborah Snyder
Deborah Snyder
Chair



PROFESSIONAL TRAFFIC
OPERATIONS ENGINEER

Jeffrey F. Puvion
Jeffrey F. Puvion
Executive Director

Transportation Professional Certification Board, Inc.

certifies that

Tyler J. Blair

*has met all of the requirements established by the Certification Board
to use the title of*

Professional Transportation Planner

*unless withdrawn by the Certification Board and subject to the provisions for renewal.
Certificate number 685 issued in Washington, DC, U.S.A*

03/27/2019

Diane L. Nordb. K.
Diane Nordb.
Chair



J.F. Panici
Jeffrey F. Panici
Executive Director

Licensee Information

Name: **POHL, BRIAN C (Primary Name)**
 Main Address: **145 CORAL CIRCLE
 SOUTH DAYTONA Florida 32119**
 County: **VOLUSIA**

License Information

License Type: **Professional Engineer**
 Rank: **Prof Engineer**
 License Number: **60216**
 Status: **Current,Active**
 Licensure Date: **06/23/2003**
 Expires: **02/28/2025**

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Professional Engineer	FUENTES, JESUS ARQUIMEDES	Primary	75479 Prof Engineer	Current, Active 02/28/2023
Main Address*: 405 SW 13TH TER FORT LAUDERDALE, FL 33312 Mailing Address*: 405 SW 13TH TER FORT LAUDERDALE, FL 33312				

License Type	Name	Name Type	License Number/ Rank	Status/Expires
Professional Engineer	BORGES, JENNIFER	Primary	78660 Prof Engineer	Current, Active 02/28/2023
Main Address*: 1291 REDBIRD AVENUE MIAMI SPRINGS, FL 33166				



**QUALIFIED
STORMWATER MANAGEMENT
INSPECTOR**

The undersigned hereby acknowledges that

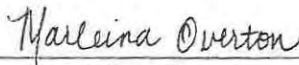
Richard E. Hoaglin, P.E.

has successfully met all requirements necessary to be fully certified through the
Florida Department of Environmental Protection Stormwater, Erosion, and
Sedimentation Control Inspector Training Program

May 7, 2004

Inspector #6982

8 PDHs - CEP00110



Marleina Overton



Karl Kurka



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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HOAGLIN, RICHARD EARL

1848 BARRINGTON CIRCLE
ROCKLEDGE FL 32955

LICENSE NUMBER: PE48796

EXPIRATION DATE: FEBRUARY 28, 2025

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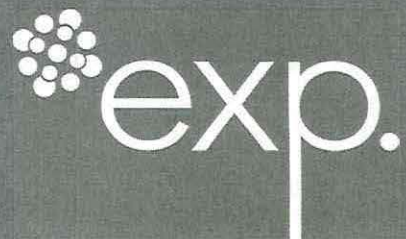


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Appendix C

Subconsultant Related Project
Experience



Palm Coast Parkway Widening

City of Palm Coast



Overall

Palm Coast Parkway Widening was a \$11.7 million project located in the City of Palm Coast, Florida. The roadway was becoming highly congested due to lack of capacity. The congestion was causing increases in vehicular accidents and emergency vehicle response times. The City knew that the lack of traffic efficiency on one of their busiest roads needed to be addressed.

DRMP provided design, permitting, cost estimating and public involvement services for the roadway widening improvements from a 4-lane suburban section to a 6-lane urban facility for approximately 1.5 miles in length. The project began 500-feet west of Cypress Point Parkway/Boulder Drive and extended to Old Kings Road. The Palm Coast Parkway then bifurcated and the design terminated at the Florida Park Drive. The project included the addition of several bike and pedestrian amenities such as paths, curbs, gutters and sidewalks. This was a LAP-funded project between the City of Palm Coast and FDOT District Five.

This project was unavoidable in order to alleviate current and future traffic congestion. In addition, the new roadway provides the City of Palm Coast with larger capacity limits that will dramatically help hurricane evacuation and emergency vehicle response times. Not only have motorists seen their commute time drop, but the morale of bicyclists and pedestrians increased too. The area also benefited from the enhanced aesthetics and landscape surrounding the parkway as a result of the project.



Project Highlights

- Roadway design
- Drainage design
- Maintenance of traffic
- Signing and pavement marking
- Signalization
- Lighting
- Landscape
- Structural design
- Synchro
- HCM
- Traffic Signal Design
- LAP funded

Survey

- Utility designation
- Utility location
- Utility mapping
- Quality Level A location
- Quality Level B designation

Stormwater

- Stormwater management design
- Permitting services
- Stormwater management plan
- Widening
- Roadway capacity

Location

Flagler County, Florida

Design Fee

\$1.2 million

Design Duration

Apr 2011 - Oct 2013

Construction Cost

\$11.7 million

Construction Duration

2015

Role on Project

Prime

Services Provided

Ecological Services,
Structural Engineering,
Surveying & Mapping/
Geospatial, Transportation,
Water Resources/
Stormwater Management

Survey/SUE

This 1.5-mile roadway widening project on Palm Coast Parkway began 500- feet west of Cypress Point Parkway/Boulder Drive and extended to Florida Park Drive. The project widens the current 4-lanes to 6-lanes and required underground utility information to design the improvements.

The subsurface utility tasks for this project consisted of utility designation and approximately over 300 subsurface utility test-holes to identify any unforeseen design conflicts utilizing ASCE C-1 38 -02 quality levels "A," "B," "C" and "D."

Subsurface Utility Engineering data collection provided underground utility locations and depths for transportation engineers to design roadway widening, with precision and safety in mind.



Client Reference

City of Palm Coast, Carl Cote,
Construction Management
and Engineering
Division Manager
A: 160 Lake Avenue Palm
Coast, Florida 32164
P: 386.986.3748
E: CCote@palmcoastgov.com

Old Kings Road Widening

City of Palm Coast



The City of Palm Coast was seeking a firm to provide professional engineering services to reduce the congestion on Old Kings Road. The City was looking to improve the flow of traffic along the North-South corridor of Old Kings Road from the Matanzas Woods Parkway to Palm Coast Parkway. DRMP was selected to provide the widening of the roadway, and brought a multi-faceted firm to the design team.

DRMP's traffic engineering team was responsible for signing and pavement marking and signalization design for this roadway widening from a 2-lane rural section to a 4-lane urban divided facility approximately 3.33-miles from Palm Coast Parkway to Forest Grove Drive. The 4-lane facility will be a divided urban arterial roadway with two, 11-foot lanes in each direction, curb and gutter with a closed drainage system, a 15.5-foot median, a 4-foot utility strip behind the back of curb and a concrete sidewalk on both sides of the road.

All signing and pavement markings designed increased driver safety and awareness to the surrounding roadways. If signs and markings are followed as instructed collision impact points will be kept to a minimum. Signalization designs provided reduce driver frustration from the intersection and increase traffic flow efficiency.

- Project Highlights**
- Highway Design
 - Pavement Design
 - Drainage Improvements
 - Utility Coordination
 - Miscellaneous Structures
 - Signing and Pavement Markings
 - Signalization
 - Lighting
 - Right-of-Way Surveying
 - Synchro
 - HCM
 - Traffic Signal Design

Location
Flagler County, Florida

Design Fee
\$2,435,995.00

Design Duration
April, 2014 - October 2018

Role on Project
Prime

Services Provided
Ecological Services, Structural Engineering, Subsurface Utility Engineering, Surveying & Mapping/Geomatics, Transportation, Utilities Engineering

Client Reference
Carl Cote
P: 386.986.3748
E: CCote@palmcoastgov.com



Miscellaneous Surveying Services

City of Jacksonville



DRMP provided Surveying and Mapping Services as part of a continuing contract on various projects for the City of Jacksonville, Florida since 2015. Specific services include boundary surveys, topographic surveys and subsurface utility designation and location. Mapping support services include parcel maps, sketches and legal descriptions. We have also supported several other engineering consultants with their City projects that involved design surveys, boundary surveys, right of way mapping/maintenance maps, subsurface utility designation and location and jurisdictional surveys for permitting. Under our continuing contracts we completed 36 task work orders.

The following list represents a small sample of recent projects that have been completed by DRMP:

- COJ Arlington CRA Boundary (Prepare Sketch of Description for CRA Boundary)
- COJ Lakeside Drive (MHWL Boundary Survey)
- COJ - SLL North Bank River Submerged Land Lease (Boundary Survey)
- COJ - Scott Mill RD SB Turn Lane (Corridor Design Topographic Survey)
- COJ - Fire Station No. 73 (Boundary and Topographic Survey)
- COJ Children's Way - Nira Street (Corridor Design Topographic Survey for Multi-use Path)
- COJ - McCoy's Creek (Drainage Survey of 13,600 feet along channel)
- COJ Regional Rowing Center (Boundary Survey)
- COJ Lake Shore Drive Drainage Improvements (SUE Designates and Locates)
- COJ Jammes Road Canal Drainage Improvements Project (Topographic Survey)
- COJ - Helen Cooper Floyd Park – Mayport (MHWL Boundary Survey)
- Performed SUE Designates and Locates on 29 projects
- Performed nine Design Topographic Surveys
- Performed five Boundary Surveys
- Prepared Sketch of Description for two Projects

Project Highlights

- Continuing Contract
- Boundary Survey
- Topographic Survey
- SUE

Location

Jacksonville, Florida

Design Fee

Varies By Project

Design Duration

2015-2022

Construction Cost

Varies By Project

Construction Duration

Varies By Project

Role

Prime

Services Provided

Surveying & Mapping

DRMP Team

Bill Faust, PSM,
Project Manager
Glenn Lusink, PSM,
Division Manager
Randy Tompkins,
PSM, Survey
Ryan Grab, CST II, SUE
Hans Knoepfel, PSM, Survey

Client Reference

Danny Wheeler, PSM
214 North Hogan Street, 10th
Floor
Jacksonville, FL 32202
P: 904.255.8756
E: DWheeler@coj.net



Kimley»Horn

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CITY OF BUNNELL

Professional Infrastructure Engineering Services

RFQ # 2023-02



GMOC40017-2023

**Professional Infrastructure Engineering Services
RFQ # 2023-02**

Kimley-Horn and Associates, Inc.

12740 Gran Bay Parkway West, Suite 2350
Jacksonville, FL 32258
904.828.3900

Thomas Inman, P.E.

May 23, 2023

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Letter of Intent /Transmittal

May 23, 2023

Kristen Bates – City Clerk
City of Bunnell
604 E Moody Blvd., Suite 6
Bunnell, Florida 32110

Kimley»Horn

12740 Gran Bay Parkway West
Suite 2350
Jacksonville, FL 32258
904.828.3900
www.kimley-horn.com

Re: Professional Infrastructure Engineering Services, RFQ No: 2023-02

Dear Ms. Bates and Members of the Evaluation Committee,

As the City of Bunnell looks to continue providing quality water utilities and stormwater services, Kimley-Horn would like to express our sincere desire to continue serving the City as your preferred engineering consultant. Now, more than ever, the City of Bunnell is faced with several business challenges with maintaining infrastructure, expanding asset life, and securing safe and reliable water supply while balancing the impacts of severe weather events. Municipalities and utilities are being asked to do more with less and need to address the increasing demand for staff productivity and effectiveness to meet the increasingly stringent regulations while also meeting stakeholder and customer expectations. Kimley-Horn is excited to continue supporting the City of Bunnell as you implement the efforts outlined in your Infrastructure Master Plan developed in 2020.

To complement the City of Bunnell's goals and objectives, you need a partner you can trust that provides a deep bench of professional resources capable of putting your vision into action. You need not only innovative and outside the box thinkers, but you also need the capacity to support operational decisions, as well as capital improvement projects. Kimley-Horn's understanding of the needs under this contract positions our firm as the logical selection for the City of Bunnell.

A Relationship Built to Last

Relationship capital is very important to our team. As our project manager, **Thomas Inman, P.E.** has compiled a team to match the personality styles of the City's staff to continue strengthening our long-standing relationships with the City. Thomas and our team understand the importance of responsiveness as well as the technical experience to handle every aspect of the City's goals under this contract. From our work on the City's Infrastructure Study, we have valuable knowledge of your stormwater, water, and wastewater utility infrastructure and can be a valuable partner and extension of Bunnell's staff.

Thomas Inman, P.E. understands the City's future goals, challenges, and opportunities. He will serve as our team's local project manager as he has been building a strong utilities team to specifically serve the City for contracts such as this. Additional key staff include assistant project managers **Alan Garri, P.E.** and **Kelly Smith, P.E.**, plus **Michael Stanley, P.E.**, and **Savannah Smith, P.E.** who will serve as your dedicated project engineers providing the City with a local, responsive contact involved with day-to-day project delivery. Our team doesn't want to just complete tasks but deliver successful projects that will serve the City of Bunnell and its residents for years to come. We believe creating a long-lasting relationship with the City is imperative to meeting the City's expectations. You can expect our team to think of themselves as an extension of your staff.

Quality Service, Local Response

Kimley-Horn has been serving the City of Bunnell since 2018 from our established Jacksonville office. We have been very hands-on and actively involved in our projects, seamlessly coordinating all local effort. This year we opened a Daytona Beach office in neighboring Volusia County, only 20 minutes from City offices. This new location will provide additional staff support in the area, including **Nicole McConnell, P.E.** who was part of our Orlando utilities team. Our proximity to City offices and critical City infrastructure will allow our team to be on site or in the field at a moment's notice.



Experience Providing Utility Services

Our team understands a variety of utility engineering services are needed to implement your capital and operational programs on an on-call basis. We are currently serving dozens of Florida utilities with on-call engineering services, and we take a collaborative approach to utility infrastructure projects. Thomas currently serves as project manager for Bunnell under a continuing services contract for similar services. He knows what it takes for an on-call contract to be successful and has the experience necessary to navigate his team through any project that may arise. In addition, several members of our team have completed condition assessments, planning evaluations, pumping and storage projects, pipeline projects, water and wastewater treatment, grant assistance, and construction phase services for neighboring municipalities. This experience gives our team an extensive understanding of local conditions and insight on how we can best serve the City of Bunnell.

One Stop Shop

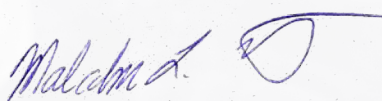
In addition to our expertise with integrated water systems, Kimley-Horn offers a full range of services including comprehensive planning, environmental services, asset management, transportation planning, traffic engineering, roadway design, structural engineering, survey, streetscape and landscape design, and public involvement. This gives you the comfort of knowing that a wide range of activities are all under the management and quality control of one firm—meaning better coordination, better decisions, better communication, increased productivity, and quicker, more accurate project deliverables that are consistent with your needs.

With this response, we offer our commitment to the City of Bunnell and ask for your favorable evaluation. Our bench of professionals is committed and eager to represent the City of Bunnell on this contract and look forward to providing our professional services to support your commitment to providing high quality engineering services to your community. We stand ready to serve and ask for the opportunity to do so. With Kimley-Horn, you can truly expect more and experience better.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.



Thomas Inman, P.E.
Project Manager
thomas.inman@kimley-horn.com



M. Lewis Bryant, P.E.
Principal-in-Charge
lewis.bryant@kimley-horn.com



As a Senior Vice-President with Kimley-Horn, Lewis Bryant, P.E. is duly authorized to contractually bind the firm.

Note: This proposal shall be valid for a period of not less than 90 days from date of receipt. The appointment of our firm will not result in a conflict of interest with respect to current or anticipated clients. Kimley-Horn does not qualify for minority designation.

SECTION A

Ability of Firm and Its Professional Team Composition

A - Ability of Firm and Its Professional Team Composition

Kimley-Horn has maintained a continuous presence in Jacksonville for more than 20 years. We will lead this contract from our Jacksonville office with support from our central and north Florida offices. Our staff is proud to have worked on projects throughout the state, including several projects in Flagler County, and our knowledge and understanding of the area has grown significantly with our service in the County. We are confident that our local presence and knowledge will benefit the City of Bunnell by providing you with unmatched accountability, responsiveness, and value. An abbreviated list of our in-house services includes:

- ✓ Utilities engineering
- ✓ Water and wastewater treatment
- ✓ Pipelines
- ✓ Pump stations
- ✓ Master planning
- ✓ Stormwater engineering
- ✓ Hydraulic modeling and mapping
- ✓ Grant funding and assistance
- ✓ Roadway and bridge design
- ✓ Paving and drainage
- ✓ Signal system study/design
- ✓ Bicycle/pedestrian studies
- ✓ Safety studies
- ✓ Data collection, evaluation, and analysis
- ✓ Landscape architecture/streetscape design
- ✓ Parks and recreational facility design
- ✓ Site civil engineering
- ✓ Environmental services/permitting
- ✓ Transportation planning and traffic engineering
- ✓ Pavement management/maintenance studies
- ✓ Access and circulation studies
- ✓ Traffic impact analysis
- ✓ Parking planning and design
- ✓ Public involvement programs

Project Manager and Proposed Team

Kimley-Horn understands the importance of assembling a strong project team; by selecting your consultant for these continuing services, you are truly seeking a long-term partner and trusted advisor. The City needs a core team of experts with relevant hands-on experience and a high level of responsiveness, both in terms of exceptional local support and technical expertise. As you've experienced working with our team your project manager, **Thomas Inman, P.E.** and assistant project managers **Alan Garri, P.E.** and **Kelly Smith, P.E.** are empowered to call upon any resources you may need and can assure you that immediate assistance is only a phone call away.

Our team not only has the skills necessary to bring creative solutions to their clients, but are constantly thinking about how to go above and beyond. This tenacity has allowed Kimley-Horn to become a trusted advisor to numerous local municipalities and cities nationwide.

The strength and stability of Kimley-Horn has enabled the firm to select top talent within the water and wastewater utilities industry in an effort to build a solid Florida utility practice. Both our project manager, **Thomas Inman, P.E.**, and our assistant project managers **Alan Garri, P.E.** and **Kelly Smith, P.E.**, are serving Bunnell and neighboring clients. Alan and Kelly bring over 30 years combined experience in water utilities and stormwater. Our management team has strong careers demonstrating a wide range of utility projects, including but not limited to potable water transmission and distribution pipelines, pump stations, force mains, reclaimed water mains, and condition assessments similar to the City's intentions under this contract. Accordingly, Thomas, Alan, and Kelly have been selected to serve as the points of contact, leading your projects and serving as technical resource for your assignments.



Peer Recognition

Kimley-Horn is regarded as an industry leader by *Engineering News-Record (ENR)*, where we rank #9 overall and 5th among the Top 100 “Pure Design Firms” in 2023 and ranked #8 for sanitary and storm sewers and #15 for water treatment and desalinization. We are one of FORTUNE’s “100 Best Companies to Work For” and have been on that list for 16 consecutive years. The growth we’ve experienced and industry rankings like this are only made possible through the confidence and trust that our clients have in us.

Kimley-Horn is regarded as an industry leader by Engineering News-Record (ENR), where in 2023 we ranked 9th overall and 5th among the Top 100 “Pure Design Firms.” We are also one of FORTUNE’s “100 Best Companies to Work For” and have been on that list for 16 consecutive years. Our growth reflects the confidence and trust of our clients.

Subconsultants

Kimley-Horn believes we have a responsibility to provide the best possible client service to you as your consultant and we expect the same level of commitment from each of our subconsultants. **We pursue subconsultants we have worked with in the past and have proven their ability to perform up to the standards we expect.** For this important contract, we have recruited the following expert subconsultants to round out our team.

ECS Florida, LLC - Geotechnical



Founded in 1988, Engineering Consulting Services (ECS) is a leader in geotechnical, construction materials, environmental and facilities engineering. ECS is one of the operating entities of the ECS Group of Companies with office locations in Jacksonville, Orlando, Tampa, Groveland, Sarasota, West Palm Beach, Ft. Myers, Daytona, Gainesville, and Tallahassee. ECS Florida, LLC has more than 225 employees and over 30 years of experience.

Degrove Surveyors, Inc. - Survey

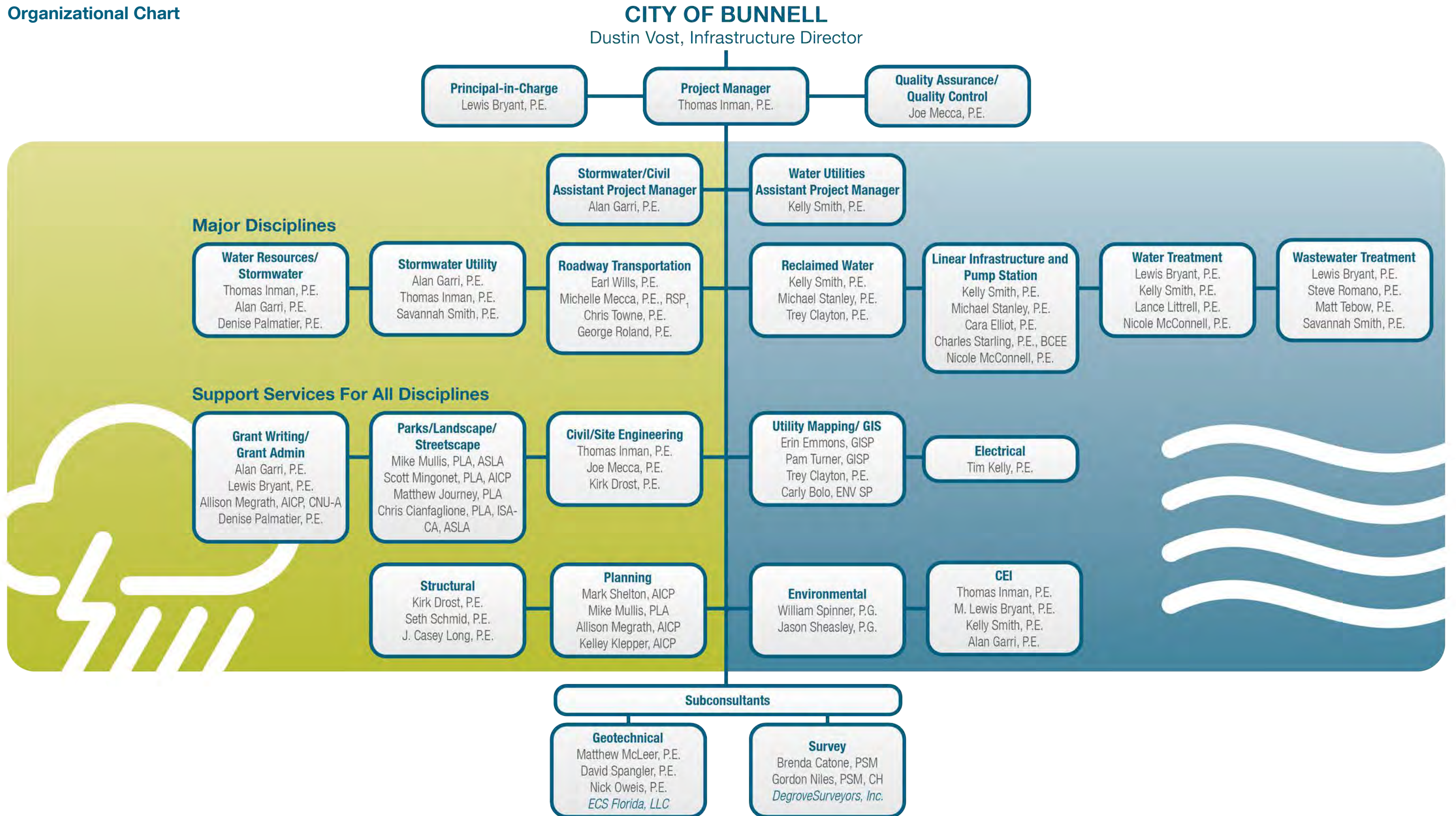


Founded in 1971, Degrove Surveyors, Inc. has established itself as a leader in the surveying and mapping profession. A Florida-based small business, Degrove has worked extensively throughout the state of Florida, as well as many other locations throughout the southeastern United States. The firm has a long history of serving a multitude of agencies and municipalities throughout Florida, including JEA, City of Jacksonville, Florida Department of Environmental Protection (FDEP), the St. Johns River Water Management District (SJRWMD) and the U.S. Army Corps of Engineers (USACE). They have provided a wide range of survey services including boundary surveys for real estate acquisition, topographic surveys in support of various public works projects, subsurface utility location, hydrographic surveys, right-of-way mapping, preparation of legal descriptions, and field staking of property lines and easements. Through many years of service to public/government clients, Degrove has gained a reputation of consistently delivering reliable survey information within specified timelines – no matter the size, complexity, or unique challenges of the project.

Number of Staff

Firm	Total Employees	Full-Time Employees	Part-Time Employees
Kimley-Horn	7,143	Firmwide: 6,583 Florida: 1,185	Firmwide: 560 Florida: 115
Degrove Surveyors, Inc.	14	14	0
ECS Florida, LLC	225	225	0

Organizational Chart



Resumes

Kimley-Horn brings decades of experience in providing support to municipalities on continuing service contracts. Our balanced, multidisciplinary team will bring unique and innovative solutions to the City of Bunnell. You get a team that works with you—not just for you—to achieve success on this contract. *Following you will find biographies of our team plus resumes for key Kimley-Horn team members at the end of the section.*

Key Staff



Thomas Inman, P.E. – Project Manager

Thomas is a project manager with 22 years of experience serving county, city, and municipal clients. He has delivered successful projects throughout the City of Bunnell, City of Flagler Beach, City of Palm Coast, and Flagler County. His experience includes stormwater design, utility master plans, water treatment, and environmental permitting. In addition to his professional experience, Thomas is involved in local community service by participating in Flagler Family Life Center, Flagler County Chamber of Commerce, Leadership Flagler, and Backyard Makeover. As your project manager, Thomas Inman, P.E., will ensure that your project is in good hands. Thomas is committed to providing unmatched technical support, creative solutions, and outstanding client service to the City of Bunnell.



Alan Garri, P.E. – Assistant Project Manager – Stormwater/General Civil

Alan is a senior project manager with more than 21 years of experience involving water, stormwater, wastewater, and roadway design. Alan is an expert in stormwater systems and his experience includes everything from drainage design, lift stations, conveyance systems, and master plans. Additionally, his water resources expertise includes water quality for TN removal, septic to sewer programming and design, vacuum sewer design, and hydrology and hydraulic modeling. With Alan's years of project experience, he understands what it takes to deliver a successful project. He has assisted municipalities with general civil engineering services, grant assistance and compliance, and construction phase services.



Kelly Smith, P.E. – Assistant Project Manager – Water Utilities

Kelly is a senior water resources engineer with 20 years of consulting engineering experience for public and private water, wastewater, reclaimed water, and stormwater clients. Her range of experience includes water resources and utility planning including water supply and effluent strategies, infrastructure improvements, permitting, hydraulic modeling, project administration, and construction management. She has assisted with planning and project development; evaluation of alternatives, feasibility studies, and budget analysis; and development of conceptual and preliminary design studies, final design, and construction documents. The services she provides include all aspects of project delivery through completion, including permitting services, assistance with grant funding, and services through construction. Kelly is also proficient with navigating complex communication structures within organizations to effectively mobilize production team members and subject matter experts to converge on right fit solutions for clients.



Lewis Bryant, P.E. – Principal-in-Charge/Water and Wastewater Treatment

As your principal-in-charge, Lewis has more than 23 years of experience involving wastewater treatment plant modifications, expansion plans and capacity analysis reports, water treatment plant design and modifications, water and wastewater utility mapping, and modeling. He has proudly served municipalities across Florida including the City of Bunnell and Flagler County with infrastructure improvement and expansion plans. Lewis's experience includes successfully obtaining permits through FDEP and FDOT; bid assistance; and construction phase services.

**Joe Mecca, P.E. – Quality Assurance/Quality Control**

Joe Mecca has 28 years of experience in the design and permitting of residential, commercial, and municipal land development projects. Joe has served as the project manager and quality control for a wide variety of projects, including conveyance improvements and development projects, from conceptual planning through construction observation. Additionally, Joe specializes in design and permitting of stormwater facilities; water, sewer, and reclaimed water systems; and treatment works. His water resources project experience includes water and wastewater pipeline design, wastewater treatment, pump stations, drainage, grading, and utilities. His projects range from helping municipalities double their wastewater treatment capacity to replacing 15,000 linear feet of force main. Joe will use his extensive experience to help ensure we deliver the very same quality of service that is expected from Kimley-Horn.

**Michael Stanley, P.E. – Reclaimed Water**

Michael is a water resources engineer with 11 years of experience in surveying, pipeline design, utility coordination, master planning, pressure testing, permitting, and the water/wastewater treatment process. He has served municipalities across Florida with utility projects that include 22,000 feet of water main, lift station rehabilitation, treatment plant infiltration and inflow (I) assessments, and potable water wells. In addition, he is familiar with a variety of software such as AutoCAD, WaterCAD, SewerCAD, and ArcGIS programs.

Additional Staff**Lance Littrell, P.E. – Water Treatment**

Lance has 22 years of experience successfully delivering water, wastewater, and reclaimed water utility projects throughout Florida. His experience includes the design, project management, construction oversight, and fabrication of reverse osmosis and ultrafiltration water treatment plants for municipal utilities. In addition, Lance serves on the Board of Directors of the Southeast Desalting Association (SEDA) and was the recipient of one of its 2015 Distinguished Service Awards. Lance has worked closely with the leadership of FDEP's Drinking Water Program to develop guidance for FDEP's administration of chlorine dioxide to be used as a pioneering alternate disinfectant to chlorine or chloramines.

**Steve Romano, P.E. – Water Treatment**

Steve is a professional engineer with more than 26 years of experience working as a consultant for municipal and private utilities. Steve has experience with a full range of utility projects, including water treatment facility design, wastewater treatment facility design, pipeline design, pump station design, and master planning, including advanced hydraulic modeling, permitting assistance, and regulatory guidance. He has provided designs for new facilities, as well as retrofits and relocations. Steve's experience allows him to bring cost-effective innovative ideas to provide solutions that best fit the specific needs of his clients.

**Earl Wills, P.E. – Roadway Transportation**

Earl has more than 36 years of professional experience in the management and design of transportation projects. His experience ranges from the management of small design contracts for local municipalities to the management and design of major arterial highway reconstruction contracts for FDOT. Earl also specializes in the design and permitting of stormwater management systems for highway projects and has successfully negotiated complex permits for various clients with both the St. Johns River Water Management District and the South Florida Water Management District.

**Jason Sheasley, P.G. – Environmental**

Jason has 29 years of experience involving water resources, hydrogeology, and geology. He has managed geologic and hydrogeologic investigations for the characterization of subsurface contamination at commercial and industrial sites nationwide. His experience includes due diligence; Phase I and Phase II environmental site assessment reporting; the development of Brownfield sites and environmentally-impacted properties; and environmental compliance under RCRA, CERCLA, and state hazardous waste programs. Jason has directed and managed projects relating to the characterization and remediation of soil and groundwater contamination, provided technical oversight for the development of regional groundwater management policies, and is familiar with the use and application of geographic information systems (GIS, ArcView, ArcInfo, ArcSDE)

**Allison Megrath, AICP, CNU-A – Grants**

Allison has 29 years in helping municipalities with all aspects of the grant process from identification, to preparing applications, to tracking award announcements, to administration and finally, successful project implementation and grant award closeout. She has successfully secured millions of dollars in funding for clients from: Community Development Block Grants (CDBGs; Florida Department of Economic Opportunity (DEO) Planning Grants; Florida DEO Florida Partnership Grants; and Florida DEO Technical Assistance Grants. In addition, she is well versed in regulatory compliance and economic development. She brings a unique perspective and understands obtaining successful funding from a variety of sources is critical to many public sector projects. Allison has assembled a database of nearly 400 grant and loan funding programs to identify funding sources for clients.

**Mike Mullis, PLA, ASLA – Parks/Landscape/Streetscape**

Mike is a professional landscape architect with more than 26 years of experience. His project experience includes land planning, master planning and programming, streetscape design, parks and recreation programming and design, site planning, amenity and hospitality programming and design, custom hardscape design and detailing, construction document preparation and permitting, and construction phase services. Mike is also experienced in facilitating public engagement meetings and design charrettes. He takes pride in building consensus and partnering with our clients to implement memorable, functional, resilient, and sustainable places that both inspire wonder and creatively solve complex challenges.

**Erin Emmons, GISP – GIS**

Erin has 18 years of experience as a multimodal transportation planner and long-range community planner with a specialty focus in GIS and database development. She has led projects involving the development and implementation of web and mobile, GIS-based interactive applications as well as several county and citywide multimodal transportation planning projects involving the collection and assessment of crash data, transit facility and routing, bicycle and pedestrian amenities, and infrastructure assessments for establishing level of service and developing short- and long-term improvements. Recent projects have resulted in recommendations involving curbside management and parking reallocation, socio-economic and demographic evaluations, event management, and traffic circulation in addition to assessments of the smart city technologies.

**Kirk Drost, P.E. – Structural, Civil**

Kirk's experience spans civil infrastructure (water, wastewater, and stormwater), site development services, and waterfront and shoreline structural engineering projects. His 30 years of project experience includes projects throughout the southern United States and includes the City of Bunnell and Flagler Beach. Kirk takes a hands-on approach and is involved with all aspects of a project from conceptual planning to design, development of technical specifications, permitting, and construction phase services. Kirk is motivated by helping others and solving problems. He has diverse skill sets in both civil engineering and project management, and he values the relationships he has built with a broad range of clients. This diversity allows him to navigate any challenge that may arise on a project.

**Nicole McConnell, P.E – Pump Station and Water Treatment**

Nicole has more than 17 years of experience specializing in treatment plant and pipeline design. Her technical engineering skills include wastewater treatment plant design, pump stations and lift stations, pipeline design, reuse feasibility planning, master planning, permitting, and construction management. Her pipeline design experience includes the design of wastewater, potable, and reuse pipelines ranging in diameter from 4 inches to 42 inches and up to 20,000 linear feet.

**Tim Kelly, P.E. – Electrical**

Tim has 12 years of experience as an electrical design engineer. His primary focus is the design of power distribution systems, standby power systems, lighting design and photometrics, available fault current, coordination, and arc flash studies, UL508A industrial control panel design, motor control center (MCC) design, SCADA systems, remote telemetry ISM band, and programmable logic controllers (PLC) for facilities. Tim started out in the vertical construction industry, working as an electrical engineer for a mechanical, electrical, plumbing MEP design firm. Tim spent approximately 10 years with a civil water/wastewater design firm working as an electrical engineer where he worked on projects both in power and controls with low voltage work and medium voltage work up to 33kV campus style radial and loop feed distribution networks.

**Mark Shelton, AICP – Planning**

Mark has more than 25 years of experience in comprehensive and current planning, entitlement due diligence, impact fee analysis, project management, supervision, business development and public hearings representation. He also served as a City Planner and Planning Manager for more than 10 years with the Clay County and City of Jacksonville's Planning and Development departments. His expertise includes land development code review, analysis and revision, comprehensive plan analysis, 911 emergency addressing advisory, communication tower entitlement, DRI revisions, land development procedures analysis, landscape review, and more.

The Kimley-Horn team offers the City of Bunnell a comprehensive and available group of professionals ready to serve your needs.

Professional Resources

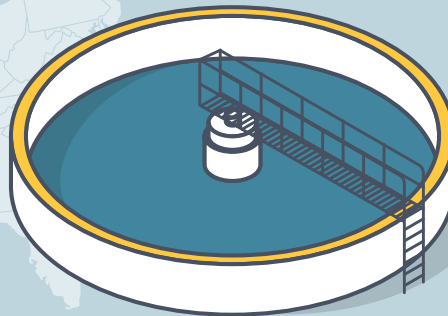
Our team includes senior members and up-and-coming engineers. Senior team members include those with 20 to 40 years of experience delivering successful water and wastewater projects throughout Florida. Our up-and-coming engineers with two to 10 years of experience have been selected due to their talent, drive to succeed, and ability to bring innovative ideas. They have local and regional experience and are equipped with the knowledge necessary to help ensure a smooth project delivery. Thomas Inman will effectively harness our team’s horsepower into one cohesive project delivery unit. Kimley-Horn is the right choice for this contract as we are committed to exceeding the City’s expectations.

Kimley-Horn offers the City of Bunnell a utility team that is committed to providing clients with cost-effective and state-of-the-art design solutions. We bring an understanding of water and wastewater system operations, end-user requirements, and design capabilities that enable Kimley-Horn to produce plans that are constructable, meet the needs of our clients, and minimize construction costs. **We have served more than 100 cities, counties, and local government clients throughout Florida—and more than 50 of these municipalities have chosen Kimley-Horn as their on-call consultant.**


**Water/Wastewater
STAFF**




415
FIRMWIDE



138
FLORIDA



50
NORTH/CENTRAL
FLORIDA





Thomas Inman, P.E.

Project Manager, Water Resources/Stormwater,
Civil/Site Engineering

Experience

Bunnell Infrastructure Study, Bunnell, FL — Project manager. Project services include preparing a comprehensive water, wastewater, and reclaimed water utility master plan. The master plan will identify and prioritize utility system capital projects necessary to support anticipated growth and address infrastructure renewal and replacement needs required to serve the existing, 5-, 10-, and 20-year future needs of the City's utility service area.

Flagler Beach Land Development Code (LDC), Flagler Beach, FL — Project manager. Kimley-Horn managed the complete update of the City of Flagler Beach's LDC. Flagler Beach's LDC was out of date and had not been reconciled with legislative changes or individual changes made by the City. This process resulted in a plan that was streamlined, provided a narrower number of land use categories, and was markedly more user friendly.

Stormwater Improvements, South Flagler Beach, FL — Project manager. Assisted with grant funding administration and developing stormwater infrastructure for a total of eight miles of existing right-of-way. The improvements reduced direct stormwater runoff that adversely impacts city roads that currently serve as evacuation routes for South Flagler Beach. Construction funding was provided by the St. Johns River Water Management District (SJRWMD) Rural Economic Development Initiative (REDI) funding and made possible by the application prepared by Kimley-Horn.

Dr. Martin Luther King, JR. Avenue Streetscape, St. Augustine, FL — Project engineer. Kimley-Horn is serving St. Johns County with planning and designing streetscape improvements to Dr. Martin Luther King Jr. Avenue. The objective is to reconstruct the existing road with an enhancement to the pedestrian corridor, existing road section, and utility replacement.

JEA Pump Station Redesign and Rehabilitation (13 Pumps; 1,000 GPM), Jacksonville, FL — Project engineer. Kimley-Horn was retained by the Jacksonville Electric Authority (JEA) to provide rehabilitation and retrofit design services for 13 regional sewage pump stations in the City of Jacksonville. Our design services included an analysis and determination of sewage flows, a pressure test of existing pumps, an hydraulic analysis of the force main system, a selection of pumps, and a bypass flow analysis.

Crystal Lagoons Beachwalk, St. Johns County, FL — Project engineer. Kimley-Horn was selected to provide professional civil and landscape architectural services for the development of this community featuring a 14-acre crystal lagoon as the centerpiece largest man-made water feature in the U.S. The project includes 800 home sites, a clubhouse, and over 3 million square feet of retail and commercial space along CR 210.

Number of Years with Kimley-Horn

» 6

Number of Years with Other Firm(s)

» 16

Education

» Bachelor of Science, Civil Engineering, Florida State University, 1999

Active Registrations/Certifications/Licenses

» Professional Engineer in Florida, #61713

Current Job Description

» Experienced project manager in stormwater design and environmental permitting experience involving a wide range of county, city, municipal, and private clients

Additional Experience/Qualifications

» Engineer of record with the cities of Bunnell, Flagler Beach, Palm Coast, and Flagler County

» Experienced water resources planner and hydrologic modeler

» Specializes developing large scale master plans to assisting municipalities with small drainage improvements.



Alan J. Garri, P.E.

Stormwater/Civil - Assistant Project Manager

Experience

Bunnell Infrastructure Study, Bunnell, FL — Project engineer. Project services include preparing a comprehensive water, wastewater, and reclaimed water utility master plan. The master plan will identify and prioritize utility system capital projects necessary to support anticipated growth and address infrastructure renewal and replacement needs required to serve the existing, 5-, 10-, and 20-year future needs of the City's utility service area.

Best Management Practices (BMP) Feasibility Study, Crystal River, FL — Project manager. Kimley-Horn provided a BMP Feasibility Study to determine the best site locations for the implementation of stormwater BMP water quality improvements with the city limits of Crystal River to have a measurable benefit to the Kings Bay and Crystal River Watershed.

Dunnellon Rainbow Springs Infrastructure Development Project, Dunnellon, FL — Project engineer. Kimley-Horn provided engineering design, permitting, bidding assistance, construction phase services, environmental services, FDEP grant administration assistance, geotechnical services, and surveying. The project consisted of the construction of approximately 28,520 linear feet of sanitary sewer force main piping from the Juliette Falls Water Reclamation Facility (WRF) to the Dunnellon WRF. Funding for the project was made available through a cost reimbursement grant administered by the FDEP.

Old City Yard DRA Stormwater Pump Station, Ocala, FL — Project manager. The objective of this project is to design and permit improvements to the Old City Yard DRA and add a stormwater lift station and conveyance system required to convey the stormwater flows from Old City Yard DRA through portions of Water Reclamation Facility 1 (WRF 1), and then to the wetland recharge park. Kimley-Horn is working with the City to evaluate the existing infrastructure that will potentially be utilized in this project, including the sand filter at WWTF 1, pump station located at WWTF 1 and adjacent reject ponds, and existing piping.

Best Management Practices (BMP) Feasibility Study, Crystal River, FL — Project manager. Kimley-Horn provided a BMP Feasibility Study to determine the best site locations for the implementation of stormwater BMP water quality improvements with the city limits of Crystal River to have a measurable benefit to the Kings Bay and Crystal River Watershed.

Sunnyhill Restoration Area (SRA) Berms Modeling, Marion County, FL — Project engineer. The Sunnyhill Restoration Area (SRA) is made up of 4,191 acres located approximately 6 miles east of Weirsdale in Marion County. Kimley-Horn is accomplishing these with improvements to internal berms within the SRA that are intended to support the proposed water level increase to elevation 52-55 feet NAVD88 in Areas A-C. Kimley-Horn created model for downstream flooding impacts to the area upstream of the outfall to the C-231 canal and downstream of Area E associated with the increased elevation.

Number of Years with Kimley-Horn

» 7

Number of Years with Other Firm(s)

» 14

Education

» Bachelor of Science, Mechanical Engineering, University of Florida, 2002

Active Registrations/Certifications/Licenses

» Professional Engineer in Florida, #70674

Current Job Description

» Project engineer with expertise in water quality, stormwater management, drainage design, septic to sewer, sewer design, and hydrology

Additional Experience/Qualifications

- » Experience with civil engineering, roadway design, transportation engineering, geotechnical engineering, construction management, and land development
- » Project management experience with site plans, feasibility studies, contract management, environmental permitting, grading design, erosion control, and construction management



Kelly Smith, P.E.

Water Utilities - Assistant Project Manager

Experience

Bunnell Infrastructure Study, Bunnell, FL — Project engineer. Project services include preparing a comprehensive water, wastewater, and reclaimed water utility master plan. The master plan will identify and prioritize utility system capital projects necessary to support anticipated growth and address infrastructure renewal and replacement needs required to serve the existing, 5-, 10-, and 20-year future needs of the City's utility service area.

SR-5 JEA Utility Relocation and Replacement, Jacksonville, FL — Project manager. As part of the SR-5 roadway project, Kimley-Horn completed 60% Phase II Utility Coordination Plans and preliminarily identified several locations where JEA-owned water and wastewater utilities may be impacted by the proposed roadway improvements. Additionally, JEA has identified approximately 4,800 linear feet of asbestos cement (AC) pipe to be replaced within the limits of the SR 5 project, including 4-inch force main and 12-inch water main. Additionally, the roadway design identified over 70 utility conflicts that the utility design needed to address and were the result of the roadway design which included significant drainage improvements.

US 41 Force Main and Pumping Station 25 Improvements, Sarasota County, FL

— Project engineer. Prior to joining Kimley-Horn, Kelly was responsible for providing construction phase services for the installation of three new 2,500-gallons-per-minute (gpm) pumping station with variable frequency drives (VFD), and a new 30,000 linear foot (LF) 12-inch and 16-inch diameter force main. This project included coordination with the Florida Department of Transportation (FDOT) and the rehabilitation of nine lift stations.

BGJWSC Pump Station #3101, 4001, 4002 Brunswick, GA — As project manager and lead engineer, Kelly worked with multi-disciplinary team to develop communication and workflow to meet schedule and budget expectations. The design utilized AutoCAD Civil 3D for the submersible stations and REVIT for the dry-pit/wet pit design allowing all disciplines to actively interact in the 3D model.

Sarasota County Bee Ridge Water Reclamation Facility (WRF) Interim Process Improvements - Design/Build Project, Sarasota, FL

— Project manager. Kimley-Horn performed wastewater characterization and biological process modeling (BioWin) to support the development of fast-track improvements needed to reduce nitrogen effluent. Kimley-Horn designed improvements for three of the four basins and fast tracked efforts with 90% plans and preliminary engineering report completed within 90 days of NTP.

Utilities Commission of New Smyrna Beach Preliminary Wellfield Evaluation Implementation Plan, New Smyrna Beach, FL

— Project manager. Kimley-Horn was retained by the Utilities Commission of New Smyrna Beach (UCNSB) to develop a Preliminary Wellfield Evaluation Implementation Plan. The purpose of the Evaluation Plan is to assist UCNSB in developing a comprehensive wellfield rehabilitation program. The multi-year wellfield rehabilitation program is based on evaluation of wellfield and well site hydrologic conditions, mechanical and hydraulic systems, as well as optimization of operational procedures.

Number of Years with Kimley-Horn

» 3

Number of Years with Other Firm(s)

» 17

Education

» Bachelor of Science, Environmental Engineering, North Carolina State University, 2002

Active Registrations/Certifications/Licenses

» Professional Engineer in Florida, #69876

Current Job Description

» Project manager/engineer with of engineering experience specializing in water, wastewater, reclaimed water, systems

Additional Experience/Qualifications

» Experience includes planning, infrastructure improvements, permitting, hydraulic modeling, project administration, and construction

» Provides all aspects of project delivery through completion including permitting services, assistance with grant funding, and services through construction



Lewis Bryant, P.E.

Principal-in-Charge, Water Treatment, Wastewater Treatment

Experience

Bunnell Infrastructure Study, Bunnell, FL — Project engineer. Project services include preparing a comprehensive water, wastewater, and reclaimed water utility master plan. The master plan will identify and prioritize utility system capital projects necessary to support anticipated growth and address infrastructure renewal and replacement needs required to serve the existing, 5-, 10-, and 20-year future needs of the City's utility service area.

Flagler County Plantation Bay Wastewater Treatment Facility (0.475-MGD DAVCO-style) Phase 1 Design and CEI, FL

— Project manager and engineer of record. Kimley-Horn provided process design, construction administration services, and SRF loan administration assistance for the Class 1 reliability improvements and capacity expansion of the 0.475-MGD DAVCO-style Plantation Bay Wastewater Treatment Facility (WWTF). Kimley-Horn assisted the County with securing a \$5.7-million SRF loan to fund construction of the WWTF expansion project.

Main Street WRF Sodium Bisulfite Storage Tank and Site Improvements, Gainesville, FL

— Project manager. Kimley-Horn designed alternatives and construction plans to add approximately 5,000 gallons of additional sodium bisulfite storage near the existing storage tank location. The CCC site improvements consist of removing obsolete structures and regrading the northern end of the CCC to prevent stormwater from flowing directly into the CCC.

Marion County Northwest Regional (Golden Ocala) Wastewater Treatment Facility (WWTF) and Headworks Analysis, Ocala, FL

— Project manager. Kimley-Horn evaluated temporary modifications needed at the Northwest Regional (Golden Ocala) Wastewater Treatment Facility (WWTF) to receive wastewater from the World Equestrian Center (WEC) until a permanent expansion can be designed, permitted, and constructed. Kimley-Horn prepared a WWTF headworks analysis to determine allowable pollutant loadings from customers of the Northwest Regional wastewater collection system.

Bay Laurel Center Community Development District (BLCCDD) 2.5-MGD Bay Laurel North Water Reclamation Facility (WRF), Marion County, FL

— Project manager. Kimley-Horn provided design, permitting, and construction administration services for a 2.5-MGD AADF (5.0-MGD buildout capacity) water reclamation facility (WRF) with advanced wastewater treatment capability (< 5 BOD, < 5 TSS, < 3 TN), and public access reclaimed water system. Kimley-Horn helped the client obtain \$25 million in FDEP Protect Florida Together Grant funds for the construction of a new WRF.

Wildwood Oxford Water Treatment Plant (WTP) Design (Lower Floridan Well), Wildwood, FL

— Project manager. Kimley-Horn provided SWFWMD coordination to design, construct, and permit two 1,100-foot-deep lower Floridan potable water wells with design pumping capacity of 2,600 gpm each. The project included geophysical logging, packer testing, and 72-hour pump testing. The project was funded by State appropriations grants and FDEP SRF loans. Kimley-Horn provided funding acquisition assistance and grant/loan administration assistance for the City.

Number of Years with Kimley-Horn

» 15

Number of Years with Other Firm(s)

» 8

Education

- » Master of Business Administration, University of Florida, 2004
- » Master of Science, Civil Engineering, University of Florida, 2002
- » Bachelor of Civil Engineering, University of Florida, 2001
- » Bachelor of Science, Technology (Nuclear), Regents College, 1998

Active Registrations/Certifications/Licenses

- » Professional Engineer in Florida, #65582

Current Job Description

- » Experienced project manager with experience in water, wastewater, and stormwater

Additional Experience/Qualifications

- » Experience with utility engineering, including utility relocation, master planning, collection/distribution system design, hydraulic computer modeling and analysis, and construction phasing and inspections



Joe Mecca, P.E.

Quality Assurance/ Quality Control (QA/QC)

Experience

Flagler County Plantation Bay Wastewater Treatment Facility (0.475-MGD DAVCO-style) Phase 1 Design and CEI, FL — Principal-in-charge. Kimley-Horn provided process design, construction administration services, and SRF loan administration assistance for the Class 1 reliability improvements and capacity expansion of the 0.475-MGD DAVCO-style Plantation Bay Wastewater Treatment Facility (WWTF). Kimley-Horn assisted the County with securing a \$5.7-million SRF loan to fund construction of the WWTF expansion project.

Beverly Beach Water/Wastewater Improvements (Misc. Projects, including Osprey Point Water System Improvements), Beverly Beach, FL — Project manager for the Kimley-Horn team that was selected in 2011 to provide engineering services for miscellaneous water and wastewater improvement projects in the City of Beverly Beach. Specific projects included a compliance plan, operating permit renewal, consent order, preliminary engineering and environmental reports.

Grand Haven Effluent Treatment Facility(1.0 MGD), Palm Coast, FL — Project engineer responsible for design and permitting of a 1.0-mgd effluent tertiary treatment system. The system provides public access quality effluent from the Palm Coast Wastewater Treatment Plant to the Grand Haven Golf Course. Design included traveling bridge tertiary filter, chlorine contact chamber, reclaimed water pumping station, 15,000 linear feet of effluent force main, and PLC and SCADA logic controls for automated plant operation, including chemical dosing and residual sampling.

JEA Pump Station Redesign and Rehabilitation (13 Pumps; 1,000 GPM), Jacksonville, FL — Project manager. Kimley-Horn was retained by the Jacksonville Electric Authority (JEA) to provide rehabilitation and retrofit design services for 13 regional sewage pump stations in the City of Jacksonville. Our design services included an analysis and determination of sewage flows, a pressure test of existing pumps, an hydraulic analysis of the force main system, a selection of pumps, and a bypass flow analysis.

CR 484 (13 miles) Force Main and Water Main Extensions for Marion County Utilities, Belleview, FL — Project manager responsible for the design, permitting, and coordination of new water and sewer utilities for Marion County Utilities in conjunction with proposed FDOT roadway improvements for CR 484. Design included one mile of 10-inch water main and three miles of 8-inch force main, including design of a 15,000-gpd sanitary lift station. Services also included the development and permitting of an abandonment plan for a 0.015-MGD wastewater treatment plant.

CR 2006 Resurfacing, Bunnell, FL — Project manager. Kimley-Horn produced a set of "Smart Plans" for the milling and surfacing of approximately four miles of roadway of CR 2006. Five foot paved shoulders were added along with paving intersecting roadway aprons. Kimley-Horn coordinated with the Water Management District and received a safety exemption for the permit. Kimley-Horn complied with all requirements of the Small County Outreach Program and the agreement between the FDOT and Flagler County.

Number of Years with Kimley-Horn

» 23

Number of Years with Other Firm(s)

» 5

Education

» Bachelor of Science, Civil Engineering, University of Florida, 1993

Active Registrations/ Certifications/Licenses

» Professional Engineer in Florida, #53192

Current Job Description

» Project engineer with experience in water and wastewater pipeline design, wastewater treatment, pump stations, drainage, grading, and utilities

Additional Experience/ Qualifications

» Experience in design and permitting of stormwater facilities, water, sewer, and reclaimed water systems and treatment works
 » Excels in site concept plan development, due diligence studies, permitting strategies, and zoning changes



Michael Stanley, P.E.

Reclaimed Water

Experience

Bunnell Infrastructure Study, Bunnell, FL — Project engineer. Project services include preparing a comprehensive water, wastewater, and reclaimed water utility master plan. The master plan will identify and prioritize utility system capital projects necessary to support anticipated growth and address infrastructure renewal and replacement needs required to serve the existing, 5-, 10-, and 20-year future needs of the City's utility service area.

Wildwood Oxford Water Treatment Plant (WTP) Design (Lower Floridan Well), Wildwood, FL — Project analyst. Kimley-Horn provided SWFWMD coordination to design, construct, and permit two 1,100-foot-deep lower Floridan potable water wells with design pumping capacity of 2,600 gpm each. The project included geophysical logging, packer testing, and 72-hour pump testing. The project was funded by State appropriations grants and FDEP SRF loans. Kimley-Horn provided funding acquisition assistance and grant/loan administration assistance for the City.

Flagler County Plantation Bay Wastewater Treatment Facility (0.475-MGD DAVCO-style) Phase 1 Design and CEI, FL — Project manager and engineer of record. Kimley-Horn provided process design, construction administration services, and SRF loan administration assistance for the Class 1 reliability improvements and capacity expansion of the 0.475-MGD DAVCO-style Plantation Bay Wastewater Treatment Facility (WWTF). Kimley-Horn assisted the County with securing a \$5.7-million SRF loan to fund construction of the WWTF expansion project.

Sarasota County Bee Ridge Water Reclamation Facility (WRF) Interim Process Improvements - Design/Build Project, Sarasota, FL — Project engineer. Kimley-Horn performed wastewater characterization and biological process modeling (BioWin) to support the development of fast-track improvements needed to reduce nitrogen effluent. Kimley-Horn designed improvements for three of the four basins and fast tracked efforts with 90% plans and preliminary engineering report completed with in 90 days of NTP.

Main Street WRF Sodium Bisulfite Storage Tank and Site Improvements, Gainesville, FL — Project engineer. Kimley-Horn designed alternatives and construction plans to add approximately 5,000 gallons of additional sodium bisulfite storage near the existing storage tank location. The CCC site improvements consist of removing obsolete structures and regrading the northern end of the CCC to prevent stormwater from flowing directly into the CCC.

Utilities Commission of New Smyrna Beach Preliminary Wellfield Evaluation Implementation Plan, New Smyrna Beach, FL — Project engineer. Kimley-Horn was retained by the Utilities Commission of New Smyrna Beach (UCNSB) to develop a Preliminary Wellfield Evaluation Implementation Plan. The purpose of the Evaluation Plan is to assist UCNSB in developing a comprehensive wellfield rehabilitation program. The multi-year wellfield rehabilitation program is based on evaluation of wellfield and well site hydrologic conditions, mechanical and hydraulic systems, as well as optimization of operational procedures.

Number of Years with Kimley-Horn

» 8

Number of Years with Other Firm(s)

» 3

Education

» Bachelor of Science, Civil Engineering, University of Florida, 2014

Active Registrations/Certifications/Licenses

» Professional Engineer in Florida, # 88604

Current Job Description

» Project engineer with experience in surveying, pipeline design, utility coordination, master planning, pressure testing, permitting, and the water/wastewater treatment process

Additional Experience/Qualifications

» Familiar with the AutoCAD, WaterCAD, SewerCAD, and ArcGIS programs

SECTION B

Firm's Related Experience

B - Firm's Related Experience

Similar Project Experience

Kimley-Horn has a distinguished history of successfully delivering projects that meet our clients' expectations. Our success is due to a combination of effective project management, strong technical expertise, and a steadfast quality control program. Our team has been a trusted partner to many municipalities for on-call contracts. The projects listed below have been completed within five years and performed by members of our team.

Planning

Kimley-Horn's planning staff has a wide range of experience with all aspects of comprehensive planning for several public and private clients. Our knowledge of critical planning elements, such as public participation, community visioning, regulatory and policy planning, entitlements, comprehensive plans, land use scenario planning, implementation strategies, cultural and natural resources, intergovernmental coordination indicates that our work is truly comprehensive in scope. Our staff has also developed numerous zoning, subdivision, overlay district, and planned unit development ordinances

Flagler Beach Land Development Code

Date(s) of Service: 2021

Kimley-Horn managed the complete update of the City of Flagler Beach's LDC. Flagler Beach's LDC was out of date and had not been reconciled with legislative changes or individual changes made by the City. The planning process included many in-depth citizens workshops, workshops with the Planning and Architectural Review Board, and workshops with the City Commission. This process resulted in a plan that was streamlined, provided a narrower number of land use categories, and was markedly more user friendly.

Team: Thomas Inman

Water Resources

Kimley-Horn's water system engineering capabilities include all planning, design, permitting support, and construction management services required to assist you in all phases of a project. We have a growing list of projects including distribution piping improvements, transmission pipelines, pump station designs, and water storage tank designs. We can provide the comprehensive engineering and planning services to successfully complete any water-related project. We also offer proven experience in layout, design, alignment selection, and construction engineering services for water facilities. In short, we provide the services required from the onset of a project through the approval process to construction.

Bunnell Infrastructure Study, Bunnell, FL

Date(s) of Service: 2018-2020

Kimley-Horn prepared a comprehensive water, wastewater, and reclaimed water utility master plan. The master plan identified and prioritized utility system capital projects necessary to support anticipated growth and address infrastructure renewal and replacement needs required to serve the existing, 5-, 10-, and 20-year future needs of the City's utility service area. Additional services included wastewater collection system hydraulic analysis/evaluation; wastewater treatment facility (WWTF) master plan; reclaimed water distribution system hydraulic analysis; Capital Improvement Program development; revenue sufficiency analysis; funding alternatives evaluation; and public involvement.

Treatment Evaluation and Permitting

Kimley-Horn assisted the City of Bunnell with evaluating their existing stormwater collection and treatment system. This evaluation was done to comply with the requirements of the City's Phase II Municipal Separate Storm Sewer System (MS4) permit and to understand the next steps to establishing a stormwater assessment to help fund the improvements, operation, and maintenance of the stormwater system in the future. To aid in this effort, Kimley-Horn performed an

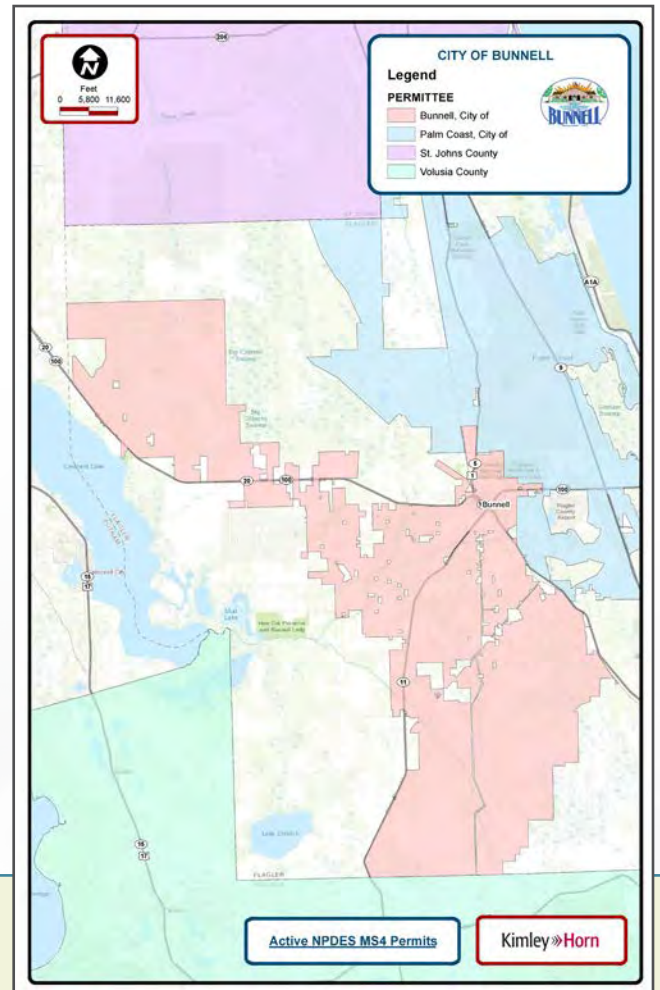
evaluation to identify the steps needed to comply with the MS4 permit and implement an assessment. This included summarizing existing stormwater needs and deficiencies; identifying the regulatory requirements for the MS4 permit; and providing guidance to conduct a condition assessment, stormwater master plan, and assessment feasibility study. Kimley-Horn also helped identify applicable grants to offset the costs of this work. **Stormwater Collection Evaluation**

In addition, Kimley-Horn provided a technical memorandum that identified four key components to gather the necessary information about the stormwater collection system, build an updatable database to augment and mitigate administrative efforts, and identify necessary capital improvement projects. This information will be used to conduct a stormwater assessment feasibility study to determine the optimal method of implementing a stormwater assessment to fund the identified projects. Additionally, Kimley-Horn is securing grant funding for the City to perform the identified analysis and maximize savings.

Public Outreach

A key component to delivering the master plan was stakeholder engagement including the development of a Council workshops that allowed the Utility Council to directly engage in the planning process. Since this was the first infrastructure assessment and improvement plan developed for the City, it was important to include the Council in the decision-making process. Additionally, an investment strategy was developed that included a rate increase. By engaging Council members early on and frequent throughout this process, the acceptance of a rate increase was unanimous.

Team: Thomas Inman (Project Manager), Lewis Bryant, Alan Garri, Kelly Smith, Michael Stanley, Trey Clayton, Lance Littrell, Steve Romano, Jason Sheasley, Cara Elliot, Matt Tebow, Savannah Smith



Wastewater Treatment

Our team has designed conventional to high-end advanced wastewater treatment plants locally and throughout Florida and have staff that are specifically trained in the understanding of wastewater biology. We served multiple clients through BioWin Process Modeling software analysis that helps to identify inefficiencies within the treatment process. Analyses like this have provided our clients, on numerous occasions, guidance and support on wastewater process, biology, and Wastewater treatment takes a true collaborative effort between the design team and operations staff. The design team needs to clearly understand how the Operations staff intends to operate each process. The wastewater plant is like a complex organism—if one aspect of the treatment process is not functioning properly, it could potentially cause the plant to go out of compliance. Therefore, understanding the biology, hydraulics, and effluent limitations are critical. Our key team members are fully versed in biological and hydraulic process evaluations and have the ability to employ our experience in assisting the City in these areas.

West Villages Improvement District Southwest Water Reclamation Facility, North Port, FL**Date(s) of Service: 2020**

Kimley-Horn provided a full range of engineering consulting services for the West Villages Improvement District (WVID) Wastewater Reclamation Facility (SWWWRF). Kimley-Horn prepared plans and specifications for the construction of a 2.0-MGD wastewater facility, including headworks and screening, grit removal, MLE biological treatment, clarifiers, deep bed sand filters, disinfection, septage receiving, digestion and centrifuge drying facilities, and a Class I industrial DIW for the future disposal of wet weather discharges.

Kimley-Horn prepared a preliminary site plan to establish a hydraulic profile for the SWWWRF. Kimley-Horn prepared plans and specifications for the construction of a Class I industrial DIW for the future disposal of SWWWRF wet weather discharges and membrane concentrate (brine) for the future WVID reverse osmosis (RO) water treatment plant (WTP) in accordance with the approved Preliminary Design Report (PDR). The facility design included the design of the following components: headworks with mechanical screening and grit removal designed to the ultimate capacity of 4.0 MGD, advanced biological process with nutrient removal in an MLE process with secondary clarification, including high-speed turbo compressors and advanced air controls, deep bed sand filtration designed for additional nitrogen removal as needed, high level disinfection with sodium hypochlorite, reclaimed pumping station designed to pump to an offsite reclaimed pond, the onsite deep injection well or to the reject storage tank, aerobic digestion, centrifuge facility for biosolids processing, septage receiving station, full SCADA controls, and the associated operations and electrical control buildings.

The facility is designed for two phases of construction with an ultimate capacity of 4.0 MGD. advanced biological process with nutrient removal in an MLE process with secondary clarification, including high-speed turbo compressors and advanced air controls, deep bed sand filtration designed for additional nitrogen removal as needed, high level disinfection with sodium hypochlorite, reclaimed pumping station designed to pump to an offsite reclaimed pond, the onsite deep injection well or to the reject storage tank, aerobic digestion, centrifuge facility for biosolids processing, septage receiving station, full SCADA controls, and the associated operations and electrical control buildings. The facility is designed for two phases of construction with an ultimate capacity of 4.0 MGD.



Team: Lewis Bryant (Project Manager), Ashley Miele (Project Manager), Kelly Smith, Michael Stanley, Trey Clayton, Jason Sheasley, Steve Romano, Nicole McConnell, Matt Tebow

San Diego Zoo Safari Park Wastewater Treatment Plan Expansion (Tertiary), San Diego, CA

Date(s) of Service: 2021

The Zoo's previous sewage treatment facility was permitted to discharge up to 0.150 MGD of secondary-23 recycled water to restricted use sites. Current treatment averaged about 0.075 MGD, with a peak rate of about 0.100 MGD. The Safari Park proposed to enhance the process treatment to meet "disinfected tertiary recycled water" treatment for the current average discharge rate with the ability to expand tertiary treatment capacity in the future to 0.150 MGD.



The WWTP expansion was designed to accept pumped flows from the East Africa (HOA) Pond and the South Africa Pond during "off-peak" periods for reducing solids and sulfates in the pond water and use the treated pond water for irrigation or for direct return to the HOA Pond and South Africa Ponds with the intent of improving pond water quality and animal health.

The project included constructing new pipelines to distribute tertiary-treated wastewater to portions of the park currently irrigated with potable water pipes to return water to HOA Pond and South Africa Ponds, add pumps, as needed, to send pond water to the WWTP for treatment and to distribute tertiary-treated wastewater to areas of irrigation use, and evaluate the use of solar energy for new pump stations. Kimley-Horn is providing construction

Team: Lewis Bryant, Matt Tebow

Bay Laurel Community Development District (BLCCDD) 2.5-MGD North Water Reclamation Facility, Marion County, FL

Date(s) of Service: Ongoing

Kimley-Horn is providing design, permitting, and construction administration services for a 2.5-MGD AADF (5.0-MGD buildout capacity) water reclamation facility (WRF) with advanced wastewater treatment capability (< 5 BOD, < 5 TSS, < 3 TN), and public access reclaimed water system. This is a greenfield project that utilized 3D software during the planning phases. The treatment process consists of Ovivo oxidation ditch, conventional clarifiers, and disc filters with smart biological control technology.



The project delivery method was Construction Manager at Risk (CMAR). Kimley-Horn worked closely with the CMAR throughout the design and construction phases for value engineering opportunities as well as items related to construction sequencing and timing. Other aspects of the project involved drainage design, landscaping, electrical, instrumentation and controls, and architectural and structural components. Kimley-Horn helped the client obtain \$25 million in FDEP Protect Florida Together Grant funds for the construction of a new WRF.

In addition to the bi-weekly design progress meetings for the Bay Laurel North WRF, Kimley-Horn coordinated design review meetings with the client and CMAR. Each unit process was thoroughly reviewed based on its technical soundness, constructability, conflicts, and client preferences.

Team: Lewis Bryant (Project Manager), Kelly Smith, Trey Clayton, Cara Elliot, Steve Romano, Matt Tebow, Savannah Smith, Charles Starling, Jason Sheasley

Northwest Regional (Golden Ocala) Wastewater Treatment Facility and Headworks Analysis, Marion County, FL

Date(s) of Service: 2018

Kimley-Horn evaluated temporary modifications needed at the Northwest Regional (Golden Ocala) WWTF to receive wastewater from the World Equestrian Center (WEC) until a permanent expansion can be designed, permitted, and constructed. Temporary modifications were needed to accommodate up to 300,000 gallons per day of peak wastewater flows anticipated during some WEC events. Kimley-Horn also prepared a WWTF headworks analysis to determine allowable pollutant loadings from customers of the Northwest Regional wastewater collection system. This included an evaluation of anticipated contributions from the World Equestrian Center. The headworks analysis included the development of a WWTF process model based on the existing and projected conditions. Additional project tasks included the headworks analysis for the Stonecrest WWTF and Oak Run WWTF as well.

Permitting services included conducting a pre-application meeting with FDEP to identify information needed to submit a FDEP Application for a Minor Revision to a Wastewater Facility. Our team prepared forms and supporting information needed for the permit package on behalf of Marion County.



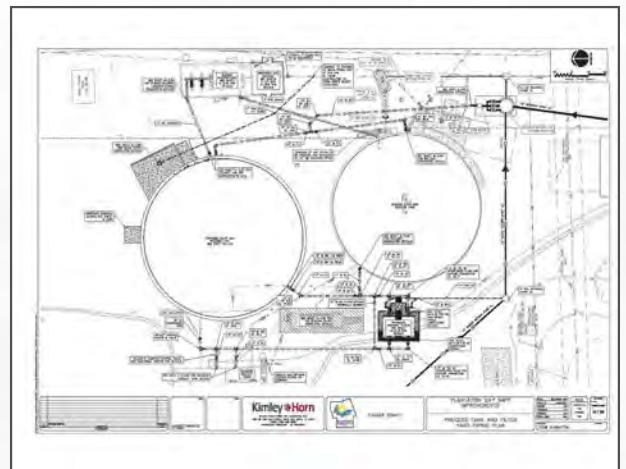
Team: Lewis Bryant (Project Manager), Trey Clayton, Matt Tebow, Cara Elliot

Plantation Bay Wastewater Treatment Facility, Phase 1 Design and CEI, Flagler County, FL

Date(s) of Service: 2019

Kimley-Horn provided process design for Class 1 reliability improvements and capacity expansion of the 0.475-MGD Plantation Bay Wastewater Treatment Facility (WWTF). The project included: expansion to the existing biological treatment process, new tertiary filtration system, chlorine contact tank modifications, new reject storage tank, and headworks improvements. The project also included construction of a new MCC building and associated electrical equipment. The WWTF process design will include the following enhancements: internal recycle pumps, piping, and flow meter; DO or ORP process control; separate positive displacement blower and controls for the digester; anoxic zone mixers; catwalk between the existing WWTF and the proposed WWTF; and second filtration unit and associated piping.

Project services included data collection, construction plans and specifications preparation, bid administration, and SRF construction loan administration assistance. Kimley-Horn assisted the County with securing a \$5.7-million SRF loan to fund construction of the WWTF expansion project. Additionally, Kimley-Horn was able to secure another \$500,000 St. Johns River Water Management District REDI grant for this project.



Our team assisted in obtaining the following permits: FDEP WWTF Operating Permit, SJRWMD Environmental Resource permit (ERP) Exemption Letter, and Flagler County Site Review.

Team: Lewis Bryant (Project Manager), Michael Stanley, Matt Tebow, Joe Mecca

Water Treatment

Kimley-Horn's water treatment capabilities include a wide variety of advanced treatment-type projects. Our services include planning, design, permitting, and construction observation services required from the onset of a project through operational testing and startup of the facilities. We provide water resources infrastructure consulting services, including advanced treatment systems; lime-softening and filtration; ion exchange; reverse osmosis; membrane softening systems; physical and chemical pre-treatment systems; post-treatment systems for finished water stabilization; UV and chemical disinfection; life-cycle analysis; wellfield development; grant funding; SCADA system improvements; permitting of membrane concentrate waste disposal; master pumping stations; metering stations; and water storage facilities. Our team has vast experience in finished water quality evaluations, including but not limited to treating for contaminants of emerging concern, control of disinfection byproducts, and corrosion control.

Eagle Lakes Reverse Osmosis (RO) Water Treatment Plant, Flagler County, FL

Date(s) of Service: 2020

Kimley-Horn provided timely response to the declining water production capabilities at the County's Eagle Lakes Water Treatment Plant. The treatment process was severely fouled up and unable to meet production demands for the service area. Kimley-Horn prepared and obtained a construction permit for the upgrade to the existing treatment plant and expansion doubling the process and storage capacity for the plant. The permit was prepared and approved within 4 weeks of the notice to proceed and opened up the opportunity for the Utility to regain process production capacity it needed.

The project included an evaluation of the existing treatment process, storage and pumping capacity, and hydropneumatic tank system. After the evaluation, the existing reverse osmosis treatment process was identified as a critical item to rehabilitate and Kimley-Horn prepared a separate track of construction bidding for upgrades to the treatment unit as phase 1 of the upgrades. These upgrades were completed within 4 months of the notice to proceed and the facility was returned to its full treatment capacity.

The phase 2 efforts of this project included doubling the reverse osmosis treatment capacity with a second production skid, adding a second ground storage tank in series with the existing ground storage tank, and chemical injection upgrades to account for the increased water production.



Team: Lance Littrell (Project Manager)

Emerging Contaminants (PFAS's) Treatment Implementation, Stuart, FL

Date(s) of Service: 2019

The City of Stuart's Water Treatment Plant (WTP) is a 6.0-MGD lime softening facility with the surficial aquifer as the source of supply via 23 production wells. Kimley-Horn provided professional engineering services related to the implementation of a water treatment system for the removal of emerging contaminants, including perfluorinated chemicals (PFAS's), PFOA (Perfluorooctanoic Acid), and PFOS (Perfluorooctane Sulfonate) sampled and measured in the raw water supply for the City's drinking water wells. Contamination from a nearby public works facility that used and stored firefighting foams (AFFF) was determined to be the source of the groundwater contamination, forcing the City to construct an advanced treatment system to remove these contaminants.

Kimley-Horn pilot tested alternative treatment methods to remove what was believed to be PFAS contamination to the City's surficial aquifer supply from a nearby fire station where aqueous film forming fire-fighting foam was used in practice. Pilot testing included granular activated carbon (GAC), ion exchange (IX), and membrane treatment for the removal of PFAS from their groundwater. The final design included a 4.0/8.0 MGD IX system that included four alternative ion exchange resins and GAC hybrids.

Kimley-Horn was called on to investigate the contamination, as well as determine the most effective treatment system to remove these contaminants. Kimley-Horn provided the design and permitting of the largest full scale PFAS treatment system in the U.S. Kimley-Horn also provided assistance preparing bid documents and construction phase services for the treatment system using anion exchange (AIX) resin with granular activated carbon (GAC) toppings. This 4.0/8.0-MGD AIX/GAC system was designed to treat all of the City's raw water supply. This project involved four different resin manufactures and is the largest ion exchange system in the U.S., removing PFAS's to 10 parts per trillion. The system was placed into service in June 2019 and removes all the known PFAS contaminants down to non-detect levels.

Team: Charles Starling, Kaitlin Townsend, Lance Littrell



**2020 ACEC Florida
Engineering Excellence Award
Grand Award Winner**

Storage

Kimley-Horn has delivered numerous storage facilities for municipalities across the state including all ranges of storage tanks from a few thousand to 5.0 MG tanks. Our teams experience ranges from storage tanks for potable water, ground storage tanks, and reclaimed water. Our specialists have a comprehensive understanding of what components are necessary to incorporate for each variety of storage tanks such as the addition of emergency power and generator fuel storage, high service pumps, or stabilizing structures to help ensure ground conditions within constricted sites. In addition, our team has evaluated existing storage tanks and created improvement plans that have been successfully implemented to serve municipalities for years to come.

Main Street Water Reclamation Facility (WRF) Sodium Bisulfite Storage Tank and Site Improvements, Gainesville, FL

Date(s) of Service: 2020

The Main Street WRF (MSWRF) uses Sodium Hypochlorite to disinfect treated effluent. Sodium Bisulfite is used to neutralize the Sodium Hypochlorite before the effluent is discharged into Sweetwater Branch. The existing sodium bisulfite storage tank does not provide the intended length of chemical service nor does it allow for efficient and economical chemical deliveries. The existing storage tank has a 2,100-gallon storage capacity. At the current plant flows (approximately 7.0 MGD 12MADF), this volume provides approximately 18 days of storage which is less than the 30-day storage capacity desired by operations staff. Additionally, the chemical delivery trucks typically have a 4,000-gallon “full load” capacity. As a result, GRU’s sodium bisulfite deliveries are typically special order at a higher price per gallon than “full load” deliveries and can be less available. To remedy this problem, GRU has requested Kimley-Horn to prepare design alternatives and construction plans to add approximately 5,000 gallons of additional sodium bisulfite storage near the existing storage tank location.



In addition to the sodium bisulfite storage tank design, site improvements at the chlorine contact chamber (CCC) and the biosolids truck wash pad were requested by GRU. The CCC site improvements consist of removing obsolete structures and regrading the northern end of the CCC to prevent stormwater from flowing directly into the CCC. The site improvements may include additional curbing along the road and/or extending the top of the CCC tank walls at the head of the basin. The biosolids truck wash pad improvements consist of expanding the existing slab to accommodate washing vehicle while maintaining spill confinement. This is required by the National Pollutant Discharge Elimination System (NPDES) permit for the MSWRF.

Team: Lewis Bryant (Project Manager), Cara Elliot, Michael Stanley

Oxford Water Treatment Plant Design (Lower Floridan Well), Oxford, FL

Date(s) of Service: 2018

Kimley-Horn provided design, construction administration, and startup services for a new 2.35-MGD capacity water treatment plant (WTP) with expansion provisions to 6.5 MGD. The design included lower Floridan well design/construction, packed tower aeration treatment system with pH adjustment, biological odor control, sodium hypochlorite disinfection, ground storage tank, control building with offices and conference room, and a high-service pump building.

Kimley-Horn provided funding acquisition assistance and grant/loan administration assistance for the City. The project was funded by State appropriations grants and Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loans. Kimley-Horn assisted in acquiring \$7,586,166 in SRF loans (construction, technical services after bid opening, contingencies and principal forgiveness).

Kimley-Horn also provided full construction observations and construction management services, providing full-time project administration and part-time (20 hours/week) resident project representative services.



In addition, Kimley-Horn prepared a renewal application for the City of Wildwood's General Water Use Permit. The renewal application included justification for a 50% increase in the permitted ground water withdrawals from approximately 4 million to 10 million gallons per day (GPD). Kimley-Horn evaluated potential impacts associated with the proposed withdrawal quantities using the Southwest Florida Water Management District's (SWFWMD's) District-Wide Regulation Model 2 (DWRM2). Kimley-Horn evaluated the incremental and cumulated drawdown within the surficial and Floridan aquifers and the corresponding effects on wetlands, surface water bodies, and other legal users of the groundwater resource.



Our services included conducting an additional model simulation to estimate the combined effects of the current and proposed groundwater withdrawals for the City of Wildwood and The Villages. The groundwater modeling results were used to prepare an environmental monitoring plan for the City to monitor the long-term effects of the actual groundwater withdrawals.

Team: Lewis Bryant (Project Manager), Trey Clayton, Charles Starling, Matt Tebow, Steve Romano, Lance Littrell, Cara Elliot, Michael Stanley, Jason Sheasley

Water Distribution

Kimley-Horn's staff of professionals have award-winning experience in the design of new water treatment and distribution systems (including the design of wells, master pumping stations, water storage facilities, and the repair, rehabilitation, and upgrade of existing facilities). The firm's water treatment and distribution expertise ranges from systems as simple as aeration/ chlorination to reverse osmosis, membrane softening, ion exchange, and distillation. The firm's capabilities encompass all planning, design, permitting, and construction observation services required from the onset of a project through the approval process to plant startup and operational testimony.

SR-5 JEA Utility Relocation and Replacement, Duval County, Florida

Date(s) of Service: 2022

The Florida Department of Transportation (FDOT) has retained Kimley-Horn for the design of SR 5 (Philips Highway) roadway improvements, located in FDOT District II and Duval County (FDOT Financial Project # 439356-1-52-01). This project includes roadway improvements along SR 5 for approximately 3.5 miles, generally commencing at the intersection of SR-152 (Baymeadows Road) and ending at SR 119 (W. University Boulevard). As part of the SR-5 roadway project, Kimley-Horn completed 60% Phase II Utility Coordination Plans and preliminarily identified several locations where JEA-owned water and wastewater utilities may be impacted by the proposed roadway improvements. Additionally, JEA has identified approximately 4,800 linear feet of asbestos cement (AC) pipe to be replaced within the limits of the SR 5 project, including 4-inch force main and 12-inch water main. Additionally, the roadway design



identified over 70 utility conflicts that the utility design needed to address and were the result of the roadway design which included significant drainage improvements.

JEA entered into a Utility Work by Highway Contractor Agreement (UWHCA) with FDOT to design and construct water and wastewater utility relocations and AC pipeline replacements within the limits

of the project. Kimley-Horn is being retained by FDOT through the UWHCA to perform professional engineering services to support the design and permitting of the SR 5 water and wastewater utility relocation and replacements. Kelly Smith, P.E. and Michael Stanley, P.E. delivered the design in 7 months. Design was directly coordinated with JEA staff and milestone deliverables included:

Preliminary engineering included the review of JEA GIS and as-built drawings, field site visits to identify customer service connections and utility locations, and identification of water and wastewater system impacts, including easements and subsurface utility engineering. A utility conflict matrix was developed which identified over 70 conflicts that the design had to address. The matrix identified how each conflict was proposed to be addressed.

Design plans, specifications, and opinion of probable cost were developed and submitted at the 30%, 60%, and 90% and final document submittal. A Utility Work Schedule was developed in accordance with the UWHCA for each of JEA's pipelines and appurtenances.



Team: Kelly Smith (Project Manager), Michael Stanley, Earl Wills

Colonial Manor Water Main (Includes Phase 1 to Phase 4), Florida Governmental Utility Authority, Longwood, FL

Date(s) of Service: 2022

This project entailed the replacement of approximately 8,000 linear feet (Phase 1), 6,000 linear feet (Phase 2), 9,000 linear feet (Phase 3), and 9,000 linear feet (Phase 4) of water main in the Colonial Manor development in Holiday, Florida for FGUA. The service area had aged water mains and due to an several incidence of pipe breaks and pressure complaints the Utility needed to replace all of the water mains within the service area. The water mains were galvanized and low pressure class PVC mains primarily located in the rear of the properties and were relocated to within the public right-of-way. This project included the replacement of the water mains, as well as the relocation of the service laterals as needed. Fire protection services were provided under this contract, and all 4- and 6-inch piping was replaced with 6-inch piping to meet local fire flow standards.

Additional services included permitting, preliminary design, design, permitting, cost estimating, bid support, and construction phase services. Kimley-Horn prepared an FDEP permit for water mains in coordination with U.S. Water to assist them with obtaining a Pasco County right of way permit.

Team: Nicole McConnell, Lance Littrell, Steve Romano

Davenport Water Main Replacement and Construction Services – Design/Build, Davenport, FL**Date(s) of Service: 2020**

The City of Davenport operates and maintains a water distribution system generally centered around the intersection of 17-92 and Davenport Boulevard. Many portions of the downtown distribution system are up to 100 years old and have reached the end of their usable life. Moreover, the pipes have shown significant tuberculation inside the pipe sections being repaired and their resulting flow path is significantly restricted. Several pipe repairs in the downtown area indicated this condition as portions of the pipe were cut out for repair.

This project involved the replacement of 80,000 linear feet of existing 2-inch to 12-inch water main east of West Boulevard, west of East Boulevard, north of South Boulevard, and south of North Boulevard. The new water main was installed side by side with the preexisting water main via open trench methods, along with directional drilling at key road crossings and jack-and-bore across two CSX railroad crossings. The existing residential and commercial service lines were connected to the newly installed pipe with minimal disruption to the customer's service.

Through the design team's efforts, Kimley-Horn was able to reduce the overall pipe needed to just over 65,000 linear feet, which is a substantial reduction in the capital expense for the City. In addition, the new mains support major transmission through downtown Davenport to support the current planned developments that will more than double the City's water demand over the coming decade. The design team was able to preserve large sections of the City's established oak trees and minimize restoration efforts using a careful, stepwise approach to the construction efforts while designing the pipeline replacement.

After completing the water main replacement design, Kimley-Horn was contracted to provide construction services for the project. The project team provided flexibility to the contractor by leaving the design "open" and allowing the contractor to determine the most cost-effective construction method for the specified water main design. As a result, the contractors were able to provide the best solution to avoid conflicts and were able to trim nearly \$1 million on construction costs compared to the alternative construction.

Construction services included construction observation/site visits, shop drawing reviews, construction phase progress meetings, and completion certification. Additionally, the project received a SRF loan, including a significant principle forgiveness for the project. Kimley-Horn provided SRF loan administration for the City that included SRF bid review, reviewing compliance with American Iron and Steel (AIS), Davis-Bacon interviews, and disbursement requests.



Team: Lance Littrell (Project Manager), Steve Romano, Charles Starling, Jason Sheasley

CR 209 Force Main and Lift Station (Design and Construction Phase Services), Wildwood, FL

Date(s) of Service: 2018, design services complete; Ongoing, construction phase services

Kimley-Horn prepared the City of Wildwood's utility master plan for the water, wastewater, and reclaimed water utilities. The effort included planning new water, wastewater, and reuse utilities for buildout and upgrading utilities where redevelopment was planned. The analysis was based on a hydraulic model which was used to confirm/identify deficiencies in the existing pipe sizes, and identify new line sizing needed to support future development, as well as any realignments within the service area. Field assessments included the evaluation of the existing lift station both hydraulically and physically to identify modifications necessary to sustain operations both in the short-term and long-term planning windows.



One of the short-term projects identified in the utility master plan was the CR 209 Force Main and Lift Station Improvement project. This project included: the conversion of the City's existing 40-HP, duplex CR 209 lift station to a new 80-HP triplex master lift station; new SCADA control panel; SCADA integration; new flow meter; new pressure transducer/transmitter; various electrical and control improvements; constructing a pretreatment screening structure; and constructing 16,500 feet of 12-inch force main and 9,300 feet of 16-force main from the CR 209 lift station to the City's WWTF. The new force main reduced the flows through an existing 6-inch force main, reduced pump operating times, and increased the long-term capacity and reliability of the wastewater collection system.

The Kimley-Horn team delivered the assignment and performed the day-to-day engineering tasks for all elements throughout the entire project:

Preliminary design services included hydraulic modeling and analysis, pump selection, pretreatment screen selection, and route analysis to determine the most cost-effective and constructible means of replacing the existing force main.

Final design services included 60%, 90%, and 100% design document plans and specifications and review meetings with Utility staff. The route held challenges due to tight right-of-way, utility conflicts, and the necessity of road restoration. Survey and soft dig operations were performed to verify existing infrastructure.

General construction phase services consisted of contract negotiations, attending meetings, shop drawing review, responding to contractor Requests for Information, providing design clarification for the contract documents, part-time inspection services, final inspections, record drawings, and construction completion certification.

Team: Lewis Bryant (Project Manager), Matt Tebow, Trey Clayton, Michael Stanley

Sanitary Collection/Pump/Transmission

Kimley-Horn expertise includes sanitary sewer conveyance systems which includes pipes, force mains, pump stations, manholes, gravity sewer, and wastewater storage. The firm's pipeline expertise includes large subaqueous crossings and large diameter tunneling projects. Our staff has extensive experience with traditional pipeline construction projects, jack and bore, directional drilling, and pipe busting. In addition, our team has designed hundreds of pump stations across the state. Our experience includes the design of pump stations with capacities as small as a simplex grinder pump serving a single bathroom to pump stations to 10 MGD master lift stations that serve rapidly growing communities. Our team of specialists are well equipped to design, permit, oversee construction, and implement SCADA integration.

Rainbow Springs Water Reclamation Facility (WRF) Decommissioning Project, Florida Governmental Utility Authority, Dunnellon, FL

Date(s) of Service: Construction scheduled to start in 2023

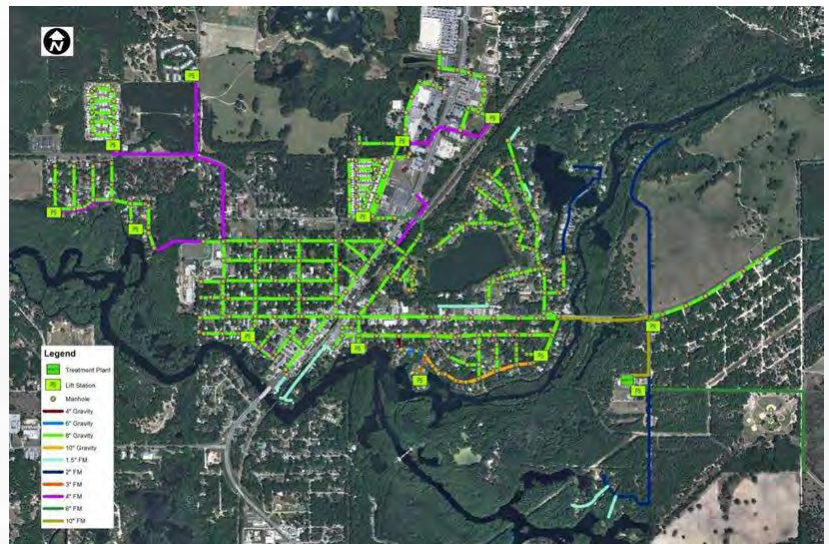
Kimley-Horn provided survey, engineering, permitting, and construction phase services to decommission the Rainbow Springs WRF. The project consisted of approximately 1,700 linear feet (LF) of 10-inch force main subaqueous crossing of the Rainbow River and 4,000 LF of force main. In addition, a new segment of 12-inch force main will be constructed from the 180th Avenue Road force main tie in point at the San Jose lift station to FGUA's Dunnellon WRF headworks. The force main route was identified during a previous route study completed by Kimley-Horn. The project also includes converting the Rainbow Springs WRF into a master lift station (with flow equalization) and modifications to the Rio Vista master lift station.

Team: Michael Stanley (Project Manager), Lewis Bryant, Kelly Smith, Charles Starling

Dunnellon Rainbow Springs Infrastructure Development Project, Florida Governmental Utility Authority, Dunnellon, FL

Date(s) of Service: 2021

The Rainbow Springs Infrastructure Development project is located in the Dunnellon utility system. The project consists of construction of approximately 28,520 linear feet of sanitary sewer force main piping from the Juliette Falls Water Reclamation Facility (WRF) to the Dunnellon WRF. The force main route will begin at the Juliette Falls WRF and follow 180th Avenue Road south to Marion County Road 484 then west to San Jose Blvd. then south to the City of Dunnellon WRF. Funding for the project will be made available through a cost reimbursement grant administered by the Florida Department of Environmental Protection (FDEP). Kimley-Horn is providing engineering design, permitting, bidding assistance, construction phase services, environmental services, FDEP grant administration assistance, geotechnical services, and surveying.



Team: Lewis Bryan (Project Manager), Alan Garri, Cara Elliot, Michael Stanley

Brunswick Glynn County Joint Water Sewer Commission Pump Station 3101, 41001, and 4002 Rehabilitation, Brunswick, Georgia

Date(s) of Service: 2022

Kimley-Horn was selected to provide design, bid, and construction phase services for the rehabilitation of three wastewater pump stations including PS 3101 -20 HP duplex submersible, 4001 10 HP duplex submersible, and 4002 85 BP dry-pit submersible stations. Goals and objectives of the improvements include:

1. Extend useful life of existing equipment
2. Provide process/mechanical improvements to meet future conditions
3. Improve operational flexibility
4. Provide enhanced corrosion protection
5. Increase reliability and system hardening
6. Provide additional safety improvements

As part of the preliminary engineering phase, Kimley-Horn worked with operations and engineering staff to develop project definitions and the scope of each rehabilitation effort. Hydraulic evaluations were performed that considered current and future flows, wet well cycle times, and downstream force main conditions.

PS 3101 - Key improvements associated with PS 3101 include the conversion of the duplex into a triplex submersible station, installation of new pumps, rehabilitation of wet well and installation of a new liner, the below grade valve vault was removed, and discharge piping was brought above grade, and new electrical and control system was designed with an overhead shelter.

PS 4001 - Key improvements associated with PS include new electrical and control system, relocation of the control panel and overhead shelter to provide safer clearance from the existing wet well. Fall protection including access grate net and an anchor system were designed as well.

PS 4002 – This station is one of the utilities oldest stations and significant improvements to the pump station building were required. At the ground floor, the old chemical area was converted into a control room, and building rehabilitation included roof and structural repairs. Yard piping improvements included permanently installed diesel by-pass pump connection. The design includes pump and discharge piping replacement inside the pump room.

Team: Kelly Smith (Project Manager)

Stormwater

Our team has wide-ranging knowledge of stormwater management systems of all sizes and functions, from master stormwater system hydraulic modeling for an entire urban municipality to the design of stormwater piping or swale systems serving a local neighborhood block. Our drainage engineering services include the design of canals, culvert crossings, water control structures, roads, levees, bridges, and pump structures. Representative project areas range in size from one to more than 130,000 acres, and our engineers have been called upon by numerous public agencies and major agricultural, industrial, and residential developers. Our staff has the expertise to conduct preliminary studies and drainage consultation, prepare stormwater management plans, conduct bridge scour analysis, prepare FEMA map revisions, perform floodplain analysis, and coordinate permit applications on behalf of the City.

Sunnyhill Restoration Area (SRA) berms Modeling, St. Johns Water Management District, Marion County, FL

Date(s) of Service: 2020

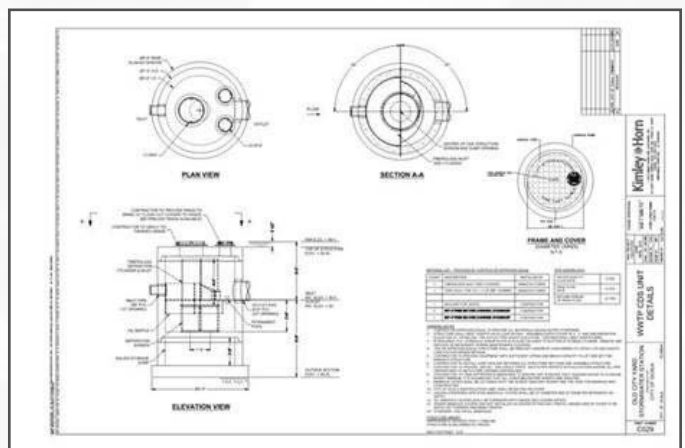
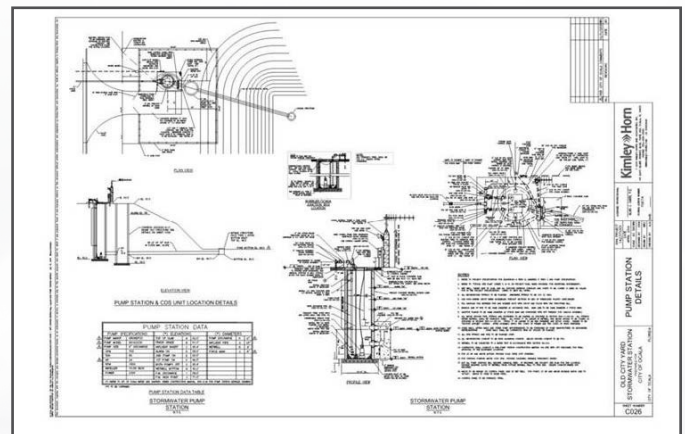
The Sunnyhill Restoration Area (SRA) is made up of 4,191 acres located approximately 6 miles east of Weirsdale in Marion County. Portions of the Upper Ocklawaha River was channelized in the early 1900s which led to isolated and disconnected portions of the natural Upper Ocklawaha River channel. This project consists of developing a hydrologic and hydraulic model that can be used to evaluate a conceptual design to increase flows through the natural channel. Kimley-Horn is accomplishing these with improvements to internal berms within the SRA that are intended to support the proposed water level increase to elevation 52-55 feet NAVD88 in Areas A-C. In order to meet this objective, the team will first evaluate available data for ICPR model development and model calibration. Watershed delineation will be conducted to identify the drainage basin(s). Stage area relationship for each sub-basin will be defined according to the DEM. Lastly, Kimley-Horn will model for downstream flooding impacts to the area upstream of the outfall to the C-231 canal and downstream of Area E associated with the increased elevation.

Teams: Denise Palmatier (Project Manager), Alan Garri

Old City Yard DRA Stormwater Pump Station, Ocala, FL

Date(s) of Service: 2019

The City of Ocala is in the process of designing and constructing a wetland recharge park. The objective of the wetland recharge park is to provide nutrient removal and treatment of reclaimed and stormwater flows generated within the City. The City has identified the regional drainage retention area (DRA) known as the Old City Yard DRA as a source of stormwater for the wetland recharge park. The objective of this project is to design and permit improvements to the Old City Yard DRA and add a stormwater lift station and conveyance system required to convey the stormwater flows from Old City Yard DRA through portions of Water Reclamation Facility 1 (WRF 1), and then to the wetland recharge park. Kimley-Horn is working with the City to evaluate the existing infrastructure that will potentially be utilized in this project, including the sand filter at WWTF 1, pump station located at WWTF 1 and adjacent reject ponds, and existing piping. Services include data collection, infrastructure evaluation, DRA modification, lift station design, and permitting. Our team utilized stormwater centrifugal treatment structures, a BMP, and made use of the previously abandoned reject ponds from the decommissioned wastewater treatment plant, providing increased retention time as an additional BMP.



Team: Alan Garri (Project Manager), Cara Elliot, Savannah Smith, Trey Clayton

Crystal River Best Management Practices (BMP) Feasibility Study, Crystal River, FL

Date(s) of Service: 2018

The City of Crystal River BMP Feasibility Study project was a Cooperative Funding Initiative Project and was part of the agreement between the Southwest Florida Water Management District (SWFWMD) and the City of Crystal River. The objective of the Feasibility Study was to determine the optimal locations for the implementation of stormwater Best Management Practices (BMPs) for water quality improvements within the City limits of Crystal River. The study identified and evaluated several types of BMPs for more than 24 locations within the City. The study provided a list of recommended BMP projects and demonstrated the proposed water quality benefits to the Kings Bay or Crystal River watersheds. Each project was assigned a grade (A through D) based on the evaluation of the six criteria. An “A” grade would be assigned to projects that had high nutrient removal, relatively simple implementation, and a good location. A “D” grade would be assigned to a project that had low nutrient removal, complicated implementation, or a problematic location. Based on this evaluation a final list of 14 feasible BMP project sites were identified. A summary report was prepared and submitted to the City and SWFWMD.

Team: Alan Garri (Project Manager)

Reclaimed Water

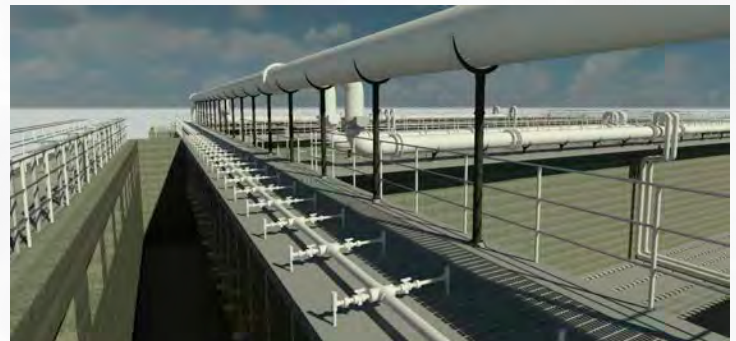
Kimley-Horn has provided reclaimed water storage, pumping, and distribution projects for our clients for several years. These projects have their own nature of coordination and involvement to ensure successful completion. Kimley-Horn and our team has successfully completed all levels of reclaimed water projects, including but not limited to:

- » Feasibility studies for residential, commercial, and major users
- » Interconnects and coordination of operations
- » Reclaimed storage and pumping
- » Neighborhood retrofits
- » Major distribution piping

Bee Ridge Water Reclamation Facility Interim Process Improvements – Design/Build, Sarasota, FL

Date(s) of Service: 2023

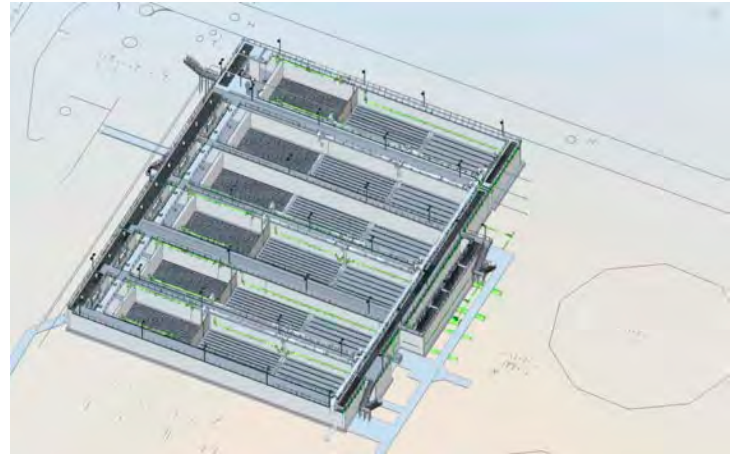
The Bee Ridge Water Reclamation Facility (WRF) is a 12.0 million gallon per day (MGD) water reclamation facility owned by Sarasota County (County) and is authorized to operate by the Florida Department of Environmental Protection (FDEP) under permit number FLA013372. The permit has an effective date of December 19th, 2017 and will expire on December 18th, 2022. The County entered into the FDEP Consent Order (CO) No. 19-0255 in August 2019 as a result of unauthorized discharges of treated wastewater at the Bee Ridge WRF reclaimed water storage pond and other treated and untreated sanitary sewer overflows.



The CO was designed to improve the County’s wastewater collection and treatment systems with the goal of decreasing impact on water quality through reduced discharge of untreated and treated wastewater. The goal of the long-term fix is to eliminate overflows at the Bee Ridge WRF reclaimed water storage pond by June 30, 2023. The Long-Term Fix includes the installation of the aquifer recharge (AR) well system as an additional disposal option for Bee Ridge WRF effluent. In order to send the Bee Ridge WRF effluent to the AR well system, the effluent must meet FDEP quality requirements, which requires improvements to the existing WRF treatment process. These improvements are the interim process improvements

and were proposed to be pilot tested and implemented based on results of the pilot test. The interim process improvements must be completed to test the AR well system and ultimately put the Long-Term Fix into operation.

To meet the long-term fix and permit discharge to the AR well, the County is required to modify the existing biological process to improve effluent quality to 10 mg/L or less of nitrogen. As part of the Wharton Smith Design-Build team, Kimley-Horn is providing professional engineering services to enhance biological process at the WRF. Kimley-Horn performed wastewater characterization and biological process modeling (BioWin) to support the development of fast-track improvements needed to reduce nitrogen effluent. The proposed improvements include the modification of four of the six aeration basins as follows:



- » Increased anoxic zones with the conversion of the high-density diffuser zone in the aeration basin utilizing a membrane baffle curtain wall
- » Install two anoxic mixers at end of anoxic zone
- » Install two MLR (mixed liquor return) pumps per basin at end of the aeration tank
- » Install MLR pipes in the aeration basins
- » Install flow meters on each MLR pipe
- » Install nitrate probes in select additional anoxic and aeration basin(s) as back-up for Aeration Basin 6 probes.
- » Relocate existing DO probes in affected aeration basins
- » Install Ammonium Sulfate feed system to create monochloramine as the disinfectant for THM control
- » Provide associated electrical and instrumentation and controls

Team: Kelly Smith (Project Manager), Carly Bolo, Joe Mecca, Michael Stanley, Matt Tebow

Public Roadway

Roadway design and planning is one of the mainstays of our firm's professional practice and we are well equipped to address all related aspects of roadway design projects. Collectively, our engineers have been responsible for the design of more than 3,500 miles of roadway, much of it here in Florida. We have provided these services for urban, rural, primary, secondary, and interstate roadways for clients ranging from small municipalities to state departments of transportation. We are well equipped to address all related aspects of roadway design projects including intersection geometrics, utility relocations, traffic control, signalization, signing/markings, structural/bridge design, paving, and drainage.

In addition, we have extensive experience dealing with local regulatory and other agencies such as FDOT to secure permits and approvals necessary for building and upgrading roadway facilities. Our firm takes pride in designing "buildable" plans, and our knowledge of construction issues and costs is evidenced by the firm's outstanding record of on-time and on-budget completions.

Martin Luther King Streetscape

Date(s) of Service: 2022

Kimley-Horn is serving St. Johns County with planning and designing streetscape improvements to Dr. Martin Luther King Jr. Avenue. The objective is to reconstruct the existing road with an enhancement to the pedestrian corridor, existing road section, and utility replacement. Kimley-Horn provided conceptualization and schematic design of this critically important spine of road running through the center of the historic Lincoln neighborhood. Improvements included a conversion from

two-way to one-way vehicular traffic allowing the inclusion of two-way protected bike lane. New pavement striping and enhanced parking pavement (color coded for safety) was included. Sidewalk improvements included increased widths, new pavers to replace broken/missing curbs, and the inclusion of new concrete driveway aprons that are ADA accessible. Kimley-Horn provided design that allowed for integrated landscape areas and the establishment of a street tree program per local resident feedback from the team's public outreach efforts. Kimley-Horn partnered with the City of St. Augustine CRA for the Lincoln Community Redevelopment area to assist with public outreach. Our team hosted a 2-day workshop where residents were able to review conceptual designs and offer input.

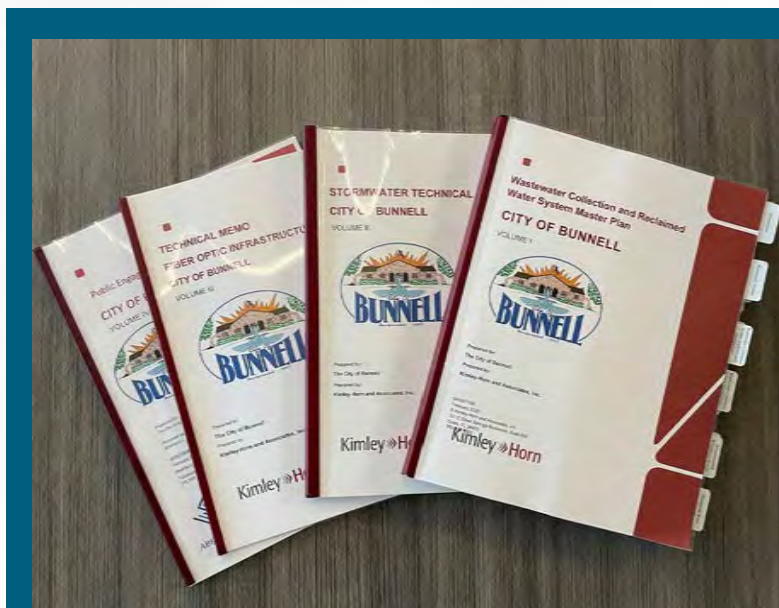
Team: Earl Wills (Project Manager), Thomas Inman

Firm Size and History

Kimley-Horn is a full-service, employee-owned, multidisciplinary consulting firm offering a broad range of engineering, planning, landscape architecture, and environmental services to clients in both the private and public sectors. Our permanent staff includes more than 7,100 professional, technical, and support staff nationwide in more than 120 offices throughout the United States. In Florida alone, Kimley-Horn has nearly 1,200 employees across 20 offices.

Overall Performance

Kimley-Horn is recognized nationwide for the quality of its work environment, for its stature as a business enterprise, and for the outstanding work of its consulting staff. The firm's successful peer recognition has been accompanied by a commitment to providing responsive client service, pursuing continuous quality improvement, and operating as a business-based practice. We are proud of our working relationship with our clients and much of our success the last 56 years is directly related to our efforts to perform high-quality, timely services. In fact, more than 90% of our work is for repeat clients. You may ask why clients chose Kimley-Horn out of all the top-class consulting firms they have to choose from. Chances are they'd tell you it was because we have a reputation for making them successful. We listen to their needs, meet their schedules, accomplish their missions, deliver results, and exceed expectations. You simply won't find this caliber of service anywhere else.



Kimley-Horn has valuable experience with the City of Bunnell and prepared the Bunnell Master Infrastructure Plan in 2020. The Master Plan prioritizes and provides a detailed approach to funding and completing infrastructure projects related to stormwater, water, wastewater, and communication utilities.

SECTION C

Firm's Approach and Methodology

C - Firm's Approach and Methodology

Selecting the right on-call consultant is of the utmost importance to the City of Bunnell. You need a consultant who embraces each project with a clear, visionary approach and creates innovative solutions for any challenges the City may face. Selecting Kimley-Horn means you will receive unmatched service, responsiveness, and local knowledge due to our experience on continuing service contracts with municipal agencies. As mentioned previously, we have valuable knowledge of your storm and utility infrastructure from our work on the City's Master Plan, and can be a valuable partner and extension of Bunnell's staff. Our response to on-call requests begins with an informal phone or email exchange to better understand our client's needs. This is followed by a focused in-person scoping meeting, development of the proposal, and a clear definition of task expectations and deliverables. Upon notice to proceed, appropriate staff assignments are made to accomplish the task within the agreed upon timeframe. For each task order, we look carefully at staff availability and skill sets to build the best task order team to serve you. With the ability to utilize staff locally, regionally, and nationwide, as well as an established network of strong subconsultants, we can draw from a multitude of disciplines and resources to complete each assignment, large or small, to meet your expectations.

Project Planning and Phasing

Kimley-Horn recognizes that each assignment under a general professional engineering services contract is unique. Therefore, each assignment will be managed as an independent project. We clearly understand your primary objective for this contract is to provide professional engineering services for the improvements of the City's critical utility infrastructure. For assignments under this general services contract, Kimley-Horn proposes to follow a general process as outlined below.

Team Selection

After communicating a need for professional services, our project manager, **Thomas Inman, P.E.**, and select team members will meet with the City's project manager and staff to review the assignment, scope of services, and alignment of service expectations. We will discuss what's your definition of project success and essential factors. After the initial meeting, we will provide a draft scope of services, staffing plan, and fee budget for review by the City. Thomas will assign task leaders as needed and depending on project needs with the expertise required to execute our assignments. Thomas will be involved on every assignment to assure communication, continuity, and delivery of exceptional client service.

Scope and Fee Preparation

A detailed project work plan will be developed for each assignment. This will be provided in the form of a formal and detailed scope of services with a description of tasks, assigned staff, deliverables, schedule milestones, internal quality reviews, client meetings, presentations, external client reviews, and deliverables.

This will be coordinated with and accompanied by a task and staff-based level of effort (by hours) fee estimate and task plan. The combined work plan will be reviewed with the City to assure complete understanding of the services, budget, schedule, and deliverables prior to authorization to proceed.

Notice to Proceed

Kimley-Horn will not complicate our relationship with the City by jumping ahead on anticipated or poorly communicated perceptions of desired services. Only upon receiving executed authorization and a notice to proceed will we schedule a formal project kick-off meeting with your assigned project manager and staff. At this time, we will revisit the project success factors previously defined during our initial assignment review meeting.

Project Status Review Meetings

Kimley-Horn will schedule and conduct regular project status and review meetings with the City to evaluate progress and to adjust services as needed. Regular meetings allow project participants to be fully informed, resolve issues, and review intermediate deliverables.

For all meetings, we will prepare meeting summaries including a listing of decisions made and action items to assure

that we have fully communicated all meeting decisions. If on review of the meeting summary decisions were not fully communicated, we will issue a revised summary noting updates. This documentation allows our clients to record decisions that had been made early in the project and track action items. Our document reminders help the project team avoid delays and stay on track. We will also provide a monthly project status report with monthly invoices.

Communication

Regular meetings are important but are not our only means of communication. We will tailor our communication to the method that works best for the City. We regularly track lists of outstanding items for each project and use the list to remind each responsible party of their tasks and deadlines. Kimley-Horn has implemented state-of-the-art systems for online and virtual meetings where we can provide presentations, documents for review, real-time mark-ups, and virtual face-to-face communications.

Preliminary Design, Evaluation, and Planning Services

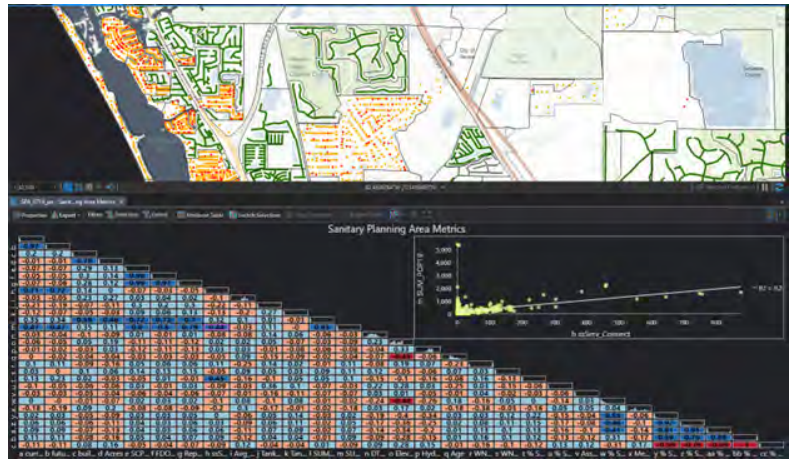
Provided the solutions are not clear at the onset of the project, the first stage of a project will be preliminary engineering. This can be accomplished either through completion of a full preliminary design report or technical memorandum, or through a review of an existing document produced by others. This phase is often the “Idea Phase” where our staff brainstorm together with City staff to identify options to achieve the project goals leading to more cost or schedule effective project deliveries. Your staff’s input is critical to this phase as selecting the alternative often involves their understanding of the system and challenge at hand. Additional preliminary engineering activities our team regularly supports include condition assessments, operational optimization studies, feasibility assessments and alternative analysis, conceptual planning and budgetary studies. The following is a partial list of recent reports prepared by our team:

- » Wellfield Evaluation Plan, UCNSB (ongoing)
- » Barefoot Bay WRF Evaluation, Brevard County (2019)
- » Sykes Creek WRF, Brevard County Condition Assessment (2020)
- » Utilities Inc. Linear Asset Management Plan 38 Systems Statewide (2019)
- » WWTP 1 and WWTP 2, Mount Dora, Florida (2018) West Villages Improvement District Southwest Regional Wastewater Reclamation Facility (2017)
- » Golden Ocala WRF Expansion Plan (2017) – WRF expansion plan with alternatives evaluation and construction cost estimates
- » Safari Park WRF (2016) – WRF expansion plan with alternatives evaluation including life cycle cost analysis and BioWin modeling
- » City of Wildwood WRF Expansion Plan (2016) – WRF expansion plan with alternatives evaluation, BioWin modeling and construction cost estimates suitable for submission as a SRF planning document
- » City of Stuart WRF Expansion Plan (2016) – WRF expansion plan with alternatives recommendations and BioWin modeling
- » City of Port Orange Biosolids Stabilization and Hauling Evaluations (2015) – Review of biosolids treatment and hauling alternatives including life cycle cost evaluations and total solids handling estimates



Digital Solutions

With better information that is getting better every day, Kimley-Horn is well aware that water-industry professionals know more about their assets than at another time. The challenge of the day is how to balance this knowledge with increasing operational costs and consistent revenue to make smart decisions. Investments in capital infrastructure and services are hungry for novel insights. The time has come for digital solutions to leverage complex sources of information coming from Internet of Things (IoT) and transform the way that utilities plan and operate. Kimley-Horn is prepared to meet these challenges for our clients.



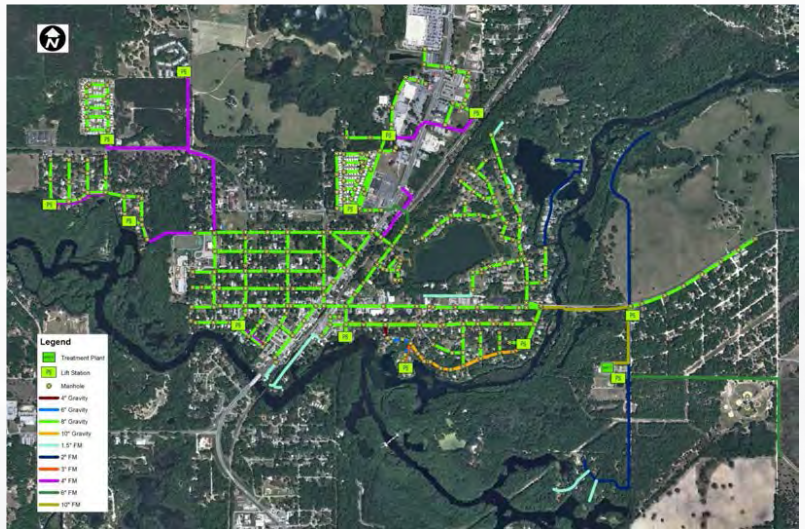
Digital transformation is not a simple, out-of-box solution. These efforts must be customized with expert knowledge, experience and understanding of the utility itself as well as the types of digital technologies that are appropriate for the organization. Our Digital Solutions team provides the following services to meet the needs of our clients:

- » Customer and asset management and monitoring
- » Process and analysis of real-time data
- » Predictive analytics to simulate hotspots and trigger alerts
- » Insightful results by putting data into context
- » Data visualization with intuitive user interfaces
- » Data storytelling with familiar user experiences

Hydraulic Modeling

Our project team has a strong working knowledge of WaterCAD, WaterGEMS, SewerCAD, SewerGEMS, InfoWater, Infoworks ICM, InfoWater, StormCAD, and ICPR and is regularly involved with projects utilizing these software programs. We have provided modeling services to many of our utility and municipal clients for a variety of systems, including water, wastewater, reuse, and stormwater.

For example, we developed the hydraulic models and performed the master plans for an extensive list of water distribution systems, including the following clients and projects:



- » Ashley Farms, Marion County Utilities, FL
- » City of Belleview, FL
- » City of Wildwood Utility System, FL
- » Destin Water Users, Destin, FL
- » Emerald Coast Utilities Authority, FL
- » Marion Oaks, Marion County Utilities, FL
- » Oak Run, Marion County Utilities, FL
- » Ocala, FL
- » Silver Springs Regional, Marion County Utilities, FL
- » Silver Springs Shores, Marion County Utilities, FL
- » Spruce Creek Golf and Country Club, Marion County Utilities, FL
- » St. Pete Beach, FL
- » Stonecrest, Marion County Utilities, FL
- » Temple Terrace, FL
- » Manatee County, FL
- » Babcock Ranch, FL
- » Town of Medley, FL
- » Avon Park, FL
- » Delray, FL
- » Utilities Inc., FL

Stormwater Utility Assessment

Kimley-Horn understands that the critical need for a stormwater utility for the City of Bunnell. We prepared a detailed approach for creating a stormwater utility that can be found in the City of Bunnell Infrastructure Master Plan dated 2020.

Stormwater assessments are implemented in a variety of ways from a per lot assessment that is equally applied to all lots to assessments that vary based on land use and existing impervious area. Examples of adopted stormwater ordinances from other local cities and counties are included in Appendix D. Determining the type of stormwater assessment that is right for the City is important and the steps laid out below will help to provide justification for the stormwater assessment and will help the City to comply with the future permit requirements.

There are a series of necessary planning and design documents that make up the steps outlined below. These documents are typically used to develop a stormwater assessment so that the City has a dedicated stream of revenue for stormwater work, operation and maintenance, and grant support.

- 1.** The first step is to determine the condition, quantity, and extent of the existing stormwater system. This is accomplished during the stormwater condition assessment. The City of Bunnell previously completed a condition assessment in 2014 but it would be necessary to perform an update of that assessment for the purposes of complying with the MS4 Phase II permit and establishing a stormwater assessment.
- 2.** The second step is to evaluate the system for improvements. This evaluation is performed by using the existing system information and the existing information for the stormwater basins to develop a stormwater model. The model will be run for flood control and water quality over a period of 20 years to identify needed improvements. These improvements could be the result of required maintenance, expansion due to growth, or expansion for water quality and quantity control. The improvements are quantified into a capital improvements project list.
- 3.** The third step is to utilize the capital improvement projects to perform a stormwater assessment feasibility study. The goal of this study would be to determine what type of assessment would be best suited to meet the needs of the capital improvement projects and be justifiable to the public.
- 4.** The final step is to conduct a stormwater rate study. The objective of this study is to use the recommended assessment method from the feasibility study and determine the appropriate stormwater assessment rate for the City.



Detailed Design Services to Meet Applicable Regulatory Agencies Construction Permitting Requirements

Whether it be stormwater, pipelines, pump stations, or roadway improvements, one aspect of the collaborative work that we do in each of those fields is permitting. Our team has developed strong relationships with local permitting agencies, including County Department of Health, Florida Department of Transportation, U.S. Army Corps of Engineers, Florida Department of Environmental Protection, the St. Johns River Water Management District, U.S. Fish and Wildlife Service, National Marine Fisheries Service, Florida Game and Freshwater Fish Commission, and the State Historic Preservation Office.

Because of our strong relationships, our typical approval times for permitting are generally quicker and require less requests for additional information than is expected with typical projects. We are adept at submission of applications and revisions to the agencies. We understand that the submission process does not end with the application; while we work hard to ensure that the initial application is complete and concise, we will respond quickly.

Pipeline Design

Kimley-Horn has extensive experience with pipeline design, permitting, and construction. We provide support for master planning, condition assessments, hydraulic evaluations, design, construction management, budgetary estimates, and funding support.

We have a large resume of design projects for water mains, force mains, and reclaimed water mains through rural and urban corridors, including large subaqueous crossings and large-diameter tunneling projects. Our services routinely include designing under strict regulatory compliance conditions, coordinating with existing utilities to avoid underground conflicts, and integrating with existing on-site systems.

Our staff has extensive experience with traditional pipeline construction projects, directional drilling, and pipe bursting. We interact regularly and have longstanding relationships with permitting agencies in procuring permits for unique horizontal directional drill (HDD) projects, including those involving subaqueous crossings under sensitive wetlands, and major highways.

Many times, we will provide hydraulic modeling and route analysis studies to determine the best approach to installing, replacing, and rehabilitating pipelines. Additionally, for large subaqueous crossings, we routinely incorporate our structural bridge team to review the proposed activities to ensure proper protection of the existing structures. This allows for a design that is accounting for all the potential impacts to protect existing critical infrastructure and the environment.

Pump Station Design

Kimley-Horn has designed hundreds of pump stations across Florida for water, wastewater, stormwater, reuse, and seawater. Our experience includes the design of pump stations with capacities as small as a simplex grinder pump serving a single bathroom to stormwater pump stations with capacities up to 500 MGD that are based in Florida Everglades stormwater treatment areas. In addition, we have successfully designed, permitted, and placed into operation several master wastewater in-line booster pump stations. These stations have eliminated the need for wetwells, thereby eliminating odor problems



while at the same time conserving energy using variable frequency drives. Our staff is well equipped to design, permit, oversee construction, and implement SCADA integration for this and many other types of pump stations.

Kimley-Horn Pump Station Performance Evaluation Program

Kimley-Horn's Pump Station Performance Evaluation Program provides owners with valuable information for the ongoing maintenance and operation of pump stations as well as capital improvement planning. Kimley-Horn uses the innovative XAK-PACK® (pronounced "zak-pack") system and other specialized instruments to measure the performance of pumps and motors.

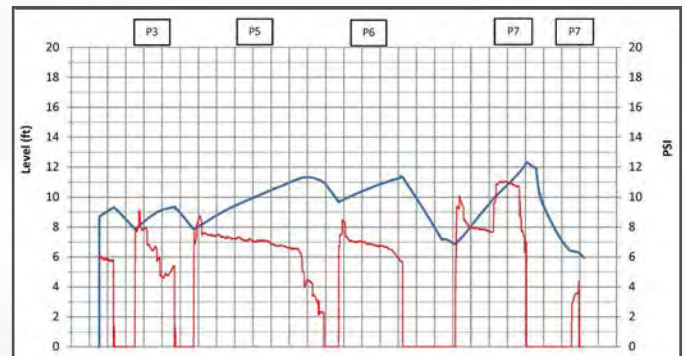
The Pump Station Performance Evaluation Program:

- » Saves O&M time
- » Saves money
- » Identifies pump station issues
- » Reduces down time

Data Collection:

- » Monitor up to 16 channels simultaneously
- » Equipped with an array of sensors
- » Sampling thousands of data points every second
- » Can read existing instrumentation outputs
- » Logs data to a .csv file
- » Can view data in real-time on a tablet

Our experienced staff will analyze the data and provide an easy-to-understand summary report. In addition to the data provided by XAK-PACK®, a licensed professional engineer will observe site conditions and make recommendations on potential retrofits or upgrades. This information can help owners make informed decisions about replacements, and plan and justify capital expenditures.



Pump Performance Tests

Examine

- » Flow and head condition
- » Motor ampere draw
- » Vibration
- » Pump cavitation

Performance Evaluation Data Provided

- » Estimated Electrical Costs per Year
- » Overall Efficiency
- » Pump Output Flow
- » Total Dynamic Head
- » Electrical Horsepower
- » Water Horsepower
- » Motor Current Consumption
- » Motor Power Factor
- » Motor Voltages
- » Observed Influent Flows
- » Real Time Operating Data
- » Surge Cycle Graph
- » Upgrade/Retrofit Recommendations

Wastewater Treatment

Our team has extensive expertise with nearly every wastewater treatment process, including 4- and 5-stage Bardenpho style oxidation ditches (Carrousel), A2O, MLE, MBR, MABR, and MBBR processes. We regularly support our clients with unit process upgrades, expansions, process conversions, and treatment optimization. We help our clients plan and prepare for regulatory changes, negotiate permits, optimize processes, evaluate operation and maintenance costs for various treatment technologies, and consider ultimate buildout planning for future facilities or expansion. Our depth of knowledge in wastewater treatment processes will provide VIWMA with the expertise in wastewater treatment needed for any of your treatment facility needs.

Wastewater Sampling and Characterization

Accurate wastewater characterization provides a low-cost approach to right-size biological systems to provide optimized wastewater treatment during peak and low periods. To support preliminary and final process design, the Kimley-Horn team offers cost-effective wastewater characterization. A properly calibrated model will accurately simulate wastewater treatment performance and can be a useful tool for planning, evaluating alternatives, process optimization, and operator training. An integral part of developing the wastewater treatment process model is the collection and sampling of representative influent wastewater. Detailed wastewater sampling and characterization is a low-cost approach to right-sizing biological treatment facilities.

Our team has established relationships with multiple local analytical laboratories that typically participate in wastewater analysis, in addition to our own in-house sampling capabilities, to conduct a large portion of the analyses required on-site with field kits (COD, ammonia, nitrate, total phosphorus). This approach enables a very cost-effective method of obtaining detailed wastewater characterization results for process model calibration.

Biological Process Modeling

The Kimley-Horn team can perform all necessary design, process modeling, and hydraulic modeling needed to evaluate VIWMA treatment facility system components. We regularly use BioWin™ whole plant simulation program is used to evaluate treatment performance and develop optimization strategies by tying together the biological, chemical, and physical process models.

Wastewater Facility Plant Design

For treatment plant design, we consider established technologies that have a proven performance record or have undergone improvements with a fresh perspective. For example, combining diffused aeration, submersible mixing, and process control in a traditional long SRT oxidation ditch-style process has demonstrated the ability to deliver up to 50% better energy efficiency, while maximizing the removal of total nitrogen and total phosphorus.

Biosolids

In addition to the treatment process design, our team provides expertise in the evaluation of biosolids treatment and disposal options. The City of Bunnell will greatly benefit from Kimley-Horn's recent experience with biosolids treatment/disposal options gained from the extensive Biosolids and Dewatering System Evaluation prepared for the City of Ocala, FL. In that evaluation, we evaluated over 200 scenarios and configurations of thickening, digestion, dewatering, drying, and disposal technologies and methodologies. As part of each scenario analysis, we calculated the annual operating costs and the 20-year life cycle cost for each individual equipment and scenario.



Effluent Management

Additional basis of design criteria to be established early on includes the identification of effluent management strategies. Our team includes expertise in developing effluent management strategies that address wet weather system disposal. Having worked on some of the largest multi-user, multi-disposal reclaimed systems within Florida, our team understands operational challenges with managing delivery to pressurized users, storage needs for maximum beneficial reuse, water quality issues with large storage systems (i.e. ponds), and maximum day wet weather disposal challenges.

One of the differentiators that the Kimley-Horn team provides is our experience and expertise in providing integrated effluent management strategies for our clients. Our team of hydrogeologists, stormwater engineers, and engineers with extensive experience with the design and operation of reclaimed water systems. It is important that when evaluating effluent management strategies, utilities consider near-term system needs, as well as long-term operational challenges as the system grows including:

- » Storage systems (ponds vs. tanks)
- » Rapid infiltration basins
- » Public access reuse system (customers served by pressure system vs. pond storage)
- » Aquifer recharge
- » Aquifer storage and recharge
- » Deep well injection

Innovative Approach

One innovative approach to effluent management includes wetland recharge opportunities. Kimley-Horn has designed several man-made wetlands and been involved in many aspects of wetland recharge parks for both stormwater and wastewater applications. A wetland recharge park is a man-made wetland that is specifically designed to receive stormwater, reuse water, or a combination of the two and provide enhanced nutrients.

The man-made wetland or wetland recharge park provides increased nutrient removal above what traditional reuse disposal methods can because it increases retention time of the reuse water and exposes the nutrient laden water to a wide variety of wetland plants that then uptake the nutrients. Additionally, any nutrients that are not taken up by the plants will enter an anoxic zone formed at the bottom of the wetland where microbes convert nitrates to gaseous nitrogen and oxygen thereby further removing the nutrients prior to discharge from the wetland. This process provides an enhanced removal process which exceeds the ability of traditional applications to golf courses, spray fields, and ribs

Regulatory Compliance Support

Kimley-Horn serves as an extension to many of our clients when it comes to managing regulatory compliance needs for wastewater and waste facilities. We have successfully negotiated permit modifications, reduced sampling requirements, and consent orders. Additionally, we support consumptive use permitting and public water supply annual reporting needs. A list of the types of services we can support your staff with includes:

- » Agency wastewater operating permit renewal and modification applications
- » Permitted stormwater system inspections
- » Review/update reuse operating protocols
- » Evaluate miscellaneous items at the plants as they arise
- » Decommissioning plans
- » Storage reviews/water balance
- » Review monitoring reports
- » Assist with correspondence and meetings
- » Facility audit inspections for compliance and maintenance
- » Consent order and administrative order negotiations
- » Public supply reporting
- » Water loss audits
- » Water/Consumptive Use Permit application and renewals
- » Groundwater monitoring plans

Permitting Services

Kimley-Horn's approach to permitting stems from our vast knowledge of local and state permitting. With over 1,200 professionals working on infrastructure projects within Florida, we have long and trusted relationships with regulatory entities and approach permitting early on and utilize opportunities to fast track permitting when necessary. Our success in permitting is attributed to four distinct aspects:

1. Knowledge of the criteria
2. Early agency coordination
3. Proper documentation
4. Relationships that are built on years of trust with the agencies

We have a thorough understanding of the guiding regulations in the industry and have developed excellent working relationships with each of the regulatory agencies. We have an excellent relationship with permitting staff and have a deep understanding of the effort necessary to efficiently complete the often tedious and drawn-out application process. Our goal is to have a complete submission the firsttime around.

Final Design Services

Final Design Documents

The Kimley-Horn team will work together to prepare construction plans and specifications. We intend to prepare and submit review plans at 30%, 60%, 90%, and final design stages of the project.

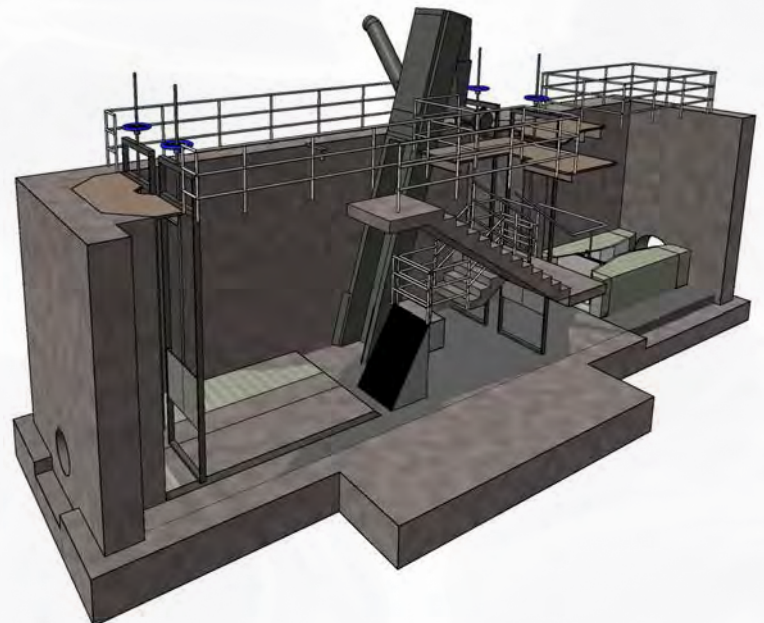
Preparation of the construction documents requires careful attention to detail, a thorough understanding of the issues identified in the initial phases, and comprehensive knowledge of the construction process. The construction document coordination with all required disciplines such as utilities, stormwater, roadway, and site/civil is more efficient, which translates into being more cost-effective.

Project specifications are often overlooked but are critical during the construction process regarding the specifics of the proposed work. These documents must be complete and thorough, not vague or contradictory. Any dispute that occurs will be resolved by the contract documents, which must clearly support the City of Bunnell's position.

Our design team has extensive practical experience in both the design and construction phases for linear infrastructure projects. We draw on our construction phase experiences while preparing the construction documents to design facilities that will be easy to construct, easy to operate, and easy to maintain—resulting in significantly reduced capital and operational costs to the City of Bunnell.

3D Design Tools

Kimley-Horn has embraced the Building Information Modeling approach with architects using REVIT software. Kimley-Horn uses REVIT Structure to develop the structural model that can be continuously shared with other team members for project development. We have completed over a dozen Florida utility projects within the last few years using REVIT Structure. Kimley-Horn utilizes the Building Information Modeling (BIM) approach using REVIT software for the design of pump stations, water and wastewater treatment facilities. Kimley-Horn uses REVIT to develop a 3D facility model that can be continuously shared with other team members during the project design phases.



Benefits of BIM technology/Revit:

- » Improved visualization with designers, the contractor, and the owner
- » Improved productivity due to easy information retrieval
- » Conflict detection and 3D visualization improved the quality of deliverable by reducing the potential for errors and omissions
- » Assisted in reducing project construction costs by increasing the accuracy of construction estimate preparation (interactive embedded material information)
- » Reduced time for project design revisions
- » Promoted collaborative efforts and reliance on information embedded in the BIM model
- » Reduced cost of repeating data creation due to joint use of common information by the design team, contractor, and owner

Effective Project Cost Control

Effective project cost control involves both design and construction costs. Our approach for each is slightly different. Effectively controlling design costs involves a thorough understanding of the project scope of services. Often during the design phase, requests are made by project reviewers and other involved parties that may encompass project expansion to account for unanticipated improvements. Although making the necessary changes from the design perspective may be minor, there could be significant impacts on construction costs. We also closely monitor construction costs at each phase submittal and any time significant changes occur to the project that may influence overall construction costs. With today's escalating construction costs, it is important to update cost estimates throughout the design phase and develop creative solutions to help our clients gain control of their budgets. ***A recent example of this was helping the Town of Palm Beach order pipe materials for the Australian Watermain Replacement project. Materials were ordered in advance of construction to both protect against material cost escalation and ensure materials were secured once the project was bid and ready for construction. In this manner, material costs were controlled, a potential long-lead delay was avoided, and the installation contractors bidding the project did not need to hedge their bids against the risk of rising material prices.***

To further demonstrate our ability to control project costs and plan revisions once the project goes to construction, we have assembled the following table of several past relevant projects that describes the relationship between the bid costs versus actual construction costs realized in the field.



SECTION D

Firm's Related Experience

D - Firm's Related Experience

Knowledge of Local Ordinances and Resources

Kimley-Horn has successfully represented clients before numerous federal, state, and local agencies and have an excellent working relationship with all the water management districts. We are experienced in preparing permit applications, know what is required to gain approval, and excel in providing the high level of coordination that facilitates the permitting process. Oftentimes, our reliable, established contacts enable us to obtain early, candid assessments of a project's ability to be permitted or compliance issues. We thoroughly understand the permitting application cycle and what constitutes a comprehensive submittal. We have the knowledge and experience to prepare project information in the concise format that agencies prefer. Our staff not only understands agency procedures but also their expectations, enabling us to minimize delays and rework of our clients' submittals. Our goal is to have a complete submission the first time around.

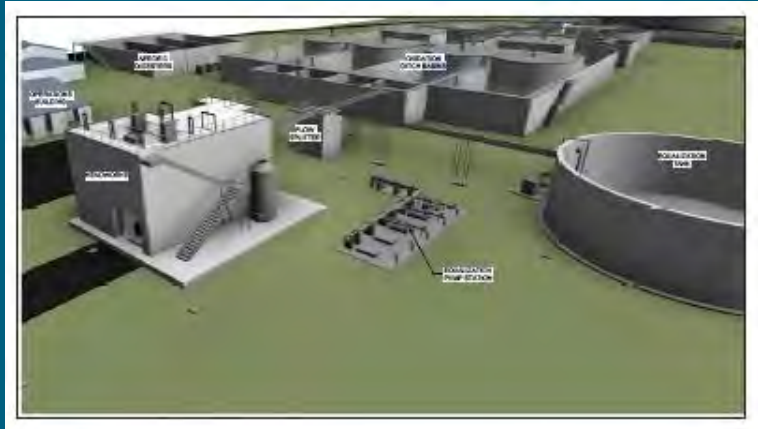
Our staff remains abreast of changes to applicable codes, standards, and regulations as they apply to each specific discipline. We are experienced in preparing permit applications for numerous federal, state, and local agencies, including Florida's Regional Planning Councils, USACE, FDEP, St. Johns River Water Management District, and Flagler County public works. Administration of many of these applicable codes, standards, and regulations has been delegated to state and local regulatory agencies.

Kimley-Horn produced a Stormwater Technical Memo for the City of Bunnell in 2020 outlining the steps needed to create a Stormwater Utility for the city. In it we included our research into ordinances relevant to this task from our extensive experience developing similar stormwater utilities. These ordinances included:

- » Utility fees
- » Establishing a stormwater trust fund
- » Stormwater management program
- » Stormwater management fund
- » Stormwater service assessment
- » Stormwater improvement assessments

Project Spotlight

Bay Laurel Center Community Development District (BLCCDD) 2.5-Mgd Bay Laurel North Water Reclamation Facility (WRF), Marion County, FL



As part of the Bay Laurel Center Community Development District (BLCCDD) 2.5-MGD Bay Laurel North Water Reclamation Facility (WRF), Kimley-Horn has worked alongside the CMAR to identify critical path items and long lead items to help prioritize project milestones and develop early work packages that could be bid out prior to the completion of the final plans. This process has helped save six to nine months of construction from the original construction schedule. Kimley-Horn helped the owner obtain \$25 million in FDEP Protect Florida Together Grant funds for the construction of a new WRF.

SECTION E

**Effects Of the Firm's Current
And Projected Workload**

E - Effects of the Firm's Current and Projected Workload

The City of Bunnell is seeking a qualified consultant to provide on-call engineering services for design, permitting, and construction phase services for utility system upgrades and expansion. The City needs a consultant that can navigate the wide-ranging responsibilities and challenges presented by each project with a clear, visionary approach, as well as a proactive partner who is familiar with your procedures. With 56 years of experience serving Florida municipalities—**Kimley-Horn** is that partner.

With Kimley-Horn you'll get access to a deep bench of resources to tackle any project effort under this contract. This is made possible by our large and diverse professional staff. We bring a complete understanding of water, wastewater, and reclaimed water systems from the initial needs analysis and master planning to detailed design, construction phase services, condition assessments, and start-up and commissioning. Kimley-Horn offers our clients the individual, personal service that you would expect from a small local firm, but we couple it with the manpower and technical resources of a nationally ranked multidisciplinary engineering firm.

As previously mentioned, Kimley-Horn has over 7,100 employees across the United States ranging from engineers, planners, landscape architects, environmental scientists, and their support teams. Additionally, we have a full team of business professionals in the Marketing, Accounting, Information Systems, and Human Resources.

Outstanding Projects

Kimley-Horn is immediately available to serve the City of Bunnell. Due to page limit restrictions and the breadth of the firm we have provided outstanding projects related to the scope of the RFP.

Outstanding Projects			
Project Name	Client Name	Dollars committed	Status of Completion
Bay Laurel Community Development District (BLCCDD) 2.5-MGD North Water Reclamation Facility	Bay Laurel Center CDD	\$5,360,365	Design complete; Construction phase services ongoing
CR 209 Fore Main and Lift Station	City of Wildwood	\$110,000	2018, Design complete; Construction phase services ongoing
Villas Sewer Expansion	Brunswick Glynn Count Joint Water Sewer Commission	\$486,780	Started December 2022
Wastewater Capacity Management, Operations, and Maintenance Program	Jacksonville Electric Authority	\$329,923	Started October 2022
PS3101, PS4001, and PS4002 Rehabilitation	Brunswick Glynn Count Joint Water Sewer Commission	\$160,000	Started March 2022
Knights Trail Force Main	City of Venice	\$181,775	Started December 2022
Hydraulic Evaluation Services	City of Venice	\$150,000	Started June 2022
FY23 Wellfield	City of New Smyrna Beach	\$50,000	Started December 2022
Wastewater Management Plan	Sarasota County	\$25,000	Started April 2022
Pump Station 2 Replacement Support	Utilities Commission, City of New Smyrna Beach	\$10,000	Started January 2023
Rainbow Spring WRF Decommission	Florida Governmental Utility Authority/Dunnellon	\$406,485	Design complete, Construction to begin summer 2023

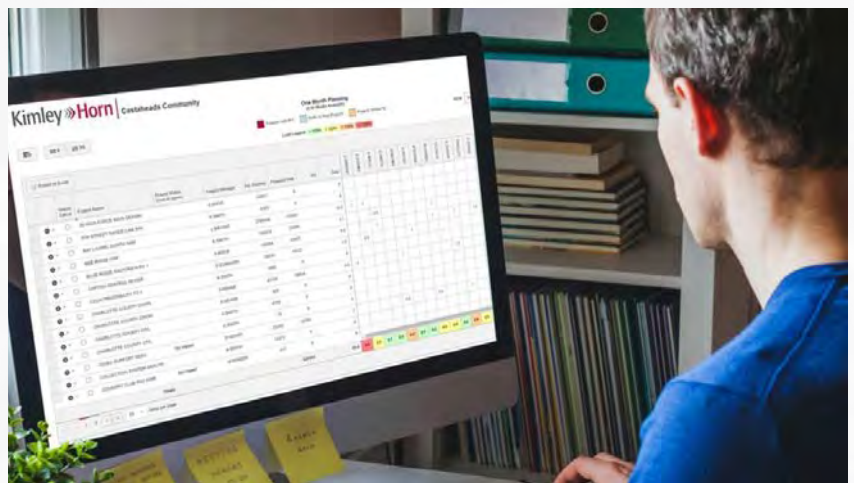
Outstanding Projects			
Project Name	Client Name	Dollars committed	Status of Completion
180th Abatement Design	Florida Governmental Utility Authority/Dunnellon	\$182,560	Started September 2021
Coleman Sewer Feasibility Study	Florida Governmental Utility Authority/Coleman	\$105,750	Started January 2023
Howey-in-the-Hills WWTF	Florida Governmental Utility Authority/Howey-in-the-Hills WWTF	\$52,625	Started August 2022
FDEP Permit Renewal For SSS WWTP	Marion County	\$12,975	Started February 2023
Professional Design Services – Water Treatment Plant #2	City of Ocala	\$4,999,483	Started February 2023
BMAP Collection Portal	City of Dunnellon	\$4,800	Started January 2023
41 N Sewer Extension Project	City of Inverness	\$296,600	Started September 2022
Crystal River Wastewater Treatment Plant	Florida Governmental Utility Authority/City of Crystal River	\$178,305	Started September 2022

Cast-Aheads System

Kimley-Horn’s financial structure is a single operating unit. This allows the firm to efficiently utilize staff between offices and allocate people as required without impacting schedules and clients. This enhanced collaboration and sharing of experience leads to increased productivity, accurate program development through peer review, enhanced creativity, and higher quality deliverables. Moreover, there is team continuity and inherent back-up of all key personnel. Kimley-Horn developed a proprietary tool called cast-aheads”, which is a system for project managers to efficiently allocate professional staff amongst projects. The objective of the system is to balance workload in a manner that maximizes the utilization of production staff while helping ensure all project requirements and deadlines are met.

Production meetings are held weekly to enable staff, task managers, and project managers to stay up-to-date regarding current and projected workloads. Regional and Firmwide production meetings are also held to assess the availability and distribution of resources among the firm’s 120+ offices. We understand the importance of deadlines and will take steps to confidently commit to meeting the approved program schedule. With our large staff and ability to pull resources from other offices, we will keep your projects on schedule even if unforeseen complications arise.

Project manager **Thomas Inman, P.E.** will be personally involved in all aspects of the contract and will assign all resources necessary to meet the schedule and exceed the City’s expectations. In preparation for this contract, Fannie reviewed the Cast-ahead system for our Jacksonville team’s availability over the upcoming six-month time frame.



Kimley-Horn’s cast-aheads system not only facilitates manpower planning to maintain schedules but forecasts the fee budget burn rate for the upcoming six months. This information is linked to Kimley-Horn’s Project Management Information

System (PMIS) to continuously track financial performance and productivity. Knowing the budget to be spent in the next month and forecast for six months, along with mid-month and end-of-month reviews of each project task, allows our project managers to efficiently manage the approved fee budget and help ensure time spent on this project is used productively. The above measures are all supported by effective communication internal to Kimley-Horn and with the City. We approach each project as a partnership, working to develop the relationship with our clients so that they see Kimley-Horn as a trusted advisor. We believe that communication is the foundation of this relationship and, with core values such as honesty and integrity, we want our clients to trust that we will make them aware of any project concerns immediately, including impacts to schedule and budgets. We regularly track lists of outstanding items for each project and use the list to remind each responsible party of their task and deadlines.

Since 2017, Kimley-Horn has grown from a staff of 3,100 to over 7,100 employees in May 2023. This growth over the past six years was not accomplished through company acquisitions of other firms, but by individual hiring of qualified and passionate professionals. We are extremely aggressive in hiring talented professionals to serve our clients because they find tremendous value in the services we provide to them. Our ability to hire, train and integrate new staff quickly provides our clients with the confidence that we will adapt quickly to their increasing needs.

In addition to using cast-a-heads to forecast our workload and required staffing on a weekly and monthly basis, our practicing professionals participate in a yearly Business Planning and Market Forecast exercise. This annual event is a Kimley-Horn grassroots effort centered around client communication and practice passion. Intentional and accurate market research is the cornerstone of our successful business plan, which allows us to forecast our projected workload and hiring needs in the upcoming year. We also consider current backlog and longer-term project staffing needs that span over multiple upcoming years when developing our business plan.

We listen to our clients to understand their trends and opportunities in the marketplace for the coming year and how we need to prepare for their requests. Part of this annual business planning estimates:

- ✓ How many new staff will we need?
- ✓ At what experience levels do these new staff need to be?
- ✓ What workload will carry over from the current year?
- ✓ What new opportunities are we pursuing in the market?

Using these multi-faceted planning tools, we can precisely allocate resources very granularly between one and six months out, more generally between six and 18 month outs, and strategically between 18 and 36 months out. Our one profit center model combined with our sophisticated planning tools allows us to adapt quickly to change, re-allocate staff seamlessly to meet client needs, and scale up or down to meet your project needs in real time. While no system can predict the future with complete accuracy, our proven resource planning process gives each Kimley-Horn region, office, practice group, and individual Project Manager a framework you can depend on that will allow us to confidently serve you over the life of this contract.

The Kimley-Horn team is immediately available to start on tasks related to this contract, and have capacity to take on these assignments.

SECTION F

Local Firms

F - Local Firms

Location

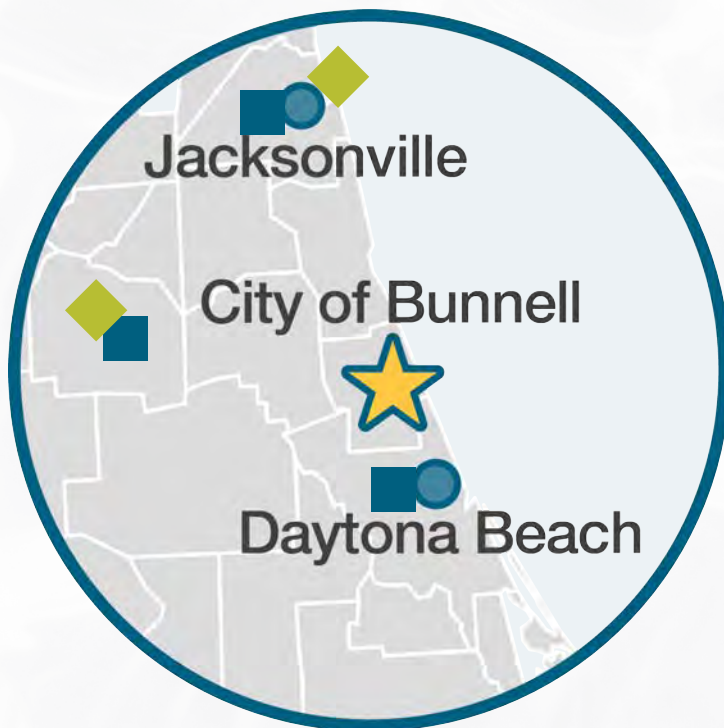
We will be serving you from our Jacksonville office, which is less than an hour away from Bunnell. The core of our project team is based out of our Jacksonville office and is committed to exceeding your expectations on each project assignment. With the recent opening of our office in Daytona Beach, we will have a more convenient location to hold meetings and utilize local staff. Additionally, we can call on our utilities staff in our Orlando, Ocala, Daytona Beach, and Vero Beach offices.

Currently, we have over 78 full-time employees in the Jacksonville office. All work will be completed by employees in this office by our local utility engineering staff unless there is a particular assignment that calls for specific expertise from one of our regional or national experts.

We provide the City of Bunnell with a strong local presence and talented local staff. We will work diligently; encouraging open communication to keep you informed about project activities and primary schedule achievements. We are committed to working with you as your partner, offering you the most effective level of communication to relay project progress and results to best serve your needs in a timely manner.

Since opening our first Florida office in 1968, Kimley-Horn has been dedicated to improving the downtown, neighborhoods, and infrastructure in Florida. Establishing our Jacksonville office in 1996 was a major step in serving our north Florida clients and led to our establishment of other offices along the Treasure Coast and Central Florida.

We offer the City an unparalleled continuity of knowledge, skill, and partnership as you move into the future. We find local area projects to be exceptionally rewarding as they allow us to see the positive effects of our work in our own communities. We take special pride in having the opportunity to successfully bring these projects and the amenities they provide to the areas where our friends and families live and work. We understand the community's dynamics and your staff's expectations and are committed to providing you with responsive service by professional and highly experienced staff. By serving the City under this contract we will continue our dedication to our community and continue to play a meaningful part in its future as your consultant.



● Kimley»Horn

◆ DEGROVE
SURVEYORS, INC.

■ ECS

APPENDIX A

Appendix A

- » Checklist
- » Application Form
- » Acknowledgements Form
- » Certification Form
- » Declaration Statement Form
- » Qualifications Form
- » Reference Form
- » Scrutinized Companies Form
- » Sub Listing Form
- » Insurance Requirements Form
- » Americans with Disabilities Act Affidavit Form
- » Conflict of Interest Disclosure Form
- » Drug-Free Workplace Certification Form
- » Non-Collusion Form
- » Public Entity Crimes Form
- » Public Records Compliance Form
- » Copy of W-9
- » Client Reference letters (no more than 5 letters accepted)
- » Copy of Firm's Certificate of Insurance.
- » Copy of all Licenses as listed under General Conditions-Licenses
- » Signed Addendum #1
- » Signed Addendum #2
- » Signed Addendum #3

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer's Qualification Form is included.
- Any addenda have been signed and included.
- The mailing envelope **must be sealed and marked** with RFQ Number "**RFQ #2023-02**" and RFQ Title "**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**".
- The mailing envelope has been addressed to:

City of Bunnell
City Clerk Office
P.O. Box 756
Bunnell, FL 32110

The Response will be mailed or delivered in time to be received no later than the specified due date **May 16, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

*deadline extended to May 23, 2023

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

Kimley-Horn and Associates, Inc.

Company



Authorized Signature

M. Lewis Bryant, P.E., Senior Vice President

Printed Name & Title

lewis.bryant@kimley-horn.com

Email

12740 Gran Bay Parkway West, Suite 2350

Address

Jacksonville, FL 32258

City, State, Zip Code

904.828.3900

Telephone No.

561.863.8175

Fax No.



APPLICATION FORM

**PROFESSIONAL
INFRASTRUCTURE
ENGINEERING SERVICES**

RFQ-2023-02

ISSUED BY: MARY ANNE ATWOOD
PROJECT MANAGER
PHONE NO: (386) 986-6702
EMAIL: MATWOOD@BUNNELLCITY.US

SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
CLOSING DATE: **May 16, 2023***
CLOSING TIME: **02:00 P.M.**

*Deadline changed to May 23, 2023

SUBMIT TO:
BUNNELL CITY CLERK'S
OFFICE 604 E MOODY
BLVD., SUITE 6
PO BOX 756
BUNNELL, FL 32110

PROJECT TITLE & DESCRIPTION:

PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.

THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.

**THIS APPLICATION FORM MUST BE SIGNED TO BE
CONSIDERED FOR**

COMPANY NAME: Kimley-Horn and Associates, Inc.

DATE: **5/17/2023**

MAILING ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

PHONE: 904.828.3900

FAX: 561.863.8175

CITY: Jacksonville

STATE: Florida

ZIP: 32258

TITLE OF AUTHORIZED REPRESENTATIVE: Senior Vice President

E-MAIL: lewis.bryant@kimley-horn.com

WEB URL: www.kimley-horn.com

AUTHORIZED SIGNATURE:

PRINTED NAME: M. Lewis Bryant, P.E.

ACKNOWLEDGEMENTS

RFQ #2023-02

“PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these RFQ Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFQ Document.

Dated this 17th day of May, 2023

INDIVIDUAL, LIMITED LIABILITY COMPANY,
PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION **Not Applicable**


By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____

CORPORATION

By:  _____ M. Lewis Bryant, P.E.
(Signature) (Print name)

Address: 12740 Gran Bay Parkway West, Suite 2350 Jacksonville, FL 32258

Telephone: 904.828.3900 Fax: 561.863.8175

Taxpayer/Employer Identification Number (TIN/EIN): 56-0885615

PROPOSER'S CERTIFICATION FORM

X I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor's notes, specifications, and any other documents accompanying or made a part of this request for qualifications.

X I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.

X I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.

X I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer's certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business Kimley-Horn and Associates, Inc.

By: *M. Lewis Bryant*
Signature

M. Lewis Bryant, P.E., Senior Vice President
Name & title, typed or printed state

State of Florida
County of Marion

12740 Gran Bay Parkway West, Suite 2350
Mailing address

Jacksonville, FL 32258

City, State, Zip Code

(904) 828.3900
Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 17th, 2023, by M. Lewis Bryant of Kimley-Horn, a ~~Florida~~ corporation, on behalf of the corporation, and he/she is personally known to me or has produced North Carolina as identification.

Sherril Bishop
Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My Commission expires: 2/23/27



DECLARATION STATEMENT

City of Bunnell
P.O. Box 756
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

RE: RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this May 17th, 2023 in the City of Bunnell, in the State of Florida .

Kimley-Horn and Associates, Inc.
Company


Authorized Signature

M. Lewis Bryant, P.E., Senior Vice President
Printed Name & Title

lewis.bryant@kimley-horn.com
Email

12740 Gran Bay Parkway West, Suite 2350
Address

Jacksonville, FL 32258
City, State, Zip Code

904.828.3900
Telephone No.

561.863.8175
Fax No.

PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

<u>% Completed</u>	<u>Project</u>	<u>Contract</u>	<u>Amount</u>
See attached information			\$ _____
			\$ _____
			\$ _____

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

See attached list

OTHER INFORMATION ABOUT PROJECTS:

Has Proposer, at any time, failed to complete a contract?

Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

Yes No

Attach detailed explanation as required under Tab IV of Response Format. See attached information

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ _____ Total Value for PAST completed and similar project

\$ _____ Total Value for PAST completed and similar project

See attached information

List of Major Work Presently Under Contract

Kimley-Horn is a national engineering consulting firm with over 120 offices and over 7,100 employees. To provide a complete listing of all our current contracts would involve voluminous of pages of data.

We have included major work currently under contract for our Jacksonville team as a representation for this request.

Proj Name	Direct Client Name	Active?	Contract Value	% Complete
SR 26 RESURF	FDOT	Y	891,786	4%
CR 121 DUVAL CTY TO CR119	NASSAU COUNTY	Y	830,161	0%
SJC - OLD MOULTRIE RD	ST. JOHNS COUNTY	Y	799,575	55%
SR 222 (NW 39TH AVE)	FDOT	Y	668,253	72%
SR 26 RESURF	FDOT	Y	557,122	33%
BGJWSC VILLAS	BRUNSWICK GLYNN COUNTY JO	Y	486,780	20%
WASTEWATER MGMT. PLAN	SARASOTA COUNTY	Y	474,997	94%
LANDSCAPE DESIGN OF SR200	FDOT	Y	419,660	99%
RAINBOW SPRINGS WRF DECOM	FGUA	Y	406,485	69%
KNIGHTS TRAIL - LS	CITY OF VENICE	Y	402,340	61%
CECIL CONNECTOR PH2	CITY OF JACKSONVILLE FL	Y	375,526	43%
SR 222 (NW 39TH AVE)	FDOT	Y	358,450	84%
CUP/NEPTUNE BEACH	CITY OF NEPTUNE BEACH	Y	335,000	51%
JEA WASTEWATER CAPACITY M	JEA	Y	324,924	55%
COJB CODE & PLAN UPDATE04	CITY OF JACKSONVILLE BEAC	Y	317,088	26%
U2C PROGRAM CEI SERVICES	ENGLAND THIMS & MILLER	Y	275,000	83%
SR263 SA15/16 POST DESIGN	FDOT	Y	249,868	81%
CHOCTAW NATION - DRAINAGE	CHOCTAW NATION OF OKLAHO	Y	244,600	62%
SR 26 LGTING - HANSON	HANSON PROFESSIONAL SERV	Y	243,756	60%
180TH ABATEMENT DESIGN	FGUA	Y	182,560	50%
KNIGHT TRAIL FM	CITY OF VENICE	Y	181,775	21%
OPS TWO36 PE SUPPORT	FDOT	Y	181,133	98%
OPS TWO70 SR 24A MPS	FDOT	Y	168,958	85%
KNIGHT TRAIL FM	CITY OF VENICE	Y	165,000	0%
CS TWO10 KINGS AT S-LINE	FDOT	Y	162,408	62%
CS TWO6 A1A @ GREEN PHB	FDOT	Y	161,131	65%
PS REHAB/BGJWSC	BRUNSWICK GLYNN COUNTY JO	Y	160,000	73%
FDOT D2 TSM&O TWO 1	FDOT	Y	150,000	21%
HYDRAULIC EVALUATION/COV	CITY OF VENICE	Y	150,000	50%
CS TWO5 SR 24 AT SR 121	RS & H, INC	Y	146,731	37%
CS TWO12 A1A_EUCLID PHB	FDOT	Y	144,507	46%
OPS TWO89 SCHOOL ZONE UPD	FDOT	Y	141,698	20%
COFB LDC UPDATE	CITY OF FLAGLER BEACH FL	Y	140,600	95%
CS TWO3 A1A @ TREASURE BE	FDOT	Y	133,334	79%
CS TWO1 A1A @ FT MATANZAS	FDOT	Y	128,873	86%
CS TWO2 A1A @ NEASE BEACH	FDOT	Y	126,165	78%
CCUA RECHARGE FS	CLAY COUNTY UTILITY	Y	125,126	61%
P&Y TWO8 MONUMENT_REGENCY	PETERS AND YAFFEE INC	Y	122,827	68%

COLEMAN SEWER FEASIBILITY	FGUA	Y	105,750	21%
P&Y TWO16 SJ BLUFF_ALUMNI	PETERS AND YAFFEE INC	Y	104,508	52%
SR26 LGTING - HANSON TWO3	HANSON PROFESSIONAL SERV	Y	103,800	96%
FDOT D2 TSM&O TWO 2	FDOT	Y	100,000	10%
SR 26 LGTING - HANSON	HANSON PROFESSIONAL SERV	Y	99,960	46%
CS TWO9 SR100_CR100A ICWS	FDOT	Y	96,459	71%
CUP/NEPTUNE BEACH	CITY OF NEPTUNE BEACH	Y	86,000	1%
CS TWO11 US1 @ SHAD RD	FDOT	Y	79,896	85%
TO #01 DURBIN CROSSING PK	ST. JOHNS COUNTY	Y	75,337	27%
SJC8TWO2 COUNTYWIDE CRASH	ST. JOHNS COUNTY	Y	74,672	0%
CS TWO8 SR16 DES UPDATES	FDOT	Y	70,805	85%
SJC CR 210 ROSCOE DESIGN	ST. JOHNS COUNTY	Y	70,781	74%
UNIV BLVD HUB - OP IMPROV	JTA	Y	54,759	79%
HOWEY IN THE HILLS/FGUA	FGUA	Y	52,625	90%
OPS TWO7 BI-WEEKLY MEET	FDOT	Y	52,501	94%
SR 5 PHILLIPS HWY - SR 15	FDOT	Y	51,972	49%
WA#3 FY23 WELLFIELD	UTILITIES COMMISSION NSB	Y	50,000	60%
FDOT D2 TSM&O TWO 3	FDOT	Y	50,000	0%
PH 2 HP SURVEY	CITY OF DUNEDIN	Y	50,000	34%
ENGINEERING REVIEW/COV	CITY OF VENICE	Y	50,000	67%
US 1 AT LEWIS POINT RD	ST. JOHNS COUNTY	Y	42,624	100%
GRANTS LAKE ASBURY DAM	HANSON PROFESSIONAL SERV	Y	34,250	56%
CS TWO13 EDGEWOOD LIGHT	FDOT	Y	26,509	3%
WASTEWATER MGMT. PLAN	SARASOTA COUNTY	Y	25,000	55%
NE WW MASTER PLAN/COV	CITY OF VENICE	Y	25,000	100%
OPS TWO86 DOWNTOWN SCOPE	FDOT	Y	24,420	73%
STRUCT EVAL ATLANTIC REC	CITY OF FERNANDINA BEACH	Y	22,800	100%
UCNSB PUMP 2	UTILITIES COMMISSION NSB	Y	22,500	56%
OPS TWO87 SR100 SIGNING	FDOT	Y	22,288	46%
D5 TRAFFIC/TWO20	BURGESS & NIPLE INC	Y	20,564	81%
SR 212 TO SAN MATEO AVE	FDOT	Y	18,411	97%
OPS TWO88 US1@MARION ST	FDOT	Y	16,565	57%
SR 13 TO ST AUGUSTINE RD	FDOT	Y	15,607	8%
LANDSCAPE DESIGN OF SR200	FDOT	Y	15,255	45%
TO #01 DURBIN CROSSING PK	ST. JOHNS COUNTY	Y	15,156	0%
NASSAU CTY-TRIBUTARY DRI	NABORS GIBLIN & NICKERSON	Y	15,000	100%
P&Y TWO26 UNIV_FT CAROLIN	PETERS AND YAFFEE INC	Y	13,751	16%
JTA ITS ON CALL SUPPORT	JTA	Y	12,915	99%
MOUNT DORA FS35	ARCHITECTS DESIGN GROUP,	Y	11,700	100%
PRATT ST TRAFFIC STUDY	THE CITY OF STARKE	Y	11,000	80%
NW 90TH STREET/MEDLEY	TOWN OF MEDLEY	Y	10,300	0%
D5 TRAFFIC/TWO31 SR40	BURGESS & NIPLE INC	Y	10,282	75%
D5 TRAFFIC/TWO39 US 1	BURGESS & NIPLE INC	Y	10,282	56%
EDCM TREE PIT UPDATE	CITY OF GAINESVILLE, FL	Y	10,105	99%
UCNSB PUMP 2	UTILITIES COMMISSION NSB	Y	10,000	0%
HP ORDINANCE-HPAC	CITY OF DUNEDIN	Y	10,000	9%

D5 TRAFFIC/TWO8 A1A @ 518	BURGESS & NIPLE INC	Y	9,582	98%
TWO 38 US 1 @ SKYLINE DR	BURGESS & NIPLE INC	Y	9,582	90%
NW 90TH STREET/MEDLEY	TOWN OF MEDLEY	Y	9,500	29%
OPS TWO88 US1@MARION ST	FDOT	Y	6,630	76%
SR104 LIGHTING POST DGN	HANSON PROFESSIONAL SERV	Y	6,050	47%
CHOCTAW NATION - DRAINAGE	CHOCTAW NATION OF OKLAHO	Y	1,500	100%
JTA ITS ON CALL SUPPORT-2	JTA	Y	0	100%
PONTE VEDRA MSD SIDEWALK	MUNICIPAL SERVICE DISTRIC	Y	0	100%
PS REHAB/BGJWSC	BRUNSWICK GLYNN COUNTY JO	Y	0	100%
BGJWSC VILLAS	BRUNSWICK GLYNN COUNTY JO	Y	0	100%
CLAY COUNTY MSA	CLAY COUNTY - FL	Y	0	100%
PRATT ST TRAFFIC STUDY	THE CITY OF STARKE	Y	0	100%
SANDCASTLE PINES SPR	THE CITY OF STARKE	Y	0	100%
CASTRO PLAZA CPS	AUSTIN INTERNATIONAL REAL	Y	0	100%
NASSAU CTY-TRIBUTARY DRI	NABORS GIBLIN & NICKERSON	Y	0	100%
CITY OF VENICE MSA	CITY OF VENICE	Y	0	100%
KNIGHTS TRAIL - LS	CITY OF VENICE	Y	0	100%

List Current Projects For Which You Are The Candidate For Award:

D1 Charlotte County Resurfacing Various Locations_24133

Florida DOT District Two Design Services for Various Local Agency Program Projects_24253

Emerald Coast Regional Council General Planning Consultants

Florida DOT District Two Districtwide Traffic Operations Studies (2023)_24229

FDOT D3 PD&E SR 10 (US 90) from Pedrick Rd to Jefferson Co. Line

Florida DOT District Five General Engineering Contract_24501

Fort Lauderdale Las Olas Corridor Design Consultant Services

Maitland Public Library

NE 34th court from NE 12th terrace to NE 16th avenue LAP Project

Palm Beach International Airport General Consultant Services for Airport Facilities & Systems

St. Petersburg Consulting Services, Stormwater Management

University of Florida Annual Continuing Services for Minor Projects 2023 – Utilities

Manatee County Professional Engineering Services Upper Manatee River Road Gates Creek and Mill Creek Bridge Replacement

Litigation

Kimley-Horn and its subsidiaries have provided services in all 50 states and numerous countries. Because of the many and varied projects we have completed, we are subject to various legal proceedings from time to time and in the ordinary course of business. It is not practical to provide a complete list as part of this proposal.

None of the pending cases, if decided against Kimley-Horn, would have a material impact on our financial statements or impair in any way our ability to serve our clients. Generally, these matters are covered by insurance, and we consider them to be without merit. If you would like to discuss our legal matters in more detail, please contact Kimley-Horn's General Counsel, Richard Cook, at 919.677.2058.

No judgments have been entered against Kimley-Horn. Legal proceedings in Florida which are currently pending are as follows:

Acosta Tractors, Inc. v Biltmore Construction, et al; In the Circuit Court of the 11th Judicial Circuit of Miami-Dade, Florida; Cause No 18-020135-CA-25; filed 2018; served 2022; alleged economic loss; pending

Enrique R. Antezana, et al. v Kimley-Horn; Applied Technical Services; and City of Miramar; 17th Judicial Circuit for Broward County, Florida; Case CACE23012261; filed 2023; alleged property damage; pending

Angela Briguglio v Palm Avenue Hospitality, et al; In the Circuit Court of the 12th Judicial Circuit of Sarasota County, Florida; Cause No 2022-CA-3952-NC; filed 2022; served 2022; alleged personal injury; pending

Community Asphalt Corporation v. Wantman Group, et al; FDOT; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2018-029816-CA-01; filed 2018; alleged economic loss; pending

Jennifer Curell v Florida Department of Transportation, et al; 19th Judicial Circuit in and for St. Lucie County, Florida; Cause No. 562022CA001297AXXXHC; filed 2022; alleged personal injuries claimed; pending

Florida Silt and Sod, Inc. v. City of Plant City, et al; 13th Judicial Circuit Court, Hillsborough County, Florida; Case No. 22-CA-004094; filed 2022; alleged economic loss; pending

Adrian E. Langford v. Suffolk Construction Co., et al; 12th Judicial Circuit Court, Sarasota County, FL; Cause No. 582020CA005449XXXANC; filed 2020; served 2021; alleged personal injuries claimed; pending

Medline Industries, v. McShane Construction Company, LLC v. Ware Malcomb, Inc., et al; 10th Judicial Circuit Court, Polk County, FL; Case # 2020-CA-0022790; filed 2020; alleged economic loss; pending

Morrison-Cobalt JV v. Kimley-Horn and Associates, Inc.; 11th Judicial Circuit in and for Miami-Dade County, Florida; Cause No. 2021-013239-CA-01; alleged economic loss; pending

Sherri Reed v. Town Center Boca Raton Trust, et al; 15th Judicial Circuit Court Palm Beach; Case No. 21CA005161; filed 2021; personal injury claim; pending

Sema Construction, Inc. v. City of Altamonte Springs; 18th Judicial Circuit Court, Seminole County; Case No. 2015-CA-002951-15-W; filed 2016; alleged economic loss; pending.

Contract Values

Kimley-Horn is a national engineering consulting firm with over 120 offices and over 7,100 employees. To provide a complete listing of all our completed projects in the past five years would involve hundreds of pages of data.

We have included completed similar projects for our Jacksonville team in the past five years as a representation for this request.

Proj Name	Direct Client Name	Proj Start Dt	Contract Value
PENMAN ROAD - CONCEPTS	APPLIED TECHNOLOGY MGMT	7/1/2018	43,325
FLAGLER COUNTY SO	ARCHITECTS DESIGN GROUP,	9/16/2020	27,500
OCFS #44	ARCHITECTS DESIGN GROUP,	5/18/2021	6,716
OCFS #87	ARCHITECTS DESIGN GROUP,	2/1/2021	4,518
JTA JRTC PROGRAM PROJECT	BALFOUR BEATTY CONSTRUCTI	3/15/2017	6,755
CCUA TREATABILITY TO 1	CAROLLO ENGINEERS	10/23/2020	11,000
SR 200/SRA1A FINAL DESIGN	CH2M HILL INC.	2/28/2014	49,366
BUNNELL COMM ENGMT PLAN	CITY OF BUNNELL	2/1/2019	53,460
BUNNELL FIBER OPTIC INFST	CITY OF BUNNELL	2/1/2019	10,000
FDEP CYCLE 3 AUDIT RESP	CITY OF BUNNELL	3/1/2019	9,975
UTIL GEN SVCS AGREEMENT	CITY OF BUNNELL	4/1/2019	9,903
UTILITY SYSTEM EVALUAL	CITY OF BUNNELL	11/1/2018	9,750
2020 COB COMM. RETREAT PR	CITY OF BUNNELL	11/20/2019	8,940
2020 CITY COMM. WORKSHOP	CITY OF BUNNELL	3/1/2020	5,775
GENERAL SERVICES	CITY OF BUNNELL	11/1/2018	5,000
ADD. FINANCIAL WORKSHOP	CITY OF BUNNELL	6/22/2020	3,318
INTERIM CITY ENGINEER SVC	CITY OF BUNNELL	1/1/2019	2,226
UTIL GEN SVCS AGREEMENT	CITY OF BUNNELL	11/26/2019	1,300
CASSELBERRY SPECIAL EVENT	CITY OF CASSELBERRY	7/31/2020	11,500
ORANGE VALLEY WELL EVAL.	CITY OF DADE CITY	6/7/2021	6,500
CODB ISB @ I-95	CITY OF DAYTONA BEACH	4/19/2021	11,655
CODB ORANGE AVE PLAZA	CITY OF DAYTONA BEACH	7/6/2021	9,990
CODB OLEANDER PARK	CITY OF DAYTONA BEACH	4/19/2021	9,102
CODB BETHUNE POINT PARK	CITY OF DAYTONA BEACH	4/19/2021	8,547
CODB CITY ISLAND PARK	CITY OF DAYTONA BEACH	6/21/2021	7,770
CODB DAISY STOCKING PARK	CITY OF DAYTONA BEACH	4/19/2021	7,215
CODB PW LA-IR	CITY OF DAYTONA BEACH	1/29/2021	5,500
CODB PLAZA	CITY OF DAYTONA BEACH	6/16/2020	3,996
CODB CHAMBER	CITY OF DAYTONA BEACH	2/9/2021	2,775
HISTORIC PRESERVATION SVC	CITY OF DUNEDIN	10/25/2021	3,300
HP GRANT SVCS	CITY OF DUNEDIN	4/25/2022	1,000
CONTR ADMIN - DRAINING IMPR	CITY OF FLAGLER BEACH FL	3/1/2019	32,100
CENTRAL AVE DRAINAGE IMPR	CITY OF FLAGLER BEACH FL	6/1/2018	10,000
FIRE STATION SAR	CITY OF FORT LAUDERDALE	7/16/2016	60,033
LIVE OAK - PHASE ONE	CITY OF LIVE OAK (FL)	8/16/2017	13,675
LIVE OAK PHASE 2	CITY OF LIVE OAK (FL)	1/16/2018	6,500
HERITAGE TRAIL PARK PH 2	CITY OF OCALA, FLORIDA	11/22/2019	46,355

OSCEOLA TRAK GATEWAY	CITY OF OCALA, FLORIDA	3/16/2019	44,999
OSCEOLA TRAK LA	CITY OF OCALA, FLORIDA	1/16/2018	36,369
MAGNOLIA AVE LA IMPROV	CITY OF OCALA, FLORIDA	12/1/2018	14,284
MAG AVE/NE 9TH ST IRR ENH	CITY OF OCALA, FLORIDA	9/16/2019	9,219
W SILVER SPRGS PCKT PARK	CITY OF OCALA, FLORIDA	10/1/2018	8,661
HERITAGE TR. POST DESIGN	CITY OF OCALA, FLORIDA	8/16/2020	7,648
SR 464 LANDSCAPE	CITY OF OCALA, FLORIDA	4/1/2019	5,844
N MAGNOLIA - POST DESIGN	CITY OF OCALA, FLORIDA	12/1/2019	4,998
HOLLAND WATER MAIN ACC	CITY OF RIVIERA BEACH	4/9/2021	2,000
MLK STREETScape	CITY OF ST AUGUSTINE	6/18/2021	55,600
LINCOLNVILLE TREE	CITY OF ST AUGUSTINE	11/30/2020	41,000
MLK AVENUE STREETScape	CITY OF ST AUGUSTINE	2/3/2020	14,430
LINCOLNVILLE STREETScape	CITY OF ST AUGUSTINE	1/16/2020	12,260
WA 2021-01 HYDRAULIC MOD.	CITY OF VENICE	12/9/2021	49,953
CCUA FEASIBILITY INV PROJ	CLAY COUNTY UTILITY	4/16/2019	345,029
CORROSIVITY/CCUA	CLAY COUNTY UTILITY	7/28/2022	1,000
MAGNOLIA VALLEY ENVIRON	DELOACH ENGINEERING	6/1/2019	145,530
EMERGENCY WELL SYSTEM DES	EMORY UNIVERSITY	4/16/2019	34,138
EMORY UNIV GND WTR INVES	EMORY UNIVERSITY	2/16/2018	22,678
LPWA FEASIBILITY	FGUA	9/23/2021	40,000
BURKITT ROAD	FGUA	9/23/2021	474
PLANTATION BAY	FLAGLER COUNTY	7/1/2016	275,710
PLANTATION BAY WWTF CA	FLAGLER COUNTY	4/16/2018	262,610
CR 2006	FLAGLER COUNTY	2/16/2017	106,415
EAGLE LAKES TREAT EXPANS	FLAGLER COUNTY	2/16/2018	20,200
FEC WTP DESIGN	FLORIDA FISH & WILDLIFE	8/31/2021	67,888
FEC-WTP REPLACEMENT	FLORIDA FISH & WILDLIFE	5/4/2021	19,058
5TH STREET WATER LINE RPL	FRAZIER INVESTMENTS INC	2/16/2020	125,000
BLOUNT ISLAND IRMA REPAIR	FRAZIER INVESTMENTS INC	9/16/2018	91,000
TYNDALL AFB STORMWATER	FRAZIER INVESTMENTS INC	10/1/2017	40,200
DRAINAGE IMPRV B708/B1960	FRAZIER INVESTMENTS INC	4/16/2020	34,000
CHARLOTTE COUNTY UTIL.	HAZEN & SAWYER	6/10/2020	57,000
CHARLOTTE COUNTY UTIL.	HAZEN & SAWYER	6/10/2020	9,965
STONECREST PERMIT RENEWAL	MARION COUNTY UTILITIES	10/1/2020	9,135
MARTIN COUNTY PFAS SAR	MARTIN COUNTY UTILITIES	8/1/2019	92,294
PFAS INVESTIGATION-SITE 2	MARTIN COUNTY UTILITIES	5/16/2020	37,566
LMS COSA 1	MCKIM & CREED	6/16/2020	34,000
LMS PUMP STATION LA-IR	MCKIM & CREED	1/29/2021	8,500
LMS COSA 2	MCKIM & CREED	8/31/2020	4,800
BEACH COMM WKG GRP FACIL	NASSAU COUNTY	7/1/2019	26,545
NASSAU FISCAL IMPACT MDL	NASSAU COUNTY	7/16/2019	4,928
WA NO. 18-04 PHASE I ESA	NORTH BAY VILLAGE	4/16/2018	4,500
COAB LDR REWRITE	NORTHEAST FL REGIONAL	6/1/2018	142,920
PUTNAM CTY COMP PLAN	PUTNAM COUNTY BOARD OF	8/1/2019	125,000
ADAMS PARCEL	SEDA CONSTRUCTION	1/16/2018	8,300
STOF TAMIAMI TRAIL	SEMINOLE TRIBE OF FLORIDA	10/13/2020	36,580

STOF TAMIAMI TRAIL	SEMINOLE TRIBE OF FLORIDA	10/13/2020	11,966
WO#3 REMEDIAL ACTION PLAN	SOUTH FLORIDA REG. TRANS.	5/1/2012	252,603
SJC- CR210 W. I95\CE WIL	ST. JOHNS COUNTY	8/16/2019	196,582
SOLANA RD & SR A1A INTER	ST. JOHNS COUNTY	10/1/2019	113,165
SJC CR 210 ROSCOE DESIGN	ST. JOHNS COUNTY	4/19/2021	101,086
SJC - CR2209/CR244	ST. JOHNS COUNTY	10/1/2015	87,982
US 1 AT SHORE DRIVE	ST. JOHNS COUNTY	4/26/2018	64,120
PACETTI AT MEADOWLARK LN	ST. JOHNS COUNTY	5/16/2019	60,084
US 1 AT LEWIS POINT RD	ST. JOHNS COUNTY	4/16/2018	57,713
US 1 AT CR 210	ST. JOHNS COUNTY	4/16/2018	51,936
US 1 AT SHORE DRIVE	ST. JOHNS COUNTY	4/16/2018	42,623
US 1 AT CR 210	ST. JOHNS COUNTY	4/16/2018	37,951
SJC - PACETTI RD	ST. JOHNS COUNTY	6/16/2019	29,925
HELOW DEV AGRMNT TRAFFIC	ST. JOHNS COUNTY	8/10/2020	24,567
SJC CR210W CONCEPT	ST. JOHNS COUNTY	4/1/2016	23,244
SJC BOAT RAMP STUDY	ST. JOHNS COUNTY	11/16/2018	19,987
WETLAND DELINEATION/SJCFL	ST. JOHNS COUNTY	6/28/2022	19,632
PACETTI AT MEADOWLARK LN	ST. JOHNS COUNTY	5/16/2019	18,698
SJC CR2209\CR244 CPS	ST. JOHNS COUNTY	7/16/2018	9,915
SJCU US-1 WM RELOCATION	ST. JOHNS COUNTY	10/6/2021	8,531
PACCETTI_REGISTRY UPDATE	ST. JOHNS COUNTY	9/16/2017	2,963
CHAPEL HILL ENV CON SVCS	TOWN OF CHAPEL HILL	5/16/2018	18,980
TOWN CHAPEL HILL REM PL	TOWN OF CHAPEL HILL	8/1/2018	15,557
COMMUNITY CTR REZONING	TOWN OF WHITE SPRINGS	10/1/2020	3,927
UCNSB RCW PUMP STATION	UTILITIES COMMISSION NSB	3/7/2022	76,000
PRELIM WELLFIELD EVAL.	UTILITIES COMMISSION NSB	10/20/2020	67,619
WELLFIELD HYDROGEOLOGICAL	UTILITIES COMMISSION NSB	8/9/2021	50,520
NSB LIME SILO	UTILITIES COMMISSION NSB	2/28/2022	7,250
BEE RIDGE WRF	WHARTON-SMITH, INC.	5/12/2021	463,316
Total			\$5,005,008

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): Wells Fargo - See attached reference letter

Surety/Underwriter (if required): Not Applicable

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated: North Carolina. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: 56
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

Kimley-Horn and Associates, Inc.
Company


Authorized Signature

M. Lewis Bryant, P.E., Senior Vice President
Printed Name & Title

lewis.bryant@kimley-horn.com
Email

12740 Gran Bay Parkway West, Suite 2350
Address

Jacksonville, FL 32258
City, State, Zip Code

904.828.3900
Telephone No.

561.863.8175
Fax No.



January 3, 2023

Re: Kimley-Horn and Associates, Inc.

To Whom It May Concern:

Kimley-Horn and Associates, Inc. ("Kimley-Horn") has been a satisfactory customer of Wells Fargo Bank, N.A. for over thirty-five years. The Bank has provided Kimley-Horn with deposit accounts, loans and other Bank services that have been handled in a satisfactory, responsible and professional manner.

Kimley-Horn maintains deposit balances that have averaged a low eight figure value in the last twelve months.

Wells Fargo provides Kimley-Horn a committed line of credit of an eight figure value. The line of credit has no outstanding balance as of the date of this letter.

Wells Fargo and its affiliates provides Kimley-Horn investment management services on a fixed income portfolio that averages a high eight figure value.

Wells Fargo is pleased with Kimley-Horn's banking relationship and hopes to provide banking services to the company in the future.

If you have any questions or would like additional information, please contact me at (919) 881-6469.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Pugsley", written over a light blue horizontal line.

Michael Pugsley
Relationship Manager
Triangle Eastern NC Middle Market Banking



REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

1. Name of Company: Flagler County
Address: 1769 E. Moody Blvd. Building 2, Bunnell, FL 32110
Point of Contact: Faith Alkhatib, P.E., MBA
Phone #: 386.313.4006 Email address: falkhatib@flaglercounty.gov
Service(s) Provided: Water/ Wastewater Engineering including pumping stations, potable water, stormwater management, watermain
Dates of Service: 2008-Present
2. Name of Company: City of Ocala
Address: 1805 NW 30th Avenue, Building 600, Ocala, FL 34470
Point of Contact: Sean Lanier, P.E., CFM
Phone #: 352.351.6772 Email address: SLanier@Ocalafl.org
Service(s) Provided: Wastewater and Stormwater Engineering including master plans, design, Water Reclamation Facility, pump stations
Dates of Service: 2017-Present
3. Name of Company: City of Crystal River
Address: 123 NW Highway 19, Crystal River, FL 34428
Point of Contact: Ken Frink
Phone #: 352.795.4216 Email address: KFrink@crystalriverfl.org
Service(s) Provided: Wastewater and Wastewater Engineering including master planning, septic to sewer, stormwater
Dates of Service: 2016-Present
4. Name of Company: City of Wildwood
Address: 100 North Main Street, Wildwood, FL 34785
Point of Contact: Jason McHugh
Phone #: 352.330.1330 Email address: jmchugh@wildwood-fl.gov
Service(s) Provided: Water treatment and design, groundwater modeling, well permitting, regulatory support
Dates of Service: 2009-Present

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: Kimley-Horn and Associates, Inc.

Vendor FEIN: 56-0885615

Authorized Representative's Name: M. Lewis Bryant, P.E.

Authorized Representative's Title: Senior Vice President

Address: 12740 Gran Bay Parkway West, Suite 2350

City: Jacksonville State: FL Zip: 32258

Phone Number: 904.828.3900

Fax Number: 561.863.8175

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: M. Lewis Bryant, P.E., who is authorized to sign on behalf of the above referenced company.

Authorized Signature: 

Print Name & Title: M. Lewis Bryant, P.E., Senior Vice President

Date: May 17, 2023

INSURANCE REQUIREMENTS

INSURANCE TYPE	REQUIRED LIMITS
<input checked="" type="checkbox"/> 1. Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
<input checked="" type="checkbox"/> 2. Commercial General Liability	<p><u>Bodily Injury & Property Damage</u> (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements. and general aggregate</p> <p>\$ <u>2,000,000</u> single limit per occurrence </p>
<input checked="" type="checkbox"/> 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the <u>City of Bunnell</u> , its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.	
This section does not pertain to any incident arising from the sole negligence of the <u>City of Bunnell</u> .	
<input checked="" type="checkbox"/> 4. Automobile Liability	\$ <u>2,000,000</u> Each occurrence owned / on-owned / Hired Automobile Included
<input checked="" type="checkbox"/> 5. Other Insurance as indicated below:	\$ <u>1,000,000</u> Per claim and annual aggregate Occurrence Errors and Omissions or Professional Malpractice Coverage
<input checked="" type="checkbox"/> 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.	
<input checked="" type="checkbox"/> 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions.	
<input checked="" type="checkbox"/> 8. The <u>City of Bunnell</u> must be named as " ADDITIONAL INSURED " on the Insurance Certificate for Commercial General Liability where required.	

INSURANCE REQUIREMENTS
(Continued)

9. The City of Bunnell shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Bunnell
Bunnell, FL

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

10. **Thirty (30) Days Cancellation Notice** required.

11. The Certificate must state the **RFQ #2023-02** and **PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

Kimley-Horn and Associates, Inc.

Company



Authorized Signature

M. Lewis Bryant, P.E., Senior Vice President


Printed Name & Title

lewis.bryant@kimley-horn.com

Email

Greyling Insurance Brokerage & Risk Consulting

Insurance Agency



Signature of Proposer's Agent

12740 Gran Bay Parkway West, Suite 2350

Address

Jacksonville, FL 32258

City, State, Zip Code

904.828.3900

Telephone No.

561.863.8175

Fax No.

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

CONSULTANT

The undersigned ~~CONTRACTOR~~ swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

CONSULTANT

The ~~CONTRACTOR~~ shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The ~~CONTRACTOR~~ agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101. ~~CONSULTANT~~ understood that in no event shall the City be held liable for the actions or omissions of the ~~CONTRACTOR~~ or any other party or parties to the Contract for failure to comply with the ADA. The ~~CONTRACTOR~~ agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the ~~CONTRACTOR's acts or omissions~~ in connection with the ADA. ~~CONSULTANT non-compliance~~

CONSULTANT

~~CONTRACTOR~~: Kimley-Horn and Associates, Inc.

Signature: *M. Lewis Bryant*

Printed Name: M. Lewis Bryant, P.E.

Title: Senior Vice President

Date: May 17, 2023

STATE OF Florida
COUNTY OF Marion

North Carolina

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 17, 2023, by M. Lewis Bryant of Kimley-Horn, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Sherril Bishop
Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires: 2/23/27



DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Kimley-Horn and Associates, Inc. (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

M. Lewis Bryant
(Authorized Signature)

5/17/23
(Date)

M. Lewis Bryant, P.E.
(Print Name)

STATE OF Florida
COUNTY OF Marion

North Carolina

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 17, 2023, by M. Lewis Bryant of Kimley-Horn, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Sherril Bishop
Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires: 2/23/27



NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of Florida

County of Manion

M. Lewis Bryant, being first duly sworn, deposes and says that:

I am the **Senior Vice President** of Kimley-Horn and Associates, Inc. (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Kimley-Horn and Associates, Inc.
Company

12740 Gran Bay Parkway West, Suite 2350
Address

[Signature]
Authorized Signature

Jacksonville, FL 32258
City, State, Zip Code

M. Lewis Bryant, P.E., Senior Vice President
Printed Name & Title

904.828.3900
Telephone No.

lewis.bryant@kimley-horn.com
Email

561.863.8175
Fax No.

STATE OF Florida
COUNTY OF Manion

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 17th, 2023, by M. Lewis Bryant of Kimley-Horn, a Florida North Carolina corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

[Signature]
Signature of Notary Public - State of Florida



Printed/Typed/Stamped Name of
Notary My commission expires: 2/23/27

**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by: M. Lewis Bryant, P.E. [NAME] as the Senior Vice President [TITLE] of Kimley-Horn and Associates, Inc. [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 56-0885615.
2. I understand that a "public entity crime" as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

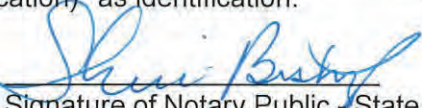


(Signature)

STATE OF Florida
COUNTY OF Manion

North Carolina

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 17, 2023, by M. Lewis Bryant of Winkey Horn, a ~~Florida~~ corporation, on behalf of the corporation, and he/she (is personally known to me) or has produced (type of identification) as identification.


Signature of Notary Public, State of Florida



Printed/Typed/Stamped Name of Notary
My commission expires: 2/23/27

COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM

Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: Kimley-Horn and Associates, Inc.

Authorized representative (printed): M. Lewis Bryant, P.E.

Authorized representative (signature):



Date: May 17, 2023

Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

STATE OF Florida
COUNTY OF Marion

North Carolina

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 17 day of May, 2023, by M. Lewis Bryant of Kimley-Horn, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.


Signature of Notary Public - State of Florida



Printed/Typed/Stamped Name of Notary

My commission expires: 2/23/27

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Kimley-Horn and Associates, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should 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) 5

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

421 Fayetteville Street, Suite 600

6 City, state, and ZIP code

Raleigh, NC 27601

Requester's name and address (optional)

7 List account number(s) here (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.

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

Social security number									

OR

Employer identification number									
5	6	-	0	8	8	5	6	1	5

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 ▶ 2/1/2023

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



123 NW Highway 19
Crystal River, FL 34428
352-795-4216 P
352-795-6245 F
www.crystalriverfl.org

5/17/2023

City Manager Alvin B. Jackson
City of Bunnell Florida
P.O. Box 756
Bunnell, FL 32110

To Whom it May Concern,

Re: Recommendation Letter in Support Kimley-Horn's Engineering and Consulting Services

It is my pleasure to offer my recommendation of Kimley-Horn and Associates, Inc. The firm has provided professional engineering services to the City of Crystal River, and we have worked with Mr. Alan Garri, P.E. for over 10 years.

Kimley-Horn is a trusted advisor and consultant for our water and wastewater utility systems. Projects have included wastewater master planning, stormwater master planning, septic to sewer, Basin Management Action Plan assistance, and feasibility studies. Additionally, Kimley-Horn's relationship with regulatory agencies, such as the Southwest Florida Water Management District and Florida Department of Environmental Protection have helped ensure projects are in compliance with necessary requirements.

Additionally, I have worked with Kimley-Horn staff in other capacities and find them extremely responsive and professional in all their interactions on behalf of the City.

I highly recommend Kimley-Horn. If you have any questions or require additional information, please don't hesitate to contact me.

Sincerely,

Ken Frink
City Manager
City of Crystal River



FGUA Operations Office

Government Services Group, Inc.
280 Wekiva Springs Rd., Ste 2070
Longwood, FL 32779-6026

(877) 552-3482 Toll Free
(407) 629-6900 Tel
(407) 629-6963 Fax

May 18, 2023

To whom it may concern;

I would like to take this opportunity to provide a letter of reference for Kimley-Horn and Associates, Inc. Kimley-Horn has served Florida Governmental Utility Authority since 2014 as a consultant for engineering services, including work for lift stations, water mains, work at wastewater treatment plants, water modeling, and feasibility studies to name a few. They provide high-quality work, are consistently on time and on budget, and are always very professional. I would gladly recommend them to any government agency for engineering work assignments.

Sincerely,

FLORIDA GOVERNMENTAL UTILITY AUTHORITY

Robert W. Dickson, P.E.

Capital Program Manager

FGUA Board of Directors

PAM KEYES, P.E., Vice Chair, Lee County / KEN CHEEK, P.E., Citrus County / SHANE PARKER, P.E., Vice Chair, Hendry County / TAMARA RICHARDSON, P.E., Chair, Polk County / DAVID ALLEN, P.E., Pasco County / JODY KIRKMAN, P.E., Marion County / HEIDI PETITO, Flagler County

Engineering
1769 E. Moody Blvd Bldg 2
Bunnell, FL 32110



www.flaglercounty.gov
Phone: (386)313-4006
Fax: (386)313-4106

May 3, 2023

To Whom It May Concern:

It is my pleasure to provide this letter of reference for Kimley-Horn and Associates, Inc. Kimley-Horn has been serving Flagler County since 2009 on several utility projects, including professional services for the Beverly Beach Water/Wastewater Improvements, and the Plantation Bay Wastewater Treatment Facility.

Kimley-Horn's design responsibilities ranged from design of a 375,000 gallon potable water ground storage tank, potable water chemical feed systems, a water booster pumping station, watermain and sanitary force main design, a regional sanitary lift station, major site electrical improvements and system controls, an onsite stormwater management system, and improvements to an existing wastewater treatment facility. On the wastewater side, this included design for a sanitary force main, a regional sanitary lift station, major site electrical improvements and system controls, an onsite stormwater management system, as well as improvements to an existing wastewater treatment facility. Additionally, they have assisted us with grants and were instrumental in securing a half million-dollar grant for a wastewater reject storage tank which is currently under construction.

The County has found Kimley-Horn to be proactive and responsive, and they work well with our staff.

Flagler County would recommend Kimley-Horn to any other government agency for any similar work assignments. If I can provide any further information, please feel free to contact me.

Kind Regards,



Faith Alkhatib, P.E., MBA
County Engineer

Andy Dance
District 1

Greg Hansen
District 2

David Sullivan
District 3

Leann Pennington
District 4

Donald O'Brien, Jr.
District 5



May 16, 2023

Kimley-Horn & Associates, Inc.
1700 SE 17th Street, Suite 200,
Ocala, FL 34471

Re: Recommendation Letter in Support Kimley-Horn's Engineering and Consulting Services

To Whom It May Concern:

It is my pleasure to provide this letter of reference for Kimley-Horn and Associates, Inc. (Kimley-Horn) regarding the wastewater and stormwater engineering and design services they have provided the City of Ocala (City). Kimley-Horn's work with our utility team over the past six (6) years has included providing the design for modifications to the Water Reclamation Facilities, master plan revisions, pump station improvements, and much more. Their technical and engineering expertise has allowed the City to efficiently use our water resources to best serve our community.

We have been pleased with the design, evaluation, and planning services they have provided. Kimley-Horn's engineering and design services are delivered with a high level of care and exhibit a comprehensive understanding of water and wastewater utilities.

The City of Ocala has found Kimley-Horn to be an extremely responsive and proactive consultant. They work well with our staff and provide high-quality deliverables, as well as being highly respected in the professional community. We would recommend Kimley-Horn to any other government agency for any similar work assignment. If I can provide any further information, please feel free to contact me at SLanier@Ocalafl.org or Rusella Bowes-Johnson at RJohnson@Ocalafl.org or (352) 351-6772.

Sincerely,

Sean Lanier, PE, CFM

City Engineer/Water Resources Director

City of Ocala Engineering and Water Resources Department
1805 NW 30th Ave BLDG 600 · OCALA, FLORIDA 34470
(352) 351-6772 · www.ocalafl.org



To Whom It May Concern:

I would like to take this opportunity to provide this letter of reference for Kimley-Horn, including their staff Lewis Bryant, P.E., and Jason Sheasley, P.G. Kimley-Horn has been serving the City of Wildwood as an "on-call" engineer since 2009. Their past services include development of alternative water supply, planning and design, regulatory assistance with State Legislative appropriations and State of Florida Environmental Protection State Revolving Fund, design and permitting of water wells, groundwater modeling, aquifer performance testing, geophysical logging, advanced water treatment and design, water chemistry, public outreach, wellhead design modifications, construction phase services, and regulatory support.

The City has found them to be an extremely responsive consultant and their work to be of consistent high quality. They deliver work on time and on budget, and have become a trusted advisor to the City.

If I can provide any further information, please feel free to contact my office at (352) 330-1330.

Jason McHugh
City Manager

State of Florida Department of State

I certify from the records of this office that KIMLEY-HORN AND ASSOCIATES, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 24, 1968.

The document number of this corporation is 821359.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 22, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Twenty-second day of February, 2023



[Signature]
Secretary of State

Tracking Number: 99572405BSCC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sosbiz.org/Files/CertificateOfStatus-CertificateAuthentication>



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- [AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE DETAILS

10:33:17 AM 12/14/2021

Licensee Information

Name: KIMLEY-HORN AND ASSOCIATES, INC. (Primary Name)
KIMLEY-HORN AND ASSOCIATES, INC. (DBA Name)
Main Address: 421 FAYETTEVILLE STREET
SUITE 600
RALEIGH North Carolina 27601
County: OUT OF STATE

License Information

License Type: Registry
Rank: Registry
License Number: 35106
Status: Current
Licensure Date: 05/10/2021
Expires:



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- [Unlicensed Activity Search](#)
- [AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE DETAILS

8:46:59 AM 4/25/2022

Licensee Information

Name: MINGONET, MILTON SCOTT (Primary Name)
KIMLEY-HORN AND ASSOCIATES INC (DBA Name)
Main Address: 189 SOUTH ORANGE AVENUE
SUITE 1000
ORLANDO Florida 32801
County: ORANGE

License Information

License Type: Registered Landscape Architect
Rank: Landscape Arc
License Number: LA0001428
Status: Current,Active
Licensure Date: 10/14/1991
Expires: 11/30/2023



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LB696**
Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

KIMLEY-HORN AND ASSOCIATES, INC.
421 FAYETTEVILLE ST STE 600
RALEIGH, NC 27601-1777

[Signature]

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

ONLINE SERVICES

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LICENSEE DETAILS

11:24:50 AM 5/16/2023

Licensee Information

Name:	INMAN, THOMAS R. (Primary Name)
Main Address:	12740 GRAN BAY PARKWAY WEST SUITE 2350 JACKSONVILLE Florida 32258
County:	DUVAL

License Information

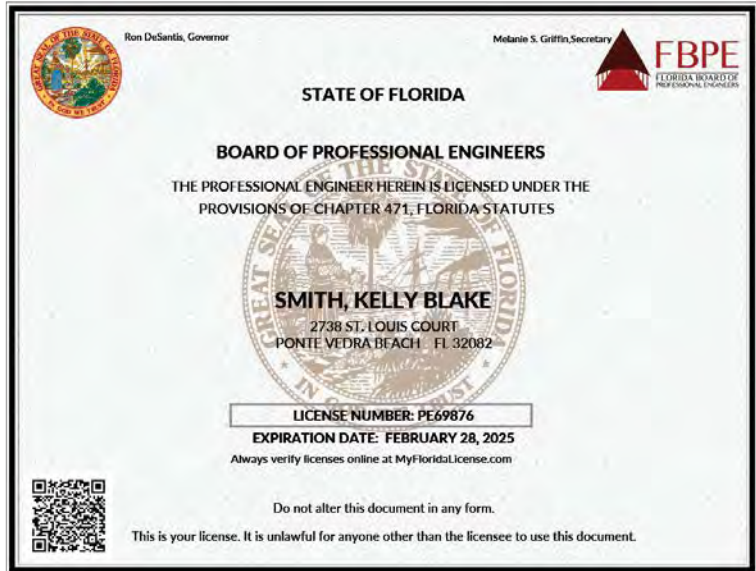
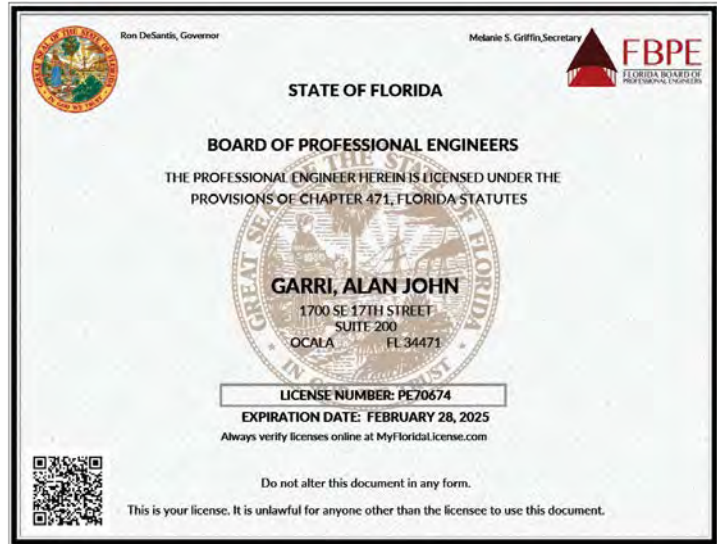
License Type:	Professional Engineer
Rank:	Prof Engineer
License Number:	61713
Status:	Current,Active
Licensure Date:	08/02/2004
Expires:	02/28/2025

Special Qualifications Qualification Effective

Civil	02/21/2004
Advanced Building Code Course Credit	02/17/2019

Alternate Names

- [View Related License Information](#)
- [View License Complaint](#)





City of Bunnell
604 E Moody Blvd, Unit 6
Bunnell, FL 32110

ADDENDUM NO. 01

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: April 27, 2023

A. QUESTIONS & ANSWERS

Question 1: Who are your current engineers?

Answer 1: The City is currently under contract with Alliant, CPH, Kimley-Horne and Mead & Hunt for utility engineering services.

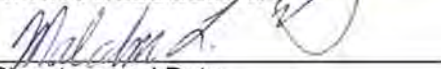
Question 2: How many firms does the City intend to select?

Answer 2: As the City is requesting services for several different Infrastructure needs, there is no specific quantity of firms intended to select. Not all firms will be able to render all-inclusive services.

Question 3: The RFQ mentions a pre-bid meeting, but it is not listed in the schedule of events. Can the City confirm if there will be a pre-bid meeting?

Answer 3: Under Section III. CALENDAR OF EVENTS, it states the location where the Pre-Bid meeting and RFQ Opening will be held. This is an error, there will be no pre-bid meetings.

ACKNOWLEDGEMENT:



Signature and Date

May 17, 2023

M. Lewis Bryant, P.E., Senior Vice President
Printed Name and Title

Kimley-Horn and Associates, Inc.
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01



ADDENDUM NO. 02

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 5, 2023

A. QUESTIONS & ANSWERS

Question 1: Would the City please send a copy of your Standard Contract for our review? One was not provided with the RFQ document?

Answer 1: The City will provide a contract for review when entering into negotiations with the firms recommended by the Selection Committee and approved by the Commission.

Question 2: Is there any possibility I could request an extension of the Proposal deadline?

Answer 2: The City will provide a seven (7) day extension for the Last Date of Inquiries, the Proposal deadline and the RFQ Opening. The new Qualification deadline dates are as follows:

***Last Date of Inquiries: May 16, 2023 at 4 PM
Qualification Statements Due: May 23, 2023 at 2:00 PM
RFQ Opening: May 23, 2023 at 2:30 PM***

ACKNOWLEDGEMENT



Signature and Date

May 17, 2023

M. Lewis Bryant, P.E., Senior Vice President

Printed Name and Title

Kimley-Horn and Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The "Appendix A Required Forms Packet" list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm's Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.

Appendix A – Copy of Firm's Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:



Signature and Date

May 19, 2023

M. Lewis Bryant, P.E., Senior Vice President

Printed Name and Title

Kimley-Horn and Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03



Florida Technical Consultants

Florida Technical Consultants, LLC
533 East Ocean Avenue, Suite #2
Boynton Beach, FL 33435
Tel (954) 914-8488
James Barton P.E., President
jbarton@fltechinc.com
www.fltechinc.com

City of Bunnell

Request for Qualifications Statement for Professional Infrastructure Engineering Services

RFQ No. 2023-02

Submitted by:
Florida Technical Consultants LLC
533 East. Ocean Ave. Suite #2
Boynton Beach, FL 33435

Due Date: May 23rd, 2023

Bunnell City Clerk
604 E Moody Blvd. Suite 6
Bunnell, FL 32110



Florida Technical Consultants

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Letter of Transmittal

Ms. Kristen Bates
Bunnell City Clerk
604 E Moody Blvd. Suite 6
Bunnell, FL 32110

Re: RFQ 2023-02 Request for Qualification Statements for Professional Infrastructure Engineering Services

Dear Ms. Bates:

Florida Technical Consultants, LLC (FTC) is pleased to provide this Request for Qualification Statement in response to your RFQ 2023-02 seeking Professional Infrastructure Services. FTC is a Civil Engineering consulting firm based in Boynton Beach, Florida. Our consulting services focus mainly on the computerized mapping, modeling, inspection, and asset management of water, sewer, reclaimed and storm water utility systems utilizing GIS (Geographic Information Systems) computer software. FTC is an ESRI Silver Business Partner with an ArcGIS Online Speciality and has completed large GIS based utility projects with Cooper City, Boynton Beach Utilities, South Martin Regional Utilities, the Solid Waste Authority of Palm Beach County, and the Coral Springs Improvement District.

As the President of FTC, I have been a licensed and practicing Professional Engineer in the South Florida region continuously for the past 20 years. I am the firm's primary contact and am authorized to make representations for and enter into contracts on behalf of FTC. I believe the information presented in this Qualification Statement will demonstrate to you in detail the scope of the GIS consulting services we offer. This offer of services is valid for 90 days. Please feel free to contact me at your convenience if you have any questions or if you require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Barton', is positioned above the typed name.

James Barton, P.E. President
Florida Technical Consultants LLC
533 East. Ocean Ave. Suite #2, Boynton Beach, FL 33435
Tel: (954) 914-8488, Email: jbarton@fitechinc.com



Section A - Ability of Firm and its Professional Team Composition

Florida Technical Consultants, LLC (FTC) is a Civil Engineering consulting firm offering GIS (Geographic Information Systems) specialized consulting services to governmental agencies and private companies in Palm Beach and the surrounding counties in Central and South Florida. The Civil Engineering consulting services offered by FTC are primarily focused on the computerized mapping, modeling, inspection and asset management of municipal utility and infrastructure systems utilizing the GIS computer software. These systems include potable water systems, gravity sewer systems, sewer force mains, reclaimed water systems, storm water systems and various other municipal infrastructure. FTC also provides low resolution engineering services for project design, construction, and inspection for these same systems which are based on these GIS applications. FTC is an ESRI Silver Business Partner with an ArcGIS Online Speciality and has completed large GIS based utility projects with Cooper City, Boynton Beach Utilities, South Martin Regional Utilities, the Solid Waste Authority of Palm Beach County, and the Coral Springs Improvement District in South Florida.

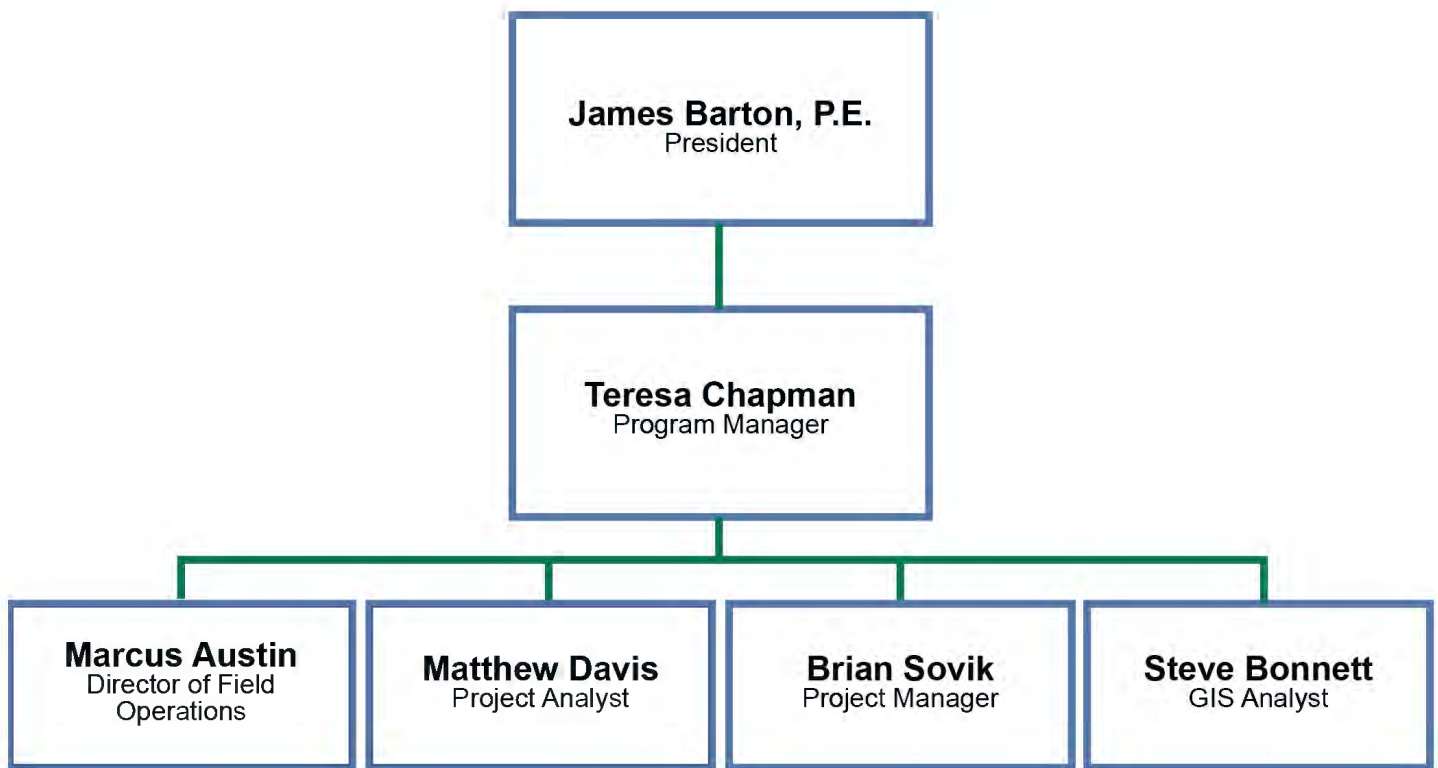
FTC has been in business since January 2014 and is set up as a Limited Liability Company (LLC) under the state of Florida. The firm maintains a current status on the Engineering Business Registry under the Florida Department of Business & Professional Regulation (DBPR) and has obtained pre-qualification as a Professional Consultant under Florida's CCNA (Consultants Competitive Negotiation Act) for many municipalities and government agencies in Florida. These include Boynton Beach, Cooper City, Deerfield Beach, Ft. Lauderdale, Marathon, Miami Gardens, and North Miami Beach. FTC has also obtained SBE/CBE certifications for Palm Beach County, the City of West Palm Beach, Broward County and SFWMD. FTC's main office is located at 533 East. Ocean Ave. Suite #2, Boynton Beach, FL 33435.

FTC always strives to become part of the client's "team" which maximizes the use of the client's existing resources and provides a seamless integration of the GIS projects. FTC brings to the table a highly skilled team which includes a Florida licensed Professional Engineer and trained GIS Specialists along with support staff to fulfill and support the requirements of all of its clients. FTC trusts that you will find that it has the capabilities and expertise to provide you with the GIS based Civil Engineering consulting services that you require.

The following organization chart along with resumes show the proposed principal FTC staff with their individual qualifications, who will perform work as required if the firm is awarded a contract.



Florida Technical Consultants





Florida Technical Consultants



James Barton, P.E.
President

Professional Summary

James is the primary project contact for FTC and provides all project management functions, program development, GIS utility data build and on-site training. His background experience covers all program components with 20 years experience in engineering design and project management of water, sanitation and stormwater programs. These include water resources, infrastructure, rehabilitation, GIS implementation, environmental engineering, utilities and road construction. James has routinely integrated GIS technology with engineering, developing software tools to assist in system modeling, design, and construction administration. Since becoming an ESRI authorized GIS Trainer in 2003, he has provided training to over 75 students in various organizations and disciplines. His specialty is training for people specializing in utilities, public works and engineering as well as providing training for people with fire, police and city and county administrations.

Education

B.Sc. Civil Engineering, Queen's University, Kingston, Ontario, Canada - 1990

Professional Experience

- **President/Principal Engineer** - Florida Technical Consultants, Boynton Beach, FL
2014 to present (8 years)
- **Senior Engineer** - Chen Moore & Associates, Ft. Lauderdale, FL
2001 to 2014 (13 years)
- **Water Engineer** - CARE Canada/Unicef/US AID, Mozambique and Angola, Africa
1991 to 2001 (9 years)

Registration - Professional Engineer, State of Florida, 2003 (#59257)

Affiliations

- American Society of Civil Engineers (ASCE)
- American Water Works Association (AWWA)
- Florida Engineering Society (FES)
- Urban and Regional Information Systems Association (URISA)

Certifications

- ESRI Authorized GIS Trainer
- LEED Accredited Professional



Florida Technical Consultants



Teresa Chapman
Program Manager

Professional Summary

Teresa has over 8 years of engineering and GIS implementation experience. In her capacity as Program Manager with FTC, she has utilized GIS in real-world engineering situations to improve informational management and decision support for both clients and their engineers. Teresa supports the data collection, tracking and analysis functions of her team for multiple municipalities and has performed utility design, permitting, bidding assistance and construction administration services throughout her career. She also has experience in water resources, sanitary sewer systems, infrastructure rehabilitation, and road construction and continues to expand her knowledge base.

Education

B.Sc. Ocean Engineering, Florida Atlantic University, Boca Raton, FL - 2010

Professional Experience

- **Program Manager** - Florida Technical Consultants, Boynton Beach, FL
2019 to present (3 years)
- **Associate Engineer** - Chen Moore & Associates, West Palm Beach, FL
2013 to 2018 (5 years)

Affiliations

- American Society of Civil Engineers (ASCE)
- American Water Works Association (AWWA)
- Florida Engineering Society (FES)
- International Propeller Club of the United States
- Palm Beach Countywide GIS Forum

Certifications

- InfoWater Training Certificate
- Stormwater Management Inspector
- MOT



Matthew Davis
Project Analyst

Professional Summary

Matt has a proven track record in developing and implementing GIS policies, open data software, advanced analysis systems, and architecture deployment of digital content. He's highly adept at delivering innovative initiatives, conducting site visits, providing predictive analysis, and executing improvement strategies focused on quality and consistency. Matt is skilled in monitoring budgets and drafting funding, resourcing, and status reports and he's considered an expert in leading, training, and empowering technical teams. Matt has been instrumental in building productive relationships with clients, technologists, businesses, and stakeholders. He brings to the table a strong background in Fast, Agile, Urban design processes, and technology implementation.

Education

Master of Engineering in Engineering Management, University of Colorado, CO - 2024
B.Arts, McMaster University, Hamilton, Ontario - 2018
Certificate in Visualizing Data, New York University Stern School of Business, NY - 2020
Post Graduate Certificate in GIS, Fanshawe College, London, Ontario - 2011
Diploma in GIS and Urban Planning Technology, Fanshawe College, London, Ontario - 2007

Professional Experience

- **Project GIS Analyst** - Florida Technical Consultants, Boynton Beach, FL
2022 to present (1 year)
- **Strategic Innovation Officer** - City of Hallandale Beach, FL
2019 to 2022 (3 years)
- **GIS Coordinator** - City of Lake Worth, Lake Worth, FL
2018 to 2019 (2 years)
- **Senior GIS Technologist Haldimand County** - Haldimand County, Cayuga, Ontario
2010 to 2018 (8 years)

Affiliations

- Urban and Regional Information Systems Association (URISA)
- United States Geospatial Intelligence Foundation (USGIF)
- GIS Certification Institute (GISCI) - GISP designation expected December 2022
- Atlantic Association of Geomatics and Planning (AAGP)
- American Institute of Certified Planners (AICP)



Florida Technical Consultants



Marcus Austin, GC
Director of Field Operations

Professional Summary

Marcus is an expert in utility infrastructure having managed construction programs for several municipalities worth over \$100 million during the last 25 years. He uses GIS to manage construction and assess the condition of infrastructure. Marcus's primary focus is working with field teams to grow the use of GIS in the organization. He is a result-oriented leader with extensive experience in collaborative planning, development and delivery of strategic projects and services through teams and organizations. Marcus has a proven ability to manage large, complex teams and projects delivering timely, cost-effective and high-quality results. He can initiate change and cross-functional process improvements and recommendations to facilitate efficient work-flow.

Education

A. Sc. Civil Engineering, Hudson Valley Community College, Troy, NY - 1987

Professional Experience

- **Director of Field Operations** - Florida Technical Consultants, Boynton Beach, FL
2017 to present (5 years)
- **Director of Construction** - Chen Moore & Associates, Ft. Lauderdale, FL
2002 to 2017 (15 years)
- **Project Manager** - Craven Thompson & Associates, Ft. Lauderdale, FL
1992 to 2001 (9 years)
- **Project Manager / Designer** - The Anderson Group, Albany, NY
1989 to 1992 (3 years)

Registration - General Contractor's License #1506546, State of Florida, 2003



Brian Sovik, GISP
Project Manager

Professional Summary

Brian has been working with Asset Management and GIS technologies since 1993 and is currently FTC's Client Services Manager for Western Florida. He is a seasoned Project Manager with real-world experience working with dozens of clients throughout the United States and the Caribbean. Brian has demonstrated strong management skills and with successful past experience managing contracts. This has included managing overall task and subconsultant budgets; reporting on budget and schedule; ensuring timely and accurate invoicing; ensuring high quality timely work products; providing timely notice and documentation of changes; coordinating subconsultants; communicating on project activities; and being the primary point of contact and communication for projects.

Education

B.A. Geography, Bowling Green State University, Bowling Green, OH - 1996

MPA International Affairs, Bowling Green State University, Bowling Green, OH - 1996

M.A. Geography, Arizona State University, Tempe, AZ - 2013

Professional Experience

- **Project Manager** - Florida Technical Consultants, Boynton Beach, FL
2022 to present (1 year)
- **Vice President** - Data Transfer Solutions, LLC, Orlando, FL
2011 to - 2022 (11 years)
- **GIS Manager** - AMEC, Phoenix, AZ
2005 to 2011 (6 years)
- **GIS Regional Manager** - Geographic Technologies Group, Boynton Beach, FL
2002 to 2005 (3 years)



Florida Technical Consultants



Steve Bonnett
GIS Analyst

Professional Summary

Steve served as GIS Manager at Broward County Water/Wastewater Services for over 17 years. He was educated as an engineer but transitioned to GIS approximately 24 years ago. He oversaw the day-to-day GIS operations for the Utility. He guided the GIS from old ArcInfo coverages to a current high availability enterprise GIS. He managed an Oracle SDE geodatabase with a geometric network. He managed a staff of four individuals who were highly educated and experienced. His skills include Enterprise GIS, SDE geodatabases, geometric networks, AutoCAD, and various ESRI software extensions. Prior to coming to the County, he was the GIS manager for a town in Oregon for three years.

Education

Florida Atlantic University –GIS

Oregon State University – Engineering

Linn-Benton Community College – Civil Engineering Technology - Drafting

Professional Experience

- **GIS Analyst** - Florida Technical Consultants, Boynton Beach, FL
2019 to present (4 years)
- **GIS Manager**- Broward County Water/Wastewater Services, Pompano Beach, FL
2012 to - 2019 (7 years)

Certifications

- GISP - 2013

Section B - Firm's Related Experience

A sampling of some of the major projects completed by FTC which demonstrate its experience and expertise is as follows:

Cooper City Utility Department

Address: 11791 SW 49th St., Cooper City, Florida 33330
 Phone: 954-434-5519
 Fax: 954-680-3159
 Contact Person: Raj Verma, Utilities Director
 Project Dates: Oct. 2014 to present
 Contract Award Value: \$200,000.00

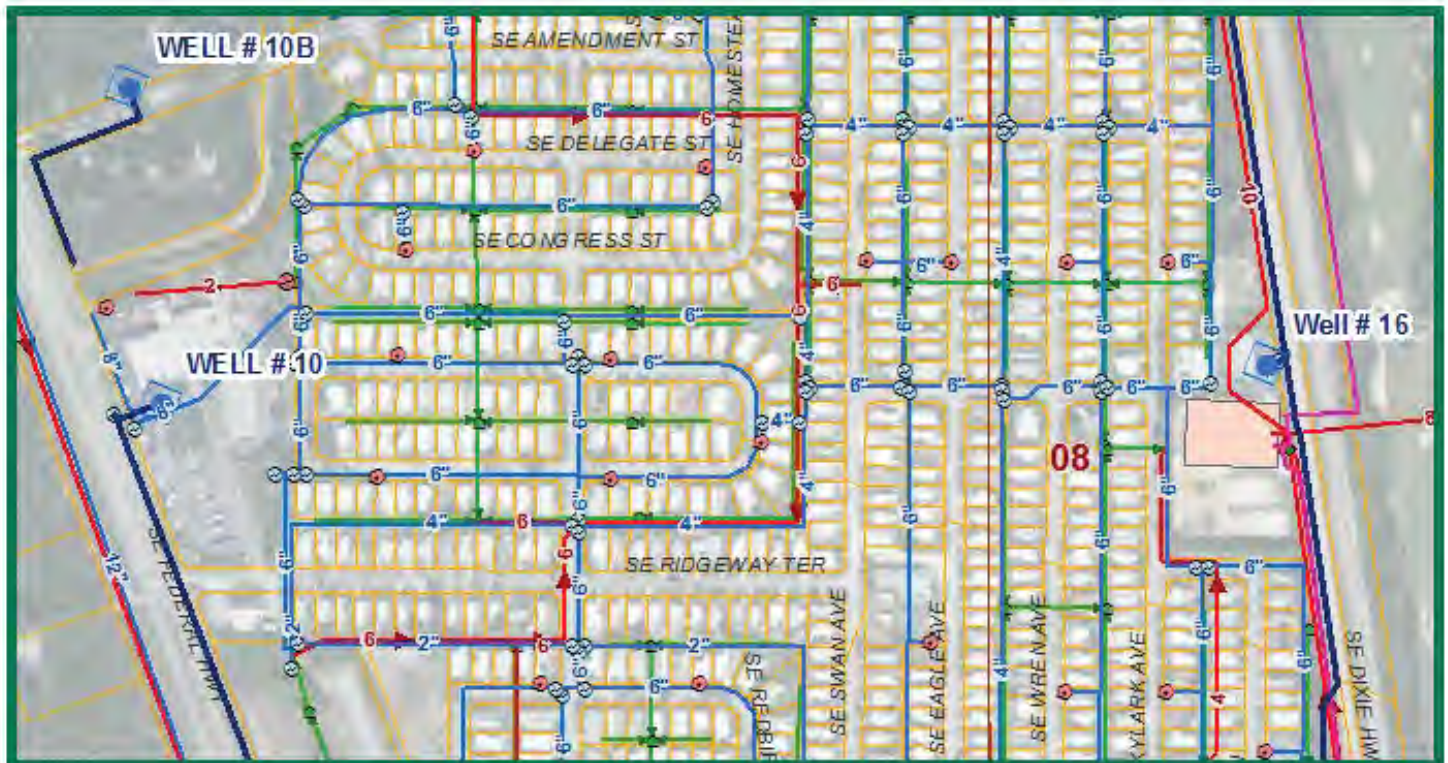
Project Summary: This is a large and ongoing project in which FTC converted Cooper City's entire CAD Atlas to GIS. The systems included are water, sewer and drainage. In addition, FTC has set up geometric networks which were run for valve isolation and capacity analysis. Other activities included coordinating hydrant labels for the Fire Department and tracking the progress of the contractor who was responsible for the ongoing valve turning contract. Online ArcGIS applications were also developed, and Cooper City's Utilities' staff was trained to update and verify features as well as track emergency utility repairs.



South Martin Regional Utility (SMRU)

Address: 9000 SE Athena St, Hobe Sound, FL 33455
 Phone: 772-545-0171
 Fax: 772-546-6378
 Contact Person: Stuart Trent, Public Works Director
 Project Dates: May 2015 to present
 Contract Award Value: \$115,000.00

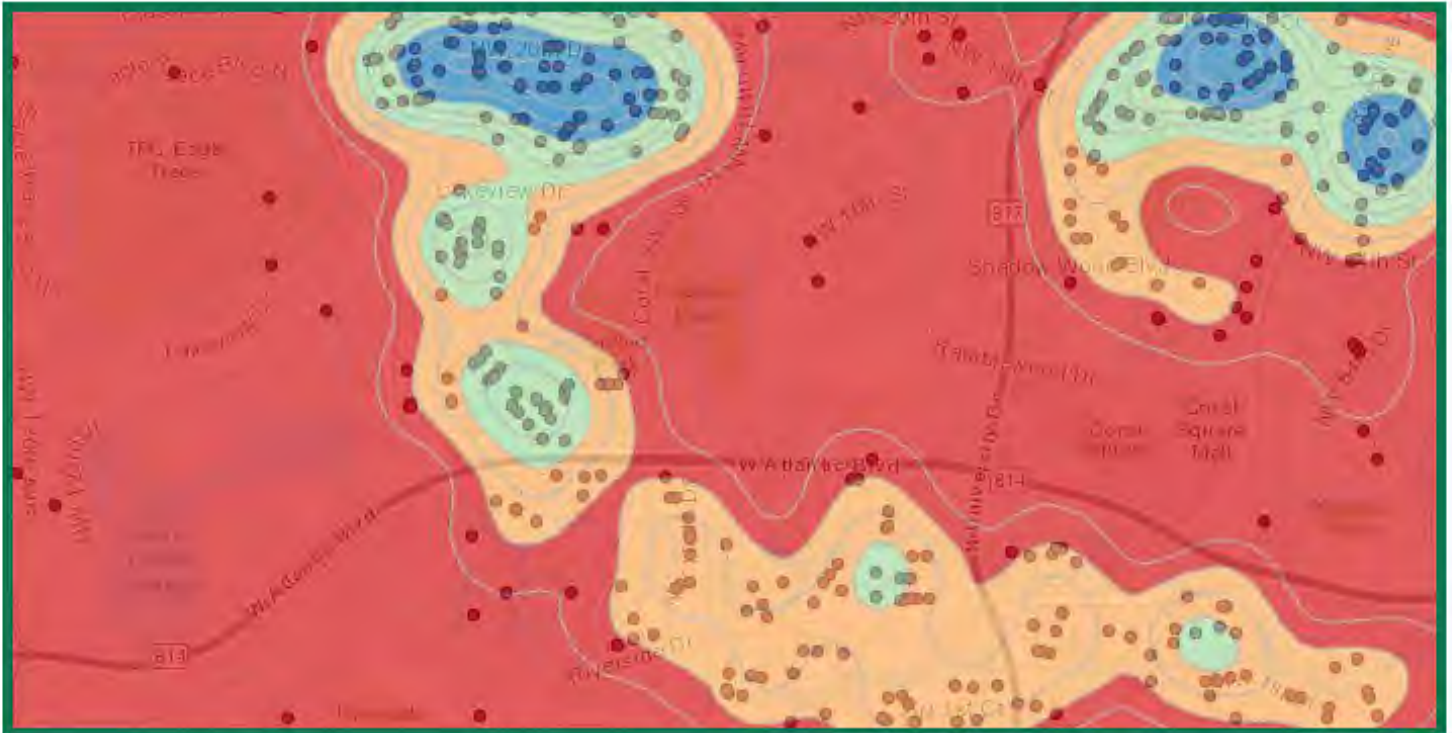
Project Summary: For this project FTC converted the client's entire utility Atlas to GIS which included both water and sewer systems. The process was complicated by the fact that some of the existing CAD parcel data was incorrect which in cases necessitated field verification. To facilitate this field verification FTC developed mobile apps in ArcGIS in order to validate the data in the field.



Coral Springs Improvement District (CSID)

Address: 10300 NW 11th Manor, Coral Springs, FL 33071
Phone: 954-796-6608
Fax: 954-757-4850
Contact Person: Curt Diggins, CSID Supervisor
Project Dates: Oct. 2015 to present
Contract Award Value: \$40,000.00

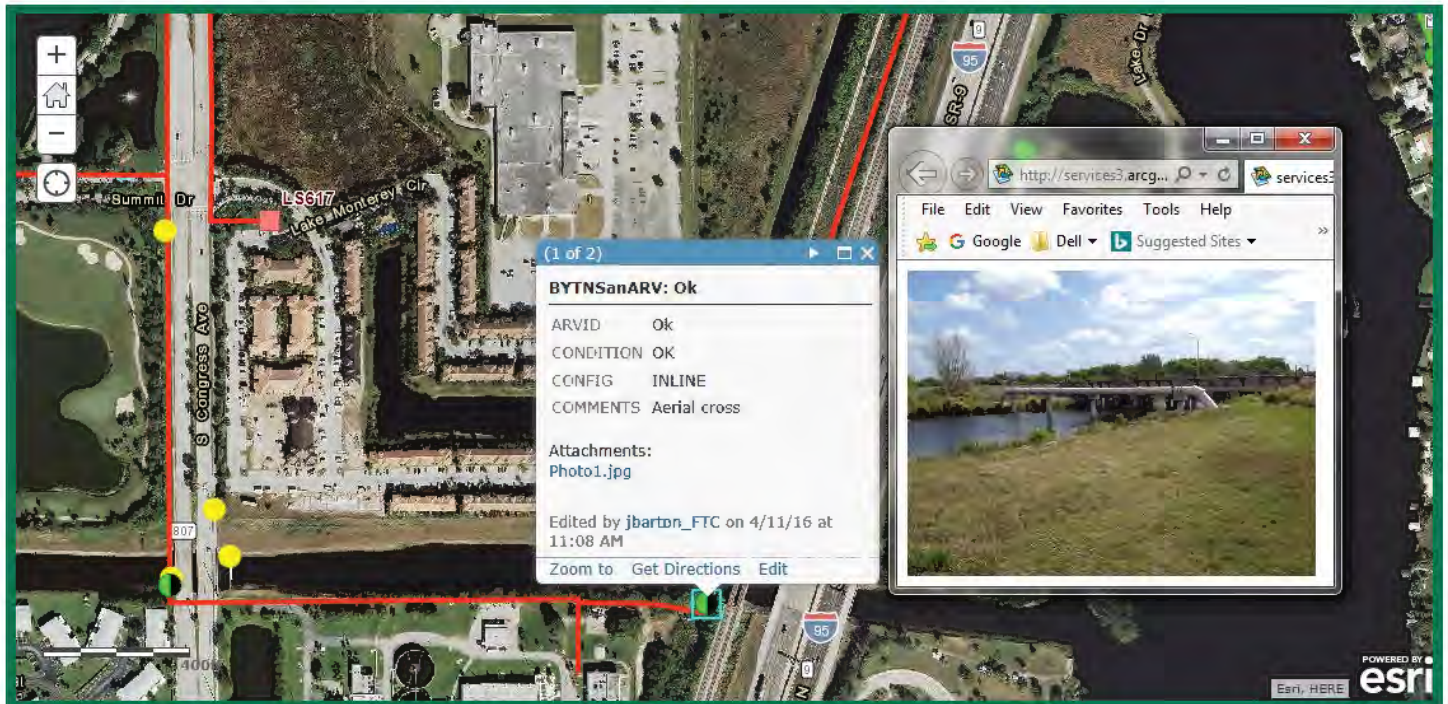
Project Summary: FTC provided the client with data setup services and training so that the client's staff was able to collect and input their data directly into their GIS program. In addition, FTC's services included mapping of water main breaks with a density analysis being carried out to prioritize replacement. Also, staff was trained in the use of ArcGIS for both field and desktop applications.



City of Boynton Beach Utilities Department

Address: 124 E. Woolbright Rd., Boynton Beach, FL 33435
 Phone: 561-742-6403
 Fax: 561-742-6090
 Contact Person: Waneya Bryant, Manager of Asset Management Systems
 Project Dates: Dec. 2016 to present
 Contract Award Value: \$150,000.00

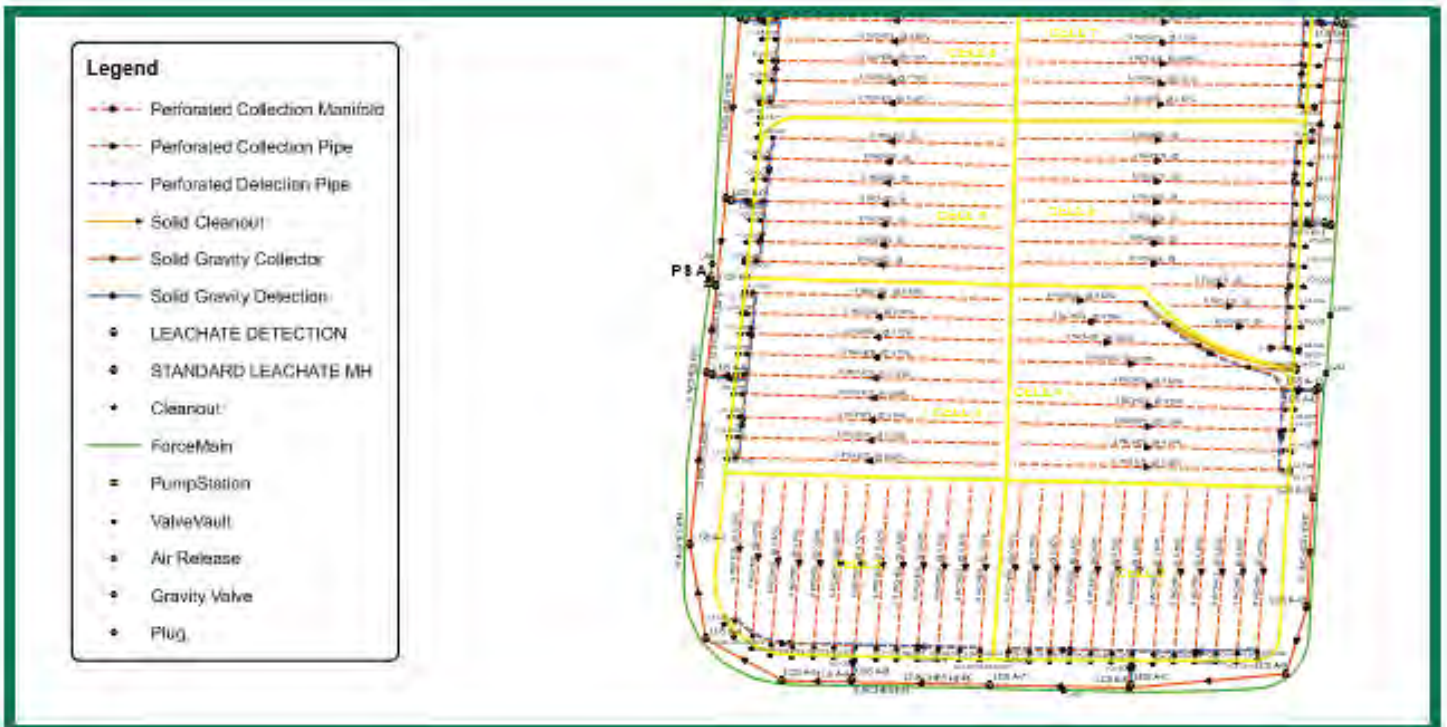
Project Summary: FTC created a GIS data set to support modeling of the potable water, sanitary sewer, reclaimed water and stormwater systems. Several sources of existing data were merged and topologically cleaned for snapping and node creation. Elevations were extracted and used to populate nodes. In addition, ArcGIS applications were developed and the client’s staff were trained to inventory and field verify the various systems’ features.



Solid Waste Authority of Palm Beach County (SWA)

Address: 7501 N. Jog Road West, Palm Beach, FL 33412
 Phone: 561-640-4000
 Fax: 561-640-3400
 Contact Person: Josephine Rudd, GIS Director
 Project Dates: Sept. 2020 to present
 Contract Award Value: \$50,000.00

Project Summary: For this project FTC converted the client's entire utilities CAD Atlas to GIS while working as a subcontractor for another company. The utility systems which were converted to GIS included the water, sewer, drainage, leachate, electrical, and gas well monitoring systems. Several methods were also used to map well monitoring values in order to visualize trends. FTC is now training SWA staff in converting CAD drawings to GIS and in maintaining the overall GIS systems.



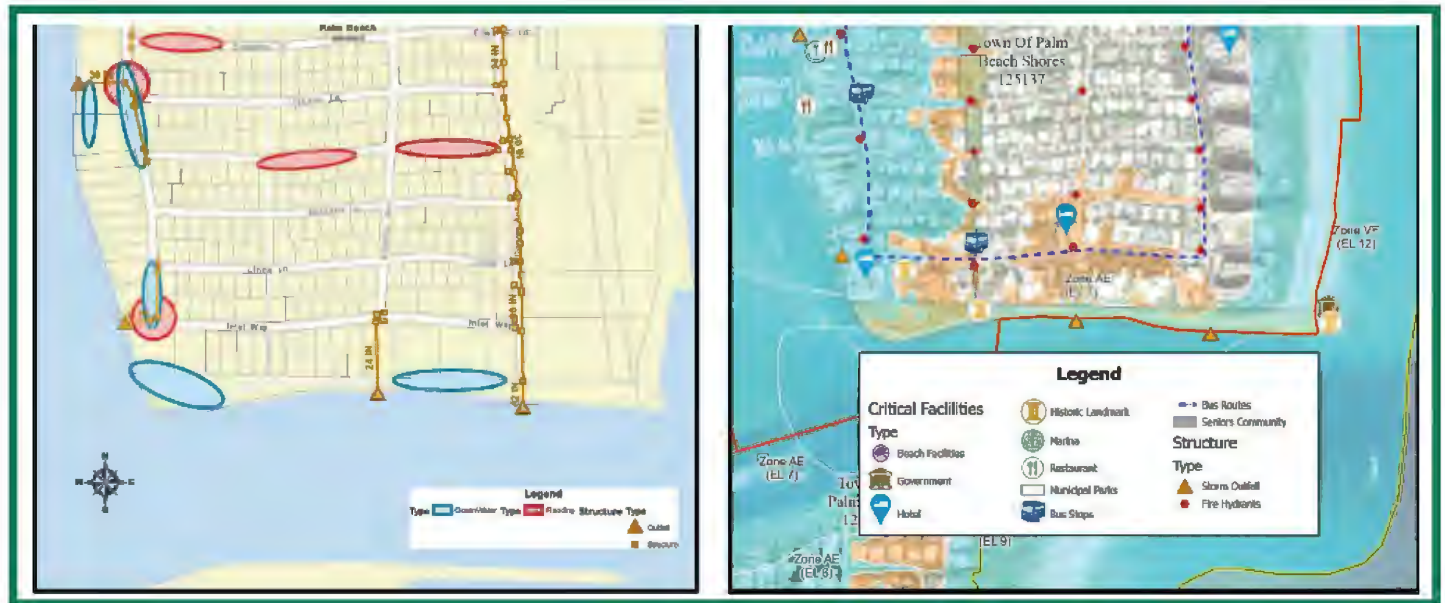


Florida Technical Consultants

Town of Palm Beach Shores

Address: 247 Edwards Lane, Palm Beach Shores, FL 33404
 Phone: 561-844-3457
 Fax: 561-863-1350
 Contact Person: Alan Welch, Public Works Director
 Project Dates: Sept. 2014 to present
 Contract Award Value: \$50,000.00

Project Summary: FTC was the Town Engineer supporting many initiatives focused on stormwater improvements. The first was an engineering project installing 42 inch stormwater pipes along East Ocean Ave., removing a system bottleneck and eliminating a serious flooding issue. FTC then inventoried and created GIS data for all Town infrastructure. This data was used to create Storm Water Master Plan components and support a Vulnerability Assessment for future grants.



Section C - Firm's Approach and Methodology

The primary focus of FTC is in providing comprehensive Civil Engineering consulting services utilizing GIS in the following areas:

- **Utility Operations, Maintenance and Asset Management**
- **Master Planning, Modeling and Engineering Studies**
- **Capital Improvement Project Development**
- **Engineering Data Development and Updating**
- **Engineering Design and Permitting**
- **Construction Inspection Services**

The following graphic and accompanying descriptions show the services FTC offers, the methodology behind these services, and how GIS data is central to the management workflow of municipal utilities and engineering departments.



Utility Operations, Maintenance and Asset Management

FTC can effectively implement GIS tools and develop GIS applications to provide essential support to all types of utility projects' field operations. Since the field staff are so critical to operations, FTC focuses on developing the capacity and capabilities of these teams. Some of the specific areas where FTC can develop and implement GIS applications are as follows:

- Water System operations tracking including valve turning, hydrant replacement, meter replacement, water testing, and outage management.
- Sanitary System lift station condition assessments, gravity main lining projects and blockages/overflow monitoring.
- Stormwater flood areas mapping, 3-D surface modeling and NPDES tracking.
- Public Works management including asphalt condition analysis, sidewalk planning and maintenance, and ADA management.
- Utility map inventory
- As Built access from mobile devices.
- Treatment Plant facilities mapping.
- Public parks and community rating system applications.

Master Planning, Modeling and Engineering Studies

GIS data is now the standard platform for managing engineering data for master planning, modeling and other types of engineering studies. FTC is very experienced at GIS based planning and modeling software for water, sewer and stormwater applications with additional types of system analysis being available using the GIS software's built-in tools. FTC can assemble these different GIS tools into a common platform which provides a robust program management capability. FTC can create Dashboards which provide real time tracking of programs and project status. These allow Utility managers and field staff to review system analytics and intuitively gather information about the system being monitored. This information can then be used for planning purposes as well as permitting and regulatory reporting requirements.

Capital Improvement Project Development

The end result of the data analysis carried out for Master Planning and Engineering Studies are recommendations for system improvements by way of Capital Improvement Projects (CIPs). FTC can provide a very data driven platform utilizing GIS which can be applied to identify utility problem areas, map their locations, perform site research with field staff and develop recommendations for Capital Improvement Projects. Once developed, FTC can then utilize GIS for tracking of these Capital Improvement Projects as well as provide overall budget management through GIS dashboards. The benefits of a GIS based CIP platform over a paper based report is that the GIS platform can be updated on an ongoing basis as projects progress and as new challenges arise.

Engineering Data Development and Updating

All GIS applications start with data. Whatever condition or format the data currently resides in, FTC can migrate this data into a standard GIS platform as a basis for data capture, creation and maintenance. What does this mean in real terms? Here's an example. One of FTC's current clients was utilizing the setup as shown to store and categorize the as-built drawings of all their utility systems.



Needless to say, obtaining useful utility data from this type of setup was time consuming at best. FTC converted this data into a computer based GIS as-built tracker for this client. Now the data is centrally located and can be updated as needed. The client's Engineering and Utility Departments now have instant access to this information.

The FTC process for data development starts with evaluating and loading the data into the GIS system. Data sources including existing digital data, as-built drawings, wall maps and staff knowledge of the system. Corrections are then made based on high resolution aerials. Where there are still questions, field teams are mobilized to collect data directly from the field. FTC can create inspection tools and apps which field staff can then utilize on mobile devices to directly update and confirm the data in question. Having reliable data for utility systems saves money in design, construction and maintenance. It also streamlines the utility response times to outages and repair issues.

Engineering Design and Permitting

FTC's staff have been using a GIS based design approach for over 20 years and can apply the GIS platform to all components of the design cycle including:

- Site Investigation
- Report Preparation
- Project Planning
- Design



- Preparation of plans, specifications, and contract documents
- Permit Preparation
- Preparations of schedules, bid awards and evaluations

Having good utility data is crucial for Engineering Design. It allows consultants to collaborate with management and make better decisions. The status of engineering projects can also be included in the CIP tracking program. Information from preliminary designs, surveys, and test holes can be brought into GIS to improve the base data. FTC uses an integrated approach for all projects which avoids duplication of effort and ensures that data changes are not lost in the plans and that the data is set up for GIS migration at the end of construction.

Construction Inspection Services

FTC offers Construction Inspection services which utilize the GIS platform to ensure the timely completion of the project and minimize resident issues. FTC knows that for any project to be successful the goals of the project need to be met, the construction process needs to be smooth and of the highest quality, resident issues are addressed and the contractor makes a profit.

FTC's Construction Inspection services include understanding the project by reviewing plans and permits, inspecting affected utilities, performing site reviews and carrying out pre-construction meetings with residents. During construction FTC will monitor field operations and track progress as well as providing periodic updates to key stakeholders and residents. At the project's completion FTC will close out the project quickly and effectively and will facilitate the updating of the construction data into the GIS system. FTC has completed very large, complicated projects with great success using GIS to facilitate the construction process.



Section D - Effects of the Firm's Current and Projected Workload

FTC currently employs 8 full time Engineers and GIS Specialists to carry out the firm's workload of the GIS based consulting projects. The following is a listing of some of the major projects which FTC is currently working on as the Prime contractor.

Client: City of Riviera Beach

Project Value: \$148,620

Status: 14% complete

Client: Coral Springs Improvement District

Project Value: \$145,440

Status: 74% complete

Client: City of Marathon

Project Value: \$80,000

Status: 53% complete

Client: Village of Palm Springs

Project Value: \$60,000

Status: 5% complete

Client: City of Pembroke Pines

Project Value: \$100,000

Status: 71% complete

Client: City of Hollywood

Project Value: \$153,600

Status: 14% complete

FTC also has a large number of small clients due to the nature of the GIS consulting services which FTC provides. Most of the projects which FTC works on are ongoing projects which update yearly as municipal budgets are generated. FTC's workload is certainly substantial however any projects initiated for the City of Bunnell would be given the highest priority in particular during the start up phase. In the event FTC's workload surpassed current levels, new staff would be brought on board to handle this additional work. FTC does not usually employ subcontractors nor is this anticipated to change.



Section E - Local Firms

FTC does not meet the requirements for being a Local Firm as its main office is in Palm Beach County. Nor does FTC currently or anticipate utilizing any subcontractors based in Flagler County.



Section F - Completeness of Response

FTC trusts that you will find this Statement of Qualifications to be a complete and comprehensive response.



Section G - References for Firm and All Subconsultants

Michael Bailey, P.E.
Utilities Director
City of Pembroke Pines
8300 South Palm Drive,
Pembroke Pines, FL 33025
Tel: 954-518-9060, Fax: 954-518-8900
Email: mbailey@ppines.com
Project Dates: Oct. 2014 - present
Contract Award Value: \$200,000.00

Project Summary: This is a large and ongoing project in which FTC converted the client's entire CAD Atlas to GIS. The systems included are water, sewer and drainage. In addition, FTC has set up geometric networks which were run for valve isolation and capacity analysis.

Ronald L. Bolton
Executive Director
Gasparilla Island Water Association
P.O. Box 310,
Boca Grande, FL 33921-0310
Tel: 954-593-3823
Email: ron@mygiwa.com
Project Dates: Sept. 2014 to present
Contract Award Value: \$360,000

Project Summary: FTC converted the City CAD Atlas to GIS. ArcGIS Applications were developed, and the staff was trained to inventory and field verify features. Systems included water and sewer.

Curt Dwiggin
Field Services Supervisor
Coral Springs Improvement District (CSID)
10300 NW 11th Manor,
Coral Springs, FL 33071
Tel: 954-796-6608 - Fax: 954-757-4850
Email: curtd@fladistricts.com
Project Dates: Oct. 2015 to present
Contract Award Value: \$40,000.00

Project Summary: FTC provided the client with data setup services and training so that the client's staff was able to collect and input their data directly into their GIS program. In addition, FTC's services included mapping of water main breaks with a density analysis being carried out to prioritize replacement. Also staff was trained in the use of ArcGIS for both field and desktop applications.

Appendix A - Required Forms Packet Project Experience

APPENDIX A REQUIRED FORMS PACKET

RFQ #2023-02 for PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES

THE FOLLOWING FORMS ARE REQUIRED AND ARE TO BE FILLED OUT COMPLETELY AND SUBMITTED WITHIN THE QUALIFICATIONS SUBMITTALS AS PER THE RFQ INSTRUCTIONS. FORMS SHALL BE SIGNED BY AUTHORIZED PERSONNEL, COMPLETED IN THEIR ENTIRETY, AND INSERTED WITHIN YOUR SUBMITTAL AS PER THE INSTRUCTIONS. ALL ADDITIONAL REQUESTED DOCUMENTATION SHALL BE SUBMITTED AS REQUIRED BY THE SOLICITATION DOCUMENTS.

21. Checklist
22. Application Form
23. Acknowledgements Form
25. Certification Form
26. Declaration Form
27. Qualifications Form
29. Reference Form
30. Scrutinized Companies Form
31. Subcontractor Listing Form
32. Insurance Requirements Form
34. Americans with Disabilities Act Affidavit Form
35. Conflict of Interest Form
36. Drug-Free Workplace Certification Form
37. Non-Collusion Form
38. Public Entity Crimes Form
40. Public Records Compliance Form
41. Copy of W-9

PROPOSER CHECK LIST


IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Response.

Proposer should check off each of the following items as the necessary action is completed:

- All applicable forms have been signed and included
- All information as requested in the Proposer's Qualification Form is included.
- Any addenda have been signed and included.
- The mailing envelope **must be sealed and marked** with RFQ Number "**RFQ #2023-02**" and RFQ Title "**PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**".
- The mailing envelope has been addressed to:
 - City of Bunnell
 - City Clerk Office
 - P.O. Box 756
 - Bunnell, FL 32110
- The Response will be mailed or delivered in time to be received no later than the specified due date **May 16, 2023** and time **02:00 PM**. (Otherwise, the Response WILL NOT be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

Florida Technical Consultants, LLC
Company


Authorized Signature

James Barton, P.E., President
Printed Name & Title


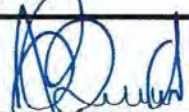
jbarton@fitechinc.com
Email

533 E. Ocean Avenue, Suite # 2
Address

Boynton Beach, FL 33435
City, State, Zip Code

954-914-8488
Telephone No.

561-224-0951
Fax No.

 <p style="text-align: center;">APPLICATION FORM</p> <p style="text-align: center;">PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES</p>	<p>RFQ-2023-02 ISSUED BY: MARY ANNE ATWOOD PROJECT MANAGER PHONE NO: (386) 986-6702 EMAIL: MATWOOD@BUNNELLCITY.US</p>	
<p>SUBMIT QUALIFICATIONS PACKAGE PRIOR TO: CLOSING DATE: May 16, 2023 CLOSING TIME: 02:00 P.M.</p>	<p style="text-align: center;">SUBMIT TO: BUNNELL CITY CLERK'S OFFICE 604 E MOODY BLVD., SUITE 6 PO BOX 756 BUNNELL, FL 32110</p>	
<p>PROJECT TITLE & DESCRIPTION: PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES</p> <p>Provide professional engineering services for assigned tasks that are related to but not limited to the City's water resources, wastewater and water utilities' treatment, storage, water distribution, sanitary collection/pumping/transmission, stormwater systems, reclaimed water systems and public roadways planning/design/permitting requirements for engineering design services.</p>		
<p>THE RESPONDENT HEREBY AGREES TO FURNISH THE SERVICES PURSUANT TO ALL REQUIREMENTS, SPECIFICATIONS, AND SCOPE OF SERVICES CONTAINED IN THIS SOLICITATION DOCUMENT, AND FURTHER AGREES THAT THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT WITH HIS OR HER RESPONSE. BY MY SIGNATURE I CERTIFY THAT THIS RESPONSE IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY CORPORATION, FIRM, BUSINESS ENTITY, OR PERSON SUBMITTING A RESPONSE FOR THE SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD.</p>		
<p>THIS APPLICATION FORM MUST BE SIGNED TO BE CONSIDERED FOR</p>		
<p>COMPANY NAME: Florida Technical Consultants, LLC</p>	<p>DATE: 05/06/2023</p>	
<p>MAILING ADDRESS: Post Office Box 850, Boynton Beach, FL 33425</p>	<p>PHONE: 954-914-8488 FAX: 561-224-0951</p>	
<p>CITY: Boynton Beach</p>	<p>STATE: FL</p>	<p>ZIP: 33435</p>
<p>TITLE OF AUTHORIZED REPRESENTATIVE: James Barton, P.E., LEED AP, President</p>		
<p>E-MAIL: jbarton@fltechinc.com</p>	<p>WEB URL: www.fltechinc.com</p>	
<p>AUTHORIZED SIGNATURE: </p>	<p>PRINTED NAME: James Barton, P.E., LEED AP</p>	

ACKNOWLEDGEMENTS
RFQ #2023-02
“PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6 P.O. Box 756
Bunnell, FL 32110

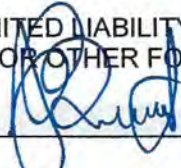
Florida Technical Consultants, LLC

(Proposer) guarantees its Response to RFQ #2023-02 for a period not to exceed one hundred twenty (120) days from the date its Response was submitted to the City of Bunnell unless an extension is granted by the Proposer.

The Contractor, by signing these **RFQ** Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this **RFQ** Document.

Dated this 6th day of May, 2023

INDIVIDUAL, LIMITED LIABILITY COMPANY,
 PARTNERSHIP, OR OTHER FORM OF ENTITY WHICH IS NOT A CORPORATION

By:  James Barton, P.E., LEED AP, President
 (Signature) (Print name)

Address: 533 E. Ocean Ave., Suite 2, Boynton Beach, FL 33435

Telephone: 954-914-8488 Fax: 561-224-0951

Taxpayer/Employer Identification Number (TIN/EIN): 47-1886339

CORPORATION

By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): _____



State of Incorporation:

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print

CORPORATE SEAL

Attest By (Secretary): _____

Signature

Date

PROPOSER'S CERTIFICATION FORM

- I have carefully examined the request for qualifications, instructions to proposers, general and/or special conditions, vendor's notes, specifications, and any other documents accompanying or made a part of this request for qualifications.
- I agree to abide by all conditions of the RFQ and understand that a background investigation may be conducted by the City of Bunnell prior to an award.
- I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualifications statement on behalf of the vendor / contractor as its act and deed and that the vendor / contractor is ready, willing and able to perform if awarded the contract.
- I further certify, under oath, that this qualifications statement is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualifications statement for the same product or service; no officer, employee or agent of the City of Bunnell government or of any other proposer interested in said RFQ; and that the undersigned executed this proposer's certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Name of business Florida Technical Consultants, LLC

By: 
 Signature

James Barton, P.E., LEED AP, President

Name & title, typed or printed state

State of Florida

County of Palm Beach

Post Office Box 850

Mailing address

Boynton Beach, FL 33435

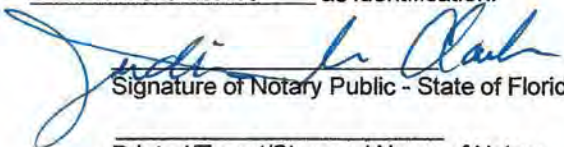
City, State, Zip Code

(954) 914-8488

Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 6th day of May, 2023, by James Barton, P.E. of _____, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced FL Driver's License as identification.

* Florida Technical Consultants, LLC


 Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
 My Commission expires:



DECLARATION STATEMENT

City of Bunnell
 P.O. Box 756
 604 E. Moody Blvd. Unit 6
 Bunnell, FL 32110

RE: RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”

Dear Mayor and Council Members:

The undersigned as Proposer, or on behalf of Proposer, declares that this Response is submitted without any other understanding, agreement or connection with any person, corporation, or firm submitting a Response for the same purpose and that the Response is in all respects fair and without collusion or fraud.

The undersigned as Proposer, or on behalf of Proposer, further declares that this Response is in compliance in every respect with all the Instructions to Proposers issued prior to the opening of the Responses.

The undersigned as Proposer, or on behalf of Proposer, if selected, agrees to commence negotiations in good faith and execute an appropriate City document for the purpose of establishing a formal contractual relationship with the City for the performance of all requirements to which the Response pertains as set forth in **RFQ #2023-02 , “PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES”**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 6th day of May, 2023 in the City of Bunnell, in the State of Florida .

Florida Technical Consultants, LLC
 Company

Authorized Signature

James Barton, P.E., President
 Printed Name & Title

jbarton@fitechinc.com
 Email

533 E. Ocean Avenue, Suite # 2
 Address

Boynton Beach, FL 33435-4922
 City, State, Zip Code

954-914-8488
 Telephone No.

561-224-0951
 Fax No.



PROPOSER'S QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

<u>% Completed</u>	<u>Project</u>	<u>Contract</u>	<u>Amount</u>
14%	Riviera Beach Lead Copper	GIS Engineering Services	\$ 148,620.00
74%	Coral Springs Improvement District	GIS Engineering Services	\$ 145,440.00
53%	City of Marathon	GIS Engineering Services	\$ 80,000.00

LIST CURRENT PROJECTS FOR WHICH YOU ARE THE CANDIDATE FOR AWARD:

Lauderdale Lakes CCNA	GIS Engineering Services
City of Mirama CCNA	GIS Engineering Services

OTHER INFORMATION ABOUT PROJECTS:

Has Proposer, at any time, failed to complete a contract?

Yes No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?

Yes No

Attach detailed explanation as required under Tab IV of Response Format.

CONTRACT VALUES:

List total value of contracts for work completed on similar projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Values must be listed individually by contract or project and then summarized as a total dollar amount.**

\$ 1,000,000.00 Total Value for PAST completed and similar project

\$ 1,000,000.00 Total Value for PAST completed and similar project



Florida Technical Consultants

Attach additional page if necessary.

REFERENCES:

Bank(s) Maintaining Account(s): Wells Fargo Bank, Phone # 800-869-3557

Post Office Box 6995, Portland, OR, 97228-9704

Surety/Underwriter (if required): _____

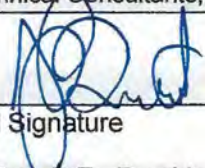
Other References: (Use additional sheets if necessary)

Duns # 064237293

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated: Florida. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida. Years in business: 9 Years
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

Florida Technical Consultants, LLC
Company


Authorized Signature

James Barton, P.E., President
Printed Name & Title

jbarton@fttechinc.com
Email

533 E. Ocean Avenue, Suite # 2
Address

Boynton Beach, FL 33435-4922
City, State, Zip Code

954-914-8488
Telephone No.

561-224-0951
Fax No.



REFERENCE FORM

Provide the business names, contact person, email and telephone number of four (4) references for which the Proposer has provided services similar to the services described in this RFQ for three (3) years or more within the last five (5) year period. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

The Proposer will identify whether the business entity is incorporated in Florida, another state, or is in a foreign country. If a proposer is a corporation, provide a copy of the Certification from the Florida Secretary of State verifying the Proposer's corporate status and good standing. The Proposer shall include a copy of its business license with the submittal.

- 1. Name of Company: City of Pembroke Pines
 Address: 8300 South Palm Drive, Pembroke Pines, FL 33025
 Point of Contact: Michael Bailey, P.E., Utilities Director
 Phone #: 954-518-9060 Email address: mfbailey@ppines.com
 Service(s) Provided: FTC converted the City CAD Atlas to GIS, set up geometric network.
 Dates of Service: Oct. 2014 to present
- 2. Name of Company: Gasparilla Island Water Association
 Address: Post Office Box 310, Boca Raton, FL 33921-0310
 Point of Contact: Ronald L. Bolton, Utility Director
 Phone #: 954-593-3823 Email address: ron@mygiwa.com
 Service(s) Provided: FTC converted the City CAD Atlas to GIS, trained staff.
 Dates of Service: September 2014 to present
- 3. Name of Company: Coral Springs Improvement District (CSID)
 Address: 10300 NW 11th Manor, Coral Springs, FL 33071
 Point of Contact: Curt Dwiggin, Field Service Supervisor
 Phone #: 954-796-6608 Email address: curtd@fladistricts.com
 Service(s) Provided: FTC Set up Client with set-up services and staff training
 Dates of Service: October 2015 to Present
- 4. Name of Company: South Martin Regional Utility (SMRU)
 Address: 9000 SE Athena St, Hobe Sound, FL 33455
 Point of Contact: Stuart Trent
 Phone #: 772-545-0171 Email address: strent@tji.martin.fl.us
 Service(s) Provided: FTC converted the client's entire utility Atlas to GIS
 Dates of Service: May 2015 to present

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
*If bid amount is less than one million dollars (\$1,000,000), this form is not required.

Respondent Vendor's Name: Florida Technical Consultants, LLC

Vendor FEIN: 47-1886339

Authorized Representative's Name: James Barton, P.E., LEED AP

Authorized Representative's Title: President

Address: 533 E. Ocean Ave., Suite 2, Boynton Beach, FL 33435

City: Boynton Beach State: FL Zip: 33435-4922

Phone Number: 954-914-8488

Fax Number: 561-224-0951

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of one million dollars (\$1,000,000) or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both Lists are created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor's Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs.

Certified By: James Barton, P.E., LEED AP, who is authorized to sign on behalf of the above referenced company.

Authorized Signature: 

Print Name & Title: James Barton, P.E., LEED AP, President

Date: 05/06/2023



See attached COI for coverage limits

INSURANCE REQUIREMENTS

INSURANCE TYPE	REQUIRED LIMITS
=====	
<input checked="" type="checkbox"/> 1. Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
<input checked="" type="checkbox"/> 2. Commercial General Liability	<u>Bodily Injury & Property Damage</u> (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements. \$ _____ single limit per occurrence
<input checked="" type="checkbox"/> 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the <u>City of Bunnell</u> , its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.	
This section does not pertain to any incident arising from the sole negligence of the <u>City of Bunnell</u> .	
<input checked="" type="checkbox"/> 4. Automobile Liability	\$ _____ Each occurrence owned / on-owned / Hired Automobile Included
<input type="checkbox"/> 5. Other Insurance as indicated below:	\$ 1,000,000 Per Occurrence Errors and Omissions or Professional Malpractice Coverage
<input type="checkbox"/> 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.	
<input type="checkbox"/> 7. Contractor/Vendor/Consultant shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Consultant shall provide City with certificates of insurance meeting the required insurance provisions.	
<input checked="" type="checkbox"/> 8. The <u>City of Bunnell</u> must be named as " ADDITIONAL INSURED " on the Insurance Certificate for Commercial General Liability where required.	

INSURANCE REQUIREMENTS
(Continued)

- 9. The City of Bunnell shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

City of Bunnell
Bunnell, FL

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.


- 10. **Thirty (30) Days Cancellation Notice** required.
- 11. The Certificate must state the **RFQ #2023-02** and **PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

=====

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of RFQ.

Florida Technical Consultants, LLC
Company


Authorized Signature

James Barton, P.E., President
Printed Name & Title

jbarton@fitechinc.com
Email

Oyer, Macoviak and Associates
Insurance Agency

Signature of Proposer's Agent

533 E. Ocean Ave., Suite 2,
Address

Boynton Beach, FL 33435-4922
City, State, Zip Code

954-914-8488
Telephone No.

561-224-0951
Fax No.

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information herein contained is true and correct and that none of the information supplied was for the purpose of defrauding the City.

The CONTRACTOR shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The CONTRACTOR agrees to comply with the rules, regulations and relevant orders issued pursuant to the Americans with Disabilities Act (ADA), 42 USC s. 12101 et seq. It is understood that in no event shall the City be held liable for the actions or omissions of the CONTRACTOR or any other party or parties to the Contract for failure to comply with the ADA. The CONTRACTOR agrees to hold harmless and indemnify the City, its agents, officers or employees from any and all claims, demands, debts, liabilities or causes of action of every kind or character, whether in law or equity, resulting from the CONTRACTOR's acts or omissions in connection with the ADA.

CONTRACTOR: Florida Technical Consultants, LLC

Signature: _____

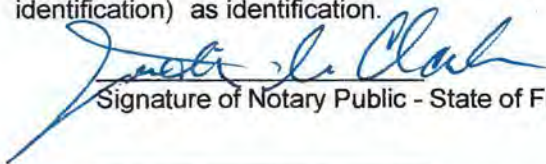
Printed Name: James Barton, P.E., LEED AP

Title: President

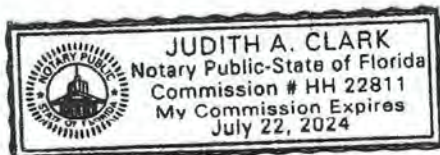
Date: 05/06/2023

STATE OF Florida
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 6th, 2023, by May of 2023, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.


Signature of Notary Public - State of Florida

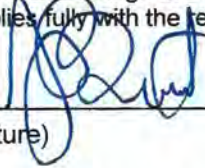
Printed/Typed/Stamped Name of Notary
My commission expires:



DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Florida Technical Consultants, LLC (print or type name of business) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".



 (Authorized Signature)

05/06/2023

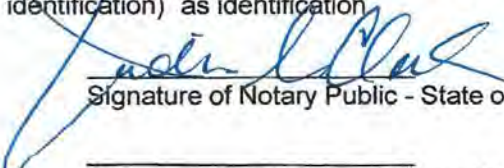
 (Date)

James Barton, P.E., LEED AP, President

 (Print Name)

STATE OF Florida
 COUNTY OF Palm Beach

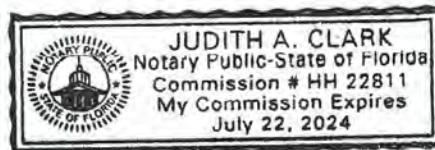
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 6, 2023, by James Barton, P.E. of *, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification



 Signature of Notary Public - State of Florida

* Florida Technical Consultants, LLC

Printed/Typed/Stamped Name of Notary
 My commission expires:



NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

State of Florida

County of Palm Beach

James Barton, P.E., LEED AP, being first duly sworn, deposes and says that:

I am the President of Florida Technical Consultants, LLC, (Proposer) which has submitted a Response to City of Bunnell RFQ #2023-02 Professional Infrastructure Engineering Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2023-02, and of all pertinent circumstances respecting such Response.

Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2023-02, or that of any other proposer, or to fix any overhead, profit or cost element of the Response price or the price of any other proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Bunnell.

The price or prices quoted in the Proposer's Response to RFQ #2023-02, are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this Affiant.

Florida Technical Consultants, LLC
Company

533 E. Ocean Ave., Suite 2,
Address

[Signature]
Authorized Signature

Boynton Beach, FL 33435-4922
City, State, Zip Code

James Barton, P.E., President
Printed Name & Title

954-914-8488
Telephone No.

jbarton@fltechinc.com
Email

561-224-0951
Fax No.

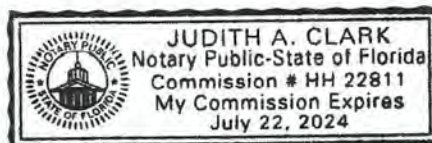
STATE OF Florida
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 6, 2023, by James Barton, P.E. of *, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

[Signature]
Signature of Notary Public - State of Florida

* Florida Technical Consultants, LLC

Printed/Typed/Stamped Name of
Notary My commission expires:



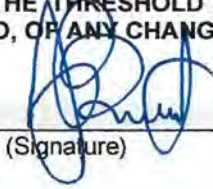
**SWORN STATEMENT PURSUANT TO FLORIDA STATUTES
SECTION 287.133(3) (A) PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by: James Barton, P.E., LEED AP [NAME] as the President [TITLE] of Florida Technical Consultants, LLC [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 47-1886339.
2. I understand that a "public entity crime" as defined in Florida Statutes, Section 287.133 (1)(g), means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Florida Statutes, Section 287.133(1)(b), means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Florida Statutes, Section 287.133(1)(a), means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Florida Statutes, Section 287.133(1)(e), means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies)

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

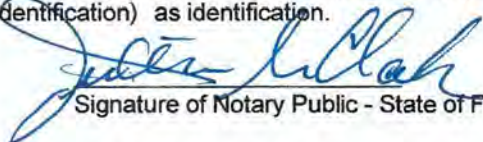
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CITY OF BUNNELL IS FOR THE CITY OF BUNNELL ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE CITY OF BUNNELL PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN FLORIDA STATUTES, SECTION 287.017, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



(Signature)

STATE OF Florida
 COUNTY OF Palm Beach

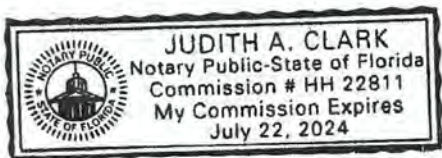
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of May 6, 2023, by James Barton, P.E. of *, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.



Signature of Notary Public - State of Florida

* Florida Technical Consultants, LLC

Printed/Typed/Stamped Name of Notary
 My commission expires:



COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM

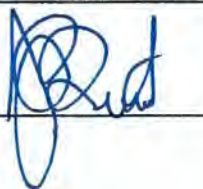
Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected and must state the reasons why such exclusion from public disclosure is necessary. The submission of a Qualification authorizes release of your firm's credit data to City of Bunnell.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their Qualification package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the City in a separate envelope marked accordingly.

By submitting a response to this solicitation, the company agrees to indemnify, defend, and hold harmless the City in the event we are forced to litigate the public records status of the company's documents.

Company Name: Florida Technical Consultants, LLC

Authorized representative (printed): James Barton, P.E.

Authorized representative (signature): 

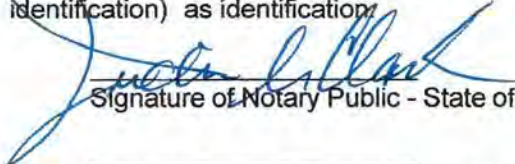
Date: 05/06/2023

Project Number: **RFQ-2023-02 – PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES**

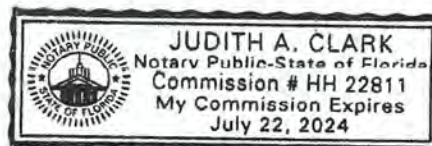
STATE OF Florida
COUNTY OF Palm Beach

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 6th day of May, 2023, by James Barton, P.E. of *, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification

* Florida Technical Consultants, LLC


Signature of Notary Public - State of Florida

Printed/Typed/Stamped Name of Notary
My commission expires:



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

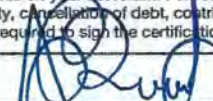
Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Florida Technical Consultants, LLC</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ S</p> <p><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small></p> <p>5 Address (number, street, and apt. or suite no.) See instructions. 533 E. Ocean Ave., Suite 2,</p> <p>6 City, state, and ZIP code Boynton Beach, FL 33435-4922</p> <p>7 List account number(s) here (optional)</p>	
--	---	--

<p>Part I Taxpayer Identification Number (TIN)</p> <p>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 <i>How to get a TIN</i>, later.</p> <p>Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: small;">Social security number</td> </tr> <tr> <td style="width: 50%; text-align: center;">[] [] [] - [] [] [] [] [] []</td> <td style="width: 50%;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">Employer identification number</td> </tr> <tr> <td style="width: 50%; text-align: center;">4 7 - 1 8 8 6 3 3 9</td> <td style="width: 50%;"></td> </tr> </table>	Social security number		[] [] [] - [] [] [] [] [] []		or		Employer identification number		4 7 - 1 8 8 6 3 3 9	
Social security number											
[] [] [] - [] [] [] [] [] []											
or											
Employer identification number											
4 7 - 1 8 8 6 3 3 9											

<p>Part II Certification</p> <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none"> 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. <p>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.</p>	<p>Signature of U.S. person ▶ </p> <p>Date ▶ 05/06/2023</p>
---	---

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.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



Company ID Number: 1604638

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Florida Technical Consultants LLC
Company Facility Address	533 East Ocean Avenue Suite 02 Boynton Beach, FL 33435
Company Alternate Address	PO Box 850 Boynton Beach, FL 33425
County or Parish	PALM BEACH
Employer Identification Number	471886339
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	5 to 9
Number of Sites Verified for	1 site(s)



City of Bunnell
604 E Moody Blvd, Unit 6
Bunnell, FL 32110

ADDENDUM NO. 01

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: April 27, 2023

A. QUESTIONS & ANSWERS

Question 1: Who are your current engineers?

Answer 1: The City is currently under contract with Alliant, CPH, Kimley-Horne and Mead & Hunt for utility engineering services.

Question 2: How many firms does the City intend to select?

Answer 2: As the City is requesting services for several different Infrastructure needs, there is no specific quantity of firms intended to select. Not all firms will be able to render all-inclusive services.

Question 3: The RFQ mentions a pre-bid meeting, but it is not listed in the schedule of events. Can the City confirm if there will be a pre-bid meeting?

Answer 3: Under Section III. CALENDAR OF EVENTS, it states the location where the Pre-Bid meeting and RFQ Opening will be held. This is an error, there will be no pre-bid meetings.

ACKNOWLEDGEMENT

05/06/2023

Signature and Date

James Barton, P.E., LEED AP, President
Printed Name and Title

Florida Technical Consultants, LLC
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01



City of Bunnell
604 E Moody Blvd, Unit 6
Bunnell, FL 32110

ADDENDUM NO. 02

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 5, 2023

A. QUESTIONS & ANSWERS

Question 1: Would the City please send a copy of your Standard Contract for our review? One was not provided with the RFQ document?

Answer 1: The City will provide a contract for review when entering into negotiations with the firms recommended by the Selection Committee and approved by the Commission.

Question 2: Is there any possibility I could request an extension of the Proposal deadline?

Answer 2: The City will provide a seven (7) day extension for the Last Date of Inquiries, the Proposal deadline and the RFQ Opening. The new Qualification deadline dates are as follows:

***Last Date of Inquiries: May 16, 2023 at 4 PM
Qualification Statements Due: May 23, 2023 at 2:00 PM
RFQ Opening: May 23, 2023 at 2:30 PM***

ACKNOWLEDGEMENT:

Signature and Date

05/06/2023

James Barton, P.E., LEED AP, President
Printed Name and Title

Florida Technical Consultants, LLC
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



Florida Technical Consultants

Corporate Registration

State of Florida Department of State

I certify from the records of this office that FLORIDA TECHNICAL CONSULTANTS, LLC is a limited liability company organized under the laws of the State of Florida, filed on January 21, 2014.

The document number of this limited liability company is L14000011037.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, that its most recent annual report was filed on January 7, 2023, and that its status is active.



*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventh day of January, 2023*




Secretary of State

Tracking Number: 1079635819CC
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

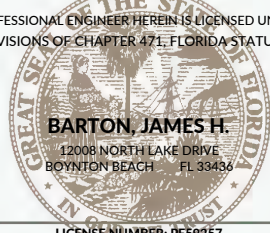
James Barton Engineering License


Ron DeSantis, Governor
Melanie S. Griffin, Secretary


STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES




BARTON, JAMES H.
12008 NORTH LAKE DRIVE
BOYNTON BEACH FL 33436

LICENSE NUMBER: PE59257

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



Florida Technical Consultants

Certificate of Qualifications

CERTIFICATE OF QUALIFICATIONS
Consultants Competitive Negotiation Act
(CCNA)

This certificate is awarded to

Florida Technical Consultants, Inc.

105 – Storm Sewer Design
 100 – Water Dis/Sewer Collect/System & Force Main Design
 119 – Civil Engineering

E
 3894

City of West Palm Beach

[Signature]
 Procurement Official

February 25, 2023
 Expiration Date

Certified Business Entity (CBE) Certification

BROWARD COUNTY

CERTIFIED

County Business Enterprise

2022-2023
valid for one year from Anniversary Date

Office of Economic and Small Business Development

West Palm Beach Small Business Certification

SMALL BUSINESS CERTIFICATION

The City of West Palm Beach's Small Business Program

Certifies that

FLORIDA TECHNICAL CONSULTANTS, LLC

Has met the necessary requirements for certification as a Small Business under the Small Business Program as prescribed by the City of West Palm Beach's Ordinance Number 3366-00.

The following List of Services and/or Product are covered under this certification:

- Geographic Information Systems (GIS)
- Mapping Services, Digitized, Cartography
- Engineering Services, Professional: Civil, Highways; Streets; Airport Pay-Parking Lots – Engineering
- Waste Water Treatment, Water Supply

Issued by the City of West Palm Beach for a three year period January 7, 2022 to January 6, 2025

[Signature]
 Frank Hayden
 Director Office of Equal Opportunity

Certificate Vendor Number: 1052651

South Florida Water Management District SBE

SOUTH FLORIDA WATER MANAGEMENT DISTRICT

June 25, 2021

REGISTERED VENDOR NO.: 122171

Mr. James Barton, P.E, President
 Florida Technical Consultants, LLC
 P.O. Box 850
 Boynton Beach, FL 33425

CERTIFICATION EFFECTIVE DATE:
 June 30, 2021

CERTIFICATION EXPIRATION DATE:
 June 30, 2024

Dear Mr. Barton:

Congratulations, the South Florida Water Management District (District) has recertified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may **only** be applied when business is conducted in the following area(s):

Mapping and Geographical Information Systems (GIS) & Professional Engineering Services

Your submittal of bids or proposals to supply other products or services outside of the specialty area(s) noted above will not count toward SBE participation. If you require certification in other specialty areas, please contact the Procurement Bureau, SBE Section, for additional information.

Renewal is required every three (3) years and should be requested a minimum of 45 days prior to the above expiration date.

If any changes occur within your company during the certification period such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status, you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times.

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's vendor database.

We look forward to a mutually beneficial working relationship.

Sincerely,

Joni Lynn Fox
 Sr. Contract Compliance Specialist
 Procurement Bureau

JLF

3301 Gun Club Road, West Palm Beach, Florida 33406 • (561) 686-8800 • 1-800-432-2045
 Mailing Address: P.O. Box 24680, West Palm Beach, FL 33416-4680 • www.sfwmd.gov

Palm Beach County SBE Certification

Palm Beach County
Office of Equal Business Opportunity

Certifies That

Florida Technical Consultants, LLC.

Vendor # **VS0000002820**

is a Small Business Enterprise (SBE) as prescribed by section 2-80.21 - 2.80.30 of the Palm Beach County Code for a three year period from **June 30, 2021 to June 29, 2024**

The following services and/or products are covered under this certification:

Civil Engineering; Highways; Streets; Airport Pay-Parking Lots Engineering; Mapping Services, Digitized, Cartography; Waste Water Treatment Engineering; Water Supply, Treatment, and Distribution/Engineering

[Signature]
 Allen Gray, Manager
 0604221

Palm Beach County Board of County Commissioners
 Dave Kretzer, Mayor
 Robert S. Winters, Vice Mayor
 Maria G. Marino
 Gregg A. Weiss
 Craig A. Sachs
 Melissa McKinstry
 Mack Bernard
 County Administrator
 Verdenia C. Baker



Florida Technical Consultants

Boynton Beach - Business Tax Receipt

City of Boynton Beach Certificate of Use/Business Tax Receipt
Expires on September 30, 2023

Business Control Number: 0034032 Business Name: Florida Technical Consultants
Date Issued: 08/18/22 Business Location: 533 E Ocean Ave 2

Any changes in name, address, suite, ownership, etc. will require a new application.

23-00049201 CU2 CERT OF USE & OCC COMM

City of Boynton Beach Certificate of Use/Business Tax Receipt
Expires on September 30, 2023

Business Control Number: 0034032 Business Name: Florida Technical Consultants
Date Issued: 08/18/22 Business Location: 533 E Ocean Ave 2

Any changes in name, address, suite, ownership, etc. will require a new application.

23-00049202 541330 ENGINEER - PER PROFESSIONAL ENGINEERING FIRM - JAMES BARTON

City of Boynton Beach
100 E. Ocean Ave. • Boynton Beach, FL 33435-0190

PBC - Business Tax Receipt

ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbcatax.com Tel: (561) 355-2264

"LOCATED AT"
533 East OCEAN AVE Ste 2
BOYNTON BEACH, FL 33435

Serving you.

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #DATE PAID	AMT PAID	BILL #
08-0018 ENGINEER BUSINESS	FLORIDA TECHNICAL CONSULTANTS LLC	30291	822-020181 - 08/11/22	\$25.00	849108280

This document is valid only when receipted by the Tax Collector's Office.

**STATE OF FLORIDA
PALM BEACH COUNTY
2022/2023 LOCAL BUSINESS TAX RECEIPT**
LBTR Number: 2018106537
EXPIRES: SEPTEMBER 30, 2023

FLORIDA TECHNICAL CONSULTANTS LLC
FLORIDA TECHNICAL CONSULTANTS LLC
533 E OCEAN AVE STE 2
BOYNTON BEACH FL 33435-4922

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
P.O. Box 3353, West Palm Beach, FL 33402-3353
www.pbcatax.com Tel: (561) 355-2264

"LOCATED AT"
533 East OCEAN AVE Ste 2
BOYNTON BEACH, FL 33435

Serving you.

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #DATE PAID	AMT PAID	BILL #
84-0001 ENGINEER	BARTON JAMES	90297	822-020181 - 08/11/22	\$25.00	849108280

This document is valid only when receipted by the Tax Collector's Office.

**STATE OF FLORIDA
PALM BEACH COUNTY
2022/2023 LOCAL BUSINESS TAX RECEIPT**
LBTR Number: 2018106539
EXPIRES: SEPTEMBER 30, 2023

FLORIDA TECHNICAL CONSULTANTS LLC
FLORIDA TECHNICAL CONSULTANTS LLC
533 E OCEAN AVE STE 2
BOYNTON BEACH FL 33435-4922

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

Coral Springs Tax Receipt

CORAL SPRINGS
— BUSINESS TAX OFFICE —
www.CoralSprings.org/business-tax

**Development Services Department
Business Tax Office**
9500 West Sample Road, Coral Springs, FL 33065
Mon-Thu: 7:30AM - 5PM, Fri: 7:30AM - 2:30PM
Phone: 954-344-5964

LOCAL BUSINESS TAX RECEIPT

FLORIDA TECHNICAL CONSULTANTS LLC
2728 UNIVERSITY DR BLDG 2700
CORAL SPRINGS FL 33065

License #: BT-2347 Expiration Date: September 30, 2023
Amount: \$153.14 Payment Date: August 11, 2022
Type of Business: BUSINESS TAX RECEIPT GENERAL Business Location: 2728 UNIVERSITY DR
BUSINESSES

POST THIS BUSINESS TAX RECEIPT IN A CONSPICUOUS PLACE

ALL WINDOW SIGNS SHALL COMPLY WITH LAND DEVELOPMENT CODE CHAPTER 18

CONDITIONS
(If no conditions exist, then TYPE OF BUSINESS is only condition)

Broward County Tax Receipt

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT
115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-831-4000
VALID OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

DBA: JAMES H BARTON **Receipt #:** 315-280623
Business Name: ENGINEER (ENGINEER) **Business Type:** ENGINEER (ENGINEER)

Owner Name: FLORIDA TECHNICAL CONSULTANTS LLC **Business Opened:** 10/11/2016
Business Location: 2728 UNIVERSITY DR **State/County/Cert/Reg:** PE59257
Business Phone: 954-914-8488 **Exemption Code:**

Rooms	Seats	Employees	Machines	Professionals
		1		

Tax Amount	For Vending Business Only				Collection Cost	Total Paid
	Number of Machines:	Transfer Fee	NSF Fee	Vending Type: Penalty		
30.00	0.00	0.00	0.00	0.00	0.00	30.00

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

WHEN VALIDATED

Mailing Address:
FLORIDA TECHNICAL CONSULTANTS LLC Receipt # WWW-21-00246578
533 E OCEAN AVE STE 2 paid 08/11/2022 30.00
BOYNTON BEACH, FL 33435

2022 - 2023

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT
115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 - 954-831-4000
VALID OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023

DBA: JAMES H BARTON **Receipt #:** 315-280623
Business Name: ENGINEER (ENGINEER) **Business Type:** ENGINEER (ENGINEER)

Owner Name: FLORIDA TECHNICAL CONSULTANTS LLC **Business Opened:** 10/11/2016
Business Location: 2728 UNIVERSITY DR **State/County/Cert/Reg:** PE59257
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Tax Amount	For Vending Business Only				Collection Cost	Total Paid
	Number of Machines:	Transfer Fee	NSF Fee	Vending Type: Penalty		
30.00	0.00	0.00	0.00	0.00	0.00	30.00

Receipt # WWW-21-00246578
Paid 08/11/2022 30.00



ADDENDUM NO. 03

This addendum is issued as part of the specifications and contract documents entitled:

**CITY OF BUNNELL
PROFESSIONAL INFRASTRUCTURE ENGINEERING SERVICES
CITY RFQ NO: 2023-02**

Date Issued: May 17, 2023

A. QUESTIONS & ANSWERS

Question 1: Project References are requested for three (3) sections (Section G, Appendix A – Reference Form, Appendix A – Client Reference Letters). May you please provide a brief description of the anticipated information (and how it differs) to be included?

Answer 1:

VII. EVALUATION CRITERIA Section G. explains that firms will be ranked by the relevance and quality of the references provided.

Appendix A – Reference Form is a list of clients to whom services have been provided by your firm, similar to those described in the RFQ.

Appendix A – Client Reference Letters are reference letters from clients regarding services that your firm provided to them, similar to those described in the RFQ.

Question 2: The "Appendix A Required Forms Packet" list varies from page 18 to page 20. On page 18 there are two (2) requests for insurance information (Appendix A - Insurance Requirements Form, Appendix A – Copy of Firm's Certificate of Insurance). However, on page 20 there is only a single request for insurance information (Appendix A – Insurance Requirement Form). If we provide a copy of our Certificate of Insurance (COI), will that suffice for both documents?

Answer 2: Both documents are required to be included with the RFQ submittal.

Appendix A – Insurance Requirements Form is more of a checklist and verification that the firm understands and has included all the requirements for the insurance.

Appendix A – Copy of Firm's Certificate of Insurance is the actual certificate.

Question 3: Within the Proposal Submission section on page 17, an ADA compliant electronic copy of the Proposal is requested. May you please clarify the definition of ADA Compliant regarding an electronic document?

Answer 3: The City makes every effort to have information accessible to those with disabilities per the Americans with Disabilities Act (ADA), this includes files. Accessible PDFs require certain elements: tagging in a logical reading order, proper heading structure, alternate text for images, proper table and list formatting and usage, etc.

If software is unavailable, PDF documents' Accessibility Tool can run Accessibility Checks and Reports to find out what elements are passing or failing compliance.

ACKNOWLEDGEMENT:



May 17, 2023

Signature and Date

James Barton, P.E., LEED AP, President

Printed Name and Title

Florida Technical Consultants, LLC

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 03