

**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, April 8, 2024

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: Sexual Assault Awareness Month
- B.2.** Proclamation: National Telecommunications Week
- B.3.** Proclamation: Sisco Deen Month
- B.4.** Proclamation: Florida Volunteer Month

C. Consent Agenda:

C.1. Approval of Warrant

- a. April 8, 2024 Warrant

C.2. Approval of Minutes

- a. March 25, 2024 City Commission Minutes

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 2024-08 Amending the City of Bunnell Code of Ordinances Chapter 30 - Fees and Chapter 54 - Streets, Sidewalks and Other Public Places. - Second Reading

F. Resolutions: (Legislative): None

G. Old Business: None

H. New Business:

- H.1. Request Approval to Award Contract 2024-09 to Ormond Septic System for Sludge Hauling Services
- H.2. Requesting Approval of the RFQ 2024-01 Selection Committee recommendation to proceed with contract negotiations for Continuing Professional General Planning Services.
- H.3. Request Approval of the RFQ #2024-02 Selection Committee Recommendation and to Proceed with Negotiations for the Design-Build Brackish Water RO Project
- H.4. Election of the Vice Mayor for the next 12 month period

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 April 1, 2024



Proclamation

WHEREAS, Sexual Assault Awareness Month calls attention to the fact sexual assault violence is widespread and impacts every person in this community; and

WHEREAS, rape, sexual assault, and sexual harassment impact our community and statistics show one in five women and one in 33 men will be raped at some point in their lives; that one in four boys and one in three girls will experience a sexual assault before age 18; youth ages 11-17 are 2.5 times as likely to be victims of rape or sexual assault and on campus one in five women and one in 16 men are sexually assaulted; and

WHEREAS, during 2023, Family Life Center, as the certified Rape Crisis Center in Flagler County, provided 65 sexual assault related community education events, 462 supportive services and answered 39 sexual assault crisis hotline calls for survivors of sexual assault and their families living in Flagler County; and

WHEREAS, the "Start By Believing" public awareness campaign (a program of End Violence Against Women International) is designed to improve the responses of friends, family members, and community professionals, so they can help sexual assault victims access supportive resources and engage the criminal justice system; and

WHEREAS, prevention requires addressing the root causes and social norms that allow sexual violence to exist; and

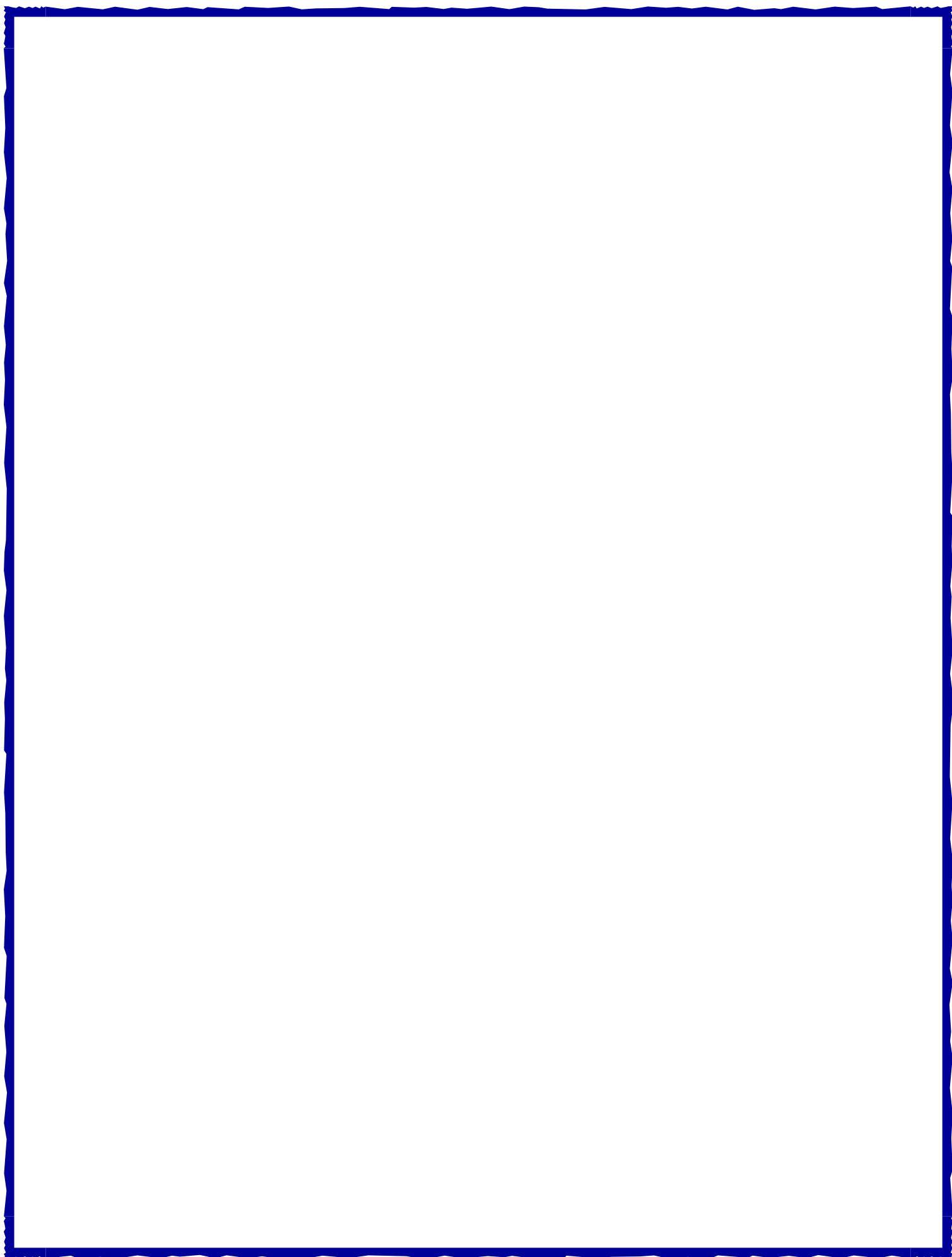
WHEREAS, the Flagler County Advocate Alliance (comprised of Victim Advocates from Bunnell Police Department, Family Life Center, Flagler Beach Police Department, Flagler County Sheriff's Office and the Office of the State Attorney, Seventh Judicial Circuit, Flagler) is hereby dedicated to strengthening victims and survivors in the aftermath of crime, building resilience in our communities and our victim responders, and working for a better future for all victims and survivors.

NOW, THEREFORE, we, the Bunnell City Commission do hereby recognize April 2024 as "SEXUAL ASSAULT AWARENESS MONTH" and encourage all citizens to support the "Start By Believing" public awareness campaign.

Adopted this 8th day of April 2024

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk





Whereas, emergencies can occur at any time that require police, fire or emergency medical services; and,

Whereas, when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

Whereas, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Flagler County emergency communications center; and,

Whereas, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas, Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information and ensuring their safety; and,

Whereas, Public Safety Telecommunicators of Flagler County have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas, each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

***NOW, THEREFORE,** we, the Bunnell City Commission do hereby proclaim April 10 through April 16, 2024 to be “**National Public Safety Telecommunicators Week**” in the City of Bunnell to honor the individuals whose diligence and professionalism keep our City, citizens and businesses safe and further encourage everyone to recognize the important role these often unseen professionals provide.*

Adopted this 8th day of April 2024

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk



WHEREAS, Historian Claude Sisco Deen is a native son of Bunnell, Florida being born on April 18, 1940 and who passed from this earthly realm on August 30, 2023; and

WHEREAS, Historian Claude Sisco Deen served Bunnell, Unincorporated Flagler County and residents of both, in addition to serving in the Armed Forces and numerous civic groups and youth-focused organizations; and

WHEREAS, Historian Claude Sisco Deen tirelessly documented the immigration, emigration, and genealogies of over 320,000 individuals that have ties to Flagler County and Municipalities within Flagler County; and

WHEREAS, Historian Claude Sisco Deen recorded genealogies, family histories, stories, and obituaries on his website FlaglerCountyFamilies.com; and

WHEREAS, Historian Claude Sisco Deen served as an Officer, Member of the Board of Directors, and Historian Emeritus on the Governance Committee of the Flagler County Historical Society; and

WHEREAS, during his years of service with the Flagler County Historical Society Claude Sisco Deen supported the historical research needs of Flagler County Government and local municipalities; and

WHEREAS, Claude Sisco Deen supported the research needs of Flagler County's historical societies, museums, and diverse history groups; and

WHEREAS, the Commissioners of the City of Bunnell find it appropriate to honor the legacy of Claude Sisco Deen, and takes great pleasure in honoring his significant service and legacy and herewith expresses its sincere gratitude for the invaluable contributions he made to Bunnell and Flagler County.

NOW, THEREFORE, we, the Bunnell City Commission do hereby express its sincere appreciation to Claude Sisco Deen for his dedication to the documentation of the history of Bunnell and Flagler County during his lifetime by proclaiming April 2024 "Sisco Deen Month."

Adopted this 8th day of April 2024

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk



Proclamation

WHEREAS, April is Florida Volunteer Month and is recognized as the official time to recognize and celebrate the efforts of volunteers at the local, state, and national levels; and

WHEREAS, volunteers can connect with local community service experiences through hundreds of community service organizations including Flagler Volunteer Services; and

WHEREAS, volunteers can help address the most pressing challenges facing our cities, counties and our nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

WHEREAS, volunteering enhances the lives of volunteers, increases self-esteem and physical well-being, provides opportunities to learn new skills and abilities and offers the chance to meet new friends and associates; and

WHEREAS, nonprofits, charities, community and faith-based groups, schools, national service programs and volunteer centers such as Flagler Volunteer Services have joined with state and local governments to celebrate and praise volunteers who have given tirelessly and selflessly to the service of others; and

WHEREAS, volunteers are vital to our future as a caring and productive nation.

NOW, THEREFORE, we, the Bunnell City Commission do hereby recognize April 2024 as "Florida Volunteer Month" and encourage residents to recognize the positive impact of volunteer service in our City, to thank those who serve our community through their volunteer hours, and to find ways to give back to the community.

Adopted this 8th day of April 2024

Catherine D. Robinson, Mayor

Kristen Bates, CMC, City Clerk



City of Bunnell, Florida

ATTACHMENTS:

Description

Warrant 4/8/2024

Type

Warrant



City of Bunnell, FL

Expense Approval Register

cket: APPKT08385 - 04.08.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
Vendor: Advanced Environmental Laboratories, Inc.					
	03/01/2024	Advanced Environmental La...	Lab Testing	404-0535-535.3400	744.18
			Vendor Advanced Environmental Laboratories, Inc. Total:		744.18
Vendor: American Family Life Assurance Company of Columbus					
	04/01/2024	American Family Assuran...	AFLAC March 2024	001-2185000	598.08
			Vendor American Family Life Assurance Company of Columbus Total:		598.08
Vendor: Arrowhead Scientific, Inc.					
	03/11/2024	Arrowhead Scientific, Inc.	Evidence Envelops, Collection..	001-0521-521.5200	222.23
			Vendor Arrowhead Scientific, Inc. Total:		222.23
Vendor: Bunnell Auto Supply, Inc.					
	02/01/2024	Bunnell Auto Supply, Inc.	ATF for Power Steering Lucas...	402-0534-534.4620	67.97
	02/08/2024	Bunnell Auto Supply, Inc.	LED Pigtail & Grommet	402-0534-534.4620	4.61
	03/06/2024	Bunnell Auto Supply, Inc.	Coupling, Adapter, Air Brake	402-0534-534.4620	156.55
	03/08/2024	Bunnell Auto Supply, Inc.	Px Alum Anti Seize LU	402-0534-534.4620	94.99
	03/08/2024	Bunnell Auto Supply, Inc.	Px Alum Anti Seize LU	402-0534-534.5200	11.49
			Vendor Bunnell Auto Supply, Inc. Total:		335.61
Vendor: Carol Bacha					
	03/12/2024	Carol Bacha	Rental Deposit Refund	001-2201000	175.00
			Vendor Carol Bacha Total:		175.00
Vendor: Christopher Hughes					
	03/21/2024	Christopher Hughes	Services from 11/23 - 2/24	001-0512-512.3401	1,224.00
	03/21/2024	Christopher Hughes	Services from 11/23 - 2/24	118-0524-524.3401	981.00
			Vendor Christopher Hughes Total:		2,205.00
Vendor: Colonial Life & Accident Insurance Company					
	04/01/2024	Colonial Life & Accident Insu...	Colonial Life March 2024	001-2185000	1,220.50
			Vendor Colonial Life & Accident Insurance Company Total:		1,220.50
Vendor: Computers at Work, Inc					
	03/21/2024	Computers at Work, Inc	Firewall Security Bundle Ren...	001-0516-516.5230	985.76
	03/21/2024	Computers at Work, Inc	Firewall Security Bundle Ren...	001-0516-516.5230	592.20
	03/21/2024	Computers at Work, Inc	Firewall Security Bundle Ren...	001-0516-516.5230	619.66
			Vendor Computers at Work, Inc Total:		2,197.62
Vendor: David Brannon					
	03/14/2024	David Brannon	Reimbursement for 2 Posts/C..	001-0521-521.5220	55.18
			Vendor David Brannon Total:		55.18
Vendor: DG Hardware, Inc.					
	01/03/2024	DG Hardware, Inc.	Wrench and Socket needed t...	401-0533-533.5265	44.35
	12/15/2023	DG Hardware, Inc.	Tools for Daily Function	401-0533-533.5205	53.23
	12/15/2023	DG Hardware, Inc.	Tools for Daily Function	401-0533-533.5205	9.17
	02/15/2024	DG Hardware, Inc.	Shovel Steel Handle, Square ...	001-0541-541.5265	210.32
	02/26/2024	DG Hardware, Inc.	Latches for Park Restrooms	001-0572-572.4610	2.64
	03/13/2024	DG Hardware, Inc.	Keys for JB King & Oil for Equ...	001-0572-572.4610	3.19
	03/13/2024	DG Hardware, Inc.	Keys for JB King & Oil for Equ...	001-0572-572.4640	13.25
	03/14/2024	DG Hardware, Inc.	Gaskets	404-0535-535.4640	34.11
	03/14/2024	DG Hardware, Inc.	Extra Stall Locks Outlet Covers	001-0572-572.4610	54.22
	03/19/2024	DG Hardware, Inc.	Supplies for Painting Project	001-0541-541.5200	166.31
	03/07/2024	DG Hardware, Inc.	Fasteners	402-0534-534.4640	24.22
			Vendor DG Hardware, Inc. Total:		615.01
Vendor: Environmental Land Services of Flagler County, Inc					
	03/15/2024	Environmental Land Services...	Service for 3.8.24-3.14.24	402-0534-534.3400	5,108.81
	03/22/2024	Environmental Land Services...	Service for 3.15.24-3.20.24	402-0534-534.3400	4,466.70
	03/08/2024	Environmental Land Services...	Services for 3.1.24 - 3.7.24	401-0533-533.3401	120.00

Expense Approval Register

Packet: APPKT08385 - 04.08.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	03/08/2024	Environmental Land Services...	Services for 3.1.24 - 3.7.24	402-0534-534.3400	5,483.84
		Vendor Environmental Land Services of Flagler County, Inc Total:			15,179.35
Vendor: Environmental Products Group Inc					
	12/15/2023	Environmental Products Gro...	2 O-Rings	402-0534-534.4620	52.47
		Vendor Environmental Products Group Inc Total:			52.47
Vendor: Evident					
	01/31/2024	Evident	NARK Fentanyl & Bath Salts ...	001-0521-521.5200	121.25
		Vendor Evident Total:			121.25
Vendor: Expert Chemical Sales & Service LLC					
	03/13/2024	Expert Chemical Sales & Serv...	Blackliners, soft towels	001-0572-572.5200	527.50
		Vendor Expert Chemical Sales & Service LLC Total:			527.50
Vendor: Fabian Rosado					
	03/25/2024	Fabian Rosado	Safety Footwear Reimburse...	404-0535-535.5220	150.00
		Vendor Fabian Rosado Total:			150.00
Vendor: Ferguson US Holdings, Inc					
	03/08/2024	Ferguson US Holdings, Inc	Parts for Upcoming Jobs and ...	401-0533-533.5205	487.96
	03/08/2024	Ferguson US Holdings, Inc	Parts for Upcoming Jobs and ...	404-0535-535.5200	487.96
		Vendor Ferguson US Holdings, Inc Total:			975.92
Vendor: Flagler County Board of County Commissioners					
	03/12/2024	Flagler County Board of Coun...	Commerce Parkway Impact F...	303-0541-541.6300	66,524.65
		Vendor Flagler County Board of County Commissioners Total:			66,524.65
Vendor: Florida Health Care Plans, Inc.					
	04/01/2024	Florida Health Care Plans, Inc.	T66 April 2024	001-2184000	46,700.73
	04/01/2024	Florida Health Care Plans, Inc.	Retiree April 2024	001-2184500	1,692.61
	04/01/2024	Florida Health Care Plans, Inc.	T23 April 2024	001-2184000	2,617.44
		Vendor Florida Health Care Plans, Inc.	Total:		51,010.78
Vendor: Florida Police Chiefs Association					
	03/12/2024	Florida Police Chiefs Associat...	Chief Brannon	001-0521-521.5500	450.00
		Vendor Florida Police Chiefs Association Total:			450.00
Vendor: Florida Technical Consultants, LLC					
	01/28/2024	Florida Technical Consultants,..	GIS/GPR Mapping	401-0533-533.3111	4,682.50
	01/28/2024	Florida Technical Consultants,..	GIS/GPR Mapping	404-0535-535.3100	4,682.50
	02/25/2024	Florida Technical Consultants,..	GIS/GPR Mapping	401-0533-533.3111	1,895.00
	02/25/2024	Florida Technical Consultants,..	GIS/GPR Mapping	404-0535-535.3100	1,895.00
	02/25/2024	Florida Technical Consultants,..	GIS/GPR Mapping	401-0533-533.3111	865.00
	02/25/2024	Florida Technical Consultants,..	GIS/GPR Mapping	404-0535-535.3100	865.00
		Vendor Florida Technical Consultants, LLC Total:			14,885.00
Vendor: Hawkins Inc					
	03/01/2024	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	1,033.35
	03/13/2024	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	687.24
	03/08/2024	Hawkins Inc	WWTP Chemicals	404-0535-535.5200	946.20
		Vendor Hawkins Inc Total:			2,666.79
Vendor: Heritage Landscape Supply Group, Inc.					
	03/07/2024	Heritage Landscape Supply G...	Herbicide	001-0541-541.5200	652.07
		Vendor Heritage Landscape Supply Group, Inc. Total:			652.07
Vendor: iWater, Inc.					
	03/01/2024	iWater, Inc.	Cloud setup	401-0533-533.5230	300.00
	03/01/2024	iWater, Inc.	Full User Cloud Annual Fee	401-0533-533.5230	750.00
	03/01/2024	iWater, Inc.	Admin Cloud Annual Fee	401-0533-533.5230	500.00
	03/01/2024	iWater, Inc.	Cloud setup	404-0535-535.5230	300.00
	03/01/2024	iWater, Inc.	Full User Cloud Annual Fee	404-0535-535.5230	750.00
	03/01/2024	iWater, Inc.	Admin Cloud Annual Fee	404-0535-535.5230	500.00
		Vendor iWater, Inc. Total:			3,100.00
Vendor: Ixom Watercare Inc					
	01/24/2024	Ixom Watercare Inc	Festo Proportional Pressure ...	401-0533-533.5205	1,391.50
		Vendor Ixom Watercare Inc Total:			1,391.50

Expense Approval Register

Packet: APPKT08385 - 04.08.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount	
Vendor: John Forrest Ware						
	03/12/2024	John Forrest Ware	Reimbursement Certificate ...	401-0533-533.5500	229.00	
					Vendor John Forrest Ware Total:	229.00
Vendor: Laba Dry Cleaners						
	11/15/2023	Lab Dry Cleaners	Shirt & Trousers Groth	001-0521-521.3410	12.00	
	03/15/2024	Lab Dry Cleaners	PD Table Cloth	001-0521-521.3410	15.00	
					Vendor Laba Dry Cleaners Total:	27.00
Vendor: Liberty National Life Insurance						
	04/01/2024	Liberty National Life Insurance	Global Life March 2024	001-2185000	577.21	
					Vendor Liberty National Life Insurance Total:	577.21
Vendor: Lowe's Companies, Inc						
	12/20/2023	Lowe's Companies, Inc	Duplicate invoice 89095 & 98...	001-0572-572.4610	-262.16	
	02/22/2024	Lowe's Companies, Inc	Tack to replace and patch as...	001-0541-541.5300	135.88	
	03/13/2024	Lowe's Companies, Inc	Submersible Pump WTP	401-0533-533.5264	368.85	
					Vendor Lowe's Companies, Inc Total:	242.57
Vendor: McGrath RentCorp and Subsidiaries						
	03/16/2024	McGrath RentCorp and Subsidi...	24 mth lease 3.16.24-4.14.24	001-0519-519.4400	2,188.66	
					Vendor McGrath RentCorp and Subsidiaries Total:	2,188.66
Vendor: Michael Leo Dove						
	03/14/2024	Michael Leo Dove	Services for 2.29.24-3.13.24	118-0524-524.3401	1,635.00	
					Vendor Michael Leo Dove Total:	1,635.00
Vendor: Michele Emanuel						
	03/12/2024	Michele Emanuel	Rental Deposit Refund	001-2201000	125.00	
					Vendor Michele Emanuel Total:	125.00
Vendor: Monroe, Inc						
	03/11/2024	Monro, Inc	3 11R 22.5 Recaps 2 315/80R...	402-0534-534.4620	1,270.58	
					Vendor Monroe, Inc Total:	1,270.58
Vendor: Municipal Emergency Services, Inc						
	03/15/2024	Municipal Emergency Service...	Mens Pants 4Pocket Groth	001-0521-521.5220	52.77	
	03/18/2024	Municipal Emergency Service...	Long Sleeve Shirt Class A Gro...	001-0521-521.5220	58.08	
					Vendor Municipal Emergency Services, Inc Total:	110.85
Vendor: Nicholson A/C & Heating, Inc.						
	03/01/2024	Nicholson A/C & Heating, Inc.	Ice Machine Maintenance	001-0541-541.4400	29.17	
	03/01/2024	Nicholson A/C & Heating, Inc.	Ice Machine Maintenance	001-0549-549.4400	29.16	
	03/01/2024	Nicholson A/C & Heating, Inc.	Ice Machine Maintenance	001-0572-572.4400	29.17	
	03/01/2024	Nicholson A/C & Heating, Inc.	Ice Machine Maintenance	401-0533-533.4400	29.17	
	03/01/2024	Nicholson A/C & Heating, Inc.	Ice Machine Maintenance	402-0534-534.4400	29.16	
	03/01/2024	Nicholson A/C & Heating, Inc.	Ice Machine Maintenance	404-0535-535.4400	29.17	
					Vendor Nicholson A/C & Heating, Inc. Total:	175.00
Vendor: OTTO Environmental Systems NA, Inc.						
	03/04/2024	OTTO Environmental Systems..	95 Gallon Blue Lids & Pins for...	402-0534-534.5264	1,283.50	
					Vendor OTTO Environmental Systems NA, Inc. Total:	1,283.50
Vendor: Pace Analytical Services, LLC						
	02/29/2024	Pace Analytical Services, LLC	Lab Testing	401-0533-533.3401	1,669.05	
					Vendor Pace Analytical Services, LLC Total:	1,669.05
Vendor: Palm Coast Observer, LLC						
	03/14/2024	Palm Coast Observer, LLC	First ReadingLDC Amendment	001-0524-524.4800	260.00	
	03/14/2024	Palm Coast Observer, LLC	WWTP Project Advertising	404-0535-535.4800	80.00	
					Vendor Palm Coast Observer, LLC Total:	340.00
Vendor: PPLSI Legal Shield						
	04/01/2024	PPLSI Legal Shield	Legal Shield March 2024	001-2185000	280.87	
					Vendor PPLSI Legal Shield Total:	280.87
Vendor: Process Control Services						
	03/16/2024	Process Control Services	Troubleshoot & repair charts	404-0535-535.5200	1,000.00	
					Vendor Process Control Services Total:	1,000.00

Expense Approval Register

Packet: APPKT08385 - 04.08.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount	
Vendor: Rayco Funding & Development, Inc						
	03/12/2024	Rayco Funding & Developme...	Hauling of Biosolids	404-0535-535.3400	1,575.00	
	03/19/2024	Rayco Funding & Developme...	Hauling of Biosolids	404-0535-535.3400	1,575.00	
	03/07/2024	Rayco Funding & Developme...	Hauling of Biosolids	404-0535-535.3400	1,575.00	
		Vendor Rayco Funding & Development, Inc			Total:	4,725.00
Vendor: Ring Power Corporation						
	02/29/2024	Ring Power Corporation	Travel Mileage & Hours Wor...	001-0541-541.4640	766.32	
		Vendor Ring Power Corporation			Total:	766.32
Vendor: Rossi's Heating & Air Conditioning INC						
	03/15/2024	Rossi's Heating & Air Condi...	Service Call 2lbs Freon	401-0533-533.4610	143.50	
	03/15/2024	Rossi's Heating & Air Condi...	Service Call 2lbs Freon	404-0535-535.4610	143.50	
		Vendor Rossi's Heating & Air Conditioning INC Total:			287.00	
Vendor: Rush Truck Centers of Florida Inc						
	12/21/2023	Rush Truck Centers of Florida...	corrected invoice balance fr...	402-0534-534.4620	17.28	
		Vendor Rush Truck Centers of Florida Inc Total:			17.28	
Vendor: Safariland, LLC						
	03/05/2024	Safariland, LLC	Low Ride Holster Groth/Tayl...	001-0521-521.5200	429.00	
		Vendor Safariland, LLC Total:			429.00	
Vendor: SHI International Corp						
	03/01/2024	SHI International Corp	Latitude 5540	001-0516-516.5264	25,594.20	
	03/01/2024	SHI International Corp	Mobile Precision 3581	001-0516-516.5264	1,968.60	
	03/01/2024	SHI International Corp	Optiplex Small Form Factor 7...	001-0516-516.5264	2,409.26	
	03/01/2024	SHI International Corp	Mobile Precision 3581	118-0524-524.5200	335.00	
	03/06/2024	SHI International Corp	WatchDog Remote Support	001-0516-516.5230	222.63	
		Vendor SHI International Corp			Total:	30,529.69
Vendor: SLR Communications Inc.						
	03/07/2024	SLR Communications Inc.	Boring Services	404-0535-535.4600	1,261.29	
		Vendor SLR Communications Inc. Total:			1,261.29	
Vendor: Staples Inc						
	03/13/2024	Staples Inc	Contract Overage 2.13.24-3...	001-0513-513.3400	77.14	
		Vendor Staples Inc Total:			77.14	
Vendor: Staples, Inc						
	03/05/2024	Staples, Inc	Case of Copy Paper 3 Clipboa...	001-0521-521.5100	51.98	
		Vendor Staples, Inc Total:			51.98	
Vendor: Sunshine State One Call of Florida, Inc						
	12/01/2023	Sunshine State One Call of Fl...	Monthly Assessment billing ...	401-0533-533.3401	43.48	
	12/01/2023	Sunshine State One Call of Fl...	Monthly Assessment billing ...	404-0535-535.3400	43.47	
	02/29/2024	Sunshine State One Call of Fl...	Monthly Assessment	401-0533-533.3401	43.48	
	02/29/2024	Sunshine State One Call of Fl...	Monthly Assessment	404-0535-535.3400	43.47	
		Vendor Sunshine State One Call of Florida, Inc Total:			173.90	
Vendor: Tampa Crane & Body Acquisition, LLC						
	03/07/2024	Tampa Crane & Body Acquisit..	1-857-5006 4-0035290	402-0534-534.4640	484.70	
		Vendor Tampa Crane & Body Acquisition, LLC Total:			484.70	
Vendor: Terry Taylor Ford Company						
	01/24/2024	Terry Taylor Ford Company	Oil Change Veh 2003	001-0521-521.4620	49.99	
	03/12/2024	Terry Taylor Ford Company	Oil Change Vehicle 2002	001-0521-521.4620	49.99	
		Vendor Terry Taylor Ford Company Total:			99.98	
Vendor: Timothy McRae						
	03/14/2024	Timothy McRae	FPO 534-2024-26	001-2201000	150.00	
		Vendor Timothy McRae Total:			150.00	
Vendor: Tom Nehl Jacksonville, Inc						
	02/29/2024	Tom Nehl Jacksonville, Inc	Relay Traction/ Valve Spring	402-0534-534.4620	613.63	
		Vendor Tom Nehl Jacksonville, Inc Total:			613.63	
Vendor: Trailco Group, Inc						
	04/01/2024	Trailco Group, Inc	April Rent 2024	001-0519-519.4400	2,530.00	
	04/01/2024	Trailco Group, Inc	April Rent 2024	401-0533-533.4400	425.00	

Expense Approval Register

Packet: APPKT08385 - 04.08.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	04/01/2024	Trailco Group, Inc	April Rent 2024	404-0535-535.4400	425.00
				Vendor Trailco Group, Inc Total:	3,380.00
Vendor: Trina Smith					
	03/12/2024	Trina Smith	Rental Refund	001-2201000	150.00
				Vendor Trina Smith Total:	150.00
Vendor: Triton Training Group					
	03/18/2024	Triton Training Group	Armorer Course June 12-13 Ki..	001-0521-521.5500	450.00
				Vendor Triton Training Group Total:	450.00
Vendor: UniFirst Corporation					
	01/31/2024	UniFirst Corporation	Uniform Rental	001-0541-541.5220	66.25
	01/31/2024	UniFirst Corporation	Uniform Rental	001-0549-549.5200	42.30
	01/31/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5200	22.20
	01/31/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5220	30.19
	01/31/2024	UniFirst Corporation	Uniform Rental	401-0533-533.5220	37.01
	01/31/2024	UniFirst Corporation	Uniform Rental	402-0534-534.5220	19.27
	01/31/2024	UniFirst Corporation	Uniform Rental	404-0535-535.5220	30.72
	02/14/2024	UniFirst Corporation	Uniform Rental	001-0541-541.5220	81.21
	02/14/2024	UniFirst Corporation	Uniform Rental	001-0549-549.5220	23.28
	02/14/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5200	21.78
	02/14/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5220	29.98
	02/14/2024	UniFirst Corporation	Uniform Rental	401-0533-533.5220	36.88
	02/14/2024	UniFirst Corporation	Uniform Rental	402-0534-534.5220	33.11
	02/14/2024	UniFirst Corporation	Uniform Rental	404-0535-535.5220	30.55
	02/21/2024	UniFirst Corporation	Uniform Rental	001-0541-541.5220	31.50
	02/21/2024	UniFirst Corporation	Uniform Rental	001-0549-549.5220	22.83
	02/21/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5200	26.07
	02/21/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5220	34.27
	02/21/2024	UniFirst Corporation	Uniform Rental	401-0533-533.5220	41.17
	02/21/2024	UniFirst Corporation	Uniform Rental	402-0534-534.5220	23.29
	02/21/2024	UniFirst Corporation	Uniform Rental	404-0535-535.5220	34.83
	02/21/2024	UniFirst Corporation	Uniform Rental	001-0541-541.5220	17.86
	02/21/2024	UniFirst Corporation	Uniform Rental	001-0549-549.5220	7.21
	02/21/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5200	10.46
	02/21/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5220	18.11
	02/21/2024	UniFirst Corporation	Uniform Rental	401-0533-533.5220	25.51
	02/21/2024	UniFirst Corporation	Uniform Rental	402-0534-534.5220	27.64
	02/21/2024	UniFirst Corporation	Uniform Rental	404-0535-535.5220	19.19
	02/28/2024	UniFirst Corporation	Uniform Rental	001-0541-541.5220	24.80
	02/28/2024	UniFirst Corporation	Uniform Rental	001-0549-549.5220	18.47
	02/28/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5200	21.78
	02/28/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5220	29.31
	02/28/2024	UniFirst Corporation	Uniform Rental	401-0533-533.5220	53.98
	02/28/2024	UniFirst Corporation	Uniform Rental	402-0534-534.5220	40.42
	02/28/2024	UniFirst Corporation	Uniform Rental	404-0535-535.5220	47.68
	03/13/2024	UniFirst Corporation	Uniform Rental	001-0541-541.5220	24.66
	03/13/2024	UniFirst Corporation	Uniform Rental	001-0549-549.5220	18.50
	03/13/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5200	21.78
	03/13/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5220	29.39
	03/13/2024	UniFirst Corporation	Uniform Rental	401-0533-533.5220	39.46
	03/13/2024	UniFirst Corporation	Uniform Rental	402-0534-534.5220	22.42
	03/13/2024	UniFirst Corporation	Uniform Rental	404-0535-535.5220	40.39
	03/20/2024	UniFirst Corporation	Uniform Rentals	001-0541-541.5220	24.50
	03/20/2024	UniFirst Corporation	Uniform Rentals	001-0549-549.5220	18.43
	03/20/2024	UniFirst Corporation	Uniform Rentals	001-0572-572.5200	21.77
	03/20/2024	UniFirst Corporation	Uniform Rentals	001-0572-572.5220	23.17
	03/20/2024	UniFirst Corporation	Uniform Rentals	401-0533-533.5220	39.23
	03/20/2024	UniFirst Corporation	Uniform Rentals	402-0534-534.5220	33.86
	03/20/2024	UniFirst Corporation	Uniform Rentals	404-0535-535.5220	42.01
	03/06/2024	UniFirst Corporation	Uniform Rental	001-0541-541.5220	44.91

Expense Approval Register

Packet: APPKT08385 - 04.08.24 Warrant - Payment

(None)	Post Date	Vendor Name	Description (Item)	Account Number	Amount
	03/06/2024	UniFirst Corporation	Uniform Rental	001-0549-549.5220	19.35
	03/06/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5200	22.64
	03/06/2024	UniFirst Corporation	Uniform Rental	001-0572-572.5220	30.22
	03/06/2024	UniFirst Corporation	Uniform Rental	401-0533-533.5220	40.29
	03/06/2024	UniFirst Corporation	Uniform Rental	402-0534-534.5200	23.98
	03/06/2024	UniFirst Corporation	Uniform Rental	404-0535-535.5220	207.21
			Vendor UniFirst Corporation Total:		1,869.28
Vendor: USA Services of Florida Inc					
	03/20/2024	USA Services of Florida Inc	Street Sweeping March	001-0538-538.3400	1,300.00
			Vendor USA Services of Florida Inc Total:		1,300.00
Vendor: USABLE Life					
	04/01/2024	USABLE Life	USABLE Life April 2024	001-2184000	329.20
			Vendor USABLE Life Total:		329.20
Vendor: Verizon Connect Telo Inc.					
	03/01/2024	Verizon Connect Telo Inc.	Services for 3.1.24-3.31.24	001-0541-541.4100	76.40
	03/01/2024	Verizon Connect Telo Inc.	Services for 3.1.24-3.31.24	001-0572-572.4100	57.30
	03/01/2024	Verizon Connect Telo Inc.	Services for 3.1.24-3.31.24	401-0533-533.4100	76.40
	03/01/2024	Verizon Connect Telo Inc.	Services for 3.1.24-3.31.24	402-0534-534.4100	209.60
	03/01/2024	Verizon Connect Telo Inc.	Services for 3.1.24-3.31.24	404-0535-535.4100	76.40
			Vendor Verizon Connect Telo Inc. Total:		496.10
Vendor: Verizon Wireless					
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	001-0512-512.4100	80.80
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	001-0513-513.4100	70.39
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	001-0516-516.4100	45.40
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	001-0521-521.4100	1,883.11
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	001-0524-524.4100	105.04
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	001-0541-541.4100	223.79
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	001-0549-549.4100	152.94
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	001-0572-572.4100	193.72
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	118-0524-524.4100	90.69
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	401-0533-533.4100	529.25
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	402-0534-534.4100	242.08
	03/13/2024	Verizon Wireless	Service for 2.14.24-3.13.24	404-0535-535.4100	531.21
			Vendor Verizon Wireless Total:		4,148.42
Vendor: Vision Service Plan					
	03/18/2024	Vision Service Plan	VSP April 2024	001-2184000	1,282.78
			Vendor Vision Service Plan Total:		1,282.78
Vendor: W.W. Grainger, Inc.					
	03/05/2024	W.W. Grainger, Inc.	Packing Extractor	404-0535-535.5265	52.80
			Vendor W.W. Grainger, Inc. Total:		52.80
Vendor: Zachary Palazzo					
	03/13/2024	Zachary Palazzo	Reimbursement for Class 3 O...	401-0533-533.5500	402.00
			Vendor Zachary Palazzo Total:		402.00
Vendor: Zev Cohen & Associates, Inc.					
	03/08/2024	Zev Cohen & Associates, Inc.	Services through February 2...	001-0524-524.3400	2,219.57
			Vendor Zev Cohen & Associates, Inc. Total:		2,219.57
			Grand Total:		232,957.04

Fund Summary

Fund	Expense Amount
001 - GENERAL FUND	106,233.68
118 - BUILDING DEPT FUND	3,041.69
303 - IMPACT FEES	66,524.65
401 - WATER	15,371.42
402 - SOLID WASTE	19,846.17
404 - SEWER	21,939.43
Grand Total:	232,957.04

Account Summary

Account Number	Account Name	Expense Amount
001-0512-512.3401	Fire Inspection Exp.	1,224.00
001-0512-512.4100	Communications Expense	80.80
001-0513-513.3400	Other Contract Services	77.14
001-0513-513.4100	Communications Expense	70.39
001-0516-516.4100	Communications Expense	45.40
001-0516-516.5230	Software	2,420.25
001-0516-516.5264	Small Equipment	29,972.06
001-0519-519.4400	Rental/Lease	4,718.66
001-0521-521.3410	Other Contract-Dry Clean..	27.00
001-0521-521.4100	Communications Expense	1,883.11
001-0521-521.4620	Repair / Maint - Vehicles	99.98
001-0521-521.5100	Office Supplies Expenses	51.98
001-0521-521.5200	Operating Supplies	772.48
001-0521-521.5220	Uniforms Exp	166.03
001-0521-521.5500	Training	900.00
001-0524-524.3400	Other Contract Services	2,219.57
001-0524-524.4100	Communications Expense	105.04
001-0524-524.4800	Advertising / Promo Exp...	260.00
001-0538-538.3400	Other Contract Services	1,300.00
001-0541-541.4100	Communications Expense	300.19
001-0541-541.4400	Rental / Lease Expense	29.17
001-0541-541.4640	Equipment Repair & Mai...	766.32
001-0541-541.5200	Operating Supplies	818.38
001-0541-541.5220	Uniforms Exp	315.69
001-0541-541.5265	Tools	210.32
001-0541-541.5300	Road Repair Local Option..	135.88
001-0549-549.4100	Communications	152.94
001-0549-549.4400	Rentals & Leases	29.16
001-0549-549.5200	Operating Supplies	42.30
001-0549-549.5220	Uniforms	128.07
001-0572-572.4100	Communications Expense	251.02
001-0572-572.4400	Rental / Lease Expense	29.17
001-0572-572.4610	Repair / Maint - Bldgs	-202.11
001-0572-572.4640	Repair/Maint - Equipme...	13.25
001-0572-572.5200	Operating Supplies	695.98
001-0572-572.5220	Uniforms Exp	224.64
001-2184000	Med/Health Employee Li...	50,930.15
001-2184500	Retiree Medical	1,692.61
001-2185000	125 Plans Employee Pay...	2,676.66
001-2201000	Deposits Paybl - CtyHall/...	600.00
118-0524-524.3401	Bldg/Fire Inspection Exp...	2,616.00
118-0524-524.4100	Communications Expense	90.69
118-0524-524.5200	Operating Supplies	335.00
303-0541-541.6300	Improvements Other Th...	66,524.65
401-0533-533.3111	Professional Services Ex...	7,442.50
401-0533-533.3401	Other Contract Services	1,876.01
401-0533-533.4100	Communications Expense	605.65
401-0533-533.4400	Rental / Lease Expense	454.17
401-0533-533.4610	Repair / Maint - Bldgs	143.50

Account Summary

Account Number	Account Name	Expense Amount
401-0533-533.5205	Operating Supplies Exp -...	1,941.86
401-0533-533.5220	Uniforms Exp	313.53
401-0533-533.5230	Software	1,550.00
401-0533-533.5264	Small Equipment Purcha...	368.85
401-0533-533.5265	Tools	44.35
401-0533-533.5500	Training	631.00
402-0534-534.3400	Other Contract Services -...	15,059.35
402-0534-534.4100	Communications - Solid...	451.68
402-0534-534.4400	Rental/Lease - Solid Was...	29.16
402-0534-534.4620	Repair/Maint Vehicles - ...	2,278.08
402-0534-534.4640	Repair & Maint - Equipm...	508.92
402-0534-534.5200	Operating Supplies	35.47
402-0534-534.5220	Uniforms - Solid Waste	200.01
402-0534-534.5264	Small Equipment - Solid...	1,283.50
404-0535-535.3100	Professional Services	7,442.50
404-0535-535.3400	Other Contractual Servic...	5,556.12
404-0535-535.4100	Communications	607.61
404-0535-535.4400	Rentals/Leases	454.17
404-0535-535.4600	Repair / Maint. - Service	1,261.29
404-0535-535.4610	Repairs & Maint. - Buildi...	143.50
404-0535-535.4640	Repairs & Maint. - Equi...	34.11
404-0535-535.4800	Advertising/Promotion	80.00
404-0535-535.5200	Operating Supplies	4,154.75
404-0535-535.5220	Uniforms	602.58
404-0535-535.5230	Software	1,550.00
404-0535-535.5265	Tools	52.80
	Grand Total:	232,957.04

Project Account Summary

Project Account Key	Expense Amount
None	232,957.04
Grand Total:	232,957.04



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, March 25, 2024

7:00 PM

1769 East Moody Boulevard (GSB)

Chambers Room

Bunnell, FL 32110

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

Vice Mayor Rogers called the meeting to order at 7:00 PM and led the Pledge to the Flag.

Roll Call: Vice Mayor John Rogers; Commissioner Tina-Marie Schultz; Commissioner Pete Young; City Attorney Paul Waters; City Manager Alvin B. Jackson, Jr; Community Development Director Joe Parsons; Finance Director Kristi Moss; Infrastructure Director Dustin Vost; City Engineer Marcus DePasquale; Human Resources Manager Bradley Reed; City Clerk Kristen Bates; Deputy City Clerk Bridgitte Gunnells

Excused: Mayor Catherine Robinson; Commissioner Tonya Gordon

Invocation for Our Military Troops and National Leaders:

Police Chaplain Larry Hobbs led the invocation.

B. Introductions, Commendations, Proclamations, and Presentations

B.1. Proclamation: Water Conservation Month

Vice Mayor Roger read the proclamation into the record. Bill White from SJRWM accepted the proclamation and spoke about water conservation.

B.2. Presentation: Police Department Annual Awards

Chief Brannon introduced the item and Sergeant Groth read statements regarding the recipients and the awards. The following awards were presented:

- Certificate of Appreciation- Public Safety Officers Jay Lampiasi, Rommel Scalf and Administrative Assistant Elisa Terranova.
- Traffic Safety Award- Officer Richard Coury, Officer Alex Kilpatrick and Officer Michelle Wichman.
- Leadership Award- Sergeant Alton Ogden, Sergeant Lyle Tripp, and Sergeant Dawn Harris.
- Service Above Self- Detective Sergeant Shane Groth.
- Certificates of Appreciation for the Veterans Day Parade- Flagler County Sheriff's Department and parade committee members.
- Officer of the Year- Detective Jeff Traylor.
- Chief Brannon was recognized for his leadership by his department.

C. Consent Agenda:

C.1. Approval of Warrant

- a. **March 25, 2024 Warrant**
- C.2. Approval of Minutes**
 - a. **March 11, 2024 City Commission Meeting Minutes**
- C.3. Confirmation of Joe Parsons as the Community Development Director**
- C.4. Request Approval for the Authorization to the East Flagler Mosquito Control District and Contracted Vendors to Conduct Aerial Spraying over Congested Areas within the City Limits.**
- C.5. Acceptance of the Bunnell Admin / PD Complex – Permanent Stormwater Easement for Lot 4 and Lot 5**

Note: Item C.1. was pulled by staff.

Motion: Approve Agenda items C.2., C.3., C.4., C.5.

Motion by: Commissioner Schultz

Second by: Commissioner Young

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

C.1. Approval of the March 25, 2024 Warrant as amended.

Finance Director Moss explained the change in the Warrant. A payment to a vendor needed to be removed from the published warrant.

Motion: Approve the Warrant as amended

Motion by: Commissioner Schultz

Second by: Commissioner Young

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.

Chief Brannon presented Mayor Stephen Emmett, of Beverly Beach with the Veterans Day Parade Best Float Award.

E. Ordinances: (Legislative):

E.1. Ordinance 2024-06 Amending the Future Land Use Element and the Conservation Element in the City of Bunnell 2035 Comprehensive Plan. - First Reading

City Attorney Waters read the short title into the record.

Motion: Approve Ordinance 2024-06 Amending the Future Land Use Element and the Conservation Element in the City of Bunnell 2035 Comprehensive Plan. - First Reading

Motion by: Commissioner Schultz

Second by: Commissioner Young

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

E.2. Ordinance 2024-07 Amending the City of Bunnell Land Development Code Chapter 18 - Natural Resource Protection and Management and Chapter 34 - Zoning. - First Reading

City Attorney Waters read the short title into the record.

Motion: Approve Ordinance 2024-07 Amending the City of Bunnell Land Development Code Chapter 18 - Natural Resource Protection and Management and Chapter 34 - Zoning. - First Reading

Motion by: Commissioner Schultz
Second by: Commissioner Young
Board Discussion: None
Public Discussion: None
Vote: Motion carried unanimously

E.3. Ordinance 2024-08 Amending the City of Bunnell Code of Ordinances Chapter 30- Fees and Chapter 54 - Streets, Sidewalks and Other Public Places. - First Reading

City Attorney Waters read the short title into the record.

Motion: Approve Ordinance 2024-08 Amending the City of Bunnell Code of Ordinances Chapter 30- Fees and Chapter 54 - Streets, Sidewalks and Other Public Places. - First Reading

Motion by: Commissioner Young
Second by: Commissioner Schultz
Board Discussion: None
Public Discussion: None
Vote: Motion carried unanimously

F. Resolutions: (Legislative):

F.1. Resolution 2024-04 Amending the City of Bunnell Development Fees.

City Attorney Waters read the short title into the record. Community Development Director Parsons presented the item to the Board. The City's development fees need to be amended; the fees to be amended are different from the building permit fees.

Motion: Adopt Resolution 2024-04 Amending the City of Bunnell Development Fees

Motion by: Commissioner Schultz

Second by: Commissioner Young

Board Discussion: Commissioner Schultz asked if the fees were increasing 65% and looking for a 100% increase within the next three years. City Manager Jackson stated it would be best to phase in further increases over the next three years; development services should be paid by the development community and not come from the general fund.

Public Discussion: None

Vote: Motion carried unanimously

F.2. Resolution 2024-05 Granting development impact fee credits for DR Horton related to the public benefit of certain water main improvements to the Grand Reserve community.

City Attorney Waters read the short title into the record

Motion: Adopt Resolution 2024-05 Granting development impact fee credits for DR Horton related to the public benefit of certain water main improvements to the Grand Reserve community.

Motion by: Commissioner Schultz

Second by: Commissioner Young

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

G. Old Business: None

H. New Business:

H.1. Administrative Order 2024-02 Requesting approval to allow the City of Bunnell Wastewater Treatment Facility Expansion to encroach 25 feet more or less into the northern adjacent property.

Community Development Director Parsons presented the item to the Board.

Motion: Approve Administrative Order 2024-02 Requesting approval to allow the City of Bunnell Wastewater Treatment Facility Expansion to encroach 25 feet more or less into the northern adjacent property.

Motion by: Commissioner Schultz

Second by: Commissioner Young

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

H.2. Request Approval of the City Health Insurance Enrollment 2024

Human Resource Manager Reed presented the item to the Board.

Motion: Approve the City Health Insurance Enrollment 2024

Motion by: Commissioner Young

Second by: Commissioner Schultz

Board Discussion: None

Public Discussion: None

Vote: Motion carried unanimously

H.3. Request to Pay Flagler County Humane Society for costs outside the Monthly Contracted Amount.

City Clerk Bates presented the item to the Board.

Motion: Approve request to Pay Flagler County Humane Society for costs outside the Monthly Contracted Amount.

Motion by: Commissioner Schultz

Second by: Commissioner Young

Board Discussion: Commissioner Schultz inquired if the City could recoup the fees from the animal's owner. Attorney Waters stated unless the Criminal Courts asked for restitution it would be a long shot to recover fees.

Public Discussion: None

Vote: Motion carried unanimously

I. Reports

- **City Clerk** – The City co-sponsored Spring Break Bash Saturday, March 23rd at JB King Park went well; people loved the facility. Mayor Robinson was honored March 23rd as a recipient of “She Leads Florida”. On March 24th the Celebration of Life was held for Rob Myjak, Parks and Recreation Crew Leader; it was well attended, and the family appreciated all the support the City has been providing during this time. The groundbreaking ceremony for the Bunnell Administration & Police Department Complex will be held April 1, 2024, at 10:30 A.M. and will be immediately followed by the groundbreaking for Flagler Central Commerce Parkway.
- **Police Chief** – None
- **City Attorney**- None
- **City Manager**- The City Managers Report was available. To help keep the Commission and the public aware of progress on the projects the City is managing, a simple report is going to be included with the agenda each month. He welcomed Joe Parsons as the Community Development Director.
- **Mayor and City Commissioners**–
 - **Commissioner Young** – He is looking forward to the groundbreaking on April 1 and hopes it doesn't turn out to be an April Fools joke.
 - **Commissioner Schultz** –. Reported she had attended the Family Life Center meeting. The planning for the October Italian Festival are moving forward. She is proud of the Bunnell Police Department and all they are doing; they are the pride of Bunnell.

- o **Vice Mayor Rogers** – Thanked the City Manager for the great team he has assembled for the City.

J. Call for Adjournment.

Motion: Adjourn

Motion by: Commissioner Schultz

Seconded by: Commissioner Young

Vote: Motion carried unanimously

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. E.1.

Document Date: 3/25/2024 Amount:
Department: Community Development Account #:
Subject: Ordinance 2024-08 Amending the City of Bunnell Code of Ordinances
Chapter 30 - Fees and Chapter 54 - Streets, Sidewalks and Other Public
Places. - Second Reading
Agenda Section: Ordinances: (Legislative):
Goal/Priority: Organizational Excellence

ATTACHMENTS:

Description	Type
Ordinance 2024-08 Amending Code of Ordinances Chapter 30 and Chapter 54	Ordinance
Business Impact Estimate (Ord. 2024-08)	Exhibit

Summary/Highlights:

This Ordinance is to amend sections in the Code of Ordinances relating to administrative/application fees for vacating of streets, alleys, or public right-of-way.

This ordinance was last heard at the March 25, 2024 City Commission Meeting. At this meeting, the Commission voted to approve the proposed ordinance. In accordance with Florida Statute, this matter was advertised in the March 28, 2024 edition of the Palm Coast Observer.

Background:

When staff was conducting the fee study to increase the development fees, it was discovered that one of the fees in the development fee schedule was in conflict with an administrative fee contained within the Code of Ordinances relating to vacating streets, alleys, and/or public right-of-way. Having this conflict can cause issues when processing applications.

With the development fees increasing, it was crucial to ensure there is a uniform price for each service. The proposed changes to chapters 30 and 54 in the Code of Ordinances will be making certain the administrative/application fees for processing vacation of streets, alleys, and/or public right-of-way are only established by resolution and not by ordinance.

Staff Recommendation:

Adopt Ordinance 2024-08 Amending the City of Bunnell Code of Ordinances Chapter 30 - Fees and Chapter 54 - Streets, Sidewalks and Other Public Places. - Second Reading

City Attorney Review:

Approved

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved.

ORDINANCE 2024-08

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING THE BUNNELL CODE OF ORDINANCE; PROVIDING FOR AMENDMENT TO CHAPTER 30 - FEES; PROVIDING FOR AMENDMENT TO CHAPTER 54 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES; REVISING LANGUAGE ASSOCIATED WITH ADMINISTRATIVE FEES; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY AND APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Article VIII, Section 2, *Constitution of the State of Florida*, authorizes the City of Bunnell to exercise any power for municipal purposes except as otherwise provided by law; and

WHEREAS, Chapters 166 and 163, Florida Statutes, include authority to enact regulations to protect the health, safety and welfare, and interests of the citizens of the City; and

WHEREAS, the *Bunnell Code of Ordinances* provides for a variety of fees; and

WHEREAS, the *Bunnell Code of Ordinances* provides a process for requests for vacation of streets, alleys, or rights-of-way; and

WHEREAS, the City Commission of the City of Bunnell finds it is in the best interest and welfare of the citizens of the City to amend the fees to avoid conflicts with any fee resolutions; and

WHEREAS, the City of Bunnell has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance; and

WHEREAS, for purposes of this Ordinance, underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

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

Section 1. Amendment to Chapter 30, Code of Ordinances.

Chapter 30 of the Bunnell Code of Ordinance is hereby amended as follows:

Sec. 30-411. - ~~Fee for processing request to vacate street, alley or public right-of-way.~~ Reserved.

~~The fee required by section 54-1 is \$125.00.~~

Section 2. Amendment to Chapter 54, Code of Ordinances.

Chapter 54 of the Bunnell Code of Ordinance is hereby amended as follows:

Sec. 54-1. Requests for vacation of streets, alleys or rights-of-way.

- (a) All requests to vacate any public street, alley or right-of-way shall be in writing and notarized, shall be addressed to the city, shall include the legal description of all properties physically adjoining the land sought to be vacated and shall bear the printed name, address and notarized signature of the person making the request.
- (b) All requests shall include a cashier's check, certified check or money order, which will not be refundable, in the amount established by ~~section 30-411.~~ resolution as approved by the City Commission.
- (c) All requests shall include the name and address of all property owners who own land abutting the street, alley, or right-of-way sought to be vacated.
- (d) Any approval by the city commission to vacate any street, alley or right-of-way shall be in ordinance form and in compliance with F.S. § 166.041.
- (e) The city shall provide notice by certified mail to all persons whose property abuts the portion of the public street, alley or right-of-way proposed to be vacated, postmarked no less than ten days prior to the public hearing on the proposal. Such notice shall state the time and place at which the city commission will conduct a public hearing on the proposal, together with a copy of the proposed ordinance.
- (f) The applicant must state to the city commission the reason for the request to vacate. The applicant must also submit a proposed site plan that shows the future use of the vacated street, alley or right-of-way.
- (g) No street shall be vacated unless it is in the public interest or unless such street is no longer required for public use.
- (h) There shall be no charge for the vacation of any street, alley or right-of-way except for the administrative costs as shown in subsection (b) of this section.
- (i) Prior to the final reading of the ordinance, the planning and zoning board shall review all requests for vacating streets, alleys and public places and report its comments to the city commission.

Section 3. Implementing Administrative Actions.

The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Ordinance and to take any and all necessary administrative actions to include, but not be limited to, the adoption of administrative forms, policies, procedures, processes and rules.

Section 4. Codification.

The provisions of this Ordinance, including its recitals, shall become and be made a part of the *Bunnell Code of Ordinance* and the Sections of this Ordinance may be renumbered or re-lettered to accomplish such intention and the word "Ordinance", or similar words, may be changed to "Section," "Article", or other appropriate word; provided, however, that

Sections 3, 4, 5, 6, and 7 shall not be codified. The Code codifier is granted liberal authority to codify the provisions of this Ordinance.

Section 5. Conflicts.

All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 6. Severability.

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

Section 7. Effective Date.

This Ordinance shall take effect immediately upon enactment.

First Reading: approved on this 25th day of March 2024.

Second Reading/Final Reading: adopted on this 8th day of April 2024.

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

Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of Sec. 166.041(4), Fla. Stat. If one or more boxes are checked below under “Applicable Exemptions”, this indicates that the City of Bunnell has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by Sec. 166.041(4), Fla. Stat. will be provided in the “Business Impact Estimate” section below. In addition, even if one or more exemptions are identified, the City of Bunnell may nevertheless choose to provide information concerning the proposed ordinance in the “Business Impact Estimate” section below. This Business Impact Estimate Form may be revised following its initial posting.

Proposed ordinance’s title/reference:

ORDINANCE 2024-08

AN ORDINANCE OF THE CITY OF BUNNELL, FLORIDA AMENDING THE BUNNELL CODE OF ORDINANCE; PROVIDING FOR AMENDMENT TO CHAPTER 30 - FEES; PROVIDING FOR AMENDMENT TO CHAPTER 54 - STREETS, SIDEWALKS AND OTHER PUBLIC PLACES; REMOVING ANY FEES AND REVISING ANY ASSOCIATED LANGUAGE; PROVIDING FOR CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY AND APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements, and development permits;
 - Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

Business Impact Estimate:

The City of Bunnell hereby publishes the following information:

1. **A summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

This Ordinance is to remove the processing fee for Right-of-Way vacation applications to avoid conflicts with development fees that are established by resolution and to avoid any public confusion as to what fee is to be assessed.

2. **An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the municipality, including the following, if any:**

- (a) **An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted:**

- (b) **Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible:**

- (c) **An estimate of the municipality's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs:**

3. **A good faith estimate of the number of businesses likely to be impacted by the ordinance:**

4. **Additional information the governing body determines may be useful (if any):**

***Note:** The City's provision of information in the Business Impact Estimate section above, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions below shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Sec. 166.041(4), Fla. Stat., Sec. 166.0411, Fla. Stat., or any other relevant provision of law.*



City of Bunnell, Florida

Agenda Item No. H.1.

Document Date: 3/15/2024 Amount: \$1875/load
Department: Infrastructure Account #: 404.0535.535.3400
Subject: Request Approval to Award Contract 2024-09 to Ormond Septic System for
Sludge Hauling Services
Agenda Section: New Business:
Goal/Priority: Infrastructure

ATTACHMENTS:

Description	Type
Contract 2024-09 to Ormond Septic	Contract
RFP 2024-01 Sludge Hauling	Bid Package
Ormond Septic RFP 2024-01	Bid Package
RFP 2024-01 Selection Committee Minutes	Minutes

Summary/Highlights:

The hauling and treatment of biosolids needs to be performed regularly by the WWTF. The City's contract with Ormond Septic expires in April 2024. The City issued RFP 2024-01 for Sludge Hauling Services, which resulted in one (1) proposal from Ormond Septic Systems for \$1875/load.

Background:

The WWTF requires Sludge Hauling Services which include pick up, transport and disposal of one (1) 30-yard box of 10-15% digester solids as needed. The average container weight of the box with contents is between 16 and 18 tons. A total of 39 loads were hauled last fiscal year (FY22-23).

The agreement with Ormond Septic is for one (1) year and may be renewed annually upon mutual agreement from both parties for a maximum of three (3) years.

Staff Recommendation:

Approve award of RFP 2024-01 Sludge Hauling Services for the WWTF in the amount of \$1875/load.

City Attorney Review:

Approved

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

AGREEMENT NO. 2024-09

**LETTER AGREEMENT FOR
SLUDGE HAULING SERVICES
BETWEEN RAYCO FUNDING & DEVELOPMENT INC, DBA ORMOND SEPTIC SYSTEMS AND
CITY OF BUNNELL, FLORIDA**

THIS AGREEMENT ("Agreement") is for Sludge Hauling Services between the City of Bunnell ("CITY"), a municipal corporation organized and existing under the laws of the State of Florida, whose address is 604 East Moody Boulevard, Unit 6, Bunnell, Florida, and Rayco Funding & Development, Inc., DBA Ormond Septic Systems a Florida corporation, (hereinafter "CONTRACTOR"), 500 Walker Street, Holly Hill, FL 32117.

WHEREAS, the CITY is required to collect and transport domestic wastewater treatment residuals, i.e. sludge, in full compliance with Chapter 62-640, 62-600 and 62-601 of the Florida Administrative Code and other applicable federal, state and local laws; and

WHEREAS, the CITY has the authority to enter into contracts with third parties to perform needed services; and

WHEREAS, the City desires to enter into a written agreement outlining the duties, responsibilities and compensation of CONTRACTOR, based on the CONTRACTOR's response to RFP #2024-01 – Request Proposal's for Sludge Hauling Services; and

WHEREAS, Section 448.095, Fla. Stat., imposes certain obligations on public agencies with regard to the use of the E-Verify system by their CONTRACTOR's and subcontractor's; and

WHEREAS, Section 287.135, Fla. Stat., provides restrictions on local governments contracting with companies that are on certain Scrutinized Companies lists; and

WHEREAS, Section 768.28, Fla. Stat., sets forth certain mandatory limitations on indemnification and liability for Florida public agencies; and

WHEREAS, Section 119.0701, Fla. Stat., requires that certain public agency agreements must include certain statutorily required provisions concerning the CONTRACTOR's compliance for Florida's Public Records Act; and

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

1. The relationship of the CONTRACTOR to the CITY will be that of a professional contractor to provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to the CONTRACTOR's profession, and CONTRACTOR will endeavor to provide to the CITY prompt and efficient contracting services to the best of its ability.
2. CONTRACTOR is hereby retained and employed as the Sludge Hauling Services Contractor and will work with the CITY to provide said services in accordance with the scope of services outlined in RFP #2024-01.
 - a. The CITY hereby retains CONTRACTOR to furnish services as described in

RFP #2024-01, including but not limited to 1) services needed to comply with Chapter 62-640, 62-600 and 62-601 of the Florida Administrative Code and other applicable federal, state and local laws; 2) pick up and transport of the CITY's 30 yard dewatering box containing approximately 10-15% digester sludge cake from the CITY's waste water treatment plant located at 200 Tolman Street and disposal at an approved Florida Department of Environmental Protection site; 3) rinsing the box of residuals; 4) return of the box to the CITY's wastewater treatment plant; 5) providing a turnaround time of 2-1/2 hours to ensure dewatering box can be immediately placed back in service; and 6) other services which may be required consistent with the purpose of the Agreement.

- b. CONTRACTOR must provide all permits, labor, materials, equipment, and supervision necessary for the completion of the services contemplated by this Agreement.
- c. Services shall be provided on a "Will Call" or as needed basis.

3. **Commencement and Term.**

a. CONTRACTOR may commence work under this Agreement upon receipt of the Notice To Proceed. This Agreement once fully executed will serve as the Notice To Proceed.

b. The term of this Agreement shall be effective for a one (1) year term 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 three (3) additional twelve (12) month periods prior to the expiration of each term. The term of this Agreement does not relieve the CONTRACTOR of any future responsibility as described in paragraph eight (8) of this Agreement.

4. **Payment.** The CITY agrees to compensate CONTRACTOR at the rate of \$1,875 per load hauled as stated in the Fee Schedule of RFP #2024-01. Invoice shall be itemized pursuant to and in accordance with the Fee Schedule. CONTRACTOR shall compute the total amount due for each load hauled and all amounts due CONTRACTOR shall be paid on a monthly basis pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. CONTRACTOR acknowledges and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

5. **Notices.** All notices to the parties under this Agreement must be in writing and sent certified mail to:

- a. To CITY: City Manager, City of Bunnell, 604 E. Moody Blvd., Bunnell, FL 32110
- b. To CONTRACTOR: Rayco Funding & Development, Inc., 500 Walker Street, Holly Hill, FL 32117

7. **General Considerations.**

- a. CONTRACTOR shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The CITY shall have

- the right to order, inspect and copy all such records as often as it deems necessary during any such period of time. The right to audit, inspect, and copy records shall include all of the records of sub-contractors (if any).
- d. CONTRACTOR shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.
 - e. CONTRACTOR shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFP # 2024-01, naming CITY as an additional insured in each such policy.
 - f. Upon CONTRACTOR's written request, the CITY will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as CONTRACTOR and CITY mutually deem necessary, and CONTRACTOR may rely upon same in performing the services required under this agreement.
 - g. The CITY and CONTRACTOR each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the CITY nor CONTRACTOR shall assign or transfer their interest in this agreement without the prior written consent of the other party.
8. Should any other professional services be called for by the CITY which are not otherwise set forth in this Agreement or any of its attachments or exhibits, said charges shall be agreed upon in advance by the parties hereto. The CONTRACTOR may be required to provide additional services to the CITY on challenges, public protests, administrative hearings or similar matters. The CONTRACTOR shall be available to represent the CITY, serve as an expert witness and provide supporting documentation as necessary.
 9. The Agreement documents, which comprise the entire Agreement between CITY and CONTRACTOR, and which are further incorporated herein by reference, consist of the following:
 - a. RFP #2024-01 Sludge Hauling Services
 - b. CONTRACTOR'S RFP #2024-01 Submittal Documents
 10. CONTRACTOR shall indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR and other persons employed or utilized by the CONTRACTOR in the performance of the Agreement.
 11. CONTRACTOR, its agents, servants or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the CITY and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the CITY, except as provided in the scope of services called for herein. CONTRACTOR is hereby designated as an independent CONTRACTOR to the CITY and none of the employees, agents or servants of the CONTRACTOR shall have, or be entitled to, any of the fringe benefits applicable to employees of the CITY.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees and costs incurred by the other party in enforcing its rights hereunder, whether litigation be instituted or not, at the trial court and appellate court level.
13. CONTRACTOR does hereby waive any and all "venue privilege" and or "diversity of citizenship privileges" and specifically agrees that any action brought for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court in and for Flagler County, Florida, and CONTRACTOR hereby specifically waives its right or privilege to institute any action of any kind or nature whatsoever, against the CITY in any other State Court, Federal Court or administrative tribunal.
14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or verbal. If any provision of this Agreement is declared to be invalid or unenforceable, the remainder shall continue to operate in full force and effect.
15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.
16. Work Orders.
 - a. The provision of services to be performed under this Agreement may commence immediately upon the execution of this Agreement or a work order as directed and determined by the CITY. Services to be provided by the CONTRACTOR to the CITY shall be negotiated between the CONTRACTOR and the CITY. Each work order shall reference this Agreement by title and date, include a detailed description of quantities, services, and a completion schedule, and will be provided on CONTRACTOR letterhead. The services described in said work order will commence upon approval by the CITY as notice to proceed.
 - b. If the services required to be performed by a work order are clearly defined, the work order shall be issued on a "fixed fee" basis. The CONTRACTOR shall perform all services required by the work order but in no event shall the CONTRACTOR be paid more than the negotiated fixed fee amount stated therein.
 - c. The CONTRACTOR and the CITY agree to make every effort to adhere to the schedule established for the various work orders described in the work order.
 - d. If the services are not clearly defined, the work order may be issued on a "time basis method" and contain a not-to-exceed amount. If a not-to-exceed amount is provided, the CONTRACTOR shall perform all work required by the work order; but in no event shall the CONTRACTOR be paid more than the not-to-exceed amount specified in the applicable work order.
 - e. For work orders issued on a "fixed fee basis," the CONTRACTOR may invoice the amount due based on the percentage of total work order services performed and completed; but in no event shall the invoice amount exceed a percentage of the fixed fee amount equal to a percentage of the total services completed.
 - f. For work orders issued on a "time basis method" with a not-to-exceed amount, the CONTRACTOR may invoice the amount due for actual work hours performed; but in no event shall the invoice amount exceed a percentage of the not-to-exceed amount equal to a percentage of the total services

completed.

- g. Each work order issued on a "fixed fee basis" or "time basis method" with a not-to-exceed amount shall be treated separately for retainage purposes. If the CITY determines that work is substantially complete and the amount retained, if any, is considered to be in excess, the CITY may, at its sole and absolute discretion, release the retainage or any portion thereof.
- h. For work orders issued on a "time basis method" with a limitation of funds amount, the CONTRACTOR may invoice the amount due for services performed and completed. The CITY shall pay the CONTRACTOR one hundred percent (100%) of the approved amount on work orders issued on a "time basis method" with a limitation of funds amount.

17. Change Orders.

- a. The CITY may revise the description of services set forth in any work order.
- b. Revisions to any work order shall be authorized in writing by the CITY as a change order. Each change order shall include a schedule of completion for the services authorized. Change orders shall identify this Agreement and the appropriate work order number. The change orders may contain additional instructions or provisions specific upon certain aspects of this Agreement pertinent to the services to be provided. Such supplemental instructions or provisions shall not be construed as a modification of this Agreement. A agreement between the parties on and execution of any change order shall constitute a final settlement and a full accord and satisfaction of all matters relating to the change and to the impact of the change on unchanged goods and/or work, including all direct and indirect costs of whatever nature, and all adjustments to the CONTRACTOR'S schedule.
- c. If instructed by the CITY, the CONTRACTOR shall change or revise work that has been performed, and if such work is not required as a result of error, omission or negligence of the CONTRACTOR, the CONTRACTOR may be entitled to additional compensation. The CONTRACTOR must submit for CITY approval a revised qualification with a revised fee quotation. Additional compensation, if any, shall be agreed upon before commencement of any such additional work and shall be incorporated into the work by change order to the work order.

18. Compensation.

- a. Compensation to the CONTRACTOR for the services performed on each work order shall be as set forth the work order/change order.
- b. The CITY shall not pay for reimbursable items such as gas, tolls, mileage, meals, etc. And other items not directly attributable to items produced for each work order.
- c. Work performed by the CONTRACTOR without written approval by the CITY's designated representative shall not be compensated. Any work performed by the CONTRACTOR without approval by the CITY is performed at the CONTRACTOR's own election.
- d. In the event the CITY fails to provide compensation under the terms and conditions of this Agreement, the CONTRACTOR shall notify the CITY's designated representative in order that the CITY may take remedial action.
- e. Pricing has been calculated based on the current prices for the goods and/or services that are the subject hereof. However, the market for the goods and/or services that pertain to this Agreement may be volatile on the basis of fuel costs and sudden and substantial price increases could occur. The

CONTRACTOR agrees to use its best efforts to obtain the lowest possible prices from fuel suppliers, but should there be a substantial and prejudicial increase in fuel prices for fuel that is purchased after execution of this Agreement which fuel prices directly and materially relate to the pricing of the goods and/or services provided for in this Agreement, the CITY agrees, upon written request from the CONTRACTOR, to consider a reasonable adjustment to the prices set forth in this Agreement based upon the following index: engineering news record, construction cost index, etc. Any claim by the CONTRACTOR for a price increase, as provided above, shall state, with specificity, the increased cost, the product in question, and the source of supply, and shall be supported by invoices or bills of sale and such other information as may be required by the CITY. Only one (1) such request from the CONTRACTOR will be considered in each calendar year period. The decision of the CITY shall be final and non-appealable.

- f. Expiration of the term of this Agreement shall have no effect upon purchase orders/work orders issued pursuant to this Agreement and prior to the expiration date.

19. Invoice Process.

- a. Payments shall be made by the CITY to the CONTRACTOR when requested as work progresses for services furnished. Each work order shall be invoiced separately. The CONTRACTOR shall render to the CITY, an itemized invoice properly dated, describing all services rendered, the cost of the services, the name and address of the CONTRACTOR, work order number, Agreement number and all other information required by this Agreement.
- b. Invoices which are in an acceptable form to the CITY and without disputable items will be processed for payment within thirty days of receipt by the CITY.
- c. The CONTRACTOR will be notified of any disputable items contained in invoices submitted by the CONTRACTOR within fifteen days of receipt by the CITY with an explanation of the deficiencies.
- d. The CITY and the CONTRACTOR will make every effort to resolve all disputable items contained in the CONTRACTOR's invoices.
- e. Each invoice shall reference this Agreement, the appropriate work order and change order, if applicable, and the billing period.
- f. The Florida Prompt Payment Act shall apply when applicable.
- g. Invoices are to be forwarded directly to:

Infrastructure Department
PO Box 756
Bunnell, Florida 32110
infra-vendor@bunnellcity.us

20. Termination of Agreement.

- a. The CITY may terminate this Agreement or any work order for convenience at any time for one or more of the reasons as follows:
 - (1) If, in the CITY's opinion, adequate progress under a work order is not being made by the CONTRACTOR; or
 - (2) If, in the CITY's opinion, the quality of the services provided by the CONTRACTOR is/are not in conformance with commonly accepted professional standards, standards of the CITY, the requirements of federal or state regulatory agencies, and the CONTRACTOR has not

- corrected such deficiencies in a timely manner as reasonably determined by the CITY; or
- (3) The CONTRACTOR or any employee or agent of the CONTRACTOR is indicted or has a direct charge issued against him for any crime arising out of or in conjunction with any work that has been performed by the CONTRACTOR; or
 - (4) The CONTRACTOR becomes involved in either voluntary or involuntary bankruptcy proceedings, or makes an assignment for the benefit of creditors; or
 - (5) The CONTRACTOR violates the standards of conduct provisions herein or any provision of state or local law or any provision of the CITY code of conduct.
- b. In the event of any of the causes described in this Section, the CITY's designated representative may send a certified letter requesting that the CONTRACTOR show cause why the Agreement or any work order should not be terminated. If assurance satisfactory to the CITY of corrective measures to be made within a reasonable time is not given to the CITY within fourteen calendar days of the receipt of the letter, the CITY may consider the CONTRACTOR to be in default and may immediately terminate this Agreement or any work order in progress under this Agreement.
 - c. In the event that this Agreement or a work order is terminated for cause and it is later determined that the cause does not exist, then this Agreement or the work order shall be deemed terminated for convenience by the CITY and the CITY shall have the right to so terminate this Agreement without any recourse by the CONTRACTOR.
21. Termination by CITY Without Cause.
- a. Notwithstanding any other provision of this Agreement, the CITY shall have the right at any time to terminate this Agreement in its entirety without cause, or terminate any specific work order without cause, if such termination is deemed by the CITY to be in the public interest, provided that thirty calendar days prior written notice is given to the CONTRACTOR of the CITY's intent to terminate.
 - b. In the event that this Agreement is terminated, the CITY shall identify any specific work order(s) being terminated and the specific work order(s) to be continued to completion pursuant to the provisions of this Agreement.
 - c. This Agreement will remain in full force and effect as to all authorized purchase order(s)/work order(s) that is/are to be continued to completion.
22. Payment in the Event of Termination.
In the event this Agreement or any work order is terminated or canceled prior to final completion payment for the unpaid portion of the services actually provided by the CONTRACTOR to the date of termination shall be paid to the CONTRACTOR.
23. Action Following Termination.
Upon receipt of notice of termination, given by either party, the terminated party shall promptly discontinue the provision of all services, unless the notice provides otherwise.
24. Suspension.
- a. The performance or provision of the CONTRACTOR services under any work

order under this Agreement may be suspended by the CITY at any time.

- b. In the event the CITY suspends the performance or provision of the CONTRACTOR's services hereunder, the CITY shall so notify the CONTRACTOR in writing, such suspension becoming effective upon the date Stated in the notice. The CITY shall pay to the CONTRACTOR within thirty days all compensation which has become due to and payable to the CONTRACTOR to the effective date of such suspension. The CITY shall thereafter have no further obligation for payment to the CONTRACTOR for the suspended provision of services unless and until the CITY's designated representative notifies the CONTRACTOR in writing that the provision of the services of the CONTRACTOR called for hereunder are to be resumed by the CONTRACTOR.
- c. Upon receipt of written notice from the CITY that the CONTRACTOR's provision of services hereunder are to be resumed, the CONTRACTOR shall continue to provide the services to the CITY.

25. Alternative Dispute Resolution.

- a. In the event of a dispute related to any performance or payment obligation arising under this Agreement, the parties agree to exhaust any alternative dispute resolution procedures reasonably imposed by the CITY prior to filing suit or otherwise pursuing legal remedies.
- b. The CONTRACTOR agrees that it will file no suit or otherwise pursue legal remedies based on facts or evidentiary materials that were not presented for consideration to the CITY in alternative dispute resolution procedures or which the CONTRACTOR had knowledge and failed to present during the CITY procedures.
- c. In the event that CITY procedures are exhausted and a suit is filed or legal remedies are otherwise pursued, the parties shall exercise best efforts to resolve disputes through voluntary mediation. Mediator selection and the procedures to be employed in voluntary mediation shall be mutually acceptable to the parties. Costs of voluntary mediation shall be shared equally among the parties participating in the mediation.

26. Severability.

- a. If any term, provision or condition contained in this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such term, provision or condition to persons or circumstances other than those in respect of which it is invalid or unenforceable, shall not be affected thereby, and each term, provision, and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law when consistent with equity and the public interest.
- b. All provisions of this Agreement shall be read and applied in pari materia. With all other provisions hereof.
- c. Violation of this Agreement by the CONTRACTOR is recognized by the parties to constitute irreparable harm to the CITY.

27. Controlling Law / Venue / Interpretation.

- a. This Agreement is to be governed by the laws of the State of Florida.
- b. Venue for any legal proceeding related to this Agreement shall be in the Seventh Judicial Circuit Court in and for Flagler County, Florida.
- c. This Agreement is the result of bona fide arm's length negotiations between the CITY and the CONTRACTOR, and all parties have contributed

substantially and materially to the preparation of the Agreement. Accordingly, this Agreement shall not be construed or interpreted more strictly against any one party than against any other party.

28. Indemnity.

- a. CONTRACTOR shall indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the CONTRACTOR and other persons employed by the CONTRACTOR in the performance of the Agreement.
- b. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the CITY as set forth in Section 768.28, Florida Statutes.
- c. In claims against any person or entity indemnified under this Section by an employee of the CONTRACTOR or its agents or subcontractor's, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Section shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the CONTRACTOR or its agents or subcontractors, under workers compensation acts, disability benefits acts, or other employee benefit acts.
- d. The execution of this Agreement by the CONTRACTOR shall obligate the CONTRACTOR to comply with the indemnification provision in this Agreement; however, the CONTRACTOR must also comply with the provisions of this Agreement relating to insurance coverages.

29. Insurance.

- a. The CONTRACTOR shall obtain or possess and continuously maintain the following insurance coverage, from a company or companies, with a best rating of A- or better, authorized to do business in the State of Florida and in a form acceptable to the CITY and with only such terms and conditions as may be acceptable to the CITY:
 - (1) Workers Compensation/Employer Liability: the CONTRACTOR shall provide Workers Compensation Insurance for all employees engaged in the work under this Agreement in accordance with the laws of the State of Florida. Employers' Liability Insurance at limits not less than the following:
 - \$500,000 each accident
 - \$500,000 disease each employee
 - \$500,000 disease (policy limit)
 - (2) Comprehensive General Liability: the CONTRACTOR shall provide coverage for all operations including, but not limited to, contractual, independent CONTRACTOR, products and complete operations and personal injury with limits not less than the following:
 - \$1,000,000 bodily injury & property damage - each occurrence
 - \$2,000,000 general aggregate
 - (3) Comprehensive Business Automobile Liability: the CONTRACTOR shall provide complete coverage with a combined single limit of not less

than \$1,000,000 bodily injury and property damage in accordance with the laws of the State of Florida, as to the ownership, maintenance, and use of all owned, non- owned, leased or hired vehicles.

- (4) Professional Liability: the CONTRACTOR shall provide professional liability insurance as well as errors and omission insurance in a minimum amount of \$1,000,000 or its equivalent, with a combined single limit of not less than \$1,000,000, protecting the CONTRACTOR against claims of the CITY for negligence, errors, mistakes, or omissions in the performance of services to be performed and furnished by the CONTRACTOR.
 - (5) Other required insurance coverage: where unusual operations are necessary to complete the work, such as use of aircraft or watercraft, use of explosives, and any high-risk circumstances. No aircraft, watercraft or explosives shall be used without the express advance written approval of the CITY which may, thereupon, require additional insurance coverages.
- b. All insurance other than workers compensation and professional liability that must be maintained by the CONTRACTOR shall specifically include the CITY as an additional insured. All insurance minimum coverages extend to any subcontractors, and the CONTRACTOR shall be responsible for all subcontractors.
 - c. The CONTRACTOR shall provide certificates of insurance to the CITY evidencing that all such insurance is in effect prior to the issuance of the first work order under this Agreement. These certificates of insurance shall become part of this Agreement. Neither approval by the CITY nor failure to disapprove the insurance furnished by a CONTRACTOR shall relieve the CONTRACTOR of the CONTRACTOR's full responsibility for performance of any obligation including the CONTRACTOR's indemnification of the CITY under this Agreement. If, during the period which an insurance company is providing the insurance coverage required by this Agreement, an insurance company shall: (1) lose its certificate of authority, (2) no longer comply with Section 440.57, Florida Statutes, or (3) fail to maintain the requisite best's rating and financial size category, the CONTRACTOR shall, as soon as the CONTRACTOR has knowledge of any such circumstance, immediately notify the CITY and immediately replace the insurance coverage provided by the insurance company with a different insurance company meeting the requirements of this Agreement. Until such time as the CONTRACTOR has replaced the unacceptable insurer with an insurer acceptable to the CITY, the CONTRACTOR shall be deemed to be in default of this Agreement.
 - d. The insurance coverage shall contain a provision that requires that prior to any changes in the coverage, except increases in aggregate coverage, thirty days prior notice will be given to the CITY by submission of a new certificate of insurance.
 - e. The CONTRACTOR shall provide certificate of insurance directly to the CITY's designated representative. The certificates shall clearly indicate that the CONTRACTOR has obtained insurance of the type, amount, and classification required by this Agreement.
 - f. Nothing in this Agreement or any action relating to this Agreement shall be construed as the CITY waiver of sovereign immunity beyond the limits set forth

in Section 768.28, Florida Statutes.

- g. The CITY shall not be obligated or liable under the terms of this Agreement to any party other than the CONTRACTOR. There are no third-party beneficiaries to this Agreement.
 - h. The CONTRACTOR is an independent CONTRACTOR and not an agent, representative, or employee of the CITY. The CITY shall have no liability except as specifically provided in this Agreement.
 - i. All insurance shall be primary to, and not contribute with, any insurance or self-insurance maintained by the CITY.
30. Equal Opportunity Employment / Non-Discrimination.
The CONTRACTOR agrees that it will not discriminate against any employee or applicant for employment for work under this Agreement because of race, color, religion, sex, age, national origin, or disability and shall take affirmative steps to ensure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, age, national origin, or disability. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or their forms or compensation; and selection for training, including apprenticeship. The CONTRACTOR, moreover, shall comply with all the requirements as imposed by the Americans with Disability Act, the regulations of the federal government issued thereunder, and any and all requirements of federal or State law related thereto.
31. In performing services hereunder, CONTRACTOR shall comply with all federal, state and local laws and regulations. CONTRACTOR shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. CONTRACTOR shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for CONTRACTOR to provide the type of services required hereunder.
32. CONTRACTOR shall immediately notify CITY in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the CITY.
33. Each of the WHEREAS clauses listed above are hereby re-alleged and incorporated into this Agreement as if otherwise fully stated herein.
34. Any public or private entity or official and any member of the public shall have access to any books, documents, papers, and records of the CITY and CONTRACTOR which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. CONTRACTOR agrees to comply with the Florida Public Records Law.

In addition to other Agreement requirements provided by law, the CONTRACTOR must comply with Florida public records laws, including but not limited to chapter 119, Florida Statutes and section 24 of article I of the Constitution of Florida, and specifically agrees to:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the CITY in order to perform the service to the CITY under this agreement;
- b. Upon request from the CITY'S custodian of public records, provide the CITY with a copy of any 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 chapter 119,

- Florida Statutes 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 the Agreement if the CONTRACTOR does not transfer the records to the public agency; and
 - 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 any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY.

Failure of the CONTRACTOR to abide by the terms of this provision shall be deemed a material breach of this Agreement and the CITY may enforce the terms of this provision in the form of a court proceeding and shall, as a prevailing party, be entitled to reimbursement of all attorney's fees and costs associated with that proceeding. This provision shall survive any termination or expiration of the Agreement.

35. **PUBLIC RECORDS COMPLIANCE.** CONTRACTOR 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 under this Agreement, 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 Agreement term and following completion of the Agreement if the CONTRACTOR does not transfer the records to the public agency.
- d. Upon completion of the Agreement, transfer, at no cost, to the public agency all public records in possession of the CONTRACTOR or keep and maintain public records required by the public agency to perform the service. If the CONTRACTOR transfers all public records to the public agency upon completion of the Agreement, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the Agreement, the CONTRACTOR 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.
- e. Pursuant to Section 119.0701(2)(a), Fla. Stat., **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:**

**BUNNELL CITY HALL
OFFICE OF THE CITY CLERK
604 E MOODY BLVD., UNIT 6
BUNNELL, FLORIDA 32110
(386) 437-7500**

PUBLIC RECORDS COMPLIANCE INDEMNIFICATION. CONTRACTOR agrees to indemnify and hold the CITY harmless against any and all claims, damage awards, and causes of action arising from the 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 public agency 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 section.

36. **COMPLIANCE/CONSISTENCY WITH SECTION 768.28, FLA. STAT.** Any indemnification or agreement to defend or hold harmless by CITY specified in the Agreement shall not be construed as a waiver of CITY'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 CITY in the Agreement in derogation hereof shall be void and of no force or effect.
37. **NON-APPROPRIATION.** The CITY's performance and obligation to pay under this Agreement is contingent upon an appropriation during the CITY's annual budget approval process. If funds are not appropriated for a fiscal year, then the CONTRACTOR shall be notified as soon as is practical by memorandum from the CITY Manager or designee that funds have not been appropriated for continuation of the Agreement, and the Agreement shall expire at the end of the fiscal year for which funding has been appropriated notwithstanding any automatic renewal as may be provided in the Agreement. The termination of the Agreement at fiscal year-end shall be without penalty or expense to the CITY, subject to the CITY paying all invoices for services rendered during the period the Agreement was funded by an appropriation.
38. **E-VERIFY COMPLIANCE.** CONTRACTOR affirmatively states, under penalty of perjury, that in accordance with Section 448.095, Fla. Stat., CONTRACTOR 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, CONTRACTOR requires from each of its subcontractors an affidavit stating that the subcontractor does not employ, Agreement with, or subcontract with an unauthorized alien, and that CONTRACTOR is otherwise in compliance with Sections 448.09 and 448.095, Fla. Stat.
39. **COMPLIANCE/CONSISTENCY WITH SCRUTINIZED COMPANIES PROVISIONS OF FLORIDA STATUTES.** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing an agreement 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 an agreement 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.

Accordingly, CONTRACTOR hereby certifies that CONTRACTOR is not 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. CONTRACTOR further hereby certifies that CONTRACTOR is not engaged in a boycott of Israel or engaged in business operations in Cuba or Syria. CONTRACTOR understands that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject CONTRACTOR to civil penalties, attorney's fees, and/or costs. CONTRACTOR further understands that any agreement with CITY for goods or services of any amount may be terminated at the option of CITY if CONTRACTOR (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 Agreement is one million dollars (\$1,000,000) or more, the Agreement 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.

40. **ATTORNEYS' FEES AND COSTS.** Notwithstanding any of other provision to the contrary, if litigation ensues regarding this Agreement, each party hereto shall bear its own attorneys' fee and costs.
41. **EXHIBITS.** Each exhibit referred to and attached to this Agreement is an essential part of this Agreement. The exhibits and any amendments or revisions thereto, even if not physically attached hereto, shall be treated as if they are part of this Agreement.

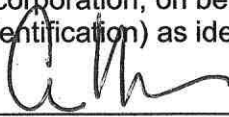
IN WITNESS WHEREOF, the parties hereto have executed and delivered this instrument on the days and year indicated below and the signatories below to bind the parties set forth herein.

**RAYCO FUNDING & DEVELOPMENT, INC. DBA
ORMOND SEPTIC SYSTEMS**


Print Name: GREGORY B THOMPSON
Title: PRESIDENT

STATE OF Florida
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 12th day of March, 2024, by Gregory B. Thompson of Rayco Funding and Development, Inc. DBA Ormond Septic Systems 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
CARRIE MCCANN
Notary Public, State of Florida
My comm. expires Aug. 10, 2024
Printed/Typed/Stamped Name of Notary
My commission expires: Aug. 10, 2024

CITY OF BUNNELL

Catherine D. Robinson, Mayor

Date: April 8, 2024

ATTEST:

Kristen Bates, CITY Clerk

Approved as to Legal Form

Vose Law Firm, CITY Attorney



REQUEST FOR PROPOSAL FOR SLUDGE HAULING SERVICES PROPOSAL NO. RFP 2024-01

NOTICE IS HEREBY GIVEN THAT THE CITY OF BUNNELL IS ACCEPTING BIDS FOR SLUDGE HAULING SERVICES PER OUR FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTIONS PERMIT REQUIREMENTS AT THE CITY'S WASTEWATER TREATMENT PLANT. NOTICE SHALL BE POSTED IN THE LOCAL NEWSPAPER, CITY OF BUNNELL WEBSITE AND LISTED ON DEMANDSTAR. ALL BIDS ARE SOLICITED AND SHALL BE MADE PURSUANT TO ORDINANCE 2012-07, AND ALL BIDS WILL BE EVALUATED IN ACCORDANCE WITH THE PROVISIONS THEREOF. ORDINANCE 2012-07 IS ON FILE IN THE OFFICE OF THE CITY CLERK OF THE CITY OF BUNNELL, 604 E. MOODY BLVD., UNIT 6, BUNNELL, FL 32110.

NOTICE SHALL BE POSTED IN THE DAYTONA BEACH NEWS JOURNAL. INTERESTED PARTIES MAY OBTAIN INSTRUCTION PACKETS ON THE WEBSITE WWW.DEMANDSTAR.COM, THE CITY OF BUNNELL WEBSITE AT WWW.BUNNELLCITY.US/BIDS OR VIA E-MAIL FROM JSHEELER@BUNNELLCITY.US.

YOU ARE HEREBY INVITED TO SUBMIT A SEALED PROPOSAL TO PROVIDE ALL INFORMATION REQUESTED IN THE ATTACHED SPECIFICATIONS TO THE OFFICE OF THE CITY CLERK OF THE CITY OF BUNNELL.

SUBMIT BIDS TO: KRISTEN BATES – CITY CLERK

MAILING ADDRESS:

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

WALK-IN DELIVERY ADDRESS:

Bunnell City Clerk
604 East Moody Blvd., Unit 6
Bunnell, FL 32110

TIMETABLE:

Date of Distribution: February 29, 2024
Last Date of Inquiries: March 7, 2024, by 02:00 PM

BIDS DUE BY: Thursday, March 14, 2023, at 02:00 PM EST. At 02:30 PM EST the submittals will be publicly opened and read aloud at the Versie Lee Mitchell Community Center located at 405 E. Drain St., Bunnell, FL 32110.

Bidders must indicate on the sealed envelope the following:

- A. Title of Proposal
- B. Request for Proposal Number
- C. Hour and Date of Opening
- D. Name of Bidder

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 RFP 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, many 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 vendorlist.

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., The Public Records Law. Information and materials received by the City of Bunnell in connection with all Proposers' response shall be deemed to be public records subject to public inspection upon award, recommendation of award, or 10 days after bid/proposal opening, whichever occurs first. Section 119.071, F.S.

SUBMISSION OF PROPOSALS: All Proposals shall be submitted in a sealed envelope. The Request for Proposal (RFP) number, title, opening date and name of bidder 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 in writing and as prescribed by the City. No other forms will be accepted. Electronic, telephone, facsimile, and telegraph 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 and DemandStar www.demandstar.com.

ADDENDUM: Should revisions to the RFP documents become necessary, the City will post addenda information on-line at the City of Bunnell Website www.bunnellcity.us and DemandStar www.demandstar.com. All Proposers should check the DemandStar 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 RFP: Proposal must contain a manual signature of authorized representative in the space(s) provided. Proposals must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by Proposer to any Proposal entry must be initialed. The company name and Federal Employer Identification Number (F.E.I.N.) shall appear in the space(s) provided.

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

RFP TABULATION: Any Proposer wishing to receive a copy of the RFP tabulation is required to enclose a stamped, self-addressed envelope with their Proposal. The RFP tabulation will be posted on DemandStar.

CLARIFICATION/CORRECTION OF RFP ENTRY: The City of Bunnell reserves the right to allow for the clarification of questionable entries and for the correction of obvious mistakes.

INTERPRETATION: Any questions concerning conditions and specifications shall be directed to Jess Sheeler Infrastructure Assistant Project Manager, jsheeler@bunnellcity.us unless otherwise specified in the RFP. 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 purchase order or contract issued pursuant to an RFP and the monies which may become due thereunder 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 vendor shall hold and save the City of Bunnell, its officers, agents, and employees harmless against claims by third parties resulting from the vendor's or supplier'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.

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 vendors or contractors; or to reject any and all Proposals or waive any minor irregularity or technicality in the Proposals received.

EQUAL EMPLOYEMENT 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.

LOCAL VENDOR POLICY: The City of Bunnell shall give local bidders preference not to exceed five percent of all purchases under \$500,000, up to five percent for construction projects over \$500,000 and up to five percent for contracts under the Consultant's Competitive Negotiation Act. These provisions apply to purchases using Formal Bid, Request for Proposals or Quotes.

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

The CITY OF BUNNELL reserves the right to accept or reject any and all responses, to waive irregularities, and to re-advertise as may be determined to be in the best interest of the City.

TERM OF AGREEMENT

The agreement shall become effective upon execution of a contract approved by the City Commission. It is anticipated that the contract shall provide for a one (1) year term that may be renewed yearly upon mutual agreement from both parties for a maximum of three (3) years.

GENERAL INSTRUCTIONS

- **Inquiries:** Questions may arise as firms are preparing their proposals. Please direct questions in writing to: Jess Sheeler, Assistant Project Manager, jsheeler@bunnellcity.us or at Physical Address: 604 East Moody Blvd., Unit 6, Bunnell, Florida 32110 or Mailing Address: PO Box 756 Bunnell, Florida 32110.
- **Signature Requirements:** Proposals 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.
- **Proposal Delivery:** The City of Bunnell must receive one (1) one original and three (3) identical 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 addressed to Kristen Bates, City Clerk at Bunnell City Hall, Physical Address: 604 East Moody Blvd., Unit 6, Bunnell, Florida 32110 or Mailing Address: PO Box 756 Bunnell, Florida 32110.

- Addenda and Supplements to the Request for Proposal (RFP): In the event that it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable the proposing firm to make an adequate interpretation of the provisions of this RFP, a supplement to the RFP will be posted online at the City of Bunnell's website, www.bunnellcity.us and DemandStar, www.demandstar.com.
- Rejection Rights: The City of Bunnell reserves the right, at any time, to modify, waive or otherwise vary the terms and conditions of this RFP 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 RFP 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.
- 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.
- Proposals to be in Effect: Each proposal shall state that it is valid for a period of not less than 90 days from the date of receipt.

**CITY OF BUNNELL
Request for Proposal
Sludge Hauling Services per our Florida Department of Environmental Protection Permit
Requirements**

SCOPE OF SERVICE

I. General Purpose and Introduction

The City of Bunnell is looking to contract with a sludge hauler/disposal company to pick up and transport one (1) 30yard box (10-15% digester solids) as needed. The average container weight of this box with contents is between 16 and 18 tons.

II. Scope of Services

The scope of work is to pick up and transport a 30-yard container containing 10-15% digester sludge cake from the City of Bunnell WWTP located at 200 Tolman Street and to transport the container and its contents to a permitted and approved disposal site provided by the vendor and return the empty container to the City of Bunnell in a timely manner.

III. Calendar of Events

- A. **02.29.2024** Request for Proposal (RFP) Release Date
- B. **03.07.2024** RFP Inquiries Due no later than **02:00 PM EST**
- C. **03.14.2024** Proposals Due no later than **02:00 PM EST**
- D. **03.14.2024** Proposal Opening **02:30 PM EST**
- E. **TBD** Selection Committee Evaluation
- F. **TBD** Recommendation and approval of selected firm to Commission

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

IV. Proposal

Proposals shall be applicable to the criteria set forth herein. All proposals shall be tabbed by section as set forth herein.

V. Selection Process

A designated selection committee will review and evaluate responses to this RFP that a vendor/firm submits for and will rank the proposals based on the evaluation criteria. The City reserves the right to award contracts to one or more qualified firm(s) to meet the needs of the City for all possible sludge hauling services needed.

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. A ranked short list may be presented to the City of Bunnell Board of Commissioners, or the selection committee may choose to recommend one or more Respondents. 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. Evaluation factors are based on the ability of the Responder to efficiently perform the Scope of Services and the information obtained from the responses to this Request for Proposal.

The following categories will be used for scoring submittals:

- A. Qualification and Experience up to 25 points
- B. Ability to Perform Scope of Services up to 25 points
- C. Fee Structure/Schedule up to 20 points
- D. Location Proximity of Facility to City Core up to 10 points
- E. Client References (up to 3) up to 10 points
- F. Submittal Thoroughness up to 10 points

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
Workers Compensation	Full coverage as required by State

- 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

All Responders shall submit one (1) original and three (3) identical 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 which must include the following information:

1. Cover Letter, addressed to Dustin Vost, Infrastructure Director
2. Completed Conflict, Non-Conflict of Interest Statement/Litigation Statement (Form A)
3. Completed Drug-Free Workplace Certification (Form B)
4. Completed Responder's Certification (Form C)
5. Copy of firm's certificate of insurance
6. Copies of any current State Licenses and Permits held by the Responder
7. Completed Fee Proposal Page
8. Copy of W-9

X. Inquiries and Addenda

Each Respondent shall examine the RFP 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 RFP shall be made through **Jess Sheeler, Assistant Project Manager** at 604 E Moody Blvd., Unit 6, Bunnell, FL 32110, or email jsheeler@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 Respondent, prior to submitting the proposal, to determine if addenda were issued and to make such addenda a part of the proposal.

XI. Right to Protest

Any actual or prospective bidder 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.

XII. 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.

XIII. Openness of Procurement Process

Written competitive proposals, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, 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.

XIV. No Collusion

By offering a submission to the RFP, 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.

XV. Informality Waiver/Rejection of Proposals

The City reserves the right to reject any or all responses and to waive any irregularity, variance or informality whether technical or substantial in nature, in keeping with the best interest of the City.

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 and every 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.

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT
(Form A)

CHECK ONE

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

The undersigned firm, BY ATTACHMENT TO THIS FORM, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY NAME

SIGNER'S NAME (PRINT OR TYPE)

AUTHORIZED SIGNATURE

TITLE

DATE

CITY OF BUNNELL

DRUG-FREE WORKPLACE CERTIFICATION

(Form B)

Does your Agency have a Drug-Free Workplace Program: Yes: _____ No: _____

In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violation.

Give each employee that engages in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Impose sanctions on or require 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.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

NAME

SIGNATURE

TITLE

**RESPONDER'S CERTIFICATION
(Form C)**

I have carefully examined the Request for Proposal, Instructions to Responders, General and/or Special Conditions, Specifications, and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the services specified in the Request for Proposal at the prices, rates or discounts quoted in my response. I agree that my response will remain firm for a period of up to ninety (90) days in order to allow the CITY OF BUNNELL adequate time to evaluate the responses.

I agree to abide by all conditions of this response and understand that a background investigation may be conducted by the CITY OF BUNNELL prior to award.

I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the Responder and that the Responder is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this response is made without any prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a response; no employee or agent of the CITY OF BUNNELL or of any other Responder has any interest in said response; and that the undersigned executed this Responder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Responder

Authorized Signature

Officer Title

Date

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT
(Form A)

CHECK ONE

To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

OR

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.

The undersigned firm, BY ATTACHMENT TO THIS FORM, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

Ormond Septic
COMPANY NAME

John Frugoli
SIGNER'S NAME (PRINT OR TYPE)


AUTHORIZED SIGNATURE

OPERATIONS MGR
TITLE

3/14/24
DATE

CITY OF BUNNELL

DRUG-FREE WORKPLACE CERTIFICATION
(Form B)

Does your Agency have a Drug-Free Workplace Program: Yes: X No: _____

In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violation.

Give each employee that engages in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Impose sanctions on or require 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.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

NAME John Frugoli

SIGNATURE [Signature]

TITLE Operations MGR

**RESPONDER'S CERTIFICATION
(Form C)**

I have carefully examined the Request for Proposal, Instructions to Responders, General and/or Special Conditions, Specifications, and any other documents accompanying or made a part of this Request for Proposal.

I hereby propose to furnish the services specified in the Request for Proposal at the prices, rates or discounts quoted in my response. I agree that my response will remain firm for a period of up to ninety (90) days in order to allow the CITY OF BUNNELL adequate time to evaluate the responses.

I agree to abide by all conditions of this response and understand that a background investigation may be conducted by the CITY OF BUNNELL prior to award.

I certify that all information contained in this response is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the Responder and that the Responder is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this response is made without any prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a response; no employee or agent of the CITY OF BUNNELL or of any other Responder has any interest in said response; and that the undersigned executed this Responder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

John Frugoli
Responder

[Signature]
Authorized Signature

OPERATIONS MGR
Officer Title

3/14/24
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/14/2024

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

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

PRODUCER		CONTACT NAME: Melissa Ellis	
LRA Insurance		PHONE (A/C No. Ext): (407) 838-3445	FAX (A/C No.): (407) 838-3460
P.O. Box 948173		E-MAIL ADDRESS: mellis@lrainsurance.com	
Maitland FL 32794		INSURER(S) AFFORDING COVERAGE	
INSURED		INSURER A: Southern Owners Ins.	NAIC # 10190
Rayco Funding & Development, Inc., DBA Ormond Septic Syst		INSURER B: Auto Owners Insurance Co.	18988
500 Walker St		INSURER C:	
Holly Hill FL 32117		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: 23/24 Cert A 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	ADJL INSD	SUBR WVO	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:			72861829	7/14/2023	7/14/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Hired And Non-Owned Auto \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			51-861829-00	7/14/2023	7/14/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000 EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (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 \$
A	Inland Marine			72861829	7/14/2023	7/14/2024	Rented Equipment \$25,000 Scheduled Equipment \$89,574

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

CERTIFICATE HOLDER

CANCELLATION

City of Bunnell P.O. Box 756 Bunnell, FL 32110	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 B Tomlinson/ALTHAI 
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FLORIDA DEPARTMENT OF Environmental Protection

Northeast District Office
8800 Baymeadows Way West, Suite 100
Jacksonville, Florida 32256-7577

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Noah Valenstein
Secretary

May 13, 2021

In the Matter of an
Application for Permit by:

Mr. John Frugoli
Operational Manager
DuPont Land & Railway Company, LLC
5943 Broken Bow Lane
Port Orange, Florida 32127
Phone: (386) 255-6505
Email: dayplumb@bellsouth.net

File Number FLA912557-002-DW3P
Flagler County
Rainbow Ranch WWTF

NOTICE OF PERMIT ISSUANCE

Enclosed is Permit Number FLA912557 to operate the Rainbow Ranch WWTF. The facility receives domestic wastewater consisting of 80% sanitary wastes collected from on-site treatment and disposal systems (OSTDS) and 20% biosolids collected from wastewater treatment facilities. The influent is screened, processed with lime, aerated and mixed prior to being sent to a 30 cubic yard dewatering box. The solids from the dewatering process are transported off-site for further treatment. The liquids from the dewatering box are sent to a new 0.020 MGD annual average daily flow (AADF) permitted capacity extended aeration domestic wastewater treatment facility (WWTF) and treated to meet secondary treatment standards prior to land-application to an on-site 34-acre sprayfield. The facility is located at latitude 29° 25' 14.7" N, longitude 81° 13' 9.66" W, on 257 High Street, Bunnell, FL 32110 in Flagler County. The permit is issued under Chapter 403, Florida Statutes.

Monitoring requirements under this permit are effective on the first day of the second month following the effective date of the permit. Until such time, the permittee shall continue to monitor and report in accordance with previously effective permit requirements, if any.

NOTICE OF RIGHTS


This action is final and effective on the date filed with the Clerk of the Department unless a petition for an administrative hearing is timely filed under Sections 120.569 and 120.57, F.S., before the deadline for filing a petition. On the filing of a timely and sufficient petition, this action will not be final and effective until further order of the Department. Because the

P.O. Box 731028 Ormond Beach, FL 32173 (386) 677-6240 E-mail: rainbowranch@live.com

PROPOSAL

Date: 03/14/2024	Payment Terms: NET 30 DAYS	Proposal is valid for: 90 DAYS
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Proposal Submitted To: City of Bunnell	Job Name and Location: 200 TOLMAN STREET BUNNELL, FL 32110	Phone and Email: DBLAIR@BUNNELLCITY.US
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Quantity	Description of Work to be Performed	Unit Price	Amount
1	<p>Ormond Septic Systems will furnish the following Sludge Hauling Service:</p> <p>-We will pick up and transport your 30 yard dewatering box and dispose of its contents at an approved FDEP site.</p> <p>-We will scrape and rinse box out of the residuals.</p> <p>-We will return box to its location at WWTP within 2 hours, ready for service.</p> <p>It is the responsibility of the Operator of the Utility to assure that the sludge is supplied at 12% to 15% minimum drying.</p> <p>The price is for hauling and disposal service.</p>	<p>\$1,800.00 per load</p> <p>\$75.00 fuel surcharge</p>	<p>\$1,800.00 per load</p> <p>\$75.00 fuel surcharge</p>
<small>ALL MATERIAL IS TO BE GUARANTEED TO BE AS SPECIFIED. ALL WORK TO BE IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ADDITIONAL MATERIALS NEEDED TO COMPLETE CONSTRUCTION OTHER THAN WHATS INCLUDED WITH THIS ESTIMATE WILL BE AN ADDITIONAL CHARGE OVER AND ABOVE THIS AGREEMENT PRICE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE, TORNADO, AND OTHER NECESSARY INSURANCE. OUR WORKERS ARE FULLY COVERED BY WORKMAN COMPENSATION INSURANCE.</small>		TOTAL AMOUNT DUE	\$1,875.00 per load
AUTHORIZED SIGNATURE 			

I HAVE READ AND UNDERSTAND THE CONDITIONS OF THE PROPOSAL

ACCEPTANCE OF PROPOSAL - THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. I AGREE TO PAY UPON RECEIPT OF INVOICE OR AS SPECIFIED ABOVE. IN THE EVENT I DO NOT PAY AS AGREED FOR ANY REASON. I ALSO AGREE TO PAY A SERVICE CHARGE OF \$10.00 PER MONTH AS WELL AS INTEREST CHARGE OF 1-1/2% PER MONTH (18% PER YEAR). I ALSO AGREE TO PAY ALL COST INCLUDING ATTORNEY'S FEES FOR ANY ACTION INVOLVED WITH COLLECTION OF THIS DEBT. I UNDERSTAND THAT IF I DO NOT PAY, MY PROPERTY WILL BE SUBJECT TO A LIEN AND MAY COST ME ADDITIONAL FEES FOR THE FILING OF THE LIEN AND THE RELEASE OF LIEN. YOU ARE HEREBY AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SIGNATURE _____ DATE _____

BY SIGNING ABOVE, I AM AGREEING TO PAY THE ENTIRE BALANCE UPON COMPLETION OF DESCRIBED WORK.

Request for Taxpayer Identification Number and Certification

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

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

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

Print or type. See Specific Instructions on page 3.	<p>1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)</p> <p>RAYCO FUNDING & DEVELOPMENT</p> <p>2 Business name/disregarded entity name, if different from above.</p> <p>ORMOND SEPTIC SYSTEMS</p> <p>3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____</p> <p>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions)</p> <p>3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions _____ <input type="checkbox"/></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 Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____</p> <p style="text-align: right;"><i>(Applies to accounts maintained outside the United States.)</i></p> <p>5 Address (number, street, and apt. or suite no.). See instructions.</p> <p>500 WALKER STREET</p> <p>6 City, state, and ZIP code</p> <p>HOLLY HILL, FL 32117</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.

Social security number										
or										
Employer identification number										
5	9		-	2	8	4	6	1	9	7

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

Part II Certification

Under penalties of perjury, I certify that:

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>Jessie Swindling</i>	Date <i>3-14-24</i>
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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.

What's New

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

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

Purpose of Form

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



CITY OF BUNNELL

Sludge Hauling Services

RFP 2024.01 Selection Committee Meeting Minutes

March 14, 2024

405 E Drain St., Bunnell, FL 32110

COB Staff Present: Bridgitte Gunnells, Deputy Clerk Mary Anne Atwood, Project Manager
 Dustin Vost, Infrastructure Director Jessica Sheeler, PM Assistant
 Kristi Moss, Finance Director

Bidders Present: None

Meeting Commenced at 2:33 PM.

A motion was made by Kristi Moss to recommend approval to award bid to Ormond Septic. The motion was seconded by Dustin Vost. With no discussion from the committee, the motion was carried unanimously.

Meeting adjourned at 2:34 PM.



City of Bunnell, Florida

Agenda Item No. H.2.

Document Date: 3/20/2024 Amount:
Department: Community Development Account #:
Subject: Requesting Approval of the RFQ 2024-01 Selection Committee recommendation to proceed with contract negotiations for Continuing Professional General Planning Services.
Agenda Section: New Business:
Goal/Priority: Quality of Life, Organizational Excellence, Infrastructure

ATTACHMENTS:

Description	Type
RFQ 2024-01 Professional General Planning Services	Bid Package
RFQ 2024-01 Submittal Opening Minutes	Minutes
RFQ 2024-01 Selection Committee Meeting Minutes	Minutes
RFQ 2024-01 Selection Committee Total Scores and Ranking	Exhibit
Calvin, Giordano & Associates, Inc Submittal	Bid Package
Halff Submittal	Bid Package
Zev Cohen & Associates Inc. Submittal	Bid Package
North Florida Professional Services Inc Submittal	Bid Package
Alliant Engineering Inc. Submittal	Bid Package
Matthews DCCM Submittal	Bid Package
EXP U.S. Services Inc. Submittal	Bid Package

Summary/Highlights:

Staff is seeking approval to begin contract negotiations with the planning firms recommended by the RFQ 2024-01 Selection Committee.

Background:

Request for Qualifications (RFQ) number 2024-01 was issued on January 25, 2024, for continuing Professional General Planning Services in accordance with Florida Statutes section 287.055 (Consultants Competitive Negotiations Act). The RFQ Opening was held February 27, 2024. The City received seven (7) submittals.

The Selection Committee met on March 19, 2024. Each firm was ranked per the RFQ's Evaluation

Criteria. It was decided the Committee would like to recommend entering into negotiations with all seven (7) firms. All the firms were qualified to perform all of the department's needs and are ranked based on their overall scores:

1. North Florida Professional Services Inc.
2. Calvin, Giordano & Associates Inc.
3. Halff Inc.
4. Zev Cohen & Associates Inc.
5. EXP U.S. Services Inc.
6. Alliant Engineering Inc.
7. Matthews DCCM

Contracting with multiple firms would be beneficial to the department and to the City by providing options to tackle different scenarios, especially with varying workloads and specialty projects. The City is expected to see a lot of growth soon rather than later now that the expansion of the Wastewater Treatment Facility will be starting soon. Having multiple firms will prepare the City for what is to come.

Staff Recommendation:

Approval of the RFQ 2024-01 Selection Committee recommendation to proceed with negotiations for continuing Professional General Planning Services.

City Attorney Review:

Approved

Finance Department Review/Recommendation:

City Manager Review/Recommendation:



REQUEST FOR QUALIFICATION STATEMENTS (RFQ) FOR CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES

RFQ NO: 2024-01

NOTICE IS HEREBY GIVEN THAT THE CITY OF BUNNELL IS ACCEPTING REQUESTS FOR QUALIFICATION STATEMENTS (RFQ'S) FOR CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES. ALL RFQ'S ARE SOLICITED AND SHALL BE MADE PURSUANT TO **ORDINANCE 2012-07**, AND ALL RFQ'S WILL BE EVALUATED IN ACCORDANCE WITH THE PROVISIONS THEREOF. ORDINANCE 2012-07 IS ON FILE IN THE OFFICE OF THE CITY CLERK OF THE CITY OF BUNNELL, 604 EAST MOODY BLVD. UNIT 6, BUNNELL, FL 32110.

NOTICE SHALL BE POSTED IN THE DAYTONA NEWS JOURNAL, ST. AUGUSTINE RECORD, ON THE WEBSITE WWW.DEMANDSTAR.COM, THE CITY OF BUNNELL WEBSITE AT WWW.BUNNELLCITY.US/BIDS OR INTERESTED PARTIES CAN REQUEST A RFQ PACKAGE VIA E-MAIL FROM KBATES@BUNNELLCITY.US.

YOU ARE HEREBY INVITED TO SUBMIT A SEALED RFQ TO PROVIDE ALL INFORMATION REQUESTED IN THE ATTACHED SPECIFICATIONS TO THE OFFICE OF THE CITY CLERK OF THE CITY OF BUNNELL, 604 EAST MOODY BLVD. UNIT 6, BUNNELL, FL 32110.

SUBMIT RFQ'S TO: KRISTEN BATES – CITY CLERK

MAILING ADDRESS:

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

WALK-UP DELIVERY ADDRESS:

Bunnell City Clerk
604 East Moody Blvd. Unit 6
Bunnell, FL 32110

TIMETABLE:

Date of Distribution:	January 25, 2024 by 2:00 PM
Last Date of Inquiries:	February 8, 2024 by 4:00 PM
RFQ's Due:	February 27, 2024 by 10:00 AM
RFQ Opening:	February 27, 2024 at 10:30 AM

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

Planning Consultant Firms must indicate on the sealed envelope the following:

- A. Title of RFQ
- B. Request for Qualifications Number
- C. Hour and Date of Opening
- D. Name of Planning Firm

1.1 - 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 RFQ. Any such contact shall be cause for rejection of your RFQ.

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 RFQ or proposal on a contract to provide any goods or services to a public entity, may not submit a RFQ or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFQ's 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 paced 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 RFQ or Proposal on a contract to provide any goods or services to a public entity, may not submit a RFQ or Proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit RFQ's 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 RFQ'S 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 RFQ/Proposal opening, whichever occurs first. Section 119.071, F.S.

SUBMISSION OF RFQ'S:

All RFQ's 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 RFQ to the prescribed delivery point on or before the specified opening date and time is solely and strictly the responsibility of the Proposer. Any RFQ received at the prescribed delivery point after the specified date and time will not be accepted. RFQ's must be submitted on forms provided by the City. No other forms will be accepted. Telephone, Email, and Fax RFQ's will not be considered. No RFQ may be modified after opening. No RFQ 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 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 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.

RFQ OPENING:

RFQ shall be opened at the time, date and place specified in the RFQ. The name of the Proposed 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 RFQ.

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 Adrian Calderin, Community Development Coordinator at P.O. Box 756, Bunnell, FL 32110 or via email at acalderin@bunnellcity.us. Those interpretations, which may affect the eventual outcome of this RFQ, 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.

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 RFQ's. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful proposers.

The City of Bunnell reserves the right to reject RFQ's 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.

CERTIFICATIONS/LICENSES:

Proposers, both corporate and individual, must possess the necessary certifications at the time of submittal of RFQ for the type of goods/services to be provided and as outlined in Section 2.3 – Process for Submission. Should the Proposer not be fully certified as described, his/her RFQ submittal may 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 may be required to obtain a business tax receipt from the City of Bunnell if offices are within the City limits.

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:

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.

MANNER OF PAYMENT:

Progress payments will be made on the basis of work completed in accordance with the dollar cost bid proposal. Interim billings shall cover a period of a calendar month.

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 five (5) 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 twenty-four (24) month periods prior to the expiration of each term.

NO CONTACT PERIOD:

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 Community Development 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.

1.2 - SCOPE OF SERVICES

PURPOSE:

With a lot of land in the talks of being developed, the City is actively seeking qualification statements from firms specializing in providing professional general planning services to ensure the highest standard of expertise and efficiency when tackling development projects. This process is designed to identify firms with a proven track record in effective planning, capable of contributing to the City's vision for sustainable and strategic growth. By soliciting these qualifications, the City aims to create a pool of skilled professionals who can offer insights and solutions for the diverse challenges in urban planning, fostering a collaborative environment that prioritizes the community's long-term wellbeing and progress. The selected Consultant(s) will act as a technical resource for City staff. The selected Consulting Team(s) shall have the capability and experience to integrate basic planning practices (social, environmental, transportation, and economic disciplines) to proactively engage residents and interested stakeholders in the City's planning decision-making process. Furthermore, these "team(s)" shall have the capacity, either through dedicated staff or pre-selected sub-consultants, to undertake planning activities related, but not limited to, plan review, map amendments, and/or comprehensive analysis. The proposed technical staff should be composed of experienced certified planners (AICP), environmentalists, and/or certified flood plain managers with multi-disciplinary backgrounds that include, but are not limited to, land use planning, project implementation, land development regulations, comprehensive planning, environmental planning, transportation planning, landscape planning/review, and economic analysis. The services would be project specific and will be assigned on a work-order basis.

SCOPE OF SERVICES:

In addition to the scope of services below, the Consultant(s) may be asked to assist the City in project coordination meetings with other municipalities, regulatory agencies, developers, and local and state governments. Selected Consultant(s) must have readily available the technical capabilities and in-house resources to provide the following services on a continuing basis:

1. General Planning Services

Growth Management Plan (Future Land Use Map) amendments and/or revisions; Land Development Regulations updates; sustainability analysis; green master planning; neighborhood planning; Comprehensive Plan analysis; and housing needs assessments.

2. Comprehensive Plan Analysis

Ability to review the City's Comprehensive Plan and recommend updates to City staff to keep up with the City's Vision and goals. Create, review, and facilitate text amendments as directed by the City. Will need to be able to conduct an Comprehensive Plan EAR report.

3. Land Use and Zoning Analysis

Prepare and/or review land use and zoning analysis to ensure the City's Growth Management Plan and Land Development Regulations (LDRs) are kept current with new growth and developments within the City. Review development proposals to verify compatibility with the City's concurrency thresholds and requirements set in the Growth Management Plan and adopted LDRs.

4. Site Plan Review (including landscaping)

Review of site and landscape plans, including review for compliance with the standards of the City's Land Development Regulations.

Site plan review includes verification of compliance with all use, density, bulk, and supplemental standards which may be imposed through the City's Land Development Regulations or through other sections of the City's Code, County Code, or state laws or regulations.

Landscape review includes tree selection, tree identification, growth characteristics and requirements (water, soil, nutrition), installation and establishment, as well as pruning and maintenance. Landscape, tree, and irrigation inspection for new development projects.

5. Public Outreach services

Prepare communication strategies and/or protocols to engage City residents and interested stakeholders in the planning process. Assist the City staff coordinate events, project meetings, and formal presentations for specific project or community functions sponsored by the City.

6. Plat Review

Review of submitted major and minor subdivisions, including any supporting construction plans, to ensure they are compliant with the standards of the City's Land Development Regulations.

7. Planned Unit Development Review (PUD)

Ability to review large-scale developments and assess compliance with the City's Comprehensive Plan and Land Development Regulations.

8. Flood Plain Review

Advise the City of any foreseeable issues within flood zones through site reviews and plan reviews. Ensure all proposed development within a given flood zone meet all local, state, and federal regulations.

9. GIS Services

Ability to provide GIS services in the forms of a Future Land Use Map and/or Official Zoning Map that City staff will have access to. This should also include property data in relation to Code Enforcement Action, site plans, special exceptions, variances, and other related applications or approvals.

10. Environmental Services

Ability to advise City staff of any issues within wetlands and review plans to make sure they are in compliance with all local, state, and federal regulations in regards to wetlands and conservation areas.

IMMEDIATE PROJECT INFORMATION:

The City has received a submittal for a new large-scale Planned Unit Development that will bring a potential 3,000+/- dwelling units alongside a mix of uses that include, but not limited to, institutional, low intensity commercial, industrial, multi-family, single-family, recreational, and emergency services. This proposed development is located in the Black Point Swamp area, which contains a plethora of wetlands, flood zones, and environmental concerns. This project is proposed to contain around 2,800+/- acres of land, with only 1,600 +/- acres being developable. Some of the tasks that will be asked of the consultant will be to review plans regarding the PUD such as the PUD agreement, Future Land Use Amendment, rezoning and the creation, drafting, and review of developer agreements for private/public partnerships in relation to infrastructure dedications and/or donations of land for public facilities to make sure it complies with the City's Comprehensive Plan and Land Development Code. The sole purpose of the designated consultant firm is to assist the City in the review, implementation, and, if necessary, facilitation of this submittal until the development is built out and completed, which is expected to be about 5-10 years from the approval date.

1.3 - PROCESS FOR SUBMISSION

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 complete submittals to this RFQ to identify no less than three of the most qualified Proposers based on rankings. 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 City Staff Selection Committee will shortlist and rank the three most qualified firms. The ranking of the short-listed proposers shall be scheduled 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.

RFQ's must be submitted in accordance with the terms and conditions of this RFQ.

Requests for additional information regarding this RFQ must be submitted in writing or email by 4:00 PM February 8, 2024 to:

Adrian Calderin, Community Development Coordinator
City of Bunnell
PO Box 756
Bunnell, Florida 32110
Phone 386-437-7516
acalderin@bunnellcity.us

Each submittal shall be marked on the outside in bold letters as follows; **City of Bunnell, Request for Qualifications 2024-01**, no facsimile copies will be accepted. All RFQ's received will be forwarded for review and evaluation by the selection committee comprised of City Staff. The entire packet must be sealed, properly identified, and delivered prior to the deadline to:

In Person:
Kristen Bates, City Clerk
City of Bunnell
604 West Moody Blvd Unit 6
Bunnell, Florida 32110

Or via mail and received by the due date:
Kristen Bates, City Clerk
City of Bunnell
PO Box 756
Bunnell, Florida 32110

PROPOSAL:

To ensure that all Statements of Qualifications are fairly evaluated, scored, and ranked. It is at the upmost importance that they are prepared according to the prescribed format below. **Failure to follow this requirement may result in the disqualification of your Statement of Qualifications.**

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 a USB of the full response in the order and format described under this section.

Statements of Qualifications that arrive after the closing time and date shall not be considered. Telephone, facsimile, email, or telegraphic Statements of Qualifications will not be accepted.

A. STATEMENT OF QUALIFICATIONS FORMAT

1. GBC Binding should be used. Binders will be acceptable as well.
2. Maximum of 55 pages. Submissions in excess of 55 pages will not be disqualified; however, clarity, conciseness, and brevity will be scored in completeness and response evaluation.
3. Pages are to be 8.5-inch x 11 inch. Oversized pages will be counted as two pages.
4. All page language are to be Font size 12, excluding covers, dividers, entire original RFQ, financial information, and the required forms.
5. Provide a separate tabbed section for each of the contents listed in Subsection B of this Section.
6. Print should be portrait orientation unless oversized.
7. Headings and sections should be numbered.
8. Ensure all information is typewritten.
9. 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.

B. ORDER OF CONTENTS AND FORMAT OF RFQ SUBMISSION

Responses to this RFQ shall include the following indexed or clearly identified components in the order as described:

1. Letter of Intent
 - a. A letter of intent briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within a given 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. The letter should not exceed

two (2) pages in length and be signed by an official authorized to make such commitments and enter into a contract with the City.

2. Evaluation Criteria A-D (Each Criteria tabbed individually)
 - a. Qualification and Experience
 - b. Ability to Perform Scope of Services
 - c. Effects of the Firms Current Workload
 - i. (Should include an estimate of the consultant's current workload or a forecast of the consultant's ability to assign resources to a project.)
 - d. Cost/Fee schedule rates.
 - i. (A copy of the firm's fee schedule or cost RFQ for services should be provided or available)
3. Client Reference Letters (no more than 5 letters accepted)
4. Copy of all Licenses as listed under General Conditions-Licenses
5. Copy of Firms Certificate of Insurance
6. All forms in the Required Forms Packet (Attached in Appendix A)
 - a. Acknowledgements Form
 - b. Certification Form
 - c. Insurance Requirements Form
 - d. Americans with Disabilities Act Affidavit Form
 - e. Conflict of Interest Disclosure Form
 - f. Drug-Free Workplace Certification
 - g. Non-Collusion Form
 - h. Public Entity Crimes Form
 - i. Public Records Compliance Form
7. Copy of W-9
8. Any published Addenda.

C. PROPOSALS TO BE IN EFFECT:

Each RFQ shall state that it is valid for a period of not less than 90 days from the date of receipt.

D. SIGNATURE REQUIREMENTS:

RFQ forms and any issued Addenda must be signed by a duly authorized officer(s) of the proposing firm. Consortiums, joint ventures, or teams submitting RFQ's, 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 RFQ shall indicate the entity responsible for execution on behalf of the RFQ team.

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.

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.

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.

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.

1.4 - SCHEDULE OF EVENTS

- January 25, 2024 – Release of RFQ by 2:00 PM EST
- February 8, 2024 – RFQ Inquiries Due by 4:00 PM EST.
- February 27, 2024 – Request for Qualification submission deadline by 9:00 AM EST.
- February 27, 2024 – RFQ Opening to be held at 405 E. Drain St., Bunnell, FL 32110 at 9:30 AM Est.
- TBA at Bid Opening – Selection Committee Meeting at 405 E. Drain St., Bunnell, FL 32110
- March 25, 2024 – Estimated Commission Approval (Commission Meeting at 7:00 PM at 1769 E. Moody Blvd., Board Chambers Room, Bunnell, FL 32110)

The City reserves the right to change the scheduled dates and times

1.5 - 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. RFQ packages will be reviewed and evaluated by a Selection Committee. RFQ packages will be reviewed and evaluated in accordance with the following criteria and weighting factors:

A. QUALIFICATION AND EXPERIENCE (0 – 25 POINTS)

- Proven experience in a broad range of urban planning services including, but not limited to, land use planning, land development regulation amendments, and community engagement.
- Demonstrated capability in handling diverse planning tasks, from zoning analysis to comprehensive plan development.
- Track record of effectively collaborating with municipal authorities, stakeholders, and the public in the planning process.
- Listing of Firm’s Proposed Consultant Team, including anticipated sub-consultants with names, addresses, and contact information.

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

Outstanding	25	Points
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B. ABILITY TO PERFORM SCOPE OF SERVICES (0 – 25 POINTS)

- Demonstrated ability to comprehensively perform all aspects of the requested growth management services, which should include assessment, analysis, and reporting.
- Evidence of the firm’s organizational capacity, resources, and expertise to handle the scope and complexity of the project.
- Success in prior projects in maintaining high-quality standards and achieving client satisfaction under similar scopes of work.

Below Average	0	Points
Average	10	Points
Above Average	15	Points
Well Above Average	20	Points
Outstanding	25	Points

C. EFFECTS OF THE FIRMS’ CURRENT AND PROJECTED WORKLOAD (0 – 20 POINTS)

- Evaluates the workload commitments that will impact the firm’s ability to complete services on schedule.
- The submittal should demonstrate that the firm has 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	5	Points
Above Average	10	Points
Well Above Average	15	Points
Outstanding	20	Points

D. COST/FEE SCHEDULE RATES (0- 20 POINTS)

- Evaluates the cost of fees of the service proposed such as hourly rates verses flat rate.

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

E. SUBMITTAL THOROUGHNESS (0- 10 POINTS)

- Points will be awarded based on the order and format of RFQ as described under “Proposal Submission”.

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

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

[END OF SECTION]

APPENDIX A

REQUIRED FORMS PACKET

RFQ # 2024-01 for CONTINUING PROFESSIONAL GENERAL PLANNING 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.

1. Acknowledgements Form
2. Certification Form
3. Insurance Requirements Form
4. Americans with Disabilities Act Affidavit Form
5. Conflict of Interest Disclosure Form
6. Drug-Free Workplace Certification
7. Non-Collusion Form
8. Public Entity Crimes Form
9. Public Records Compliance Form

ACKNOWLEDGEMENTS
RFQ #2024-01
“CONTINUING PROFESSIONAL
GENERAL PLANNING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2024-01 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 _____, 2024

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 _____, 2024, 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:

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 #2024-01** and **CONTINUING PROFESSIONAL GENERAL PLANNING 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 _____, 2024, 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 _____, 2024, 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 _____, 2024, 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 #2024-01 Continuing Professional General Planning Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-01, 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 #2024-01, 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 #2024-01, 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 _____, 2024, 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 _____, 2024, 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-2024-01 – CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES**

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 2024, 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:



CITY OF BUNNELL
RFP 2024-01 Continuing Professional General Planning Services
Bid Opening Meeting
February 27, 2024 at 10:30 AM

COB Staff Present: Marcus DePasquale, City Engineer; Joe Parsons, Community Development Director; Adrian Calderin, Community Development Coordinator; Kriti Moss, Finance Director; Kristen Bates, City Clerk; Bridgitte Gunnells, Deputy City Clerk,

Also Present: Laura Diettrich, Halff

Meeting Commenced at: 10:33 AM

Sign in Sheets for all potential bidders were made available at the meeting (attached).

Seven bids were received before the 10:00 AM Deadline. City Clerk Kristen Bates opened the packets. She read aloud the contents of the bid package. Deputy City Clerk Bridgitte Gunnells checked the items received.

Packets were received from:

1. Halff
2. Zev Cohan
3. Matthews DCCM
4. North Florida Professional Services, Inc
5. Alliant
6. Calvin Giordano & Associates
7. EXP U.S. Services Inc

The Selection Committee will meet 9:00 AM March 19, 2024 at Versie Lee Mitchell 405 East Drain St., Bunnell, FL 32110

Adjourned at: 10:41 PM

SIGN IN SHEET



CITY OF BUNNELL - RFP 2024-01
 Continuing Professional General Planning Services
 February 27, 2024

PRINT NAME	COMPANY	EMAIL	PHONE #
1 Bridgitte Gunnells	City of Bunnell	bgunnells@bunnellcity.us	386-263-8961
2 Kristen Bates	Bunnell	kbates@bunnellcity.us	386-263-8809
3 Kristi Moss	COB	kmoss@bunnellcity.us	
4 Adrian Calderin	COB	acalderin@bunnellcity.us	386 283
5 Joe Parsons	COB	jparsons.bunnellcity.us	1076
6 LARA DIETRICH	HARFF ASSOCIATES	Ldietch@harff.com	904-602-5011
7 MARCUS DEPASQUALE	City of Bunnell	mdepasquale@bunnellcity.us	386 523 4053
8			
9			
10			
11			
12			
13			



CITY OF BUNNELL
RFQ 2024-01 Continuing Professional General Planning Services
Selection Committee Meeting
March 19, 2024 at 9:00 AM

COB Staff Present: Marcus DePasquale, City Engineer; Joe Parsons, Community Development Director; Adrian Calderin, Community Development Coordinator; Melissa Fecher, Finance; Kristen Bates, City Clerk; Bridgitte Gunnells, Deputy City Clerk
Also Present: Laura Dierrich, Halff; Patrick Russell, EXP
Sign in sheet is attached.

Meeting Commenced at: 9:05 AM

City Clerk Bates opened the meeting and asked the Selection Committee to read their scores. (score sheets attached)

The following are the overall tabulation of Selection Committee scores:

BIDDER	TOTAL SCORE
Matthews DCCM	356
EXP	404
North Florida Professionals Services	465
Alliant	401
Calvin, Giordano & Associates	459
Halff	445
Zev Cohen	435

It was discussed the Committee could choose one or more of the companies. City Engineer Marcus DePasquale suggested choosing 3 or 4 companies. City Clerk Bates noted the City has several projects upcoming and suggested all 7 companies even though the City may not utilize all. Joe Parsons, Community Development Director liked the idea and agreed having all 7 companies available

The Selection Committee will present a graph with the company's rankings at the first Commission Meeting in April and recommend proceeding with all firms.

Adjourned at: 9:31

RFQ 2024-01 Selection Committee
March 20, 2024 at 9 am

<u>Name</u>		<u>email</u>
Kristen Bates	<i>KBates</i>	Kbates@bunnellcity.us
Melissa Fecher	<i>Melissa Fecher</i>	mfecher@bunnellcity.us
Bridgitte Gunnells	<i>BGunnells</i>	bhgunnells@bunnellcity.us
Adrian Calderin	<i>Adrian Calderin</i>	acalderin@bunnellcity.us
MARCUS DEPASQUALE	<i>MDEPASQUALE</i>	MDEPASQUALE@bunnellcity.us
JOE PARSONS	<i>Joe Parsons</i>	jparsons@bunnellcity.us
PATRICK RUSSELL	<i>Patrick Russell</i>	PATRICK.RUSSELL@EXP.COM
LARA DIETRICH	HAFF	LDiettrich@haff.com

CITY OF BUNNELL
 Continuing Professional General Planning Services
 RFQ 2024-01

Category	Max Points	Matthews DCCM	EXP	North Florida Professional Services Inc	Alliant	Calvin, Giordano & Associates Inc	Half	Zev Cohen
A. Qualification and Experience	25	19	17	12	22	22	21	19
B. Ability to Perform Scope of Services	25	13	15	16	20	20	23	23
C. Effects of the Firms Current and Projected Workload	20	12	17	14	12	15	16	12
D. Cost/Fee Schedule Rates	20	14	13	17	16	15	15	18
E. Submittal Thoroughness	20	16	18	20	18	20	20	14
Maximum Points	110	60	80	79	88	92	95	86

COMMITTEE MEMBER:

Joe Parsons

Type or Print Name Here

Member Signature



Date 3/18/24

CONTINUING PROFESSIONAL GENERAL ACCOUNTING SERVICES
RFQ 2024-01

Category	Max Points	Mathews DCCM	EXP	North Florida Professional Services Inc	Alliant	Calvin, Giordano & Associates Inc	Half	Zev Cohen
Qualification and Experience	25	23	20	24	21	24	22	23
Ability to Perform Scope of Services	25	22	19	23	20	23	21	22
Effects of the Firms Current and Projected Workload	20	17	18	18	18	18	18	17
Cost/Fee Schedule Rates	20	14	16	18	17	14	16	17
Submittal Thoroughness	20	15	15	20	15	19	18	19
Maximum Points	110	91	88	103	91	98	95	98

COMMITTEE MEMBER:

Marcus DePasquale

Type or Print Name Here

Member Signature



Date 3/19/2024

~~M.T.~~

M.T.

~~M.T.~~

M.T.

CITY OF BUNNELL
Continuing Professional General Planning Services
RFQ 2024-01

Category	Max Points	Matthews DCCM	EXP	North Florida Professional Services Inc	Alliant	Calvin, Giordano & Associates Inc	Half	Zev Cohen
A. Qualification and Experience	25	20	11	23	15	25	22	20
B. Ability to Perform Scope of Services	25	8	15	25	20	25	25	18
C. Effects of the Firms Current and Projected Workload	20	15	20	18	5	18	17	10
D. Cost/Free Schedule Rates	20	12	12	18	15	10	10	15
E. Submittal Thoroughness	20	14	3	20	10	20	16	20
	Maximum Points	69	61	104	65	98	90	83

COMMITTEE MEMBER:

Adrian Calderin

Type or Print Name Here

Member Signature

Adrian Calderin

Digitally signed by Adrian Calderin
Date: 2024.03.18 17:34:24 -04'00'

Date 3/18/24

CITY OF BUNNELL
Continuing Professional General Planning Services
RFQ 2024-01

Category	Max Points	Matthews DCCM	EXP	North Florida Professional Services Inc	Alliant	Calvin, Giordano & Associates Inc	Half	Zev Cohen
A. Qualification and Experience	25	20	20	20	20	20	20	20
B. Ability to Perform Scope of Services	25	10	20	20	20	15	15	13
C. Effects of the Firms Current and Projected Workload	20	10	15	15	10	15	10	5
D. Cost/Fee Schedule Rates	20	5	10	14	6	5	6	16
E. Submittal Thoroughness	20	5	15	18	10	18	16	16
Maximum Points	110	50	80	87	66	73	67	70

COMMITTEE MEMBER:

Kristen Bates

Type or Print Name Here

Member Signature Kristen Bates

Digitally signed by Kristen Bates
Date: 2024.03.09 11:13:19 -0500

Date 3/9/24

CITY OF BUNNELL
 Continuing Professional General Planning Services
 RFQ 2024-01

Category	Max Points	Matthews DCCM	EXP	North Florida Professional Services Inc	Alliant	Calvin, Giordano & Associates Inc	Half	Zev Cohen
A. Qualification and Experience	25	22	23	22	23	23	23	23
B. Ability to Perform Scope of Services	25	21	23	22	22	23	23	22
C. Effects of the Firms Current and Projected Workload	20	15	17	15	15	17	15	15
D. Cost/Fee Schedule Rates	20	14	13	13	14	15	17	18
E. Submittal Thoroughness	20	14	20	20	17	20	20	20
Maximum Points	110	86	96	92	91	98	98	98

COMMITTEE MEMBER: Kristi Moss Digitally signed by Kristi Moss Date: 2024.03.18 21:14:45 -04'00'

Kristi Moss
 Type or Print Name Here
 Member Signature Kristi Moss
 Date 3/19/54

RFP RANKING RFP-2024-01

3-19-24

JOE PARSONS TOTALS

	MATHEW	EXP	NFPS	ACCIAWT	CHA	AALC	REV COPEN
⇒ JOE P	60	80	79	88	92	95	86
MATHEW	91	88	103	91	98	95	98
ADMAN	69	61	104	65	98	90	83
KRISTEN	50	80	87	66	73	67	70
MICHA	86	96	92	91	98	98	98
TOTAL	356	405	465	401	459	445	435
RANK	7	5	1	6	2	3	4

PHONE ADDED

PLEASE CONFIRM IN EXCEL 😊

RFQ 2024-01 Continuing Professional General Planning Services Selection Committee Total Scores

Category	Max Points	Matthews DCCM	EXP	North Florida Professional Services Inc	Alliant	Calvin, Giordano & Associates Inc	Half	Zev Cohen
Qualification and Experience	125	60	80	79	88	92	95	86
Ability to Perform Scope of Services	125	91	88	103	91	98	95	98
Effects of the Firms Current and Projected Workload	100	69	61	104	65	98	90	83
Cost/Fee Schedule Rates	100	50	80	87	66	73	67	70
Submittal Thoroughness	100	86	96	92	91	98	98	98
Maximum Points	550	356	405	465	401	459	445	435

Ranking of firms	
#1	North Florida Professional Services
#2	Calvin, Giordano & Associates
#3	Half
#4	Zev Cohen
#5	EXP U.S. Services
#6	Alliant
#7	Matthews DCCM



Calvin, Giordano & Associates, Inc.

A SAFEbuilt[®] COMPANY

**CONTINUING PROFESSIONAL
GENERAL PLANNING SERVICES
City of Bunnell, Florida**

RFQ NO. 2024-01

Prime Firm:

Calvin, Giordano & Associates, Inc.

Due Date and Time:

February 27, 2024 at 10:30 PM

Primary Contact:

Luis Serna, AICP, LEED AP
Project Manager
LSerna@cgasolutions.com

Project Office Address

311 Park Place Blvd, Suite 630
Clearwater, Florida 33759

Telephone No.

727.394.3825

ELECTRONIC



City of Bunnell Photo of County Court House

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Tab 1



CGA Project for Wilton Manors Comprehensive Plan and Land Development Regulations

Letter of Intent



Calvin, Giordano & Associates, Inc.

A **SAFEbuilt**® COMPANY

Building Code Services
Civil Engineering / Roadway & Highway Design
Coastal Engineering
Code Enforcement
Construction Engineering & Inspection (CEI)
Construction Services
Data Technologies & Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Grant Management & Writing
Geographic Information Systems (GIS)
Government Services
Indoor Air Quality (IAQ)
Landscape Architecture
Planning
Project Management
Redevelopment & Urban Design
Surveying & Mapping
Transportation & Mobility
Transportation Planning
Water / Utilities Engineering
Website Development

311 Park Place Boulevard
Suite 630
Clearwater, FL 33759
Tel: 727.394.3825

www.cgasolutions.com

February 27, 2024

Kristen Bates, City Clerk
City of Bunnell
604 West Moody Blvd Unit 6
Bunnell, Florida 321108

RE: Request for Qualifications (RFQ) #2024-01 Continuing Professional General Planning Services

Dear Selection Committee,

Calvin, Giordano & Associates, Inc. (CGA) is pleased to submit for your consideration our proposal to provide Continuing Professional General Planning Services to the City of Bunnell (City). CGA is a multi-disciplinary firm that specializes in providing a range of professional planning, master planning, transportation, engineering, landscape architecture, and environmental services to both public and private sector clients throughout Florida. We have a strong presence in the Florida, with six (6) offices located across the state. Our Tampa/Clearwater office located at 311 Park Place Blvd, Suite 200, Clearwater, FL 33759, serving as the office responsible for this contract.

For over 87 years, CGA has been providing consulting services to a wide range of government clients. With over 370 employees, including a Planning Department consisting of eight (8) AICP-Certified planners and current contracts with over 80 governmental entities, our firm provides a broad range of services typical of a much larger firm, but with the personalized attention of a smaller firm. Our project managers and key team members do not simply delegate the work; they are active participants in the projects and are the individuals dealing directly with the clients. At CGA, client relationships, knowledge of the work at hand, budgets, and schedules are paramount. For most projects, CGA executes a Project Management Plan to ensure ongoing customer satisfaction.

CGA's complete suite of services and public involvement expertise allows us to address the multiple interrelationships between master planning and land use, transportation, landscape architecture, graphic design, LEED and sustainability, economic, and community development. We also have in-house resources in other disciplines to support additional work that may be needed under this contract.

Over the last decade, CGA has completed numerous comprehensive plan updates, land development code amendments, review of planned development districts, and research and analysis of planning issues for numerous cities within the State of Florida. CGA has served as professional consultants, in a comprehensive planning capacity, to over 80 municipalities throughout Florida including the Towns of Bay Harbor Islands, Bellaire, Davie, Jupiter, Lake Park, Mangonia Park, Medley, Palm Beach, and Surfside, and, the cities of Boca Raton, Cooper City, Dania Beach, Delray Beach, Fort Lauderdale, Hallandale Beach, Hollywood, Homestead, Key West, Lauderhill, Madeira Beach, Marathon, Miami Beach, Miami Gardens, Miramar, North Lauderdale, Oak Hill, Oakland Park, Pembroke Pines, South Pasadena, Sunny Isles Beach, Tamarac, West Palm Beach, and Weston, and the Village of Indiantown. Many of these communities have been repeat clients for more than 20 years.

We have a multidisciplinary team of qualified professionals, possessing the diversity of technical skills required for this contract. Team members have worked together to build a long resume of providing outstanding solutions for our clients.

If CGA is chosen to deliver services under this contract, I, David Stambaugh, Vice President of Calvin, Giordano & Associates, Inc., am hereby empowered to make commitments and engage in a contract with the City. Additionally, Jim Hickey will assume the role of Professional-in-Charge, and Luis Serna will act as the Project Manager, serving as the main point of contact throughout the contract's duration.

Principal-in-Charge/Authorized to Bind	Professional-in-Charge	Project Manager
David Stambaugh, PE, DBIA Vice President DStambaugh@cgasolutions.com 954.921.7781	James "Jim" Hickey, AICP Director of Planning JHickey@cgasolutions.com 954.921.7781	Luis Serna, ACIP, LEED AP Planner Director LSerna@cgasolutions.com 727.394.3825

CGA certifies that this proposal is valid for 90 days from the date of submittal and all information submitted with the proposal is true and correct.

We are excited to respond to this request and know that given the opportunity, the City of Bunnell will benefit from our team's range of expertise, our extensive experience in the industry, and our collaborative and innovative approaches to problem-solving. You will find, through the due diligence process of CGA's provided references, that client satisfaction remains our underlying theme and is the most important part of any statement on past performance.

Sincerely,



David Stambaugh, PE, DBIA
Vice President
EIN- 65-0013869

Acceptance of the City Contracts and Agreement Terms

The CGA Contract and Legal team have carefully reviewed the Request for Qualifications. There was no sample contract included in the RFQ, therefore we request the below modifications to the General Conditions provided. We would like to note our interest in contract negotiations and that acceptance of the terms and conditions of the contract are subject to contract review by our legal team.

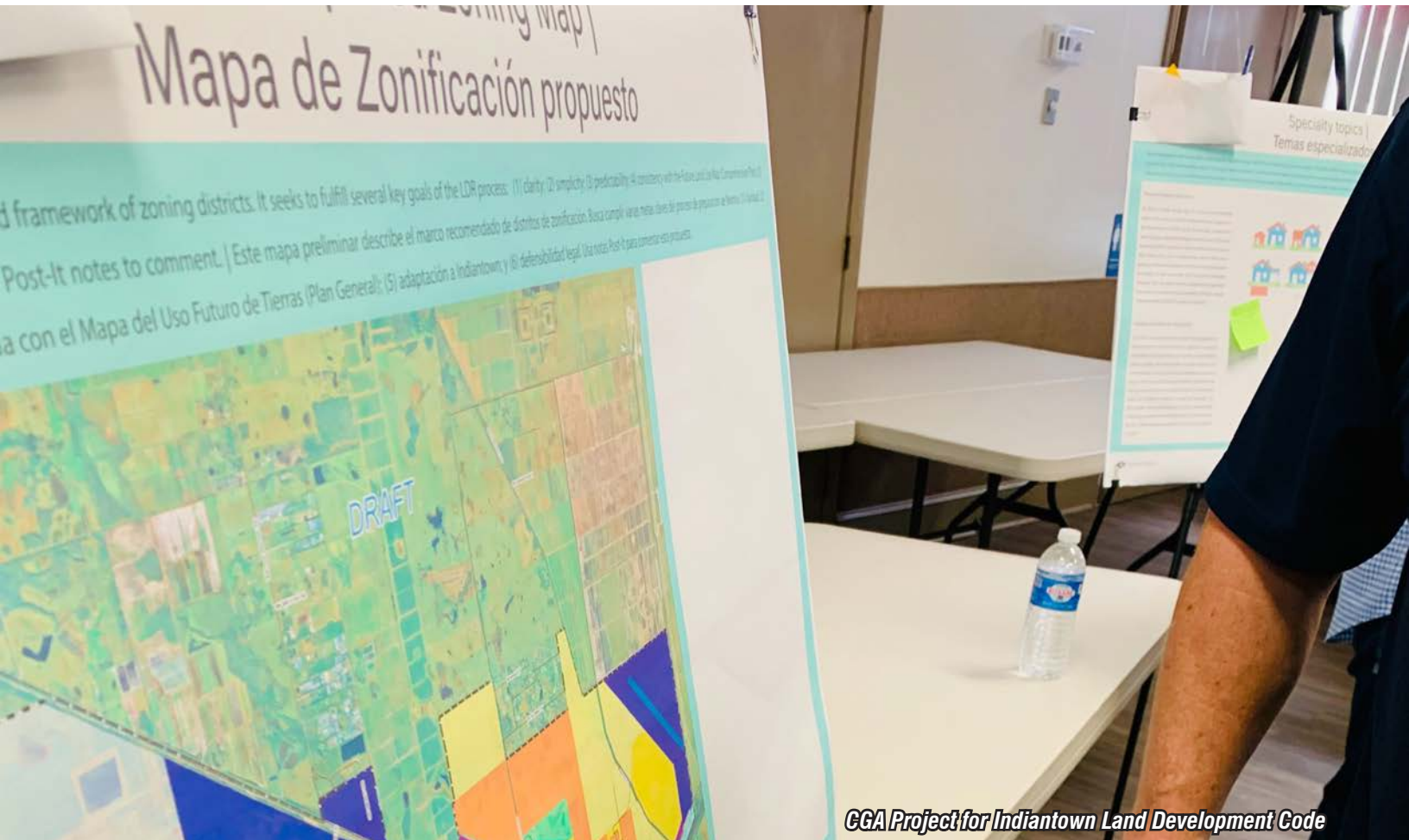
ASSIGNMENT:

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. Written consent shall not be unreasonably withheld or delayed.

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 to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of Proposer. The City expressly reserves all rights, privileges and benefits of sovereign immunity.

Tab 2



CGA Project for Indiantown Land Development Code

Evaluation Criteria A-D



SUB TAB A. QUALIFICATION AND EXPERIENCE

Calvin, Giordano, & Associates, Inc.'s (CGA) history dates to 1937, when the company was formed. Over the past 87 years, our focus has remained on servicing the municipal client space in Florida. CGA maintains established offices in Clearwater, Fort Lauderdale, Miami-Dade, West Palm Beach, Port St. Lucie, and Estero. We have been providing municipal planning services for our clients since 2001, and our long-term, repeat clients for these services to 79 municipalities throughout Florida .

From the beginning, much of our reputation was built on repeat business with clients from the public and private sectors. Our large number of repeat and long-term clients affirm that using a personal approach and delivering quality work is the key to our success. Because of our diversity, CGA can control the entire process, offering a host of professional services as a one-source partner or efficiently tackling time-sensitive individual projects, providing customized solutions with handpicked teams of highly experienced professionals.

For almost nine decades, we have gained institutional knowledge and a comprehensive understanding of how to provide municipal clients with the operational services they need. We have increased our service line delivery through the years to include and exceed those contemplated in this RFQ package.

CGA strategically provides a broad range of services to meet our client's needs. Our professional services include:

- **Planning**
 - ✓ Comprehensive Planning
 - ✓ Urban Planning/Town Centers
 - ✓ Community Planning
 - ✓ Code Updates/Revisions
 - ✓ Zoning/Land Use Regulation
 - ✓ Platting/Plat Review
 - ✓ Permitting
 - ✓ Urban Design
 - ✓ Land Use Amendments
 - ✓ Rezoning
 - ✓ Creating New Land Use Categories
 - ✓ Municipal Planning Departments
 - ✓ Public Outreach
 - ✓ Parks Master Plan
- ✓ Geographic Information Systems (GIS)
- ✓ Site Plan Review
- ✓ Planned Unit Development Review (PUD)
- ✓ Flood Plain Review
- ✓ Environmental Services
 - Building Code Services
 - Civil Engineering/Roadway & Highway Design
 - Code Compliance
 - Construction Engineering & Inspection (CEI)
 - Construction Services
 - Data Technologies & Development
 - Electrical Engineering
 - Civil Engineering
 - Environmental Services



RESPONSIBLE OFFICE
311 Park Place Blvd, Suite 200 Clearwater, FL 33759 Phone: 727.394.3825 Fax: 954.921.8807
OWNERSHIP
Calvin, Giordano & Associates, Inc. is a wholly owned company of SAFEbuilt, LLC
YEAR ESTABLISHED
1937 (87 years in business)
YEARS PROVIDING THESE REQUIRED SERVICES
22 Years (since 2001)
NUMBERS OF PERSONNEL
343 Employees Total 316 are Full-Time / 27 Part-Time
FAST FACTS
CGA currently provides planning services to over 80 municipalities in Florida

- Facilities Management
- Governmental Services
- Grant Management & Writing
- Landscape Architecture
- Project Management
- Surveying & Mapping
- Transportation & Mobility
- Transportation Planning
- Water/Utility Engineering



Ownership

CGA is a subsidiary of SAFEbuilt, LLC, a national community development and infrastructure support services provider. The Riverside Company of Cleveland, OH wholly owns SAFEbuilt, LLC, and its family of companies. Since 2014, SAFEbuilt has acquired 18 companies nationwide, including the brands presented below.

The SAFEbuilt Family of Brands



STAFFING

Our only asset which could surpass our technology is the knowledge and experience of our in-house staff. We currently employ over 343 employees who provide 22 distinct services. Many of our staff have worked for municipal governments and have been licensed contractors before beginning their careers in the private sector. This mixed experience allows our team to envision areas of concern and plan for them before they become issues. The following summarizes just a few of our staff's many credentials:

- 8 AICP Certified Planners
- 8 LEED Accredited Professionals
- 2 Licensed Landscape Architects
- 6 Certified Arborists
- 2 Floodplain Managers
- 71 Licensed Contractors
- Over 50 NIMS Certified
- Over 50 FEMA Certified
- 53 BORA Certified
- Over 15 OSHA Certified



"This is one of the best companies that has worked for me."

— Dincer Ozaydin, PE, Public Services Deputy Director
City of Dania Beach, FL



Firm Qualifications

Planning Philosophy

CGA's philosophical approach to providing professional planning services is underpinned by three (3) pillars:

- ✓ **Personalized Approach:** We always base our process on extensive research into the context and conditions that result in development character and patterns that are responsive to the uniqueness of each community. We do not subscribe to formulaic, cookie-cutter approaches, because every community is unique. Custom Exceptional Solutions is the core of our business. Accordingly, for this assignment, we have designed an approach that is tailored to the expectations of the City, based on the RFQ, and our current understanding of the issues. However – because we know that we don't know everything — the methodology we propose has enough built-in flexibility to accommodate change.
- ✓ **Public Engagement-Driven Process:** Planning is by nature a process – one that includes information, education, conversation, and reaction. Often the process is as important to the ultimate success of the project as the product itself. For this reason, we believe community engagement is the main driver of the planning process and the key to the success of comprehensive plan code rewrite or large area plan during and after the completion of the project. Our public engagement methodology will be a customized kit of tools and techniques that fit the Town's context and the RFP's requirements. We are committed to equity and inclusivity in each and every public engagement process, providing opportunities, information and deliverables that are accessible to all.
- ✓ **Implementation Focus:** As a full-service firm, CGA can provide a comprehensive approach to many types of assignments. This means we are not only planners working at the policy level; we focus on implementation from the inception of the project. It is for this reason that in many communities, after a comprehensive plan is complete, we have gone on to help craft implementation tools and progress measures – including best practice toolkits, zoning codes, overlay districts and design guidelines, economic development strategies, beautification initiatives, capital improvement programs, and performance metrics and indicators. We have designed and built community wayfinding, gateway features; we have helped improve roads; we have updated water and sewer systems and upgraded existing parks or created new ones.

We know what it takes to turn planning studies into tangible results, whether in better regulatory or administrative processes, successful programs, improved community relations, or built projects.

Planning Experience

CGA has undertaken the role of both leading and supporting planning and zoning departments in several communities for more than 25 years. CGA has handled all planning and zoning activities for the City of Weston and the Village of Estero since their incorporations. CGA also leads the Planning Departments in the Cities of Lighthouse Point and Miami Springs, the Town of Hillsboro Beach and North Bay Village. While these are long-established communities, they lacked a full-service department and had serious deficiencies in their processes. In every community where we work, CGA can assist to formalize the development process and create standards for applications, including timeframes for completion of tasks. CGA's planning staff possesses a thorough and complete understanding of planning processes from both a public and private perspective and from municipal to state authority. CGA staff participates in and regularly attends conferences and seminars at the local, state and national levels in order to keep abreast of trends in planning.



CGA Project: Public Outreach Meeting

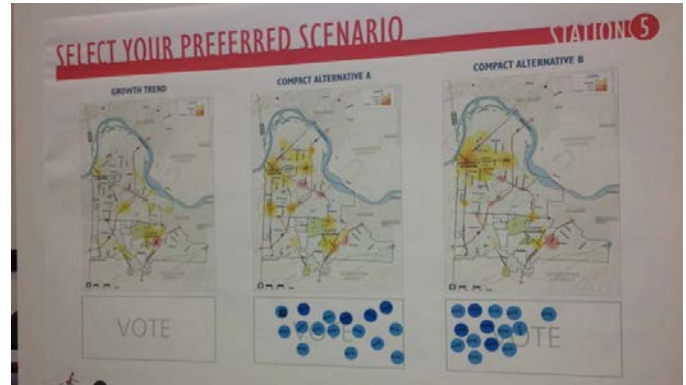
CGA staff assists communities with day-to-day planning in multiple municipalities. In that role, we provide information to residents, business owners, developers and the general public at large. We view our role as an extension of staff



and, if invited, attend staff meetings, Planning Commission meetings and Town Council meetings, provide monthly reports and provide onsite assistance, if requested.

Comprehensive Planning Services Experience

CGA's staff is extremely familiar with the regional and state regulatory agencies specific to their disciplines. Over the years, the team members have established invaluable relationships with these agencies, which facilitates obtaining information and feedback. For example, our planning staff is in continuous communication with the Florida Department of Commerce (Formerly the Department of Economic Opportunity) on a variety of issues on behalf of our municipal clients. Additionally, our staff is involved and is active participants in County and Regional planning organizations and endeavors.



CGA Project: Public Outreach Meeting

This experience allows us to exchange information amongst our fellow planners and technical experts at all of the review agencies and keep us on the cutting edge of planning trends and processes required. Finally, our planners attend the state and national conferences and workshops to keep abreast of changes in State and Federal laws. This ongoing coordination keeps us in touch with the rules and requirements of review agencies and current trends.

CGA's multidisciplinary team members have worked together to build a long resume of providing comprehensive and neighborhood planning services and landscape planning throughout our many years of experience. An important component of those plans and long-term visions typically includes analyses and discussions on environmental protection, prevention of sprawl, housing opportunities, improving neighborhoods, building upon existing community character, coordinating infrastructure improvements and maintaining and improving quality of life.

Our Team will review for consistency with regulatory provisions, as well as consistency with the adopted Comprehensive Plan and existing plans and regulations to ensure compatibility. CGA has collectively completed hundreds of comprehensive plans, regulatory updates, district plans, housing studies, and other types of relevant plans over the past several decades. Below is a sampling of CGA's experience from the past 5 years:

- City of Weston
- Town of Surfside
- Town of Medley
- City of South Miami
- City of Pompano Beach
- St. Lucie County
- City of Lauderhill
- City of Wilton Manors
- North Bay Village
- Town of Indiantown
- City of Belleview
- City of Anna Maria Island
- City of South Pasadena
- Town of Belleair
- City of Tarpon Springs

Land Development Regulations Services

CGA Staff works for several communities assisting municipal staff with site plan reviews, processing land development actions (rezoning, conditional uses, etc.), preparing staff reports and assisting municipalities in day-to-day and long-range planning activities. We currently provide services to the cities of Bradenton Beach, Cutler Bay, Dania Beach, Hallandale Beach, Hillsboro Beach, Hollywood, Lauderhill, Lighthouse Point, Margate, Miami Shores, Miami Springs, Oak Hill, South Miami, Treasure Island, Weston, Wilton Manors, and the Villages of Estero, and North Bay Village.

Municipal Land Development Codes encompass not only planning and zoning items, but extend to Landscape Architecture, Civil Engineering, and Transportation & Mobility. With our broad range of in-house professional services, CGA planning staff can consult with technical experts with years of professional experience. CGA staff worked on the Land Development Codes (LDC) for the Cities of Fort Myers, Margate, Pembroke Pines, Plantation, Sunny Isles Beach, West Park, Weston, Wilton Manors, the Towns of Palm Beach, Medley and Surfside, North Bay Village as well as Sarasota County. Our work includes the first LDC's for the Village of Indiantown, and cities of West Park and



Weston after their incorporation. These projects require updating current regulations to reflect current trends and conditions, as well as incorporation of the community’s vision for the future.

CGA prides itself in preparing analyses that are tailor-made for each community, balancing the existing character with a desire to introduce new and innovative design aesthetics and planning principles – like rural development and land conservation – into a community’s fabric. CGA staff has had the unique position of working with clients who range from small cities to large counties. As such, we are aware of the need for regulations to be clear, concise, relevant, and easily implementable to eliminate delays, streamline the review and permitting process, and achieve the desired results within the built environment.

Site Plan Review

CGA currently provides Site Plan Reviews related to planning, engineering, and landscape related items to many municipalities statewide. We work with Community Development, Public Works, Planning, Building, and Engineering Departments, and their respective consultants, to assist with a comprehensive review of the application in accordance with the City Ordinances, Standards, and Policies. CGA will make recommendations to the Planning Consultant for approval, approval with documented conditions, or denial. Denials will be accompanied by a complete list of deficiencies. In circumstances where the plans are significantly lacking in details or the deficiencies are numerous, we would meet with the applicant and the City to promote higher quality submittals. In some communities, we have developed a checklist or form-based review letters. These can speed up the review process and provide consistency across reviews or reviewers.



CGA Project: Public Outreach Meeting

Public Outreach

Our starting point is to develop an engagement strategy, a vehicle that allows us to tailor and detail every project’s events, agendas, activities, goals, content, format, techniques, and tools of every outreach and engagement opportunity. We work closely with the client’s media/public information/public relations group, if available, to instill logistical and financial practicability into our recommendations and to ensure cultural and political acceptability. And whenever possible, we present options for the client’s consideration.

Our public engagement kit includes an array of high-touch, low-tech and high-tech tools. They range from “portable meeting kits” that people can download from a project website to conduct meetings within the safe space of their own socially distanced “bubbles” (family, friends, or coworkers); to social media-based mini-surveys and/or text-based teaser campaigns – like the one we prepared to create awareness about our Land Development Code update in Pembroke Pines; from walkshops and “kitchen-table”-scale meetings to interactive games and crossword puzzles; and from pop-up outreach events to using instant-voting digital tools, as we did in our Town Center North Re-Envisioning process in Sunny Isles Beach. We know how to design a concurrent social media outreach and engagement strategy, to offer additional ways for the community to participate.

Since the beginning of the COVID-19 pandemic, CGA quickly pivoted to strengthen and expand both our digital infrastructure and our professional skills to ensure that we continue to excel both at serving our clients’ needs and at carrying out inclusive, equitable public engagement while working remotely with a variety of tools.

Geographic Information Systems (GIS)

The Data Technology and Development Department at CGA has been involved in the full spectrum of GIS development for over 16 years, inclusive of, but not limited to:

- Data development
- Data management



- QA/QC
- Generalized mapping
- Data collection
- Data analysis
- Customize GIS web applications and analysis
- GIS web hosting

CGA has also been an ESRI Business Partner for over eight years. This position allows us to leverage additional resources from the world's industry leader to ensure that our client's needs and requirements are met with the highest standards.

CGA has installed an optimum GIS network environment to handle most client needs. There are two network environments specifically dedicated for GIS, in an effort to provide the highest level of quality service and support. The first is the production/ development environment. This network is setup exclusively for development and testing of all data sets and applications before they go live. The second network environment is our live environment and is located at a data center. This environment and network is utilized to publish GIS data and custom GIS web applications specifically developed for our clients.

As the GIS custodian we maintain, host, develop and back up all of the clients GIS data, while providing an avenue for them to access their information via the web. These GIS environments will work in tandem with the GIS environment at the City. These separate environments will provide redundancy not only for the data, but also for the CGA GIS professionals providing your GIS service, while working cohesively to meet the needs of the City internally and from the off-site offices.

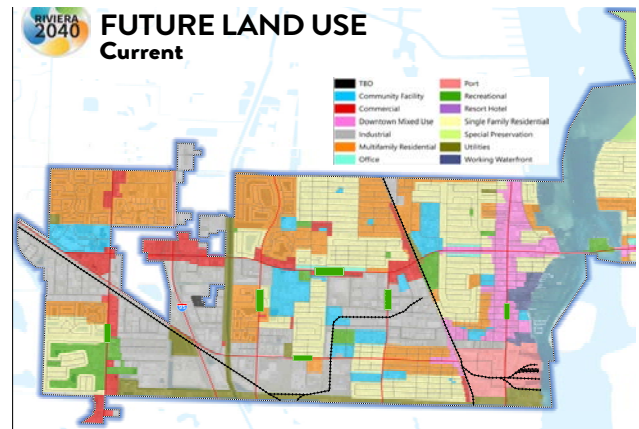
Environmental Planning

Environmental planning has become a much more important part of planning over the past several years. As we work with a number of coastal communities, our work has focused on climate resiliency. We have worked with communities to ensure compatibility with new construction of homes and structures that are built higher than their adjacent properties. We have amended codes regarding screening, storm water management and drainage as well as changes to an increase in height of the public right-of-way. We are also working with communities looking to increase sea wall heights along the intercoastal waterway to provide additional storm hardening and protection when major tropical events occur. Recent work includes the towns of Hillsboro Beach and Palm Beach, and the cities of Lighthouse Point, Pompano Beach and Wilton Manors.

CGA is a leader in implementing resiliency strategies for more than 10 years, starting with requirements we prepared for energy efficiency and greenhouse gas reduction. Our EAR-based Amendment work with the City of Weston and the Town of Medley and the first Comprehensive Plan for the Town of Loxahatchee Groves was used as examples by the state and cited in the University of Florida publication Greenhouse Gas Reduction and Energy Conservation.

Of the many forces challenging sustainability, and resiliency, climate change is a critical issue:

- Climate change brings varying precipitation patterns increasing the potentials for drought or flood.
- It has the potential to increased storm and hurricane intensity.
- It causes prolonged periods of high temperatures threatening vulnerable members of the community and greatly increasing energy use.
- It creates conditions to introduce and increase the presences of tropical diseases that had not historically been concerns.
- It is causing rising sea levels and water tables.



CGA Project: Public Outreach Meeting



LUIS N. SERNA, AICP, LEED AP BD+C

Project Manager / LEED and Sustainability



Mr. Serna has over 30 years of experience in land planning consultation for public and private sector clients. Mr. Serna is the Planning Director at CGA and is responsible for the planning operations of the Tampa Bay office. He provides planning services to local governments including site plan and permit reviews; land development code and comprehensive plan updates; preparing neighborhood and special area plans; reviewing and preparing staff recommendations on applications for rezoning, plan amendments, site plans, development agreements, special exceptions, and variances. He also provides planning consultant services to private clients including site feasibility and entitlement studies; preparation of land use amendments and rezoning applications; and consultation on special exceptions, variances, and other development applications.

YEARS WITH THE FIRM

7

YEARS OF EXPERIENCE

30+

EDUCATION

Graduate Studies in Urban and Regional Planning, University of Miami, Coral Gables, FL

BS, Economic with an emphasis in Economics of Industry, Florida State University, Tallahassee, Florida

CERTIFICATIONS AND LICENSES

Certificate of Planning Studies, Florida State University, Tallahassee, Florida

American Institute of Certified Planners (AICP) #0132371997

LEED Accredited Professional - Building Design and Construction #10282703

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Planners

American Planning Association (APA)

RELEVANT EXPERIENCE

Wakulla County Department of Planning & Community Development
Responsible for the daily operation of the Planning and Community Development Department.
Crawfordville, FL

City of Tarpon Springs Planning Services
Providing on-going planning services including staff to City boards and reviewing and preparing recommendations on site plans and plan amendments. Preparation of comprehensive plan and code amendments to address sea level rise and other needed updates for consistency with State law and the Pinellas County mobility plan.
Tarpon Springs, FL

City of Madeira Beach Planning Services
Providing on-going planning services including reviewing and processing application submittals to the Planning and Zoning Department, responding to general zoning and development inquiries, coordinating with city staff on code interpretation questions, presenting applications to review boards, and recommending changes to the comprehensive plan and land development regulations as needed.
Madeira Beach, FL

City of Belleair Bluffs Planning Services
Providing on-going planning services, and preparing an amendment to the City's Land Development Code to allow the development of townhouses in certain districts.
Belleair Bluffs, FL

Town of Belleair Planning Services
Providing on-going planning services including responding to general zoning and development inquiries, coordinating with city staff on code interpretation questions, and recommending changes to the comprehensive plan and land development regulations as needed. Preparation of comprehensive plan and code amendments to address sea level rise and other needed updates for consistency with State law and the Pinellas County mobility plan.
Belleair, FL

City of North Port Planning Services
Preparation of analysis and update to the City's Unified Land Development Code including revising for consistency with the City's Comprehensive Plan and other regulatory plans and documents, and updating for consistency with State and Federal regulations.
North Port, FL

Sarasota County Planning Services
Preparation of a Unified Development Code (UDC) that combined and updated the County's Land Development Code and Zoning regulations. The project included incorporation of existing technical manuals and regulatory provisions from the County's Comprehensive Plan into new UDC, and updating for consistency with State and Federal regulations.
Sarasota County, FL

Town of Longboat Key Planning Services
Preparation of analysis and update to the Town's zoning code, and prepare ordinance addressing redevelopment of nonconforming properties
Long Boat Key, FL



JAMES “JIM” P. HICKEY, AICP
 Professional-in-Charge, Director of Planning



Mr. Hickey will act as the Professional-in-Charge for this engagement and the main point of contact for the County. Mr. Hickey leads the Fort Lauderdale planning office and has over 26 years of planning experience in municipal as well as county government. He has experience in comprehensive planning, site development reviews, architectural review, zoning code amendments, comprehensive plan amendments, form-based codes, redevelopment, data and analysis and Geographic Information Systems (GIS). Mr. Hickey works with a number of communities on large-scale projects to provide technical planning expertise on how to allow for development while balancing the needs of the existing community. He also works as the City/Town planner for a number of municipalities.

YEARS WITH THE FIRM

5

YEARS OF EXPERIENCE

28

EDUCATION

Master in Urban Planning (MURP)
 Virginia Commonwealth University,
 Richmond, VA

B.S., Geography and History,
 University of Massachusetts, Boston,
 MA

CERTIFICATIONS AND LICENSES

American Institute of Certified
 Planners No. 015985

PROFESSIONAL ASSOCIATIONS

American Planning Association

Broward American Planning
 Association

Member - School Board of Broward
 County Staff Working Group

ICS - National Incident Management
 Systems (NIMS) Certifications: ICS
 100, 200, 300, 400, 700, 800

RELEVANT EXPERIENCE

Development Services Director - Weston
 Provides ongoing planning assistance for
 the City of Weston including site plan review
 and preparation of reports and analysis for
 the City Commission. Serves as the City's
 appointee on the School Board of Broward
 County's Staff Working Group
 Weston, FL

Planning Director - Lighthouse Point
 Working with the City and a potential
 developer on the redevelopment of
 Lighthouse Point Yacht Club, which
 will include establishing a mixed-use
 development on the existing site. This
 project includes a comprehensive plan
 map amendment and text amendments,
 rezoning of the property, establishment of a
 new zoning district, site plan review and a
 developer's agreement
 Lighthouse Point, FL

Project Manager - City of Pompano Beach
 Works with the City on the review of large-
 scale Planned Development applications,
 providing technical review and analysis as
 well as review of the accompanying site plan
 applications. Also writes staff reports and
 present these applications to the Planning
 and Zoning Board as well as the City
 Commission
 Pompano Beach, FL

Planning Consultant - City of Wilton Manors
 Recently completed the City's Urban Form
 and Density Report, which establishes where
 and how future redevelopment should occur.
 Current projects include drafting regulations
 needed to implement the Form and Density

Report rezoning of a diverse mixed-use
 area, and two land use plan amendments
 to establish density requirements, increase
 density and expand the City's mixed use land
 use districts
 Wilton Manors, FL

City Planner - City of West Park
 Completed an adoption of regulations
 to rezone the City's expanded Transit-
 Oriented Corridor (TOC) including public
 involvement, preparation of code language
 and presentations to the Planning and Zoning
 Advisory Committee as well as the City
 Commission. This project included public
 engagement and dealt with many issues
 facing the City including disinvestment,
 redevelopment opportunities as well as
 concerns with gentrification
 West Park, FL

City Consultant - City of Margate
 Currently working with the City on an update
 to substantial portions of the City's Code.
 The City has not completed a thorough
 review of the Code in over 30 years and the
 proposed changes will provide a modern
 unified land development code which is
 clear, concise and easily understood by City
 residents
 Margate, FL



SILVIA E. VARGAS, FAICP, LEED AP
Principal Planner / LEED and Sustainability



Ms. Vargas will act as the Project Manager for this engagement. Ms. Vargas is a professional planner with vast experience throughout the U.S. and abroad. After starting as a public sector planner in the Florida Keys, Silvia's subsequent private practice spans planning projects at every scale, in urban, suburban and rural contexts. She has directed numerous region-wide, county, and municipal comprehensive plans, many of which have received national or state awards for planning excellence from APA and other professional organizations. Silvia has also led community visioning processes, parks and open space plans, regulatory codes and design standards, university campus master plans, community revitalization processes, and placemaking initiatives. Silvia is a skilled Project Manager and an imaginative, dynamic facilitator, and storyteller who specializes in designing and executing creative public engagement processes. Her background and experience give her great competence and sensitivity toward the challenges of collaborating with diverse stakeholders in the planning process.

YEARS WITH THE FIRM

5

YEARS OF EXPERIENCE

30

EDUCATION

Master of Urban Planning, University of Kansas (1993)

Bachelor of Arts, Architectural Studies, University of Kansas (1991)

CERTIFICATIONS AND LICENSES

American Institute of Certified Planners (AICP) No. 087875

LEED Accredited Professional (Legacy)

PROFESSIONAL ASSOCIATIONS

American Planning Association (APA)

U.S. Green Building Council (USGBC)

HONORS

Fellow of the American Institute of Certified Planners (AICP), Class of 2020

Distinguished Alumna, University of Kansas School of Architecture and Design, Class of 2017

LEADERSHIP

APA Board of Directors, Director at Large 2022 - Present

AICP Commissioner, Region III (2016 - 2020)

RELEVANT EXPERIENCE

Future City: NoMi Beyond the Centennial

The Future City planning process celebrates the City of North Miami's first 100 years while seeking to prepare the City for its next centennial. The plan update focuses on community health and wellness, climate response and resilience, housing affordability, and technology infrastructure and access. The document is dynamic, user friendly and visually rich.

North Miami, FL

Future Land Use Element (FLUE) and Future Land Use Map (FLUM) Update

Led a public participation-driven process to correct severe inconsistencies identified in the Miami Shores Village's FLUE and FLUM, and to update the FLUE in preparation for a Comprehensive Plan Evaluation and Appraisal Review (EAR) process.

Miami Shores, FL

North Bay Village Planning Services Serves as the Village's Planning and Zoning Official providing day-to-day planning and zoning service, as well as leading special assignments such as an annexation study or an EAR-based Comprehensive Plan process.

North Bay Village, FL

Town Center North Overlay Re-Visioning Led the execution of a values-driven public engagement re-visioning project for the City Sunny Isles Beach, FL

Indiantown Land Development Code Developed and implemented the public outreach and information program for CGA-

led Land Development Code preparation process - the Village's first Indiantown, FL

University of South Florida Tampa Research Campus Master Plan Update Tampa, FL

Zoning Code Update Developed the public outreach and engagement plan for this CGA project which involves updating the City's 50-year old Zoning Code
Pembroke Pines, FL
PlanIT, Pompano!
Designed and executed the public engagement strategy for the City of Pompano Beach's recent Comprehensive Plan Update Pompano Beach, FL

Transit-Oriented Development District (TODD)
Led the preparation of an amendment to modernize the City of South Miami's TODD zoning district, including testing the proposed amendments through massing studies
South Miami, FL

Land Use Plan, Major Street Plan and Ordinances Update Assisted the City of Mobile in updating the City's Future Land Use Plan and Major Street Plan
Mobile, AL

Comprehensive Plan and LDC Analysis Reviewed and made recommendation regarding the effect of existing policies and regulations on the City's economic vitality Winter Park, FL

DAVID “DAVE” DIXON, AICP

Principal Planner



Mr. Dixon recently joined CGA's Planning Department after 11 years of practicing planning across the US and Canada. His experience includes comprehensive planning, redevelopment planning, urban design, site planning, land use code updates, development review and neighborhood/sub-area planning, also contributing a specialty in Geographic Information Systems (GIS). Dave has provided planning services for municipalities, counties, states/provinces, and the federal government as well as for the private sector as an urban planning consultant.

YEARS WITH THE FIRM

< 1 year

YEARS OF EXPERIENCE

11

EDUCATION

Master of Arts, Urban Planning,
University of California, Los Angeles

B.A., Geography, University of
California, Santa Barbara

CERTIFICATIONS AND LICENSES

American Institute of Certified
Planners No. 028501

PROFESSIONAL ASSOCIATIONS

American Planning Association

Urban Land Institute

RELEVANT EXPERIENCE

Comprehensive Plan EAR and Update
Updating the City's long-range plan to refresh the community's vision and values. The plan will balance neighborhood health with industry and environmental resiliency, all informed by a broad community engagement plan
Riviera Beach, FL

Miami Neighborhood Comprehensive Plan and EAR
Updating the goals, objectives and policies for the citywide plan for growth and redevelopment for a 10-year planning horizon

Miami, FL Comprehensive Plan Update
Project Manager on an update to the County's comprehensive plan that was the culmination of 53 community engagement events, resulting in future land use maps for areas surrounding three municipalities, transportation improvements, and an infrastructure assessment and updated infrastructure
Chaffee County, CO

Comprehensive Plan Update
Project Manager on an update to a town's 2013 long-range plan with a focus on housing affordability, preservation of a historic 19th century Main Street business district, advancement of climate action initiatives and light industrial district redevelopment
Carbondale, CO

County Planner
Created and implemented new development regulations to mitigate industrial and commercial development impacts to

small towns character. Provided on-call zoning administration and long-range comprehensive planning for two neighboring counties whose goals were to alleviate impacts of population growth
Carbon and Stillwater Counties, MT

Master Plan Update
After nearly 20 years without an update, Routt County--home to the growing City of Steamboat Springs--overhauled their comprehensive plan to prepare for rapid growth. A land use code update followed to install tools for mitigating impacts to the pastoral mountain community
Routt County, CO



HOYT HOLDEN, AICP

Senior Planner



Mr. Holden has 35 years of management experience with land use plan amendments, reanalysis, platting, rezoning, site planning, Developments of Regional Impacts, Binding Letters of Interpretation, right-of-way vacations, concurrency reviews, delegation requests, special assessments and due diligence activities. Particularly with due diligence, land use plan amendments and platting, he has experience in researching entitlements and access management issues. He has acquired state and district grants for park improvements, coastal construction control line permitting, dune preservation/ restoration, wetland mitigation, dredging, boating facilities, landscaping, and sea turtle protection. He manages planning activities from inception through final approval/recordation.

YEARS WITH THE FIRM

35

YEARS OF EXPERIENCE

35

EDUCATION

MFA, University of South Florida

BFA, University of South Florida

CERTIFICATIONS AND LICENSES

American Institute of Certified Planners (AICP) No. 026468

PROFESSIONAL ASSOCIATIONS

American Planning Association (APA)

Florida Chapter (FAPA)

RELEVANT EXPERIENCE

Dania Beach City Center
Provided overall project management for platting the redevelopment of the Dania Beach Municipal Complex to include a branch of the Broward County Library System, a proposed future mixed-use development of residential units, retail space and municipal uses including a City Hall, Fire Station and Broward Sheriff's district office. In addition to standard platting issues and processes, the project included removal of a section of Dania Beach Boulevard from the Broward County Trafficways Plan and the vacation of the park use listed on the original plat. Provided direct coordination between the Dania Beach CRA, the City of Dania Beach, FDOT IV, Broward County Planning Council and various Broward County agencies including the County Attorney's office, Engineering, Transit and Aviation divisions.
Dania Beach, FL

Town of Davie CRA
Currently under contract with the Town of Davie CRA to plat a cornerstone of their downtown area (Frontier Square) and to plat several parcels proposed for purchase by developers (Main Street Lofts, Zona Village Phase 2). The projects propose mixed use development consistent with the Town's Regional Activity Center and vision for Downtown Davie. Direct involvement between the CRA, the Town, the Central Broward Water Control District, FDOT IV and various Broward County agencies will be required.
Davie, FL

Central Broward Regional Park
Provided platting entitlement and coordination for Broward County Parks and Recreation Division and the City of Lauderhill for the construction of a regional park on State Road 7 which includes an international cricket stadium, water park and cultural facilities sitting on 109 acres. Coordinated access management permitting approvals with FDOT, Broward County Mass Transit and other agencies.
Lauderhill, FL

Cooper City Sports Complex
Provided platting for 39.5 acres of baseball/ softball fields, football/soccer fields, basketball courts and roller hockey rinks as well as police and fire facilities at the corner of Palm Avenue and Stirling Road in the City of Cooper City.
Cooper City, FL

Memorial Healthcare System
Worked with City to create the HD (Hospital District) and initiated at the request of the City a rezoning of the Memorial West campus to Hospital District which included creation of Design Guidelines and a Master Sign Plan to guide existing and future development on the campus in a consistent manner to minimize the need for code variances; required coordination with consultants on the new parking garage, bed tower expansion and GME. Also coordinated prior site plan projects on the campus including but not limited to southwest parking lot, CEP and east bed tower expansion.
Pembroke Pines, FL



VICKKI PLACIDE-PICKARD

Planning Administrator / Environmental Planning



Ms. Placide-Pickard has over 17 years of public sector experience in Community Development. She specializes in Affordable and Workforce Housing Development programs, Economic Development Strategies, Neighborhood Planning, Public Engagement and Grant Administration.

Vickki provides urban planning services and grant management services to local governments including: environmental planning, site plan review, land development code updates, comprehensive plan updates and amendments, rezoning, housing studies facilitating public outreach, strategic visioning, grant writing and grant administration.

YEARS WITH THE FIRM

2

YEARS OF EXPERIENCE

17

EDUCATION

Master of Public Administration, Florida Atlantic University, Boca Raton, FL

B.S., Health Administration, minor in Business Administration, Florida Atlantic University, Boca Raton, FL

CERTIFICATIONS AND LICENSES

Certified Housing Development Professional #0812-03

PROFESSIONAL ASSOCIATIONS

American Planning Association (APA)- Florida Planning Association

Board Member for the Florida Atlantic University School of Public Administration since 2019

Member of the Florida Community Development Association Board since 2014

Member of National Forum for Black Public Administrators - South Florida Chapter

Grant Professional Association

RELEVANT EXPERIENCE

Grant Management for the Cities of Homestead, Vero Beach, Oak Hill and Miramar (as a subconsultant) and Town of Jupiter

Manages various facets of Federal, State and local grant programs including strategic planning, budgeting, financial analysis, compliance and performance assessments Homestead, Vero Beach, Oak Hill, Miramar, Jupiter, FL

Planning Consultant - City of Lauderhill Provides ongoing planning assistance to the City including review zoning and land use applications, site plan review, preparation of reports and analysis for the City Planning and Zoning Division Lauderhill, FL

Miami Neighborhood Comprehensive Plan and EAR - City of Miami Updating the goals, objectives and policies for the citywide plan for growth and redevelopment for a 10-year planning horizon Miami, FL

Planning Consultant - City of Hallandale Beach Currently evaluating the City's Comprehensive Plan and develop an evaluation summary report. Hallandale Beach, FL

Planning Consultant - St. Lucie County Completed the County's Emergency Management Local Mitigation Strategy which identifies the natural hazards that may affect the county and assesses risks and vulnerabilities of the natural hazards St. Lucie County, FL

Lighthouse Point Planning Consultant Water Supply Update

Completed the City's Water Supply Plan pursuant to state statutes in order to strengthen the links between regional water supply plans and comprehensive plans prepared by local governments Lighthouse Point, FL

City of Deerfield Beach - Legislative and Community Affairs Director Developed and implemented the City's intergovernmental relations efforts and oversaw the City's Grant Program, community outreach and Affordable Housing Programs Deerfield Beach, FL

City of Coral Springs - Community Development and Housing Administrator Developed and managed community development and affordable housing programs; co-authored the City's Affordable Housing Ordinance prepared the housing, intergovernmental and capital improvement elements of the Comprehensive Plan and Evaluation Appraisal Report Coral Springs, FL

Community Redevelopment Associates of Florida - Special Projects Coordinator Oversaw grant administration, compliance and fiscal management for the State Housing Initiative Partnership funds for various contractual Cities Pembroke Park, FL

GIANNO FEOLI, PLA, ASLA

Director, Landscape Urbanism and Design



Mr. Feoli leads the Landscape Department in creative design strategies for urban environments with specialties including urban design, contextual analysis, and branding. He has experience in coordinating design implementation within built-out urban environments, public outreach, and report preparation, where he will lead the effort in the creation of a graphically-rich, easily legible report. His experience has encompassed a wide array of project-types, and his strengths lie in client responsiveness, project organization, public outreach, connectivity plans, streetscapes and urban interventions, park design, and form-based urban designs and planning strategies.

YEARS WITH THE FIRM

20+

YEARS OF EXPERIENCE

23

EDUCATION

Master of Landscape Architecture
Florida International University
(FIU) School of Architecture Miami,
Florida

B.A., Architectural Studies Florida
International University (FIU) School
of Architecture Miami, Florida

CERTIFICATIONS AND LICENSES

Registered Professional Landscape
Architect, Florida No. LA6667663

PROFESSIONAL ASSOCIATIONS

American Society of Landscape
Architects

The Underline - Design Advisory
Committee Co-Chair

RELEVANT EXPERIENCE

Doral Boulevard Beautification Master Plan
Streetscape master plan and frontage zoning
recommendations
Doral, FL

North Beach Oceanside Park
30-acre beachfront park design
Miami Beach, FL

Lloyds Estate Resiliency Project
Drainage improvements with environmental
education components
Oakland Park, FL

Middle Beach Recreational Corridor - PH 2
New 2-miles of multi-use trail on state-
owned lands
Miami Beach, FL

Middle Beach Recreational Corridor - PH 3
Replacement of wooden boardwalk with a
multi-use trail on state-owned lands
Miami Beach, FL

Oakland Park Station
Event plaza design in the Culinary District
Oakland Park, FL

98th Street Park
Community park with playgrounds,
restrooms and synthetic turf areas
Bay Harbor Islands, FL

92nd Street Park
Community park with flexible lawn, parking
and a dog park
Bay Harbor Islands, FL

Beachwalk Master Plan
Multi-use trail design on state-owned lands
Surfside, FL

Rolling Oaks Park
Passive park design with trails and custom
signage
Miami Gardens, FL

Dania Cove Park
Waterfront passive park with shoreline
stabilization, lawn areas, boardwalk and
educational signage
Oakland Park, FL

Harbor Isles Dog Park
Dog park and bio-swale passive drainage
elements
North Bay Village, FL

530 Crandon Blvd Civic Park
Passive park with custom artwork and
specialty design treatments
Key Biscayne, FL

Built & Urban Form Study
Development standards study to promote
redevelopment and public outreach
Wilton Manors, FL

City-wide Urban Forestry Master Plan
Urban forestry master plan and inter-
departmental implementation tool-kit
Miami Beach, FL

Gateway Features
Entry feature sculptural element design and
permitting with FDOT-D6
Doral, FL

Corridor Zoning & Redevelopment Study
Form-based code zoning for redevelopment
areas with a focus on embedding good
design articulation requirements as an
incentive-based program
Doral, FL



JENNA MARTINETTI, PE

Director of Engineering / Civil Engineer / Stormwater



Ms. Martinetti has over 19 years of engineering experience and has managed a large variety of projects related to roadway, site plan improvements, water, wastewater, and stormwater infrastructure projects in the South Florida area. Her project management experience also includes design and retrofit of parks, roadways, water mains, sewage force mains, lift stations, fuel station, site design and stormwater projects as well as site planning, modifications, permitting, bidding documents, engineering during construction and project close-out.

Ms. Martinetti's highway design experience includes design for milling and resurfacing, widening, roadway reconstruction, safety improvement projects, ADA upgrades and compliance, drainage improvements, signing and pavement markings, traffic control plans, storm water pollution prevention control plans and complete streets incorporation. Her experience also includes utility coordination, participation in the quality control process, and LAP coordination, including agency certification assistance.

YEARS WITH THE FIRM

19

YEARS OF EXPERIENCE

19

EDUCATION

B.S. Civil Engineering Florida State University Magna Cum Laudea

CERTIFICATIONS AND LICENSES

Registered PE, State of Florida No. 69035

Advanced Work Zone Traffic Control Local Agency Program & Florida Highway Administration Certification and Recertification CBT

FDOT Specifications Package Preparation

FDEP Stormwater, Erosion Control & Sedimentation Qualified Stormwater Management Inspector

OSHA 10-Hour Construction Safety and Health.

PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers

Florida Engineering Society

National Society of Professional Engineers

Greater Hollywood Chamber of Commerce, Trustee

Greater Dania Beach Chamber of Commerce Active Member

Hallandale Beach Area Chamber of Commerce Active Platinum Member

RELEVANT EXPERIENCE

Dania Cove Park Improvements Project Manager for the design and installation of park improvements Dania Beach, FL

Rolling Oaks Park Senior Civil Project Manager for the design and construction of an ADA complaint pedestrian trail and associated retention areas within the park Miami Gardens, FL

Oak Grove Park Senior Civil Project Manager for the design permitting and engineering during construction for improvements to the existing park North Miami, FL

Windmill Park Senior Project Manager for the design of a 14 acre site redevelopment for site improvements to an existing park Coconut Creek, FL

Pine Island Park Senior Project Manager for the complete reconstruction and re-design of the City's signature 24 acre park, funded by the City's GO Bond Plantation, FL

Davie Road Complete Streets Phase I and II Senior Project Manager for two phases of complete streets design for Davie Road Davie, FL

Davie Road Phase III Roadway Improvements Senior Project Manager and EOR for Davi Road from Orange Drive to SW 39th Street Davie, FL

Nova Drive Complete Streets and Roadway Improvements Project Project Manager and EOR for Nova Dr to Davie Rd to east of University Dr, to widen a portion of the corridor from 2 lanes to 4 lanes, add bike lanes, safer sidewalks, a new roundabout, lighting, landscaping Davie, FL

SW Quadrant Drainage Improvements Senior Project Manager for major enhancements to the existing drainage system within the City's SW Quadrant to reduce the flooding by utilizing pressurized injection walls Hallandale Beach, FL

NE Quadrant Drainage Improvements Project Manager for the rehabilitation of the drainage system within the City's NE Quadrant Hallandale Beach, FL

Water Main Replacement on NE 2nd St Project Manager for the replacement of 1300 LF of exiting water main in a residential neighborhood Dania Beach, FL

Water Main and Force Main Subaqueous Crossing of the Dania Cut-off Canal Project Manager and EOR for the replacement of the existing water and sewage force mains under the Dania Cut-off Canal via horizontal directional drill to accommodate the proposed dredging of the canal Dania Beach, FL

Water Main Replacement on NE 2nd Ave EOR for the replacement of 8000 LF of existing water main in a residential neighborhood Dania Beach, FL



HEIDI BELLE HENDERSON, PE

Civil Engineer



Miss Henderson has over 19 years of civil engineering experience in land development for both commercial and residential projects. Responsibilities include municipal reviews for Public Works and Utility permits, due diligence and site research, drainage design, water distribution and sanitary sewer collection and transmission system design, construction cost estimates, general site development for both public and private engineering projects, construction administration, observation, certification, and permitting services with various municipalities and local agencies throughout Central Florida and South Florida inclusive of South Florida Water Management District (SFWMD), Broward County, Miami-Dade County, Florida Department of Transportation (FDOT), Florida Department of Environmental Protection (FDEP), and Florida Department of Health (FDOH).

YEARS WITH THE FIRM

5

YEARS OF EXPERIENCE

19

OFFICE LOCATION

Fort Lauderdale, FL

EDUCATION

M.S. Environmental Engineering,
Florida International University,
2013

B.S., Civil Engineering, Florida State
University, 2003

CERTIFICATIONS AND LICENSES

State of Florida Professional
Engineer, No. 72304

Qualified Stormwater Management
Inspector #8491

PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers
(ASCE)

Florida Engineering Society

Awards: ASCE Florida Section
Broward Branch 2017 Young
Engineer of the Year

RELEVANT EXPERIENCE

Village of Bal Harbour
Lead Public Works and Utilities review for the
City's Building Department for commercial
and residential projects
Bal Harbour, FL

City of Sunny Isles Beach
Lead Public Works review for the City's
Building Department for commercial and
residential projects
Sunny Isles Beach, FL

City of Dania Beach
Provided site plan and engineering permit
review services to the City for the right-of-
way permits
Dania Beach, FL

City of Weston
Civil site plan reviewer and Engineering
Permit reviewer.
City of Weston, FL

Bal Harbour Village Consultant
Village's Consulting Engineer where she
manages the Sunshine 811 services and
oversees the requests for as-builts for any
proposed projects in the Village
Bal Harbour Village, FL

Outfall O-13 at 14 Harbor Point
Designed and permitted for the relocation
of the existing drainage Outfall O-13 in the
Village of Key Biscayne, a pre-versus post-
drainage analysis is required to demonstrate
that proposed improvements alleviate the
current flooding in the 14 Harbour Point
Right-of-Way
Key Biscayne, FL

Engineer - City of Dania Beach
Assisted the City Engineer in the City's
day-to-day activities such as addressing

customer concerns, responding to customer
requests, providing utility atlases, and
managing City projects as-needed
Dania Beach, FL

Yellow Green Farmer's Market Expansion
The Drainage and Utility Engineer of the
expansion, includes a drainage analysis of
the existing conditions and the proposed
improvements; the design consists of
exfiltration trench to provide storage for the
improvements
Hollywood, FL

City of Lauderhill
Liaison between the Landscape Team and the
city of Lauderhill in order to meet the City's
criteria and timeframe for the beautification
improvements for Ilene Lieberman Botanical
Park and 17th Street Park
Lauderhill, FL

Sewer Pump Station No. 1 Drainage
Improvements Bid
Responsible for issuing the bid on behalf of
the Village, which included preparation of
technical specifications and bid documents,
submission of the bid to multiple vendors
preparation of the probable construction
cost estimate for a comparison to the bid
amounts received, responding to technical
questions from prospective bidders,
preparation and issuance of associated
addendum, and providing a recommendation
of the lowest responsive and responsible
bidder to the Village
Bal Harbour Village, FL

Wawa, Inc.
Project Manager for the Wawa program
where she was involved from the early
conceptual phases of the projects through
project completion
Throughout FL



ALEXANDRA “ALIIE” CHU MORALES

Civil Engineer

Ms. Chu has over 7 years of engineering experience and has collaborated in a large variety of projects related to site plan improvements, stormwater pollution prevention, water, wastewater and stormwater infrastructure in the states of Florida, and North Carolina. Her project design and management experience includes design and retrofit of commercial, residential, industrial and municipal projects with special design components such as lift station, fuel station, contamination remediation, stormwater modeling, and more. Ms. Chu’s experience is not limited to design phase, but also includes entitlements processing. Including experience with agencies such as the Seminole Tribe of Florida, South Florida Water Management District, South West Florida Water Management District, Saint Johns River Water Management District, Central Broward Drainage District, Lake Worth Drainage District, Northern Palm Beach Drainage District, Broward County Environmental Permitting Division, Florida Department of Transportation, Florida Department of Environmental Protection, Army Corps, Miami-Dade County, Broward County, Palm Beach County, Lee County, Collier County, Town of Chapel Hill, NC, Town of Mooresville, NC, North Carolina Department of Transportation, North Carolina Environmental Quality Department among others. .

YEARS WITH THE FIRM

1 <

YEARS OF EXPERIENCE

7

OFFICE LOCATION

Fort Lauderdale, FL

EDUCATION

B.S. Civil Engineering Florida State University

PROFESSIONAL ASSOCIATIONS

American Society of Civil Engineers
Florida Design & Construction Professionals
Commercial Real Estate Women

RELEVANT EXPERIENCE

7-Eleven N Miami Ave

Project Engineer

Responsible for site plan layout, stormwater and utility infrastructure design and permitting associated

City of Miami, FL

7-Eleven 22nd Ave

Project Engineer

Responsible for site plan layout, contamination remediation plan, stormwater and utility infrastructure design and permitting associated

Miami-Dade County, FL

Spin Car Wash

Project Engineer

Responsible for site plan layout, stormwater and utility infrastructure design and permitting associated

City of Oakland Park, FL

Seminole Tribe of Florida Lakeland

Residential Development Infrastructure

Project Engineer

Responsible for utility infrastructure design, permitting associated and review of bidding documents

Seminole Tribe of Florida - Lakeland Reservation Area, FL

Seminole Tribe of Florida Mabel T Frank

Residential Development Infrastructure

Project Engineer

Responsible for utility infrastructure design, permitting associated and review of bidding documents

Seminole Tribe of Florida - Big Cypress Reservation Area, FL

Bergeron Distribution Center

Project Engineer

Responsible for site plan layout, stormwater and utility infrastructure design and permitting associated

City of Pembroke Pines, FL

Tractor Supply Cape Coral

Design Engineer

Responsible for 4 AC site plan layout, stormwater and utility infrastructure design and permitting associated

City of Cape Coral, FL

Cigars International Tampa

Senior Design Engineer

Responsible for 1 AC site plan layout, stormwater and utility infrastructure design and permitting associated

Hillsborough County, FL

Cigars International Pasco

Senior Design Engineer

Responsible for 1 AC site plan layout, stormwater and utility infrastructure design and permitting associated

Pasco County, FL

Tractor Supply Jacksonville East

Senior Design Engineer

Responsible for 8 AC site plan layout, stormwater and utility infrastructure design and permitting associated

City of Jacksonville, FL

Tractor Supply Pines Boulevard

Senior Design Engineer

Responsible for 3 AC site plan layout, stormwater and utility infrastructure design, wetland mitigation and permitting associated

City of Pembroke Pines, FL



ALEX DAVID, AICP

Planning & Zoning Reviewer



Mr. David brings expertise acquired over many years with both private and public planning organizations. Having formerly worked with the Miami-Dade County Planning Department and Office of the County Manager and Miami-Dade Public Schools he specializes in both current and long-range planning and development issues. He has extensive experience working with local, regional, and state agencies and is committed to providing government clients with the expertise and assistance needed to achieve local planning and development goals while meeting regional and state planning requirements. During his tenure as a consultant, Alex has had the privilege of assisting Miami-Dade County and 30 of the County's 34 municipal governments in planning and zoning matters, development projects and specials projects and has worked in other communities in Central and South Florida. Alex also has a reputation for building intergovernmental partnerships. He has also served as the Interim Community Development Director for the Town of Cutler Bay (April 2020 - November 2021) and as Zoning Administrator for the City of North Miami (March 2016 - October 2016) where he was staff to the Board of Adjustment.

YEARS WITH THE FIRM

7

YEARS OF EXPERIENCE

37

OFFICE LOCATION

Miami-Dade

EDUCATION

MBA, Barry University

BS Geography (Urban Planning),
Pennsylvania State University

CERTIFICATIONS AND LICENSES

American Institute of Certified
Planners No. 015953

American Planning Association No.
116051

PROFESSIONAL ASSOCIATIONS

City of Miami Beach Design Review
Board (Former Vice Chair)

Miami-Dade County Transportation
Aesthetics Review Committee
(Chair)

Miami-Dade County Planners
Technical Committee (Former Chair)

Citizens' Oversight Committee for
Public School Facility Planning in
Miami-Dade County (Member)

Staff Working Group for Public
School Facility Planning in Miami-
Dade County (Member)

American Planning Association -
Florida Chapter (FAPA) Legislative
Policy Committee (Member) and
Gold Coast Section Board Member)

RELEVANT EXPERIENCE

General Planning Services

Assisted in the preparation of the Town's first
Land Development Regulations and Growth
Management Plan, on-call development
review services. Also served as Interim
Community Development Director.
Cutler Bay, FL

Miami-Dade County SMART Plan - Miami- Dade County TPO

Project Manager - completed the South
Dade Transitway Corridor Land Use Scenario
and Visioning Planning Study
Miami-Dade County, FL

Miami-Dade County Attorney's Office - Miami-Dade County

Land Use Planner / Expert Witness -
services performed included preparation for
depositions and court appearances
Miami-Dade County, FL

FDOT D 6

Land Use Planner / Expert Witness - services
performed included expert witness and
litigation support services
Miami-Dade County, FL

Eminent Domain

Evaluated properties with respect to cost,
environmental, safety, long range planning
and alternative locations
Homestead and Bal Harbour Village, FL

Florida Power & Light

Planning, Zoning and Expert Witness -
services performed included acquiring the
necessary approvals for a proposed LNG
facility
Homestead, FL

Indian Creek Village Planner

Rewrote the Village Comprehensive Plan
and Land Development Regulations, on-call
planner

Indian Creek Village, FL

Comprehensive Plans and Updates

Assisted in authoring numerous plans and/or
subsequent amendments and updates
FL

Zoning, Land Development and Reviews

Assisted in authoring numerous codes and
amendments, reviewing large- and small-
scale development projects
FL

General Planning Services

Assists as necessary, the City Attorney and
Zoning Official on development reviews and
special planning and zoning related tasks
Hialeah, FL

Land Development Regulations and General Planning

Assisted in the preparation of the Village's
first Land Development Regulations and on-
call planning services
Indiantown, FL

Annexation Studies

Authored numerous Annexation Studies for
municipalities wishing to expand municipal
boundaries
FL

General Planning & Zoning

Assisted in the review of proposed large-
scale developments
South Miami, FL



TAMMY COOK-WEEDON, ASLA, PLA, LEED AP BD+C

Landscape Architect



Ms. Cook-Weedon leads the Landscape Architectural staff, founded on her more than 30 years of landscape architectural experience with demonstrated strengths in creative design, graphic presentations, and planting design. She has successfully completed numerous large-scale projects, which encompassed design studies, planting designs, and the various interrelated professions and tasks necessary to manage the projects through to completion.

YEARS WITH THE FIRM

23

YEARS OF EXPERIENCE

30+

OFFICE LOCATION

Remote

EDUCATION

B.S. Landscape Architecture, Texas A&M University, College Station, 1987

CERTIFICATIONS AND LICENSES

Registered Professional Landscape Architect, Florida No. 0001328

Registered Professional Landscape Architect, South Carolina, LSA No. 1485

PROFESSIONAL ASSOCIATIONS

American Society of Landscape Architects, Miami Section Chair 1997 - 1998

Broward Section Chair, 2003 - 2004

State Conference Sponsorship Chair, 2000

ASLA Executive Committee, 2004 - 2007

Magic of Landscape Epcot Flower Show Board Member, 2006 - 2007

RELEVANT EXPERIENCE

Dania Cove Park

Designed a stabilization system for a badly eroded and unstable shoreline embankment and developed a shoreline vegetation plan
Dania Beach, FL

A1A North Galt Streetscape

Responsible for the site and landscape design for a parking and streetscape project
Fort Lauderdale, FL

Tamarind Avenue Streetscape

Responsible for the landscape architectural portion of this critical neighborhood improvement project
West Palm Beach, FL

Gator Run Park

Responsible for the site design and planting specifications for a 5-acre community park including lighting improvements, continuous walking paths, children's play equipment, planting and irrigation design near an elementary school
Weston, FL

Deering Estate at Old Cutler Bay

Responsible for the historical restoration and landscape design of all park areas
Palmetto Bay, FL

Sombrero Beach Park

Responsible for the park master plan and design for the creation of a beach-front park with dune access, volleyball courts, playgrounds, beach amenities, dune and turtle resting habitat restoration
Marathon, FL

Redlands Fruit and Spice Park

Botanical garden design showcasing the relationships between agriculture and culture, with particular attention to creating an around-the-world thematic designs
South Dade, FL

Lloyds Estate Drainage Park

Conceptual design of all material selections and palette, retaining walls, fences, lighting, branding elements, and wetland (bi-swale) and upland planting
Oakland Park, FL

Middle Beach Recreational Corridor

Lead a team of designers and engineers in the design, engineering, planting, and permitting of a 2-mile stretch of a 15-foot wide ocean-front hardscape pathway connecting Indian Beach to Allison Park
Miami Beach, FL

Oak Grove Park

Designed a new site plan for two tennis courts which required the relocation of six large Oak and Gumbo Limbo trees
North Miami, FL

Patricia A. Mishcon Athletic Field

Developed site design for an active park facility with multiple fields that established a strong connection to an adjacent linear park housing the City's annual Italian Festival
North Miami Beach, FL

Miramar Parkway Landscape Improvements

Prepared conceptual designs for gateway features at the entrance into the City
Miramar, FL



BILL TESAURO

Landscape Specialist / Plan Reviewer



Mr. Tesaurο has over 40 years of valuable management and professional experience in both the public and private sector. He started his career at the City of Hollywood where he dedicated 19 years of his life to civil service; this experience gives him a unique understanding of the inner-workings of municipalities and local government that he leverages to help his clients. During his 13 years in the Forestry Landscape Department, he was responsible for the operation and administration of all employees engaged in landscape, irrigation, urban forestry, grounds maintenance, tree maintenance, athletic fields, turf management, and the operation of a City nursery. Along with this experience, he has over six (6) years as a Site Planner in the Community Development Department. There he increased his professional as well as technical knowledge and had direct responsibility for DRC reviews, tree preservation, inspections, and landscape and tree preservation codes writing. Other duties include but are not limited to obtaining grants, speaking engagements, writing numerous articles on landscaping, developing educational programs/materials, presenting educational programs, Arbor Day ceremonies, resolving zoning complaints, and coordinating all other zoning landscape-related matters. Additionally, during his 25+ years at CGA, he has continued to utilize his municipality experience and expand upon his expertise to provide landscape reviews, landscape inspections, tree preservation consulting, and landscape/tree preservation code writing to numerous clients throughout the state of Florida and Colorado.

YEARS WITH THE FIRM
25+

YEARS OF EXPERIENCE
40+

OFFICE LOCATION
Fort Lauderdale, FL

EDUCATION
Broward County College. AS
Landscape Technology

CERTIFICATIONS AND LICENSES
Landscape Inspectors of Florida
Certified Landscaper Inspector
#125 and Past Board Member

FEMA Level 3 Certified

RELEVANT EXPERIENCE

Public Sector - Reviews, Tree Preservation, Inspections and Code Writing
Provides landscape reviews for site plan, engineering, and building, supervises landscape inspections, and assists in landscape as well as tree preservation code writing
Davie, FL

Public Sector - Reviews, Tree Preservation, Inspections and Code Writing
Provides landscape reviews for site plan, engineering and building, supervises landscape inspections, and assists in landscape as well as tree preservation code writing
Weston, FL

Public Sector - Reviews and Inspections
Provides landscape reviews for site plan, engineering, as well as building and supervises landscape inspections
North Lauderdale, FL

Public Sector - Reviews and Inspections
Provides landscape reviews for site plan, engineering, as well as building and supervises landscape inspections
Lauderdale Lakes, FL

Public Sector - Landscape Reviews
Provides landscape reviews
Lauderhill, FL

Public Sector - Reviews, Inspections and Code Writing
Provides landscape reviews, supervises landscape inspections and assists in landscape code writing
Margate, FL

Public Sector - Reviews and Code Writing
Provides landscape reviews and assists in landscape code writing
Lighthouse Point, FL

Public Sector - Reviews and Code Writing
Provides landscape reviews and assists in landscape code writing
Hillsboro Beach, FL

Public Sector - Landscape Reviews
Provides landscape reviews
Aurora, CO

Public Sector - Reviews, Tree Preservation, Inspections and Code Writing
Has provided landscape reviews for site plan, engineering, and building, supervises landscape inspections and assists in landscape as well as tree preservation code writing
Hollywood, Miramar, West Park, Surfside, Lake Park, Dania Beach, Deerfield Beach, Pahoee, Wellington, Miami Beach, Palm Beach, and Estero, FL



OTTO LETZELTER, SE, PE, SI, BCA, CFM

Professional Engineer, Coastal Review



Otto Letzelter has over 30 years' experience on educational facility, commercial, health care, institutional and state and federal construction projects from \$25,000 to over \$250 million. He currently manages the Building Department staff as the Chief Building Official on numerous State facilities, institutional and public construction projects. His duties consist of overall building code administration, staff supervision, plan reviews, staff budgeting, training, code interpretations, structural, building, mechanical, electrical and plumbing inspections, contractor and A/E project meetings, threshold and special inspection programs, life safety and fire protection reviews, construction administration, value engineering evaluations, claim reviews and recommendations. Mr. Letzelter also provides government expert witness, owner representative, litigation consultant support and board testimony. He is also responsible for the complete management and the day to day operation of the multi state plan review contracts and inspection and permitting administration staff for several state agencies and local jurisdictions.

YEARS WITH THE FIRM

20

YEARS OF EXPERIENCE

30+

OFFICE LOCATION

Fort Lauderdale, FL

EDUCATION

Georgia Institute of Technology,
Bachelor of Civil Engineering, 1991

FIU Masters of Construction
Management Program,
2014-Present

CERTIFICATIONS AND LICENSES

Licensed Professional Engineer, FL
54716, GA SE00506, 45027, SC
37203, NC 049332, Texas 135820
Structural, DC922074, Ohio 85002,
LA 44160, Maine 16303, Mass
55443, Tn 123366, MD 55133,
WI 47719, MI 6201069343, VT
0134571, NY103151, Ill 72625, ID
19814, SD 15084

SFPE 42240393

Florida Threshold Special Inspector,
SI 54716

Florida Building Code Administrator,
BU1294

Florida Plans Examiner, Building,
Mechanical, Plumbing PX3895

Association of State Floodplain
Managers, Certified Floodplain
Manager

RELEVANT EXPERIENCE

Florida Department of Transportation
Turnpike Enterprise
Chief Building Official FL FDOT Turnpike for
Statewide Building Code Administration,
plan review, inspections and permitting for
FDOT Turnpike and I-95/836/I-4 Corridor
tolling facility construction multiple sites
statewide
FL

Florida Department of Management
Services
Chief Building Official FL Department of
Management Services Statewide
FL

Broward College
Chief Building Official, Assistant Fire Code
Official - South Science building with chiller
plant, Southwest Center, Health Sciences
Simulation Center, New 5-Level Parking
Garage Structure, Broward South Regional
Library - LEED (1st Broward County Building
to be LEED certified), Institute of Public
Safety, B7 Science, Student Services, Bldg
33 Hi-Rise Smoke Control Special Inspector
Fort Lauderdale, FL

Florida Department of Juvenile Justice
Chief Building Official for over 250 State
permitted projects for South Region Miami-
Dade, Broward, Monroe, Palm Beach, Collier,
and Lee Counties
FL

Florida Atlantic University
Building Department Support, Building
Inspector/Plan Examiner for work on all
campuses on numerous permitted projects
Boca Raton, FL

Florida International University
Building Department Full Service Support
for plans reviews and inspections for all
campuses on numerous permitted projects
Miami, FL

Town of Pembroke Park
Assistant Building Official, Structural Plan
Reviewer and Inspector part time BORA
Certified
Pembroke Park, FL



CHRISTA CARERRA, CFM

Certified Floodplain Manager

Ms. Carrera is certified floodplain manager with over 27 years of experience in the construction and building services industry, with the last 17 years specializing in floodplain management, flood risk assessment and the Federal Emergency Management Agency (FEMA) National Flood Insurance Program (NFIP) regulations, policies, procedures, and programs. She conducts trainings locally for architects, engineers, surveyors, realtors, insurance agents and community officials on floodplain management programs. She assists communities with implementing, managing, and improving their overall FEMA Community Rating System (CRS) programs, including guiding them through the CRS annual recertification, and 3 and 5-year cycle visits. Her background includes construction administration, zoning regulations, floodplain management, ordinance reviews and updates, and permitting.

YEARS WITH THE FIRM

1

YEARS OF EXPERIENCE

27

OFFICE LOCATION

Remote

EDUCATION

Master of Science, Civil Engineering, Michigan State University

MBA, University of Central Florida

CERTIFICATIONS AND LICENSES

Association of State Floodplain Managers
Certified Floodplain Manager

PROFESSIONAL MEMBERSHIPS

Floodplain Managers Association of Florida
Director-At-Large, 2017 – Present

Association of State Floodplain Managers
Member

PUBLICATIONS

“Mitigation Assessment Team Report – Hurricane Irma in Florida”
FEMA P-2023 December 2018

PROJECT EXPERIENCE

Design Review Services

Ms. Carrera has provided design review services and consulting for many large projects over the last 15 years for the City of Naples with the most notable ones being Naples Beach Club Redevelopment, Naples Square, Naples Gulfshore Playhouse, and The Collective.

Various Locations in Florida

WORK EXPERIENCE

Floodplain Manager

Responsible for conducting Floodplain plan review, inspections, and audits from project inception through completion for compliance with the flood provisions of the Florida Building Code and FEMA Floodplain regulations, as well as other Local Ordinances, State Statutes and Federal Regulations.

Calvin, Giordano and Associates, Inc. | 2022 – Present

Principal

Provided floodplain management solutions to community stakeholders and property owners for new and existing construction, flood insurance policy review, hazard mitigation.

Paradise Flood Solutions | 2021 – 2022

Floodplain Coordinator

Reviewed all floodplain related permits for building code and ordinance compliance. She reviewed all submitted elevation certificates for compliance. Also prepared and maintained all the records related to the Community Rating System program.

City of Naples, FL | 2007 – 2022

Zoning Technician

Conducted site design and developed stormwater management plans for projects in northern and central Florida. Analyzed flooding conditions within critical watersheds and evaluated potential designs for mitigation.

City of Naples, FL | 2006 – 2007

TEACHING

Understanding the Elevation Certificate

Provided training on the FEMA EC for hundreds of realtors and insurance agents in Florida both in-person and virtually

Floodplain Management 101

Taught the basics of understanding Floodplain Management in a simple and easy to understand concept.



SUB TAB B. ABILITY TO PERFORM SCOPE OF WORK

CGA recognizes planning consulting services often function as an extension of, and in concert with, municipal departments and their staff. The broad scope of services requested require the consultant to be readily available for routine tasks as they are for larger projects. CGA has extensive experience in balancing both of those needs, as well as the background necessary to manage the planning-related functions of municipalities and provide the resources to ensure all needs are met.

Upon receiving notification of a new project from the City, Project Manager Luis Serna will meet with City staff to determine the specific requirements of the project (or study). He will then prepare a project scope and a preliminary project timeline and budget to be provided to the City for review and approval prior to the CGA internal project “Kick-off Meeting” which will occur after the initial project award meeting between City staff and the CGA Project Manager.

It has been our practice to work closely with municipal staff in the processing of development actions related to the planning and zoning process. Once the project begins, CGA staff holds a coordinating meeting with the applicant prior to officially submitting development plans, landscape plans, plan amendments, sign programs, variances, rezonings, conditional use applications, land use amendments, planned unit development amendments, architectural review, and annexations. In our experience, we have found pre-submittal meetings are important as it allows us to review proposed applications and plans to ensure the correct application(s) are provided to the applicant.

The Project Manager will also be responsible for identifying the required and appropriate CGA team members to execute the project based on the project scope and the required expertise. The qualifications of the personnel assigned to work on each particular project will be readily available to the City staff, as a list of the project team members and their respective roles will be included for City approval within the understanding of scope.

CGA will work with City staff to determine whether the implementation of a particular task will be accomplished remotely or in person. Our Project Manager will determine with the City the best process for the assigned task. CGA staff has extensive experience with remote and in-person plan review, site plan reviews, and preparation of staff reports for Planning Commission, Zoning and Appeals Board of Adjustment, and City Commission. The Project Manager will work with City Staff to determine how to best complete the requested task with the level of service needed for each task. If the project involves a particular site, the first step would be to complete a site visit. CGA finds that this first step is extremely necessary as it provides a visual inspection of the property, the adjacency of the property to other parcels, rights-of-way, canals, and parks and provides first-hand knowledge of the site.

The Project Manager would attend all necessary meetings including public hearings and public engagement meetings requested by City staff included in the approved work authorization. For larger projects, CGA works with City staff to determine the number of public meetings needed and develops a comprehensive public engagement strategy to implement each project.

Since the COVID-19 pandemic, CGA staff has become flexible in providing planning services to municipalities through various digital platforms including Bluebeam for plan review and digital formats such as Zoom, Microsoft Teams, and Webex for site plan review and public meetings. We have completed a number of virtual public engagement processes as well as attending community events. We have also utilized online videos, surveys and instant polling to obtain the necessary public input on projects. CGA's Project Manager will periodically review the progress of the project to assure meeting the project CGA Community Outreach Events in various locations timeline and budget as initially approved by the City. The project manager will then update City staff of the project progress.

Regular project meetings will be held with City Staff for all phases of the project. The CGA staff present at the meetings will be dependent on the complexity and the phase of the project. These meetings will be focused on adherence to the project timeline, quality control, budget, and resolution of any outstanding issues.

Willingness to Meet Time and Budget Requirements

CGA recognizes the importance of providing clients with quality jobs that meet the agreed schedules and project budgets. The CGA team has a proven record of completing projects on or ahead of schedule and within budget. Our understanding of scheduling and budget requirements as well as overall procedures, preferences, and standards has been acquired and perfected over our long history working with municipal clients on critical projects. The following



are key components that ensure success for every CGA project:

- Clear expectations for scope, schedule, and budget
- Project controls to maintain project schedule and budget
- Assignment of personnel to effectively handle all tasks and maximize efficiency

At CGA, a key exercise, performed in the kick-off meeting, is finalizing the schedule and identifying our key risk factors. The complete involvement emphasizes schedule awareness and complete team buy-in.

The CGA team understands a schedule is intended not only for the consultant, but also for the City to coordinate their resources for reviewing submittals and for reporting to other City staff and Departments. Project Budgets are controlled by consistent review throughout the design life of a project. Additionally, CGA's Quality Assurance/Quality Control (QA/QC) process requires cross discipline and independent reviews at each milestone.

The approach to controlling project budgets is to identify if the budget is sufficient for the scope of work being requested at the beginning of a project and track the budget throughout the life of the project. CGA will work with the City and become familiar with the commitments to understand the basis of the budget amount to help ensure additional scope is not added without consideration on how it affects the budget. If a project is in jeopardy of being over budget, immediate attention is provided to address why and determine what steps need to be taken.

The CGA team's goal is to provide the City with a high-quality project by meeting the City's schedule and budget requirements, as well as assign the most qualified and experienced staff to carry out the work required under this Contract. The CGA team values the importance of meeting milestone dates, review dates, and final submittal dates. Overall, the CGA team has the resources, skills, leadership and desire to deliver a successful project on-time and within budget to the City.

WHY CGA?

The firm's municipal experience in Florida is considerable and noteworthy. We currently serve as consultants to many municipalities including, among others, Bal Harbour, Bay Harbor Islands, Cutler Bay, Dade City, Dania Beach, Davie, Greenacres, Hialeah Gardens, Hillsboro Beach, Hollywood, Indiantown, Lake Hamilton, Lauderhill, Margate, North Bay Village, North Lauderdale, North Miami Beach, Oak Hill, Oakland Park, Pompano Beach, South Miami, South Pasadena, Tarpon Springs, Weston, Wilton Manors and Yankeetown as well as contracts with the cities of Mountain Park, GA and Ridgeland, SC. We also have current contracts with a number of Florida counties, including, Highlands, Hillsborough, Pasco, Pinellas, Sarasota, and St. Lucie. Outside of Florida, we currently work in the counties of Oglethorpe and Twiggs in Georgia.

CGA has eight (8) AICP-certified planners, most of which have worked for municipal governments prior to entering their careers in the consulting world. This breadth of experience allows our team to address the challenges of crafting and implementing plans and policies, and we approach all of our planning efforts from this important perspective.

Because of this experience, we are cognizant of the importance of providing exceptional customer services that fit the immediate need of the unique situations that arise in municipal planning offices. We are also aware that services and work products rendered should generate solutions that are implementable that consider the regulatory and budgetary realities of design solutions. We understand successful implementation of any project is driven not just by which is desired, but by that which is achievable.

CGA employs a proven approach that emphasizes communication, project monitoring, and quality control to ensure that projects are completed on-time and within budget, and that delivers exceptional work products that meet the needs and desires of our clients. Our typical approach for major planning projects is described in this request for proposal. This approach will be customized based on the direction of the City to meet the requirements of a specific project and the scale of work to be completed.

We have helped numerous communities with ongoing challenges including revitalization, redevelopment, increased diversity, community engagement and inclusion, climate resiliency, water and land conservation, affordable and workforce housing, and economic development. We understand the relationships the comprehensive plan and land development regulations must have with all of these to develop policies that target economic development, housing,



preservation, urban design, and sustainability to shape the future of communities.

Having practiced in Florida for many decades, CGA has grown and responded to the increasingly urbanized character of our communities as well as those communities that want to retain their old Florida charm or rural character. Having had experience in urban, suburban, and rural areas, we are sensitive to preserving the community's character while allowing the location and scale of growth based on the vision of the jurisdiction. We provide an array of services that not only include land development actions, but also special area plans, corridor plans, and housing studies.

As the term implies, "planning" is a transitory, ever-changing process. Jurisdictions must be able to respond to changing land use and development patterns that emerge over time, while incorporating innovation and remaining compliant with planning and zoning changes at the county or state level.

As CGA is a multi-disciplinary firm, our team has in-house expertise to assist the planning team. We utilize our landscape architecture, transportation planning, GIS, survey, and technology services departments to assist with the planning process including review of legal documents, assistance with landscape review and inspection, as well as extensive analysis using GIS. Because our state-wide as well national reach from our parent company, SAFEbuilt, we can add more personnel to any given project, depending on the City's needs at relatively short notice.

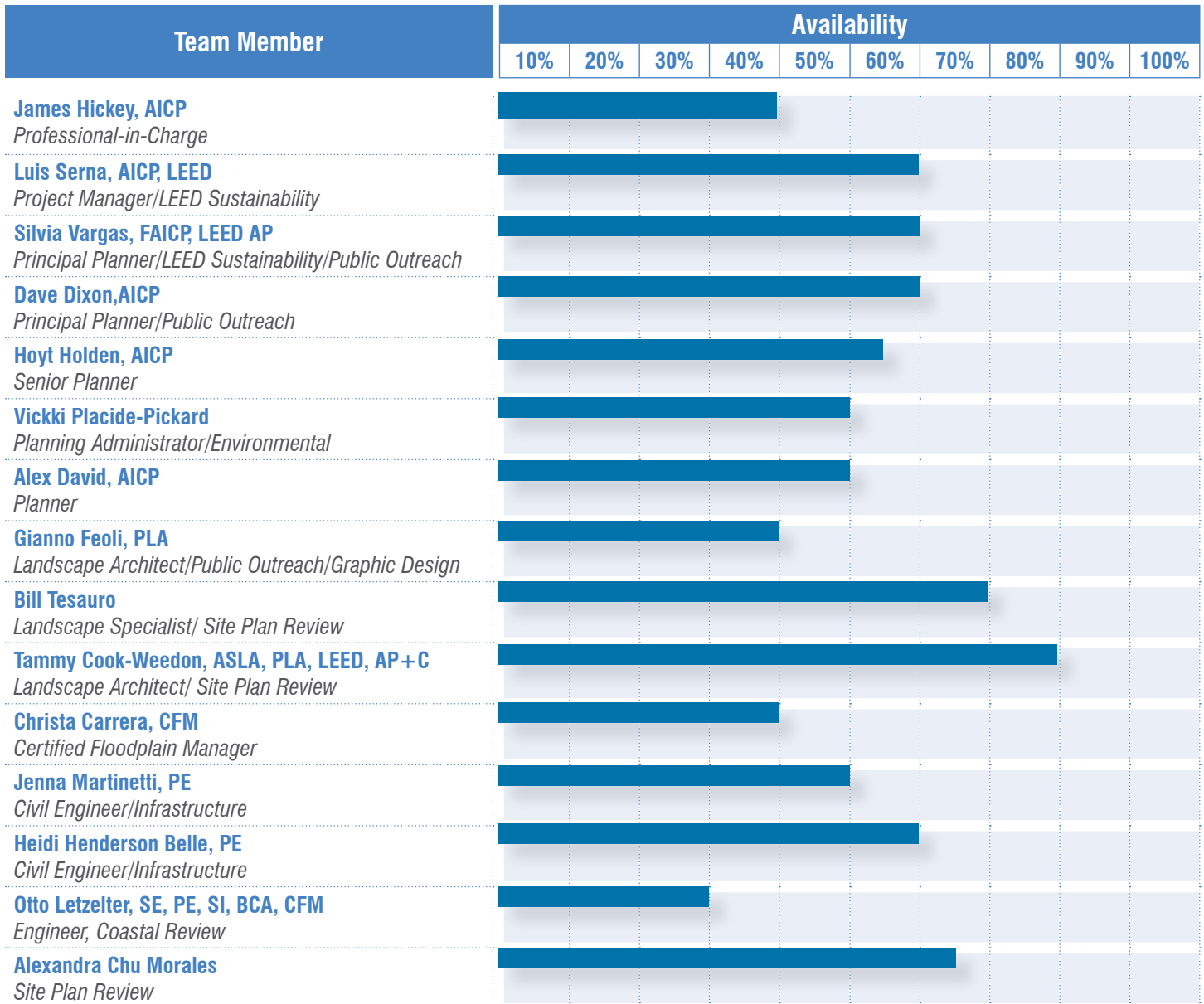


CGA Project: Public Outreach Meeting



SUB TAB C. EFFECTS OF THE FIRMS CURRENT WORKLOAD

Our promise to our clients is that we only provide résumés for the staff that we truly plan to dedicate to your project, with minor unforeseeable adjustments to be approved by the City. We are not a firm that proposes every résumé in their fleet to gain RFQ points and then never intend to assign the proposed staff to the client. As such, we have carefully reviewed the current workload for each team member and do not foresee a conflict of interest for the City. We present our team's current workload availability in the graph below.



"Quality assurance and the attention to detail was superb. Communication with the City team was consistent and effective."

— Althea Jefferson, AICP, former Community & Economic Development Director, Village of Indiantown, FL



SUB TAB D. COST/FEE SCHEDULE RATES



PROFESSIONAL FEE SCHEDULE

- Building Code Services
- Civil Engineering / Roadway & Highway Design
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection (CEI)
- Construction Services
- Data Technologies & Development
- Electrical Engineering
- Engineering
- Environmental Services
- Facilities Management
- Grant Management & Writing
- Geographic Information Systems (GIS)
- Governmental Services
- Indoor Air Quality (IAQ)
- Landscape Architecture
- Planning
- Project Management
- Redevelopment & Urban Design
- Surveying & Mapping
- Transportation & Mobility
- Transportation Planning
- Water / Utilities Engineering
- Website Development

1800 Eller Drive
Suite 600
Fort Lauderdale, FL 33316
Tel: 954.921.7781
Fax: 954.921.8807

www.cgasolutions.com

Principal	252.00
Contract Administrator	232.00
Project Coordinator	117.00
Executive Assistant / Clerical	86.00

ENGINEERING

Associate/Director, Engineering	225.00
Sr. Project Manager	196.00
Project Manager	179.00
Project Engineer	157.00
Engineer	133.00
Jr. Engineer	117.00
Senior CADD Tech	135.00
CADD Technician	115.00
Permit Administrator	109.00
Engineering Site Plan Review	179.00

LANDSCAPE ARCHITECT

Associate/Director, Landscape Architect	225.00
Senior Landscape Architect/Urbanist	180.00
Environmental Administrator	150.00
Environmental Specialist	125.00
Environmental Assistant	115.00
Landscape Architect/Urbanist	165.00
Senior CADD Tech	135.00
CADD Technician	115.00
Landscape Inspector/Arborist	125.00
Landscape Site Plan Reviewer	170.00
Jr. Landscape Architect/Urbanist	150.00
Landscape Designer	125.00
Jr. Landscape Designer	110.00
Landscape Analyst	80.00

PLANNING

Associate/Director, Planning	225.00
Planning Administrator	183.00
Principal Planner	178.00
Planning Manager	178.00
Senior Planner	152.00
Planner	128.00
Assistant Planner	111.00
Planning Technician	86.00
Grants Administrator	183.00
Grants Coordinator	128.00

EXPERT WITNESS

Principal/Associate	398.00
Registered Engineer/Surveyor	337.00
Project Engineer	276.00

CONSTRUCTION

Associate, Construction	225.00
Senior Project Engineer (CEI)	202.00
Project Administrator (CEI)	202.00
Construction Management Director	167.00
Construction Manager	152.00
Senior Inspector	125.00
Inspector	113.00
Inspector Aide	113.00
Construction Coordinator	113.00
Resident Compliance Specialist	113.00

GOVERNMENT SERVICES

Associate, VP	225.00
Director of Code Enforcement	176.00
Director of Building Code	176.00
Project Manager	179.00
Code Enforcement Field Supervisor	133.00
Code Enforcement Field Inspector	113.00
Building Official	138.00
Building Plans Reviewer	119.00
Building Inspector	113.00
Permit Processor	90.00

SURVEYING

Associate/Director, Surveying	225.00
Senior Registered Surveyor	178.00
Survey Crew	164.00
Registered Surveyor	159.00
Survey Coordinator	128.00
CADD Technician	115.00
3D Laser Scanner	451.00
G.P.S Survey Crew	198.00

DATA TECH DEVELOPMENT

Associate, Data Tech Dev.	225.00
GIS Coordinator	178.00
GIS Specialist	152.00
Multi-Media 3D Developer	135.00
GIS Technician	117.00
Sr. Applications Developer	225.00
Applications Developer	167.00
Network Administrator	187.00
System Support Specialist	135.00
IT Support Specialist	102.00

INDOOR AIR QUALITY SERVICES

Sr. Environmental Scientist	150.00
Environmental Scientist	125.00

In addition to the hourly rates listed above, charges will include direct out-of-pocket expenses such as reproduction, overnight mail, and other reimbursables billed at a multiplier of 1.25.

Effective July 17, 2023

Tab 3



CGA Project for Plan It Pompano! Comprehensive Plan Update, City of Pompano Beach

Client Reference Letters



CITY OF BELLEAIR BLUFFS

2747 Sunset Boulevard
Belleair Bluffs, Florida 33770
Tel. (727) 584-2151
www.belleairbluffs.org

Mayor Chris Arbutine

Commissioners
Joseph Barkley III
Karen Rafferty
Taylour Shimkus
Suzy Sofer

City Administrator
Debra Sullivan

City Clerk
Alexis A. Silcox, CMC

Supervisor of Public Works
Russ Schmader

Attorney
Thomas J. Trask, Esq.

May 16, 2023

RE: Letter of Recommendation for Calvin, Giordano, & Associates, Inc.

To Whom it May Concern:

The City of Belleair Bluffs is pleased to submit this letter of recommendation for Calvin, Giordano & Associates, Inc. (CGA). We have had the pleasure of working with CGA since 2018. During this time, CGA has provided professional planning services, including Land Development Code and Comprehensive Plan updates and site plan reviews.

Based on my experience working with this firm, I would highly recommend their services on similar scope projects and contracts. CGA staff has been very responsive and maintains attention to detail on all aspects of the task, work orders, and projects to include schedule and budget.

Should you have any questions, please feel free to reach me at 727-584-2151, Ext. 101 or email me at DSullivan@belleairbluffs-fl.gov.

Sincerely,

Debra S. Sullivan, MMC
City Administrator
City of Belleair Bluffs



Calvin, Giordano & Associates, Inc.
A SAFEbuilt[®] COMPANY



CITY OF BELLEVIEW

“City With Small Town Charm”

Development Services Department

5525 SE 119th St. · Belleview, Florida 34420

Telephone: (352) 245-7021 · Fax: (352) 307-7708

Website: www.belleviewfl.org Email: DSStaff@belleviewfl.org

May 16, 2023

RE: Letter of Recommendation for Calvin, Giordano, & Associates, Inc.

To Whom it May Concern:

The City of Belleview is pleased to submit this letter of recommendation for Calvin, Giordano & Associates, Inc. (CGA). Since 2020, CGA has provided professional planning services for the City including Comprehensive Plan and Land Development Regulation updates.

Based on my experience working with this firm, I would highly recommend their services on similar scope projects and contracts. CGA staff has been very responsive and maintains attention to detail on all aspects of the task, work orders, and projects to include schedule and budget.

Should you have any questions, please feel free to reach me at 352-245-7021, Ext. 2107 or email me at SChancey@belleviewfl.org.

Sincerely,

Shawna Chancey, MPA
Development Services Director
City of Belleview

MAYOR: Christine K. Dobkowski

COMMISSIONERS: Michael J. Goldman · Raymond Dwyer · Ronald T. Livsey · Robert “Bo” Smith



WILTON MANORS, *Island City*
2020 WILTON DRIVE, WILTON MANORS, FLORIDA 33305

COMMUNITY DEVELOPMENT SERVICES
(954) 390-2180 FAX: (954) 567-6069

Life's Just Better Here

May 15, 2023

To Whom it May Concern:

RE: Letter of Recommendation for Calvin, Giordano, & Associates, Inc.

The City of Wilton Manors has had the pleasure of working with Calvin, Giordano & Associates, Inc. (CGA) since 2017. CGA is currently providing Planning Consultant Services for the City which includes Planning and Zoning, Transportation Engineering, Landscape Architecture, and Data Technologies Services.

Based on my experience working with this firm, I would highly recommend their services on similar scope projects and contracts. CGA staff has been very responsive and maintains attention to detail on all aspects of the task, work orders, and projects to include schedule and budget.

Should you have any questions, please feel free to reach me at (954) 390-2180 or email me at rmoore@wiltonmanors.com.

Sincerely,

Roberta Moore
Community Development Services Director



May 15, 2023

RE: Letter of Recommendation for Calvin, Giordano, & Associates, Inc.

To Whom it May Concern:

The City of Oakland Park has had the pleasure of working with Calvin, Giordano & Associates, Inc. (CGA) since 2017. CGA is currently providing Planning Consultant Services for the City which includes Planning and Zoning, Transportation Engineering, Landscape Architecture, and Data Technologies Services.

Based on my experience working with this firm, I would highly recommend their services on similar scope projects and contracts. CGA staff has been very responsive and pays attention to detail on all aspects of the task, work orders, and projects to include schedule and budget.

Should you have any questions, please feel free to reach me at 954.630.4257 or email me at peter.schwarz@oaklandparkfl.gov.

Sincerely,

Peter Schwarz, AICP
Director of Community and Economic Development
City of Oakland Park



Margaret Brown
Mayor

Byron L. Jaffe
Commissioner

Mary Molina-Macfie
Commissioner

Chris Eddy
Commissioner

Henry Mead
Commissioner

Donald P. Decker
City Manager/CEO



May 15, 2023

RE: Letter of Recommendation for Calvin, Giordano, & Associates, Inc.

To Whom it May Concern:

The City of Weston has had the pleasure of working with Calvin, Giordano & Associates, Inc. (CGA) since 1996. CGA is currently providing Planning and Zoning, Traffic and Transportation Engineering, General Civil Engineering, and Surveying and Mapping and have embedded zoning staff and act as Director of Development Services for the City.

Based on my experience working with this firm, I would highly recommend their services on similar scope projects and contracts. CGA staff has been very responsive and maintains attention to detail on all aspects of the task, work orders, and projects to include schedule and budget.

Should you have any questions, please feel free to reach me at 954.385.2002 or email me at DBarrett@westonfl.org.

Sincerely,

Denise Barrett-Miller
Director of Communications

The Nation's Premier Municipal CorporationSM

Tab 4



GGA Project for Fort Myers Beach Planning

Licenses/Certifications



LICENSES/CERTIFICATIONS

**State of Florida
Department of State**

I certify from the records of this office that CALVIN, GIORDANO & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on June 27, 1985.

The document number of this corporation is M17373.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on February 5, 2024, 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 Fifth day of February, 2024*




Secretary of State

Tracking Number: 7278348701CU
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



**THE AMERICAN INSTITUTE OF
CERTIFIED PLANNERS**



JAMES P HICKEY

Has qualified as a
Member

with all benefits of a Certified Planner and responsibility to the
AICP Code of Ethics and Professional Conduct.

Membership Certificate Number 015985

July 1, 2000

 President
 Executive Director



U.S. Green Building Council

HEREBY CERTIFIES THAT

Silvia Vargas

HAS ACHIEVED THE DESIGNATION OF

LEED ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICE
REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY
AND ENVIRONMENTAL DESIGN (LEED) GREEN BUILDING RATING SYSTEM.

 Date Issued
October 31, 2008 



GREEN BUSINESS CERTIFICATION INC. CERTIFIES THAT

Luis Serna

HAS ATTAINED THE DESIGNATION OF

LEED AP® Building Design + Construction

by demonstrating the knowledge and understanding of
green building practices and principles needed to
support the use of the LEED® green building program.

10282703-AP-BD+C
CREDENTIAL ID

26 OCT 2009

23 OCT 2023

GREEN BUSINESS CERTIFICATION INC. CERTIFIES THAT

Luis Serna

HAS ATTAINED THE DESIGNATION OF

LEED AP® Building Design + Construction

by demonstrating the knowledge and understanding of
green building practices and principles needed to
support the use of the LEED® green building program.


PRESIDENT & CEO, G.B.C. GREEN BUSINESS CERTIFICATION
PRESIDENT & CEO, GREEN BUSINESS CERTIFICATION INC.



March 11, 2020
Silvia E. Vargas, AICP
6110 SW 62nd Pl
South Miami, FL 33143

Dear Silvia E. Vargas, AICP:

On behalf of the American Institute of Certified Planners, the professional institute of the American Planning Association, we are honored to announce your election to the College of Fellows of AICP. Please accept our congratulations on this well-deserved recognition of your accomplishments and contributions to the planning profession. You will become a Fellow upon your induction during the 2020 Induction Ceremony in Houston on April 26, 2020. After your induction on April 26, you are encouraged to use FAICP after your name. As you know, use of the FAICP designation is permitted as long as you are a member in good standing of APA/AICP.

As you might imagine, the FAICP Selection Committee was charged with a challenging assignment, as reviewing the nominations of so many accomplished planning professionals is a humbling task. In completing our selection, we believe that your planning career represents the qualities that define Fellowship within AICP. We hope that, in accepting this honor as a member of the College of Fellows, you will continue to be actively engaged in advancing the future of the planning profession by serving as a role model and mentor to other planners.

As a member of the 2020 FAICP class, you are invited to be our guest at the Fellows of AICP Induction Ceremony at the 2020 APA National Planning Conference. See attachments for more details.

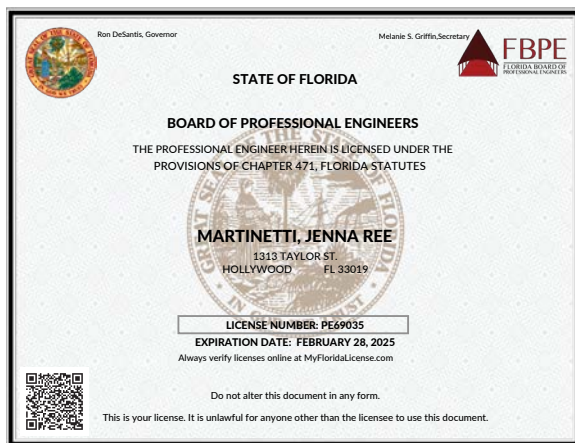
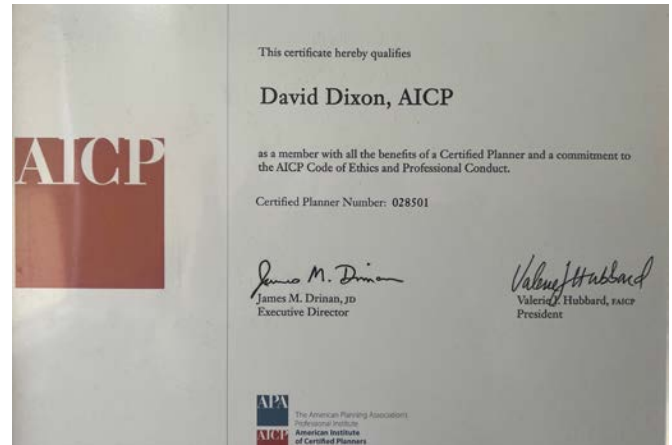
Again, congratulations on your selection as a Fellow of AICP. We look forward to seeing you in Houston this April.

Warm regards,

Robert Olshansky, FAICP
Chair, 2020 FAICP Selection Committee

Chicago Office 200 N. Dearborn Avenue Suite 1200 Chicago, IL 60610-3027 at 212.431.3500	Washington D.C. Office 1101 17th Street, NW Suite 700 West Washington, DC 20036-1028 at 202.872.0913	AICP President Sharon A. Smith, FAICP, LEED AP Chief Executive Officer Drew Arnold, FAICP, LEED AP
--	---	---

planning.org



This certificate hereby qualifies
Henry Hoyt Holden III, AICP
as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.
Certified Planner Number 026468

Paul Farmer
Paul Farmer, FAICP
Chief Executive Officer

Lee Brown
Lee Brown, FAICP
President



Tab 5



Certificate of Insurance



SAMPLE CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/2/2023

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 McGriff Insurance Services LLC 1200 weston road 2nd floor weston FL 33326	CONTACT NAME: Lauren Mayer PHONE (A/C, No. Ext): 954-385-6022 E-MAIL ADDRESS: lauren.mayer@mcgriff.com	FAX (A/C, No): 866-802-8684
	INSURER(S) AFFORDING COVERAGE	
INSURED Calvin, Giordano & Associates, Inc. 1800 Eller Dr. Suite 600, 114, 501 Fort Lauderdale FL 33316-4208	INSURER A: Berkshire Hathaway Homestate Ins Co NAIC # 20044	
	INSURER B: Everest Indemnity Insurance Company 19682	
	INSURER C: Endurance American Specialty Ins. Co. 12489	
	INSURER D: Lexington Insurance Company 19437	
	INSURER E: Great American E&S Insurance Company 37532	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1866902430

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
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 10,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	CF3GL00415231	10/3/2023	10/3/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input 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	Y	Y	CF3CA00337231 19039760	10/3/2023 10/3/2023	10/3/2024 10/3/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Excess per occ/agg \$ 1,000,000
D E	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y	Y	19040712 19040714	10/3/2023 10/3/2023	10/3/2024 10/3/2024	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	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	SAWC458304	5/12/2023	5/12/2024	<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
E	Professional Liability			TER5070488	10/3/2023	10/3/2024	Each Claim/Aggregate 10,000,000

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

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes 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

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Tab 6



CGA Project for Riviera Beach Comprehensive Plan

Required Forms Packet (Appendix A)

ACKNOWLEDGEMENTS
RFQ #2024-01
“CONTINUING PROFESSIONAL
GENERAL PLANNING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2024-01 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 February, 2024

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: (Signature) _____ David Stambaugh, Vice President
(Print name) _____

Address: 1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316

Telephone: 954.921.7781 Fax: 954.921.8807

Taxpayer/Employer Identification Number (TIN/EIN): 65-0013869

State of Incorporation:

Corporate President: Chris Giordano
(Print Name)

Corporate Secretary: Dawn Hopkins
(Print Name)

Corporate Treasurer: Chris Giordano
(Print

CORPORATE SEAL

Attest By (Secretary): Dawn Hopkins


Signature

February 22, 2024
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 Calvin, Giordano & Associates, Inc.

By: *David Stambaugh*

Signature

David Stambaugh, Vice Preident

Name & title, typed or printed state

State of Florida

County of Broward

1800 Eller Drive, Suite 600

Mailing address

Fort Lauderdale, FL 33316

City, State, Zip Code

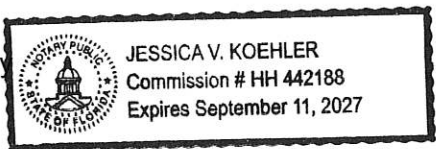
(954)921.7781

Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 28th February, 2024, by David Stambaugh of Calvin Giordano & Associates, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced _____ as identification.

Jessica V. Koehler
Signature of Notary Public - State of Florida

Jessica V. Koehler
Printed/Typed/Stamped Name of Notary
My Commission expires:



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.

\$ <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 City of Bunnell.

- | | |
|---|--|
| <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 type="checkbox"/> 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability. (Coverage not with McGriff Insurance Services) | |
| <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 #2024-01** and **CONTINUING PROFESSIONAL GENERAL PLANNING 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**.

Various
Company

2200 N. Commerce Parkway, Suite 200
Address

Eric Woodling
Authorized Signature

Weston, FL 33326
City, State, Zip Code

Senior Vice-President
Printed Name & Title

954-389-1289
Telephone No.

Eric.Woodling@mcgriff.com
Email

866-802-8684
Fax No.

McGriff Insurance Services LLC
Insurance Agency


Eric M. Woodling
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: Calvin, Giordano & Associates, Inc.

Signature: 

Printed Name: David Stambaugh

Title: Vice President

Date: February 22, 2024

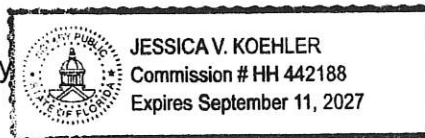
STATE OF Florida
COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 22nd February 2024, by David Stambaugh of Calvin Giordano & Associates, 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

Jessica V. Koehler
Printed/Typed/Stamped Name of Notary
My commission expires:




CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (PRINTED NAME) David Stambaugh AM THE (TITLE)
Vice President AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM
OF (FIRM NAME) Calvin, Giordano & Associates, Inc. WHOSE ADDRESS IS
1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316, 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)

N/A

SIGNATURE: 

PRINTED NAME: David Stambaugh

FIRM NAME: Calvin, Giordano & Associates, Inc.

DATE: February 22, 2024

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of physical presence or online
notarization, this day of 22nd February, 2024, by David Stambaugh of Calvin Giordano & Associates,
a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of
identification) as identification.

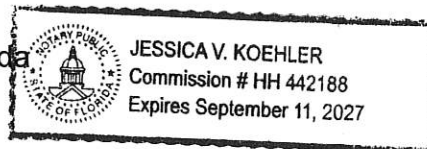


Signature of Notary Public - State of Florida

Jessica V. Koehler

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, Calvin, Giordano & 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".

David Stambaugh
(Authorized Signature)

February 22, 2024
(Date)

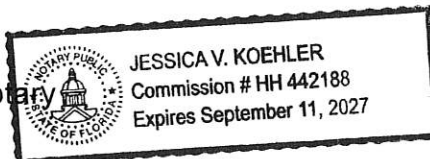
David Stambaugh
(Print Name)

STATE OF Florida
COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 22nd February 2024, by David Stambaugh of Calvin Giordano & Associates, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Jessica V. Koehler
Signature of Notary Public - State of Florida

Jessica V. Koehler
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 Broward

David Stambaugh, being first duly sworn, deposes and says that:

I am the Vice President of Calvin, Giordano & Associates, Inc. (Proposer) which has submitted a Response to City of Bunnell RFQ #2024-01 Continuing Professional General Planning Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-01, 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 #2024-01, 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 #2024-01, 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.

Calvin, Giordano & Associates, Inc.
Company

1800 Eller Drive, Suite 600
Address

[Signature]
Authorized Signature

Fort Lauderdale, FL 33316
City, State, Zip Code

David Stambaugh, Vice President
Printed Name & Title

954.921.7781
Telephone No.

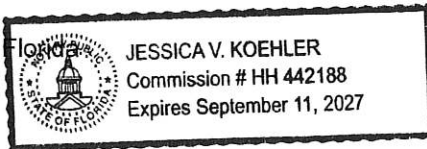
DStambaugh@cgasolutions.com
Email

954.921.8807
Fax No.

STATE OF Florida
COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 22nd February 2024, by David Stambaugh of Calvin Giordano & Associates 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
Jessica V. Koehler
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: David Stambaugh [NAME] as the Vice President [TITLE] of Calvin, Giordano & Associates, Inc. [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 65-0013869.
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)

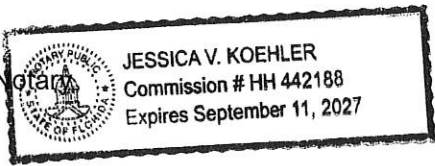
STATE OF Florida
COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 22nd February, 2024, by David Stambaugh of Calvin Goedert & Associates, 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

Jessica V. Koehler

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: Calvin, Giordano & Associates, Inc.

Authorized representative (printed): David Stambaugh

Authorized representative (signature): 

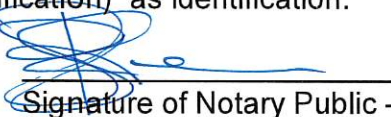
Date: February 22, 2024

Project Number: **RFQ-2024-01 – CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES**

STATE OF Florida

COUNTY OF Broward

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 22nd day of February, 2024, by David Stambaugh of Calvin Giordano & Associates, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

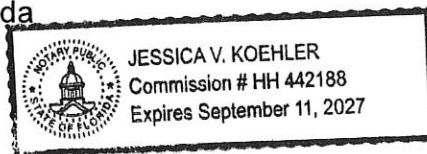


Signature of Notary Public - State of Florida

Jessica V. Koehler

Printed/Typed/Stamped Name of Notary

My commission expires:



Tab 7

only 1,400 people living
and working with

Housing

What types of housing options would be good for Riviera Beach?
Use one green dot for your most preferred and one red for least preferred

Other:

What factors and characteristics make a great neighborhood?

Use a sticky note

More accommodation for people with low income.

Find jobs so they can afford housing especially buying homes.

Too many rentals. Neighborhood to be kept up. Because there is doing it but everywhere should be cared for.

to let through on what we said we will do.

Need for the low-income in new development/homes

Not over developing EXISTING NEIGHBORHOODS

Housing with play-grounds and backyards

The highrise looks nice but putting alot of children in a small area with no room to play is a plan for violence!

Keep the program community clean

Safety
Security
Unity
Diversity

Keep good landscaping

Low, good landscaping, maintain it, parkability, (parking) with clean design and other benefits to residents safety & social benefits with other amenities & good landscaping

Clean

Develop water front with nice views

Street Regeneration Program

Additional funding to stay

Not a fan of this comment. Affordable housing does not mean trash housing. Use HOV Affordable Housing

The city needs to not build on top of other communities. Use the vacant lot off Blue Heron not near communities

CGA Project for Riviera Beach Comprehensive Plan

What does Riviera Beach need to prevent people from having to leave due to housing or other challenges?

What challenges do you think the city faces in expanding housing options?

Too many beach warehouses.

Expensive wants affordable housing but no one wants to rent door

Additional funding to stay

Not a fan of this comment. Affordable housing does not mean trash housing. Use HOV Affordable Housing

The city needs to not build on top of other communities. Use the vacant lot off Blue Heron not near communities



COPY OF W-9

<p>Form W-9 (Rev. January 2003) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give form to the requester. Do not send to the IRS.</p>					
<p>Print or type See Specific Instructions on page 2.</p>	<p>Name Calvin, Giordano & Associates, Inc. <small>Business name, if different from above</small></p>						
	<p>Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> Exempt from backup withholding</p>						
	<p>Address (number, street, and apt. or suite no.) 1800 Eller Drive, Suite 600 City, state, and ZIP code Fort Lauderdale, FL 33316 <small>List account number(s) here (optional)</small></p>	<p>Requester's name and address (optional) City of Miramar</p>					
	<p>Part I Taxpayer Identification Number (TIN)</p> <p>Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.</p> <p><i>Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.</i></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border: 1px solid black;">Social security number</td> </tr> <tr> <td style="text-align: center; border: 1px solid black;"> <div style="display: flex; justify-content: space-around; width: 100%;"> </div> </td> </tr> <tr> <td style="text-align: center; border: 1px solid black;">or</td> </tr> <tr> <td style="text-align: center; border: 1px solid black;">Employer identification number</td> </tr> <tr> <td style="text-align: center; border: 1px solid black;"> <div style="display: flex; justify-content: space-around; width: 100%;"> 65100113869 </div> </td> </tr> </table>		Social security number	<div style="display: flex; justify-content: space-around; width: 100%;"> </div>	or	Employer identification number	<div style="display: flex; justify-content: space-around; width: 100%;"> 65100113869 </div>
Social security number							
<div style="display: flex; justify-content: space-around; width: 100%;"> </div>							
or							
Employer identification number							
<div style="display: flex; justify-content: space-around; width: 100%;"> 65100113869 </div>							
	<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. person (including a U.S. resident alien). <p><small>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 on page 4.)</small></p>						
	<p>Sign Here Signature of U.S. person </p>	<p>date ▶ March 24, 2023</p>					
	<p>Purpose of Form</p> <p>A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.</p> <p>U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:</p> <ol style="list-style-type: none"> Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), Certify that you are not subject to backup withholding, or Claim exemption from backup withholding if you are a U.S. exempt payee. <p><i>Note: If 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.</i></p> <p>Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).</p>						

Cal. No. 10231 X

Form W-9 (Rev. 1-2003)

Tab 8





ADDENDUM NO. 01

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

**CITY OF BUNNELL
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 13, 2024

A. QUESTIONS & ANSWERS

Question 1: Will the City of Bunnell be selecting multiple planning firms?

Answer 1: The City will be looking into choosing multiple firms to perform a variety of planning services listed under Section 1.2 – Scope of Services depending on the capability of the firms that submit responses.

Question 2: The title and much of the text of the RFQ indicates that it is for general planning continuing services, while other info within the RFQ indicates that the sole purpose of the consultant will be to review a single large, planned unit development. Should our responses be geared towards general planning capabilities or the ability to review a large residential planned unit development?

Answer 2: Responses to the RFQ should be geared towards general planning capabilities regarding the scope of services listed under section 1.2, which includes Planned Unit Development Review (PUD). The language under "IMMEDIATE PROJECT INFORMATION" in section 1.2 states "The sole purpose of the designated consultant firm", meaning a consultant firm or firms will be chosen to assist the City in reviewing the incoming PUD based on their response submittal. This was included to show what a firm should expect if chosen by the City to assist in the review.

B. UPDATED EVALUATION CRITERIA

Evaluation Criteria E. SUBMITTAL THOROUGHNESS is hereby revised and shall be used to evaluate responses to this RFQ in conjunction with Evaluation Criteria Sections A-D.

E. SUBMITTAL THOROUGHNESS (0-20)

- Points will be awarded based on the order and format of RFQ as described under "Proposal Submission".

ACKNOWLEDGEMENT:



February 22, 2024

Signature and Date

David Stambaugh, Vice President

Printed Name and Title

Calvin, Giordano & Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01

Addendum No. 01

Continuing Professional General Planning Services

RFQ 2024-01

Page 2 of 2



ADDENDUM NO. 02

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

**CITY OF BUNNELL
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**


Date Issued: February 14, 2024

A. UPDATED TIMETABLE/SCHEDULE OF EVENTS

It was discovered there was conflicting information regarding the RFQ's submission deadline and bid opening under the timetable on the cover page and under Section 1.4 – "SCHEDULE OF EVENTS". The following are updates to the schedule of events:

- February 27, 2024 – Request for Qualification submission deadline by 10:00 AM EST.**
- February 27, 2024 – RFQ Opening to be held at 405 E. Drain St., Bunnell, FL 32110 at 10:30 AM EST.**
- TBA at Bid Opening – Selection Committee Meeting at 405 E. Drain St., Bunnell, FL 32110**
- March 25, 2024 – Estimated Commission Approval (Commission Meeting at 7:00 PM at 1769 E. Moody Blvd., Bunnell, FL 32110 in the Board Chambers Meeting Room).**

ACKNOWLEDGEMENT:



Signature and Date

February 22, 2024

David Stambaugh, Vice President

Printed Name and Title

Calvin, Giordano & Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



February 27, 2024

CITY OF BUNNELL

Statement of Qualifications

RFQ No. 2024-01

Continuing Professional General Planning Services
Submitted by Halff Associates, Inc.
Project Contact: Lara Dietrich
9995 Gate Parkway N, Suite 200
Jacksonville FL 32246
904.730.9360

halff.com





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February 27, 2024

City of Bunnell
Kristen Bates, City Clerk
604 West Moody Blvd Unit 6
Bunnell, Florida 32110

Consultant Contact Information

- ✓ Joe Loretta, PLA, LEED AP BD+C – *Authorized Representative*
Vice President | Landscape Architect
9995 Gate Parkway North, Suite 200, Jacksonville, FL 32246
904.441.8365 | jloretta@halff.com
- ✓ Lara Diettrich – *Primary Contact Person*
Senior Planner | Project Manager
904.720.2616 | ldiettrich@halff.com

RE: RFQ No. 2024-01, Continuing Professional General Planning Services

Dear Ms. Bates:

We have an intimate understanding of how the City of Bunnell has been preparing for growth over the years through the Herculean effort of the 87,000-acre annexation in 2000 to the infrastructure improvements that the City has foreseen the need for recently. The City is starting to realize a growth spurt with recent developments materializing from past entitlements. Our recent experiences in helping to design the City's new administration building and working on the Reserve at Haw Creek has furthered our understanding of the City's needs and desires, while being mindful of surrounding regional histories that pose potential repercussions if preparation is inadequate.

Halff understands the multitude of tasks and events that the City of Bunnell's Community Development Department oversees, along with administering all external and internal relationships, development reviews, significant planning projects, policy updates, public hearings, community education, and civic engagement.

With the growth that is anticipated to flow into the city limits of Bunnell, infrastructure, housing, employment opportunities, recreation, and conservation will be paramount to research, position, and plan for in sustainable and feasible ways that protect and preserve from the core of Bunnell to its rural edges. The City of Bunnell finds itself in a unique position via the influx of growth to shape its future regarding its residents' quality of life, natural habitat, and generational sustainability.

Lara Diettrich leads Halff's Northeast Florida planning efforts, in collaboration with our civil, public works, water resource engineers, resiliency team, landscape architects, and grant experts. Halff's experience with cities, counties, and public agencies throughout the region and the state is unparalleled. Furthermore, Halff's private sector experience is extensive in character from residential, commercial, and industrial development to recreational, park, and trail planning and design, and athletic sporting venues. This extensive balance is critical to the City of Bunnell as sound guidance should come from those who have not only crafted regulations, but who have applied them in a multitude of ways. The City needs partners who

understand the unintended consequences of growth and how to best prepare the policies, regulations, and practices that will assist the City in staying the course defensibly. Key differentiators of the Halff team include:

Halff's One-Stop Shop. This sets our team apart. In addition to professional planning services, we offer many practice disciplines under one roof as a full-service firm. We can provide all the desired services listed in this RFQ with our in-house staff. This provides the City with the convenience to make one call and know Halff is there. In addition to this contract, Halff provides professional services on a continuing services basis for more than 40 Florida municipal clients.

Halff's Familiarity with the City of Bunnell. Halff was previously involved in preparing the planning due diligence for a significant project within Bunnell. That effort, along with others in the City, have allowed our team to be immersed in the City's policies and regulations, current state of affairs, and relationship-building with City officials and staff. We understand the critical nature in which growth must be fostered carefully and intentionally as the City has a special opportunity to take on the "blank canvas" of newly annexed lands and plan with forward-thinking knowledge and best practices from lessons learned throughout the growth of the region.

Halff's Commitment with the City of Bunnell. Halff is prepared to support the City of Bunnell staff in the daily approach to manage the in-take of applications, projects, and permits; interpret policies and make presentations; and serve as ambassadors between City departments, public officials, citizens, and applicants.

We look forward to discussing our qualifications with the City, and addressing any questions you may have.

Sincerely,
Halff



Joe Loretta, PLA, LEED AP BD+C
Vice President | Landscape Architect
Authorized Representative



Lara Diettrich
Planning Practice Leader

Halff affirms the proposal is a firm and irrevocable offer for ninety (90) days.

2. Evaluation Criteria A-D

A. QUALIFICATION & EXPERIENCE

Firm Organization, Structure, & Philosophy

Halff is an employee-owned full-service engineering and architecture firm that provides services throughout the Southeast from 32 offices in Florida, Arkansas, Oklahoma, Louisiana, and Texas. The firm's staff of 1,400 includes engineers, planners, scientists, and surveyors. Halff is ranked No. 85 in *Engineering News-Record* magazine's list of the top 500 design firms in the United States. The firm was founded in Dallas in 1950 by Albert H. Halff, PhD-Eng., PE. Today, Halff preserves Dr. Halff's legacy of integrity, dedication to client service, and commitment to quality. We are a progressive firm committed to providing value with creative solutions to design challenges.

Halff is a regional consulting firm that has provided full-service planning, engineering, and related services for decades. We are committed to fostering a culture of collaboration, and delivering unwaveringly high-quality results for our clients.

Knowledge of and Compliance with Federal, State, & Local Laws

Our local office has been operating in Florida for more than 20 years, with staff who are familiar with state and local laws. Our team is well-versed in the City and State of Florida requirements, ordinances, and statewide legislation. Clear communication with the City and permitting agency staff is vitally important for the success of any project. Whether local, state or federal, we approach regulatory agencies as important stakeholders in every project. Our staff have familiarity with the City of Bunnell and the City's procedures, requirements, and general geography.

Demonstrated Experience

Halff has provided various aspects of planning to both public and private clients throughout the Southeast for 74 years. The following experience demonstrates our recent similar project experience in the the work areas specified in this RFQ.



Baker County 2040 Comprehensive Plan Update

Baker County | Baker County, FL

Cost: \$300,000

Timeframe: 2018-2020

Services: Comprehensive Plan, Future Land Use Element, Traffic Circulation, Housing, Public Facilities, Conservation, Recreation & Open Space, Intergovernmental Coordination Element, Capital Improvements, Economic Development, Public School Facilities, Future Land Use Map

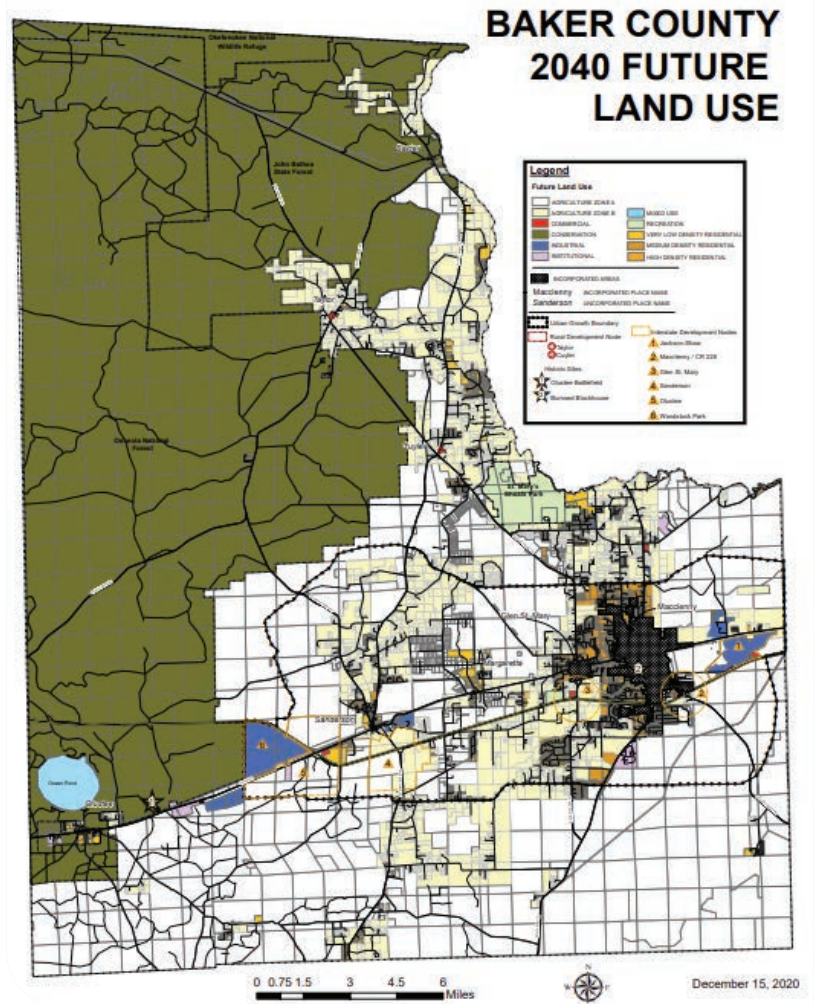
Owner Contact

Sara Little, County Manager Baker County
 904.259.5123
 sara.little@bakercountyfl.org
 55 North Third Street
 Macclenny, FL 32063

In December of 2020, Baker County, Florida adopted the 2040 Update to the Comprehensive Plan. The effort involved two years of collaboration between the Community Development Department, consultant, the public, County Administration, Land Planning Agency (LPA) and the Baker County Board of County Commissioners (BOCC). Over the course of the two years, bi-monthly public workshops were held with the LPA and BOCC to confirm full discussion of all elements of the Comprehensive Plan including the future land use element, traffic circulation element, housing element, public facilities element, conservation element, recreation and open space element, intergovernmental coordination element, capital improvements element, economic development element, public school facilities element, future land use map, supporting map series, and a five year schedule of capital improvement.

In addition to the required element updates, a sub-section of the future land use element for wildland urban interface (WUI) and FDOF southern fire risk assessment model goals, objectives, and policies was studied and included.

**Previous experience performed by Lara Diettrich with Baker County*





Community Redevelopment Area - American Beach Finding of Necessity

American Beach | Nassau County, FL

Cost: \$14,840

Timeframe: May-September 2019

Services: CRA Planning

Owner Contact

Taco Pope

County Administrator 904.530.6010

tpope@nassaucountyfl.com 96135 Nassau Place, Suite 1
Yulee, FL 32097

Challenges to the American Beach community have been well documented by previous studies, plans, and surveys. The Finding of Necessity was the first critical step in the implementation of a Community Redevelopment Area/Tax Increment Financing District to provide a dedicated revenue source to address these identified needs. These funds can be used programmatically, or for more traditional infrastructure needs. Combining these funds with other funding sources, such as grant funding, under a unified CRA Redevelopment Plan can bring a focused and dedicated effort to improve American Beach by eradicating or diminishing specified blighted conditions. With additional resources through the CRA, American Beach residents and property owners will have the ability to protect the quality of life in the neighborhood and enhance the public infrastructure, such as sidewalks, utilities, landscaping, and streetscape improvements.

**Previous experience performed by Lara Dietrich with Nassau County*



Hogans Creek Restoration & Trail Plan

Groundwork Jacksonville | Jacksonville, FL

Cost: \$568,000

Timeframe: Ongoing

Services: Water Resources, Environmental, Landscape Architecture, Engineering, Surveying, Community Engagement, Planning, Resilience

Owner Contact

Kay Ehas, CEO

Groundwork Jacksonville

kay@groundworkjacksonville.org

(904) 401-0453

101 W State St Bldg A, Room 1003

Jacksonville, FL 32202

Halff is currently contracted with Groundwork Jacksonville and is in the process of developing a 30% stream restoration design for the Hogans Creek sections of the Emerald Trail project. Hogans Creek is a 2.6-mile tidal and freshwater creek that begins in the Brentwood neighborhood north of University of Florida (UF) Health and flows south through Springfield, the Cathedral District, and historical Eastside before flowing into the St. Johns River at the Shipyards. Hogans Creek is a key part of Groundwork Jacksonville's vision of a 30-mile Emerald Trail of parks, trail paths, and waterways connecting neighborhoods at the heart of the City.

As part of the trail master plan, Groundwork Jacksonville is partnering with the City of Jacksonville and Halff to develop the Hogans Creek Restoration Plan. The goal is to reduce flooding, improve water quality, and provide access and recreational opportunities along the creek. Preliminary plans are currently being shared with the community to gather input that will be incorporated into the iterative design process. The Trail Master Plan includes improving the crossing conditions along existing Hogans Creek greenway and enhancing the overall quality of the greenway to match the established design standard for the entire Emerald Trail system.

Project work includes coordination of a multidisciplinary team of experts and extensive outreach efforts to restore Hogans Creek to a more natural state. The project seeks to provide safe access to the creek and to design a trail as part of the City's Emerald Trail system.



Escambia County Comprehensive Plan Review

Escambia County | Escambia County, FL

Cost: \$36,701

Timeframe: Feb 2020 – July 2021

Services: Comprehensive Planning, Public Workshops

Owner Contact

Alison Rogers, County Attorney
Escambia County 850.595.4993
aarogers@co.escambia.fl.us 221 Palafox Place, Suite 430
Pensacola, FL 32502-5837

Halff was hired by Escambia County to complete a data analysis of the County's Comprehensive Plan, land use, zoning, population growth, existing residential development, and the consideration for new residential development within the rural areas of Escambia (comprised of +/- 60% of the land). Analysis of the County's agricultural land, businesses, and economy played a vital factor in determining where the County could potentially direct growth while preserving these agricultural lands within the rural area. Halff provided suggested revisions to their Comprehensive Plan and presented the revision to the general public through workshops and the County's Planning Agencies.

King Soutel Crossing Corridor Community Redevelopment Plan Update

Jacksonville Office of Economic Development | Jacksonville, FL

Owner Contact

Jacksonville Office of Economic Development
 Karen Nasrallah
 904.630.2272

This Plan Update was developed through an extensive public engagement process, on-site field inspections, market and economic analysis, and review of other plans and initiatives. The on-site investigations included the transportation and pedestrian network, stormwater infrastructure, parking and circulation, building conditions, landscaping, and aesthetics. Three community forums were conducted throughout the planning process to keep the community informed about the basis of the recommendations and to seek their opinions. The Action Plan's recommendations include a wide range of targeted commercial and industrial uses, pedestrian safety enhancements, utility improvements, and property rehabilitation/remediation.

The King Soutel Crossing Corridor Community Redevelopment Area ("CRA") encompasses approximately 2,300 acres and serves as a tool for the City to stimulate economic recovery and to improve local conditions by private-sector reinvestment along New Kings Road (US Highway 1) and Soutel Drive and their supporting commercial, residential, and industrial areas.

The Plan Update makes the necessary adjustments to the redevelopment program dictated by events and accomplishments since the original plan was adopted in 2008. By following this Plan Update, the City will be able to capitalize on its strong assets to renew a deteriorating tax base, increase employment opportunities, and aesthetically enhance two highly trafficked and visible commercial corridors off of I-295 in northwest Jacksonville. This Plan Update aims to create destinations for businesses, residents, and visitors. In this way, the King Soutel Crossing Corridor can indeed become a "TO PLACE" rather than just a "THROUGH PLACE."

**Previous experience performed by Lara Dietrich with The Jacksonville Office of Economic Development*





City of Palatka Community Redevelopment Area (CRA) Plan Updates

City of Palatka | City of Palatka, FL

Owner Contact

City of Palatka
Jonathan Griffith
386.329.0103

Services

- CRA Planning, Research & Data Collection
- Advisor of Chapter 163, Part III, Florida Statutes
- Community Outreach and Education
- Management of the three CRA Districts' Task Forces, Merchants and Residents
- Amended the CRA Plan for the Central Business, North Historic and South Historic TIF Districts
- Updated Funding Programs and Processes
- CRA Plan & Program Extension Through 2043

The City of Palatka established a CRA and three Tax Increment Finance (TIF) Districts. In consideration with the vision for their community, the City wanted to update their CRA Plan in efforts to identify deficiencies, challenges, and necessities that exist in

the three CRA Districts and to provide the mechanism by which the goals, objectives, and recommendations were prioritized for implementation. While the three TIF Districts are separate and have their own concerns, they are adjacent to one another and play critical and interactive roles in serving and supporting one another.

Lara Diettrich addressed and established several critical elements that were necessary to consider when addressing the CRA, such as: economic development; land use and zoning; parking; affordable housing; riverfront, parks and open space; streetscapes and infrastructure; public involvement; marketing; directional signage and way-finding; historic preservation; and design guidelines. These were not considered to be static; it was recommended that they be updated as needed, adding additional critical elements and projects as identified as conditions change in the future. Each element concludes with a list of recommendations derived by the City, merchant associations and the Citizen Advisory Task Forces for each district. Projects were identified in stages of critical need and priorities were set for short, mid and long range projects and goals with associated funding, planning and implementation.

**City of Palatka is personal experience of Lara Diettrich.*

Sherman On-Call Services, Comprehensive Plan & Trails Plan

Sherman, Texas

Cost: \$370,000

Timeframe: 2018 - Ongoing

Services: Drafting of a PUD Ordinance & Facilitation of Developer PD Submittal Applications, Compliance Letters for Applications, Review of Zoning Code & Revisions in Partnership with City Staff, Drafting of Comprehensive Plan & Trails Plan, Creation of a Development Guide & a Quick Guide for Staff, Rewrite of Subdivision Regulations

Owner Contact

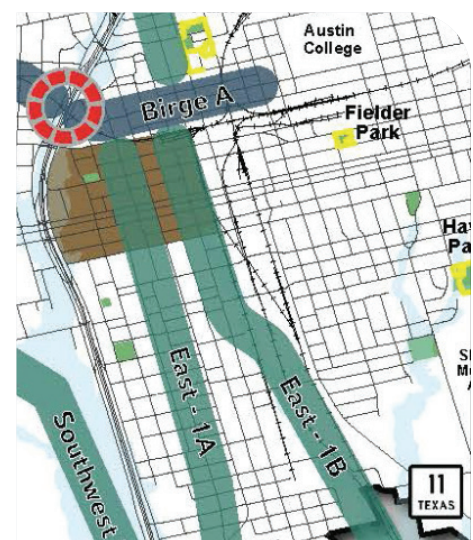
Rob Rae, Planning Director
City of Sherman 903.813.5275
robr@cityofsherman.com
P.O. Box 1106
Sherman, TX 75091

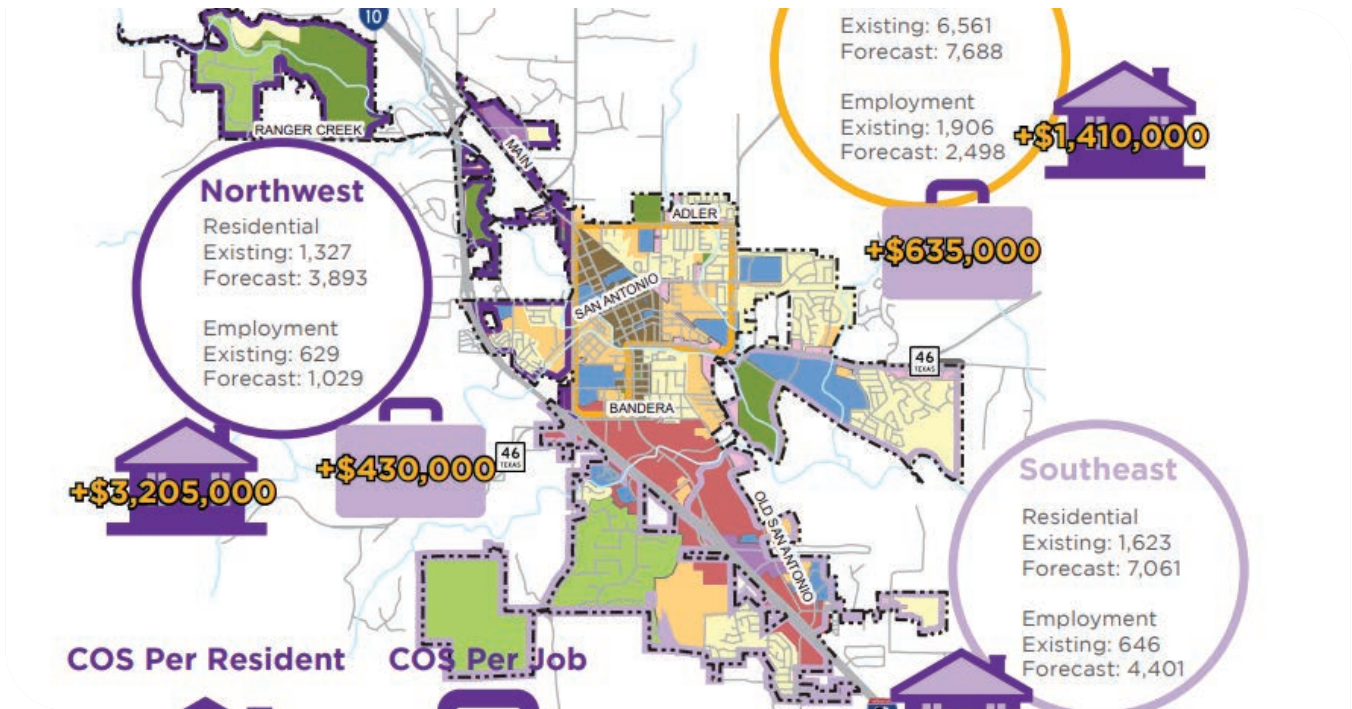
Sherman is experiencing significant growth pressures from the Dallas-Fort Worth Metroplex as well as incoming manufacturing developments. Halff has established a collaborative partnership with the City of Sherman Development Services Department through an on-call contract, marking a significant contribution to various developmental aspects. In addition to the on-call contract Halff was contracted by the City of Sherman for various other consultation projects.

Initial tasks included creating a Planned Development zoning district ordinance and subsequent review of individual PD zoning submittals. On-call tasks include continual review of PD zoning submittals and general planning consultation for the City of Sherman including but not limited to assessment of the zoning regulations with detailed edits and recommendations, review of various ordinances, and presentations to city council.

In addition to these ongoing tasks Halff has been contracted to create a comprehensive plan, a trails master plan, create a development guide, and to provide guidance and recommendations to update the subdivision regulations. The comprehensive plan and the trails master plan were adopted in 2022 and developed simultaneously to utilize a combined community engagement effort and coordinate trail planning with overall comprehensive planning. The comprehensive plan provides the City with policies that enhance the City's ability to promote and manage growth, provides measures to confirm the quality of life for residents, and protect and enhance key areas of importance while accommodating future trends. The City of Sherman also contracted Halff to create an easy-to-read guide for stakeholders which simplifies the development process in Sherman and to provide an assessment and recommended updates to the subdivision regulations to reflect the community's vision for growth as established in the comprehensive plan.

The collaboration between Halff and the City of Sherman Development Services Department has played a pivotal role in advancing Sherman's developmental landscape. Halff's multifaceted contributions reflect a commitment to practical solutions and collaborative cooperation.





Boerne On-Call Services, Comprehensive Plan, Master Drainage Plan, & Code Updates

Boerne, Texas

Cost: Varies

Timeframe: 2017 - Ongoing

Services: Comprehensive Planning, Master Drainage Plan, Code Updates

Owner Contact

Jeff Carroll, Director of Development Services
 City of Boerne
 830.248.1638
 jcarroll@boerne-tx.gov
 447 N. Main Street
 Boerne, TX 78006

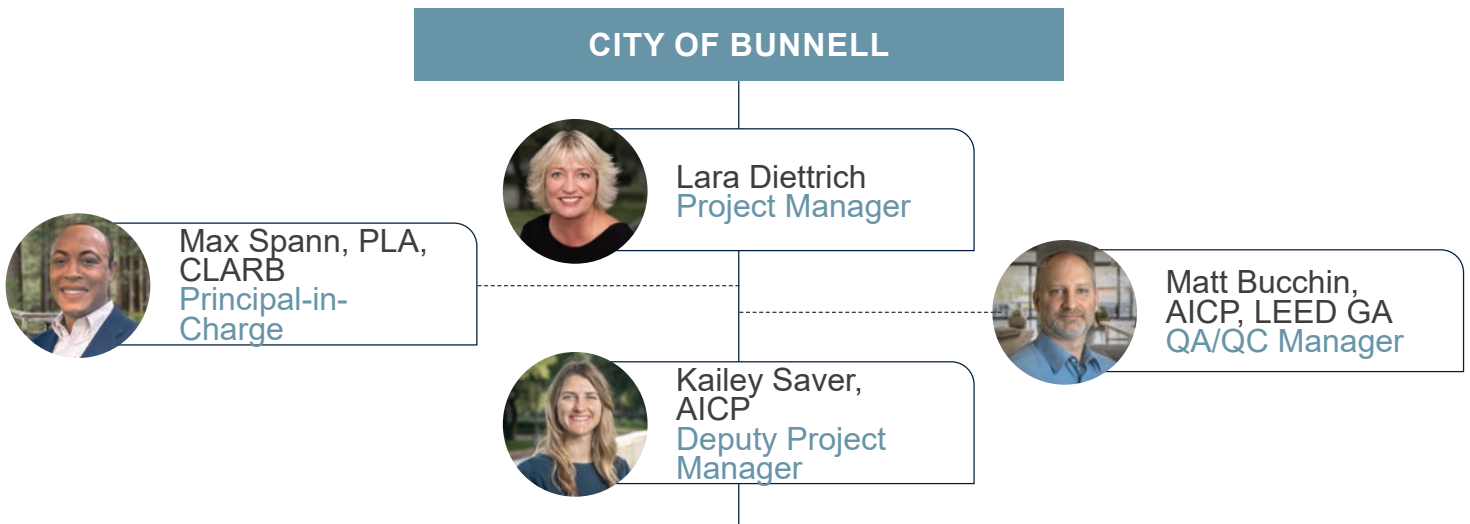
Halff has been working for the City of Boerne since 2017 performing a variety of services including on-call services, long-range planning, and code work. Halff's

original project included the drafting of the of award-winning Uniquely Boerne Master Plan which won the comprehensive plan of the year award from the American Planning Association, Texas Chapter in 2018. This was followed by a request to provide consulting services to assist in updating current and proposed ordinances regarding incorporation/enhancement of LID/Stormwater regulations targeted toward better flood protection and water quality for the City of Boerne.

This was then followed by a request to update the City's 20-year-old master drainage plan. In 2020, the city adopted Halff's completed Master Drainage Plan which led to a \$20 million CIP in 2022. Halff is still working on ongoing analysis of the Boerne area watersheds, helping the city to perform development plan and stormwater management plan reviews, and a series of additional types of work including drainage criteria manual updates, drainage modeling, funding strategies, etc.

Organizational Chart

Halff has identified our most talented professionals that have the knowledge and experience to complete any task assigned under this contract. We have structured a team that combines technical expertise with effective coordination and management. Halff strives to develop innovative solutions that are technically and environmentally sound. The organizational chart below demonstrates the staff’s roles, responsibilities, and reporting structure. Lara Diettrich will serve as the Project Manager and will be the City’s point of contact.



Technical Staff	
<p>Civil Engineering Michael Coffey, PhD, PE, LEED AP Cody Smith, PE</p>	<p>Landscape Architecture Max Spann, PLA, CLARB Joe Loretta, PLA, LEED AP BD+C Kaitlin Heckman</p>
<p>Planning/Resilience/GIS Lara Diettrich Kailey Saver, AICP Sean Lahav</p>	<p>Water Resources Guillermo Simon, PE, CFM</p>
<p>Grant Funding Lisa King, GPC</p>	



Lara Diettrich

Lara has been providing professional services for more than 23 years in the vast array of urban, regional, and community planning primarily located in Northeast Florida, while also serving the outer surrounding counties throughout the state.

REPRESENTATIVE PROJECT EXPERIENCE

Baker County 2040 Comprehensive Plan Update, Baker County, FL.

Director responsible for overseeing the drafting, editing, transmittal, adoption, implementation, and interpretation of the Updated 2040 Comprehensive Plan. The effort involved two years of collaboration between the Community Development Department, consultant, the public, County Administration, Land Planning Agency, and the Baker County Board of County Commissioners. In addition to the requirements per the Florida Statutes, a new element was created for Wildland Urban Interface (WUI) and FDOF Southern Fire Risk Assessment Model GOPs.

Raydient Places & Properties, Nassau County, FL.

Provided full service master planning, design, engineering, hydraulic and hydrological modeling for large tracts of land throughout North Florida and Texas.

Florida Power and Light (FPL) Solar Photovoltaic Facilities, Baker County, FL. (Northern Preserve, Egret, and Little Pine).

Provided land planning, team coordination support, permitting, public outreach, public hearing representation for numerous facilities in Nassau and Baker Counties.

Kanine Social, St. Johns Town Center, Jacksonville, FL.

Planned, designed, and engineered an indoor/outdoor dog park and dog bar with boarding and grooming facilities, pop up restaurants, two-story mezzanine and bar with large, covered pavilion for music and festivals, with multiple parks for family and friends, with private and restricted access dog parks.

Health Impact Assessment, Jacksonville, FL.

The Health Planning Council of Northeast Florida was awarded a grant by Florida Blue Foundation. Managed, organized, facilitated, and authored the first health impact assessment in Northeast Florida for the most disparaged region, Zone 1. The effort involved Input and data sharing between multiple agencies and organizations, and drafting a plan for a realistic phased approach to measure results and change local policies.

ROLE

Project Manager

EXPERIENCE

23 Years

EDUCATION

Master of Arts, Public Administration, Policy, and Analysis, University of North Florida

COMMUNITY REDEVELOPMENT AREA PROJECTS

American Beach Finding of Necessity, Nassau County, FL

DIA, North-Southbank CRA Plan Updates, and first Business Investment & Development Strategy, Jacksonville, FL

Jacksonville International Airport CRA Plan Amendment, Jacksonville, FL

King/Soutel Crossing CRA Plan Update, Jacksonville, FL

CBD, South Historic and North Historic CRA Plans, Palatka, FL



Kailey Saver, AICP

Kailey brings more than nine years of diverse experience in community development and transportation planning. She enjoys engaging the public and shaping the future of a community in a way which benefits the residents. As a land use and transportation planner, she has a focus on creating healthy communities and provides deliverables that are realistic and implementable.

REPRESENTATIVE PROJECT EXPERIENCE

Nassau County 2020 Comprehensive Plan

Transportation Element Update, Nassau County, FL.

Deputy Project Manager responsible for assisting in updating the Mobility Element of the Comprehensive Plan. The update included reviewing and amending the existing data and analysis, modifying language to reference new FTMS maps, including a new trails map, and the addition of Policy T.02.06 to incorporate context-sensitive design into the roadway network and Policy T.04.06 to encourage the use of utility easements for trails and recreation opportunities.

Cultivate Canton Vision Plan, Canton, TX.

Deputy Project Manager responsible for assisting with creating the Vision Plan for the City of Canton. The small town of Canton accommodates thousands of visitors from all over the southeast for the First Monday Trade Days event. The Vision Plan will guide growth and development in the community and lay the foundation for projects beyond the 2035 plan horizon. The Halff team used big ideas to identify measurable actions to support the community’s vision, provide the City with a framework for land use, mobility, economic development, community character, and fiscal resilience. The vision plan sets forth a path for Canton to be a regional cultural and entrepreneurship hub.

Connect Abilene 2040 Comprehensive Plan, Abilene, TX.

Urban Planner responsible for the urban planning component for the update to the existing 2003 comprehensive plan. The citizens of Abilene established community-wide guiding principles which the Halff team leveraged in establishing a Neighborhood Planning Framework for future sub-area planning focused on individual district character-based planning. The creation of “place types” for the future land use plan established a framework for revisions to their 2010 Unified Development Ordinance focused on the pedestrian and urban environment experience and not traditional Euclidean zoning principles.

ROLE

Deputy Project Manager

EXPERIENCE

9 Years

EDUCATION

Master of Arts, Urban & Regional Planning, University of Hawaii

REGISTRATION

Certified Planner, AICP
No. 307121

REPRESENTATIVE PROJECTS

William Burgess District Context and Connectivity Blueprint, Nassau County, FL

Tallahassee and Leon County Vision Plan and Comprehensive Plan

Future Forney Comprehensive Plan, Forney, TX

City of Edmond, East Edmond Fiscal Planning Study, Edmond, OK

City of Lewisville, Healthy Infrastructure Plan, Lewisville, TX



ROLE

Principal-in-Charge

EXPERIENCE

24 Years

EDUCATION

Bachelor of Landscape
Architecture, Landscape
Architecture, Kansas
State University

REGISTRATION

Professional Landscape
Architect:
FL #LA6666780

Max Spann, PLA, CLARB

Max brings 24 of experience in planning, landscape architecture, design, and project management with a simple goal: to provide clients with solutions of lasting value in a time and cost-efficient manner. Throughout his career he has implemented this concept through experience in short and long-range planning, large and small site design, and construction of both public-sector and private-sector projects throughout the United States, the Caribbean, and the Middle East. His project background includes large and small scale master planned and mixed-use developments, large and small scale lifestyle (commercial) center development, botanical garden design, theme park design, resort and hospitality amenity design and construction, comprehensive plan amendments and land development code creation, municipal department management, development agreements, master planned community amenity design, public and private design charrette facilitation, parks and recreation master plans, urban and community redevelopment plans, regional and specialty use parks, streetscape and corridor design, and construction administration services.

REPRESENTATIVE PROJECT EXPERIENCE

St. Johns Park at Friendship Fountain, Jacksonville, FL.

Assisting the design and construction team in providing limited construction administration and coordination for St. John's Park. The project included revitalization of the entire park grounds surrounding the Friendship Fountain as a community waterfront gathering and active open space.

Latham Plaza Design, Jacksonville Beach, FL.

Assisting in design development for the 2.5-acre Latham Plaza/Seawalk Pavilion in the City of Jacksonville Beach. The design advancement involves working with city staff and the Community Redevelopment Agency (CRA) to finalize the design elements and budget for the CRA Board and City Council to accept. The concept includes improvements to both the Seawalk Pavilion and Latham Plaza as a centerpiece to events in downtown Jacksonville Beach.

Casselberry Parks Master Planning, Casselberry, FL.

Served as the lead landscape architect for design, preliminary engineering and cost opinions for both Wirz and Sunnyside Park(s) in the City. Subsequent to the design, public involvement was conducted to gain consensus from each community.



ROLE

QA/QC Manager

EXPERIENCE

28 Years

EDUCATION

Master of Environmental
Planning, Arizona State
University

Bachelor of Arts,
Business Administration,
Pennsylvania State
University

CERTIFICATION

Certified Planner, AICP
No. 022097

Associate of Fire Science
Technology, Colorado
Mountain College

LEED Green Associate,
U.S. Green Building
Council

Matt Bucchin, AICP, LEED GA

Matt is currently a Deputy Practice Leader at Halff, based in Halff's Austin office, with more than 28 years of public and private sector experience at the city, state, and special district levels of government. Over the last 13 years, Matt has worked as a planning consultant and project manager on comprehensive, park, environmental, corridor, active transportation and downtown master planning processes and zoning and land development code projects. **The combination of these past experiences has provided him with extensive expertise in drafting plans and codes that reflect good planning principles, while at the same time being sensitive to local political culture and imperatives.**

REPRESENTATIVE PROJECT EXPERIENCE

NEXT Broken Arrow Comprehensive Plan, Broken Arrow, OK.

Planner responsible for developing scenarios to identify measurable outcomes of alternative development decisions which will inform the eventual future land use plan. This project involved a plan update served as a blueprint to guide smart growth for a community of over 100,000 booming residents. In addition to the traditional comprehensive plan elements, topical items that the plan addresses included strategies for healthy communities, resiliency, sustainability, and Complete Streets concepts. An interactive project website was developed to seek input and share key plan milestones.

Temple Comprehensive Plan: Parks, Recreation, and Open Space Master Plan, Temple, TX.

Planner responsible for the development of a new comprehensive plan and simultaneous parks and trails plan for Temple, Texas – a fast-growing community along with nearly 20 million people. The master plan identified an updated vision for how to respond to continued growth pressures while establishing a proactive action plan for achieving a strong and resilient future. The master plan included the development of a refined character-based land use and thoroughfare planning framework which set out differing areas of unique community character and a more predictable, yet flexible development process. The plan also evaluated the fiscal implications of build-out and established a strong governance framework and alignment with the City's Strategic Action Plan.



ROLE

Civil Engineering

EXPERIENCE

28 Years

EDUCATION

PhD, Civil Engineering,
University of Florida

ME, Civil Engineering,
University of Florida

Bachelor of Science,
Civil Engineering,
University of Florida

REGISTRATION

Professional Engineer
Florida #57412

Leadership in Energy and
Environmental Design,
Accredited Professional

Michael Coffey, PhD, PE, LEED AP

Dr. Coffey offers a wide range of design experience, including utility infrastructure, transportation, stormwater/hydrology, and maritime projects. He has managed Architectural and Engineering (A/E) teams for delivery of large industrial, land development, and higher-educational projects, as well as serving as the civil engineer of record. In public-sector consultancy, he assisted municipalities with water capacity development, water and sewer system master planning, capital outlay projects, stormwater and roadway design, grant application writing, engineering studies, supply/treatment facility design, permitting, and construction. In private-sector consultancy, he has engineered master plans for large-scale communities and commercial projects, provided direction of civil engineering and permitting efforts for prototype deployment projects, and assisted clients with site feasibility investigations and due diligence.

REPRESENTATIVE PROJECT EXPERIENCE

Crane Island Low Impact Design, Fernandina Beach, FL.

Project Manager and Engineer of Record for this project that included a unique design aspect of the project to conserve as many trees as necessary on the island. Therefore, mass grading was not an option. The drainage design took on a Best Management Practices approach, utilizing vegetated natural buffers and roadway swales as stormwater control efforts in lieu of retention areas. Because the natural grades could be maintained with this approach, most of the trees can remain to create a wooded atmosphere for low country living.

Church and Hogan City Block Development and Adaptive Reuse, Jacksonville, FL.

Project Manager and Engineer of Record responsible for this project that included new construction of an eight story mixed use building totaling 144,500 SF with parking garage and retail first floor. It also included adaptive reuse of a seven story historical building known as Jones Brothers Furniture. The project infilled a city block in downtown Jacksonville. Halff provided civil engineering and landscape architecture for the project. Notable challenges included the site grading to meet ADA as the grade relief along both roads stair stepped buildings along the block faces, stormwater pre-treatment and pollutant credits, then water and sewer utility connections for both buildings.



ROLE
Resilience

EXPERIENCE
7 Years

EDUCATION
PhD, Urban & Regional
Planning, Florida State
University
(In Progress)

Master of Public
Administration, Public
Administration & Policy,
University of North Florida

Bachelor of Arts, Political
Science, University of North
Florida

Sean Lahav

Sean has specialized experience in resilience planning across both local and regional scales. Sean has advised elected officials and local governments on policy matters related to community resilience, presented to elected commissions and civic organizations on more than 50 occasions, and has written award-winning FDEP resilience planning grants cumulatively totaling \$750,000.

REPRESENTATIVE PROJECT EXPERIENCE

Apalachee Regional Planning Council (ARPC), Nine-County Regional Vulnerability Assessment. Tallahassee, FL.

Project Manager responsible for the ARPC's development of a regional vulnerability assessment for the nine-county region. Led a multi-disciplinary team of coastal and civil engineers, water resource professionals, GIS analysts, and planners in an effort to evaluate the vulnerabilities of critical and regionally significant assets to the climate hazards of storm surge, sea level rise, precipitation, and compound flooding. Coordinated project efforts with local government officials from Leon, Gadsden, Liberty, Jackson, Calhoun, Gulf, Wakulla, Franklin, and Jefferson Counties.

Northeast Florida Economic Resilience Task Force, Northeast FL.

Grant Manager responsible for a grant awarded by the U.S. Economic Development Administration and served as Chairman of a policy group of 20 leaders from the government, private, and nonprofit sectors. Partnered with 24 organizations and local governments to identify policy strategies in order to develop actionable recommendations related to COVID-19 economic recovery and presented recovery plan to elected commissions on 22 occasions across Nassau, Baker, Duval, Clay, St. Johns, Flagler, and Putnam Counties. Recognized with NADO Impact Award.

Comprehensive Planning for Nassau County, Fernandina Beach, and Callahan, FL.

Planner responsible for advising Nassau County and its respective municipalities on statutorily-required comprehensive plan amendments relating to Water Supply Facilities Work Plans and Peril of Flood. Sean was responsible for developing Water Supply Facilities Work Plans for Nassau County, Fernandina Beach, and Callahan and also guided Fernandina Beach through a Peril of Flood comprehensive plan amendment.



ROLE

Landscape Architecture

EXPERIENCE

3 Years

EDUCATION

Bachelor of Science,
Landscape Architecture,
University of Nebraska-
Lincoln

Kaitlin Heckman

Kaitlin is a Landscape Designer with experience in planning and designing outdoor spaces to create aesthetically pleasing, functional, and sustainable environments. Her project experience ranges from public parks and urban plazas to private gardens and commercial developments.

REPRESENTATIVE PROJECT EXPERIENCE

Latham Plaza Design, Jacksonville Beach, FL.

Landscape Designer responsible for assisting on this project that includes the conceptual design for 2.5-acre Latham Plaza/Seawalk Pavilion in the City of Jacksonville Beach. The concept includes terraced seating, grand stairways, and ADA-accessible ramps in front of the Seawalk Pavilion. Latham Plaza will include two water features, a small performance stage, locations for public art, connecting pathways, natural and man-made shade, and other typical park amenities for Latham Plaza. The ultimate goal is to complete construction in 2025.

Sawmill Landing Amenity Center, Jacksonville, FL.

Landscape Designer responsible for assisting on this project that includes the conceptual design, detailed design, phasing, and coordinating site permitting and architectural plans for the Sawmill Landing Amenity Center. The center includes a main clubhouse, open-air picnic pavilion, and multi-use space for hosting swimming or pickleball tournaments. The site includes leisure pool, Junior Olympic-size swimming pool, eight pickleball courts, children's splash pad, playgrounds, playfields, and custom landscape plan.

Downtown Park Connection and Pedestrian Amenity Zone Detail Design, Jacksonville, FL.

Landscape Designer responsible for assisting on this project including developing immediate recommendations for amenity zone upgrades and developing construction details toward completing construction bringing the amenity zone of one streetscape segment up to current City of Jacksonville Design Guidebook standards.

Riverwalk Performing Arts, 100% Construction Plans, Jacksonville, FL.

Landscape Designer responsible for assisting on this project that includes detail hardscape design, permitting, and construction plans for specific sections of riverwalk bump outs in front of the Performing Arts Center. The Riverwalk will include shade structures, hardscape details, paver design, railing, seating, and lighting and electrical coordination.



ROLE

Water Resources

EXPERIENCE

27 Years

EDUCATION

Master of Science,
Coastal and
Oceanographic
Engineering, University of
Florida

Bachelor of Science, Civil
Engineering, Universidad
Nacional Autonoma de
Mexico

REGISTRATION

Professional Engineer -
Florida No. 64644

Certified Floodplain
Manager - 05-01518

Guillermo Simon, PE, CFM

Guillermo has extensive experience in the fields of coastal engineering and surface hydrology and hydraulics (H&H). His background includes a wide variety of projects, ranging from single lots to multi-county and basin-wide projects, from scoping to completion and quality control. Guillermo's experience includes engineering analyses, modeling, and design. He is currently serving on the City of Jacksonville's Environmental Protection Board, providing input on regulations necessary for the administration and enforcement of the City's environmental laws. He also acts as the Compass PTS team's Coastal Engineering Subject Matter Expert for the Gulf of Mexico region. Compass PTS is responsible for production and technical services for FEMA.

REPRESENTATIVE PROJECT EXPERIENCE

Hogans Creek Stream Restoration and Trail, Jacksonville, FL.

Project Manager responsible for the coordination of a multidisciplinary team of experts and extensive outreach efforts to restore Hogans Creek to a more natural, resilient state. Project tasks include stream restoration, hydraulic modeling of tidal and runoff conditions, alternatives analysis, environmental assessment, surveys and outreach support.

Don CeSar and Boca Ciega Neighborhood Sea Level Rise Adaptation Alternatives, St. Pete Beach, FL.

Senior Coastal Engineer responsible for the development of drainage adaptation measures due to sea level rise for the Don CeSar Peninsula in St. Pete Beach. Study tasks include sea level rise and king tide flooding assessment; short-and long-term drainage alternatives to mitigate tidal flooding; interior flooding assessment and drainage adaptation alternatives; and implementation costs.

ARPC Vulnerability Assessment, Leon, Gadsden, Liberty, Jackson, Calhoun, Gulf, Wakulla, Franklin, and Jefferson Counties FL.

Water Resources Engineer responsible for the development of a vulnerability assessment for the ARPC. This study applied the 2022 Florida Statute for vulnerability assessments for the first time in the state. Tasks include compilation and formatting of GIS data layers to describe and quantify infrastructure assets; assessment of future coastal and inland flood risks including sea level change, increased precipitation and compound flood effects; development of a GIS database to identify vulnerable critical assets.



Lisa King, GPC

Lisa King has more than 31 years of experience in providing grant writing and grant administration consulting services to local governments in Florida. She is specialized in projects related to the life cycle of water, transportation, and resilience including emergency management and mitigation. Lisa has successfully obtained over \$300 million in grants to Florida local governments.

REPRESENTATIVE PROJECT EXPERIENCE

Pasco County Grant Consulting Services, Pasco County, FL.

Comprehensive grant writing services since 2019. Funding Resource Strategy development. Highlights of successful projects include: Multiple applications for HMGP stormwater and drainage projects. CDBG-MIT and BRIC applications for critical facility hardening. Technical assistance on HLMP. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

City of Panama City Grant Consulting Services, Panama City, FL.

Comprehensive grant writing services since 1992. Funding Resource Strategy development. Highlights of successful projects include: Resilient Florida Vulnerability Assessment, Environmental land acquisition of three parks (Oaks by the Bay, Venetia Sunset and Sweetbay Wetlands Preserve) Multiple park development projects through FRDAP, CPI and LWCF programs. Restoration of historic properties such as the McKenzie House and Panama City Publishing Company, Multiple planning efforts funded through CPI and DEO's CPTA. Technical assistance on BRIC, CDBG-DR and CDBG-MIT. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

Seminole County Grant Consulting Services, Seminole County, FL.

Comprehensive grant writing services since 2014. Funding Resource Strategy development. Highlights of successful projects include: Multiple HMGP projects associated with Hurricanes Matthew and Irma for drainage and stormwater projects. Applications for CDBG-MIT and BRIC. Pending applications for Resilient Florida Planning and Implementation and HMGP-COVID. Technical assistance on American Rescue Plan and Infrastructure Investment and Jobs Act funding.

ROLE

Water Resources, Grant Funding

EXPERIENCE

31 Years

EDUCATION

BA, Political Science, Stetson University

REGISTRATION

Grant Professional Certified, Grant Professional Certification Institute



ROLE

Civil Engineering

EXPERIENCE

8 Years

EDUCATION

Bachelor of Science, Civil Engineering, Hydrology, and Water Resources, University of Florida

REGISTRATION

Professional Engineer - Florida No. 81393

Cody Smith, PE

Cody brings design experience on a variety of land development projects for commercial, industrial, and residential sector clients. His design experience includes due diligence and site investigation reporting, site design, stormwater management design, utilities design, local and state permitting, and project construction administration. He is proficient in ICPR 3, ICPR 4, Flowmaster, and Hydraflow.

REPRESENTATIVE PROJECT EXPERIENCE

Entrada Amenity Center, Saint Augustine, FL.

Stormwater Engineer responsible for this project that involved a detail design and permitting for Phase 1 for the Entrada Amenity Center. Phase 1 amenity center is four acres and includes a 3,700-SF pool, 1,500-SF splash pad, 5,000 SF club building, tot lot, two pickleball courts, and a shade structure.

Waterford Lakes Amenity, Saint Augustine, FL.

Stormwater Engineer responsible for this project that involved design development and construction drawings for the Waterford Lakes Community amenity center located on 1.18 acres, near the entry of the community. The amenity center includes a 2,800-SF pool along with a children's splashpad. Waterford Lakes is planned as a 400-townhome community on approximately 63.08 acres.

The Rookery Amenity Center and Park, Green Cove Springs, FL.

Stormwater Engineer responsible for this project that included an 11.28-acre amenity center and 3-acre park to accommodate the Rookery Development's Phase 1 of construction. The amenity center includes an open air multi-use field, multiple pools, pickleball, dog park facilities, walking trails, and parking.

Freedom at Sawmill Amenity Center, Palm Coast, FL.

Stormwater Engineer responsible for assisting on this project that included the preparation of a conceptual design, detailed design, phasing and permitting plans for this 1.3-acre amenity center. The amenity center includes a main club building, lagoon style pool, pickleball, dog park facilities, walking trails, shade structures, and parking.



ROLE

Landscape Architect

EXPERIENCE

24 Years

EDUCATION

Bachelor of Arts, Landscape Architecture, Kansas State University

REGISTRATION

Professional Landscape Architect - Florida No. LA6666755

CERTIFICATION

LEED AP Building Design+Construction

Joe Loretta, PLA, LEED AP BD+C

Joe has vast experience in the fields of landscape architecture, planting design, streetscape design, and project management. He has been an active team player as a lead design professional or quality control reviewer for more than 50 Florida Department of Transportation (FDOT) or municipal landscape projects throughout the state. Joe sits on the Downtown Development Review Board for the City of Jacksonville. He recently served on the City of Jacksonville Adaptive Action Area Work Group, evaluating a two-foot sea level rise related to the Comprehensive Plan. Joe is active with the North East Florida Builders Association and has strong relationships with local stakeholders.

REPRESENTATIVE PROJECT EXPERIENCE

Hogans Creek Stream Restoration and Trail, Jacksonville, FL.

Principal-in-Charge responsible for the 30 percent design plans for the 2.5-mile Hogans Creek restoration, recreation plan, and trail master plan. The project includes a natural restoration of Hogans Creek, utilizing multiple natural vegetated design cross-sections within the overall corridor. The plan will include a trail master plan for Hogans Creek, associated with the 30-mile segment of the Emerald Trail.

Bainbridge Downtown & Waterfront Revitalization, Bainbridge, GA.

Landscape Architect responsible for assisting in the completion of a connectivity master plan for the Flint River waterfront, which included revitalizing Cheney Griffin Park and an environmental interpretation center, as well as enhancements to an existing amphitheater, a 10-foot-wide, multi-use trail along the river, a marina, a boat launch facility and associated parking, and a swim complex that included an outdoor park.

Arlington Community Redevelopment Area (CRA), Jacksonville, FL.

Landscape Architect responsible for this project that involved the evaluation of a principal arterial, along with several local roads, as part of the creation of a CRA within the Arlington area of Jacksonville. A corridor master plan was developed to support implementation of the CRA. The plan's intent was to create a vision for the primary corridors through land-use, transportation facilities, and neighborhood preservation measures that achieve a positive image for the corridor. Adopted transportation features included road diets, on-street parking, bike lanes, wide sidewalk zones, and roundabouts.

B. ABILITY TO PERFORM SCOPE OF SERVICES

COMMUNICATION PLAN & MANAGEMENT

Halff proposes a unique team that consists of professional planners, landscape architects, resiliency experts, and GIS mapping technicians that have lived in and served the City of Bunnell for decades.

We have a vested interest in making sure that the City of Bunnell is served well for its betterment now and for its future. There is only so much land to govern and so much development that can occur while protecting its greatest assets: the waterways, public lands, wildlife, history, and residents.

It is critical for the City to have the support and guidance of experts that have the life experience of serving in the public sector, but also having been a part of the regulatory process from the applicant's perspective for the purpose of helping those administrations navigate development within and for the community. It takes a balanced team to understand the nuances and sensitivities that are intentionally thought of when fostering policies that must cross over and support one another. It is this type of experience with multiple perspectives that makes the Halff team more intuitive than others. Our interests include being responsible, creative, intentional, and consistent when reviewing, applying, and giving sound support to the City's goals, objectives, and policies and land development regulations. Providing sound and competent support is not only our passion but it is our responsibility.

We understand how important it is to communicate effectively with stakeholders for transparency purposes and to obtain and maintain support for any projects presented by the City. For that reason, Project Manager, Lara Dietrich will function as a direct extension of The City of Bunnell's

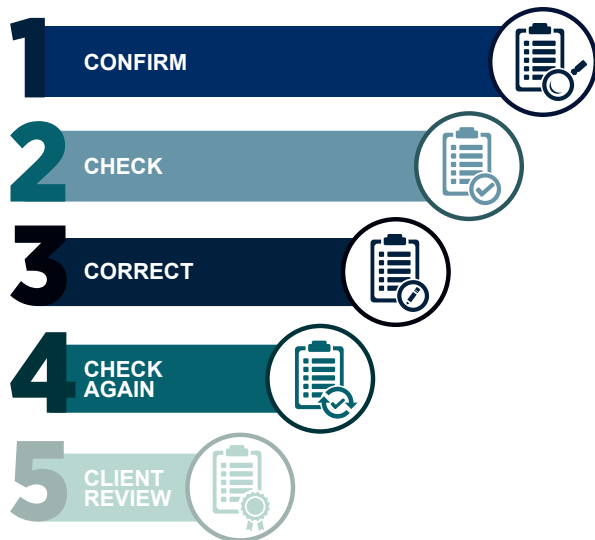
Project Representatives, depending on the specific discipline. Lara will then engage the necessary team staff depending on the discipline and size of project. On our similar on-call contracts with cities and counties in this same region, we have experienced the need to fit the right-sized staff with the right-sized project to save our clients' time and resources.



FL 5, City of Bunnell, Google Maps

Whether at a technical level or in layman's terms, we believe that effective communication integrates all stakeholders for the common goal of making projects a success, while informing and educating the public along the way. Not only is it important for the project's success, it confirms adherence to policies and procedures for projects that may involve grant funding, whether it be state or federal. Through Halff's previous projects, we have utilized the following four tools that combine both written and oral communication methods so that effective communication is integrated throughout the duration of the project:

1. **Written and Thorough Quality Management Plan (QMP)** - Our QA/QC Manager, Matt Bucchin, AICP, LEED Green Associate, will develop a project-specific QMP and assist the City of Bunnell and the project’s Task Leader in communicating to the design team the expectations in developing a quality set of deliverables. At project initiation, Matt will implement a QMP, approved by Lara Diettrich (Project Manager), that will begin with conducting an independent review of the draft design, so that there is technical accuracy and conformance to the City’s requirements and design compliance with all applicable funding policies. A QA/QC certification letter will be provided at project milestones for project design compliance that summarizes approved variances if needed.



2. **Documented and Mutually Agreed Upon Communication Plan** - A Communication Plan will be developed for this contract that creates the template for consistent and effective communication throughout the project. The communication plan will provide details specific to the City which shall include the following: list of stakeholders, area of responsibility, all correspondence (email, meetings, phone calls, letters and memos, minutes of

meetings, progress reports, etc.) and a communication/coordination schedule (weekly, bi-weekly, monthly). The frequency of these coordination meetings will be agreed upon by both the City and Lara. Communication during these meetings will discuss project status, expedient decision making, and review of the project’s design schedule so that the City’s project(s) are delivered on time and within budget. These elements will be communicated during the meetings and followed up in writing regularly to both the City’s project leadership and Halff’s project leadership.

3. **Adaptable Communication Methods** - In today’s affairs, Halff realizes the importance of using every communication tool available to make the project transparent and easily accessible to the community. During the last 24 months, Halff has developed public meetings in various formats: virtual, hybrid, and in-person.

4. **Clear Progress Reporting** - Once the first three steps are complete, continuing lines of open communication are maintained and combined with monthly progress reports associated with invoicing. The progress reports contain a running tally of completed and outstanding meetings and key deliverables, a summary of pertinent client/consultant communication for the month, a summary of what Halff will be working on during the upcoming reporting period, and a status check on the percent of the project complete.

Halff recognizes the symbiotic relationship with the City that is necessary for constructive daily function, efficiency, order, delivery, and progress.

INNOVATIVE APPROACHES

Halff is always thinking of innovative ways to leverage our experience to bring innovation to clients. No city or county has the same challenges or needs, however our exposure to serving public clients provides us the opportunity to apply novel concepts every time we see a challenge.

- **Economy.** We understand the significance of cost-effective solutions and will work diligently to optimize project budgets without compromising quality. For example, in the construction of new infrastructure projects, we will employ innovative design techniques to optimize construction phases and minimize construction costs. Thinking as a contractor, and also as an owner that has to optimize one's budget, is the mindset that we tune into as we develop a project where quality and economic feasibility meet.
- **Schedule.** We understand the importance of meeting project schedules and implications in other areas, such as finance and grant compliance when project schedules are not met. We focus on a team commitment for our managers and professionals to keep schedule compliance paramount. This self-driven initiative is based in the core belief that effective communication is key to the success of any plan.
- **Technology Leverage.** Innovation is at the core of our engineering services. For instance, we utilize advanced 3D modeling and simulation software to optimize designs and validate construction plans before breaking ground. Additionally, we will explore the implementation of smart infrastructure practices in our construction projects, verifying resilience against climate change and reducing the carbon footprint of the City's infrastructure.
- **Environmental Stewardship and Resilience.** Our team will work closely with

the City of Bunnell's Planning Department and Development Services Department to incorporate green infrastructure solutions, such as green roofs and permeable pavements, to manage stormwater runoff effectively and improve water quality.

Additionally, we will assess the vulnerability of critical infrastructure to climate change impacts and develop resiliency strategies to enhance their durability and adaptability.

THE CITY OF BUNNELL STAFF & HALFF

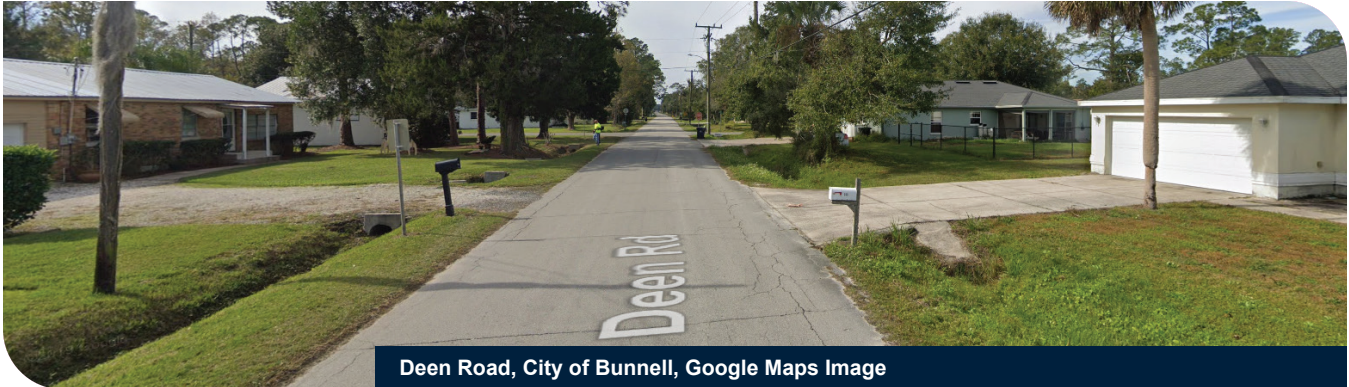
Halff understands the importance of working with the City of Bunnell staff in providing expertise in all submittal reviews and deliverables and presenting in workshops and public hearings, to walking projects through multiple departments as one of your own.

Our team brings loyalty, trust, and reliability to the City of Bunnell so that the City may keep its focus on programs, policies, and processes.

STAFF REPORTS

Halff planning staff provides various types of reports to support our clients in their goals of analyzing urban challenges, proposing solutions, and verifying the orderly and sustainable development of counties and communities. Our team provides the following reports on a regular basis to our clients including, but not limited to:

- **Current Planning:** All of Halff's Planning and Landscape Architecture (PLA) leadership staff (including Lara Dietrich, the proposed PM for this project; and Kailey Saver, who has actually worked on current planning for the City of Bunnell) have been tenured in the public sector doing current planning. This includes working developers, citizens, and other City staff processing applications for rezonings, comprehensive plan amendments (CPAs), variances, zoning exceptions, etc.



Deen Road, City of Bunnell, Google Maps Image

- **Comprehensive Plan:** This is a long-term vision and policy document that outlines the overall development and land-use strategies for an entire city or region. It typically covers a wide range of topics, such as transportation, housing, economic development, open spaces, and infrastructure.
- **Land Development Regulations:** This report defines the specific land-use regulations and zoning codes for different areas within a city or region. It sets out the permitted uses and development standards for each zone, verifying appropriate use of land and consistent urban growth.
- **Environmental Impact Assessment (EIA):** An EIA report evaluates the potential environmental impacts of a proposed development project or urban plan. It helps identify potential risks and provides recommendations to mitigate negative effects on the environment.
- **Transportation and Corridor Plan:** This report focuses on transportation and mobility issues, proposing strategies to improve transportation systems, reduce congestion, enhance public transit, and promote active transportation modes like walking and cycling.
- **Housing Needs Assessment:** This report assesses the current and future housing demands of a community. It analyzes demographic trends, income levels, and housing market conditions to identify the need for affordable housing and appropriate housing policies.
- **Economic Development Plan:** Urban planners may prepare reports outlining strategies to foster economic growth, attract investments, and enhance job opportunities within a city or region.
- **Parks and Recreation Master Plan:** This report outlines the development and management of parks, recreational areas, and open spaces. It identifies the need for new facilities and suggests improvements to existing ones.
- **Urban Design Guidelines:** Urban planners may develop design guidelines to verify that new developments and buildings align with the overall character and aesthetics of the city. This report can cover architectural styles, building heights, public spaces, and more.
- **Historic Preservation Report:** For cities with significant historical assets, urban planners may prepare reports to identify and protect historic buildings, landmarks, and cultural heritage sites.
- **Infrastructure and Utilities Plan:** This report examines existing infrastructure, such as water supply, sewage, electricity, and telecommunications systems, and proposes improvements and expansion to support urban growth.

- **Civic Engagement:** Halff prides itself on being engagement specialists. Halff includes civic engagement in all of its work, including both in- person (focus groups, key person interviews, committee and commissioner meetings, charrettes, pop-up events, etc.), and virtually (surveys, websites, virtual engagement rooms, etc.).

These reports serve as vital tools for Halff's planning staff to guide the sustainable development and improvement of counties while considering the social, economic, and environmental aspects of urban life solutions, such as intelligent traffic management systems and sensor-based waste management, to enhance efficiency, safety, and sustainability within the City.

- **Relevancy of Future Technologies.** We recognize the importance of embracing future technologies that align with the City of Bunnell's Community Department's goals. For instance, we will actively explore the integration of electric-powered vehicles in the municipal fleet, transitioning from conventional fuel-based vehicles. Furthermore, we will incorporate sustainable materials and practices in our construction projects, verifying resilience

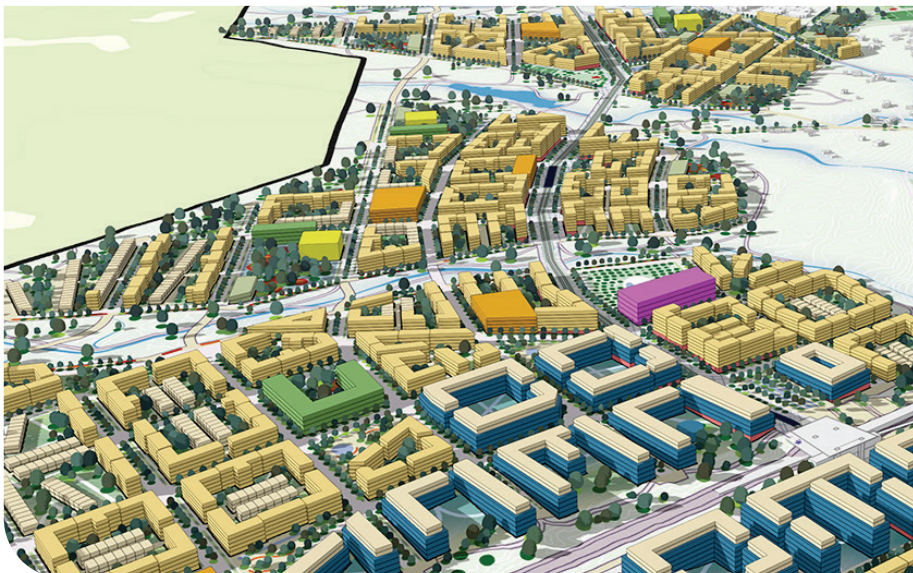
against climate change and reducing the carbon footprint of the City's infrastructure.

PUBLIC ENGAGEMENT TECHNOLOGIES

Halff has an extensive toolbox of public engagement methods for both in-person and virtual engagements. We have successfully developed outreach programs including dual-language print and multi-media. We understand that a successful public outreach program utilizes many channels, reaching as diverse an audience as possible.

DATA-DRIVEN PLANNING

- **ArcGIS Pro.** Our team is proficient in the use of GIS Pro. We will use this as a primary means for a data- driven approach.
- **ArcGIS Urban.** GIS-trained professionals perform deep analysis, build models, and employ desktop analytics to understand the complexities of a city's current state and create long-range plans that incorporate multiple factors. This platform can be used in small-area planning, or within larger scenario planning models.
- **ArcGIS Dashboard.** This can be used to track metrics and monitor the success of the Vision Plan and Comprehensive Plan.



ArcGIS Urban is a powerful tool for cities as it allows for the integration of various data sets, visualizations, and analysis tools into one platform, which can help planners and city leaders make more informed decisions when it comes to urban planning.

- **Business Analyst.** Business analyst will help layer and analyze data spatially, integrate data from multiple sources, and visualize the data in a meaningful way.

VISUALIZING SUCCESS

- **BIM123.** Real-time renderings to illustrate changes in the built environment. BIM123 is a 3D model that can be updated in real-time, based on public comments. This technique will be used in designing charrettes and planning exercises to help visualize the future.
3D Visualization. Sketch-Up & Rhino & Lumion – Our team is qualified to use 3D rendering options to help further explain and explore development patterns, the built environment, and how it may impact the quality of life. We will use renderings and graphics throughout the planning process.

- **Hand Renderings.** In addition to 3D digitized renderings, we can also produce hand renderings to illustrate place types, placemaking, and the overall environment.
- **Project Website:** A project website for both public and team use will contain up-to-date project information and public comment sections, as well as a secured site for team comments, plan reviews, and meeting minutes.
- **Virtual Communication:** Halff embraces digital platforms, investing in remote connectivity well before the COVID-19 crisis, enabling our firm to provide the same level of exceptional service without disruption.



C. EFFECTS OF THE FIRMS CURRENT WORKLOAD

The Halff team is able to draw from multiple areas of expertise to address any growth, development and policy issues that arise during the comprehensive planning process. Beyond those staff members highlighted in this proposal, our firms’ other professionals maintain an on-call status and stand ready to assist you in this initiative when necessary.

LEVEL OF INVOLVEMENT

Project Manager, Lara Dietrich, will lead the project team from kick-off through completion of the assigned scope of work. She has been designated as the City’s primary point of contact, meaning he is solely responsible for communicating with the City directly via email or phone. Lara will communicate directly with

your designated deputy project manager and will be in constant contact with the City of Bunnell to convey project status and to quickly mitigate problems or concerns should they arise during the planning process.

AVAILABILITY OF KEY PERSONNEL

We do not foresee any conflicts with ongoing or pending projects that would detract from the ability of our key staff members to adhere to the recommended project schedule included in this proposal. The chart below illustrates that our key staff – including project management and task leaders – are available to designate significant attention to the City of Bunnell’s comprehensive planning effort.

PERSONNEL	ROLE	AVAILABILITY
Lara Dietrich	Project Manager/Planning	60%
Kailey Saver, AICP	Deputy Project Manager	60%
Max Spann, PLA, CLARB	Principal-in-Charge/LA	40%
Matt Bucchin, AICP, LEED GA	QA/QC Manager	30%
Michael Coffey, PhD, PE, LEED AP	Civil Engineering	40%
Cody Smith, PE	Civil Engineering	40%
Joe Loretta, PLA, LEED AP BD+C	Landscape Architecture	40%
Kaitlin Heckman	Landscape Architecture	40%
Kailey Saver, AICP	Planning/Resilience/GIS	40%
Sean Lahav	Planning/Resilience/GIS	40%
Guillermo Simon, PE, CFM	Water Resources	40%

D. COST/FEE SCHEDULE RATE

LABOR CATEGORY	TITLE	LEVEL	BILLING RATE - LOW	BILLING RATE - HIGH
Engineer	Graduate Engineer	I	109.00	123.00
Engineer	Project Engineer	II	122.00	158.00
Engineer	Professional Engineer	III	157.00	206.00
Engineer	Sr. Professional Engineer	IV	207.00	276.00
Engineer	Team Leader/Director	V	262.00	350.00
Scientist	Graduate Scientist	I	77.00	97.00
Scientist	Project Scientist	II	112.00	141.00
Scientist	Professional Scientist	III	144.00	185.00
Scientist	Sr. Professional Scientist	IV	199.00	233.00
Scientist	Team Leader/Director	V	248.00	350.00
Landscape/Planner	Graduate Designer	I	87.00	97.00
Landscape/Planner	Project Designer	II	97.00	131.00
Landscape/Planner	Professional LA/Planner	III	134.00	166.00
Landscape/Planner	Sr. Prof. LA/Planner	IV	165.00	224.00
Landscape/Planner	Team Leader/Director	V	223.00	350.00
Administrative	Administrative Support	II	75.00	96.00

3. Client Reference Letters



February 21, 2024

Ms. Lara Diettrich, Senior Planner
Halff
9995 Gate Pkwy N Suite 200
Jacksonville, FL 32246
ldiettrich@halff.com

Subject: Letter of Reference
City of Bunnell On-Call Planning Services

Dear Ms. Diettrich,

I am writing to thank you for the opportunities to team with Halff on several projects located in Western Nassau County, Florida.

As your subconsultant, Meskel & Associates Engineering (MAE) performed the geotechnical engineering and site subsurface exploration for the project. Your team provided us with all the necessary tools and information so that we were able to complete our work efficiently and within the project timeline, including providing important site history relevant to our scope, surveyed boring locations, proposed site plans, and all scope items required for our final report.

We appreciate your team’s responsiveness, professionalism, and quality of work performed on these projects. Your ability to coordinate not only our efforts but that of others simultaneously was quite apparent and kept this project moving forward efficiently for the whole team. It has been a pleasure working with you and your staff, and we look forward to working with you on future projects.

Sincerely,

MESKEL & ASSOCIATES ENGINEERING, PLLC

Antoinette (Tina) D. Meskel, P.E.
President / Principal Engineer



APALACHEE REGIONAL PLANNING COUNCIL

Local Partnerships. Regional Impact.

February 1, 2024

Marion County Board of County Commissioners (BOCC)
Procurement Services Department
2631 SE Third St
Ocala, FL 34471

RE: Apalachee Regional Nine-County Flood Vulnerability Assessment Project Reference Letter

Dear Marion County:

I am submitting this letter of reference on behalf of Halff in response to *RFQ 24Q-053 Marion County Vulnerability Assessment (Including Some Municipalities)*.

Halff supported the Apalachee Regional Planning Council (ARPC) in 2022 with developing an initial Regional Vulnerability Assessment for our nine member counties: Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla counties. The project was funded by the Florida Department of Environmental Protection's Resilient Florida Program.

Halff added value to the project by leading data collection and analysis efforts, inventorying GIS data for more than 17,000 critical and regionally significant assets in a GIS format. They then evaluated the vulnerabilities of these assets to current and future tidal flooding, storm surge, sea level rise, rainfall, and compound flooding.

Halff kept the project on schedule and budget while also complying with the Resilient Florida grant standards. I highly recommend Halff for Vulnerability Assessment and related projects and would be happy to provide more details if requested.

Thank you,



Josh Adams
Environmental Planning Manager

RAYDIENT  RURAL

January 30, 2024

Halff Associates, Inc.
Ms. Lara Diettrich, Senior Planner
9995 Gate Parkway North, Suite 200
Jacksonville, FL 32246

Lara,

I would like to express my appreciation to you and the entire Halff Team for the excellent land planning services provided for our Raydient Rural Communities program, especially on the proposed White Post and Sandy Oaks Rural Communities.

You and your Team's attention to detail and multi disciplined approach have allowed us to hone in on conceptual ideas very quickly, while at the same time managing expectations and potential concerns in a relaxed but efficient manner. As a Project Manager with many ongoing projects, I truly appreciate having a Team member such as Halff who can quickly and efficiently provide planning, civil engineering, landscape architecture, geotechnical consulting, and water resource consulting all under one roof. In addition, your personal commitment to client service as well as your personal drive and integrity has created a culture of personal trust between us that allows me to manage many more projects and potential projects than normal.

I thank you for all that you do, and highly recommend you and Halff to others in need of your services.

Sincerely,

Jim Law

Jim Law
Senior Project Manager
Mob 941-650-7391

4. Licenses

State of Florida Department of State

I certify from the records of this office that HALFF ASSOCIATES, INC. is a Texas corporation authorized to transact business in the State of Florida, qualified on November 6, 2018.

The document number of this corporation is F18000005458.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on February 7, 2024, 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 Seventh day of February, 2024*


Secretary of State

Tracking Number: 8380263773CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



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- [Unlicensed Activity Search](#)
- [AB&T Delinquent Invoice & Activity List Search](#)

LICENSEE DETAILS

5:02:33 PM 1/29/2024

Licensee Information

Name:	HALFF ASSOCIATES, INC. (Primary Name)
	HALFF (DBA Name)
Main Address:	1201 N BOWSER RD RICHARDSON Texas 75081
County:	OUT OF STATE

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	33380
Status:	Current
Licensure Date:	09/12/2019
Expires:	

Special Qualifications	Qualification Effective

Alternate Names

- [View Related License Information](#)
- [View License Complaint](#)

5. Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/30/2023

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 Greyling Ins Brokerage/EPIC 3780 Mansell Rd. Ste. 370 Alpharetta GA 30022	CONTACT NAME: Rebecca Egan PHONE (A/C, No, Ext): 770-552-4225 E-MAIL ADDRESS: greylingcerts@greyling.com	FAX (A/C, No):
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Union Fire Ins Co of Pittsburg		19445
INSURER B : The Continental Insurance Company		35289
INSURER C : New Hampshire Insurance Company		23841
INSURER D : Allied World Surplus Lines Insurance Co		24319
INSURER E :		
INSURER F :		

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:			GL5856923	8/1/2023	8/1/2024	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 25,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input 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			CA5717893	8/1/2023	8/1/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			7034027549	8/1/2023	8/1/2024	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	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 / A			WC014195843	8/1/2023	8/1/2024	<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
D	Prof Liability incl. Pollution			03113813	8/1/2023	8/1/2024	Per Claim Aggregate	\$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 When certificate holder is shown, that certificate holder can be named as an Additional Insured on a primary and non-contributory basis with the exception of workers compensation & professional liability where required by written contract. A waiver of subrogation also applies as required by written contract. Umbrella policy follows form with respects to General, Automobile & Employers Liability Policies.

CERTIFICATE HOLDER	CANCELLATION
Sample	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

ACKNOWLEDGEMENTS
RFQ #2024-01
“CONTINUING PROFESSIONAL
GENERAL PLANNING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2024-01 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 15th day of February, 2024

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)  _____ Joe Loretta, PLA, LEED AP BD+C
(Print name) _____

Address: 9905 Gate Parkway North, Suite 200, Jacksonville, FL 32246

Telephone: 904.441.8365 Fax: _____

Taxpayer/Employer Identification Number (TIN/EIN): 75-108699

State of Incorporation: _____
Corporate President: Jessica Baker Daily, PE, CFM, PMP
(Print Name)

Corporate Secretary: Jill Martin, Esq.
(Print Name)

Corporate Treasurer: Joseph Sagel, PE (CFO)
(Print Name)

CORPORATE SEAL



Attest By (Secretary): Jill Martin, Esq. *

Signature

2/20/2024
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 Half Associates, Inc.

By: [Signature]
Signature

9995 Gate Parkway N, Suite 200
Mailing address
Jacksonville FL 32246

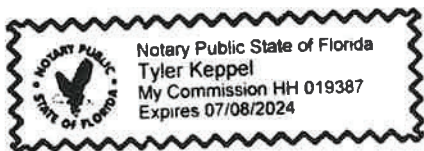
Joe Loretta, PLA, LEED AP BD+C, Vice President
Name & title, typed or printed state

City, State, Zip Code
(904)730-9360
Telephone number

State of Florida
County of Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 26, 2024, by Joe Loretta of Half, 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
Tyler Keppel
Printed/Typed/Stamped Name of Notary
My Commission expires: 07/08/2024



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. Note: Remove, "all" from liabilities and "and paralegal's fees"	
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: Note: Remove, Occurrence Errors and Omissions or Professional Malpractice Coverage and replace with "Claim Professional Liability (Errors & Omissions)"	\$ 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 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. Note: Remove, "ensure" and replace with "require"	
<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.	

Note: Halff requests minor adjustments to language as noted.

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 #2024-01** and **CONTINUING PROFESSIONAL GENERAL PLANNING 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**.

Greyling Insurance Brokerage/EPIC
Company


Authorized Signature

Rebecca Egan, Assistant Manager
Printed Name & Title

greylingcerts@greyling.com
Email

3780 Mansell Rd., Ste. 370
Address

Alpharetta, GA 30022
City, State, Zip Code

770-670-5355
Telephone No.

770-670-5355
Fax No.

Greyling Insurance Brokerage/EPIC
Insurance Agency


Signature of Proposer's Agent

Halff Associates, Inc.

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.

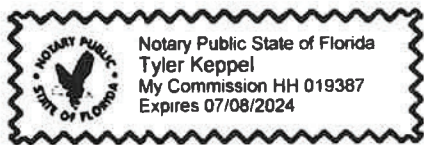
CONTRACTOR: Half Associates, Inc.
Signature: *[Handwritten Signature]*
Printed Name: Joe Loretta, PLA, LEED AP BD+C
Title: Vice President
Date: February 26, 2024

STATE OF Florida
COUNTY OF Deval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 26 2024, by Joe Loretta of Half, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Tyler Keppel
Signature of Notary Public - State of Florida

Tyler Keppel
Printed/Typed/Stamped Name of Notary
My commission expires: 07/08/2024




CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (*PRINTED NAME*) Joe Loretta, PLA, LEED AP BD+C AM THE (*TITLE*) Vice President
 _____ AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM
 OF (*FIRM NAME*) Halff Associates, Inc. WHOSE ADDRESS IS
9995 Gate Parkway N, Suite 200, Jacksonville, FL 32246, 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: Joe Loretta, PLA, LEED AP BD+C
 FIRM NAME: Halff Associates, Inc.

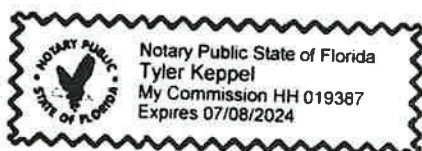
DATE: February 26, 2024

STATE OF Florida
 COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online
 notarization, this day of February 26 2024, by Joe Loretta of Halff, 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

Tyler Keppel
 Printed/Typed/Stamped Name of Notary
 My commission expires: 07/08/2024



DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Halff 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)

February 26, 2024
(Date)

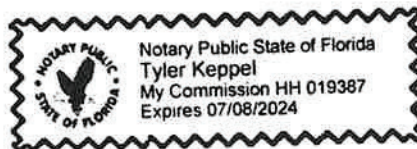
Joe Loretta, PLA, LEED AP BD+C
(Print Name)

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 26 2024, by Joe Loretta of Halff, 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

Tyler Keppel
Printed/Typed/Stamped Name of Notary
My commission expires: 07/08/2024



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 _____

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

I am the _____ of Half Associates, Inc., (Proposer) which has submitted a Response to City of Bunnell RFQ #2024-01 Continuing Professional General Planning Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-01, 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 #2024-01, 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 #2024-01, 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.

Half Associates, Inc.

Company

9995 Gate Parkway N, Suite 200

Address



Authorized Signature

Joe Loretta, PLA, LEED AP

BD+C, Vice President

Printed Name & Title

Jacksonville, FL 32246

City, State, Zip Code

904.730.9360

Telephone No.

Jloretta@half.com

Email

Fax No.

STATE OF Florida

COUNTY OF Duval

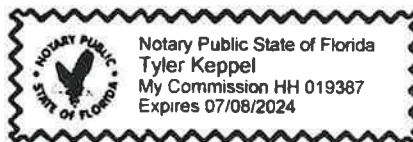
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 26 2024, by Joe Loretta of Half, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.



Signature of Notary Public - State of Florida

Tyler Keppel

Printed/Typed/Stamped Name of Notary My commission expires: 07/06/2024



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

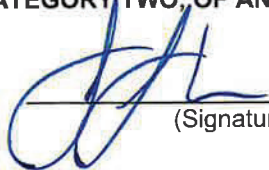
THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED to the City of Bunnell by: Joe Loretta, PLA, LEED AP BD+C [NAME] as the Vice President [TITLE] of Halff Associates, Inc. [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 75-1308699.
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.

STATE OF Florida
 COUNTY OF Duval

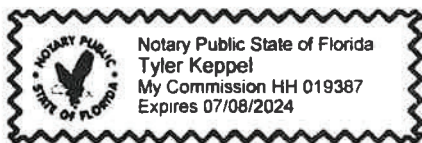


 (Signature)

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 26, 2024, by Joe Loretta of Half, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Tyler Keppel
 Signature of Notary Public - State of Florida

Tyler Keppel
 Printed/Typed/Stamped Name of Notary
 My commission expires: 07/08/2024



COMPLIANCE WITH THE PUBLIC RECORDS LAW FORM

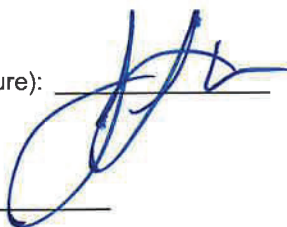
Upon notice of an intended decision or thirty (30) days after receiving, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and 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: Half Associates, Inc.

Authorized representative (printed): Joe Loretta, PLA, LEED AP BD+C, Vice President

Authorized representative (signature): 

Date: February 26, 2024

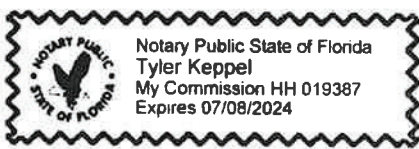
Project Number: **RFQ-2024-01 – CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES**

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 26th day of February 2024, by Joe Loretta of Half, 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

Tyler Keppel
Printed/Typed/Stamped Name of Notary
My commission expires: 07/08/2024



7. Copy of W-9

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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Halff 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) _____
 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 4897, Dept 331

6 City, state, and ZIP code
Houston, TX 77210

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.

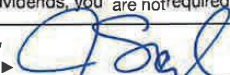
Social security number										
				-						
or										
Employer identification number										
7	5		-	1	3	0	8	6	9	9

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 ▶ **01/01/2024**

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.

8. Any Published Addenda



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
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 13, 2024

A. QUESTIONS & ANSWERS

Question 1: Will the City of Bunnell be selecting multiple planning firms?

Answer 1: The City will be looking into choosing multiple firms to perform a variety of planning services listed under Section 1.2 – Scope of Services depending on the capability of the firms that submit responses.

Question 2: The title and much of the text of the RFQ indicates that it is for general planning continuing services, while other info within the RFQ indicates that the sole purpose of the consultant will be to review a single large, planned unit development. Should our responses be geared towards general planning capabilities or the ability to review a large residential planned unit development?

Answer 2: Responses to the RFQ should be geared towards general planning capabilities regarding the scope of services listed under section 1.2, which includes Planned Unit Development Review (PUD). The language under "IMMEDIATE PROJECT INFORMATION" in section 1.2 states "The sole purpose of the designated consultant firm", meaning a consultant firm or firms will be chosen to assist the City in reviewing the incoming PUD based on their response submittal. This was included to show what a firm should expect if chosen by the City to assist in the review.

B. UPDATED EVALUATION CRITERIA

Evaluation Criteria E. SUBMITTAL THOROUGHNESS is hereby revised and shall be used to evaluate responses to this RFQ in conjunction with Evaluation Criteria Sections A-D.

E. SUBMITTAL THOROUGHNESS (0-20)

- Points will be awarded based on the order and format of RFQ as described under "Proposal Submission".

ACKNOWLEDGEMENT:

February 26, 2024

Signature and Date

Joe Loretta, PLA, LEED AP BD+C, Vice President

Printed Name and Title

Halff Associates, 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
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 14, 2024

A. UPDATED TIMETABLE/SCHEDULE OF EVENTS

It was discovered there was conflicting information regarding the RFQ’s submission deadline and bid opening under the timetable on the cover page and under Section 1.4 – “SCHEDULE OF EVENTS”. The following are updates to the schedule of events:

- February 27, 2024 – Request for Qualification submission deadline by 10:00 AM EST.**
- February 27, 2024 – RFQ Opening to be held at 405 E. Drain St., Bunnell, FL 32110 at 10:30 AM EST.**
- TBA at Bid Opening – Selection Committee Meeting at 405 E. Drain St., Bunnell, FL 32110**
- March 25, 2024 – Estimated Commission Approval (Commission Meeting at 7:00 PM at 1769 E. Moody Blvd., Bunnell, FL 32110 in the Board Chambers Meeting Room).**

ACKNOWLEDGEMENT:

February 26, 2024

Signature and Date

Joe Loretta, PLA, LEED AP BD+C, Vice President

Printed Name and Title

Half Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



We improve lives and communities
by turning ideas into reality.

Halff

9995 Gate Parkway N, Suite 200

Jacksonville FL 32246

904.730.9360

halff.com

CITY OF BUNNELL

REQUEST FOR QUALIFICATION STATEMENTS FOR CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES

RFQ NO:2024-01



ZEVCOHEN
& ASSOCIATES INC

**Request for Qualification Statements for
Continuing Professional General Planning Services**

RFQ No: 2024-01

Submitted By:

Zev Cohen & Associates, Inc.
300 Interchange Blvd. Ste. C
Ormond Beach, FL 32174
(386) 677-2482
Robert J. Ball, P.E., President
Mark P. Karet, AICP, Project Manager

February 27, 2024

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RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 1.

Letter of Intent

1. Letter of Intent



February 27, 2024

Ms. Kristen Bates, City Clerk
City of Bunnell
604 E. Moody Boulevard, Unit 6
Bunnell, FL 32110

RE: Request for Qualification Statements (RFQ) for Continuing Professional General Planning Services
RFQ NO: 2024-01

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 Continuing Professional General Planning Services in response to your Request for Statement of Qualifications (RFQ) No. 2024-01. More specifically, we are requesting your consideration of ZCA to provide the City of Bunnell with our Professional Planning Services.

ZCA is a multi-disciplinary local firm providing planning, civil engineering, environmental, landscape architecture, construction administration and inspection services. Our firm has been providing professional services to the Flagler/Bunnell area for 47 years since our 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 planning and other support services in-house. 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.

1. Letter of Intent



Loyalty

ZCA has been providing services to the Bunnell/Flagler community for over 46 years. More specifically, we have been providing planning services to the City of Bunnell for the last 3 years. We have also 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 Bunnell/Flagler 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 47 years of experience in the Bunnell/Flagler 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 continue our ongoing services directly to the City.

We are very excited about this opportunity to continue to provide Professional Planning Services to Bunnell and are already staffed to meet your needs.

Thank you for your consideration.

Respectfully submitted,
ZEV COHEN & ASSOCIATES, INC.

Robert J. Ball, P.E.
President
300 Interchange Blvd., Ste. C
Ormond Beach, FL 32174
(386) 677-2482
bball@zevcohen.com

RJB/jae

RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 2.

Evaluation Criteria A-D

**Tab 2.A.
Qualification and Experience**



RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 2.A.

Qualification and Experience

2A. Qualification and Experience

Firm Profile



Firm Background

Zev Cohen & Associates, Inc. (ZCA) was founded in Ormond Beach in 1977 and has been providing high-quality consulting services for over 47 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., Principal, Samuel C. Hamilton, Jr., P.E., Principal and Robert J. Ball, P.E., President. Mr. Zev Cohen, P.E., 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:

- Planning
- Civil Engineering
- Environmental/GIS Services
- Landscape Architecture
- Transportation Planning
- Construction Administration and Inspection Services

ZCA Discipline	Number of Personnel
Landscape Architects/ Planners	6
Environmental/GIS Analyst	5
Civil Engineers	16
Construction Administration/Inspection	3
Design Technicians	5
Permit Coordinator	1
Administration	5
Total	41





ZEV COHEN & ASSOCIATES, INC.
PRINCIPAL-IN-CHARGE
Robert J. Ball, P.E.

PLANNING SERVICES
Mark P. Karet, AICP – Project Manager
Emilio O'Brien
Cheryl Campbell, PLA
Larry Wheatcraft

GIS SERVICES
Gaston Hayworth

CIVIL ENGINEERING
Randy Hudak, P.E.

LANDSCAPE ARCHITECTURE
Jake Stehr, P.L.A.

ENVIRONMENTAL SERVICES
William D. Lites

TRAFFIC ENGINEERING
LASSITER TRANSPORTATION GROUP, INC.
Kady Dearing, P.E.

2A. Qualification and Experience

Robert (Bobby) J. Ball, P.E.

President

Project Role: Principal-in-Charge



Serving as Zev Cohen & Associates, Inc.'s (ZCA) 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.

Project Experience

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

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

Volusia County Health Department, Daytona Beach, Florida

- Role: Project Manager
- Scope: This project consisted of the conversion of an existing warehouse, industrial use to a new state-of-the-art facility to house the Volusia County Health Department. This project was unique in that the entire existing developed area outside the building was completely renovated to include new utilities, new stormwater piping and an upgraded stormwater management system.

Daytona Beach Shores Plan Review, Daytona Beach Shores, Florida

- Role: Principal-In-Charge
- Scope: Provided plan review services to the City of Daytona Beach Shores staff for Site Plans including stormwater plans and calculations, utility plan, grading, and roadway plans.

Daytona International Speedway Infield Fan Zone Redevelopment, Daytona Beach, Florida

- Role: Project Manager/Project Engineer
- Scope: This \$80 million project to totally renovate and update the infield garage area within the Speedway consisted of new tunnel, filling one-third of Lake Lloyd, and complete reconstruction of the garage and fan zone areas, a complete upgrade of the infield water and sewer systems of several thousand feet of gravity sewer main, force main, water main and a new lift station capable of handling the demands placed upon the Infield during Special Events.

Volusia County Emergency Operations Center, Volusia County, Florida

- Role: Principal-In-Charge
- Scope: ZCA provided engineering and environmental services for this project. The Volusia County Dispatch/Emergency Operations Center is a 24-acre site located in the southwest corner of the intersection of Tiger Bay Road and Indian Lakes Road in Volusia County, Florida.

City of Port Orange Plan Review, Port Orange, Florida

- Role: Project Engineer
- Scope: Provided plan review services to the City of Port Orange staff for Site Plans including stormwater plans and calculations, utility plan, grading, and roadway plans.

2A. Qualification and Experience

Mark P. Karet, AICP

Director of Planning

Project Role: Project Manager/Sr. Planner



Mark has 36 years of professional experience as a planner for public agencies and private consultants. He has experience in land development regulation, entitlement coordination, comprehensive planning, zoning, community development, redevelopment, affordable housing, grant administration, capital improvement planning, budgeting, and business process improvement. He worked with Zev Cohen & Associates, Inc. (ZCA) from 2005 to 2008 as our Planning Manager and rejoined ZCA in September of 2016 as our Director of Planning.

Project Experience

Planner of Record, Town of Pierson, Florida

Contact Information:

300 Interchange Blvd, Ste. C
Ormond Beach, FL 32174
mkaret@zevcohen.com
(386) 677-2482

Education:

M.A. Urban and Regional
Planning, University of
Florida, 1988

B.A. Public Affairs, the George
Washington University, 1985

Professional Affiliations:

American Planning Association
(APA)

International City/County
Management Association
(ICMA)

Community Involvement:

Chamber of Commerce Local
Government Committee

Treasurer of Big, Big World
Project, Inc.

Years of Experience:

36

Years with ZCA:

13

- Role: Town Planner as ZCA Consultant
- Scope: ZCA provides a full range of professional and administrative planning services to the Town of Pierson on a continuing basis. ZCA serves as the Town's "Planner of Record" advising elected officials, volunteer boards, and staff in strategic planning, comprehensive planning, visioning, and land development code administration. ZCA develops ordinances, meets with applicants, reviews applications, develops special studies, writes grant applications, and performs on-call services.

Comprehensive Plan, City of Edgewater, Florida

- Role: Project Manager
- Scope: Mark served as the Project Manager for a complete re-write of the City's Comprehensive Plan. Mark coordinated the efforts of City staff and multiple consultants to meet statutory requirements and develop consensus for the long-range vision of the City.

Evaluation and Appraisal Report (EAR), Daytona Beach Shores, Florida

- Role: Project Manager
- Scope: ZCA, with input from City staff, adjacent local governments, and the public, performed a community-wide assessment that identified the key issues related to the City's growth and development that needed to be addressed in the EAR. ZCA identified the ways the City's Comprehensive Plan needed to be modified in order to address those issues. ZCA participated in the adoption process and responded to the Department of Community Affairs's review comments.

Noise Ordinance, City of Daytona Beach, Florida

- Role: Project Manager
- Scope: Mark served as the Project Manager and primary author on a complete re-write of the City's Noise Ordinance. The City's Police Department had been issuing citations based on a "reasonable person" standard contained in the old Ordinance. The revised Ordinance established objective standards based on metered ambient noise levels. Mark led an extensive civic engagement effort that included the general public, neighborhood associations, individual business owners, merchant associations, the school board, major landowners, advisory boards, and elected officials.

2A. Qualification and Experience
Cheryl W. Campbell, PLA
Title: Planner/Landscape Architect
Project Role: Sr. Planner



Cheryl W. Campbell, PLA is a Professional Landscape Architect with over 30 years of experience in Planning, Landscape Architecture and Environmental projects. Her experience includes Comprehensive Planning and Landscape Architecture in both the private and public sector within the State of Florida. Cheryl has won a National Planning Award for Best Initiative by successfully creating a Community Redevelopment Area (CRA) in a blighted area in Melbourne, Florida.

Project Experience

Evaluation and Appraisal Report (ESR), Brevard County, Florida

- Role: Sr. Planner
- Scope: As Lead Comprehensive Planner for Brevard County, updated and adopted Brevard County’s fourteen element Comprehensive Plan to include addressing sea level rise within the coastal high hazard areas of Brevard County working jointly with East Central Florida Regional Planning Council to achieve this adoption.

Large and Small-Scale Comprehensive Plan Amendments, Brevard County, Florida

- Role: Sr. Planner
- Scope: As Lead Comprehensive Planner for Brevard County, processed all Large- and Small-Scale Comprehensive Plan Amendments writing Staff Reports and preparing Presentations to present to the Board of County Commissioners. Responsible for the coordination of the State Mandated 20-Year Wastewater and Stormwater Analysis for the twenty Municipalities and Special Districts within the County.

Small Area Studies, Brevard County, Florida

- Role: Sr. Planner
- Scope: As Lead Comprehensive Planner for Brevard County, prepared Small Area Studies for Merritt Island, Port St. John and Scottsmeer, Florida. The Small Area Study for Merritt Island, north of the Barge Canal, addressed climate change by developing a new Storm Water Management Model (SWMM) to be used in conjunction with all future development on the island.

Airport Zoning Regulations, Brevard County, Florida

- Role: Sr. Planner
- Scope: As Lead Comprehensive Planner for Brevard County, wrote the County’s Airport Zoning Regulations and created an Interlocal Agreement between Brevard County, the City of Rockledge, and the Titusville-Cocoa Airport Authority to adopt, administer and enforce a set of airport protection zoning regulations as required by Florida Statutes Chapter 333 as part of the Florida Legislative Session in 2016.

Comprehensive Plan Amendments, City of Greenacres, Florida

- Role: Sr. Planner
- Scope: As Lead Comprehensive Planner for the City of Greenacres, updated the Recreation and Open Space, Infrastructure, and the Transportation Elements of the Comprehensive Plan yearly to maintain the adopted Levels of Service.

Contact Information:

300 Interchange Blvd, Ste. C
Ormond Beach, FL 32174
ccampbell@zevcohen.com
(386) 677-2482

Education:

B.A. State University of New
York at Buffalo, 1985

Registration:

Landscape Architect
Florida LA0001768

Qualified Stormwater

Management Inspector #32950

Community Involvement:

Habitat for Humanity - Former
Committee Member

Professional Affiliations:

American Planning Association
Member

National Association for

Women in Construction
(NAWIC) – Former Board
Member

Awards:

National Planning Award for
the “Best Initiative” in
Community Redevelopment

National Association of

Women in Construction –
Construction Project Award

Years of Experience: 36

Years with ZCA: 1

2A. Qualification and Experience

Emilio O'Brien

Planner

Project Role: Urban and Regional Planner



An emerging Urban and Regional Planner for four years, Emilio has excelled as a planner in both the private and public sectors. His time as a Staff Review Member of Volusia County's Technical Review Committee (TRC) has proven that he possesses an advanced conceptualization of the development review process. During his time with ZCA, he has worked on several comprehensive projects that require design, research, and technical expertise. Emilio is eager to help ZCA plan and design responsibly for the future.

Project Experience

City of Bunnell Mass Rezoning, Bunnell, Florida

- **Role:** GIS Specialist
- **Scope:** The effort was phased into three components along with four separate ordinances. The first Phase included all non-conservation properties, while Phases II and III considered parcels with an underlying Conservation Future Land Use Map designation. Phase II targeted parcels with split FLUM designations, while Phase III dealt with parcels that were entirely Conservation designated. Unlike Phases I and II, Florida Department of Commerce will review a Large-Scale Comprehensive Plan Amendment to consolidate the two Conservation categories into one FLUM designation. Each ordinance was accompanied by a proposed zoning map and data table. The data table was used to identify existing and proposed Future Land Use Map designations and Zoning Classifications, parcel ownership, acreages, and more. In addition, the data was used to send out a notification mailer to residents, giving them the opportunity to opt-out of the zoning study. Neighborhood meetings were held to help educate residents on the process, providing them the opportunity to express any of their concerns.

Police Department/EOC Relocation Feasibility Study, City of Ormond Beach, Florida

- **Role:** Project Planner
- **Scope:** In an effort to analyze the feasibility of developing a new Police Station and Emergency Operations Center (EOC) in alternative locations of the City of Ormond Beach, ZCA prepared a due diligence feasibility report and master planning of four (4) city-owned properties and two (2) alternative relocation areas. ZCA's consulting services for the above-referenced project included: due diligence, site investigation, architectural analysis, conceptual planning, cost estimates, mapping, and meeting attendance to promote the development.

Town of Pierson Evaluation & Appraisal (EAR) Report, Pierson, Florida

- **Role:** Project Planner
- **Scope:** Emilio reviewed the goals, objectives, and policies of the Town of Pierson's Comprehensive Plan based, identifying necessary modifications based on changes made to Florida State Statutes. The EAR served as a guideline for updating the Town of Pierson's Comprehensive Plan and the associated amendments prepared for reviewed by the State Land Planning Agency.

Contact Information:

300 Interchange Blvd, Ste. C
Ormond Beach, FL 32174
eobrien@zevcohen.com
(386) 677-2482

Education:

B.S. Urban and Regional Planning
Florida Atlantic University, 2019

Community Involvement:

Asst. Boys Basketball Coach, Atlantic
High School

Member of Phi Beta Sigma
Fraternity, Inc.

Professional Affiliations:

American Planning Association
(APA)

Florida Planning & Zoning
Association (FPZA)

Years of Experience:

4

Years with ZCA:

3

2A. Qualification and Experience
J. Gaston Hayworth
Environmental Scientist/GIS Analyst
Project Role: GIS Analyst



Gaston is an engaging and active ecologist and, as a Volusia County native, he has been exposed to a variety of ecological and business diversity. Gaston's current experience involves federal, state and local permitting, wetland delineation, threatened and endangered species surveying, habitat management, and mitigation monitoring/reporting. His ability to understand concepts, solve complex problems, and deliver detailed results reflects his values and considerations towards managing the client's time and money, making him a valued Zev Cohen & Associates, Inc. (ZCA) team member.

Project Experience

Contact Information:

300 Interchange Blvd, Ste. C
Ormond Beach, FL 32174
ghayworth@zevcohen.com
(386) 677-2482

Education:

M.S. Marine Environmental
Science
Nova Southeastern University,
2019

B.S. Chemistry
Wofford College, 2017

Certifications:

FWC Authorized Gopher
Tortoise Agent GTA-22-00070A

FDACS Commercial Pesticide
Applicator License CM27033

PADI Open Water Scuba

Years of Experience: 5

Years with ZCA: 4

Daytona Beach Bennett Swamp, Volusia County, Florida

- **Role:** GIS Analyst/Environmental Scientist
- **Scope:** ZCA has worked alongside the City of Daytona Beach to monitor the success of the Bennett Swamp Rehydration Project that was permitted with the Florida Department of Environmental Protection (FDEP). The project area is monitored quarterly, and a quarterly and yearly report is submitted to FDEP. The goal of the project is to discharge reuse water into Bennett Swamp, thus rehydrating the swamp and allowing minerals and chemicals to naturally diffuse before the reuse water reaches the Halifax River. A new photo-interpreted/ground-truthed habitat map is generated in GIS to assess the change in habitat from year to year and understand how the rehydration project is affecting the habitat.

Rolling Hills, Volusia County, Florida

- **Role:** GIS Analyst/Environmental Scientist
- **Scope:** ZCA was tasked with permitting and constructing a subdivision with the St. Johns River Water Management District (SJRWMD) and the FDEP. This project has a significant amount of onsite mitigation that is being utilized to offset a portion of the wetland impacts through the results of coordination with SJRWMD. GIS analysis and mapping was utilized to determine the wetland impacts, Conservation Easements, and Habitat Management Plan (HMP) in order to determine the required mitigation and mitigation provided onsite.

South Village, Volusia County, Florida

- **Role:** GIS Analyst/Environmental Scientist
- **Scope:** ZCA worked with the SJRWMD to delineate the wetlands and obtain a Formal Wetland Determination (FWD) over the entire property. GIS was utilized to identify areas of required restoration by the SJRWMD to renew the FWD. This FWD was renewed in 2023 and will later be permitted with the FDEP for State Section 404 verification and wetland permitting. GIS analysis and mapping is utilized to determine the amount of wetland impacts and the amount of mitigation required for each phase of this development. ZCA is using GIS to track onsite restoration/maintenance of field roads and ditches to allow the property to continue the ongoing active timber operations.

2A. Qualification and Experience

Randy M. Hudak, P.E.

Vice President

Role: Civil Engineer



As Vice President of 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.

Project Experience

Contact Information:

300 Interchange Blvd, Ste. C
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

City of Port Orange Plan Review, Port Orange, Florida

- Role: Project Engineer
- Scope: Provided plan review services to the City of Port Orange staff for Site Plans including stormwater plans and calculations, utility plan, grading, and roadway plans.

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.

Daytona Beach Shores City Center, Daytona Beach Shores, Florida

- Role: Project Engineer
- Scope: ZCA provided master planning for an infrastructure analysis and urban design for the City's new City Center, a mixed-use cultural center. Properties within the City Center's boundary are both privately and publicly held and development involved a public/private partnership. The plan included a hotel, medical facilities, intermodal transportation, luxury rental units, retail and restaurant uses to be served by a new parking structure as incentive for development. ZCA created a phased plan to allow incremental development; design guidelines are currently being written to ensure that an effective development code is adhered to.

Port Orange Public Works Field Operation Facility, Port Orange, Florida

- Role: Project Manager
- 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.

2A. Qualification and Experience

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

Contact Information:

300 Interchange Blvd, Ste. C
Ormond Beach, FL 32174
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.

2A. Qualification and Experience

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.

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 plan, 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.

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



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, Trends Analysis, Atlas, and the Central Florida Regional Planning Model in CUBE. Her design experience includes preparation of conceptual corridors and roadway design improvements using Microstation and FDOT plans preparation procedures.

RELEVANT EXPERIENCE

EDUCATION

University of North Florida
 B.S. Civil Engineering
 (2011)

REGISTRATIONS

Registered Professional
 Engineer, Florida
 P.E. No. 84234

AFFILIATIONS

Volusia County Association for
 Responsible Development
 (VCARD)

YEARS EXPERIENCE

11

YEARS WITH LTG

11

CONTACT INFO

kdearing@ltg-inc.us
 386-257-2571

OFFICE LOCATION

Ormond Beach, Florida

Project Manager, Continuing Service Contracts (CSC):

- **River to Sea Transportation Planning Organization (R2CTPO),**
 General Planning Consultant (GPC) CSC
- **City of DeLand,** Transportation Engineering CSC
- **City of Daytona Beach,** Transportation Planning CSC

Project Manager, Transportation Planning Continuing Services Contract (CSC), City of Daytona Beach, FL (2019-Current):

Ms. Kady Dearing has managed LTG's contract with the City since 2019 and again since its consecutive award in 2023. Under this contract, Ms. Dearing has provided review services for the City. Tasks include coordinating with the County and applicants to ensure analysis and procedures meet City standards and objectives Her role emphasizes effective coordination and compliance with city regulations, reflecting her expertise in urban planning and project management. Under this CSC, Ms. Dearing was responsible for project management and oversight for reviewing and providing comments related to the following projects:

- Clyde Morris Apartments Phase 1 TIA Review
- Clyde Morris Landings TIA Review
- Clyde Morris Apartments (Phase 2) TIA Review
- Sears Daytona TIA Review
- Raising Cane’s TIA Review
- Entrada Daytona TIA Review
- NASCAR Speed Park Rezoning Review
- Delaware North Planned Development Rezoning Review

Project Manager, Transportation Planning Continuing Services Contract (CSC), City of DeLand, FL (2015-Current):

Under this contract, Ms. Dearing has provided representation on behalf of the City on the Technical Coordinating Committee of the River-to-Sea Transportation Planning Organization (R2CTPO) to provide advice and assistance on transportation related issues on an as-needed basis, and provided neighborhood studies focusing on traffic calming. Additionally, Ms. Dearing attends the monthly safety meeting to discuss traffic operations issues and provide miscellaneous design recommendation.

**2A. Qualification and Experience
City of Bunnell Planning Services
Bunnell, Florida**



Key Issues:

- Needed a complete scope of planning services as the City of Bunnell searched for a new Community Development Director
- Legacy Zoning
- Supplement City’s newly hired planning staff

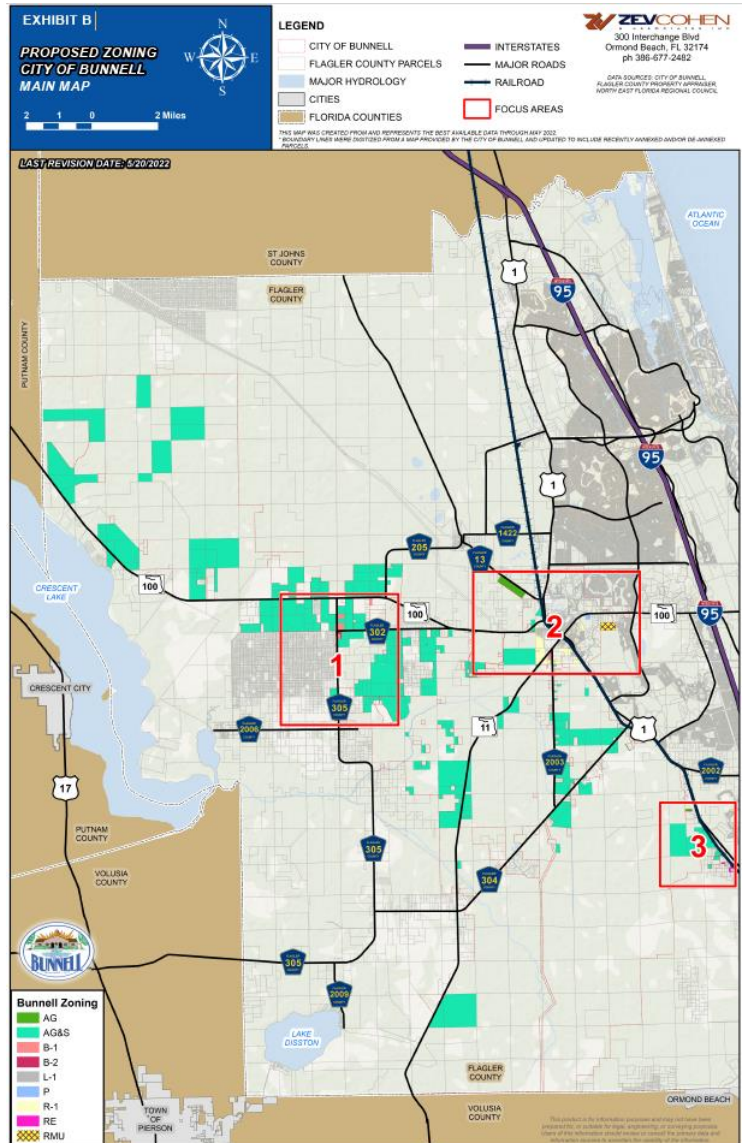
Project Description:

ZCA was initially hired to provide a full range of professional and administrative planning services to Bunnell as the City searched for a new Community Development Director. ZCA advised elected officials, volunteer boards, and staff in strategic planning, comprehensive planning, visioning, and land development code administration. ZCA developed ordinances, met with applicants, reviewed applications. ZCA now supplements and advises on a wide variety of planning issues.

ZCA is currently working with the City of Bunnell to eliminate over 30,000 acres of legacy zoning. We are now in the 3rd phase of a 3-phase project. The City of Bunnell annexed thousands of acres of land into its corporate limits in 2006-2007. The City’s Comprehensive Plan was amended to provide Future Land Use descriptions for the annexed lands. The underlying Flagler County zoning was left in place. ZCA was asked to assign proposed zoning based on the City of Bunnell Comprehensive Plan 2035. Phase 3 of the project involved land use changes as well.

ZCA prepared maps and exhibits for each phase of the project identifying the proposed changes. ZCA conducted public meetings and board workshops explaining the overall programs and addressing questions about individual properties.

ZCA prepared notices to all the landowners in each phase of the project. ZCA also prepared draft ordinances, staff reports and support materials. ZCA made presentations at the City’s Planning, Zoning, and Appeals Board as well as the City Commission.



2A. Qualification and Experience Town of Pierson Town Planning Pierson, Florida



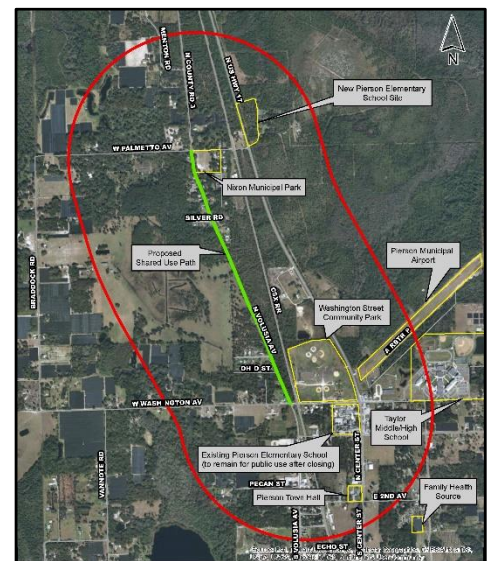
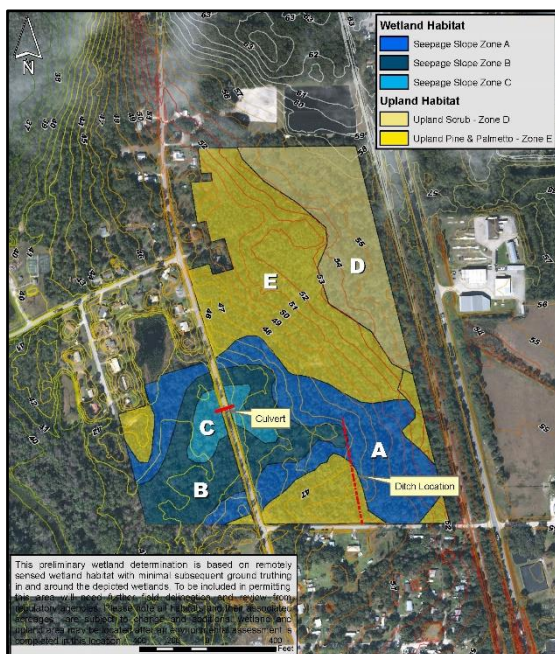
Key Issues:

- Comprehensive Planning
- Land Development Review
- Staff Liaison to Planning Commission and Town Council
- Infrastructure Needs

Project Description:

ZCA is retained by the Town of Pierson to serve as the Town Planner in 2015. The Town Planner is responsible for the oversight and implementation of the Town's Comprehensive Plan and Unified Land Development Regulations. This responsibility requires the following tasks:

- Review of all land use and development activities to ensure compliance with the Town's Comprehensive Plan and Land Development Code.
- Responsible for providing guidance on the preparation, maintenance, and implementation of the Town's Comprehensive Plan. The Town's Comprehensive Plan directs the Town's physical growth through its goals, objectives, and policies.
- Prepare and present staff reports and other planning studies to the Town's Planning Commission and Town Council.
- Coordinate the Town's Capital Facility Planning efforts. ZCA is coordinating planning and design efforts for upgrades to the Town's water system and the establishment of a new sanitary sewer system.
- Attendance at Town Council and Planning Commission meetings.
- Coordination with local, regional, and state agencies pertaining to all aspects of planning.



Key Issues:

- City staff lacked capacity to take on specialized projects due to heavy workload
- Due to the controversial nature of some projects, using an outside consultant helps reduce conflict

Project Description:

ZCA has served as a continuing planning consultant for the City of Ormond Beach for a number of years. This has allowed us to establish deep, trusting relationships with staff and elected officials. We are on call to perform specialized or short-notice projects whenever needed. Some examples include:

West Ormond Beach Community Center

The City of Ormond Beach Engineering and Leisure Services Departments asked ZCA to develop a feasibility study and master plan of the Volusia County School Board (VCSB) site adjacent to and west of Pathways Elementary School for the purpose of a joint use facility to serve the VCSB and also provide a Community Center for West Ormond Beach. ZCA met with VCSB staff to obtain permission to conduct the study and define the site boundaries. ZCA took tours of the City’s existing facilities to understand the current programs offered by the City. ZCA also met with City officials to gather program participation data, program schedules, and administrative office needs. Population demographics, market data, sports participation rates, and drive times were analyzed to establish a study area profile and estimate demand for a facility. ZCA conducted two community involvement meetings. The community meetings were followed by exit and website surveys.



Ormond Beach Police Department/EOC Relocation Feasibility Study

The City of Ormond Beach Engineering Department proposed preparation of a due diligence feasibility report and master planning of four (4) alternate sites within the City for the proposed development of a new Police Station and Emergency Operations Center (EOC). The existing Police Station and EOC facilities are outdated and insufficient for certain needs. The current police station site is within flood and velocity zone hazards; therefore, should be evaluated for relocation to a more accessible and secure site.

ZCA analyzed multiple areas within the City identifying City owned properties. Location, access, safety, social, infrastructure and other needs were evaluated and prioritized. Proposed footprints and preliminary designs were generated to meet current and future needs. Key departments within the City were interviewed and included in the development and evaluation process.



Tab 2.B.
Ability to Perform Scope of Services



RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 2.B.

Ability to Perform Scope of Services

2B. Ability to Provide Scope of Services Proposer's Qualifications

The ZCA team has assembled a group of professionals whose diverse backgrounds will ensure the Bunnell Staff's confidence that there is someone who can address their needs promptly and effectively.

Mark Karet, AICP, Director of Planning, has completed many planning studies for private and public sector clients over his career of 36 years. The planning function at the City of Bunnell has a diverse scope of services so we realize the importance of us as consultants being able to swiftly identify the necessary skills and background in order to efficiently and effectively address any issue that may arise. For example, a corridor plan for US 1 in the City of Bunnell is a task better suited for a planner with experience in redevelopment, urban design and FDOT design guidelines, but that same planner may not be the best person to conduct a land use analysis for inclusion in the City's Comprehensive Plan. As Bunnell's current Planning Consultant, Mark is well-positioned to continue to provide the professional service to which the City has become accustomed.

ZCA has a full assortment of planners and other professionals who are qualified to complete the tasks identified in this RFQ. Our proposal provides the City of Bunnell with a summary of the qualifications of the individuals who will be involved in the fulfillment of the Planning Consultant contract. There is an organization chart that reflects the members and their role in this project. Please be aware that the organization chart does not reflect the communication and understanding that many of these roles will blend and merge, depending on the task assigned to the ZCA team.

Robert Ball, P.E., President, has been involved in land development and planning for over 25 years. He has participated in numerous revisions of land development regulations, development of regional impacts and infrastructure/capital planning.

Jake Stehr, P.L.A., Cheryl Campbell, P.L.A., Emilio O'Brien, and Larry Wheatcraft have a combined 50 years of experience in providing planning services to public and private sector clients and excel at urban design standards and plans.

The ZCA team also includes Kady Dearing, P.E., Senior Project Manager with LTG Engineering, Inc. Kady has worked together with the members of the ZCA staff on traffic planning projects throughout Volusia/Flagler Counties. Bill Lites and Randy Hudak, P.E., of ZCA will provide environmental and civil engineering support for projects that require expertise in these areas. Their depth of knowledge, local experience and previous projects completed at the municipal planning level provides the ZCA team with a clear understanding of the demands and expectations placed on Staff at the City of Bunnell.



**2B. Ability to Provide Scope of Services
Proposer's Qualifications**



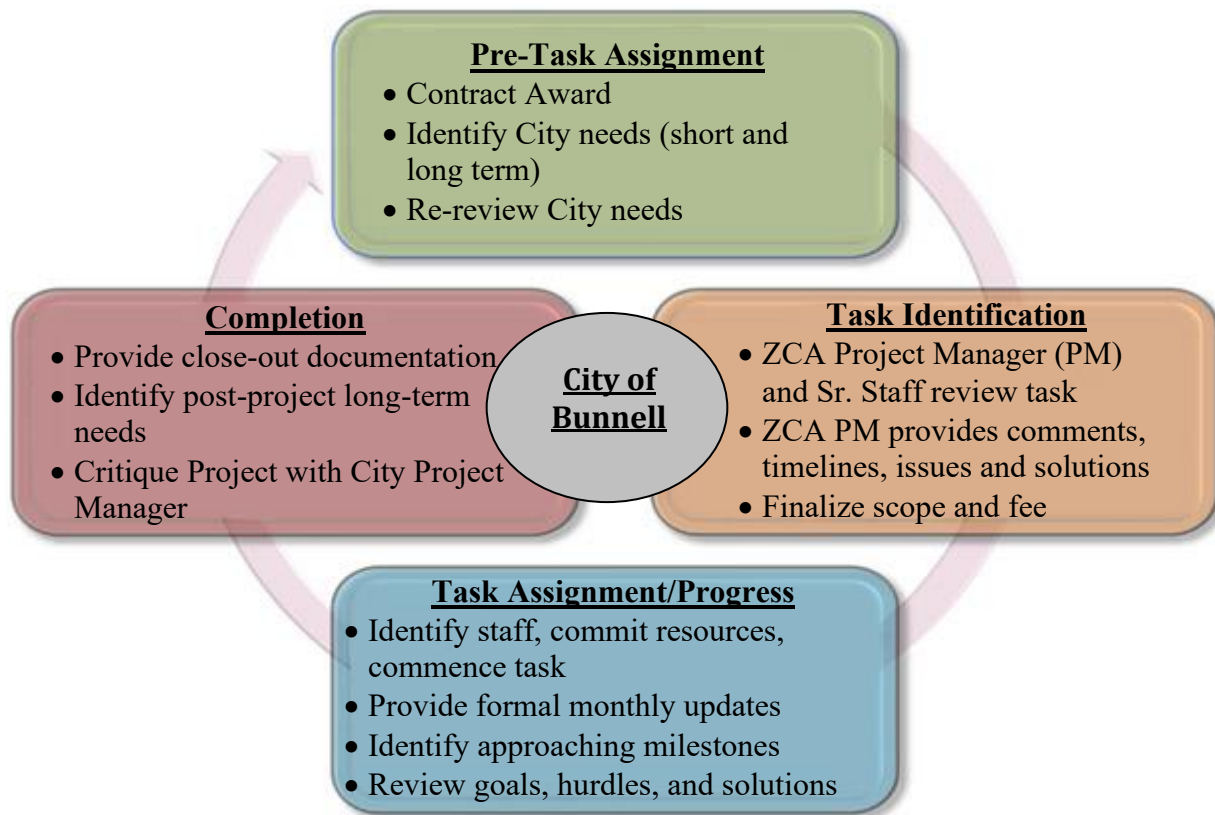
Task	Robert Ball	Mark Karet	Jake Stehr	Bill Lites	Randy Hudak	Gaston Hayworth	Kady Dearing
General Planning Services		✓	✓				
Comprehensive Plan Analysis		✓		✓			
Land Use and Zoning Analysis		✓	✓				
Site Plan Review (including landscaping)	✓	✓	✓	✓	✓	✓	✓
Public Outreach Services	✓	✓	✓	✓			✓
Plat Review	✓	✓	✓	✓	✓	✓	✓
Planned Unit Development Review	✓	✓	✓	✓	✓	✓	✓
Flood Plain Review	✓				✓		
GIS Services						✓	
Environmental Services				✓		✓	

**2B. Ability to Perform Scope of Services
Project Approach**

Zev Cohen and Associates, Inc. office is located at 300 Interchange Boulevard in Ormond Beach, Florida. Mark Karet, AICP, shall serve as the Bunnell Planning Project Manager and primary point of contact. Mark has over 36 years of experience working as a Planner and brings a wealth of planning knowledge to the City of Bunnell. Mark currently has 15 ongoing projects in various stages of completion. Mark has assisted on numerous grant-funded projects while in a capacity serving both the Public and Private sector. Mr. Karet will monitor and report progress on a regular basis, coordinate through verbal and written communication with the City’s Project Manager, and handle assignment of tasks to the department leaders and subconsultants. Each month, he will review task progress and provides summaries of tasks completed and tasks to be completed.

ZCA has demonstrated to the Volusia/Flagler County community over the past 47 years that we pride ourselves in providing a proactive, problem-solving approach to our projects. Our responsiveness is second-to-none in the area, and we are committed to bringing projects in on time and within budget in order to produce a successful project. ZCA has demonstrated its ability to perform as the Prime Consultant and efficiently manage subconsultants who provide them services on the project. The City of Bunnell will only need to directly contact ZCA to provide input, data, and answer questions throughout a project.

Direct coordination, clear communication, and looking ahead on projects in order to predict areas of potential concern before they happen will allow ZCA to meet and exceed the City’s expectations. Below is ZCA’s Internal Process for Responding to Task Assignments:



Tab 2.C.
Effects of the Firms Current Workload



RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 2.C.

Effects of the Firms Current Workload

**2C. Effects of the Firms Current Workload
Key Personnel Experience and Capacity**

Key Members and Roles	Total Years of Experience	Years with ZCA	Capacity Available
Robert J. Ball, P.E. Principal-in-Charge	25	25	15%
Mark P. Karet, AICP Sr. Planner/Project Manager	36	13	25%
Cheryl Campbell, PLA Sr. Planner/Landscape Architect	36	1	20%
Emilio O'Brien Planner	4	3	25%
Larry Wheatcraft Planner	3	1	20%
Jake Stehr, P.L.A. Landscape Architect/Planner	9	9	15%
Randy M. Hudak, P.E. Quality Assurance/Quality Control	22	22	15%
William D. Lites Sr. Environmental Scientist	34	9	15%
Gaston Hayworth GIS Specialist	5	4	15%

Zev Cohen & Associates, Inc. has a long-tenured, professional staff who have the capacity to provide quality service to the City of Bunnell. In addition to the core team shown above, ZCA has a strong support staff who are ready to assist (listed below). This ensures that any loss of key personnel will not negatively impact our ability to meet the terms of any City contract.

Additional In-House Professionals & Support Staff:

- 14 Engineers
(9 Registered Professional Engineers)
- 1 Landscape Designer
- 3 GIS Specialists
- 5 CAD Designers
- 3 Inspectors (CEI Services)
- 1 Permit Coordinator
- 5 Administrative Support

Tab 2.D.
Cost/Fee Schedule Rates



RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 2.D.

Cost/Fee Schedule Rates

Hourly Rate Schedule

Principal	\$190.00
Department Director	\$175.00
Senior Professional Engineer	\$155.00
Senior Registered Landscape Architect	\$150.00
Project Manager	\$155.00
Senior Planner	\$140.00
Senior Biologist/Env. Scientist/GIS Analyst	\$140.00
Professional Engineer	\$140.00
Registered Landscape Architect	\$135.00
Environmental Scientist II/GIS Specialist II	\$105.00
Engineer II	\$110.00
Landscape Architect II	\$105.00
Planner II	\$105.00
Senior Designer	\$100.00
Environmental Scientist I/GIS Specialist I	\$ 95.00
Engineer I	\$ 95.00
Landscape Architect I	\$ 95.00
Planner I	\$ 95.00
Designer	\$ 85.00
CADD Manager	\$110.00
Senior CADD Technician	\$100.00
CADD Technician	\$ 90.00
Construction Administration Manager	\$130.00
Construction Administrator	\$110.00
Construction Administration Technician	\$ 90.00
IT Manager	\$ 95.00
Certified Soil Scientist	\$155.00
Certified Arborist	\$100.00
Landscape Designer	\$ 85.00
Engineering Technician	\$ 75.00
Biological Technician	\$ 65.00
Technical Assistant	\$ 65.00
Senior Clerical	\$ 60.00
Clerical	\$ 50.00

RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 3.

Client Reference Letters

3. Client Reference Letters



To Whom It May Concern,

I am writing to express my enthusiastic support for Zev Cohen & Associates, Inc. and their outstanding contributions to our projects within the Town of Pierson. It has been a pleasure working alongside their team, and I am impressed by their professionalism, expertise, and unwavering commitment to our Town.

ZCA's attention to detail and thorough approach to project management has been instrumental in ensuring the success of our initiatives. Their responsiveness and proactive communication have fostered a collaborative partnership built on trust and mutual respect. Regardless of the challenges we encountered, ZCA consistently demonstrated their ability to adapt and deliver solutions tailored to our unique needs.

Furthermore, I have been particularly impressed by ZCA's deep-rooted understanding of the local landscape and regulatory framework. Their expertise in navigating complex municipal processes has been invaluable in mitigating potential risks.

I wholeheartedly recommend Zev Cohen & Associates, Inc. to any organization seeking top-tier consulting services. Their commitment to client satisfaction, coupled with their extensive experience and proven track record of success, make them an invaluable partner in achieving project objectives.

It is with great confidence that I endorse ZCA and eagerly anticipate the opportunity to collaborate with them on future endeavors.

Warm regards,

A handwritten signature in blue ink, which appears to read "Samuel Bennett". The signature is fluid and cursive.

Mayor Samuel Bennett

3. Client Reference Letters



CITY OF PORT ORANGE

1000 CITY CENTER CIRCLE
PORT ORANGE, FLORIDA 32129
TELEPHONE 386-506-5500
FAX 386-756-5290
www.Port-Orange.org

February 12, 2024

To Whom It May Concern:

I am pleased to offer this letter of recommendation in support of Zev Cohen & Associates, Inc. Their detailed approach to City of Port Orange projects along with their responsiveness, local knowledge and presence in our area have resulted in well planned projects and quick approvals. It has been our experience that the ZCA staff stays focused on their clients' interests, and their commitment to teamwork with a positive, cooperative attitude contributes to the success of their projects.

I look forward to continuing our working relationship with ZCA and can confidently recommend them to others who are in need of the professional services they provide.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Wayne Clark', is written over the typed name.

Wayne Clark
City Manager

WC/mw



CITY OF ORMOND BEACH

City Manager 22 S. Beach St. Ormond Beach, FL 32174 (386) 676-3200 Fax: (386) 676-3384

February 2024

To Whom it May Concern:

I have had the privilege of closely collaborating with the firm since my arrival in 2009, and I have consistently witnessed their dedication, expertise, and professionalism in action.

Zev Cohen & Associates has consistently demonstrated their commitment to delivering high-quality engineering, environmental, and planning services to our community. They have been instrumental in successfully completing various projects for the City of Ormond Beach, including notable endeavors such as the Andy Romano Beachfront Park, Cassen Park, and most recently, their involvement in navigating the potential impacts of the Live Local Act on our community.

One of the standout qualities of Zev Cohen & Associates is their unwavering dedication to meeting project deadlines without compromising on quality. They have consistently delivered projects on time, ensuring minimal delays and disruptions to our operations. Additionally, their proactive communication style has been invaluable throughout the project lifecycle. They provide regular status reports, keeping us informed and updated on all project developments, and are always readily available to address any concerns or inquiries.

Furthermore, I have been particularly impressed by Zev Cohen & Associates' collaborative approach to their work. They actively engage with stakeholders, including the City Commission, and citizens to ensure that important projects are progressing smoothly and that all relevant parties are kept informed. Their commitment to excellence is evident in every interaction, making it a pleasure to work alongside them.

In conclusion, I wholeheartedly endorse Zev Cohen & Associates for their outstanding contributions to the field of engineering. Their accessibility, expertise, and unwavering dedication make them an invaluable asset to any project or community. It is without hesitation that I recommend their services, and I am confident that they will continue to exceed expectations in their future endeavors.

Should you require any further information or assistance, please do not hesitate to contact me.

Sincerely,

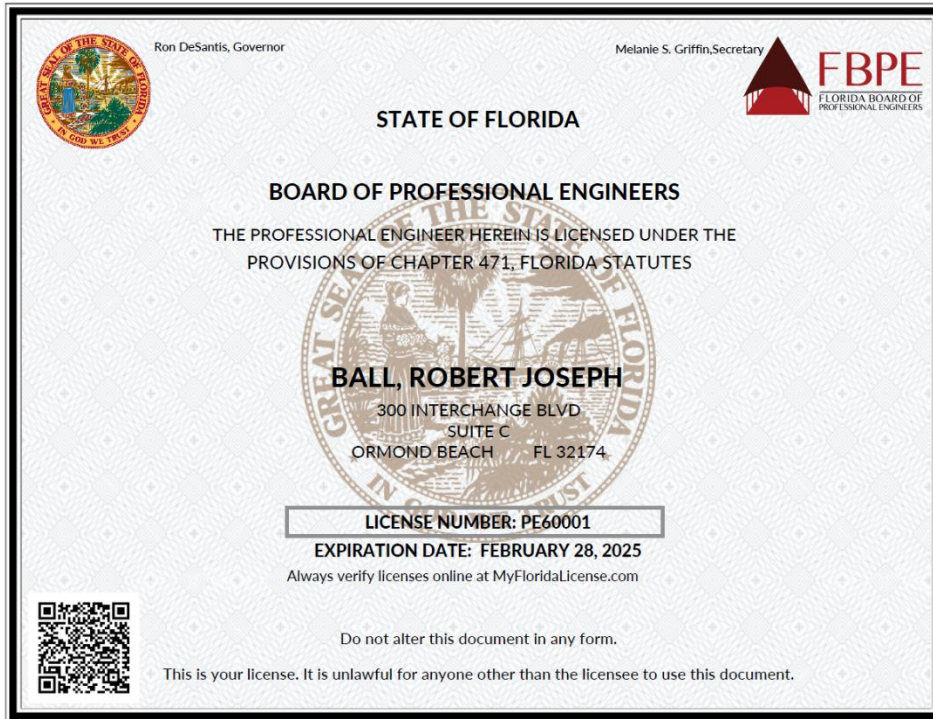
Joyce Shanahan
City Manager



RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

**Tab 4.
Licenses**



Mark P. Karet, AICP

Please upload a photo that shows you at your professional best. The photo can be a jpg, jpeg, or png file.

No file chosen

APA ID: 329346
Email: marktbf@gmail.com
Member Type: Regular Member
Profile Status: Visible only to other members
[Edit Profile](#)

APA Membership: Expires 09/30/2024
Primary Chapter: FL | Expires 09/30/2024
Passport Subscription: Expires 06/30/2024

AICP Membership: Expires 09/30/2024
CM Reporting Period Ends: 12/31/2023
CM Grace Period Ends: 05/31/2024



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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, 2025
Always verify licenses online at MyFloridaLicense.com

ISSUED: 11/15/2023

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.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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



CAMPBELL, CHERYL WIERZBA
6411 Borasco 117
MELBOURNE FL 32940

LICENSE NUMBER: LA0001768


EXPIRATION DATE: NOVEMBER 30, 2025
Always verify licenses online at MyFloridaLicense.com

ISSUED: 01/05/2024

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Ron DeSantis, Governor

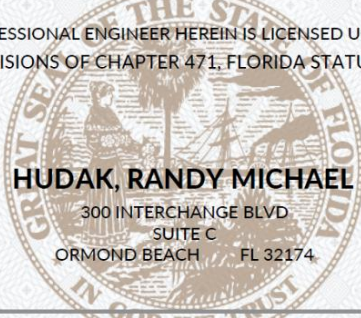
Melanie S. Griffin, Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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




HUDAK, RANDY MICHAEL
300 INTERCHANGE BLVD
SUITE C
ORMOND BEACH FL 32174

LICENSE NUMBER: PE65053

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.



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	Permit Number:	GTA-12-00018H
Permittee Address:	Zev Cohen and Associates, Inc 300 Interchange Blvd Suite C ORMOND BEACH, FLORIDA 32174 UNITED STATES	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**

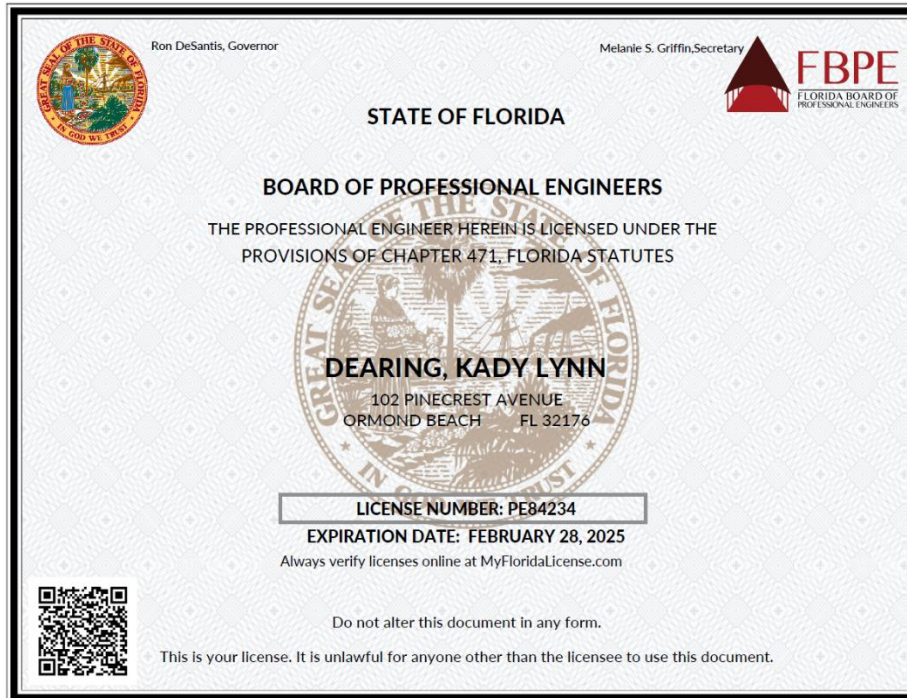
Permittee Signature: *William Lites* Date: 6/21/2022
 Not valid unless signed. By signature, confirms that all information provided to issue the permit is accurate and complete, and indicates acceptance and understanding of the provisions and conditions listed below. **Any false statements or misrepresentations 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

4. Licenses

Sub-consultant License



RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 5.

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/15/2023

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.

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.

PRODUCER: JCJ Insurance Agency, LLC. CONTACT NAME: JCJ Insurance Agency, LLC. PHONE: (321) 445-1117. FAX: (321) 445-1076. INSURER(S) AFFORDING COVERAGE: Travelers Property & Casualty of America, Phoenix Insurance Co. (Travelers), Travelers Casualty & Surety Co, Arch Insurance Company.

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Professional Liab.

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

CERTIFICATE HOLDER CANCELLATION

Form for 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: Erin K. Kelley.

RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 6.

Required Forms Packet

ACKNOWLEDGEMENTS
RFQ #2024-01
“CONTINUING PROFESSIONAL
GENERAL PLANNING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2024-01 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 27 day of February, 2024

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
(Print name) _____

Address: 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: Robert J. Ball
(Print Name)

Corporate Secretary: Robert J. Ball
(Print Name)

Corporate Treasurer: _____
(Print

CORPORATE SEAL

Attest By (Secretary): Robert J. Ball

Signature

February 27, 2024

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, President

City, State, Zip Code

Name & title, typed or printed state

(386) 677-2482

State of Florida

Telephone number

County of Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2024, 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:

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** required.
- 11. The Certificate must state the **RFQ #2024-01** and **CONTINUING PROFESSIONAL GENERAL PLANNING 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

300 Interchange Blvd. Ste. C
Address

Authorized Signature

Ormond Beach, FL 32174
City, State, Zip Code

Robert J. Ball, President
Printed Name & Title

(386) 677-2482
Telephone No.

bball@zevcohen.com
Email

(386) 677-2505
Fax No.

JCJ Insurance Agency, LLC
Insurance Agency

Erin Kelley
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: Zev Cohen & Associates, Inc.

Signature: _____

Printed Name: Robert J. Ball

Title: President

Date: February 27, 2024

STATE OF Florida
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2024, 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*) Robert J. Ball AM THE (*TITLE*) President AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM OF (*FIRM NAME*) Zev Cohen & Associates, Inc. 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) None

SIGNATURE: _____

PRINTED NAME: Robert J. Ball

FIRM NAME: Zev Cohen & Associates, Inc.

DATE: February 27, 2024

STATE OF Florida

COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of _____, 2024, 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, 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)

February 27, 2024
(Date)

Robert J. Ball, President
(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 _____, 2024, 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 Florida

County of Volusia

Robert J. Ball, being first duly sworn, deposes and says that:

I am the President of Zev Cohen & Associates, Inc. (Proposer) which has submitted a Response to City of Bunnell RFQ #2024-01 Continuing Professional General Planning Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-01, 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 #2024-01, 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 #2024-01, 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, President
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 day of _____, 2024, 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: Robert J. Ball [NAME] as the President [TITLE] of Zev Cohen & Associates, 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 _____, 2024, 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: Zev Cohen & Associates, Inc.

Authorized representative (printed): Robert J. Ball

Authorized representative (signature): _____

Date: February 27, 2024

Project Number: **RFQ-2024-01 – CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES**

STATE OF Florida
COUNTY OF Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 2024, 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:

RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 7.

W-9

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.
Zev Cohen & 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) _____

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.
300 Interchange Blvd. Ste. C

6 City, state, and ZIP code
Ormond Beach, FL 32174

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

5	9	-	2	7	1	7	5	5	4
---	---	---	---	---	---	---	---	---	---

Part II Certification

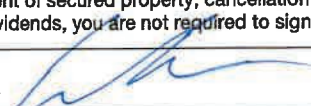
Under penalties of perjury, I certify that:

- 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 ▶ 2/14/24

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.

RFQ 2024-01

**Request for Qualification Statements for Continuing
Professional General Planning Services**

Tab 8.

Addenda



ADDENDUM NO. 01

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

**CITY OF BUNNELL
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 13, 2024

A. QUESTIONS & ANSWERS

Question 1: Will the City of Bunnell be selecting multiple planning firms?

Answer 1: The City will be looking into choosing multiple firms to perform a variety of planning services listed under Section 1.2 – Scope of Services depending on the capability of the firms that submit responses.

Question 2: The title and much of the text of the RFQ indicates that it is for general planning continuing services, while other info within the RFQ indicates that the sole purpose of the consultant will be to review a single large, planned unit development. Should our responses be geared towards general planning capabilities or the ability to review a large residential planned unit development?

Answer 2: Responses to the RFQ should be geared towards general planning capabilities regarding the scope of services listed under section 1.2, which includes Planned Unit Development Review (PUD). The language under “IMMEDIATE PROJECT INFORMATION” in section 1.2 states “The sole purpose of the designated consultant firm”, meaning a consultant firm or firms will be chosen to assist the City in reviewing the incoming PUD based on their response submittal. This was included to show what a firm should expect if chosen by the City to assist in the review.

B. UPDATED EVALUATION CRITERIA

Evaluation Criteria E. SUBMITTAL THOROUGHNESS is hereby revised and shall be used to evaluate responses to this RFQ in conjunction with Evaluation Criteria Sections A-D.

E. SUBMITTAL THOROUGHNESS (0-20)

- Points will be awarded based on the order and format of RFQ as described under “Proposal Submission”.

ACKNOWLEDGEMENT:

February 27, 2024

Signature and Date

Robert J. Ball, President

Printed Name and Title

Zev Cohen & Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01

Addendum No. 01

Continuing Professional General Planning Services

RFQ 2024-01

Page 2 of 2



ADDENDUM NO. 02

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

**CITY OF BUNNELL
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 14, 2024

A. UPDATED TIMETABLE/SCHEDULE OF EVENTS

It was discovered there was conflicting information regarding the RFQ’s submission deadline and bid opening under the timetable on the cover page and under Section 1.4 – “SCHEDULE OF EVENTS”. The following are updates to the schedule of events:

- February 27, 2024 – Request for Qualification submission deadline by 10:00 AM EST.**
- February 27, 2024 – RFQ Opening to be held at 405 E. Drain St., Bunnell, FL 32110 at 10:30 AM EST.**
- TBA at Bid Opening – Selection Committee Meeting at 405 E. Drain St., Bunnell, FL 32110**
- March 25, 2024 – Estimated Commission Approval (Commission Meeting at 7:00 PM at 1769 E. Moody Blvd., Bunnell, FL 32110 in the Board Chambers Meeting Room).**

ACKNOWLEDGEMENT:

February 27, 2024

Signature and Date

Robert J. Ball, President

Printed Name and Title

Zev Cohen & Associates, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02

City of Bunnell Proposal

RFQ #2024-01 for Continuing Professional General Planning Services

COPY



North Florida Professional Services, Inc.
mailing: PO Box 3823, Lake City FL 32056
physical: 1450 SW State Road 47, Lake City FL 32025
o.386-752-4675 | f.386-752-4674 | info@nfps.net | www.nfps.net



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Letter of Intent

February 27, 2024

Bunnell City Clerk
604 East Moody Blvd, Unit 6
Bunnell FL 32110

RFQ 2024-01 Continuing Professional General Planning Services

Dear Selection Committee Members,

North Florida Professional Services, Inc., (NFPS) is excited to present our team of highly qualified professionals for consideration in response to your Request for Qualifications for Professional Planning Services to support City of Bunnell. NFPS is a full-service engineering and planning firm, headquartered in Lake City, FL. NFPS is a licensed corporation in good standing with the State of Florida.

NFPS understands your intent to solicit a highly qualified planning firm with the capabilities to provide General Planning Service, Comprehensive Planning, Land Use & Zoning Analysis, Site Plan Reviews, Public Outreach, Plat Review, PUD Reviews, Floodplain Reviews, GIS Services, and Environmental Services with a focus on contributing to the City’s vision for sustainable and strategic growth. NFPS is a full-service engineering firm capable of performing all tasks associated with capital projects, including grant administration, preliminary design and budgeting, facility assessment, investigation, public input, and any other task that may be requested by the City. This proposal is a firm and irrevocable offer for ninety (90) days.

Planning Experience

Our principals have been in partnership in North Florida since 1990, and our team is familiar with the City of Bunnell and the unique needs of this area. The mission of our firm has been to provide exceptional, dedicated service to this region while maintaining the beauty of our area. NFPS has extensive and successful experience in assisting communities with a variety of projects. Some of our most recent planning projects include:

- Town of Fort White Planning & Zoning Consult
- Town of Jennings Community Planning Technical Assistance
- Hamilton County BOCC Community Planning Technical Assistance
- Suwannee County Continuing Services Contract
- Trimcor, LLC, NW Hall of Fame Drive Planning Wetland ALTA & Phase I ESA
- Trimcor, LLC, NW Commerce Drive Planning Wetland ALTA & Phase I ESA
- City of Trenton St. Johns Future Land Use Map Amendment Review and Processing
- City of Trenton St Johns Zoning Amendment to the Official Zoning Atlas Review and Processing
- Gilchrist County BOCC 2023 General Amendments to Land Development Regulations
- Hamilton County Workforce Study at I-75
- City of Trenton The Dairyman’s Daughter, LLC FLUM ZONING Amendment Review and Processing
- Tom Cushman Planning Services Consulting
- City of Trenton Future Land Use Map
- City of Trenton Official Zoning Atlas
- BBL Management, LLC Future Land Use Map Amendment and Site-Specific Amendment to the Official Zoning Atlas



Competitive Advantage

At NFPS, we specialize in helping rural local governments through our expert planning services. Many of our staff members live and work in the various communities we serve. We currently hold a continuing engineering services contract with the City of Bunnell. Our engineers and planning staff are ready to provide a close working relationship with the City Administrators and key staff to make future projects a success!

Funding Assistance

One of the most important services we provide to our continuing services clients is our grants and funding expertise. Because NFPS has an in-house grants department, we are able to provide creative funding solutions to make important projects a reality. We understand that communities like yours often face budget short-falls, and we are committed to seeking the money to fund critical projects that benefit your citizens. Our grants team will work to create funding applications and required back-up documentation to successfully secure grants for your projects. We can combine multiple funding sources to accomplish 100% funding, and can assist the staff in administering grants once they've been awarded.

Continual Contact

NFPS will be available to provide a prompt response to the City of Bunnell's needs throughout the life of the project. We are ready to continue our partnership with you. If selected as your professional planning firm, we will continue to make ourselves available when you need us, regularly attend City Commission meetings to address our agenda items directly to the stakeholders and citizens, and give advice as requested by your staff. The designated project manager and direct contact person for this contract will be Mr. Brandon Stubbs. His contact information is as follows:

bstubbs@nfps.net (email) | (386) 965-2977 (mobile) | (386) 752-4675 (office)

1450 SW State Road 47, Lake City, FL 32025 (physical) | PO Box 3823, Lake City, FL 32056 (mailing)

The responsible office for this project will be our Lake City Corporate Office. This location is approximately 110 miles from your offices, giving us the mobility to provide a face-to-face response promptly to meet your needs. The NFPS team respectfully requests that you select our firm to continue to help bring your vision for City of Bunnell to life.

Sincerely,

Gregory G. Bailey, PE

President

North Florida Professional Services, Inc.



Qualification & Experience

North Florida Professional Services, Inc., (NFPS) is committed to providing quality professional engineering, surveying, planning and grant administration services. We provide an integrated team of professionals with the relevant expertise to best manage each project from the planning phase through engineering, and ultimately, construction inspection. NFPS employs over 45 talented full-time staff members including professional engineers, surveyors, inspectors, planners, CAD designers and grant administrators to serve our clients. NFPS is licensed and qualified to perform the requested services in the State of Florida. Included please find copies of applicable resumes, licenses, registrations, and certifications of the team and pertinent personnel who will participate in the project.

North Florida Professional Services, Inc.
FL License Number 29011
1450 SW State Road 47, Lake City, FL 32025
mailing: PO Box 3823, Lake City, FL 32056
www.nfps.net | info@nfps.net
386-752-4675 (office) | 386-752-4674 (fax)



At NFPS, our goal is to ensure every project is cost effective and successful. We are engineers, designers, planners, and grant managers, but above all – we are a team dedicated to delivering smart outcomes for our clients, the community and future generations.

Our Qualifications

NFPS is a full-service consulting firm that provides a wide variety of professional services. We offer expert, innovative professional planning services across a range of diverse service fields. We are dedicated to providing quality services on each project from

conception to completion. Our firm is honored to hold continuing services contracts with many counties and municipalities throughout North Florida. We provide a wide range of planning services to our continuing services clients of comprehensive planning, land-use planning, master planning, floodplain management. All of these services, combined with our expertise, commitment and partnership, ensure we meet and exceed our clients’ goals.

All of our local municipal partners are valued. Our firm is local, and our employees and families personally use the projects we design, unlike other firms who come into this area to work but live elsewhere. We take pride in the projects we execute for our residents to enjoy. We understand the passion elected officials have in bringing the best to City of Bunnell residents. In turn, we believe we make a real difference to the success of our local municipal projects. Our solid reputation has been built on our resolute drive to deliver the best professional product available. Detailed planning and critical analysis, along with a continuous commitment to quality, are fundamental to our pursuits.

The NFPS staff assigned to you will always be available to the City. We guarantee that the Planning Team for this project will have at least fifty-five percent (55%) of their time available to work on this project.

Our History

NFPS was founded in 1990 providing professional engineering services to the public and private sectors under the name of B&B Engineering. In 1995, we expanded the company to better assist client needs by providing surveying and mapping services when we acquired WC Hale & Associates, a local surveying firm. With this acquisition, B&B Engineering transitioned into the full-service engineering, surveying and planning firm, Bailey, Bishop & Lane, Inc. In 2010, the principals expanded their array of professional services to include planning, grant acquisition and administration, as well as water and sewer plant management services. At that time, the company changed its name to North Florida Professional Services, Inc.



Our Quality Commitment

NFPS understands the critical benchmarks which must be achieved throughout the execution of each project. The City of Bunnell is a priority to NFPS, and we are committed to your deadlines on every project. A continuous commitment to technical excellence, along with detailed planning and critical analysis, are central to our client service. We use the most current technology in hardware and software, utilizing a variety of software to maximize user productivity and optimal project management. All software is on maintenance or subscription constantly giving our staff the latest software updates and enhancements.

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., benefit 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. NFPS has long recognized the importance of continuous, strategic leadership during all stages of development.

As a consultant firm who has successfully engineered a variety of projects for clients throughout North Florida, we possess the depth of experience and understanding unrivaled by other consultancies, and we ensure our knowledge and experience benefits every project.

Local Needs

North Florida Professional Services, Inc., takes pride in working with smaller communities with limited resources by utilizing our staff as an extension of yours. We are very excited to have an opportunity to serve the City of Bunnell whenever possible. Our firm is honored to take part in continued development and improvement while ensuring that the North Florida region maintains its unique character and charm.

NFPS has a unique ability to understand the needs of the small, rural governmental agencies in our region. We have provided professional services on a regular basis for some of our clients for over 20 years. By providing quality professional services, our team has been able to facilitate much-needed projects in these areas by identifying untapped sources and maximizing grants and other funding resources.

NFPS has served as City of Bunnell's consultant engineer since 2023. NFPS seeks to hit the ground running, if granted this opportunity, knowing time is of the essence in funded projects.

Our senior planning staff has a combination of over 40 years of experience serving rural counties and municipalities of North Central Florida. Our team will gladly meet with key officials when called upon to provide expert planning advice, project management and grant funding assistance. Our dedicated project managers attend council meetings to address our agenda items and to offer expert advice on issues that often arise. NFPS will not invoice for this informal support as many other firms would, as we are familiar with the budget constraints of the rural communities we serve.

Since we recognize the unique funding and resource constraints that are present in rural cities and counties, we encourage the use of flexibility in planning and design, where appropriate and approved by you, to minimize costs and disruption to existing developments and natural resources.

NFPS will work closely with the various funding sources and your staff to ensure successful completion of your project goals. Our professional planners at NFPS will continue to develop a strong rapport with your officials and key staff. Our firm’s understanding of your history and future goals will continue to be the foundation of a cohesive partnership between our grants department and the City of Bunnell.

Coordinated Communication

All projects require coordinated communication, timely follow-up and follow-through to ensure that the proper individuals are engaged in solutions. Examples of these processes are described below.

Public Information

Our Senior Planning Staff will assist local government staff in keeping citizens informed throughout various planning processes via advertisements, mailers, and posted notices.

Constant Availability

We are always available to take your calls, answer questions, and assist in any manner possible.

Public Hearings

We are always available to attend local government public hearings, make presentations, assist staff and Board members. We will provide answers to questions from the public and Board members, and offer expert advice.

Virtual Meetings

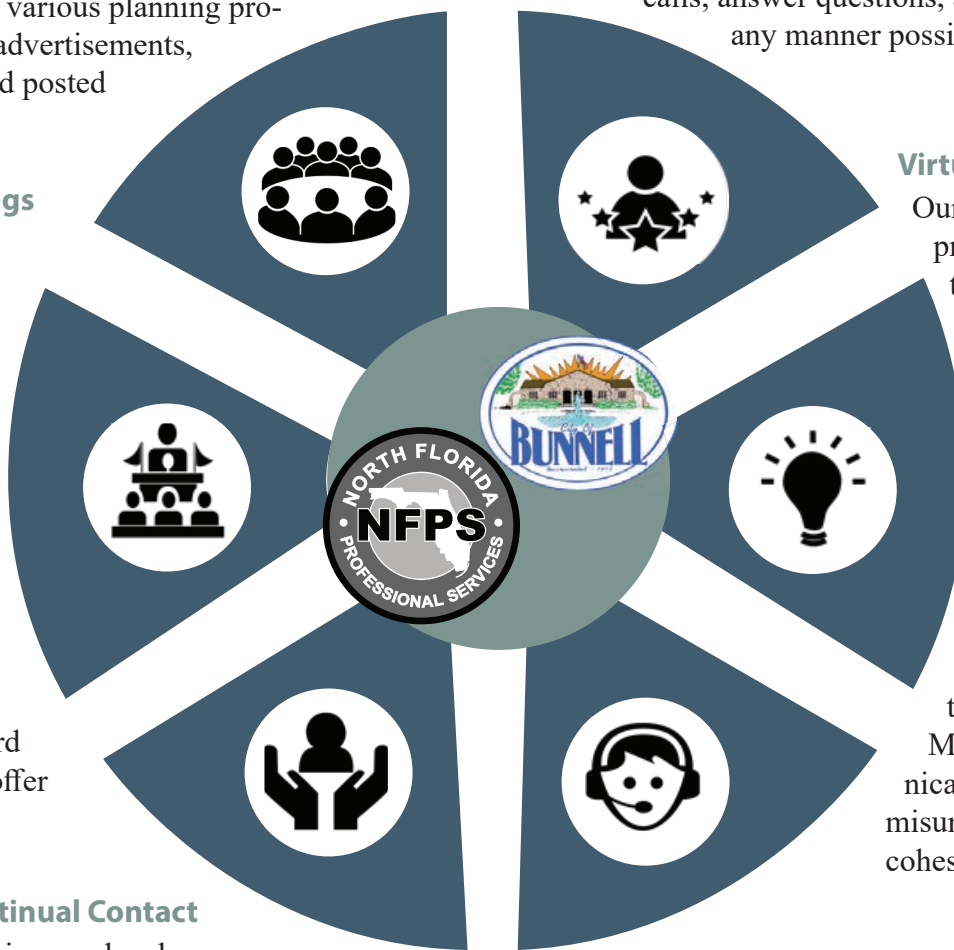
Our staff has access to professional online tools for meetings allowing local government staff and our staff to effectively communicate even if not in the same room. By utilizing these tools, our staff can share documents, screens, and more in real time during meetings. More accurate communication equates to less misunderstandings or more cohesion.

Continual Contact

Ensuring our local governmental clients are kept in the loop is important. Our Planning Team will stay in constant contact with local government staff to ensure the local government is never out of the loop.

Online Communications

Electronic communications is one of the most important forms of communication in today’s business world. At NFPS, we make it a point to copy our local government staff on all emails related to projects.





Organizational Structure

The NFPS team consists of dedicated and experienced professionals in a wide range of engineering fields, including planning, construction, transportation, utilities, water resources, building inspection, and more. Our team also includes skilled engineers, designers, inspectors, surveyors, and interns, committed to delivering exceptional service to our clients. Our team has designed and permitted hundreds of projects in North Florida and South Georgia since our inception. We're here to assist the City in making all of your projects a success.

North Florida Professional Services, Inc.

Gregory G Bailey, PE
Utilities/Drainage
Environmental

BS Civil Engineering
Georgia Institute of Technology
35+ Years Experience



Project Manager

Brandon Stubbs
Land Use Planner

BA Business Administration
Saint Leo University
20+ Years Experience

Laurie Hodson
Planning Assistant

BA Business Administration
Management
St Leo University
25+ Years Experience

Megan Carter
Administrative
Director

BS Business
Florida State University
15+ Years Experience

Tori Humphries
Senior Project Manager

BS Civil Engineering
University of Florida
20+ Years Experience

Dale Williams
Business Development
Director

BS Business Management
Florida State University
40+ Years Experience

Kellan Bailey, EI
Civil Engineer Designer

BS Civil Engineering
University of Florida
5+ Years Experience

James Smith, PSM
Land Survey Director

BS Geomatics
University of Florida
35+ Years Experience

Trevor Noyes
Mechanical Engineer

BS Mechanical
Engineering
University of Florida
1+ Years Experience

Environmental Engineering Sub-Consultant
Environmental Research and Technology, LLC
356 SW Daytime Dr, Lake City FL 32024
Michael J Fuller
(386) 344-2625 | envrestec@outlook.com



Gregory G. Bailey, PE

President



Education

BS Civil Engineering
Georgia Institute of Technology

Licenses/Certifications

- PE License No. 43858 FL
- PE License No. 002687 GA
- PE License No. 32942 AL

Areas of Expertise

- Drainage & Stormwater System Design
- Street & Highway Design
- Permitting
- Land Development and Design
- Utility System Design Planning
- Public Infrastructure Design

Years of Experience

- 35+

Professional Experience

Mr. Bailey has over thirty-five 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) in the PD&E Department. While at FDOT, he served as District Permits Engineer for District II. During the permitting process, he 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. He also conducted public hearings related to projects and conducted traffic studies and analysis.

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.

Related Experience

POE SPRINGS ROAD FROM POE SPRINGS TO US 27 (MAIN STREET) LAP PROJECT, ALACHUA COUNTY – For this project, NFPS was tasked with providing the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and overall project management. The project had a total cost of \$1,600,000. Mr. Bailey served as QA/QC manager for this multi-use trail & sidewalk LAP project.

CR 252 FROM US 441/41 TO MILL CREEK COURT, COLUMBIA COUNTY – This project was for the design of a five-foot-wide sidewalk, crosswalk, signs and pavement markings along CR 252 from US 441/41 to Mill Creek Court in Columbia County. NFPS was tasked with the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and project management.

CR 152 FROM MADISON COUNTY LINE TO US 41 LAP PROJECT, 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. Bailey served as QA/QC manager for this 13.4-mile shoulder widening project. NFPS provided the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and project management.

SW WILSON SPRING RD FROM SW PLYMOUTH AVE TO SW CULLEN AVE LAP PROJECT, COLUMBIA COUNTY – This project consisted of the design of a 5' wide sidewalk, crosswalk, signs, and pavement markings along SW Wilson Spring Road from SW Plymouth Avenue to SW Cullen Avenue in Columbia County. NFPS was responsible for the preliminary design, final design, drainage design, permitting, production of bid documents, utility coordination, and overall project management. Mr. Bailey served as QA/QC for this project.



James Smith, PSM

Survey Director



Education

BS Geomatics
University of FL

Licenses/Certifications

- PSM License Number
LS7355
- FAA Part 107 Remote Pilot
- FI Surveying & Mapping
Society Affiliation

Areas of Expertise

- 8.1 Control Surveying
- 8.2 Design, Right of Way,
and Construction Surveying
- 8.3 Photogrammetric
Mapping
- 8.4 Right of Way Mapping

Years of Experience

- 8

Professional Experience

Mr. Smith has been involved in many different projects, both in the field as a Party Chief and in the office as Project Manager and in his 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 and Drone Topography Surveys.

As a project manager, he has supervised multiple crews in the collection of survey data, including deed research and control identification. As a Survey Director, he has directed the operation of a survey division, including client relations, writing proposals, reviewing surveys and survey data, and managing projects on a macro level.

Related Experience

ELLISVILLE WATERMAIN EXTENSION (L220110CCB)

Location: Columbia County

Project Dates: begin 01/08/2022 – end 02/01/2024

Contact Person: David Kraus – Columbia County BOCC

Contact Phone: 386-758-1005

Project Description: Produced a full 3-D Topography Survey on US 41 from SE Bailey Street to SW Fellowship Street (CR-18) and on SW Fellowship from US 41 to SW Stillman Ave. to SW Dortch St. to the water plant on SW Holstein Ave. QA/QC overall surveying process. Review survey drawing.

Project Role: Professional Surveyor and Mapper

Work Activities for this project:

8.1 Control Surveying – 3 months

- Managed the recovery of primary and set secondary control

8.2 Design, Right of Way, and Construction Surveying – 12 months

- Managed field/office production of topographic survey

8.3 Photogrammetric Mapping – 2 months

- Processed LiDAR data

SW BIRLEY AVENUE WIDEN AND RESURFACE

Location: Columbia County

Project Dates: begin 05/11/2022 – end 05/17/2023

Contact Person: David Kraus – Columbia County BOCC

Contact Phone: 386-758-1005

Project Description: Produced a full 3-D Topography Survey on SW Birley Avenue from CR-242A to CR-252 (Pinemount Road). QA/QC overall surveying process. Review survey drawing.

Project Role: Professional Surveyor and Mapper

Work Activities for this project:

8.1 Control Surveying – 2 months

- Managed the recovery of primary and set secondary control

8.2 Design, Right of Way, and Construction Surveying – 4 months

- Managed field/office production of topographic survey



Megan Carter

Land Use Administrator / Grant Coordinator



Professional Experience

Mrs. Carter specializes in the fields of planning and grant coordination. She had worked for North Florida Professional Services, Inc. since graduation from college in 2006. She has been very successful in maximizing the grants and other funding opportunities of the small counties and municipalities she has worked with. Megan is able to provide grant acquisition and administration services for the Small Cities Community Development Block Grant (CDBG), Florida Department of Environmental Protection (FDEP), Florida Recreational Development Assistance Program (FRDAP), United States Department of Agriculture Rural Development (USDA/RD), United States Department of Agriculture Natural Resources Conservation Services (USDA/NRCS), Florida Department of Transportation, and Florida Wildlife Conservation (FWC) Florida Boating Improvement Program (FBIP) grant and other programs.

Education

BS, Florida State University

- Major: Real Estate, College of Business
- Minor: Urban and Regional Planning, College of Social Sciences

Licenses/Certifications

- TIN# C636553839460
- CTQP Certified Final Estimates Level 1 & 2
- CTQP QC Manager
- FDOT Advanced MOT

Areas of Expertise

- Land Use Planning
- Feasibility Studies
- Grant Acquisition
- Grant Administration
- RCS and EEO Compliance

Professional Affiliations

- Hamilton County Economic Development Authority Board (Governor Appointed)

Years of Experience

- 18

Related Experience

COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT, HAMILTON COUNTY FL – These grants, funded through the Department of Economic Opportunity (DEO), allowed the County to analyze the County Comprehensive Plan as well as digitize and update the Future Land Use Map to encourage economic development and the Town of Jennings to complete a utility and infrastructure analysis which lead to the development of a 10-Year Infrastructure Plan. As Grant Coordinator and Planner for these two projects, Ms. Carter was responsible for completing the planning and analysis reports, submitting all deliverables to the funding agency for review, all coordination between the applicants and the state, financial monitoring, and grant close-out.

ROAD PAVING CDBG GRANT, DIXIE COUNTY FL – Megan handled the grant application process, funding acquisition and administration for the County's FY2014 CDBG grant in the amount of \$750,000 (16DB-OK-03-25-01-N32). The project consisted of paving two rural dirt roads (23,579 LF) that served low-income residents in the Old Town Hammocks area of the County. She completed the Environmental Review and was responsible for all administration tasks including financial management, all reporting requirements, Davis-Bacon and EEO compliance, as well as close-out activities and reporting.

HIGH RISK RURAL ROAD GRANTS, DIXIE COUNTY FL – The County Coordinator asked Mrs. Carter to apply for and administer several Florida Department of Transportation High Risk Rural Road grants. Megan evaluated several proposed projects and selected three projects that had the best probability of receiving funding. She then worked closely with FDOT D2 staff and the County Coordinator to complete and submit the three grant applications. All three projects were awarded funding (totaling \$167,000).

SALT CREEK BYPASS, DIXIE COUNTY FL – Ms. Carter contacted the USDA/NRCS office seeking emergency funding to repair the Salt Creek canal adjacent to CR 349 near

the Town of Suwannee. A meeting was set up with the County staff and engineer, Megan, and NRCS staff and the project was determined viable and NRCS instructed the County to apply for funds under the Emergency Watershed Protection Program (EWP Program). Subsequently, She assisted the County in the application process. Dixie County was awarded \$1.1 million to construct a seawall and repair the roadway.



Dale Williams

Business Development Director



Professional Experience

Before joining North Florida Professional Services, Inc., Dale Williams was a former County Manager and private consultant with experience in the delivery of government services including, but not limited to, elected/appointed official relations, budgeting, planning, conflict resolution and media relations. He is an effective communicator, and problem solver. Dale is familiar with Florida governmental law, and has worked with elected officials and various types of media personnel. He has expertise in budgeting and finance, crisis, and emergency communications. His approachable personality and sound judgement allows him the flexibility to adjust to new situations well.

Related Experience

NORTH FLORIDA PROFESSIONAL SERVICES, INC., 2021-Current – Role: Business Development Director Dale plays an essential role by acting as a liaison between clients and NFPS. He tracks down and visits potential leads, whether governmental entities or private developers. With his background as one of the longest serving County Managers in the State of Florida, he plays a pivotal role in acquiring new clients and maintaining current clients.

DALE WILLIAMS CONSULTING, PA, 2015-2021 – Role: Owner/Operator In 2015, Dale formed a government-consulting business that represented both public and private clients. Primary services provided included general government administration, public/private conflict resolution, permitting, economic development, and real estate acquisition reviews.

COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS, 1984-2015 – Role: County Manager Mr. Williams managed 26 departments, consisting of 346 employees, five (5) elected board members, and 75,000 residents He also prepared and administered an annual budget totaling \$91 million dollars with an annual operating budget of \$62 million; wrote and administered grants, directed all risk-management activities, and led conflict-resolution efforts for the county; led the county to ranking in the lowest percentile statewide for property taxes and general government expenditures; and was recognized

Education

BS Business Management
Florida State University

Areas of Expertise

- Budgeting & Finance
- Crisis Management
- FL Statutes Expertise
- Excellent Liaison with Governmental Staff
- Effective Problem Solve

Board Roles

- Community Hospice, Board Member
- Haven Hospice, Past Board Member

Years of Experience

- 40+ years

for outstanding and dedicated service as County Manager by the Small County Coalition and Columbia County Farm Bureau. As one of the longest serving County Managers in the State of Florida, his accomplishments include:

- Ranking 54th (14th lowest in state) for property taxes as a percentage of total county budget and ranking 66 (2nd lowest in state) for general government expenditures for FY 2013.
- Creating several partnerships for the delivery of services; he was crucial in privatization of roadside mowing, garbage collection and EMS, which resulted in savings of \$1,250,000 annually.
- Directing the county in completion of a \$32,000,000 “self-performed” construction project; working with the School Board to obtain county funding for creating programs that provide vocational training to high school students and provide a stable workforce for local needs; the State of Florida BEBR estimates the annual financial impact of this effort at \$5,491,935 annually.
- Assisting in the drafting of County Ordinances and policies necessary to create and regulate private utilities; in cooperation with the FDEP, a utility at the intersection of US 41 and I-75 now provides clean drinking water to an area with historically bad water contamination.



Brandon Stubbs

Land Use Planner



Education

BA in Business Administration Management, Saint Leo University

Areas of Expertise

- Local Government Planning & Permitting
- Comprehensive Planning
- Land Development Regulations
- Site Planning & Zoning
- Floodplain Management
- Stormwater Management
- Grants and Appropriations
- Geographical Information Systems (ArcGIS)

Years of Experience

- 20+

Professional Experience

Mr. Stubbs has worked in planning for three separate jurisdictions and has extensive experience in local government planning, including 8-years' experience as the Community Development Coordinator, Land Development Regulations Administrator, and Floodplain Manager for Columbia County, Florida, and 3-years' experience as the Land Development Regulations Administrator and Floodplain Manager for the City of Lake City, Florida. Mr. Stubbs specializes in local government planning, comprehensive planning, land development regulations, zoning, site and development planning, floodplain management, stormwater management, geographical information systems, and grant and appropriations

Related Experience

CITY OF TRENTON, ST JOHN LAND USE & ZONING – The St. Johns Future Land Use Map Amendment and Site-Specific Amendment to the Official Zoning Atlas project consisted of +/-50.19-acres of land. Mr. Stubbs served as the Senior Planner in reviewing the applications for consistency with the Comprehensive Plan and compliance with the Land Development Regulations; drafting and preparing advertisements, resolution, and ordinance; drafting and preparing a data and analysis report and concurrency impact analysis; and presenting the proposed amendments to the Planning & Zoning Board and City Commission.

GILCHRIST COUNTY, GENERAL AMENDMENTS TO LAND DEVELOPMENT REGULATIONS - Mr. Stubbs served as the Senior Planner in reviewing and updating the text of the Gilchrist County Land Development Regulations. Beginning with just a set of notes which listed goals the Gilchrist County Board of County Commission desired to incorporate into the Gilchrist County Land Development Regulations, Mr. Stubbs transformed the Commission's goals and gave the Commission's goals life via amending the text of the Land Development Regulations. In all, Mr. Stubbs amended over 30 sections of the Gilchrist County Land Development Regulations and brought the old regulations into conformance.

GILCHRIST COUNTY, SOLAR FACILITIES REGULATIONS – Gilchrist County, like many other counties, had antiquated regulations related to Solar Facilities; and like many other counties, these antiquated regulations violated the newly adopted Solar Facilities approval process established in Section 163.3205, Florida Statutes. Mr. Stubbs served as the Senior Planner in revising the Gilchrist County Comprehensive Plan to bring the Comprehensive Plan into compliance with Chapter 163.3205, Florida Statutes.

BBL MANAGEMENT SERVICES, INC., WHITE SPRINGS LAND USE & ZONING – Mr. Stubbs served as the Senior Planner and Project Manager of the BBL Management project consisting of four separate parcels containing +/-60.59-acres with four Comprehensive Plan Amendments to the Town of White Springs Comprehensive Plan and four Site-Specific Amendments to the Official Zoning Atlas of the White Springs Land Development Regulations.

SOUTH COLUMBIA COUNTY UTILITY MASTERPLAN – NFPS is engaged to develop the Potable Water and Wastewater Utility Master Plans for the expansive south region in Columbia County addressing short-range, mid-range and long-range 20-year infrastructure needs considering population growth, commercial development, reliability, and system connectivity. Mr. Stubbs provided the Utility Planning and Geographic Information Systems (GIS).

CANYON VISTAS QUADRAPLEX, LAKE CITY – Future Land Use Map Amendment and Official Zoning Atlas Amendment for Vistas to allow multiple family development



Tori Humphries

Project Manager



Education

BS Civil Engineering
University of Florida

Areas of Expertise

- Project Management
- Planning & Zoning
- Site Planning & Design
- Stormwater Systems Design
- Building Construction Management
- Roadway Design
- Utilities Coordination

Years of Experience

- 20+

Professional Experience

Mrs. Humphries specializes in the design of utility systems, site planning and design as well as roadway design. Her experience includes site development as well as preparation of utility and roadway plans and both state and local permitting requirements for all types of projects and developments.

Mrs. Humphries has worked on various projects for both governmental agencies and private industries for over twenty years. These project types incorporated the design of stormwater management systems, roadway design, utilities, and site design. Her success is attributable to her excellent communication and project management techniques which allow her to keep constant coordination of all parties involved with her projects.

Related Experience

US 90 RAIL SPUR MOT, COLUMBIA COUNTY – Designed to spark economic development on the Northeast portion of Columbia County, the US Highway 90 East Rail Spur Extension project was engineered to provide a safe way for distributors to send and receive products without causing disruption to local traffic. NFPS designed and provided construction engineering inspection (CEI) for this vital development project. NFPS was selected by the Columbia County Board of County Commissioners to supply engineering services for the design, permitting, and construction of a temporary traffic diversion to safely allow repairs of the existing railroad. Mrs. Humphries was the Project Manager.

CR 53 RESURFACING, LAFAYETTE COUNTY – NFPS worked on FDOT D2 SR 53 in Madison County. The resurfacing goes from US 27 to Madison County Line for a total length of 9.1 miles. This project was funded by FDOT SCOP grant for \$3,659,000, with additional funds given to total \$494,289. NFPS created a full design package with contract plans, specifications, construction estimate and survey that met requirements of FL Greenbook. Permits included were FDOT, SRWMD. This project is currently under construction. Mrs. Humphries coordinated with County and Transportation Director JP,

and performed a plan review.

ANIMAL DIAGNOSTIC LABORATORY, FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES (FDACS) – NFPS surveyed the existing conditions to facilitate development of design plans, drawings and specifications that will be utilized, and designed a site detention pond, which is required to mitigate site flooding and storm water runoff to safeguard the existing onsite Animal Diagnostic Laboratory facility. NFPS addressed pavement surface repairs; the existing pavement of driveway and parking surfaces at the facility have exceeded useful life expectancy. NFPS designed an Emergency Generator Replacement; the existing standby generator will be replaced to adequately support the existing 5,400 square foot laboratory facility in the event of power loss. Once the design documents are completed, NFPS will provide bid support and construction administration services through completion and FDACS's acceptance of each project. Mrs. Humphries was the Project Manager.

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 provides a spacious stack area for volumes of books, conference rooms, reading rooms for the patrons as well as offices and a work room.



Kellan Bailey, EI

Project Manager



Education

BS Civil Engineering
University of Florida

Areas of Expertise

- Local Government Planning & Permitting
- Comprehensive Planning
- Land Development Regulations
- Site Planning & Zoning
- Floodplain Management
- Stormwater Management
- Grants and Appropriations
- Geographical Information Systems (ArcGIS)

Years of Experience

- 6

Professional Experience

Mr. Bailey will serve as a Project Manager throughout the course of this contract. He has extensive experience in roadway design, permitting, and intelligent transport systems. He has been in the engineering field for over five years and has a range of project experience that allows him to apply his skills in innovative and professional ways allowing for organized project management.

Kellan is a University of Florida graduate in Civil Engineering and is known for his attention to detail, problem-solving skills, and ability to collaborate effectively with team members and clients. Kellan has a proven track record of delivering successful projects while mitigating risk and maintaining quality.

Related Experience

FORT WHITE WASTEWATER SYSTEM, COLUMBIA COUNTY – NFPS produced a multi-decade Facilities Plan in 2021 to develop centralized wastewater collection and treatment facilities for the Town and coordinated a \$5.3 million FDEP Clean Water grant to support the initial phase of the system. NFPS has initiated a second FDEP grant application for \$4.5 million to fund the complete construction of the initial phases of the multi-decade plan. Mr. Bailey is serving as the Project Manager.

LAKE MONTGOMERY (HAMBURG) PUBLIC FISHING PIER, FLORIDA FISH AND WILDLIFE CONSERVATION COMMISSION – This project consists of designing an aluminum fishing pier over Lake Montgomery, as well as an ADA concrete sidewalk path. NFPS worked closely with the Florida FWC as well as with Lake City to produce a set of construction documents so the community could have a much-improved fishing pier. NFPS completed this task at no cost to either party, showing our dedication to not only the local agencies, but also the community. Mr. Bailey is serving as the Project Manager.

LAKE BAISDEN LOOP, HAMILTON COUNTY FL – For the Lake Baisden Loop near Hamilton County High School in Jasper FL, NFPS provided professional services for Right of Way Maps and Deeds for Lake Basin Loop (formerly 55th Avenue). NFPS also provided construction plans, geotechnical investigation, environmental wetland permitting, structural designs and FDOT load rating for a 36' x 44' bridge culvert. Kellan served as

the Project Manager during the second half of this roadway project. The project consisted of realigning an existing dirt road, adding stormwater ponds, and replacing an existing bridge. The project also consisted of right-of-way acquisition in which Kellan played a significant role.

PATTERSON STREET, CITY OF LAKE CITY FL – NFPS created the construction plans for 0.75 miles of two-lane roadway resurfacing which also consisted of reconstructing the existing railroad crossing. Kellan served as the project manager for preparing the construction plans. Kellan helped coordinate with the two existing railroad companies within the project limits to upgrade the existing crossings.

362ND & 364TH, DIXIE COUNTY FL – Kellan served as project manager for the design of 2.10 miles of roadway reconstruction. This project included full-depth reclamation and upgrading the existing signing to MUTCD requirements.

US 27 DESIGN-BUILD, COLUMBIA COUNTY, FL – This project was to perform design-build Resurfacing, Restoration, and Rehabilitation (RRR) project on SR 20 (US 27) from the Alachua County Line (MP 0.000) to the Suwannee County Line (MP 12.590) in Columbia County. Kellan is currently serving as project manager for the design-build resurfacing of US 27 within Columbia County. Kellan has been a key element in the various milestones of this project thus far, including the typical section package, pavement design package, and no passing zone study.



Trevor Noyes

Project Manager



Education

BS, Mechanical Engineering
University of Florida
Associate in Arts
Florida Gateway College

Licenses/Certifications

- AutoCAD Certified Professional
- SolidWorks Certified User
- Engineering Leadership (University of Florida)

Areas of Expertise

- Project Management
- Utility Master Planning
- Utility System Design
- SRWQMD Permitting
- FDOT Permitting
- FDOT Roadway Studies

Years of Experience

- 2

Professional Experience

Mr. Noyes is a Project Manager at North Florida Professional Services, Inc. where he assists Senior-Level Engineers in the Water Resources and Utilities Department. He provides support in the form of Permitting, Drafting Documents, CAD Design, Hydraulic Modeling on Water Resources and Utility projects, and Cost Estimation.

Trevor can work both independently and in a team environment and provides exceptional customer service. He takes pride in attention to detail, thoroughness, and accuracy.

Related Experience

UTILITY MASTERPLAN, COLUMBIA COUNTY – Mr. Noyes served in the primary supporting role under senior-level staff in the drafting of the Columbia County Utility Masterplan. He contributed to many aspects of the project including the development of population and growth projections, infrastructure assessment, hydraulic modeling, and future growth planning.

CATALYST INDUSTRIAL PARK UTILITY MASTERPLAN, SUWANNEE COUNTY – Mr. Noyes served in the primary supporting role under senior-level staff in the drafting of the Catalyst Industrial Park Utility Masterplan. He contributed to many aspects of the project including the development of population and growth projections, infrastructure assessment, hydraulic modeling, and future growth planning.

WATER USE PERMIT RENEWAL, CITY OF TRENTON, GILCHRIST COUNTY – Mr. Noyes served as the supporting role in the renewal of the City of Trenton's Water Use Permit Renewal. This project ensured the City of Trenton received their Water Use permit with the proper allocation for future growth and development in the city. Services included coordination with SRWMD, coordination with the City of Trenton, permitting preparation, and submittal.

HART SPRINGS WATER TREATMENT PLANT AQUAGOLD ADDITION, GILCHRIST COUNTY – Mr. Noyes served in a supporting capacity for the Hart Springs WTP AquaGold addition. This project will help solve hard water issues associated with the groundwater supply at the Hart Springs Campground in Gilchrist County. Services included in this water resources project included design, drafting, FDEP permitting, and coordination with FDEP permitting agencies and the Hart Springs Park Manager.

ELLISVILLE WATER MAIN EXTENSION, COLUMBIA COUNTY – Mr. Noyes served in a supporting capacity for this county-funded project. This project will solve the water problems currently being experienced in Fort White, Florida, due to poor groundwater quality. The project will supply higher quality groundwater to the Fort White WTP from the Ellisville WTP via the water main extension. Services provided for this project included design, technical calculations, and general engineering support.

MAGNOLIA LOOP WATER MAIN EXTENSION, CITY OF LAKE CITY, COLUMBIA COUNTY – Mr. Noyes served in a supporting capacity for this city-funded project. This project will help solve water quality issues caused by dead-end water main construction. Services included in this water resources project included design, CAD-drafting, FDEP permitting, and coordination with FDEP permitting agencies and the City of Lake City Utilities Department.



Laurie Hodson

Grants & Planning Assistant



Education

BA Business Administration Management, Saint Leo University

Licenses/Certifications

- Building & Zoning Department Operations Management
- Government Permitting
- Government Planning & Zoning
- Financial Management
- Land Development Regulations
- Land Development Applications
- Site Planning
- Floodplain Management
- Government Grants
- Construction Project Management

Years of Experience

- 25+

Professional Experience

Mrs. Hodson has experience in local government Building, Zoning and Code Enforcement Departments. Including 23 years of operations management experience as the Building & Zoning Department Administrative Supervisor for Columbia County, Florida. Serving twice as Interim County Planner and Floodplain Manager. Mrs. Hodson specializes in local government permitting, planning, land development regulations, zoning, site and development planning, floodplain management and local government grants.

Related Experience

CODE ENFORCEMENT, COLUMBIA COUNTY FL – Mrs. Hodson began her career with Columbia County, Florida as a Code Enforcement Officer. Promoted to the Lead Code Enforcement Officer where Mrs. Hodson educated the public on county land development regulations. Working with landowners to correct and comply with those regulations. Mrs. Hodson served as the Code Enforcement Board Secretary, also giving testimony during hearings on code cases.

BUILDING DEPARTMENT, COLUMBIA COUNTY FL – Mrs. Hodson served as Administrative Supervisor, establishing the current building permit applications, forms and permitting procedures including inspection reports. Monitored Florida Statutes, the Florida Building Code and Land Development Regulations to maintain departmental compliance. Projected and administered the department's budget, prepared department deposits and financial audit reports. Reviewing applications for consistency with Florida Statutes, the Comprehensive Plan and compliance with the Land Development Regulations. Prepared reports and maintained compliance through audits with the Building Code Effectiveness Grading Scale. Maintained state monthly and quarterly report filing. Compiled data for local government grants.

ZONING DEPARTMENT, COLUMBIA COUNTY FL – Mrs. Hodson served as Interim County Planner and Floodplain manager; drafting and preparing advertisements, resolutions, and ordinances; drafting and preparing data and analysis report and has served as Secretary of the Board of Adjustment and Planning & Zoning Boards. Accepting and reviewing development applications; reviewed building permit applications for compliance with the Land Development Regulations; floodplain management and stormwater regulations; processing Special Family Lots and Temporary Use Applications. Prepared Community Rating System audit reports and annual reports to maintain the county's rating for continued participation in the National Flood Insurance Program.

GENERAL MANAGER OF AMERICAN MODULAR HOMES, HUDSON FL – Mrs. Hodson as the General Manager of a manufactured home dealership in Hudson, Florida for two years. Managed sales staff, contracts, bank accounts, loan fundings, budget planning, project management, site development and permitting. Leading her team to focus on the customer through effective communication, maintaining timelines, being on-site to manage jobs and creative problem solving. Over two years Laurie received 48 building permits from 14 jurisdictions, overseeing these home sales from the initial home orders to the completion of the Certificate of Occupancy when the customer moves into their new home.



MICHAEL J. FULLER
356 SW Daytime LN, Lake City, FL 32024

EDUCATION:

Post Graduate Geologic Course work, 1993 - 1995, Florida Atlantic University, Boca Raton, Florida.

Bachelor of Science (Biology); Jul.1983 - Dec.1985, Wilmington College, Wilmington, Ohio, 45133.

Associates of Arts and Sciences; Sep.1980 - Jul.1983, Southern State Community College, Hillsboro, Ohio, 45133.

EXPERIENCE:

Environmental Research and Technology, Lake City, Florida

Owner, CEO (October 2017 to Present)

- Owner of start-up consulting company specializing in wetland assessment, wetland mitigation and wetland design, consumptive use permitting, hazardous waste site evaluation and wildlife surveys.
- Conducted over forty-three wetland assessments for transportation projects, real estate transactions, and residential requirements for development working with the Army Corps of Engineers, Suwannee River Water Management District, and the St. Johns River Water Management District.
- Working knowledge of State and Federal program requirements governing wetlands including 62-340 and EPA Program 404.
- Capability and technical expertise in the design and installation and oversight of public supply wells, irrigation wells, remediation wells, monitoring wells and specialty wells using all drilling technologies
- Conducted well abandonment project for client collaborating with Florida Department of Environmental Protection and prepared site closure report.
- Managing 12,000-acre mitigation bank project including conducting data collection activities involving stream data collection, monitoring well data collection, hydrologic data collection preparing integrated data collection plan, managing drilling services to include well installation at strategic locations across the site. Assessing the health and quantity of wetlands across the site, preparation of Prospectus document to provide client and State and Federal Mitigation Banking Teams with information necessary for the creation of an MBI. Working project budget of \$750,000.00.
- Provide permitting services to include preparation of application packages meeting all applicable regulatory guidelines for water use projects, wetland projects and mining projects.
- Conducted hazardous waste subsurface investigation for client involving seven-million-dollar real estate transaction with seven different recognized environmental conditions. Successfully demonstrated compliance with all onsite issues satisfying large financial institutions environmental consultants and providing client with end state success.
- Preparing agricultural Consumptive Use Permit (CUP) application for 3,000-acre sod farm operation located in Duval County, Florida. Tasks include conducting groundwater modeling runs using NEF-SEG regional groundwater models to interpret Minimum Flow and Levels impacts at designated resource areas in the Suwannee River and St. Johns River Water Management Districts.

Suwannee River Water Management District, Live Oak, Florida

Environmental Specialist (July 1998 to October 2017)

- Emergency Coordinating Officer, 2016 to 2017 - Work with FEMA, SERT, and FDEM among other emergency organizations coordinating storm preparedness, emergency response and overseeing all District activities related to disaster preparedness for the Suwannee River Water Management District.



- Work with water well program and water well contractors within the Suwannee River Water Management District (SRWMD). Provide water well expertise on construction and monitoring criteria in accordance with state of Florida and SRWMD guidelines – state licensed water well contractor No. 2646.
- Supervise and conduct project coordination for wetlands impacts involving on-site mitigation, off-site mitigation, and mitigation involving mitigation banks for impacts in both fresh and salt-water environments in accordance with guidelines outlined in Chapter 62-330, Chapter 340, Chapter 345 Florida Statutes and District Applicant’s Handbook Volume I and II, among others.
- Review applicant’s mitigation plans to determine if proposed impacts and mitigation are sufficient to offset the wetland loss. As a result, this requires close coordination with the Army Corps of Engineers (USACE), US Fish and Wildlife Service, Florida Department of Environmental Protection (FDEP) on wetland enforcement and mitigation projects located throughout a 15-county area in North Central Florida.
- Maintain environmental regulatory database (E-REG) detailing the wetland impacts and mitigation because of the project conducted within the District.
- Work with the other State Water Management District’s (Cumulative Impact Assessment (CIA) Team) to develop a plan addressing cumulative wetland impacts within basin boundaries in each Water Management District to ensure that no net loss of wetlands occur.
- Work with water resources developing water well construction guidelines and installation criteria within designated delineated areas in the Suwannee River basin.
- Participated in several educational programs to inform the public of regulatory guidelines involving commercial and residential development within District boundaries.

ENSR, Jacksonville, Florida

Senior Project Scientist (April 1997 to July 1998)

- Supervised six-wetland survey teams on the Viking Voyageur (Trans-Canada) pipeline project from October through November 1998. Project involved the delineation of wetlands along 800-mile pipeline corridor in North Dakota, Minnesota, and Wisconsin. Responsibilities included oversight of field activities, report preparation of activities of field teams, and assistance in the Federal Energy Regulatory Commission (FERC) reporting requirements.
- Assumed new position in start-up office for major national consulting firm. Duties include marketing consulting services, client/agency interface, and oversight of environmental site assessments, site investigations, and multi-faceted projects.
- Select proper analytical testing methodology for parameters investigated in soil and ground water matrices.
- Provided expertise in well design, filter pack selection, and monitoring well, recovery well, production well installation using Geoprobe and conventional water well installation methods.

EMCON, Jacksonville, Florida

Project Geologist/Scientist (November 1994 to April 1997)

- Manage and active participation as team member in numerous projects with total estimated costs exceeding \$1.5 million.
- Projects include: assisting with the preparation and of EPCRA Tier Two report for Kings Bay Naval base in Kings Bay, Georgia in accordance with SARA Title III guidelines; the facility investigation of sites contaminated with petroleum products and solvents in Georgia, Alabama, and Mississippi; implemented ISO 14001 investigations (Pollution Prevention) for the United States Postal Service in Alabama, Mississippi, and Florida; managed multi-UST closure at NAS Jacksonville, preliminary environmental assessment (PCAR); the preparation of Contamination Assessment Plans (CAPs), Contamination Assessment Reports (CARs), and Monitoring Only Plans (MOPs) in accordance with Chapter 62-770, Florida Administrative Code (FAC), conducted numerous Phase I/II Environmental Site Assessments in accordance with ASTM guidelines; participated in multi-phase building



investigation and the preparation of building survey reports for the United State Postal Service at 54 sites throughout Florida, conducted and managed site investigation for US Department of Agriculture (Department of Forestry) at the Osceola National Forest Research Station, conducted environmental compliance audits of USPS vehicle maintenance facilities in Alabama and Mississippi. Supervised field activities at Butts County Georgia Landfill (Pine Ridge Cell) including the installation of 13 compliance monitoring wells using reverse air and downhole hammer installation techniques. Managed several tank closures projects in accordance with FDEP guidelines.

- Project management tasks include planning, budgeting, scheduling, delegating and implementing different phases of the project. Interaction with clients and regulatory agencies. Multi-faceted tasks included report preparation and project tracking.
- Provided expertise in well design, filter pack selection, and monitoring well, recovery well, production well installation.
- Select proper analytical methodology for parameters investigated in soil and ground water matrices.
- Prepare proposals for investigative/remediation projects, well permits, and project reports/correspondence

Blasland, Bouck and Lee, Boca Raton, Florida

Project Geologist/Scientist (January 1992 through November 1994)

- Manage and active participation as team member in numerous projects with total estimated costs exceeding \$3.5 million
- Experience includes: facility investigation of sites contaminated with petroleum products and solvents; preliminary environmental assessment (PCAR); Phase I and Phase II Environmental Site Assessments; subsurface investigation of a facility with eight separate dissolved ground-water contaminant plumes at Miami International Airport; RCRA closure of transformer manufacturing facility in central Florida, participated in site investigations, including all site related activities, at Superfund sites in North Miami, Pembroke Park, and Brandon, Florida. Assisted in the preparation of CARs, MOPs, and CAPs in accordance with Chapter 17-770, Florida Administrative Code (FAC) and 40 CFR; assisted in the closure of several petroleum underground storage systems in accordance with Chapter 17-770, FAC and 40 CFR; conducted hazardous waste RCRA investigations at chemical manufacturing facilities in Gulfport, Mississippi, and Bay Maynette, Alabama; conducted extensive soil gas survey at chemical manufacturing facility located in Oakdale, Louisiana. Conducted and managed site investigations at petroleum contaminated sites in Oklahoma City, Oklahoma, Austin, Texas, and Houston, Texas. Supervised site activities for the DOD conducting subsurface investigations of petroleum and chemical releases at Sabana Seca Naval Base in Puerto Rico. Conducted and managed subsurface investigations at two sites in Aberdeen, Maryland.
- Project management tasks include planning, budgeting, scheduling, delegating, and implementing different phases of the project. Interaction with clients and regulatory agencies.
- Direct drilling operations in the United States and Puerto Rico using mud rotary, hollow stem augers, cable tool, spin casing, down hole hammer, and direct push/SPT investigative techniques.
- Provide expertise in well design, filter pack selection, and monitoring well, recovery well, production well installation.
- Participated in pneumatic fracturing of eight-inch stainless steel wire wrapped recovery wells with a TAM twin inflatable packer to increase the flow of free product and groundwater in specific capture zones at Superfund site in Pembroke Park, Florida. Conducted specific capacity tests at the above-referenced sites using In-Situ Hermit Data Logger and Well Sentinels.
- Select proper analytical methodology for parameters investigated in soil and ground water matrices.



- Prepare proposals for investigative/remediation projects, well permits, and project reports/correspondence.

Nutting Environmental of Florida, Boynton Beach, Florida

Environmental Specialist/Project Manager, (November 1989 to January 1992)

- Manage projects with total estimated costs exceeding \$750,000.
- Projects include implementation of SARA III facility operational plan for large U.S. parcel service at 15 facilities located in the State of Florida; preparation of CARs, MOPs, and CAPs in accordance with Chapter 17-770 FAC and 40 CFR; preparation of Remedial Action Plans (RAPs) for two separate petroleum and solvent contaminated sites located in Southern Florida; site specific aquifer characteristics were defined at each location using pumping tests, field permeability studies, field data reduction, data interpretation, and report preparation. Supervise and manage tank closure sites at several sites in South Florida.
- Supervised the installation of monitoring wells ranging in depth from 15 to 185 feet using hollow stem, mud rotary, and cable tool methodology at petroleum and chemical contaminated sites.
- Conducted sampling events following approved Comprehensive Quality Assurance Plans (CQAP) using teflon bailers, lexan tubing, and various sampling pumps; sampling procedures included chain-of-custody records, collection of quality control samples.
- Ensured proper labeling and shipping of samples to the laboratory, considering maximum holding times for the different parameters to be analyzed.
- Used and calibrated photoionization devices (Photovac), organic vapor analyzers (OVA), pH meters, submersible pumps, centrifugal pumps, modular survey equipment, and temperature/conductivity meters.

PROFESSIONAL CERTIFICATIONS

Army Corps of Engineers 40-hour Wetland Delineator Training Program
State of Florida Licensed Water Well Contractor, License Number 2646
OSHA 8-hour Refresher Courses
OSHA 40-hour Hazardous Waste Site Health and Safety Training
Florida Association of Soil Classifiers, Hydric Soils Classifier

MILITARY AFFILIATION

Mr. Fuller is a retired Lieutenant Colonel in the United States Army and served as an Environmental Science and Engineering Officer (ESEO). LTC Fuller deployed several times during his career, twice to Afghanistan as the Commander of PM Units supporting Operation Enduring Freedom (OEF), one Brigade ESEO tour in support of OEF for CENTCOM, four humanitarian deployments to Central and South America and a CONUS deployment to support Operation Desert Storm.

LTC Fuller served as the Executive Officer of the 5th Medical Brigade during his last duty assignment from 2014 until 2017. Duties include operational and logistical planning, actively managing and overseeing the professional evaluations for over 700 personnel in two battalions within the medical brigade, providing the Command team insight and guidance on matters affecting the Brigade and working directly with the Brigade Commander ensuring his command doctrine was followed.

Ability to Perform Scope of Services

With over 40 years of combined experience in local government planning, our Planning Team has the expertise to perform a wide scale of planning services. These may include reviewing site plans, subdivision plat and construction plan, floodplains, building permits, zoning compliances, and development applications; drafting regulations, resolutions, and ordinances; analysing comprehensive plans, future land use map amendments, official zoning atlas amendments; creating data and analysis, concurrency management, neighborhood planning, planned unit development reports; assisting with public outreach; and providing Geographical Informational Systems (GIS) mapping, environmental reviews/assessments, and master plans.



NFPS currently has a Senior Planner with 20-years experience working as a local government planner. The Senior Planner has numerous planning and engineering staff with years of experience in local government planning and zoning. Collectively, NFPS has an abundance of experienced staff to perform the complexities of the proposed scope of services. This isn't our first rodeo! NFPS has managed planning services contracts in the past for multiple local jurisdictions, including Hamilton County, Gilchrist County, and the City of Trenton.

Scope of Service

NFPS will ensure the highest standard of expertise and efficiency when tackling development projects with the City's vision for sustainable and strategic growth. We have a proven track record in effective planning, act as a technical resource for City staff, and will contribute to the success of this project.

Our Planning Team can offer insights and solutions for the diverse challenges in urban planning, while fostering a collaborative environment that prioritizes the community's long-term well-being and progress. We have the capability and experience to integrate basic planning practices (social, environmental, transportation, and economic disciplines) to proactively engage residents and interested stakeholders in the City's planning decision-making process. We will undertake planning activities related, but not limited to, plan review, map amendments, and/or comprehensive analysis. The team is composed of experienced planners, environmentalists, and certified flood plain managers with multi-disciplinary backgrounds that include, but are not limited to, land use planning, project implementation, land development regulations, comprehensive planning, environmental planning, transportation planning, landscape planning/review, and economic analysis.

NFPS is also readily available to assist the City in project coordination meetings with other municipalities, regulatory agencies, developers, and local and state governments, and have the technical capabilities and in-house resources to provide the following services on a continuing basis:

1. General Planning Services

- Revise or amend the Team Growth Management Plan (Future Land Use Map);
- Update Land Development Regulations;
- Run a Sustainability analysis;
- Generate green master planning and neighborhood planning;
- Conduct a Comprehensive Plan analysis; and
- Provide a Housing Needs Assessments.

2. Comprehensive Plan Analysis

- Review the City's Comprehensive Plan and recommend updates to City staff to keep up with the City's Vision and goals;
- Create, review, and facilitate text amendments as directed by the City; and
- Conduct a Comprehensive Plan for the Evaluation & Appraisal Report (EAR).

3. Land Use and Zoning Analysis

- Prepare and/or review land use and zoning analysis;
- Ensure the City's Growth Management Plan and Land Development Regulations (LDRs) are kept current with new growth and developments within the City; and
- Review development proposals to verify compatibility with the City's concurrency thresholds and requirements set in the Growth Management Plan and adopted LDRs.

4. Site Plan Review (including landscaping)

- Review the site and landscape plans that includes a review for compliance with the standards of the City's Land Development Regulations. This review incorporates verification of compliance with all use, density, bulk, and supplemental standards which may be imposed through the City's Land Development Regulations or through other sections of the City's Code, County Code, or state laws and regulations;
- Provide a landscape review that includes tree se-

lection, tree identification, growth characteristics and requirements (water, soil, nutrition), installation and establishment, as well as pruning and maintenance; and

- Arrange landscape, tree, and irrigation inspection for the new development projects.

5. Public Outreach services

- Prepare communication strategies and/or protocols to engage City residents and interested stakeholders in the planning process; and
- Assist the City staff coordinate events, project meetings, and formal presentations for specific projects or community functions sponsored by the City.

6. Plat Review

- Review of submitted major and minor subdivisions, including any supporting construction plans, to ensure they are compliant with the standards of the City's Land Development Regulations.

7. Planned Unit Development Review (PUD)

- Review large-scale developments; and
- Assess compliance with the City's Comprehensive Plan and Land Development Regulations.

8. Flood Plain Review

- Advise the City of any foreseeable issues within flood zones through site reviews and plan reviews; and
- Ensure all proposed development within a given flood zone meet all local, state, and federal regulations.

9. GIS Services

- Provide GIS services in the form of a Future Land Use Map and/or Official Zoning Map that City staff will be able to access. This will also include property data in relation to Code Enforcement Action, site plans, special exceptions, variances, and other related applications or approvals.

10. Environmental Services

- Advise City staff of any issues within wetlands and review plans to make sure they are in compliance with all local, state, and federal regulations regarding wetlands and conservation areas.

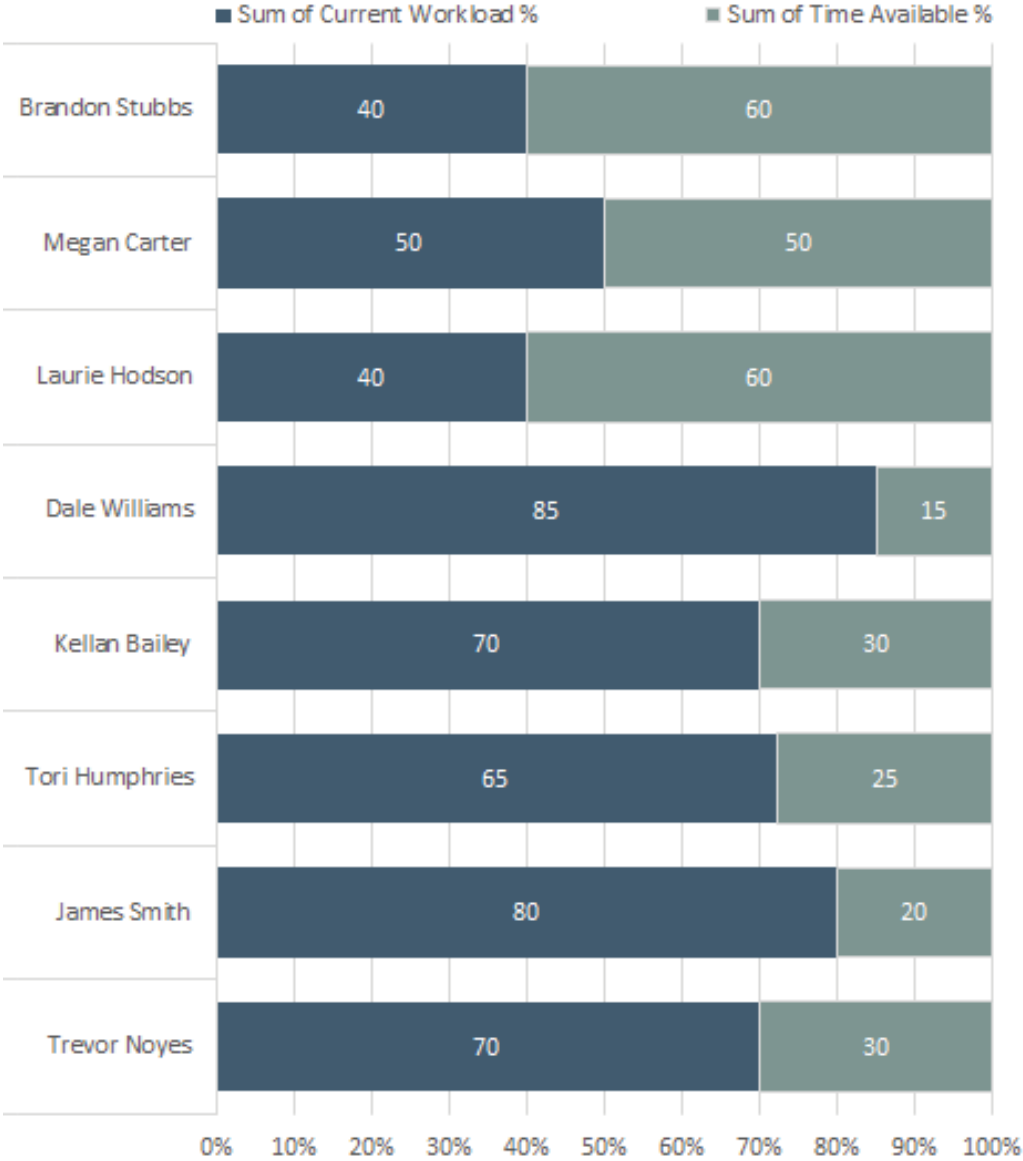


Effects of the Firms Current Workload

North Florida Professional Services, Inc., is always available to assist with your expedited project needs. Our Engineers, Planners, and Project Managers have made City of Bunnell a priority. NFPS personnel will continue to work with your leadership and staff on a regular basis to accomplish important projects ranging from impromptu daily tasks to larger more complex issues. We look forward to continuing a great relationship with you and more opportunities to serve your community.

Availability

At NFPS, our team has adequate resources and time available to complete your projects on time and within budget. We have ample staff to perform work without adversely affecting our current projects. Our current workload primarily consists of county- and city-related projects. We have experience serving numerous counties and local governments concurrently. NFPS has the staff and availability to continue to provide engineering services to the City of Bunnell with the assurance that we can provide a quality product with the project assigned.





Cost/Fee Schedule Rates

If selected, we will work with staff to develop a review-specific fee schedule based on the scope established by the City of Bunnell. Below are our current hourly rates.

NFPS Hourly Rate Schedule

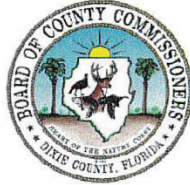
DESIGN TEAM	RATE	SURVEY TEAM	RATE
Principal Engineer (PE)	\$300.00	Professional Surveyor (PSM/PLS)	\$150.00
Sr. Professional Engineer (PE)	\$250.00	Survey Project Manager	\$115.00
Project Engineer (PE)	\$190.00	Survey Technician	\$85.00
Project Manager	\$145.00	3-Man Survey Crew	\$230.00
Sr. Designer	\$95.00	2-Man Survey Crew	\$185.00
Engineering Technician	\$85.00	Maintenance of Traffic	\$275.00
CAD/Computer Technician	\$65.00		
Sr. GIS Analyst	\$125.00	BUILDING SERVICES TEAM	RATE
GIS Analyst	\$90.00	Certified Building Official	\$125.00
Sr. GIS Technician	\$75.00	Building Inspector	\$100.00
GIS Technician	\$65.00	Plans Reviewer	\$125.00
		Permitting Specialist	\$70.00
CONSTRUCTION TEAM	RATE	SUPPORT STAFF & MISC.	RATE
Sr. Prof. Construction Engineer (PE)	\$275.00	Sr. Land Use Planner	\$140.00
Project Administrator	\$125.00	Land Use Planner	\$115.00
Sr. Construction Inspector	\$95.00	Grant Administrator	\$110.00
Construction Inspector	\$85.00	Contract Support Specialist	\$95.00
Sr. Bridge Inspector	\$110.00	RCS/EEO Specialist	\$90.00
Bridge Inspector	\$95.00	Clerical	\$60.00
Material Engineer (PE)	\$190.00	Water/Wastewater Plant Operator	\$90.00
Materials Testing/Sampling Tech	\$95.00	Expert Witness	\$300.00
Field Technician	\$70.00		
Asphalt Plant Inspector	\$90.00		

7/15/2022



Client Reference Letters

56 NE 210 Avenue
Post Office Box 2600
Cross City, Florida 32628



County Manager Office
Phone: (352)498-1426
Fax: (352)498-1277

DIXIE COUNTY BOARD OF COUNTY COMMISSIONERS

September 12, 2023

To Whom It May Concern,

This letter is to confirm that the team at North Florida Professional Services, Inc., (NFPS) has provided quality and professional services to the Dixie County Board of County Commissioners over the years. Dixie County has enjoyed a continuing contract with NFPS since 2007.

Throughout this time, the NFPS has successfully completed many important projects for the County. These projects have recently included:

- CR-340 to Suwannee River Bridge – CEI Road Resurface Project
- NE 362nd & NE 364th from 549th to SR 349 Widening & Resurfacing – Design
- Old Town Fire Station – Design/ Project Administration
- Emergency Operation Center – Design/ Project Administration
- NE 82nd Avenue Widening & Resurfacing – Design
- CR-351 South from SE 163rd Street to CR-351A – CEI Road Resurface Project
- 95th and 97th Street Reconstruction – Design/ Project Administration

We have found North Florida Professional Services, Inc., to be very progressive, professional, and proficient in the technical aspects that are fundamental. We have also been very pleased with the cost-effectiveness and quality of their services. We look forward to working with them on future projects.

I am pleased to recommend the engineering services of NFPS to others. Please consider this letter as an endorsement of NFPS’s engineering services for any project that you may have. If you have any questions or for more information, I can be reached at 352-498-1426.

Sincerely,

Duane Cannon
County Manager



September 12, 2023

To Whom It May Concern,

Please consider this letter as recommendation of the team at North Florida Professional Services, Inc., (NFPS). North Florida Professional Services, Inc., has always provided quality and professional services to Gilchrist County for a several years. Gilchrist County has enjoyed a continuing contract with NFPS since 2013.

Throughout this time, the NFPS has successfully completed and been a key role in many important projects for the County. Some of these projects recently include:

- Spring Ridge Paving- Design, Inspection
- CR 138- CEI for Paving FDOT Project
- CR 232 Widening and Resurfacing US-129 to SR47 – Design for paving FDOT project
- Hart Springs Boat Ramp Facility- Design for new dock, bank stabilization and grant processing
- Hart Spring Potable Water Facility- Inspect & provide scope of work for repairs, coordinate with DEP, assist with grant documents.
- Wetland Mitigation

We have found North Florida Professional Services, Inc., to be very progressive, professional, and proficient in the technical aspects that are fundamental. We have also been very pleased with the cost-effectiveness and quality of their services. We look forward to working with them on future projects.

I am pleased to recommend the engineering services of NFPS to others. Please consider this letter as an endorsement of NFPS's engineering services for any project that you may have. If you have any questions or for more information, I available to be can be reached at 352-463-3198.

Sincerely,

Bobby Crosby
County Administrator

Our Vision for Gilchrist County in 2030 is rural communities working in harmony to provide opportunities for all its citizens through balanced growth and enhanced education, while preserving our proud heritage, natural resources and agriculture.





Administrative Services

13150 80th Terrace Live Oak, FL 32060

September 12, 2023

To Whom It May Concern,

This letter confirms that the North Florida Professional Services, Inc. (NFPS) team has provided quality and professional services to the Suwannee County Board of County Commissioners over the years. Suwannee County has enjoyed a continuing contract with NFPS since 2000. Throughout this time, the NFPS has completed many important projects for the County.

We have found North Florida Professional Services, Inc., to be very progressive, professional, and proficient in the technical aspects that are fundamental. We have also been very pleased with the cost-effectiveness and quality of their services. We look forward to working with them on future projects.

I am pleased to recommend the engineering services of NFPS to others. Please consider this letter as an endorsement of NFPS's engineering services for any project you may have. If you have any questions or for more information, I can be reached at 386-364-3400.

Sincerely,

Greg Scott
County Administrator



JIMMY MURPHY
District 1 – Jennings

ROBBY ROBERSON
District 2 – Jasper

ROBERT E. BROWN
District 3 – Jasper

TRAVIS ERIXTON
District 4 – White Springs

RICHIE MCCOY
District 5 – Jasper



Office of
Board of County Commissioners

GREG GODWIN
Clerk of Courts

ANDREW J. DECKER, III
County Attorney

207 Northeast First Street
Room 106
Jasper, Florida 32052
(386) 792-1288
FAX (386) 792-3524

September 14, 2023

Hamilton County Board of County Commissioners
207 NE First Street, Room 106
Jasper FL 32052

To Whom It May Concern,

This letter is to confirm that the team at North Florida Professional Services, Inc., (NFPS) has provided quality and professional services to the Hamilton County Board of County Commissioners over the years. Hamilton County has enjoyed a continuing contract with NFPS since 2000.

Throughout this time, the NFPS has successfully completed many important projects for the County. These projects have recently included:

- SR 6 Industrial Access Road
- Gibson Park Improvements
- Hamilton County New Production Well
- Hamilton Crossroads Fire Station
- Five Hole Springs Boat Ramp
- CR-25A North of SE 141st St to US-41

We have found North Florida Professional Services, Inc., to be very progressive, professional, and proficient in the technical aspects that are fundamental. We have also been very pleased with the cost-effectiveness and quality of their services. We look forward to working with them on future projects.



General Conditions Licenses

State of Florida Department of State

I certify from the records of this office that NORTH FLORIDA PROFESSIONAL SERVICES, INC. is a corporation organized under the laws of the State of Florida, filed on February 8, 2010.


The document number of this corporation is P10000011749.

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 March 15, 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 Fifteenth day of March, 2023*




Secretary of State

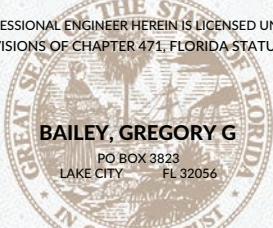
Tracking Number: 7519769840CC
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

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




BAILEY, GREGORY G
PO BOX 3823
LAKE CITY FL 32056

LICENSE NUMBER: PE43858

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.



Certificate of Insurance

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 04/20/2023

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: Trevor Hickman Insurance, 383 SW Baya Dr, Lake City, FL 32025

CONTACT NAME: Crystal Carvill, PHONE (407) 752-0006, FAX (407) 752-0805, EMAIL: crystal@thisagency.com

INSURER(S) AFFORDING COVERAGE: INSURER A: NATIONWIDE INS CO OF AMERICA (25453), INSURER B: DEPOSITORS INSURANCE (42587)

INSURED: North Florida Professional Services Inc, P.O. BOX 3823, Lake City, FL 32056-3823

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.

TYPE OF INSURANCE	ADDENDUM NO.	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPI. DATE	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Premises and Completed Operations <input type="checkbox"/> OTHER:	N	ACPBP015934388204	03/22/2023	03/22/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Per person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
<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 type="checkbox"/> OTHER:	N	ACPBP015934388204	03/22/2023	03/22/2024	COVERED SINGLE LIMIT (Per 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 <input type="checkbox"/> OTHER:	N	ACPDU015934388204	03/22/2023	03/22/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PERSONS (EMPLOYER EXCLUDED) <input type="checkbox"/> OFFICERS/DIRECTORS (MANDATORY IN FL) <input type="checkbox"/> If any, describe under DESCRIPTION OF OPERATIONS below	N/A	ACPWCO15934388204	03/22/2023	03/22/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER 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: 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: *Crystal Carvill*

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ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 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: AssuredPartners Design Professionals Insurance Services, LLC, 19689 7th Ave NE, Ste 183 PMB #369, Poulsbo WA 98370

CONTACT NAME: Anni Owens, PHONE (206) 350-625-2021, FAX (206) 350-625-2021, ADDRESS: anni.owens@assuredpartners.com

INSURER(S) AFFORDING COVERAGE: INSURER A: Hudson Insurance Company (25054)

INSURED: North Florida Professional Services Inc, P.O. Box 3823, Lake City FL 32056

COVERAGES CERTIFICATE NUMBER: 1001296593 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.

TYPE OF INSURANCE	ADDENDUM NO.	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPI. DATE	LIMITS
<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Per person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$
<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> OTHER:					COVERED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ AGGREGATE \$
<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PERSONS (EMPLOYER EXCLUDED) <input type="checkbox"/> OFFICERS/DIRECTORS (MANDATORY IN FL) <input type="checkbox"/> If any, 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 \$

A Professional Ind.-Claims Made PD00010118138 3/15/2023 3/15/2024 \$2,000,000 Per Claim \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional Insured Status is not available on Professional Liability Policy.

CERTIFICATE HOLDER: 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: *Jhn Carvill*

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD. © 1988-2015 ACORD CORPORATION. All rights reserved.



Required Forms

ACKNOWLEDGEMENTS
RFQ #2024-01
"CONTINUING PROFESSIONAL
GENERAL PLANNING SERVICES"

To: City of Bunnell
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2024-01 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 27th day of February, 2024

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) Megan Carter _____ Megan Carter
(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: Florida
Corporate President: Gregory G. Bailey
(Print Name)
Corporate Secretary: Megan Carter
(Print Name)
Corporate Treasurer: Megan Carter
(Print

CORPORATE SEAL

Attest By (Secretary): Megan Carter
Megan Carter _____ 2/27/2024
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.

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 North Florida Professional Services, Inc.

By: Megan Carter Signature

Megan Carter Secretary/Treasurer Florida Name & title, typed or printed state

State of Florida County of Columbia

PO Box 3823 Mailing address

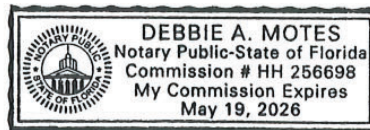
Lake City, FL 32056

City, State, Zip Code

(386) 752-4675 Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February, 2024, by Megan Carter of NFPS, Inc, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced as identification.

Debbie A. Motes Signature of Notary Public - State of Florida Printed/Typed/Stamped Name of Notary My Commission expires: 05/19/26





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.
\$ 1M 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
\$ 1M 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 "Professional Liability"
- 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 #2024-01** and **CONTINUING PROFESSIONAL GENERAL PLANNING 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

Megan Carter Secretary/Treasurer

Printed Name & Title

mcarter@nfps.net

Email

Insurance Agency

Signature of Proposer's Agent

PO Box 3823

Address

Lake City, FL 32056

City, State, Zip Code

386-752-4675

Telephone No.

386-752-4674

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: North Florida Professional Services, Inc.

Signature: *Megan Carter*

Printed Name: Megan Carter

Title: Secretary/Treasurer

Date: 2/27/2024

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 2/27, 2024, by Megan Carter of NFPS 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.

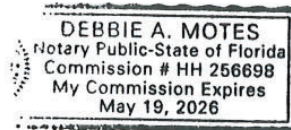
Debbie A. Motes

Signature of Notary Public - State of Florida

Debbie A. Motes

Printed/Typed/Stamped Name of Notary

My commission expires: 05/19/26





CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

- I (PRINTED NAME) Megan Carter AM THE (TITLE) Secretary/Treasurer
AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM OF (FIRM NAME) North Florida Professional Services, Inc. WHOSE ADDRESS IS PO Box 3823 Lake City, FL 32056, AND THAT I POSSESS THE LEGAL AUTHORITY TO MAKE THIS AFFIDAVIT ON BEHALF OF MYSELF AND THE FIRM FOR WHICH I AM ACTING; AND,
- 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,
- 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: Megan Carter

PRINTED NAME: Megan Carter

FIRM NAME: North Florida Professional Services, Inc.

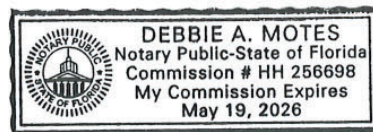
DATE: 2/27/2024

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 02/27, 2024, by Megan Carter of NFPS 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.

Debbie A. Motes
Signature of Notary Public - State of Florida

Debbie A. Motes
Printed/Typed/Stamped Name of Notary
My commission expires: 05/19/26





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".

Megan Carter

(Authorized Signature)

2/27/2024

(Date)

Megan Carter

(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 02/27, 2024, by Megan Carter of NFPS, 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.

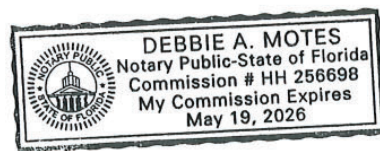
Debbie A. Motes

Signature of Notary Public - State of Florida

Debbie A. Motes

Printed/Typed/Stamped Name of Notary

My commission expires: 05/19/26





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 Columbia

Megan Carter, being first duly sworn, deposes and says that:

I am the Secretary/Treasurer of North Florida Professional Services, Inc. (Proposer) which has submitted a Response to City of Bunnell RFQ #2024-01 Continuing Professional General Planning Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-01, 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 #2024-01, 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 #2024-01, 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

PO Box 3823
Address

Megan Carter
Authorized Signature

Lake City, FL 32056
City, State, Zip Code

Megan Carter Secretary/Treasurer
Printed Name & Title

386-752-4675
Telephone No.

mcarter@nfps.net
Email

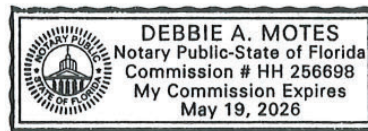
386-752-4674
Fax No.

STATE OF Florida
COUNTY OF Columbia

27+ The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 2024, by Megan Carter of NFPS, 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.

Debbie A. Motes
Signature of Notary Public - State of Florida

Debbie A. Motes
Printed/Typed/Stamped Name of Notary My commission expires: 05/19/26





**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: Megan Carter [NAME] as the Secretary/Treasurer [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.

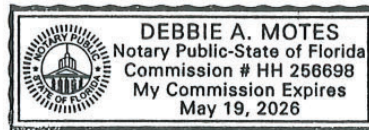
Megan Carter
(Signature)

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February, 2024, by Megan Carter of NFPS 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.

Debbie A. Motes
Signature of Notary Public - State of Florida

Debbie A. Motes
Printed/Typed/Stamped Name of Notary
My commission expires: 05/19/26





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): Megan Carter

Authorized representative (signature): *Megan Carter*

Date: 2/27/2024

Project Number: RFQ-2024-01 – CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES

STATE OF Florida
COUNTY OF Columbia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 27th day of Feb., 2024, by Megan Carter of NFPS, 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.

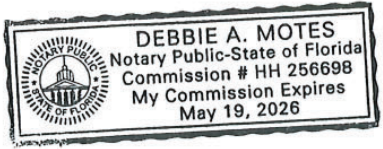
Debbie A. Motes

Signature of Notary Public - State of Florida

Debbie A. Motes

Printed/Typed/Stamped Name of Notary

My commission expires: 05/19/26





Copy of W-9

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.

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, 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) _____

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:

- 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 ▶ *Daniel Motes* Date ▶ *01-16-2024*

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-DIV (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.



Any Published Addenda



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
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 13, 2024

A. QUESTIONS & ANSWERS

Question 1: Will the City of Bunnell be selecting multiple planning firms?

Answer 1: The City will be looking into choosing multiple firms to perform a variety of planning services listed under Section 1.2 – Scope of Services depending on the capability of the firms that submit responses.

Question 2: The title and much of the text of the RFQ indicates that it is for general planning continuing services, while other info within the RFQ indicates that the sole purpose of the consultant will be to review a single large, planned unit development. Should our responses be geared towards general planning capabilities or the ability to review a large residential planned unit development?

Answer 2: Responses to the RFQ should be geared towards general planning capabilities regarding the scope of services listed under section 1.2, which includes Planned Unit Development Review (PUD). The language under "IMMEDIATE PROJECT INFORMATION" in section 1.2 states "The sole purpose of the designated consultant firm", meaning a consultant firm or firms will be chosen to assist the City in reviewing the incoming PUD based on their response submittal. This was included to show what a firm should expect if chosen by the City to assist in the review.

B. UPDATED EVALUATION CRITERIA

Evaluation Criteria E. SUBMITTAL THOROUGHNESS is hereby revised and shall be used to evaluate responses to this RFQ in conjunction with Evaluation Criteria Sections A-D.

E. SUBMITTAL THOROUGHNESS (0-20)

- Points will be awarded based on the order and format of RFQ as described under "Proposal Submission".



ACKNOWLEDGEMENT:

Megan Carter 2/27/2024
Signature and Date

Megan Carter Sec / Treas
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. 01 Continuing Professional General Planning Services RFQ 2024-01 Page 2 of 2



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
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 14, 2024

A. UPDATED TIMETABLE/SCHEDULE OF EVENTS

It was discovered there was conflicting information regarding the RFQ's submission deadline and bid opening under the timetable on the cover page and under Section 1.4 – "SCHEDULE OF EVENTS". The following are updates to the schedule of events:

- February 27, 2024 – Request for Qualification submission deadline by 10:00 AM EST.
- February 27, 2024 – RFQ Opening to be held at 405 E. Drain St., Bunnell, FL 32110 at 10:30 AM EST.
- TBA at Bid Opening – Selection Committee Meeting at 405 E. Drain St., Bunnell, FL 32110
- March 25, 2024 – Estimated Commission Approval (Commission Meeting at 7:00 PM at 1769 E. Moody Blvd., Bunnell, FL 32110 in the Board Chambers Meeting Room).

ACKNOWLEDGEMENT:

Megan Carter 2/27/2024
Signature and Date

Megan Carter Sec / Treas
Printed Name and Title

North Florida Professional Services, Inc.
Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02

QUALIFICATIONS

Continuing Professional General Planning Services

RFQ NO: 2024-01

Prepared for:



Prepared by:



Alliant Engineering
10475 Fortune Parkway, Suite 101
Jacksonville, FL 32256
TEL 904.240.1351

Contact: Curt Wimpée, PE
TEL 904.647.5383

February 27, 2024

February 27, 2024

Kristen Bates

City Clerk

City of Bunnell

604 East Moody Blvd., Unit 6

Bunnell, Florida 32110

✉ Kbates@Bunnellcity.us

Adrian Calderin

Community Development

Coordinator

P.O. Box 756

Bunnell, Florida 32110

✉ acalderin@bunnellcity.us

Alliant Engineering, Inc.

10475 Fortune Parkway, Ste 101

Jacksonville, FL 32256

MAIN 904.240.1351

www.alliant-inc.com

**Building better communities
with excellence and passion.**

RE: Qualifications for Continuing Professional General Planning Services, RFQ NO: 2024-01

Dear Ms. Bates, Mr. Calderin, 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 general planning services for the City of Bunnell. We are not only highly qualified but also have the insights and solutions to the diverse challenges that come within urban planning. Mr. **Curt Wimpée, PE**, will serve as Alliant's Client 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 Client Manager, Curt 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:

- **Successful Track Record.** Since the establishment of our Jacksonville office in 2015, Alliant has been dedicated to serving local municipal clients. We take pride in the relationships forged with our clients, and we invite you to reach out to our references in the project experience section for insights into our unwavering commitment to quality and exceptional service. Flourishing in a municipal pool environment, we seamlessly operate as an extension of your staff, collaborating seamlessly with other firms within your pool when a project benefits from the involvement of multiple consultants. Our track record with the City of Bunnell underscores our dedication to client satisfaction, consistently delivering high-quality and value-engineered designs. Under our current general engineering on-call contract, we have successfully completed numerous projects for the City, and we are confident in our ability to leverage this experience to bring substantial value to this general planning contract.
- **Client and Project Leadership.** We understand the City of Bunnell is looking for a consultant partner that is more than just an urban designer or engineer. You expect a partner that can lead and manage development projects from concept through construction and efficiently address any challenges along the way. As your Client Manager, Curt Wimpée 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.

- **Engagement with Results.** Alliant’s engagement team consisting of Timothy Burkhardt and Hannah Johnson have a track record developing and implementing in-person and online engagement for agencies across the nation. Tim delivers results that are focused, technically sound, and make the most of available resources. His unique skillset combining planning, engagement, and alternatives evaluation allows our team to develop consensus and combine the big picture with engineering detail. In addition, Hannah will combine her advocacy for community participation with her technical background to deliver a holistic engagement approach that emphasize two-way communication and long-term relationship building.
- **Dedicated Core Teams.** We are dedicated to delivering the City of Bunnell a reliable and devoted team, offering a well-balanced mix of specialized knowledge, hands-on experience, and innovative out-of-the-box thinking to enhance the City’s in-house resources. Our commitment is to successfully execute your projects by aligning the appropriate expertise with each assignment. Our goal is to enhance the quality of life for people throughout Florida by providing high-quality professional engineering services, all within budget and project schedule constraints, and ensuring exceptional client/customer service.

We are excited 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 and 2.

Sincerely, Alliant Engineering, Inc.



Curt Wimpee, PE, *Principal/VP Southeast Region*
 ✉ cwimpee@alliant-inc.com, ☎ 904.647.5383

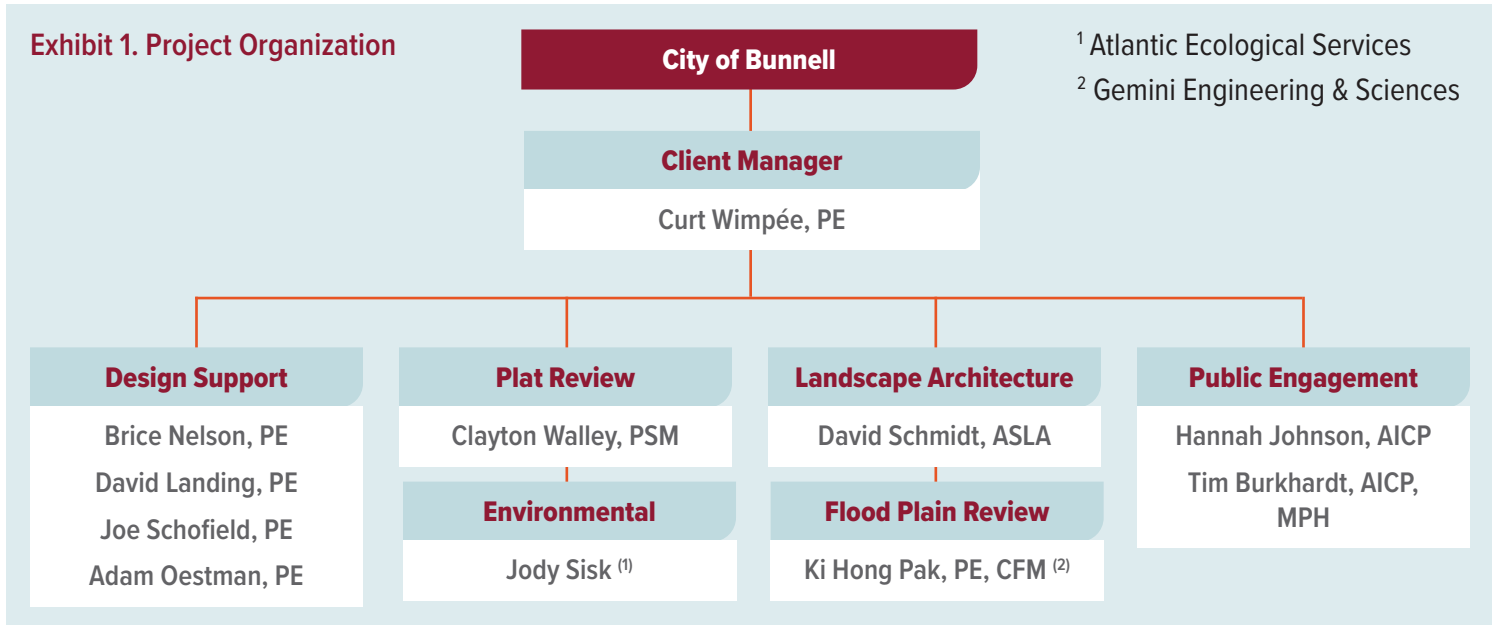
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A. Qualifications and Experience

The core Alliant Team selected and proposed for this SOQ is an efficient and highly qualified group of professionals. These professionals have over 175 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.



Curt Wimpée, PE

Client Manager

Mr. Wimpée will be Alliant’s Client Manager for the City of Bunnell. Curt will work as a liaison between City staff, project stakeholders, permitting agencies, and the design team. He is a Vice President at Alliant and has 29 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 eight 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.



Brice Nelson, PE

Design Support

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.



David Landing, PE

Design Support

Mr. Landing is a Pipelines Engineer and Trenchless Design Specialist with experience working on a variety of projects across the United States with a focus on water and wastewater projects in Northeast Florida. His design experience includes water/wastewater treatment plants, pressure and gravity pipelines, civil site design, storm water design, with an emphasis on large diameter pipelines and trenchless installations. His experience in pipeline design includes feasibility studies, design and construction support, design calculations, and drawing production.



Joe Schofield, PE

Design Support

Mr. Schofield is a Senior Engineer with 20 years of experience in civil design and construction oversight. He has provided design, review, and/or management of hundreds of public and private roadway and site development projects in the southeast United States. He has partnered with dozens of State Agencies and local communities to advance a wide variety of projects to improve transportation infrastructure across the continental United States.



Adam Oestman, PE

Design Support

Mr. Oestman has more than six years of experience in the design and construction of private infrastructure projects. He has worked on numerous developments and infrastructure improvements for commercial, medical, municipal, and residential projects around the country. Typical project requirements are land acquisition contract review, site assessment, land planning, development cost analysis, scheduling, approval coordination, preparation of contract documents, and construction administration.



Clayton Walley, PSM

Plat Review

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 plat reviewer throughout the project. He 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

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.



Tim Burkhardt, AICP, MPH

Public Engagement

Tim is Alliant's Director of Transportation Planning with experience managing complex corridor studies that integrate planning, engagement, traffic, and design. He has managed tasks and disciplines that include traffic operations and modeling, preliminary design, environmental/NEPA, alternatives development and evaluation, grants and funding applications, and public engagement. Recently, Tim has been developing approaches to actively address equity in transportation projects and better engage diverse audiences both in person and virtually. Tim is known for his facilitation skills, ability to combine big picture thinking with attention to detail, and production of high-quality documents and other deliverables. He delivers projects on time and on budget.



Hannah Johnson, AICP

Engagement Lead

Hannah is a planning and engagement professional who has contributed to a wide range of transportation plans and studies around the state in her seven years at Alliant. Her technical understanding of transportation brings additional depth to her planning, communications, and engagement work. She regularly develops and implements public engagement plans and summary documents, and project websites, online surveys and interactive maps, using a wide range of engagement platforms.



Jody Sisk (AES)

Environmental Services

Mr. Sisk, President/Senior Ecologist at Atlantic Ecological Services, manages all firm operations and specializes in assessing and mitigating ecological issues related to development and conservation projects. With over 20 years of experience, he navigates environmental regulations adeptly, collaborating with local, state, and federal regulators. His expertise spans various project types, from residential to large-scale developments such as wetland mitigation banks, highways, and landfills. Mr. Sisk leads wetland and upland habitat assessments, permitting, protected species surveys, and ecological mitigation analysis and design, among other responsibilities.



Ki Hong Pak, PE, CFM (Gemini Engineering & Sciences)

Flood Plain Review

Mr. Pak is a Senior Project Manager and Principal Engineer with Gemini Engineering & Sciences. Mr. Pak possesses significant experience with projects with stormwater and floodplain projects in Northeast Florida and in FEMA Region IV. He has program-level as well as hands-on experience with riverine, lacustrine, coastal, and watershed-sized projects related to stormwater runoff, flooding, flood control, and flood reduction. Mr. Pak has the technical hydrologic and hydraulic modeling expertise required for Level of Service determinations, Best Management Practices, pollutant loading calculations, TMDLs, sediment transport, and groundwater modeling. His problem-solving approaches emphasize technology, guided by experience and practical understanding of client-needs.





Curt Wimpée, PE

Client Manager

YEARS OF EXPERIENCE

29 years

PROFESSIONAL REGISTRATIONS

- Florida (79764)
- Minnesota (40487)
- Georgia (31340)
- North Carolina (053415)

EDUCATION

B.S. Civil Engineering,
University of Minnesota

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers,
FCARD, NEFBA, NAIOP, ULI

RELEVANT EXPERIENCE

Phase 1 Bunnell Westside Sewer Improvements *City of Bunnell, FL* Project Manager for the 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.

Phase 2 Bunnell Westside Stormwater Improvements *City of Bunnell, FL* Project Manager for the 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.

Grand Reserve Reclaimed Water Main Extension *City of Bunnell, FL* Project Manager to prepare and submit 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 installment 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.

Bunnell Southside Sewer Improvements *City of Bunnell, FL* Project Manager for this design-bid-build project that included bid documents, construction administration, and site inspections for the City’s Southside Sewer Rehabilitation.

Plan Review *City of Bunnell, FL* Curt has reviewed plans on behalf of the City for over six years.

Palm Industrial Park *Bunnell, FL* Project Manager and Engineer of Record for a 14-lot industrial subdivision located in Bunnell. The project included master design and permitting of an entire subdivision including on-site distribution and collection systems for utilities.

Curt has served in project manager roles on the following projects within the City of Bunnell:

- Advanced Auto Parts – Bunnell, FL
- Destiny Group Office Building – Bunnell, FL
- Bunnell Commons – Bunnell, FL
- Bunnell Business Center – Bunnell, FL



Brice Nelson, PE

Design Support

YEARS OF EXPERIENCE

23 years

PROFESSIONAL REGISTRATIONS

- Florida (97162)
- South Dakota (15708)
- North Dakota (PE-8217)
- Iowa (P27204)
- Virginia (0402049573)

EDUCATION

B.S. Civil Engineering,
Southern Illinois University

M.B.A. University of Mary

PROFESSIONAL AFFILIATIONS

National Society of Professional
Engineers

American Society of Civil Engineers

American Water Works Association

American Public Works Association

RELEVANT EXPERIENCE

Galesburg Clarifier and Reed Bed *Galesburg, WI (Municipal Utility)*

Project Manager and Engineer for design and construction phase.

The project was prompted by new phosphorus regulations. A report recommended constructing a new clarifier and water quality trade as the most cost-effective solution. The Preliminary Engineering Report (PER) for wastewater compliance indicated the need for a clarifier at the lagoons' end to remove phosphorus before discharge into the river. Pumps were designed to redirect reed bed filtrate back to the influent and from the clarifier to the reed beds. The 25-foot-wide clarifier, situated in groundwater influence, required rebar sizing and spacing calculations for its 14-foot depth, as well as anti-floatation calculations. As the State of Wisconsin lacked design criteria for reed bed underdrain systems, collaboration with the WDNR was necessary to develop suitable plans and underdrain calculations.

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. 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, unprepared for the oil boom in North Dakota, necessitated a watermain extension to service a man camp north of town. The extension linked with an existing watermain, previously installed by a contractor without approval from the Department of Health. The project involved collaborating with the Health Department to assess field conditions and gain approval for the watermain. The installed watermain in the man camp underwent depth boring and material verification. A valve was added for pressure testing upon connection to the extension. Crossing the BNSF railroad twice required boring under tracks and adhering to permitting requirements. Additionally, the extension navigated a wetland area, utilizing boring techniques to avoid mitigation. Throughout the town, watermain, sanitary sewer, and storm sewer replacements were conducted, accompanied by the replacement of all gravel roads.



David Landing, PE

Design Support

RELEVANT EXPERIENCE

SR 207 Water Main Extension – Phase III *SJCUD/St. Augustine, FL* Served as Senior Engineer during construction for 2,900 lf of 24-inch PVC water main within SJCUD easements and FDOT ROW. Mr. Landing was responsible for review of design drawings and contractor submittals during design and served as construction inspector during installation of the water main. The installation included two trenchless crossings, consisting of a 42-inch jack and bore of SR 206 and a 30-inch Horizontal Direction Drill (HDD) under the FDOT ROW of I-95.

16th Street Reclaimed Water Main *SJCUD, St Augustine, FL* Served as Pipeline Design Engineer where he oversaw the installation of various pipelines, totaling 7,600 lf in length. The pipelines ranged from 4 to 16-inches in diameter and included water mains, force mains, reclaimed water mains, and gravity sewers by open-cut trenching. Additionally, approximately 550 lf of 10-inch reclaimed water main was installed by HDD near sensitive Veterans Memorial Park in historic St. Augustine within the A1A FDOT ROW. Mr. Landing conducted HDD design calculations, determined project alignment geometry, assisted in construction drawing preparation, and coordinated with design subcontractors.

YEARS OF EXPERIENCE

25 years

PROFESSIONAL REGISTRATIONS

Florida (80483)

Georgia (PE049527)

South Carolina (41102)

EDUCATION

B.S. Civil Engineering, University of North Florida

A.S. Civil Engineering Technology, Savannah Technical College

Sunshine 16 (PS 306) and Force Main Extension *SJCUD, St Augustine, FL* Served as Pipeline Design Engineer for approximately 1,500 lf of 4-inch force main. As part of the overall system improvements, the new force main redirected flow from the Sunshine 16 Pump Station to a new discharge location. The project included three HDD installations to minimize impacts to roadway and pedestrian traffic patterns and adjacent residential neighborhood. Mr. Landing performed HDD design calculations, laid out the geometry for the alignments, helped prepare construction drawings and associated contract documents, and worked with the contractor so the HDD installations would implement best construction practices during design of the project.

Longleaf Pine Parkway to CR-210 24-inch Reclaimed Water Main *JEA St Johns County, FL* Served as Quality Assurance/Quality Control (QA/QC) Engineer for design of 11,400 lf of 24-inch ductile iron reclaimed water main along Greenbriar Road within St. Johns County (SJC). Installation and construction within the SJC ROW required coordination with SJC's Engineering and Growth Management Department to ensure existing and future connection points along the reclaimed water main alignment provided service to customers and meet the county's future growth needs. For this project Mr. Landing reviewed construction drawings at various project milestones for constructability and to ensure the project met client specifications.

SR 207 Water Main Extension – Phase III *SJCUD, St Johns County, FL* Served as QA/QC Engineer and Site Construction Inspector, overseeing the design and construction of 2,900 lf of 24-inch PVC water main within SJCUD easements and FDOT ROWs. The project included a 42-inch steel cased jack and auger bore crossing of FDOT's SR 206 and a 30-inch HDPE HDD crossing of FDOT's Interstate 95, requiring permits from FDOT and FDEP for wetlands crossings. Mr. Landing reviewed construction drawings, contractor submittals, and conducted on-site inspections to ensure contract drawing compliance.

CWRF Transmission Main Bypass and Redundancy Conceptual Plan *ECUA, Pensacola, FL* Served as Pipeline Engineer, contributing to route planning, feasibility studies, and constructability assessments to enhance redundancy for an existing large diameter transmission force main. The force main includes segments of 30 to 54-inch diameter ductile iron pipe and conveys sewage from ECUA's Main Street Water Plant to their Regional Chemstrand Treatment Plant. Mr. Landing actively participated in team meetings, assisted with route selection, provided recommendations, and produced planning sketches. Additionally, he investigated and recommended connection bypass points between force main segments.



Adam Oestman, PE

Design Support

RELEVANT EXPERIENCE

Hymon Circle Drainage Improvements *City of Bunnell, FL* Design engineer preparing the construction documents for a two phase project in the City of Bunnell, including +-2000 LF of road-side drainage improvements, as well as +-3000 LF of existing drainage ditch improvements.

Shadow Crest At Rolling Hills CDD Single Family Subdivision *Green Cove Springs, FL* Lead design engineer preparing the construction documents for a 247 single-family residential subdivision, as well as associated construction administration throughout the project.

Sawmill Branch at Palm Coast Park CDD - Multiple Phases *Palm Coast, FL* Lead design engineer preparing the construction documents for multiple single-family residential subdivision phases totaling over 1000 lots.

Panama City Beach Health Campus MP *Panama City Beach, FL* Lead design engineer preparing the construction documents for a phased Medical campus, as well as associated construction administration throughout the project.

Epic Church *Palm Coast, FL* Lead design engineer preparing construction documents for a Church and associated recreational areas.

Spring Lake at Palm Coast Park CDD – Multiple Phases *Palm Coast, FL* Preparing the construction documents, cost-estimates, and associated construction administration for multiple single-family residential subdivision phases for a total of 421 lots.

Lady Lake Apartments *Lake County, FL* Lead design engineer preparing construction documents for 330 multi-family units and associated recreational areas.

Whiteview Multi-Family *Palm Coast, FL* Lead design engineer preparing construction documents for 316 multi-family units and associated recreational areas.

Arden at Palm Coast (f.k.a Legacy at Palm Coast Town Center) *Palm Coast, FL* Lead design engineer preparing construction documents for 300 multi-family units and associated recreational areas.

Carmel Court in Bay Hill Village *Clay County, FL* Lead design engineer preparing construction documents for a 35-townhome unit site, as well as associated construction administration throughout the project.

Rolling Hills CDD Single Family Subdivision *Clay County, FL* Lead design engineer preparing the construction documents for a 247 single-family residential subdivision, as well as associated construction administration throughout the project.

Ponce Preserve (f.k.a. Portofino) *Palm Coast, FL* Lead design engineer preparing the construction documents for a 74 single-family residential subdivision.

DeLand Reclaim Extension *DeLand, FL* Lead design engineer preparing the construction documents for a +-6000 LF Reclaim main extension.



David Schmidt, ASLA

Landscape Architecture

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.

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.

YEARS OF EXPERIENCE

15 years

PROFESSIONAL REGISTRATION

ASLA (Currently pursuing licensure as a Landscape Architect in Florida)

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

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.



Joe Schofield, PE

Senior Engineer

YEARS OF EXPERIENCE

21 Years

PROFESSIONAL REGISTRATION/ LICENSURE

Florida (69219)

OSHA 10 Hour

EDUCATION

B.S. Civil Engineering,
University of North Florida

M.B.A. St. Leo University

RELEVANT EXPERIENCE

Shadow Crest at Rolling Hills CDD (Phases 3B & 3C) *Green Cove Springs, Clay County, FL* Mr. Schofield assisted the CDD to secure electrical and landscape maintenance easements. He also reviewed all contractor, vendor, and supplier invoice and pay application to help ensure proper use of the bond funds. Scope included cost estimating and writing the Engineer's Report for Shadow Crest phase of the District full planned build-out.

Beachview Cove Subdivision *Ormond Beach, Volusia County, FL* Project manager and engineering overseeing design and permitting for a 28-lot single-family subdivision with private lift station on A-1-A adjacent the Atlantic Ocean. All entitlements received and construction underway. Project includes a planned FPL power pole relocation, work within the coastal construction control line (CCCL), and coordination of turtle friendly street lighting design.

Ponce Preserve Subdivision *Palm Coast, Flagler County, FL* Project manager and engineering overseeing design and permitting for a 74-lot single-family subdivision. All entitlements have been received and construction start date undetermined.

Ryan's Landing Subdivision *Palm Coast, Flagler County, FL* Project manager and engineering overseeing design and permitting for a 95-lot single-family subdivision. All entitlements have been received and construction start date undetermined.

Quiet Zones and Highway-Railway Crossing Safety *Continental USA* Conduct safety diagnostics and support to Class I railroad companies relating to the FRA Train Horn Rule according to 49 CFR § 222.39.

Public Projects *Southeast USA* Review and manage hundreds of highway construction and maintenance projects, enforcing railroad design and construction standards.

NAVFAC Mayport Wharf Charlie - 2 Renovations *Jacksonville, FL* Project engineering overseeing design of a stormwater facility to provide Overcompensating treatment to accommodate expansion of a Mayport Naval Station Wharf C-2. The project included installation of a new sheet pile bulkhead, fill of open water, wharf expansion, stormwater facility construction, and dredging activities. Assisted to obtain permit from the Army Corps of Engineers related to the foregoing activities.

University of North Florida - Clubhouse *Jacksonville, FL* Design engineering and project manager for the proposed recreational and flex-space building with pool situated on a 2.4-acre parcel of land adjacent to Osprey Village and Osprey Cove. Mr. Schofield's involvement included oversight of modification to existing facilities, utility design, drainage design, and coordination of architectural elements in support of production of a seamless construction package.

Jacksonville Shipyards, Phase 1 *Jacksonville, FL* Project Engineer for the Jacksonville Riverwalk extension, 700-foot public pier improvements, 11-acre luxury high-rise condominium and retail development with public roadway improvements.



Clayton Walley, PSM

Plat Review

YEARS OF EXPERIENCE

25 Years

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

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 plating 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.



Jody Sisk (AES)
Environmental Services

YEARS OF EXPERIENCE

20 Years

**PROFESSIONAL REGISTRATION/
LICENSURE**

Flagler College, Adjunct Professor,
Dept of Natural Sciences –
Oceanography

FWC Authorized Gopher Tortoise
Agent (GTA-09-00003)

FDACS Florida Natural Areas Pesticide
Applicator (CM22973)

FWC Certified Wildlife Observer

EDUCATION

B.S. Biology, University of Central
Florida

M.S. Oceanography, Nova
Southeastern University

RELEVANT EXPERIENCE

Sawmill Estates *St. Johns County, FL* Project ecologist for a 50 acre residential development in St. Johns County. The project included wetland delineations, regulatory agency review, ERP permitting, Alternative Sites Analysis, Jurisdictional Determinations, UMAM assessments, gopher tortoise surveys/permitting/and relocations, and exotic species eradication.

Doris Leaper Spruce Creek Preserve Land Management Plan *Volusia County, FL* As Project Ecologist, responsible for planning and managing the Land Management Plan for the 2,000-acre Doris Leaper Spruce Creek Preserve in Volusia County, Florida. The plan aims to balance facility development for access with the preservation of natural and cultural resources. Activities involve implementing wetland restoration programs across various habitats like pine flatwoods, hardwood forests, and saltmarsh.

Pope Road Scenic Overlook *St. Johns County, Florida* Project biologist for the permitting of a scenic overlook structure in St. Johns County. The project included specific surveys for gopher tortoises and Anastasia Island beach mice. The project included coordination with FWS and FWC to include the project within the existing St. Johns County HCP. No impacts were identified to the Anastasia Island beach mouse due to site planning and construction design.

GTMNERR Land Management Plan Review *St. Johns County, Florida* As part of the FDEP Land Management Plan review committee for the 9,000-acre GTMNERR, duties encompassed reviewing natural communities, listed species, and flora/fauna inventories. Responsibilities included monitoring natural resources (sport fish/habitat, listed species/habitat, non-game species, fire effects, invasive species), planning wetland restoration, protecting cultural resources, controlling non-native species, monitoring hydrologic function, ensuring resource protection, and providing public education.

Windjammer Condominium Boardwalk Replacement and Land Management *St. Johns County, FL* Project ecologist for the replacement of a dilapidated dune crossover and dune management at the Windjammer Condominium. The project included gopher tortoise surveys, FWC permitting, and gopher tortoise relocations to support construction of the boardwalk. The project also included land management planning, FDEP CCCL permitting for vegetation management within the dune, exotic species eradication, native plantings, and monitoring.

Indianhead Biomass Property *St. Johns County* As Project Ecologist for the Environmental Permitting and Compliance Case at the Indianhead Biomass Facility in St. Johns County, responsibilities include wetland delineations, agency site reviews, GIS mapping, wetland mitigation assessments, restoration planning, ERP permitting, monitoring, and reporting. This involves managing wetland compliance cases with FDEP, SJRWMD, and USACE, including restoration plans addressing hydrologic impacts from agricultural activities.



Ki Hong Pak, PE, CFM (Gemini Engineering & Sciences)

Flood Plain Review

YEARS OF EXPERIENCE

Normal

PROFESSIONAL REGISTRATION/ LICENSURE

Florida (052052); Alabama (23051);
Georgia (034527); Louisiana (41215);
Mississippi (16025); South Carolina
(19909)

Certified Floodplain Manager (CFM)

EDUCATION

B.S. Engineering, Caltech

M.En. Engineering, Cornell University

RELEVANT EXPERIENCE

FEMA Region IV Subject Matter Expert *Nationwide* Mr. Pak is currently performing subject matter expert reviews for FEMA MT-2 and PMR submittals in FEMA regions 4 and 6, which include projects in Florida, Georgia, Kentucky, Texas, and Louisiana. Model reviews of SWMM, ICPR, and RAS models are paired with an understanding of FEMA's Guidelines and current mapping standards.

FEMA Flood Studies *Statewide* Mr. Pak has conducted studies from the flood insurance perspective for a large part of his career. He has extensive experience managing and performing flood studies throughout Florida and the Southeast, including the Florida Counties of Alachua, Lake, Marion, Osceola, Palm Beach, Pinellas, Polk, Seminole, and Orange, among others. The Seminole and Orange County studies posed the greatest challenges due to their highly-urbanized watersheds and potentially volatile public nature. These Flood Insurance Studies consisted of the following phases - scoping, data reconnaissance and acquisition, terrain development, numerical modeling, floodplain delineation and map-work, Digital Flood Insurance Rate Map (DFIRM) production, Post-preliminary Processing, and extensive coordination between FEMA Region IV, Water Management Districts, local communities, and other stakeholders.

MS Statewide Floodplain Mapping *Mississippi* Mr. Pak is the Principal Engineer for Gemini for the State of Mississippi State-wide floodplain mapping initiative. His involvement with the program began in 2003 with FEMA's Map Modernization (MapMod) Program, which culminated in the post-Katrina DFIRM Production and Open Houses along the Gulf Coast Counties.

Orlando Stormwater Studies *Orlando, FL* Mr. Pak was the Principal Engineer for Gemini for the City of Orlando's Continuing Stormwater and Engineering Design Services projects through multiple prime consultants. The projects include the West Lake Fairview Stormwater Improvement Feasibility Study, the East Lake Arnold Drainage Study, the Shine and Colonial Drainage Study, and several review projects associated with the I-4 Ultimate Design by FDOT through the City. Mr. Pak has provided numerical modeling and GIS services to the City and its prime consultants, and has also provided FEMA-related guidance to the City.

Panama City Beach SMMP *Panama City Beach* Mr. Pak is the Principal Engineer for Gemini for the overall Panama City Beach Stormwater Management Master Plan (SMMP) modeling conversion, as well as the Glades-Laird Stormwater Improvement Feasibility Study which focused on SMMP modeling in the Glades-Laird area. A partnership between the City and Bay County, this study used the converted SMMP modeling to investigate opportunities for reducing flooding in the Glades-Laird drainage area, and to potentially leverage future FDOT project designs to serve this particular need.



Tim Burkhardt, AICP, MPH

Public Outreach

YEARS OF EXPERIENCE

25+ Years

PROFESSIONAL REGISTRATION

American Institute of Certified Planners

EDUCATION

M.P.H. Environmental Health, University of Minnesota

B.A. English, Carleton College

RELEVANT EXPERIENCE

2024 Regional Solicitation Applications *Washington County, MN* Tim was project manager for preparation of six Regional Solicitation applications for the 2024 cycle. Working closely with County staff, Tim led Alliant’s team to prepare the application technical and narrative content for the applications, some of which had very little prior technical work completed. Alliant completed the applications on time and on budget for the December 2023 submittal.

TH 48 Hinckley Corridor Study *MnDOT District 1* Tim is project manager for this multimodal corridor study in Hinckley, MN, that seeks to develop a long-term vision for the highway that balances the needs of the local community, businesses, and heavy seasonal and event-driven recreational and visitor traffic. The multi-prong engagement approach includes a local agency team, citizen advisory committee, and in-person and online events for the public. Alternatives will include near-term and long-term concepts for all modes.

Safe Streets for All (SS4A) Implementation Grant Application *City of Burnsville/Dakota County, MN* Tim recently led preparation of a draft SS4A Implementation Grant application for the CSAH 42/CSAH 5 Trail Gaps project for the City of Burnsville and Dakota County. The project will close critical gaps in the trail system in growing and redeveloping areas around Burnsville Center and improve transportation safety and connectivity for people with limited or no access to vehicles and those who choose alternate modes. The draft grant application built on the city’s approved Multi-modal Plan/Safety Action Plan, communicating the safety needs, engagement activities, and equity benefits of the project.

TH 36/CSAH 17 Intersection Study *Washington County, MN* Tim is leading public engagement and environmental documentation tasks for this study to develop a grade separated solution to the CSAH 17 (Lake Elmo Avenue) intersection on TH 36 as it continues to transition to an expressway. Engagement began with a goal-setting workshop with key agencies to develop alignment following past differences on project goals and solution types. Includes online and in person events and close coordination with MnDOT and FHWA staff to develop a NEPA-compliant Purpose and Need document and alternatives evaluation process. In 2022 and 2023, Tim led preparation of federal RAISE and INFRA grant applications for the project.

TH 77 Congestion Mitigation *Dakota County, MN* Tim was Project Manager for a multi-consultant team working with three cities, two counties, two transit providers, MnDOT and FHWA to evaluate and recommend mobility solutions in the TH 77 corridor. Key tasks included public involvement, traffic and travel demand, environmental documentation, a design charrette, bridge and water resources evaluation, and project phasing.

CSAH 46 Corridor Study *Dakota County, MN* Tim was the Engagement Lead for the multimodal CSAH 46 Corridor Study that Alliant conducted for Dakota County and the City of Hastings. The engagement process used a range of virtual techniques in addition to traditional postcard mailings to raise awareness in the 2.5-mile corridor which serves a range of users and development contexts. The initial online engagement round resulted in excellent active engagement with the Social Pinpoint interactive map and comment features developed and hosted by Alliant.



Hannah Johnson, AICP

Public Outreach

YEARS OF EXPERIENCE

7 Years

PROFESSIONAL REGISTRATION

American Institute of Certified Planners

EDUCATION

Bachelor of Industrial and Systems Engineering, University of Minnesota

RELEVANT EXPERIENCE

CSAH 15 Phase 3 Improvements *Washington County, MN* Hannah is currently leading public engagement for Phase 3 of the Washington County CSAH 15 (Manning Avenue) Improvement Project. Her work has included developing a Public Engagement Plan (PEP) with detailed logistics for each open house, coordinating materials for two open houses, and communicating with the public, and documenting results. A challenging aspect of this project is that the project scope is smaller than the public may expect, and Hannah has helped the County to communicate and differentiate between the current project, corridor history, and possible future improvements strategically for the public to understand.

TH 36/CSAH 17 Intersection Study *Washington County, MN* Hannah is supporting this project in a variety of roles including public involvement, grant writing, environmental documentation, and traffic analysis. She has been a key contributor to the public involvement process, including public meeting materials design and preparation and cataloging public comments from a variety of sources. Hannah conducted research and assisted with the writing for federal RAISE and INFRA grant submissions, as well as the NEPA-compliant Purpose and Need and related documentation. This project is currently wrapping up the alternatives evaluation process, and Hannah has been supporting the safe system and multimodal level of service aspects of the traffic analysis.

TH 77 Congestion Mitigation *Dakota County, MN* Hannah was a project planner for this corridor study to understand existing and future conditions on Hwy 77 through Dakota County, MN. Hannah's involvement included documenting existing corridor conditions, supporting preparation of the Purpose and Need Statement and evaluation criteria, conducting a multimodal level of service analysis for freeway crossing infrastructure, supporting the project design charrette, and public involvement.

CSAH 46 Corridor Study *Dakota County, MN* Hannah supported community engagement for the preparation of a corridor study for a 2.3-mile segment CSAH 46 through multiple municipalities in Dakota County. The primary improvement objectives of the study were maintaining mobility while accommodating multimodal users. Hannah was responsible for online engagement development on the Social Pinpoint platform, analysis, and public information meeting materials.

Future Bridge Alignment Traffic Impact Study *Grand Forks, ND/East Grand Forks, MN* Hannah provided project planning and public involvement support for this study for the Grand Forks-East Grand Forks Metropolitan Planning Organization to identify the location of a new river crossing alignment between the two communities. Hannah documented existing conditions, supported preparation of the project purpose and need, and was the primary staff for public involvement, including project web site and interactive comment mapping. She also had a key role in developing and conducting the alternatives evaluation process.

MN 25 Corridor Study *Wright County, MN* Hannah supported public engagement for the preparation of a corridor study for a trunk highway in Wright County. The segment faces growth pressure from increasing urbanization at both ends while maintaining a more rural character in the middle. Hannah was responsible for online engagement development with the MetroQuest platform, analysis, and public information meeting materials.

B. Ability to Perform Scope of Services

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 client manager for this project, is **Curt Wimpée, PE**, a Jacksonville native with over 29 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. For this general planning 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.

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.

Curt Wimpée, PE, has dedicated his expertise to a fruitful collaboration with the City of Bunnell for the past eight years. In his capacity, he has played a pivotal role in meticulously reviewing plans and submittals from various consultants, ensuring adherence to the City's standards.

Beyond the routine tasks of plan review, Curt actively engages with consultants, fostering collaborative relationships that contribute to a seamless exchange of ideas and expertise. This collaborative spirit ensures that the City of Bunnell remains at the forefront of innovative and sustainable development practices.

In addition to his technical proficiency, Curt brings a deep understanding of the City's unique needs and aspirations. This insight allows him to tailor his reviews to align with the specific goals and objectives of each project, ultimately contributing to the realization of a more resilient and vibrant community.

Why Alliant?

As your trusted consultant for this project, we will be committed to ensuring the successful execution of development projects. With a well-established track record in planning, we are dedicated to advancing the City's vision for sustainable growth. Alliant prioritizes collaboration and the enhancement of long-term community well-being. Leveraging Curt Wimpée's extensive experience as a technical resource for City staff over the past eight years, we are adept at integrating diverse planning disciplines and actively involving residents in decision-making processes. Our team boasts expertise in critical areas such as land use planning, environmental planning, transportation planning, and economic analysis. Curt looks forward to the opportunity to continue delivering exceptional services to the City under this contract.

GENERAL PLANNING SERVICES

At Alliant, our team helps clients navigate all of the complex elements that must be considered to complete their projects. The strong relationships we've cultivated with private sector clients and public agency representatives ensure our clients' interests are met.

We collaborate closely with clients and stakeholders to provide agile, detailed oversight from planning to completion, while also supporting them in achieving sustainable strategic growth.

COMPREHENSIVE PLAN ANALYSIS

Alliant will play a vital role in assisting you with comprehensive planning. At Alliant, we begin by first understanding your objectives, needs, and constraints, including budget and timeline considerations. Then, we conduct in-depth reviews of existing plans, regulations, and policies, analyzing the regulatory framework and policy context. Assessing demographics, land use patterns, economic trends, and environmental factors using tools such as GIS and statistical analysis is part of our detailed data collection process. Engaging stakeholders through various methods, including public meetings and surveys, ensures that diverse perspectives are considered. At Alliant, our aim is to support you in developing and implementing comprehensive plans that promote sustainable growth, community development, and quality of life.

LAND USE AND ZONING ANALYSIS

Alliant has been providing ongoing land use and zoning analysis for the City the past eight years. As a consultant, we maintain open communication with the City during this process to ensure that our analysis and recommendations align with your vision and objectives. We also collaborate with stakeholders to facilitate the planning and permitting process.

The Black Point Swamp PUD is located within the Agricultural and Silvicultural District (AG&S). The developer will need to rezone the parcel prior to design and development. Alliant will assist the City in the review of the application and more importantly ensure the future zoning meets the City's vision of sustainability and strategic growth in planning the future land use and zoning.

SITE PLAN REVIEW (INCLUDING LANDSCAPING)

Through extensive planning and design, we assist clients in improving the community through landscape architecture. Whether it's a garden or streetscape, our team has the creative and analytical skills to map out an area and design features that will enhance its value, function, and enjoyment by the community. Our team guides clients from start to finish through submitting proper documents with agencies and developing construction plans so the project can be completed without delays or added costs.

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.

PUBLIC OUTREACH SERVICES

Alliant has the staff, experience, and tools to support the City with Public Outreach needs from producing exhibits to leading the process. Engagement is about building trust, from the first project to the next one. Alliant provides a full range of public engagement services, from organizing and facilitating traditional meetings and developing graphics to interactive online and mobile platforms, social media expertise, and project videos. Our approach always begins with having a clear understanding of goals and outcomes – from simple information sharing to getting feedback to making decisions.

PLAT REVIEW

Alliant offers comprehensive plat reviews to ensure plats submitted to the cities, counties, or towns meet the standards as set forth in the Florida Statutes Chapter 177, Part 1 as well as conforming to the requirements of the cities, counties, or towns. Each review comprises of written reports summarizing our findings, which identify areas of non-compliance or ambiguity alongside relevant statute and/or Code references.

The Black Point Swamp PUD will need to submit a plat which conforms to both the Florida Statutes Chapter 177, Part 1 but also to the City's requirements. Alliant will help the City review and assess the City requirements. When the plat is submitted, we will ensure proper dedications to the City is available on the plat for sustainability and infrastructure dedication as established in the PUD developer's agreement.

PLANNED UNIT DEVELOPMENT

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.

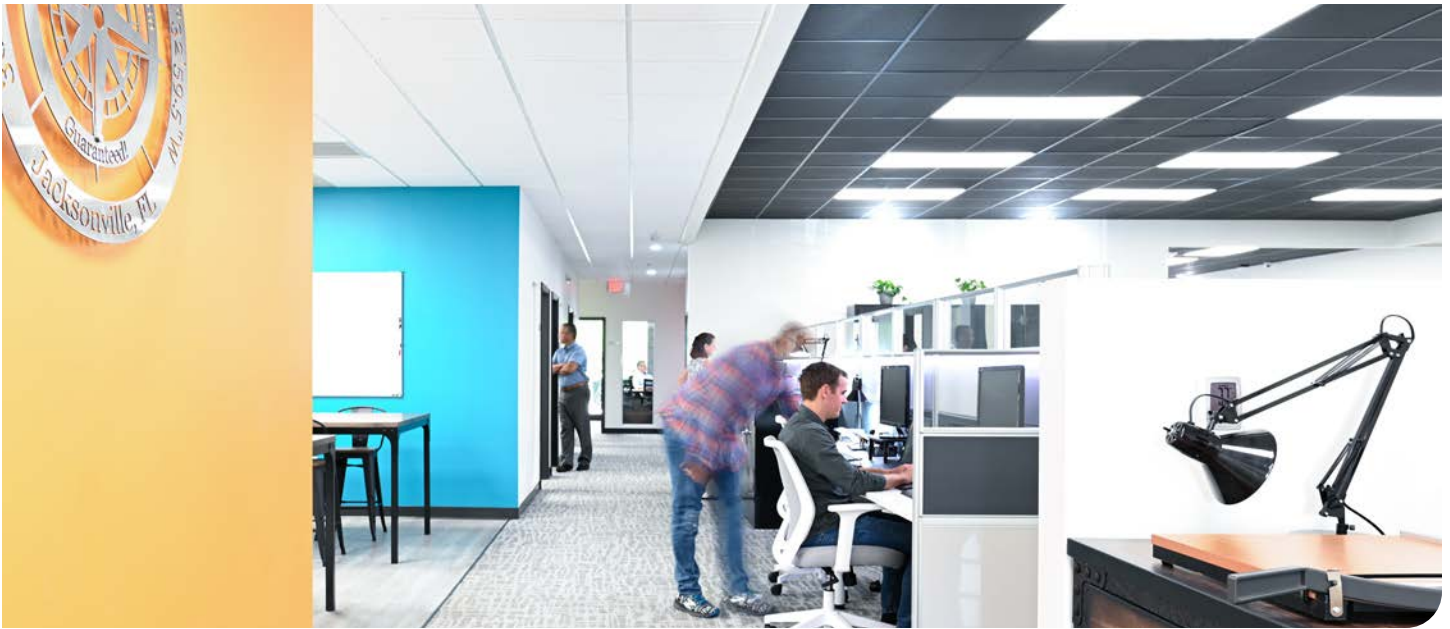
The Black Point Swamp PUD will need to craft and submit a developer's agreement to the City. These agreements can be complex, but Alliant has extensive experience with such agreements and will have the City's best interest while reviewing the agreement. Such language may need to dedicate public use land and infrastructure dedications, along with proper road right-of-way widths and easements to name a few. Land development codes will need to be followed, which Alliant will help navigate the developer through the code to ensure the final product is in conformance with the City's strategic growth plan and land development code parameters.

FLOOD PLAIN REVIEW

Alliant has partnered with Gemini Engineering & Sciences to provide expertise in stormwater, watershed, and general water resources engineering services on this project. Gemini is particularly well-seasoned in the non trivial technical water resources challenges facing Florida. Their key staff have decades of experience managing, performing, and delivering stormwater and water resources projects for the public sector, including the Cities of Neptune Beach, Orlando, Panama City Beach, and Belleair Beach, as well as Bay, Orange, Pinellas, and St. Johns Counties. Gemini serves a niche role in engineering services with their expertise in engineering design for streets & drainage, development, watershed/stormwater modeling, hydrology/hydraulics, and groundwater modeling. Projects range from development and review of studies involving water quality, watershed assessments, stormwater design, floodplain analysis, bridge hydraulics through streets and drainage improvements, site plan review, and general engineering needs.

The Black Point Swamp parcel is inundated with wetlands and flood plains, which comprise approximately 43% of the total area. This will require meticulous care in reviewing the developer's plans to ensure the environmental concerns are not impacted. Our team is very well versed on the Federal, State, and City requirements and that knowledge will be seen with our attention to detail during our reviews. We strive to build better communities with excellence and passion. This will be seen in our services to help the City attain their vision and sustainability.





GIS SERVICES

Alliant regularly uses GIS and GIS-based tools to support a full range of project services and needs ranging from map making and dashboards to data collection, analysis, and management. GIS allows our staff to engage with stakeholders through interactive mapping tools and dashboards, collect and compile existing conditions data, explore equity issues and impacts, conduct data-based project prioritization, and complete data-based alternatives evaluation. We leverage GIS to anticipate how projects will affect specific transportation system users to develop construction detours and traffic management plans. Our experts apply GIS at all stages of the planning and design process to enhance our analyses, support innovative solutions, and effectively communicate project outcomes.

ENVIRONMENTAL SERVICES

Alliant has partnered with Atlantic Ecological Services (AES) for environmental services, covering various project types from single-family homes to large-scale developments. AES offers comprehensive ecological consultation and conducts assessments, permitting, surveys, documentation, planning, restoration, compliance, and expert witness services. With a focus on sound science and direct communication, AES aims to benefit both the project and the environment it serves. They prioritize face-to-face interaction and simplicity in providing solutions for ecological challenges, ensuring successful outcomes.

C. Effects of the Firms Current Workload

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. Curt Wimpée can allocate the support staff and resources to easily meet any schedule.

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.

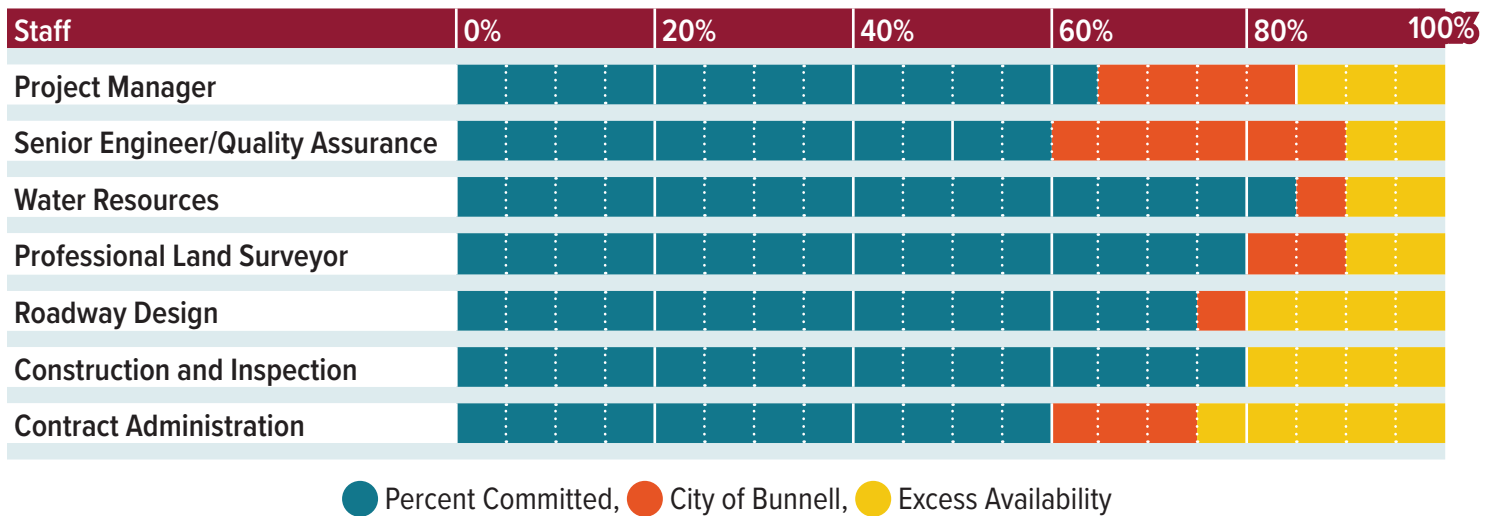
As shown in **Exhibit 2** we illustrate the estimated time allotment that each of the core team members can contribute at this time. These percentages will fluctuate from week to week based on external influences, but resources will be concentrated when needed to complete specific tasks or address project 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

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.

Exhibit 2. Staff Workload and Availability



D. Cost/Fee Schedule Rates

Alliant’s billing rates by employee classification for 2024 are below. The hourly rates include a multiplier, which includes indirect costs, overhead, and profit. Alliant bases our fee structure on our clients’ procedures and needs. Alliant typically invoices municipal clients on an hourly rate basis up to an agreed upon not-to-exceed total fee appropriate for the agreed upon scope of services and including reimbursable direct expenses for mileage, printing, event rental fees, etc. We are flexible in our fee structure and will work with the City of Bunnell to develop a fee structure that is appropriate for the project type and best suits the needs of the City.

Exhibit 3. Alliant 2024 Billing Rate Table

Classification	Billing Rate
Principal	\$255
Associate	\$210
Senior Professional Engineer	\$190
Senior Environmental Compliance Specialist	\$165
Construction Manager	\$155
Senior Construction Inspector	\$145
Professional Engineer	\$140
Environmental Compliance Specialist	\$135
Survey Field Manager	\$130
Senior CADD Technician	\$120
Professional Landscape Architect	\$120
Graduate Engineer	\$120
Survey Office Tech	\$110
Construction Inspector	\$105
Senior Survey Crew Chief	\$105
CADD Technician	\$105
Graduate Landscape Architect	\$100
Survey Crew Chief	\$90
Survey Field Tech	\$70
Two Person Survey Crew	\$170

Client Reference Letters

We understand that the size and scope of City projects vary greatly and that some may only require specific design expertise. Alliant can react to small projects quickly and deliver them efficiently whenever needed. We also have the multi-disciplinary experience to successfully deliver high-profile and complex projects on time and on budget. Some of the municipal clients Alliant has recently served are listed below with contact information.

- Flagler Beach**
Dave Taylor
 ☎ 386.986.7158
 ✉ dtaylor@cityofflaglerbeach.com
- City of Palm Coast**
Dennis Leap, PE
 ☎ 386.986.2482
 ✉ DLeap@palmcoastgov.com
- City of Atlantic Beach**
Steve Swann, PE
 ☎ 904.247.5874
 ✉ sswann@coab.us

APPENDIX

Required Forms

State of Florida

Department of State

I certify from the records of this office that ALLIANT FLORIDA, INC. is a Minnesota corporation authorized to transact business in the State of Florida, qualified on January 3, 2019.

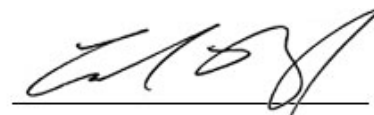
The document number of this corporation is F19000000188.

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 April 28, 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 Sixth day of November, 2023*




Secretary of State

Tracking Number: 5974689114CU

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 Pkwy Tallahassee, Florida 32399-6500
 800HELPFLA(435-7352) or (850) 488-2221

February 14, 2023

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, 2025.

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 Pkwy Tallahassee, Florida 32399-6500

License No.: **LB8289**
 Expiration Date February 28, 2025

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

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/1/2024

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 Agency, Inc. 420 Gateway Blvd Burnsville MN 55337	CONTACT NAME: Certificates Department PHONE (A/C. No. Ext): 952-707-8200 E-MAIL ADDRESS: certificates@kainsurance.com		FAX (A/C. No): 952-890-0535
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Alliant Engineering, Incorporated 733 Marquette Ave, Suite 700 Minneapolis MN 55402	INSURER A : Continental Casualty Company	20443	
	INSURER B : The Continental Insurance Comp	35289	
	INSURER C :		
	INSURER D :		
	INSURER E :		

COVERAGES

CERTIFICATE NUMBER: 854892705

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 <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 <input type="checkbox"/> OTHER:	Y		7063397967	10/30/2023	10/30/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 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 <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			7063397936	10/30/2023	10/30/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			7063397953	10/30/2023	10/30/2024	EACH OCCURRENCE \$ 7,000,000 AGGREGATE \$ 7,000,000 \$
B	<input checked="" type="checkbox"/> 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	7 63397970	10/30/2023	10/30/2024	<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

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

RE: Project #RFQ-2024-01

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**CANCELLATION**

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

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.

ACKNOWLEDGEMENTS
RFQ #2024-01
“CONTINUING PROFESSIONAL
GENERAL PLANNING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2024-01 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 1st day of February, 2024

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:  CURT Wimpee
By: (Signature) (Print name)

Address: Alliant Engineering, Inc.

10475 Fortune PKwy, Ste. 101

Jacksonville, FL 32256

Telephone: 904-647-5383 Fax: N/A

Taxpayer/Employer Identification Number (TIN/EIN): 41-1818046

State of Incorporation: Minnesota
Corporate President: John Dillingham
(Print Name)

Corporate Secretary: Sean O'Brien
(Print Name)

Corporate Treasurer: Clark Wicklund
(Print Name)

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 O'Brien

S. K. O'Brien
Signature

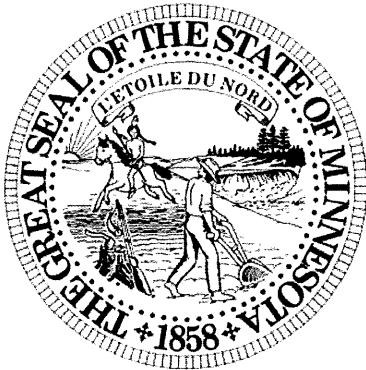
2/7/2024
Date

**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: 12/11/2023



Steve Simon

Steve Simon
Secretary of State
State of Minnesota

PROPOSER'S CERTIFICATION FORM

CW 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.

CW 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.

CW 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.

CW 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: *CW*

Signature Curt Wimpse
Principal, VP Southeast Region

Name & title, typed or printed state

State of Florida
County of Duval

10475 Fortune PKwy, Ste. 101
Mailing address

Jacksonville, FL 32256

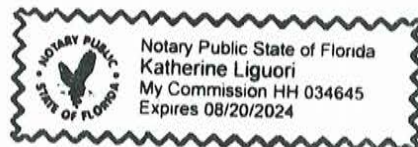
City, State, Zip Code

(904) 647-5383
Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 1, 2024, by Curt Wimpse 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.

Katherine Liguori
Signature of Notary Public - State of Florida

Katherine Liguori
Printed/Typed/Stamped Name of Notary
My Commission expires: 8/20/2024



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 #2024-01** and **CONTINUING PROFESSIONAL GENERAL PLANNING 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 Wimpee, PE

Printed Name & Title

cwimpee@alliant-inc.com

Email

Kraus-Anderson Insurance

Insurance Agency

Johnna Wangenstein Digitally signed by Johnna Wangenstein
Date: 2024.02.08 09:52:55 -06'00'

Signature of Proposer's Agent

420 Gateway Blvd

Address

Burnsville, MN 55337

City, State, Zip Code

(952) 707-8200

Telephone No.

(952) 890-0535

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: Alliant Engineering, Inc.
Signature: [Handwritten Signature]
Printed Name: Curt Wimpée
Title: Principal / VP Southeast Region
Date: 2/1/2024

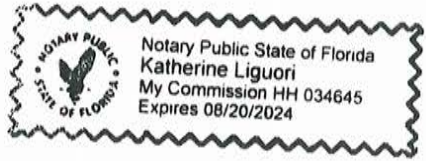
STATE OF Florida
COUNTY OF Duval

Alliant Engineering, Inc.

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 2/1, 2024, by Curt Wimpée 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.

[Handwritten Signature]
Signature of Notary Public - State of Florida

Katherine Liguori
Printed/Typed/Stamped Name of Notary
My commission expires: 8/20/2024



CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (PRINTED NAME) Curt Wimpee AM THE (TITLE) Principal / VP Southeast Region AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM OF (FIRM NAME) Alliant Engineering, dnc WHOSE ADDRESS IS 10475 Fortune Pkwy, 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 Wimpee

FIRM NAME: Alliant Engineering, dnc.

DATE: 2/1/2024

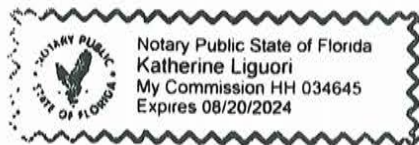
STATE OF Florida
COUNTY OF Duval

Alliant Engineering, dnc.

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 2/1, 2024, by Curt Wimpee 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.

[Handwritten Signature]
Signature of Notary Public - State of Florida

Katherine Liguori
Printed/Typed/Stamped Name of Notary
My commission expires: 8/20/2024



DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Alliant Engineering, dnc. (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".

[Signature]
(Authorized Signature)

2/1/2024
(Date)

Curt Wimpee
(Print Name)

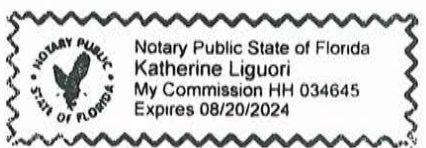
STATE OF Florida
COUNTY OF Duval

Alliant Engineering, dnc.

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of 2/1, 2024, by Curt Wimpee 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

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 Principal of Alliant Engineering, dnc., (Proposer) which has submitted a Response to City of Bunnell RFQ #2024-01 Continuing Professional General Planning Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-01, 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 #2024-01, 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 #2024-01, 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, dnc.
Company

10475 Fortune Pkwy, Ste. 101
Address

[Signature]
Authorized Signature

Jacksonville, FL 32256
City, State, Zip Code

Curt Wimpee, Principal / VP SE Region
Printed Name & Title

904-647-5383
Telephone No.

cwimpee@alliant-inc.com
Email

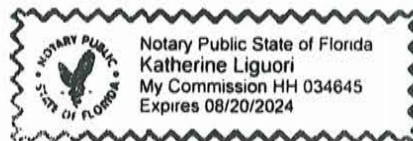
N/A
Fax No.

STATE OF Florida
COUNTY OF Duval

Alliant Engineering, dnc.

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 1, 2024, by Curt Wimpee of [Signature], 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



Katherine Liguori
Printed/Typed/Stamped Name of Notary
Notary My commission expires: 8/20/2024

**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/VP Southeast Region [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 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).

CW 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

Alliant Engineering, LLC

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 1, 2024, by Curt Wimpel 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

Katherine LIGUORI
Printed/Typed/Stamped Name of Notary
My commission expires: 8/20/2024



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, dnc.

Authorized representative (printed): CURT WIMPEE

Authorized representative (signature):



Date: 02-20-2024

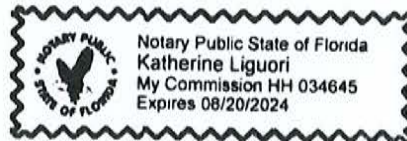
Project Number: **RFQ-2024-01 – CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES**

STATE OF Florida
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 20 day of FEBRUARY 2024, by CURT WIMPEE of Alliant Engineering, dnc., 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: 08/20/2024



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 Engineering, 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)	

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	1		-	1	8	1	8	0	4	6

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 ▶ 5/10/23
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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-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
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 13, 2024

A. QUESTIONS & ANSWERS

Question 1: Will the City of Bunnell be selecting multiple planning firms?

Answer 1: The City will be looking into choosing multiple firms to perform a variety of planning services listed under Section 1.2 – Scope of Services depending on the capability of the firms that submit responses.

Question 2: The title and much of the text of the RFQ indicates that it is for general planning continuing services, while other info within the RFQ indicates that the sole purpose of the consultant will be to review a single large, planned unit development. Should our responses be geared towards general planning capabilities or the ability to review a large residential planned unit development?

Answer 2: Responses to the RFQ should be geared towards general planning capabilities regarding the scope of services listed under section 1.2, which includes Planned Unit Development Review (PUD). The language under "IMMEDIATE PROJECT INFORMATION" in section 1.2 states "The sole purpose of the designated consultant firm", meaning a consultant firm or firms will be chosen to assist the City in reviewing the incoming PUD based on their response submittal. This was included to show what a firm should expect if chosen by the City to assist in the review.

B. UPDATED EVALUATION CRITERIA

Evaluation Criteria E. SUBMITTAL THOROUGHNESS is hereby revised and shall be used to evaluate responses to this RFQ in conjunction with Evaluation Criteria Sections A-D.

E. SUBMITTAL THOROUGHNESS (0-20)

- Points will be awarded based on the order and format of RFQ as described under "Proposal Submission".

ACKNOWLEDGEMENT:

Signature and Date *Curt Wimpee* 02-20-2024

Printed Name and Title Curt Wimpee Principal / VP Southeast Region

Company Name Alliant Engineering, Inc.

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 01

Addendum No. 01 Continuing Professional General Planning Services RFQ 2024-01 Page 2 of 2



ADDENDUM NO. 02

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

**CITY OF BUNNELL
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 14, 2024

A. UPDATED TIMETABLE/SCHEDULE OF EVENTS

It was discovered there was conflicting information regarding the RFQ's submission deadline and bid opening under the timetable on the cover page and under Section 1.4 – "SCHEDULE OF EVENTS". The following are updates to the schedule of events:

- February 27, 2024 – Request for Qualification submission deadline by 10:00 AM EST.**
- February 27, 2024 – RFQ Opening to be held at 405 E. Drain St., Bunnell, FL 32110 at 10:30 AM EST.**
- TBA at Bid Opening – Selection Committee Meeting at 405 E. Drain St., Bunnell, FL 32110**
- March 25, 2024 – Estimated Commission Approval (Commission Meeting at 7:00 PM at 1769 E. Moody Blvd., Bunnell, FL 32110 in the Board Chambers Meeting Room).**

ACKNOWLEDGEMENT:

Signature and Date *Curt Wimpée* 02-20-2024

Printed Name and Title *CURT WIMPÉE Principal/VP Southeast Region*

Company Name *Alliant Engineering, Inc.*

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02

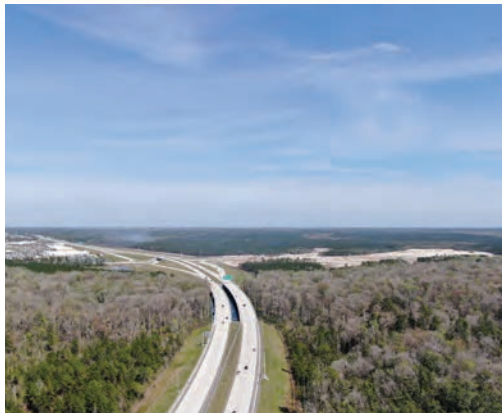
FEBRUARY 27, 2024
ORIGINAL



MATTHEWS | **DCCM**

RFQ No. 2024-01:
**Continuing Professional
General Planning Services**

City of Bunnell



RFQ TITLE PAGE

REQUEST FOR QUALIFICATION STATEMENTS (RFQ) FOR CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES; RFQ NO: 2024-01

Matthews Design Group, LLC dba Matthews | DCCM

7 Waldo Street
St. Augustine, FL 32084

6621 Southpoint Drive #300
Jacksonville, FL 32216

904-826-1334

Autumn Martinage
marketing@mdginc.com

Proposal Date: 2/27/2024

February 27, 2024

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

RE: Request for Qualifications - Continuing Professional General Planning Services

Dear Bunnell City Clerk,

Matthews | DCCM is esteemed for its commitment to delivering excellence in urban planning, boasting a proven track record of successful projects and a team of dedicated professionals. The firm's expertise includes certified planners, environmentalists, and flood plain managers, ensuring the highest standard of service delivery.

Understanding the significance of effective planning in fostering community wellbeing and progress, Matthews | DCCM prioritizes transparency, inclusivity, and stakeholder engagement in its approach. With a comprehensive range of technical capabilities and in-house resources, the firm stands ready to support **City of Bunnell** in achieving its vision for sustainable and strategic growth. Particularly intrigued by the opportunity to contribute to the immediate project in the **Black Point Swamp** area, Matthews | DCCM is prepared to review plans, address environmental concerns, and facilitate the successful implementation of the proposed development.


Our team will be led by **Autumn Martinage**, as the Project Manager, who has a proven track record of success in planning services, as showcased by her extensive experience in reviewing zoning and development applications, conducting studies, and preparing staff reports, among other planning activities. She will oversee the resources needed to fulfill the contract's requirements, ensuring a seamless and efficient planning process.

Our team, with its local connections and diverse expertise spanning across the nation, is uniquely positioned to excel in servicing this RFQ. Committed to ensuring the success of each project, we are dedicated to creating well-planned developments for future generations. Fueled by our passion for planning and a commitment to excellence, we consistently exceed expectations and achieve project objectives. Our response will highlight our extensive experience and ability to serve **City of Bunnell** effectively.

For inquiries regarding this contract, please contact **Autumn Martinage, Senior Planner**, at 904.374.4667 or amartinage@mdginc.com.

In submitting this letter of intent, Matthews | DCCM confirms its understanding of the work to be done, its commitment to perform the work within a given time period, and its belief that it is best qualified to perform the engagement. Furthermore, this proposal is a firm and irrevocable offer for ninety (90) days.

Matthews | DCCM


Rob A. Matthews III, PE
President/CEO

2 EVALUATION CRITERIA - A

Qualification and Experience

We appreciate the opportunity to submit our qualifications for consideration in providing professional general planning services to the City. Our firm is dedicated to ensuring the highest standards of expertise and efficiency in urban planning, aligning with the City's vision for sustainable and strategic growth.

Qualifications:

- » **Proven Track Record:** Our firm has a demonstrated history of effective planning, evidenced by successful projects across NE Florida.
- » **Multi-disciplinary Team:** DCCM has experienced certified planners (AICP), environmentalists, and certified flood plain managers with expertise in land use planning, project implementation, comprehensive planning, transportation planning, and economic analysis.
- » **Collaborative Approach:** We prioritize collaboration with stakeholders, fostering a transparent and inclusive decision-making process.
- » **Technical Capabilities:** Our firm possesses the technical capabilities and in-house resources to provide a wide range of planning services as outlined in the RFQ.

To demonstrate our capabilities and commitment to excellence, we hold several qualifications and certifications. We are proud to be FDOT (Florida Department of Transportation) pre-qualified in the following work groups:

- » **3.1 - Minor Highway Design:** This qualification enables us to design and plan minor highways, ensuring efficient and safe transportation networks for our clients.
- » **3.2 - Major Highway Design:** With this qualification, we possess the expertise to tackle major highway design projects, addressing complex challenges and ensuring optimal performance.
- » **7.1 - Signing, Pavement Marking, and Channelization:** We are well-versed in creating effective signage, pavement markings, and channelization strategies that enhance traffic flow and safety.
- » **10.1 - Roadway Construction Engineering Inspection:** Our firm is equipped to provide construction engineering inspection (CEI) services, ensuring that projects adhere to design specifications and regulatory requirements.
- » **13.6 - Land Planning/Engineering:** We excel in land planning and engineering, helping clients optimize land usage while considering environmental and regulatory factors.
- » **15 - Landscape Architect:** With our Council of Landscape Architectural Registration Boards certification, we have demonstrated our expertise by creating aesthetically pleasing and functional outdoor spaces.

Scope of Services



General Planning Services: Our expertise encompasses growth management planning, land development regulations updates, sustainability analysis, green master planning, neighborhood planning, and housing needs assessments.

2 EVALUATION CRITERIA - A

Qualification and Experience



Comprehensive Plan Analysis: We are capable of reviewing and facilitating updates to the City's Comprehensive Plan, ensuring alignment with the City's vision and goals.



Land Use and Zoning Analysis: Our team can prepare and review land use and zoning analyses to keep the City's regulations current with new growth and developments.



Site Plan Review: We offer comprehensive site plan review services, including landscaping assessments to ensure compliance with City standards.



Public Outreach Services: Our firm specializes in preparing communication strategies and protocols for engaging residents and stakeholders in the planning process, facilitating community involvement.



Plat Review: We have experience in reviewing major and minor subdivisions to ensure compliance with City regulations.



Planned Unit Development (PUD) Review: Our team can assess large-scale developments for compliance with Comprehensive Plan and Land Development Regulations.



Flood Plain Review: We provide expertise in identifying and addressing issues within flood zones, ensuring compliance with local, state, and federal regulations.



GIS Services: Our firm offers GIS services, including Future Land Use Map and Official Zoning Map creation, providing valuable property data to City staff.



Environmental Services: We advise on wetland issues and ensure plans comply with environmental regulations at the local, state, and federal levels.

Immediate Project Information

We understand the complexities of the proposed large-scale Planned Unit Development in the Black Point Swamp area. Our firm is prepared to assist the City in reviewing plans, facilitating implementation, and addressing environmental concerns associated with this project.

Our firm is well-equipped to meet the City's needs for professional general planning services. We are committed to supporting the City's vision for sustainable growth and look forward to the opportunity to contribute to the success of future development projects.

Overall Firm Experience

Matthews | DCCM is dedicated to ensuring project success by combining strategic planning, experience, creativity, and an integrated approach to each project. Our proven project team, with its wide range of experience, ensures the success of projects under this contract. Our understanding of this RFQ encompasses a wide range of expert planning services tailored to meet the specific needs of the City of Bunnell. As trusted partners, we are prepared to collaborate with the City Manager, Planning Department, and other municipal departments to chart the course for sustainable growth, innovative urban development, and environmental stewardship.

2 EVALUATION CRITERIA - A

Qualification and Experience

Our planning services include strategic land-use planning, comprehensive master planning, and urban design initiatives. We aim to craft robust zoning and regulatory frameworks that balance progress and preservation, empowering the City of Bunnell to flourish while preserving its unique identity.

With a focus on community engagement, we conduct inclusive public outreach programs that allow residents and stakeholders to actively shape their neighborhoods' future. Through meaningful dialogue, we ensure that all voices are heard, paving the way for equitable and inclusive development.

Matthews | DCCM, a local division of DCCM, LLC, leverages the resources of a national company specializing in design, consulting, and construction management services across the United States. With over 1,000 professionals specializing in multiple service lines, we tap into these resources as necessary to ensure project success.

Experience of Firm

Our firm's comprehensive services, including planning, civil engineering, landscape architecture, architecture, surveying, and construction administration and inspection, uniquely position us to address the multifaceted demands of on-call planning services. Our proven track record of seamlessly aligning these disciplines qualifies us to excel in responding to the on-call planning services RFQ.

We have extensive experience working on projects of similar size and scope, including commercial developments, mixed-use projects, residential communities, and public infrastructure improvements. With a proven track record of delivering outstanding results, we are confident in our ability to excel in every aspect of this project, ensuring its success and positive impact on the City of Bunnell and its communities.



Autumn Martinage, Project Manager, boasts over 17 years of experience in urban planning, community development, and land use management. Her extensive portfolio includes master plans, transit-oriented developments, affordable housing projects, and environmental impact assessments. Autumn is recognized for her collaborative approach, working closely with stakeholders such as community groups, elected officials, and regulatory agencies to develop innovative solutions tailored to diverse communities.

As the primary contact for this project, Autumn will direct work throughout its lifecycle. Her background collaborating with municipalities enhances our team's ability to navigate planning processes and requirements unique to each jurisdiction. Autumn's keen understanding of local dynamics and regulations strengthens our commitment to delivering tailored solutions aligned with the City of Bunnell's goals and vision.



Christina Evans, Senior Planner, brings invaluable expertise to our team, supporting Autumn Martinage in driving project success. With extensive planning experience and tasked with duties similar to those outlined in this RFQ, Christina's insider knowledge streamlines collaboration and ensures seamless integration of project initiatives with local regulations and guidelines. Christina's meticulous attention to detail and collaborative synergy with Autumn underscore our commitment to realizing visionary projects for the City of Bunnell.

2 EVALUATION CRITERIA - A

Qualification and Experience



AUTUMN MARTINAGE **Project Manager, Primary Contact**

- » BA, Communications, University of West Florida
- » American Planning Association (APA)
- » Urban Land Institute (ULI)
- » Board of Directors, Cabaret Haiti Mission (CHM)
- » 17 years of experience

Autumn has a strong background in transportation planning, land development, and urban planning in both the public and private sector. She has well-rounded experience working in different markets and project types. In her previous roles, Autumn has been the lead for public communication, public involvement, and served as the liaison between community, municipalities, and boards/commissions. She is skilled in DealPath, LandVision, Zonda, MetroStudy, Google Earth, and ArcView GIS, as well as a proficient researcher and experienced public speaker. In her current role, Autumn provides services in land planning, entitlements, and navigation of the development permitting process. She represents clients in public hearings for rezonings, land use amendments, variances, and special use permits.

PROJECT EXPERIENCE

*Work completed at previous firms

***Various Projects | Florida Department of Transportation | Planning Specialist.** Autumn played a crucial role in collaborating with the North Florida Transportation Planning Organization (TPO). She facilitated the development and adoption of key transportation plans, including the annual Transportation Improvement Program (TIP), biannual Unified Planning Work Program (UPWP), and the latest Long Range Transportation Plan (LRTP). Autumn served as a member of the Technical Coordinating Committee (TCC) and expertly managed more than \$15,000,000 in federal and state funding for FDOT and FTA/FHWA contracts. Her exceptional contract management skills, along with her commitment to advancing transportation planning initiatives, have been invaluable in shaping a more efficient future for the region's transportation network.

***Various Projects | City of Jacksonville | City Planner.** Autumn served as a liaison to multiple boards and commissions. She prepared recommendations on zoning and land use applications, conducted regulatory reviews, and provided technical assistance to clients. Autumn also managed various projects, including blighted property reviews, and organized the annual Preservation Awards ceremony. Her dedication to sustainable growth and preserving Jacksonville's unique character was evident throughout her tenure as City Planner.

***Various Projects | West Florida Regional Planning Council | Transportation Planner/Public Involvement Coordinator.** Autumn played a pivotal role in updating and publishing the 5-year Transportation Improvement Program (TIP) annually for three TPOs. She expertly managed databases, monitored Air Quality levels, and updated Public Involvement Procedures for the TPO boards. As a skilled liaison, Autumn coordinated public involvement activities and delivered compelling presentations to advisory boards, citizens' groups, and government officials, fostering effective communication and engagement throughout the planning process. Her dedication to transportation planning and community involvement shaped sustainable and efficient solutions for the region.

2 EVALUATION CRITERIA - A

Qualification and Experience

AUTUMN MARTINAGE **Project Manager, Primary Contact**

***Various Projects | AE Engineering | Land Development and Entitlement Director, Director of Planning.** Autumn led successful development projects in residential, multifamily, and industrial markets. She expertly managed all land development and entitlement requirements, providing valuable assistance to clients with due diligence, rezoning, land use changes, and permitting. Autumn's visionary leadership also established an emerging planning department, pursuing new project opportunities and expanding AE Engineering's presence through strategic marketing efforts. Her commitment to excellence solidified the company's reputation as a trusted player in the Jacksonville development market.

Pioneer School | St. Johns County | Senior Planner. Matthews | DCCM is providing professional planning, engineering, and landscape architecture services for the design and permitting for a private, non-sectarian, non-profit middle school, the Pioneer School.

Palatka Mall Consulting Services | Putnam County | Senior Planner. Matthews | DCCM is providing professional engineering services for the investigation and preliminary development/planning services for the Palatka Mall Consulting Services located at 400 FL-19. The parcel is ~31.5 acres in size.

Busy Bee Ellisville | Columbia County | Senior Planner. Matthews | DCCM is providing continued professional engineering and landscape architecture services for the commercial development for the Busy Bee property located at 14118 South US Highway 441 in Lake City. Proposed 66,000sf Busy Bee Gas Station with approximately 60 fueling stations, parking, tractor trailer storage, stormwater and utilities. Total site is approximately 37 acres with driveway access to US Highway 441 and SE Howell Street.

Palm Coast Multi-Family Development | Flagler County | Senior Planner. Matthews | DCCM is providing professional planning and engineering services for the Belle Terre Estates Master Planned Development, consisting of townhomes, commercial, and public and private recreation uses. Our team also prepared and submitted a Land Use Amendment and Rezoning Application, and offered floodplain consulting.

East River Estates PUD | Putnam County | Senior Planner. Matthews | DCCM is leading the planning and rezoning efforts for East River Estates in Palatka, Florida. This unique 55+ land lease community combines onsite management and maintenance of common areas, allowing residents to own their homes. The development includes amenities like a clubhouse, pool, gazebos, firepit, and entertainment area. Customized lot requirements ensure affordability and conserve natural resources, such as vegetative communities, floodplains, and wetlands, setting it apart from traditional zoning designs.

***Market Analysis and Feasibility Study for Business Incubator | Putnam County | Project Manager.** Autumn generated a report that explored the existing business climate for the City of Palatka and examined whether or not to recommend the development of a business incubator project for the city. A thorough market analysis was conducted of the current business climate within the city limits by reviewing census data and other market research, conducting two online surveys numerous one-on-one interviews, and hosting a public forum to discuss the needs and desires of the community. The result was a detailed report and analysis presented to the City of Palatka City Commission.

AWARDS: Top 40 Planners Under 40 | Women's Leadership Development Institute – Urban Land Institute | Leadership Development Academy – City of Jacksonville | Hertz Management Interview Program – Hertz Corporation

2 EVALUATION CRITERIA - A

Qualification and Experience



CHRISTINA EVANS Sr. Planner

- » BS, City and Regional Planning, Ohio State University, 2013
- » American Planning Association (APA)
- » Urban Land Institute (ULI)
- » 11 years of experience

With over ten years of professional planning experience, Christina has navigated the complexities of land development with precision. Her expertise, honed at the Broward County Planning Council and later as Sr. Planner at Nassau County, encompasses county land use amendments, platting, and comprehensive plan modifications. Christina managed planners, analyzed codes, and effectively communicated with contractors, developers, and the public, addressing queries on zoning, land use, and development regulations. In her current role at Matthews | DCCM, Christina excels in land planning, entitlements, and guiding clients through the development permitting process. She adeptly represents clients in public hearings for rezonings, land use amendments, variances, and special use permits.

RELEVANT EXPERIENCE

*Work completed at previous firms

***Various Projects | Nassau County | Senior Planner.** In her time at Nassau County, Christina's focus was primarily on application intake, evaluation, and staff reports. She leveraged her extensive knowledge of planning codes to expedite the planning process for developers and applicants, ensuring meticulous evaluations and adherence to regulations. By providing exceptional customer service, Christina guided stakeholders through the complexities of the planning process, fostering positive relationships and enhancing the County's reputation for excellence. Christina also reviewed work for completeness and accuracy; offering guidance and recommendations/direction as appropriate. Her passion for community development and dedication to delivering outstanding results elevated project success, optimizing efficiency and effectiveness within the Planning Department.

***Various Projects | Broward County Planning Council | Planner.** Christina played a key role in processing land use plan and traffic way plan amendments. She reviewed projects and plats to ensure compliance with local and county land use plans, providing valuable recommendations to the Planning Council. Additionally, Christina re-certified local land use plans for county compliance and made crucial platting determinations for development projects within Broward County. Her expertise and dedication contributed to the effective and sustainable planning efforts in the region.

***Various Projects | Virginia Beach City Government | Planning Technician.** Christina excelled in managing Wetlands and Waterfront Construction projects. She spearheaded the transition to an electronic application system, improving efficiency and transparency. With precision, she processed applications, performed site visits, and prepared reports for various projects. Christina's GIS expertise enabled her to create online mapping systems for improved project tracking. Her dedication to data quality and technological advancements made a lasting impact on the city's planning operations.

2 EVALUATION CRITERIA - A

Qualification and Experience

CHRISTINA EVANS Sr. Planner

***East Nassau Community Planning Area | Nassau County | Senior Planner.** East Nassau Community Planning Area (ENCPA in Nassau County, developed through a partnership with landowner Rayonier since 2007. The ENCPA was a State-approved Sector Plan, encompassing 24,000 acres of timberland. It integrated transportation, land use, and urban design to balance economic development, housing options, and environmental preservation. The Long-Term Master Land Use Plan outlined development patterns, while the Mobility Plan established funding for a multi-modal transportation system. Detailed Specific Area Plans ensured compliance and promoted the conservation and development of designated areas. Preliminary Development Plans provided detailed development standards.

***American Beach Neighborhood Planning | Nassau County | Senior Planner.** American Beach, located on Amelia Island, Florida, is a historic beach resort community developed by and for African-Americans. Listed on the National Register of Historic Places, it remained an important destination for African-Americans until the passage of the 1964 Civil Rights Act. Nassau County Planning staff have been working with the American Beach community since 2018 to preserve its unique character, which includes distinctive single-family beach cottages. As Senior Planner for Nassau County, Christina and other County staff hosted an outreach event for the active community residents where they were provided updates on water and sewer upgrades as well as land development code and Master Planning efforts.

CR 208 Planning Assistance | St. Johns County | Senior Planner. Matthews | DCCM is providing professional planning services and land entitlement assistance to the developer and land use attorney of an affordable, multi-family Planned Unit Development in St. Johns County.

Barco Master Plan | St. Johns County | Senior Planner. Matthews | DCCM provided professional planning services to master plan and entitle a mixed-use project south of Racetrack Road in St Johns County. This large-scale Planned Unit Development totaled approximately 280 acres and expanded over a mile along St. Johns Parkway and Russell Sampson Road. Project highlights include significant preservation and amenitization of environmentally sensitive land and land use conversions for entitlements that provided the owners with greater marketability of their property.

Deer Run Residential | St. Johns County | Senior Planner. Matthews | DCCM is providing professional planning services for the conceptual site planning and Planned Unit Development (PUD) rezoning application preparation and management for the Deer Run Road PUD located on East side of Deer Run Road, south of SR 16 in St. Augustine, Florida.

St. Johns Sheriff's Office (SJSO) Fleet Maintenance | St. Johns County | Senior Planner. Matthews | DCCM is providing engineering services associated with the fleet maintenance building, parking lot, guard house entry gate, stormwater wet detention pond, associated infrastructure and water distribution system for the SJSO Training Facility. Christina identified and quickly received approval of the minor modification to a PUD to resolve several zoning issues so the project could continue without delay.

2 EVALUATION CRITERIA - A

Qualification and Experience



ALEX R. ACREE, PE **Civil Engineering Lead**

- » BS, Civil Engineering, Florida State University
- » Professional Engineer: FL,
- » Certified FDEP Stormwater
- » Erosion and Sedimentation Control Inspector
- » 18 years of experience

Alex is a skilled land development engineer and project manager who has led countless projects across northeast Florida and southern Georgia to success. His expertise includes analysis and design of stormwater management systems, watershed analysis, and pond siting analysis and reports, as well as construction administration services, for municipal projects and private land development projects. Alex provides quality project management services and successfully leads his team from project conception through design, permitting, construction, inspections, and certifications. As the VP of Production, Alex leverages his extensive expertise in land development engineering and project management to ensure efficient and successful execution of all projects under his purview.



ERIC LANEHART, PLA, ISA **Landscape Architect**

- » MA, Landscape Architecture, Virginia Polytechnic and State University
- » BS, Agriculture, University of Florida
- » Professional Landscape Architect: FL
- » Certified Arborist
- » 20 years of experience

Eric brings extensive expertise in landscape architecture and land planning, complemented by a background in park planning and master planning. His career has been marked by the successful management of diverse projects, spanning site planning, landscape, hardscape, and irrigation design for clients across multiple states. His design portfolio encompasses amenity centers, parks, recreation facilities, commercial, industrial, mixed-use, multi-family, and single-family developments. Eric's collaborative approach involves close coordination with engineers, planners, consultants, and client staff to ensure project approval and alignment with objectives, before delving into cost analysis, rendering, and construction documents. Additionally, as an Arborist, he conducts site analyses to assess tree species, health, and stability, aiding clients in mitigating tree-related costs while contributing to project efficiency. Eric's holistic approach embodies aesthetics and functionality, reflecting his commitment to creating environments that balance community needs with natural resource preservation.

2 EVALUATION CRITERIA - A

Qualification and Experience



MIKE SILVERSTEIN Senior Construction Inspector

- » Business Management, Nassau Community College
- » Certified Survey Technician Lv. 1
- » Class A Laser Operator Certified
- » FDEP Stormwater Management Inspector
- » 18 years of experience

Mike's extensive experience in construction and geotechnical industries, including Bid Phase Services and Construction Phase Services, highlights his proficiency in overseeing geotechnical field work, ensuring project integrity and quality. He's also well-versed in specialty testing and controlled inspections, enhancing project outcomes. As a Construction Inspector at Matthews | DCCM, Mike plays a vital role in evaluating design cost and constructibility, including project cost estimating, contractor coordination, and data analysis. He's instrumental in installing measurement and testing equipment to ensure construction precision. Mike's expertise spans both Bid and Construction Phases, enabling him to navigate complex projects, provide valuable insights, and contribute to project success.



JEREMY HEWITT, PSM Senior Surveyor

- » BS, Geomatics Engineering, University of Florida, 2017
- » AS, Focus in Calculus, Physics, Trigonometry & Statistics, Santa Fe College, 2013
- » SIT: FL, PSM: FL
- » 10 years of experience

Jeremy is a highly skilled and dedicated Professional Surveyor and Mapper (PSM) with a proven track record of leadership, precision, and unwavering commitment to delivering outstanding surveying and mapping outcomes. With extensive industry experience, Jeremy has consistently demonstrated his ability to manage complex projects, foster effective client relationships, and ensure project success. His expertise spans efficient workflow coordination, CAD team management, and proactive issue resolution, all contributing to timely and accurate project deliveries. Jeremy's proactive approach ensures potential challenges are addressed well ahead of deadlines.

2 EVALUATION CRITERIA - B

Ability to Perform Scope of Services

At Matthews | DCCM, our ability to perform a diverse range of services is not only rooted in our extensive experience but also fortified by the collaborative synergy within our organization. As a division of DCCM, we possess the unique advantage of tapping into a vast network of resources and services offered by other divisions. This strategic collaboration allows us to leverage a comprehensive suite of expertise, ensuring that our solutions for the City of Bunnell are not only tailored to meet specific needs but also benefit from the collective strength of our organization. Our commitment to excellence is complemented by our ability to seamlessly integrate resources from various divisions, resulting in innovative, efficient, and holistic approaches to every project we undertake.

2 EVALUATION CRITERIA - C

Effects of the Firms Current Workload

Matthews | DCCM assumes ultimate responsibility for project management, allocation of resources, and for the completion of projects assigned with respect to cost, schedule, and quality. **Each of our team members have the capacity to accommodate the City project requirements as described in this RFQ, and we have additional resources on-hand to provide support as needed.** Matthews | DCCM and its team are well staffed and available to meet the needs for this contract.

Matthews | DCCM openly and frequently communicates with our team and is in control over the resources needed, both in-house and with our teaming partners, to provide the assurance that there will not be unforeseen delays. Matthews | DCCM has an enviable record of completing work on time and within budget. **The level of service and quality products that Matthews | DCCM's professional and technical staff delivers on a daily basis has earned our firm an excellent reputation and record for repeat business.** This is indicative of the high level of client satisfaction with our performance and work products, our ability to meet deadlines, and keep projects within budgetary guidelines.

Each staff member is tracked using an internal forecast tool, which allows us to view/analyze workload projections on an individual level. We account for 80% of each person's time for ongoing projects, leaving 20% available for new opportunities, such as the projects outlined in the RFQ. As we continue to hire and on-board new employees, our availability will increase. The graph below shows the estimated available vs planned hours for our technical staff for the next three years.

	2024											2025
	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan
Available Hrs	6,048	6,048	6,336	6,336	5,760	6,336	6,336	6,048	6,336	5,760	5,760	6,336
Planned Hrs	4,438	4,438	5,068	5,068	4,608	5,068	5,068	4,438	5,068	4,608	4,608	5,068

We use this system to identify potential conflicts, overload, or gaps, and then plan ahead to avoid them. We shift our resources as necessary to ensure that we complete projects on schedule. Our experience providing similar services enables us to accurately project the time and resources needed to efficiently and cost-effectively execute projects.

2 EVALUATION CRITERIA - D

Cost/Fee schedule rates.

Personnel Classification	Rate Range
PRINCIPAL/SENIOR LEADS	
Principal	\$365.00
VP	\$275.00 - \$300.00
Division Lead	\$260.00 - \$285.00
Program Manager	\$240.00 - \$265.00
SENIOR PROFESSIONAL	
Senior Professional Engineer	\$200.00 - \$270.00
Senior Planner	\$210.00 - \$230.00
Senior Landscape Architect	\$220.00 - \$260.00
Senior Construction Inspector	\$195.00 - \$210.00
PROFESSIONAL	
Professional Engineer	\$230.00 - \$240.00
Project Engineer	\$160.00 - \$190.00
Planner	\$160.00 - \$190.00
Landscape Architect	\$170.00 - \$190.00
Construction Inspector	\$170.00 - \$180.00
DESIGNER	
Senior CAD Designer and Senior Engineering Tech	\$180.00 - \$200.00
Senior Landscape Designer	\$180.00 - \$200.00
CAD Designer and Engineering Tech	\$130.00 - \$170.00
SUPPORT STAFF	
Controller	\$150.00 - \$200.00
Graphic Designer	\$100.00 - \$140.00
Senior Graphic Designer	\$140.00 - \$180.00
Project Administrator and Project Coordinator	\$95.00 - \$120.00
ARCHITECTURE	
Project Manager, Architect	\$200.00 - \$255.00
Project Architect	\$170.00 - \$190.00
Project Coordinator, Architect	\$140.00 - \$170.00
Intern Architect	\$115.00 - \$140.00
CA, Architect	\$220.00 - \$240.00
Specifications Writer	\$220.00 - \$240.00
SURVEYING	
Project Director, Survey	\$215.00 - \$245.00
Senior Surveyor	\$170.00 - \$200.00
Senior GIS Enterprise Administrator	\$170.00 - \$200.00
Project Surveyor	\$155.00 - \$185.00
Project GIS Developer, Survey	\$155.00 - \$185.00
Staff Surveyor	\$135.00 - \$165.00
Staff GIS Analyst	\$135.00 - \$165.00
Four Man Field Crew	\$215.00 - \$245.00
Three Man Field Crew	\$195.00 - \$215.00
Two Man Field Crew	\$170.00 - \$200.00
One Man Field Crew	\$150.00 - \$180.00
One Man Crew (GPS/RTK)	\$200.00 - \$230.00
Two Man Crew (GPS/RTK)	\$215.00 - \$245.00
CADD Technician, Survey	\$115.00 - \$145.00
GIS Technician	\$115.00 - \$145.00
Field Technician, Survey	\$95.00 - \$125.00

3 CLIENT REFERENCE LETTERS

St. Johns County



Matthews | DCCM
7 Waldo Street
St. Augustine, FL 32084

Re: Letter of Recommendation

To Whom it May Concern:

As a longtime client of Matthews | DCCM, I am pleased to write this letter of recommendation to their firm, which is based on the continuing professional engineering services that has been provided to St. Johns County (SJC) and more specifically, to the level of support recently provided to the County.

Over the years, they have been responsive and innovative in their approach to our project needs. I am happy to say that the level of service we have become accustomed to from their firm continues under the leadership of project managers and technical design staff that are a part of their growing company.

We have worked with their staff on several projects in St. Johns County with services that included survey, site planning, drainage design, stormwater facilities, lift stations, water and sewer, utilities, construction plan preparation, landscape architecture, permitting, construction administration, and post design services. Working closely with St. Johns County staff on projects, Matthews | DCCM has proven to be a valuable asset in assisting the County meet and exceed the needs of our community. Their project managers effectively managed the workforce and the demanding schedule to deliver our projects on time and within budget.

I would like to express my confidence in Matthews | DCCM and the group of engineers, technical, and administrative staff regarding their knowledge and dedication to ensure a successful outcome to all the County's project endeavors. On behalf of SJC, I am happy to state that we are completely satisfied with their project management leadership skills, and engineering excellence, as well as our desire to work with Scott and his team on future endeavors.

Please contact me if you would like to discuss our experience with them further.

Sincerely,

Greg Caldwell
Public Works Director

Public Works
2750 Industry Center Road, St. Augustine, FL 32084
904.209.0266 | sjcfl.us

3 CLIENT REFERENCE LETTERS

Putnam County



Putnam County
Department of Public Works
P. O. Box No. 310
223 Putnam County Boulevard
East Palatka, FL 32131
Phone: (386) 329-0346 Fax: (386) 329-0340

Matthews Design Group | DCCM
7 Waldo Street
St. Augustine, FL 32084

Re: Letter of Recommendation

To Whom it May Concern:

As a client of Matthews | DCCM, I am pleased to write this letter of recommendation for their firm, based on the continual professional engineering services to Putnam County and, more specifically, the exceptional support they have recently provided to the County.


Over the years, Matthews | DCCM has consistently demonstrated responsiveness and innovation in addressing our project requirements. I am pleased to report that the high standard of service we have come to expect from their firm persists under the guidance of their project managers and technical design team, all integral parts of their growing organization.

We have collaborated with their team on various projects within Putnam County. Through close collaboration with County staff, Matthews | DCCM has proven to be a valuable partner in assisting the County in meeting and surpassing the needs of our community. Their project managers efficiently oversaw the workforce and maintained strict schedules, resulting in the timely and budget-friendly completion of our projects.

I wish to express my utmost confidence in Matthews | DCCM and their team of engineers, technical experts, and administrative professionals for their extensive knowledge and unwavering dedication, ensuring the successful execution of all County projects. On behalf of Putnam County, I am pleased to confirm our complete satisfaction with their project management leadership, engineering expertise, and our strong desire to collaborate with this team on future endeavors.

I wholeheartedly recommend Matthews | DCCM as the ideal choice to meet your engineering requirements for your upcoming project. Please do not hesitate to contact me if you would like to further discuss our experiences working with them.

Sincerely,


Michael Rodriguez
Engineer
Putnam County Public Works



223 Putnam County Boulevard
P.O. Box 310
East Palatka, FL 32131
O: (386) 329-1910, C: (386) 546-9561

3 CLIENT REFERENCE LETTERS

City of St. Augustine



Matthews | DCCM
7 Waldo Street
St. Augustine, FL 32084

Re: Letter of Recommendation

To Whom it May Concern:

As a longtime client of Matthews | DCCM, I am pleased to write this letter of recommendation to their firm, which is based on the continuing professional engineering services that has been provided to City of St. Augustine (COSA) and more specifically, to the level of support recently provided to the City.

Over the years, they have been responsive and innovative in their approach to our project needs. I am happy to say that the level of service we have become accustomed to from their firm continues under the leadership of project managers and technical design staff that are a part of their growing company.

We have worked with their staff on several projects in City of St. Augustine with services that included survey, site planning, drainage design, stormwater facilities, lift stations, water and sewer, utilities, construction plan preparation, landscape architecture, permitting, construction administration, and post design services. Working closely with City staff on projects, Matthews | DCCM has proven to be a valuable asset in assisting the City meet and exceed the needs of our community. Their project managers effectively managed the workforce and the demanding schedule to deliver our projects on time and within budget.

I would like to express my confidence in Matthews | DCCM and the group of engineers, technical, and administrative staff regarding their knowledge and dedication to ensure a successful outcome to all the City's project endeavors. On behalf of COSA, I am happy to state that we are completely satisfied with their project management leadership skills, and engineering excellence, as well as our desire to work this team on future endeavors.

I highly recommend that you consider Matthews | DCCM to fill the engineering needs of your next project.

Please contact me if you would like to discuss our experience with them further.

Sincerely yours,

Reuben Franklin
Assistant City Manager

PO Box 210 – St. Augustine, Florida 32085 – Office 904.825.1001 – www.CityStAug.com

4 COPY OF ALL LICENSES

Firm Licenses



Department of State / Division of Corporations / Search Records / Search by Entity Name /

Detail by Entity Name

Florida Limited Liability Company
MATTHEWS DESIGN GROUP, LLC

Filing Information

Document Number L22000424179
FEI/EIN Number 92-0592519
Date Filed 09/30/2022
State FL
Status ACTIVE
Last Event LC AMENDMENT
Event Date Filed 11/08/2022
Event Effective Date NONE

Principal Address

7 WALDO ST.
ST. AUGUSTINE, FL 32084

Changed: 11/08/2022

Mailing Address

7 WALDO ST.
ST. AUGUSTINE, FL 32084

Changed: 11/08/2022

Registered Agent Name & Address

Clukey & Tebault, LLC
201 Owens Avenue
Unit A
Saint Augustine, FL 32080

Name Changed: 04/24/2023

Address Changed: 04/24/2023

State of Florida Department of State

I certify from the records of this office that MATTHEWS DESIGN GROUP, LLC is a limited liability company organized under the laws of the State of Florida, filed on September 30, 2022.

The document number of this limited liability company is L22000424179.

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 July 5, 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 September, 2023



[Signature]
Secretary of State

This Receipt is issued pursuant to County ordinance 87-36

2023/2024 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT

MUST BE DISPLAYED IN A CONSPICUOUS PLACE

Account 1026239
EXPIRES September 30, 2024

Business Type Consultant
Location 7 Waldo St
St Augustine FL 32084

**New Business
Transfer**

Business Name Matthews Design Group Inc

Owner Name Matthews Rob A

**Mailing
Address** Po Box 3126
St Augustine, FL 32085



Tax 22.00
Penalty 0.00
Cost 0.00
Total 22.00

**DENNIS W. HOLLINGSWORTH
ST. JOHNS COUNTY TAX COLLECTOR**

This receipt does not constitute a franchise, an agreement, permission or authority to perform the services or operate the business described herein when a franchise, an agreement, or other county commission, state or federal permission or authority is required by county, state or federal law.

This form becomes a receipt only when validated below

Paid by receipt(s) 2022-7535557 on 08/15/23 for \$22.00

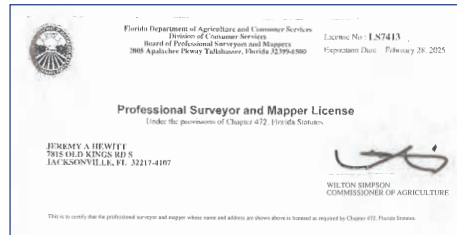
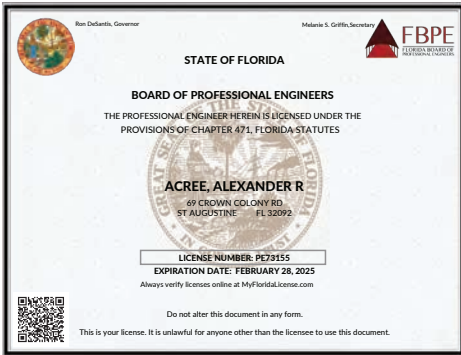
Tracking Number: 2813386923CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/Certificate-Authentication>

4 COPY OF ALL LICENSES

Licenses and Certifications



5 COPY OF FIRMS CERTIFICATE OF INSURANCE

Insurance

Client#: 189537

DCCMLLC

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/06/2023

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 any rights to the certificate holder in lieu of such endorsement(s).

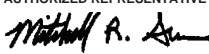
PRODUCER Propel Insurance 1201 Pacific Avenue; Suite 1000 COM Middle Market Tacoma, WA 98402-4321		CONTACT NAME: Aaron Leavitt PHONE (A/C, No, Ext): 800 499-0933 FAX (A/C, No): 866 577-1326 E-MAIL ADDRESS: aaron.leavitt@propelinsurance.com	
INSURED Matthews Design Group LLC DCCM LLC 7 Waldo St. St. Augustine, FL		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : American Guarantee and Liability Ins.Co 26247 INSURER B : Zurich American Insurance Company 16535 INSURER C : Evanston Insurance Company 35378 INSURER D : INSURER E : INSURER F :	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR X BI/PD Ded:2,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLO872027300	06/30/2023	06/30/2024	EACH OCCURRENCE \$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
							MED EXP (Any one person) \$10,000
							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 OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/>			BAP87202400	06/30/2023	06/30/2024	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 X EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			SXS808437600	06/30/2023	06/30/2024	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
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 N	N/A	WC872027200	06/30/2023	06/30/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Profess, Poll			MKLV7PL0006013	08/06/2023	06/30/2024	\$5,000,000 Clm. \$10,000,000 Agg.

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

CERTIFICATE HOLDER Sample	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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6 ALL FORMS IN THE REQUIRED FORMS PACKET

A - Acknowledgment Form

To: City of Bunnell
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

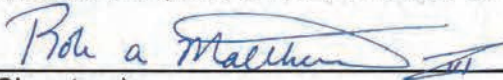
Matthews Design Group, LLC dba Matthews | DCCM

(Proposer) guarantees its Response to RFQ #2024-01 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 20 day of February, 2024

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

By:  Rob A. Matthews III, PE
(Signature) (Print name)

Address: 7 Waldo Street, St. Augustine, FL 32084

Telephone: 904-826-1334 Fax: N/A

Taxpayer/Employer Identification Number (TIN/EIN): 92-0592519

CORPORATION

By: _____ (Signature) _____ (Print name)

Address: _____

Telephone: _____ Fax: _____

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

6 ALL FORMS IN THE REQUIRED FORMS PACKET

A - Acknowledgment Form

State of Incorporation:

Corporate President: Rob A. Matthews III
(Print Name)

Corporate Secretary: ALEX ACREE - VICE PRESIDENT OF PRODUCTION
(Print Name)

Corporate Treasurer: _____
(Print

CORPORATE SEAL

Attest By (Secretary): ALEX ACREE - VICE PRESIDENT OF PRODUCTION
[Signature] _____ 2-21-24
Signature Date

6 ALL FORMS IN THE REQUIRED FORMS PACKET

B - 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 Matthews Design Group, LLC dba Matthews | DCCM

By: Rob A. Matthews III
Signature

Rob A. Matthews III, PE, CEO
Name & title, typed or printed state

State of Florida
County of St. Johns

7 Waldo Street
Mailing address

St. Augustine, FL 32084

City, State, Zip Code

(904) 826-1334
Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 20, 2024, by Rob A. Matthews III of Matthews | DCCM, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced _____ as identification.

Danielle Fiorellino
Signature of Notary Public - State of Florida

Danielle Fiorellino
Printed/Typed/Stamped Name of Notary
My Commission expires: August 16, 2027



6 ALL FORMS IN THE REQUIRED FORMS PACKET

C - Insurance Requirements Form

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.

\$ <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 City of Bunnell.

- | | |
|--|--|
| <input checked="" 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 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. | |

6 ALL FORMS IN THE REQUIRED FORMS PACKET

C - Insurance Requirements Form

- 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 #2024-01** and **CONTINUING PROFESSIONAL GENERAL PLANNING 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**.

Matthews Design Group, LLC dba Matthews | DCCM

Company

7 Waldo Street

Address

Rob A. Matthews III
Authorized Signature

St. Augustine, FL 32084

City, State, Zip Code

Rob A. Matthews III, PE, CEO/President

Printed Name & Title

904-826-1334

Telephone No.

marketing@mdginc.com

Email

N/A

Fax No.

Propel Insurance

Insurance Agency

Mitchell Smee

Mitchell Smee (Feb 21, 2024 07:40 PST)

Signature of Proposer's Agent

6 ALL FORMS IN THE REQUIRED FORMS PACKET

D - 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: Matthews Design Group, LLC dba Matthews | DCCM

Signature: *Rob A. Matthews III*

Printed Name: Rob A. Matthews III, PE

Title: CEO/President

Date: February 20, 2024

STATE OF Florida
COUNTY OF St. Johns

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 20, 2024, by Rob A. Matthews III of Matthews | DCCM a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Danielle Fiorellino

Signature of Notary Public - State of Florida

Danielle Fiorellino

Printed/Typed/Stamped Name of Notary

My commission expires: August 16, 2027



6 ALL FORMS IN THE REQUIRED FORMS PACKET

E - Conflict of Interest Disclosure Form

I HEREBY CERTIFY THAT

1. I (PRINTED NAME) Rob A. Matthews III, PE AM THE (TITLE) CEO/President
Matthews I DCCM AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM OF (FIRM NAME) Matthews I DCCM WHOSE ADDRESS IS 7 Waldo Street, St. Augustine, FL 32084, 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: *Rob A. Matthews III*

PRINTED NAME: Rob A. Matthews III, PE

FIRM NAME: Matthews Design Group, LLC dba Matthews I DCCM

DATE: February 20, 2024

STATE OF Florida
COUNTY OF St. Johns

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 20, 2024, by Rob A. Matthews III of Matthews I DCCM, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Danielle Fiorellino
Signature of Notary Public - State of Florida

Danielle Fiorellino
Printed/Typed/Stamped Name of Notary
My commission expires: August 16, 2027



6 ALL FORMS IN THE REQUIRED FORMS PACKET

F - Drug-Free Workplace Certification

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, Matthews | DCCM (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".

Rob A. Matthews III

(Authorized Signature)

February 20, 2024

(Date)

Rob A. Matthews III, PE

(Print Name)

STATE OF Florida
COUNTY OF St. Johns

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 20, 2024, by Rob A. Matthews III of Matthews | DCCM, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Danielle Fiorellino

Signature of Notary Public - State of Florida

Danielle Fiorellino

Printed/Typed/Stamped Name of Notary

My commission expires: August 16, 2027



6 ALL FORMS IN THE REQUIRED FORMS PACKET

G - Non-Collusion Form

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 St. Johns

Rob A. Matthews III, PE, being first duly sworn, deposes and says that:

I am the CEO/President of Matthews | DCCM, (Proposer) which has submitted a Response to City of Bunnell RFQ #2024-01 Continuing Professional General Planning Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-01, 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 #2024-01, 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 #2024-01, 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.

Matthews | DCCM

Company

Bob a Matthews III
Authorized Signature

Rob A. Matthews III, PE, CEO

Printed Name & Title

marketing@mdginc.com

Email

7 Waldo Street

Address

St. Augustine, FL 32084

City, State, Zip Code

904-826-1334

Telephone No.

N/A

Fax No.

STATE OF Florida

COUNTY OF St. Johns

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 20 2024, by Rob A. Matthews III of Matthews | DCCM, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Danielle Fiorellino

Signature of Notary Public - State of Florida

Danielle Fiorellino

Printed/Typed/Stamped Name of

Notary My commission expires: August 16, 2027



6 ALL FORMS IN THE REQUIRED FORMS PACKET

H - Public Entity Crimes Form

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: Rob A. Matthews III, PE [NAME] as the CEO/President [TITLE] of Matthews | DCCM [BUSINESS ENTITY] and its Federal Employer Identification Number (FEIN) is 92-0592519 .
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).

6 ALL FORMS IN THE REQUIRED FORMS PACKET

H - Public Entity Crimes Form

- 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.

Bob A. Matthews III
(Signature)

STATE OF Florida
COUNTY OF St. Johns

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 20, 2024, by Bob A. Matthews III of Matthews | DCCM, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Danielle Fiorellino
Signature of Notary Public - State of Florida

Danielle Fiorellino
Printed/Typed/Stamped Name of Notary
My commission expires: August 16, 2027



6 ALL FORMS IN THE REQUIRED FORMS PACKET

I - Public Records Compliance 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: Matthews Design Group, LLC dba Matthews | DCCM

Authorized representative (printed): Rob A. Matthews III, PE

Authorized representative (signature): 

Date: February 20, 2024

Project Number: **RFQ-2024-01 – CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES**

STATE OF Florida
COUNTY OF St. Johns

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 20 day of February 2024, by Rob A. Matthews III of Matthews | DCCM, 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

Danielle Fiorellino

Printed/Typed/Stamped Name of Notary

My commission expires: August 16, 2027



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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Matthews Design Group LLC

2 Business name/disregarded entity name, if different from above
Matthews / DCCM

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.
7 Waldo Street

6 City, state, and ZIP code
St. Augustine, FL 32084

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								
9	2	-	0	5	9	2	5	1

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 ► *Bob a Matthews* Date ► 12/6/2023

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-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.

PREPARED BY:

Matthews | DCCM

Corporate Headquarters

7 Waldo Street, St. Augustine, FL 32084

904.826.1334

www.MDGinc.com

CONTACT:

Autumn Martinage

AMartinage@MDGinc.com



CONTINUING
PROFESSIONAL GENERAL
PLANNING SERVICES
FOR
THE CITY OF BUNNELL

Request for Qualifications

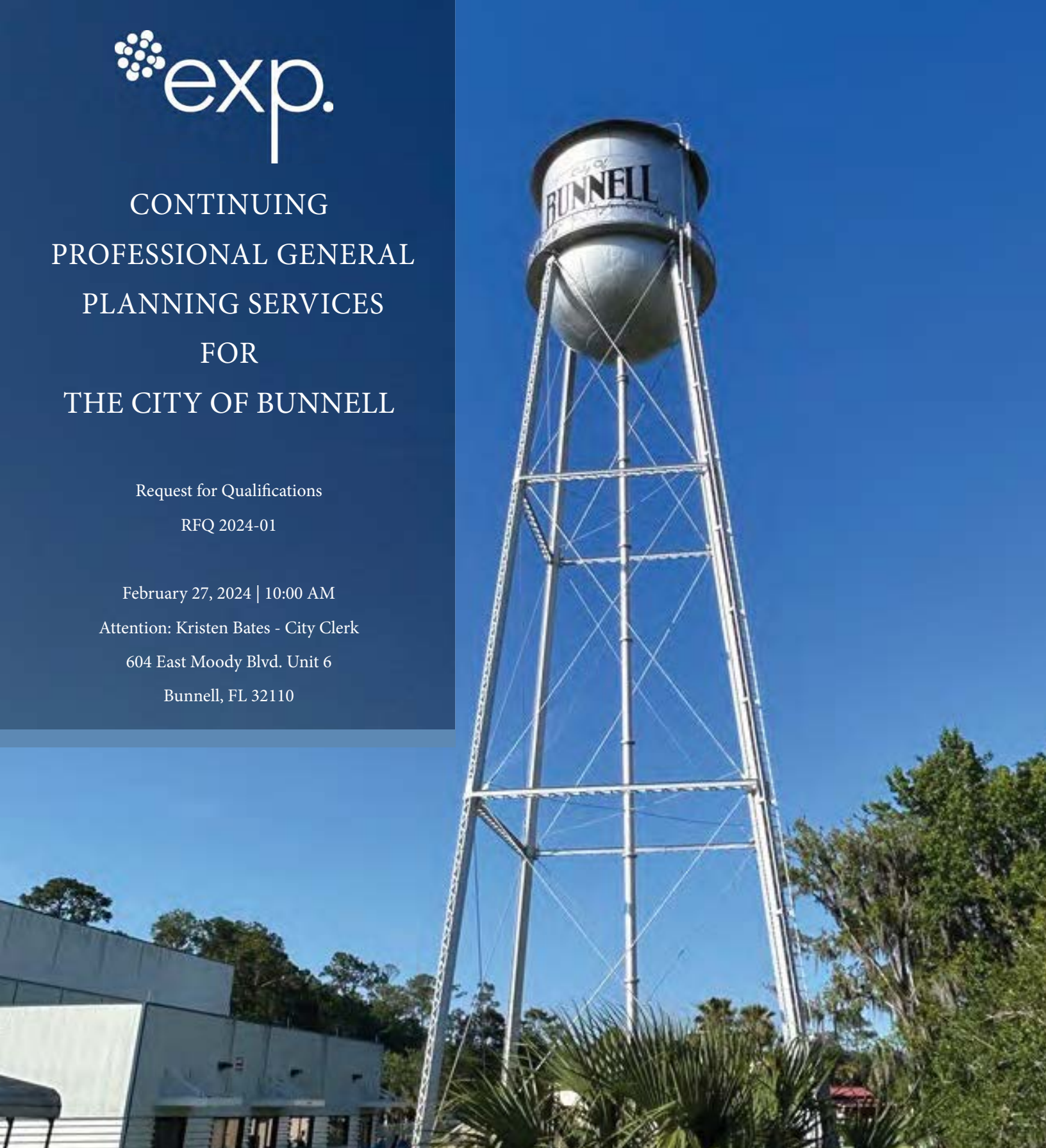
RFQ 2024-01

February 27, 2024 | 10:00 AM

Attention: Kristen Bates - City Clerk

604 East Moody Blvd. Unit 6

Bunnell, FL 32110



SUBMITTED BY

EXP U.S. Services Inc
2601 Westhall Lane, Maitland, FL 32751
t: +1.904.540.4622 | exp • com



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1

Letter of Intent



February 27, 2024

Ms. Kristen Bates
 City Clerk
 City of Bunnell
 604 East Moody Blvd. Unit 6
 Bunnell, FL 32110

Re: Continuing Professional General Planning Services (RFQ 2024-01)

Dear Ms. Bates:

EXP U.S. Services Inc (EXP) is very thankful for the opportunity to submit our Proposal for Continuing Professional General Planning Services for the City of Bunnell. We hope to call on the vast experience we have acquired from working on innovative planning projects locally and across the globe to minimize the learning curve associated with this contract. We look forward to continued growth in our relationship with the City and are thrilled to be offered the opportunity to submit our Proposal for your review.

EXP understands this contract is geared toward the general and comprehensive planning and review of projects associated with the City of Bunnell Comprehensive Plan, such as large-scale Planned Unit Developments, long-range transportation projects, land use and zoning analyses, site plan and plat review of local construction projects and proposed developments. Other City priorities include future land use planning, floodplain and wetland analysis, grant writing to obtain essential state and federal funding, urban planning initiatives, environmental planning, hydrologic and hydrologic analysis, sustainability and resiliency planning, architectural services, and comprehensive transportation planning services.

EXCELLENT QUALIFICATIONS: EXP is exceptionally qualified and available to provide the extensive planning services needed for this contract and has a large team of local personnel and relevant experience where we have assisted organizations on large-scale planning contracts to achieve their goals. As a fully integrated firm, the EXP team has the qualifications and available resources to perform all necessary work for the City of Bunnell and will provide professional services in the tasks outlined in the RFQ plus we can expand upon the requested services as desired.

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 (6) key practice areas: Buildings, Earth & Environment, Energy, Industrial, Infrastructure, and Sustainability. Our heritage dates well over one hundred years ago to 1906, eighteen (18) years prior to the City of Bunnell's incorporation, and today EXP is a full-service architectural and engineering firm with over 4,000 professionals spread across more than 90 offices within North America. This includes over 400 professionals across twelve (12) offices in the State of Florida. We are currently ranked #25 on ENR's Top 500 Design Firms.

EXPERIENCED MANAGEMENT: Our Project Manager, Patrick Russell, PE, has over eight years of project management experience in the planning, engineering and construction industries. Some areas of expertise include the planning, design, permitting, and construction administration of large residential, commercial, and industrial land development projects, municipal drainage conveyance improvements and feasibility studies, Planned Unit Development planning and review, plat review, water distribution, sanitary sewer collection systems, pump stations, public/private park amenity design, work zone traffic control, construction management, construction engineering inspections, budget and cost control, estimating, quality assurance, bid management, and scheduling. Patrick is an expert in project delivery and understands the need to provide professional services with an integrated approach by connecting planning, design and construction efforts through a multi-faceted approach.

Our Deputy Project Manager, Tyler Blair, PE, PTP, PTOE, has well over a decade of experience in project management. His background spans from land development projects and traffic impact analyses on the consulting side to planning, design, and construction oversight of roadway projects as the Senior Transportation Engineer at Nassau County. During his tenure at Nassau County, Tyler oversaw the development of project schedules and budget, design, grant administration, community involvement, and contract management.

EXP

2601 Westhall Lane
 Maitland, FL 32751

t: +1.904.891.0909 | exp.com



Patrick and Tyler are readily accessible for all your needs by phone at (904) 540-4622 | (904) 891-0909 or email Patrick.Russell@exp.com | Tyler.Blair@exp.com.

LOCAL ROOTS AND A GLOBAL REACH: EXP has recent and relevant experience in the Bunnell area, and within other neighboring governmental agencies and cities. Additionally, we are an existing continuing services consultant to the City of Fellsmere for Continuing General Planning, Administrative, and Design Services, the City of Bunnell for Professional Infrastructure Engineering Services, Nassau County for On-Call Planning Continuing Services, the City of Cocoa for Continuing Civil Engineering Services, and the City of Sanford for Continuing Professional Services. We are intimately familiar with local attractions, like the Bulow Plantation Ruins Historic State Park, Shell Bluff Park, and the Moody Homestead Park, and events, such as the Flagler Veterans Day Parade and the Bunnell Bonanza. We understand the Bunnell community because our team members have lived, worked, and played in or around the area for years.

FULL-SERVICES 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 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. EXP's strong team brings an innovative experience and will deliver on all facets of the scope and beyond, including:

- | | | |
|---------------------------------------|--|---|
| • Comprehensive Planning | • Planning/Analysis | • PUD & Plat Review |
| • Urban Planning | • Grant Writing | • Architecture |
| • Land Use Planning & Zoning Analysis | • Flood Plain Management, Analysis, & Planning | • Stormwater Management, Design, and Analysis |
| • Transportation Planning | • Traffic, Utility & Educational Impact Analysis | • Land Development Regulations |
| • Environmental Planning | • Permitting | • Landscape Planning/Review |
| • Geographic Information Systems | • Site Planning & Review | • Economic Analysis |
| • Sustainability & Resiliency | | |

PROVEN PERFORMANCE: EXP's team will evaluate project impacts on the natural, physical, social, and cultural environment. EXP's Planning & Engineering Teams will establish a performance-based management approach to identify parameters that support project progression from preliminary submittals to final design with special attention to ensuring the latest standards are met. EXP and our sub-consultant partner, MHCP COLAB, align with the vision for the City of Bunnell, providing advanced infrastructure planning, innovative traffic solutions, and comprehensive reviews for the residents of Bunnell. We are excited for the opportunity to provide efficient and effective design services that will foster strategic and innovative community development, support employment, and contribute to overall economic growth in the City of Bunnell.

If you have any questions or require additional information, please do not hesitate to contact me at (904) 540-4622. Please note this proposal is firm and irrevocable for a period of ninety (90) days from submittal date. We look forward to partnering with you to help the City of Bunnell achieve its goals.

Respectfully Submitted,

EXP U.S. Services, Inc.

A handwritten signature in blue ink that reads "Patrick J. Russell".

Patrick J. Russell, PE
Project Manager

EXP

2601 Westhall Lane
Maitland, FL 32751

t: +1.904.891.0909 | exp.com

Evaluation Criteria

2a

Qualifications & Experience

SHELL BLUFF
PARK

with financial assistance provided by
Florida Department of Environmental
Protection through the Florida Recreation
Development Assistance Program

EXP QUALIFICATIONS

EXP prides itself on exceptional work provided to governmental agencies not only throughout Florida, but throughout the United States and Canada. With 117 years of service, EXP has developed a systematic approach to ensure excellent delivery of services with extensive quality control checks to guarantee our Clients are receiving an exceptional product.

As an integrated consulting firm, the EXP team brings a depth of experience and capabilities to The City of Bunnell, and has the expertise to perform all aspects of the scope, including: utility and right-of-way survey, environmental investigation, geotechnical assessment, asphalt investigation, roadway safety auditing, reconstruction and redesign services, super-elevation correction, drainage design, culvert inspections, signage & striping plans, maintenance of traffic plans, and quality assurance reviews.

For the purposes of this RFQ 2024-01, EXP has assembled a full-service package of our planning, engineering, and investigation services. Our service team guarantees City of Bunnell:

- Capacity
- Expertise
- Stakeholder Management
- Local Knowledge

EXP provides planning, engineering, architecture, design, and consulting services with the right blend of expertise and experience to meet the world's evolving infrastructure challenges. We provide a full range of services in transportation, land development, and water and waste to both public and private sector clients, and we've been doing it for over a century. Whether protecting the environment through innovative technologies in water and wastewater treatment, enabling urban development and economic growth, or moving people and goods – we strive to enhance our communities and affect them in a positive way. Our integrated team brings the expertise to meet the needs of our communities and our clients efficiently, safely, economically, and sustainably.

Today, over 4,000 creative EXP professionals across 90 offices in North America provide the passion and expertise needed to deliver successful projects around the world. This includes over 400 professionals across twelve (12) offices in Florida alone.

HIGH QUALITY & COST-EFFECTIVE PLANNING & DESIGN

As a multidisciplinary firm, EXP has the right blend of expertise and experience to meet the world's evolving Planning & infrastructure challenges. EXP offers comprehensive planning, design, project management, and construction solutions for all types of site, civil, municipal, and transportation planning projects, and we've been doing it for decades. Whether related to general planning, comprehensive planning, environmental planning, infrastructure planning, vertical and horizontal construction, roadways, structures, architecture, MEP, signalization and lighting, grant writing, sustainability and resiliency, plan and plat review, or public involvement, we provide multi-disciplinary solutions across all types of infrastructure.

At EXP, our planning and design team have been visioning and implementing award-winning projects throughout the State of Florida, leading the charge on providing innovative solutions for all types of projects. Our proficiency in contemporary municipal design standards and practices will provide the City of Bunnell with viable and cost-effective solutions to ensure that our site/civil, transportation design, and plan review services are performed in a thoughtful, forward-thinking manner geared to line the City of Bunnell up for success for years to come.

Our experts have worked for a number of local agencies including the FDOT, and have a comprehensive understanding of the design requirements set forth by the City of Bunnell Land Development Code, South Florida Water Management District, Florida Department of Environmental Protection, United States Army Corps of Engineers, Manual of Uniform Standards for Design, Construction and Maintenance (Florida Greenbook), Man-

ual on Uniform Traffic Control Devices (MUTCD), FDOT Access Management Guidebook, Manual on Uniform Traffic Studies, and the Traffic Engineering Manual, and brings to the table decades of both personal and professional experience in planning, land development, site design, utility design, stormwater management and roadway design. With an intimate knowledge of the City's Comprehensive Plan, we have the know-how and longevity to articulate planning efforts understanding what will and will not support the residents of Bunnell while considering the context and vision of the community.

Additionally, having served and worked for a number of agencies, EXP understands the importance of budget, and optimizing the use of funds. Creating a cost-effective design is of utmost importance in our approach to the intersection design.

EXPERIENCE

Our Team provides individuals that have worked on numerous types of improvement projects for municipalities. With diverse experience in the planning, design and construction of buildings, roadways, redevelopment sites, vacant site development, master utility and stormwater design and planning, bridges, and multimodal facilities, we bring innovative solutions for every type of roadway. We have designed modern highways to bring new paths of travel, reconstructed and rehabilitated roadways to facilitate more efficient movement and solved the challenges of complex urban interchanges. Combining modern technology and innovative design, we deliver customized solutions for toll roads and bring expertise in Intelligent Transportation Systems (ITS) to make our roadways smarter.

As a multidisciplinary practice, we bring expertise such as full site design, land development, municipal and environmental permitting, sustainability and resiliency, roadway lighting, traffic signals, streetscaping and stormwater management. From feasibility studies and environmental assessments to design and construction administration, we provide a complete solution to meet our clients' transportation needs. Our team has both, breadth and depth of experience in similar projects.

COMMUNICATION

The EXP Team knows the importance of clear and focused stakeholder communications and management. This is a bottom-up approach where equitable public consultation is conducted to maintain open lines of communication with stakeholders through charrettes as well as many other outreach methods. The EXP Team has the experience of delivering projects that include multiple Federal, State, and City stakeholders which will be critical as we guide the City of Bunnell through the design process.

The success of any project relies on a well-informed community. Our approach to community engagement is to identify, inform, collaborate and provide transparency to those involved from the beginning. Our team has been successful with community engagement simply because we provide objective variety which allows individuals to offer their opinions, without persuasion. After all that is engagement.

Due to the nature of this project and those it touches; we will utilize a range of techniques that resonate with all. To ensure the community is integrated into the process. We are excited for the opportunity to work directly with the City of Bunnell team to conduct the community engagement efforts you've outlined.

Our team is well versed in working with elected officials to affectively advise them along the way. We have worked with a variety of City Councils, Commissioners and Boards of Directors in the region. From a core stakeholder perspective, we have created "real" and "transparent" ways to reach those involved, and that starts with understanding the community and its members.

We will act as an extension of staff, always being available to support and if you desire, lead all public facing workshops and meetings. Following your timeline, we will begin providing a comprehensive public involvement

plan and move to the next Task of identifying and securing working groups.

Our team will then bring full resources of our partnership together to create meaningful meetings - including visualization services, translation services, the use of interactive charrette style activities and planned community dialogues. Each interaction will have a purpose and overall objective related to integrating the community and we offer extensive facilitation experience to help create and lead meaningful meetings. Our approach to community engagement will also be adaptable and include tools and techniques that can be used as needed as this project progresses and we will evaluate progress at regular intervals to make sure that we are meeting the overall needs of the Client.

In addition to conducting the engagement and planning required to have successful meetings and understand how best to integrate the community into the process, we will seek to bring innovative tools to the process, including digital engagement. Digital engagement will be used as a supplement to the master meeting process and can serve as a series of virtual meetings for citizens and stakeholders who cannot participate directly at planned in-person events. Our team brings national expertise in digital engagement and social media to the project as a potential enhancement and we can design crowd-sourcing campaigns, visual preference polling using renderings of the proposed designs, text-based and interactive surveying, and collaborative community mapping and prioritization processes to the table as part of the community integration process. Our experience in this field is that the combination of smaller, more targeted community engagement and digital engagement are cornerstones to creating broad participation in urban planning initiatives.

Our methods for gaining community integration are sensitive to the constraints of the overall project, including making sure we meet all regulatory requirements and documentation needs. All materials and communications will be developed collaboratively with the project team – our community engagement leaders will be part of the core management team for this effort so that they will be constantly aware of design developments and can alert the Project Team to community concerns, visions, and desires throughout the process. As part of this process, we recognize that community engagement, when done incorrectly, can derail an effort of this magnitude. On past projects we have used charters, memoranda of agreements, formal mediation, and a variety of other techniques to ensure that the community and stakeholders understand their role in the design process. By setting clear expectations and then following through on meaningful, transparent participation we can help the overall design process to integrate into the local community seamlessly. Our goal is to create resources for the community that will be sustainable, resilient and a source of pride for the community for generations to come.

ADHERENCE TO SCHEDULE AND BUDGET

EXP is unique amongst our competitors in that we have an in-house construction management group. This group is involved in all our projects, contributing to our QA/QC process in evaluating our designs for constructability, budget adherence and schedule conformity. Our deep experience with transportation projects, coupled with the expertise of our in-house construction group gives us the ability, even in the early programming stages, to test the viability of established budgets, and to evaluate various alternatives from the standpoint of constructability and cost, and to begin considering phasing and sequencing. With this information, the team can focus on strategies that hold the most promise in moving forward within budget and schedule constraints without sacrificing program.

EXP understands that monitoring costs is critical throughout the entire design process. EXP typically provides clients with preliminary budgetary and programming information to confirm the scope of the proposed project, as well as in progress opinions of probable costs throughout the entire design process. In addition, life cycle costing studies are performed to assist in the selection of building materials and systems and to provide a basis for making value-based decisions regarding alternative design methods. The evaluation of design and engineering

alternatives is an integral part of the EXP design process. It is our experience that cost controls provide the maximum benefit to the project when initiated early in the design process and monitored for the life of the project. The main objective of implementing these cost controls is to assure the client that the completed project meets the client's objectives as completely as possible within the project means and that the completed project will provide enduring value. EXP continues to achieve meeting project deadlines not because we say we do it, but by our actions. Our Project Managers plan out the design process by developing detailed work schedules and providing these to all members of the project team. These schedules not only plan our work, but also serve as a way to monitor progress in a proactive way to help avoid slippages, rather than react to them after they have occurred.

Additionally, our Team has a multitude of experts in construction phasing and cost estimation. Our project phasing and cost estimation team will track budget and schedule throughout the process, monitoring for potential "surprises" and navigating ways to lessen the costs associated with them. Looking ahead allows our Team to stay on, and often get ahead, of schedule. The EXP team will create a draft schedule for each Task to include detailed milestones and activities. After the initial kick-of meeting, the EXP team will work with the project manager and City of Bunnell to develop a schedule to meet or exceed the schedule provided by City of Bunnell, with a commitment to the early completion of project milestones. During this Task, our team will conduct schedule planning sessions as necessary with the City of Bunnell to lock the baseline schedule for the entire duration. With the baseline schedule in place, the project schedule will be a living document as the project is progressed.

We take a keen eye to all aspects of the project, from fill material to asphalt type. Implementation and maintenance of cost functions are the responsibility of the project manager. For each Task, the project manager will initiate several integrated and coordinated processes. Our cost control software (Deltek) will be used to collect cost data into a single consolidated database to perform the following functions:

- Manage multiple contracts and work-breakdown structure (WBS) coding
- Set up, maintain and track of budgets, commitments, and expenditures
- Produce reports from set format standard to a custom report in a client-defined format

One of the most important steps in the cost control process is forecasting costs at completion. Forecasting costs is the responsibility of the project manager. On a monthly basis the forecast will be updated with the latest info received from the project team including percent complete to provide in the monthly report for The City of Bunnell.

EXP's Team has extensive experience in continuing agency contracts and review services. We have provided recent and past engineering services to CDDs, municipalities, government agencies and several consulting firms. A few of the Clients that entrust EXP and our Partners to perform these professional services on a continuing basis include:

- City of Fellsmere – General Professional Planning, Architecture & Design Continuing Services
- City of Sanford – Continuing Professional Services
- Nassau County – General Professional Planning Continuing Services
- City of Cocoa – Continuing Professional Services
- City of Bunnell – Professional Infrastructure Engineering Services
- River to Sea Transportation Planning Organization - Continuing Professional Services
- Indian River County – Continuing Professional Engineering Services
- Hollywood CRA – Professional Continuing Services
- Putnam County – Land Development Code Update
- City of Jacksonville Beach – Continuing Engineering Services
- Hillsborough Area Regional Transit Authority – Continuing Professional Consulting Services
- Town of Miami Lakes – Continuing Professional Engineering Services
- City of Doral – Continuing Engineering Services
- Nassau County - Continuing Professional Services
- Florida Department of Transportation – District 3 (Beck's Lake Road Bridge)
- Florida Department of Environmental Protection Bureau of Mining and Minerals Regulation (Lakewood Manor Dam Break Analysis)
- Florida Department of Environmental Protection Bureau of Mining and Minerals Regulation (Econlockhatchee River Dam Break Analysis)
- Florida Department of Transportation – District 2 (Pine Ave. Pedestrian Bridges)
- Florida Department of Transportation – District 3 (Pineville Road Bridge)
- Florida Department of Environmental Protection Bureau of Mining and Minerals Regulation (Woodbine Springs Dam Breach Analysis)
- Jacksonville Transportation Authority (Argyle Forest Boulevard Widening)
- Jacksonville Transportation Authority (Arlington Expressway Bus Pull-Out and Sidewalk Design)
- Florida Department of Transportation – District 3 (SR-15/US-17 Milling and Resurfacing)
- City of Miami Beach (Continuing Architectural and Engineering Services for MEP Engineering)
- City of South Miami (Continuing Engineering and Architectural Services)

Subconsultant Recent Accomplishments



We are small but mighty earning the 2022 FL APA Award of Excellence for Little Havana Pedestrian Priority Zones and the 2016 Miami Foundation Public Space Challenge Grant Winner. Colab continues to represent local communities for land use, economic development, pedestrian safety, mobility, transit-oriented development, and growth scenarios. We raise the profile of our projects to generate funds and implement change.



Colab understands the importance of adhering to project schedules and budgets and develops schedules and scopes with the client to meet deadlines, milestones and approvals. All workflow and deliverables are actively managed by the firm's Principal and Director. We maintain internal work logs to track hours and completion percentages. and prepare monthly progress reports to ensure communication and accountability.

We use MS Teams, SharePoint file sharing and Zoom as communication tools, and support graphic design with Adobe InDesign and land use analysis with ArcGIS.

Awards

2022 FL APA Award of Excellence for Little

Havana Pedestrian Priority Zones
 2019 ULI Leadership Institute
 2016 Miami Foundation Public Space Challenge Grant Winner

Certifications

Miami Dade County LDB
 Florida DBE
 Florida SBE
 Florida Women Business Enterprise
 FDOT, 13.5 - Subarea/Corridor Planning
 13.6 - Land Planning/Engineering
 Certified in PublicInput multi-language, online civic engagement tool

Client List

ArquitectonicaGeo
 BH3 Developers
 City of Miami
 City of West Melbourne
 Dezer Development
 FDOT, District 4
 FDOT, District 6
 Gridics

Health Foundation of South Florida
 Kittelson
 Metropolitan TPO for the Gainesville Urbanized Area
 Miami Dade County TPO
 Parsons
 The Corradino Group
 The Related Group
 Village of Pinecrest
 West Palm Beach Downtown Development Authority

Pro Bono Work

City of Hollywood, Urban Land Institute Leadership Institute Project
 Laurens County, SC Community Planning Assistance Team (CPAT) SC American Planning Association
 MiMo Biscayne Association, Strategic Plan





2b

Ability to Perform Scope

Primary Consultant



Patrick J. Russell, PE
Project Manager
2601 Westhall Lane,
Maitland, Florida 32751
t: 904.540.4622
e: Patrick.Russell@exp.com

EXP provides planning, engineering, architecture, design, and consulting services with the right blend of expertise and experience to meet the world's evolving infrastructure challenges. We provide a full range of services in transportation, land development, and water and waste to both public and private sector clients, and we've been doing it for over a century.

Today, over 4,000 creative EXP professionals across 100 offices in North America provide the passion and expertise needed to deliver successful projects around the world. This includes over 300 professionals across 12 offices in Florida alone.

Whether protecting the environment through innovative technologies in water and wastewater treatment, enabling urban development and economic growth, or moving people and goods – we strive to enhance our communities and affect them in a positive way. Our integrated team brings the expertise to meet the needs of our communities and our clients efficiently, safely, economically, and sustainably.

EXP's corporate base of 400+ Florida-based dedicated professionals are responsible for our rankings #12 by MEP Giants Top 100 in 2022, #6 Top 40 Engineering Architecture Firms by Building Design + Construction Giants, #25 on ENR's Top 500 Design Firms, and #5 Top 75 Local Government Sector Engineering + EA Firms by Building Design + Construction Giants.

Subconsultants



Brian Pohl, PE
Branch Manager
911 Beville Road Suite 3
South Daytona, FL 32119
t: (386) 756-1105
e: bpohl@teamues.com

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.

Subconsultants (Continued)



CITY PLANNING, COMMUNICATIONS,
PUBLIC RELATIONS + TRANSPORTATION

MHCP Colab was established in 2009 specializing in the technical aspects of urban planning and the soft services of outreach and communication for public and private clients.

Planning is the core of what we do--from visioning, understanding development potential, creating district and neighborhood plans, and codes that enforce them.

Urban planning is the science of fostering places for all people and our firm strives to establish a workplace environment that reflects this. Our goal is to build a collaborative culture where each of us shares different ideas and perspectives to make our work better and develop our full potential.

Located in Miami's Upper Eastside, we are a true Co-lab of talented professionals with extensive experience. Our core staff are the two firm leaders who share the project responsibilities with our key collaborators and staff.

Core Services

Visioning + Redevelopment Planning
Balancing community needs, infrastructure and amenities with development potential. We create redevelopment solutions through zoning, economic development, mobility, and engagement.

Mobility + Transit Oriented Development
Walkable and safe communities start with understanding connectivity needs and translating them into policy and improvements. We work with multi-agencies on roadway design and policy to station area design and development.

Zoning and Land Use
Zoning and land use shapes communities. From the technical analysis of a place to the regulatory elements which support land development, our firm specializes in both aspects of zoning and land use.

Public Engagement + Public Relations
Generating project support and community awareness creates successful outcomes for our clients. We curate press announcements and coordinate messaging as part of ongoing strategies for community awareness.

Planning Approach

We approach our planning projects with a three-phased approach that is thoughtful and inclusive:

Discovery is the research phase of our work when we review project data and the internal processes that are guiding decision making and preferences. and develop an engagement strategy.

Drill down is when we assess and evaluate the findings from "discovery" and dig deeper into existing conditions including market conditions. It is the opportunity to evaluate what is working and what is not working.

Design is when we craft recommendations, public relations and outreach solutions to implement concepts and policies.

Contact

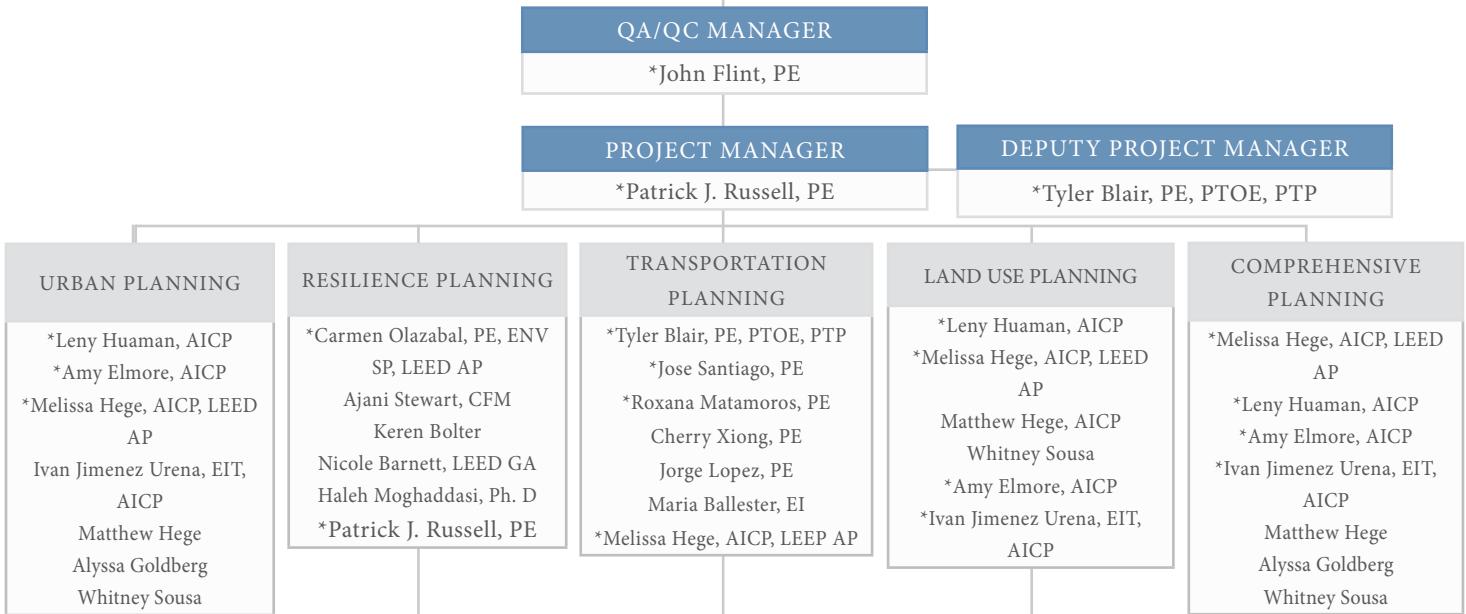
Melissa Hege, AICP, LEED AP
melissa@mhcpcolab.com
305.607.9257

5701 Biscayne Boulevard Suite CS1,
Miami, FL 33137
www.mhcpcolab.com

Organizational Chart

LEGEND

*Key Team Member



ADDITIONAL SERVICES

SITE/CIVIL ENGINEERING/ PERMITTING	CAPITAL IMPROVEMENT PLANNING & PROCUREMENT	ARCHITECTURE	MEP	CEI & COST ESTIMATION
<u>EXP</u> *Patrick J. Russell, PE Arthur Champlin, PE Nicholas Karpathy, PE Arturo Martinez, PE Elias Diaz *Ivan Jimenez Urena, EIT, AICP	<u>EXP</u> *Tyler Blair, PE, PTP, PTOE *Carmen Olazabal, PE, PMP *Jose Santiago, PE *Patrick J. Russell, PE *Ivan Jimenez Urena, EIT, AICP	<u>EXP</u> Sebastian Eilert, AIA, LEED AP BD+C Elizabeth Alcantara Ricardo Gonzalez, Rea	<u>EXP</u> Svetan Veliov, P. Eng Victor Consuegra, PE Juan Perez, PE Ricardo Angulo Cassie Chung	<u>EXP</u> Marcos Souza, PE Walter Clark, PE Jonathan Markle Carlos Tijerino Bao Dang, PE
PUBLIC PARTICIPATION & COMMUNITY OUTREACH	GEOGRAPHIC INFORMATION SYSTEMS (GIS)	GEOTECH / ENVIRONMENTAL PLANNING	UTILITIES AND TREATMENT PLANTS	GRANT WRITING
<u>MHCP COLAB</u> *Melissa Hege, AICP, LEED AP Matthew Hege, AICP Renee Mack	<u>EXP</u> Chris Atkins Lei Liu Tung Lam Leanne Osberg Whitney Sousa	<u>Universal</u> Richard Hoaglin Brian Pohl Cody Wilson Michael Mahoney	<u>EXP</u> Ricardo Jimenez, PE Adriana Ferrera, EI Jason Stuckert Jorge Acevedo, PE Rey Abreu, EI *Patrick J. Russell, PE	<u>EXP</u> Keren Bolter, PhD Alex McCall, AICP *Amy Elmore, AICP Alyssa Goldberg Michelle Edminston *Tyler Blair, PE, PTOE, PTP





Patrick J. Russell, PE

Project Manager

Mr. Russell has more than 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, master service agreement management, development of project design, schedules and budgets, community involvement and contract development.

Project Experience

Flagler Village | Single-Family Residential Development | Project Manager*

Managed the development of a two-hundred and twenty-seven (227) single-family residential unit subdivision 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)

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 survey, hydraulic & hydrologic modelling, drainage analysis, preliminary and final dredging and regrading design which addressed ongoing maintenance issues (drainage conveyance and erosion) of this 1.2-mile-long portion of the existing freshwater canal system. Permitting included maintenance exemptions with the FDEP and SJRWMD, as well as site plan approval with the 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)

Florida Department of Agriculture | Flying 'A' Campground – Public Water Supply Well | Project Manager*

Managed the development of preliminary and final plans, well & treatment system design, permitting. The project included supplying potable water via a well and treatment system to a pre-manufactured bath house for drinking and cleaning use by park visitors. This project was permitted with the Sarasota Health Department and FDEP. (2022-2023)

City of Palm Coast | Palm Coast Southern Recreation Center | Project Manager*

Managed the Development of a master stormwater/utility plan, drainage modelling & analysis, 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)

*Work performed at a previous firm

OFFICE LOCATION

- 2601 Westhall Lane, Maitland, FL 32751
- (Palm Coast Local)

PROFESSIONAL REGISTRATIONS

- FL PE License: 97711
- 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
- Member of the Florida Board of Professional Engineers



Tyler Blair, PE, PTP, PTOE

Deputy Project Manager

Mr. Blair has extensive experience in site development, transportation planning and engineering, and site plan & traffic study review. Having served as the Senior Transportation Engineer for Nassau County, he carries a considerable understanding of contract management, grant administration, and procurement processes. He has overseen Capital Improvement Projects from the Planning stage to Construction, including hosting public meetings and reviewing designs. In his time on the consulting side, he focused on site design and developing 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, turn lane and signal warrant analysis, model simulation, maintenance of traffic, and identification of opportunities for innovative design alternatives.

OFFICE LOCATION

- 50 N. Laura Street
Suite 2500
Jacksonville, FL 32202

PROFESSIONAL REGISTRATIONS

- FL PE – 88369
- 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

Project Experience

Nassau County BOCC, CR-108 Resurfacing, Nassau County, FL*

Project included 9.5 miles of resurfacing and roadway improvements. As a federally funded Local Agency Program (LAP) contract, project required extensive coordination between FDOT, Nassau County, Consultants, and Contractors. As Project Manager, oversaw Roadway Safety Audit (RSA) and assembled both, ITB Package for Construction and RFQ for CEI Professional Services consistent with Federal Requirements and County Legal, Procurement, and Engineering Policies.

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. Mr. Blair proposed well-timed mitigation strategies for operational improvement to support the rapidly 24,000-acre development, coordinating with FDOT District 2 and Nassau County for agency review and permit approval.

Protected “Dutch” Intersection Study & Conceptual Design, Port St. Lucie, FL

Prepared feasibility study for the implementation of a Dutch-style protected intersection at Tradition Parkway and SW Village Parkway. The study included interim and long-term recommendations with conceptual design layouts, providing safe multimodal alternatives for pedestrians and cyclists.

Avis Site Development, Wesley Chapel, Florida

Project Manager responsible for tracking project schedule, budget, and design, including: paving and grading, utilities, site geometry, striping and signage, architectural and MEP designs. This also includes team coordination for permitting with Pasco County and the SWFWMD as well as utility coordination with multiple service providers.

Nassau County BOCC, Development Submittals Review, Yulee, FL*

Reviewed site plans and traffic impact analyses for various proposed commercial and residential developments ranging from small 17-unit single family developments to master-planned communities consistent of 14.4k DUs (Residential) and 1.2M SF (Commercial). Actively oversaw site plan review in consideration of optimal access configurations and site circulation.

*Work performed at a previous firm



PROFESSIONAL REGISTRATIONS

- Professional Engineer: FL (#72766)

EDUCATION + TRAINING

- B.S., Civil Engineering, SUNY at Buffalo, 1977

John Flint, PE | QA/QC Manager

Mr. Flint has over 44 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.

Office Location: 2601 Westhall Lane, Maitland, Florida 32751

Project Experience

- CR 210 Between CE Wilson Road and SR 15 (US-1) – Florida: Quality Control Engineer
- Monroe County Pedestrian Activity Safety Study – Monroe County, NY: Principal-in-Charge
- Route 14 Transportation Study – Geneva, NY: Principal-in-Charge



PROFESSIONAL REGISTRATIONS

- Professional Engineer, Florida, No. 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

Carmen Olazabal, PE, PMP, LEED AP, ENV SP | Resilience Planning

Ms. Olazabal is a committed resiliency professional leading in engineering and project management in both the public and private sectors. 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 sustainable projects and initiatives by actively tracking progress and effectively communicating with critical stakeholders, including extensive outreach to build up public support.

Office Location: 201 Alhambra Circle, Suite 800, Coral Gables, FL 33134

Project Experience

- *Resiliency Planning- Sustainability Action Plan, City of Coral Gables- Coral Gables, FL : QA/QC Manager
- *Resiliency Planning- Tree Master Plan, City of Coral Gables- Coral Gables, FL : Project Manager
- *Miracle Mile and Giralda Resilient Streetscape Project, City of Coral Gables - Coral Gables, FL: QA/QC Manager
- *Key Biscayne Facility Evaluation to Increase Resiliency, Village of Key Biscayne - Key Biscayne, FL: QA/QC Manager
- *Utility Undergrounding Project, City of St. Pete Beach - St. Pete Beach, FL: Project Manager



PROFESSIONAL REGISTRATIONS

- PE – FL (#60248)
- TCCAdvanced, 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, Miami, FL

Jose Santiago, PE, ENV SP | Transportation & Traffic Planning

Jose Santiago has more than 26 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).

Office Location: 201 Alhambra Circle, Suite 800, Coral Gables, FL 33134

Project Experience

- Miscellaneous Drainage Improvements - Town of Miami Lakes: Contract Manager
- FDO D6 US-1 from SW 264th St. to SW 232nd St. - Miami, FL: Design Engineer
- Roundabout Design at SW 168th Street and SW 92nd Avenue, Village of Palmetto Bay, Florida*: Quality Control Officer
- NW 92nd Avenue New Alignment, Doral, FL*: Project Manager



PROFESSIONAL REGISTRATIONS

- PE – FL (#77979)
- Temporary Traffic Control (TTC) Advanced, No. 43438
- FDOT Local Agency Program & Federal Highway Administration Certification, 2019

EDUCATION + TRAINING

- B.S., Civil Engineering, University of Detroit Mercy, Detroit, MI

Roxana Matamoros, PE | Transportation & Traffic Planning

Roxana has 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.

Office Location: 201 Alhambra Circle, Suite 800, Coral Gables, FL 33134

Project Experience

- MARTA 5 Point Station Transformation, Atlanta GA: Engineer of Record
- Village of Biscayne Park Drainage Improvements - Biscayne, FL: Engineer of Records
- Genesis Oaks Gardens Drainage Improvements - Town of Miami Lakes: Engineer of Records

*Work performed at a previous firm



Amy Elmore, AICP | Senior Planner

Mrs. Elmore is a highly motivated planning professional with a commitment to personal and professional excellence. She excels in a challenging and fast-paced environment with a high level of detail, strong verbal communication skills, excellent analytical and planning skills, and the ability to manage multiple projects and tasks successfully to meet and exceed organizational goals. She brings more than 12 years' experience working with both the public and private sectors encompassing a myriad of disciplines in planning, communications, media relations, public involvement, and project management. Her background includes developing and managing equity-focused, innovative planning and communications strategies, as well as forming intergovernmental and community partnerships, public information/communication programs, safety planning, multimodal planning, community planning, change management, consensus building, interagency collaboration, community outreach, special event planning, high profile campaigns, and crisis management.

EDUCATION + TRAINING

- Education + Training
- B.S., Information Technology Middle Georgia State University
- M.S., Digital Forensics
- University of Central Florida
- American Institute of Certified Planners
- Public Speaking & Media Relations Training
- Public Involvement Training, FEMA
- Vice President of Communications, American Planning Association of Florida

Project Experience

- FDOT District Six, NW 36th Street Multimodal Corridor Study, Miami-Dade County, FL – Senior Transportation Planner
- FDOT District Six, Freight Logistics and Passenger Operations Consultant, Miami-Dade, FL. – Senior Transportation Planner
- Downtown St. Petersburg Mobility Study (DTSP) – Communications and Outreach Program Manager

*Work performed at a previous firm



Leny Huaman, AICP | Long-Range Land Use Planner

Leny is a planner with solid experience in transportation, land use, long range planning, economic development, and GIS projects. Her eleven (11) years of experience in public and private sectors include multimodal and transportation planning, strategic planning, environmental planning, grant management, redevelopment, and water and natural resources analysis. She is a passionate and active advocate for multimodal and equitable transportation.

PROFESSIONAL REGISTRATIONS

- American Institute of Certified Planners No. 34023

EDUCATION + TRAINING

- Master of Science, Public
- Administration, University of Central Florida
- BS, Communication for Development, Pontificia Universidad Católica del Perú

Office Location: 2601 Westhall Lane, Maitland, Florida 32751

Project Experience

- Broward County, Land Use & Transportation Planning, Broward County, Florida
- City of Winter Haven Florence Villa Community Redevelopment Agency (CRA), Winter Haven, Florida
- Florida Department of Economic Opportunity (DEO) – Community Planning Grants
- Finding of Necessity and CRA Plan – Town of Lake Placid, Florida
- Water Supply Planning in Central Florida

*Work performed at a previous firm



Ivan Jimenez Urena, AICP, E.I. | Planner, Product Delivery Operations Manager

Ivan is an expert and trusted advisor for state, regional, and municipal governments in the areas of transportation safety, transportation planning, urban and multimodal transportation design, budget and policy development and compliance, and public and stakeholder outreach and engagement.

With over 10 years of experience, Ivan has been instrumental in the development of Miami-Dade County's Vision Zero Program and has led the development of 30 plus safety and multimodal feasibility studies and outreach campaigns including Operation Statewide Traffic and Railroad Initiative Using Dynamic Envelopes (STRIDE) for FDOT District 6.

Office Location: 201 Alhambra Circle, Suite 800, Coral Gables, FL 33134

PROFESSIONAL REGISTRATIONS

- EIT # 1100020525 – FL
- American Institute of Certified Planners (AICP) Certification # 35368 – USA

EDUCATION + TRAINING

- MBA, Florida International University, Miami, FL
- B.S., Civil Engineering Florida International University, Miami, FL

Project Experience

- *Department of Transportation and Public Works (DTPW), Vision Zero Program, Miami-Dade County, FL, USA
- *Department of Transportation and Public Works (DTPW), Complete Streets Program, Miami-Dade County, FL, US
- *FDOT District Six, Modal Development Office (MDO) In-house Support, Miami-Dade County, FL, USA

*Work performed at a previous firm



Melissa Hege, AICP, LEED AP, AICP, LEED AP | MHCP COLAB

Founder and Principal Melissa Hege leads the firm's urban planning work with 25 years of expertise focused on how land use and transportation policies shape the built environment. She has worked throughout the country including Lafayette, LA, Detroit, Boston, South Carolina, and Florida. Melissa is adept at taking plans from concept to adoption including Midtown Miami, and an award-winning initiative to design and implement safer streets for children walking to school in Little Havana. Her speaking engagements, blogs, and award winning plans highlight this expertise and her ability to engage communities and identify the right combination of planning that makes successful places.

Project Experience

- Pincrest Parkway (US1) Vision Plan/TODs, South Corridor BRT: Principle-in-Charge
- Visioning, Outreach and Comprehensive Plan Update for West Melbourne: Principle-in-Charge
- Intracoastal Master Plan, for Dezer: Principle-in-Charge
- Laurens County Development Corporation Community Asset Mapping: Principle-in-Charge

PROFESSIONAL REGISTRATIONS

- American Institute of Certified Planners #016841
- LEED Accredited Professional

EDUCATION + TRAINING

- University of Pennsylvania, MA City Planning
- Brandeis University, BA European Literature
- Harvard University Career Discovery Program

CIVIL ENGINEERING, PLANNING & RELATED SERVICES

Town of Miami Lakes
OWNER CONTACT +
PHONE #

- Omar Santos
t: +1.305.364.6100

YEAR COMPLETED

- Ongoing

TOTAL COST

- \$33,000,000 (Estimated)

PROJECT MANAGER

- Jose Santiago – Project
Manager



PROJECT DESCRIPTION: EXP is providing continuing civil engineering related services for the Town of Miami Lakes on an as-needed basis under the specialty areas of Transportation Engineering, Environmental Engineering, Water Resource Engineering, Geotechnical Engineering, Structural Engineering, + Inspection and Surveying.

Task Work Orders issued include design services in various neighborhoods including:

- Genesis Oaks Gardens Drainage Improvements
- Seville Estates Drainage Improvements Phase 1 and Phase 2
- Florinda Estates Drainage Improvements
- Royal Garden Estates Phase 1 Drainage Improvements

PENMAN ROAD COMPLETE STREET PLANNING, DESIGN, AND CONSTRUCTION COORDINATION SERVICES

City of Jacksonville Beach
Jacksonville Beach, FL

OWNER CONTACT +
PHONE #

- Dennis Barron
t: +1.904.247.6219

YEAR COMPLETED

- Ongoing

TOTAL COST

- \$20,500,000

PROJECT MANAGER

- Tyler Blair, PE – Project
Manager



PROJECT DESCRIPTION: The City of Jacksonville is funding the reconstruction of Penman Road as a Complete Street facility. EXP is providing Planning and Coordination Management Services to the City of Jacksonville Beach. EXP is providing project coordination on behalf of the City of Jacksonville Beach throughout the study, alternative evaluation, design, permitting, and construction phases, ensuring the City of Jacksonville Beach public facilities continue to operate at or above level of service.

The project is aimed to eliminate a two-way left turn lane (TWLTL) and replace with median, incorporate shared-use facilities and multimodal elements, minimize turning movement conflicts through geometric restrictions, and incorporate a series of roundabouts to facilitate traffic flow.

NW 36TH STREET MULTIMODAL CORRIDOR STUDY

FDOT District 6
Miami-Dade County, FL

OWNER CONTACT + PHONE

- Daniel Lameck
t: 305.470.5238

YEAR COMPLETED

- 2023

TOTAL COST

- \$1,300,000

PROJECT MANAGER

- Leny Huaman, AICP –
Project Manager



PROJECT DESCRIPTION: SR-948/NW-NE 36th Street is an east-west corridor in Miami-Dade County that goes from SR-826/Palmetto Expressway to I-195/SR-112/Julia Tuttle Causeway for about 8.626 miles and traverses the Village of Virginia Gardens as well as the Cities of Miami Springs, Hialeah, and Miami.

This corridor serves the Miami International Airport (MIA) and the Florida East Coast Railroad (FEC)'s Hialeah Yard; as well as major recreational and community centers such as the Miami Springs Golf and Country Club, Casino Miami, Tropicana Flea Market, Miami Jackson Senior High School, and The Shops at Midtown Miami.

EXP is currently documenting existing conditions required for the development and evaluation of multimodal improvements to address existing and future mobility, operational, social, economic, and safety needs along the corridor.

MTA C&D DESIGN- BUILD SERVICES FOR THE ROCKAWAY LINE RESILIENCY AND REHABILITATION PLANNING & DESIGN

MTA C&D
New York, NY

OWNER CONTACT + PHONE

- Deirdre Harvey, CCM
e: Deirdre.Harvey@mtacd.
org
t: N/A

YEAR COMPLETED

- 2022-2026 (est.)

TOTAL COST

- \$392,000,000

PROJECT MANAGER

- John Flint, PE - Project
Manager

PROJECT DESCRIPTION: EXP Services P.C. is the lead designer providing design-build services on the Rockaway Line Rehabilitation & Resiliency Project. The Rockaway Line is a vital subway link connecting Queens with the Rockaway Peninsula in New York City. EXP Services P.C.'s multidisciplinary experts are leading design aspects on this critical design-build project to alleviate the effects of climate change on New York's transit system.

This \$392 million commuter rail design-build project includes the design and construction of viaduct repairs at the Hammels Wye Campus and along the east and west branches of the Rockaway Line, including station and signal tower upgrades. Resiliency and flood mitigation elements will be implemented to minimize the effects of future storm events on transit infrastructure.

As the lead designer, EXP Services P.C is providing design management, quality assurance, signal installation and environmental compliance. The project also includes the design and installation of a new signal tower, track crossover and related traction-power, signal system and utility components at the Beach 105th Street Station and the replacement of electrical and mechanical components of the South Channel Swing Bridge. EXP is also supporting community outreach to minimize the effects of construction on the general public.

This project will be among the first to take advantage of the new federal guidance allowing local hiring provisions in MTA projects.

PROFESSIONAL ARCHITECTURAL, PLANNING, AND ENGINEERING SERVICES

City of Miami

OWNER CONTACT + PHONE

- Joe Gomez, PE
t: 305.673.7080

YEAR COMPLETED

- Ongoing

TOTAL COST

- \$52,250,000

PROJECT MANAGER

- Jose Santiago, PE - Project Manager



PROJECT DESCRIPTION: 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:

- Computerized Maintenance Management System (CMMS) Report for citywide urban lighting assets.
- Preliminary (50%) Lighting Design and Final (100%) Lighting Design Deliverables including photometric designs.
- Smart City Roadmap including the decision analysis, dynamic feasibility model, and technical network architecture.
- Connectivity scope including schematic CAD drawings of the permit routes, high-level permit plan, and the schedule for the deployment of the fiber network.

NW 36TH STREET MAINTENANCE FACILITY AND PARKING LOT REDEVELOPEMENT

FDOT District 6
Miami, FL

OWNER CONTACT + PHONE

- Daniel Lameck
t: 305.470.5238

YEAR COMPLETED

- Ongoing

TOTAL COST

- \$145,000

PROJECT MANAGER

- Leny Huaman, AICP - Project Manager

PROJECT DESCRIPTION: This ongoing project scope consists of the partial redevelopment of an existing 2.89-acre Miami-Dade County Water and Sewer Department facility. The site consists of aging maintenance facility structures, abandoned storage tanks, as well as associated pump stations.

EXP will provide design services, permitting, procurement support services, and engineering services during construction of the site improvements proposed at the 36th Street Facility, which will include demolition of two existing water storage tanks, abandonment of associated piping and appurtenances and the addition of a new proposed parking and vehicle storage area.

The project includes new area lighting, markings, landscaping, drainage, paving/grading and repair/resurfacing of the asphalt of the area to the north of the Maintenance Building. The new parking area will increase the current parking capacity for personnel vehicles and County fleet vehicles.



PROTECTED “DUTCH” INTERSECTION STUDY AND CONCEPTUAL DESIGN

City of Port St. Lucie
St. Lucie County, FL

OWNER CONTACT + PHONE

- Joe DeFronzo, PE
t: +1.772.871.5111

YEAR COMPLETED

- 02/2023 - 05/2023

TOTAL COST

- \$500,000

PROJECT MANAGER

- Tyler Blair, PE - Project
Manager



PROJECT DESCRIPTION: EXP was retained by the City of Port St. Lucie to conduct the first feasibility study for a Protected “Dutch” Intersection Pilot Project being incorporated throughout the City as part of the Master Plan. The intent of the project is to provide safer pedestrian and cyclist accessibility to and through the intersection of Tradition Parkway and SW Village Parkway, two six-lane major collectors to the west of I-95.

The project included a traffic operations assessment of existing conditions, identifying failing turning movements and areas of insufficient capacity to be improved with the design phase of the project. The study also included a Right-of-Way analysis, identifying limitations of the construction project. The study also documented existing conditions along the corridors and at the intersection, including peak hour turning movement counts, bicyclist counts, and pedestrian counts. The study also included a safety assessment and short- and long-term recommendations. EXP also considered the existing geometry and lane configuration of the intersection to develop four conceptual designs for the City to further investigate in the design phase, including shared-use path and separated bicycle and pedestrian facilities.

MIAMI-DADE COUNTY TRANSPORTATION MASTER PLAN SUPPORT (IN-HOUSE)

Miami-Dade County DTPW
Miami-Dade County, FL

OWNER CONTACT + PHONE

- Lisa Colmenares, AICP
t: +1.786.469.5394

YEAR COMPLETED

- Ongoing

TOTAL COST

- \$500,000

PROJECT MANAGER

- Alyssa Goldberg - Project
Manager



PROJECT DESCRIPTION: 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.

Village of Pinecrest

Vision Plan Update Pinecrest Parkway (US1)



Scope of Work
 Florida land use planning
 Public participation
 Community outreach
 Municipal processes



Key drivers of plan recommendations included a strong housing market and a high disposable income spent outside of Pinecrest, and demand for dining, entertainment and more places to go.

Over 40 hours of community outreach and public meetings created a transparent visioning process.

MHCP Colab led the Village's Pinecrest Parkway (US1) Vision Plan, in response to Miami Dade County's desire to up-zone around planned transit stations and corridors including US1. Our approach was to launch a communications strategy to provide factual information about the project and address community concerns, and provide an alternative development scheme and zoning revisions around the proposed transit stations.

clear goals and objectives for the planning process to foster community outreach. Colab worked with a Citizen's Committee of resident architects, landscape architects and planners to shape the vision under the guidance of the planning department and with our design subconsultant MKSK. Together, we conducted eight interactive meetings with the Citizen Committee and the public to design the plan vision and evaluate the corridor needs and opportunities in consideration of the community preferences.

This included conceptual plans and 3d renderings of transit oriented development around planned station areas for a community-wide visioning session.

The Vision Plan and zoning revisions were adopted by the Village Council in November and December 2022.

Our communications strategy and talking points identified
 City of Bunnell | RFQ 2024-01
 Continuing Professional General Planning Services

Yocelyn Gomez, Village Manager,
 Village of Pinecrest
 ygaliano@pinecrest-fl.gov,
 305.234.2121
 Completed December 2022



West Melbourne

Vision and Comprehensive Plan Update



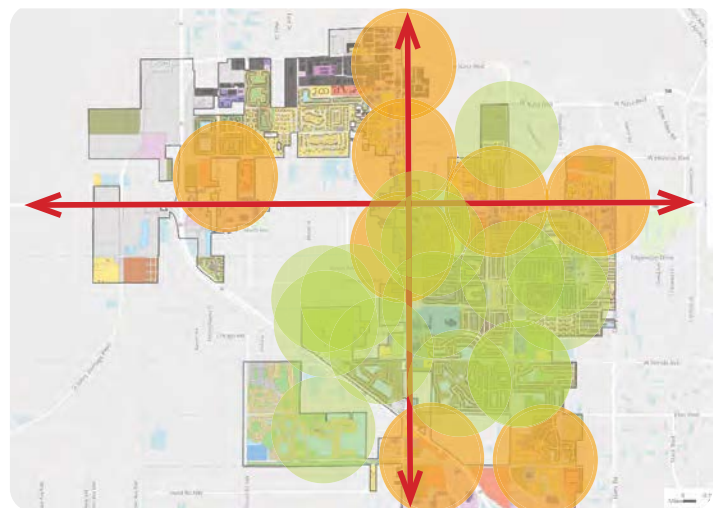
Scope of Work

- Florida land use planning
- Public participation
- Community outreach
- Municipal processes

MHCP Colab led the theme based and interactive visioning session with an open house, presentation and live survey.

“Matt and Melissa of MHCP Colab are a dynamic team that brought their enthusiasm, vast facilitation skills and organization to our citizen visioning workshops for West Melbourne’s comprehensive plan rewrite. Their interpersonal skills at dealing with a diversity of people and attitudes during the workshops contributed to the professional and composed tone of the workshop, which makes the job of city planners easier. We are glad they are part of the comprehensive plan rewrite team.”

Christy Fischer, Planning Director, West Melbourne
 cfischer@westmelbourne.gov
 321-837-7778
 Ongoing



Recommendations included focusing growth around nodes and corridors and preserving residential neighborhoods and parks. The image above shows the 1/2 mile park and node service areas.

MHCP Colab developed the public engagement strategy and visioning process for the West Melbourne Comprehensive Plan and prepared the future land use, conservation and parks elements.

With a population increase of 40% in just twelve years, and a 30% increase in total housing units, the city anticipates a need

to almost double its housing stock by 2045 to accommodate almost double their population. The comprehensive plan considers ways to accommodate this projected growth around existing nodes and corridors and parks. The study area includes two established CRAs.

Colab developed a communications strategy and talking points to distribute to the

community. Outreach efforts to foster stakeholders along Council members input for community’s ideas has generated key themes and a branding concept for the comprehensive planning process. The outreach effort included more than 145 participants in two visioning sessions with an open house and interactive boards, two

workshops, stakeholder interviews and surveys to generate ideas and build consensus on themes and growth scenarios.



2c

Effects of the Firms Current Workload

staff + management roles + responsibilities

The EXP Team has been strategically assembled to provide City of Bunnell with the utmost flexibility to successfully deliver its Planning Services. Based nearby in Jacksonville, our Team’s diverse experience and service offerings, availability, deep support capacity, technical expertise, and familiarity with Bunnell is unmatched. The EXP Team is comprised of three distinct groups: Client Relations Team, Strategic Planning Team, and Land Development Review Team, offering specific services and expertise to The City of Bunnell.

Client Relations Team | City of Bunnell Project Management

Our Client relationship comes first. Mr. Russell serves as the direct line between the project team and City of Bunnell, responsible for ensuring the City’s requirements are met, and budgets and schedules are adhered to. Mr. Russell also serves as the delegation lead based on work class types, coordinating with any of our senior planning team, or our Deputy Program Manager for all engineering-related needs. He is Client-centered and customer service focused. This team takes a disciplined approach to conducting internal practice audits to monitor compliance with our quality management system to identify best practices to share with others.

EXP’s Project Management Team includes two key Client service administrators:

- 1) Planning Administration Program Manager (Patrick Russell, PE)
- 2) Deputy Program Manager – Engineering Services (Tyler Blair, PE, PTP)

The Project Management team will develop a workplan for each project scope, in conjunction with the City, that clearly delineates the project schedule, key milestones and all required deliverables. In the event of multiple assignments running concurrently, the workplans will help identify what quality looks like for the project, potential labor shortfalls before they occur, allowing us to supplement project teams with additional staff proactively. This will ensure no deadlines will be missed, and appropriate personnel will be available on an as-needed basis. EXP’s team will work with the City to maintain all requirements related to scope, schedule, and budget.

Strategic Planning Team | City of Bunnell Project Management

The Strategic Planning Team has extensive experience with all facets of local agency needs. This team has an emphasis on project planning including a strong focus on the management of risks and achievement of quality on all major projects. Because project planning product delivery includes many technical and public input levels, our Strategic Planning Team will oversee the majority of the key areas identified in the scope.

EXP’s Strategic Planning Team includes four (4) scope-based service managers:

- 1) Senior Planner (Amy Elmore, AICP)
- 2) Senior Planner (Melissa Hege, AICP)
- 3) Land Use Planner (Leny Huaman, AICP)
- 4) Planner (Ivan Jimenez Urena, AICP, EI)

Land Development Review Team | Site Assessment

The Land Development Review Team has significant experience in site design and review. Having experts that are able to design land development projects themselves allows for a more extensive and thoroughly vetted review process accounting for code compliance, constructability, and accuracy in calculations. This team places an emphasis on high-quality and efficient review processes supplemented with a contextual understanding of how the sites will fit into the bigger picture of The City of Bunnell.

EXP's Land Development Review Team includes three detail-oriented service managers:

- 1) Senior Land Development Engineer (Patrick J. Russell, PE)
- 2) Land Development Engineer (Ricardo Jimenez, PE)
- 3) Project Engineer (Ivan Jimenez Urena, AICP, EI)

EXP feels confident the combined talents of these project teams will ensure all service needs of the City are met at the highest quality in a timely manner.

quality assurance + quality control

EXP views quality control as the responsibility of every team member. EXP will prepare a Work Directive-specific Quality Control Plan (QCP) which defines the procedures used to control and enhance the quality of the task execution process. The ultimate success of this Quality Program depends on each member of our team understanding their responsibilities, and the overall Program Quality Assurance Plan, as well as individual work-directive specific QCPs. The Quality Assurance Plan defines the processes and procedures, the Quality Control Plan assigns them to specific team members to carry out.

To assist the City in fulfilling its planning and review responsibilities, the EXP team will bring value-added services and specialized expertise to each of the program management work categories and effectively execute initiatives. We are an extension of the the City of Bunnell staff and will successfully perform and deliver all elements required under the program management contract to exceed your expectations. Upon execution of the contract, our team's first priority will be to meet with the City to establish clear expectations and long-term objectives.

We will begin each project with a scope, budget, and schedule strategy meeting to discuss all three items relative to one another with the Strategic Planning Team, Land Development Review Team, Project Manager, City staff, and any other stakeholders deemed necessary. After this meeting, EXP will advise whether there is any conflict between scope, budget and schedule, allowing the City to make any necessary decisions at the start.

Prompt Service Approach

EXP strongly believes that Quality Control begins with the direct proactive involvement of the Principal-in-Charge and Project Manager, and involves all team members who touch the projects, including subconsultants. Risk management is applied during all stages of the project to minimize the effects of any schedule or budget "surprises." The EXP Team understands that quality service is about technical

quality, but it is equally about commercial, business, and communications quality. For example, a poorly executed invoicing and collections plan can put the project at risk. The EXP Team manages such commercial and business issues with the same attention to detail as our technical work products. On a monthly basis, qualitative risk management will be performed to assure that the project issues and risks have been identified, assessed and that appropriate treatments (avoid; accept; transfer; or mitigate) are implemented.

Client Satisfaction Approach

In addition to qualitative risk evaluations, we perform Quantitative Risk Assessments (QRA) to provide an improved understanding of the risk profile and derive a more detailed view of certain cost and time risks. The risk information will be included in the monthly project status report to the City of Bunnell. The entire Project Team will meet weekly to review progress by discipline. This will ensure that information is disseminated in a timely manner amongst all team members and reduce the opportunity for delays in the design process due to information not being relayed in a timely manner.

Prompt Complaint Resolution Approach

Risk management is applied during all stages of the project to minimize the effects of any schedule or budget “surprises.” On a monthly basis, qualitative risk management will be performed to assure the project issues and risks have been identified and assessed, and that the appropriate treatments (avoid; accept; transfer; or mitigate) are implemented. In addition to qualitative risk evaluations, we perform Quantitative Risk Assessments (QRA) to provide an improved understanding of the risk profile and derive a more detailed view of certain cost and time risks. The risk information will be included in the monthly project status report to the City of Bunnell.

Effective Employee Performance and Training Approach

At the beginning of the contract, all team members including subconsultants will receive appropriate training in person or via webinar to provide understanding of the plan requirements. Records of training can be provided to the City which will include the attendance sign-in sheet, agenda, and presentation material. Subconsultant work will be fully integrated and consistent with the QCP. All team members will have access to scope, work order requirements, and communications to coordinate and monitor progress.

Timely Initiation and Completion of All Work

EXP will prepare a Project Schedule of work breakdown structure (WBS) and a cost-loaded project schedule for each major assignment, identifying major work items and which will consider phasing and sequencing that will be required due to physical project constraints and operation requirements. This schedule will be updated regularly and submitted to the City at each submittal milestone.

Key Staff	Role	Availability	Current Projects											
			City of Fellsmere General Professional Planning On-Call	City of Cocoa Vulnerability Assessment	RAISE Grant Application	Avis Permitting & Close-out	Opa Locka Vision Zero Action Plan	Nassau County Planning On-Call	FDOT D6 36th Street Multimodal Corridor Study	FDOT D5 Safety Office - Public Information	FDOT D4 Safety	Jax Beach Penman Road Complete Street	River to Sea TPO GPC	
Patrick Russell, PE	Project Manager	100%	•	•	•	•		•	•					
Tyler Blair, PTP, PE, PTOE	Deputy Project Manager	90%	•	•			•	•	•	•				•
John Flint, PE	QA/QC Manager	70%												
Amy Elmore, AICP	Senior Planner	80%							•	•				•
Whitney Sousa	Community Planner	90%	•	•	•			•	•					
Ivan Jimenez, AICP, EI	Safety Planner	80%					•		•	•				
Leny Huaman, AICP	Land-Use Planner	90%			•		•	•	•	•	•	•	•	•
Melissa Hege, AICP	Strategic Policy Planner	80%												
Jose Santiago, PE, ENV SP	Transportation & Traffic Planning	80%							•	•	•	•	•	•
Roxana Matamoros, PE	Transportation & Traffic Planning	85%							•	•	•	•	•	•
Carmen Olazabal, PE, PMP	Resiliency Planning / Grants	90%	•	•	•				•					



2d

Cost/Fee Schedule Rates

Schedule of Billing Rates
Architectural and Engineering Services
EXP U.S. Services, Inc.
Expires May 1, 2026
Hourly Rate per Classification

Classification

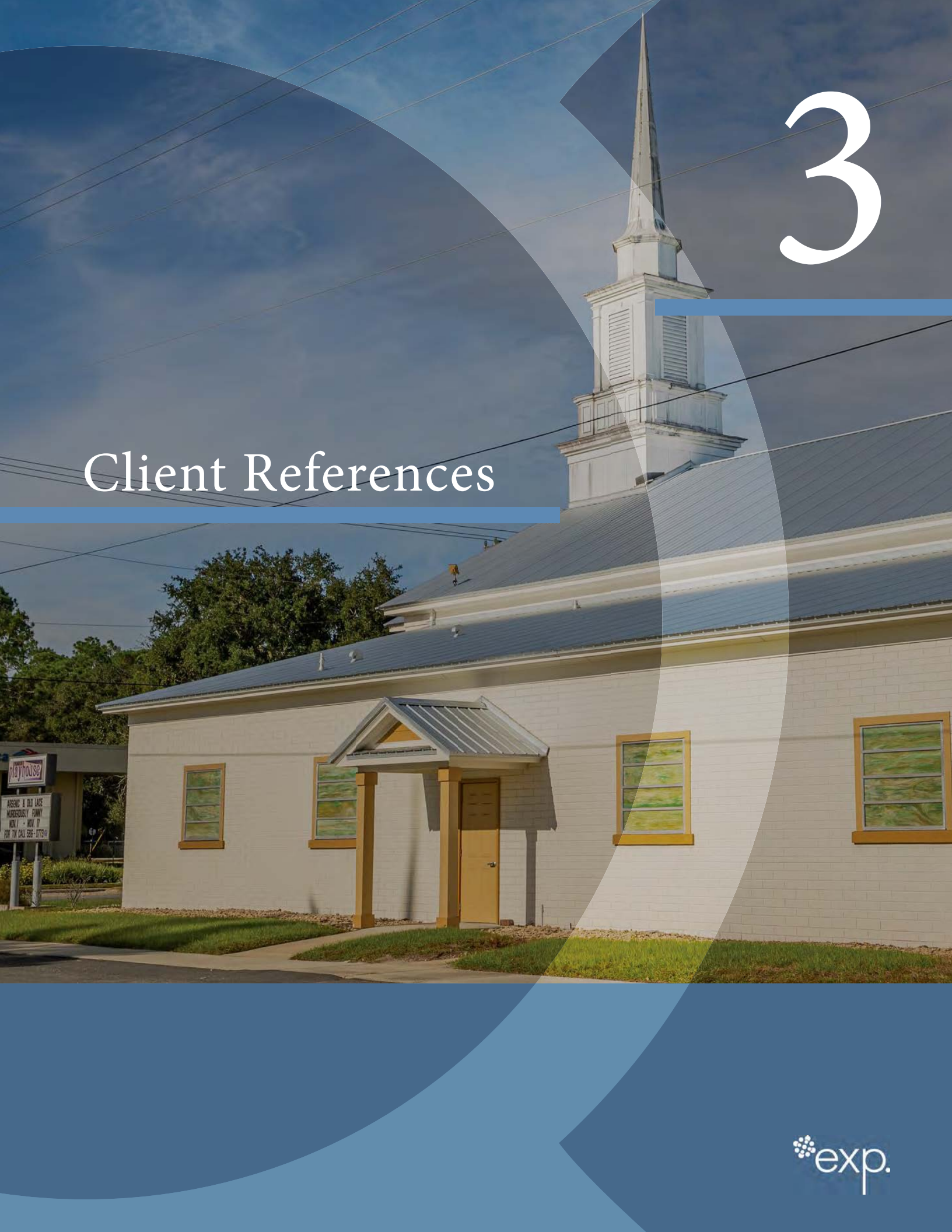
Project Manager (PM)	\$ 358.70
Professional Engineer II (PE2)	\$ 257.73
Professional Engineer I (PE1)	\$ 219.51
Engineer (E)	\$ 189.54
Engineering Technician II (ET2)	\$ 136.75
Engineering Technician I (ET1)	\$ 102.94
Planner (PL)	\$ 153.32
GIS Specialist II (GIS2)	\$ 128.93
GIS Specialist I (GIS1)	\$ 124.18
Administrative (Admin)	\$ 113.37

Reimbursable Expenses:

Special consultant costs, auto usage, travel, outside duplication/blue prints/photo/film, out-of-pocket monies, and other reasonably identifiable costs. Unless specifically stated otherwise in the Project Agreement, reimbursable expense items are in addition to fees stated for services.

3

Client References



BUSINESS REFERENCES

1.

Town of Miami Lakes
Omar Santos, PE
6601 Main Street
Miami Lakes, FL 33014
santoso@miamilakes-fl.gov
305.364.6100

2.

City of Port St. Lucie
Joseph DeFronzo, PE, RSP
1121 SW Port St. Lucie Blvd
Port St. Lucie, FL 34984
JDeFronzo@cityofpsl.com
772.871.5111

3.

Florida Department of Transportation,
District 6
Carlos Castro, PE
1000 NW 111th Ave
Miami, FL 33172
carlos.castro@dot.state.fl.us
954.777.4499

4.

FDOT Modal Development Office
Daniel Lameck
605 Suwannee St
Tallahassee, FL 32399
Daniel.Lameck@dot.state.fl.us
305.470.5238

5.

Florida Department of Transportation,
District 4
Damaris Williams, PE
3400 W Commercial Blvd
Fort Lauderdale, FL 33309
damaris.williams@dot.state.fl.us
954.777.4390

4

Resumes, Licenses, & Certifications



Patrick J. Russell, PE

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 is experienced in conceptual, preliminary, and final design and permitting for master planned communities, mixed-use developments, small to large commercial/retail projects, hydraulic & hydrologic analysis and modelling, stormwater management, water/wastewater treatment systems, utility extensions and refits, roadway design, milling and resurfacing, reconstruction projects, and mass-grading activities. Project Management responsibilities have included client point of contact, sub-consultant management, master service agreement management, development of project design, schedules and budgets, community involvement and contract development.

Professional Registrations

- FL PE – 97711
- 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 + Memberships

- American Society of Civil Engineers
- National Association of Realtors
- Flagler County Association of Realtors

Recent Project Experience

Flagler Village | Single-Family Residential Development | Project Manager*

Managed the development of a two-hundred and twenty-seven (227) single-family residential unit subdivision 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, grading, erosion and sediment control, as well as roadway design. Mr. Russell designed miles of streets within the community with connectivity in mind. Each street is equipped with bicycle lanes, ADA-compliant sidewalks, pedestrian crossings, wayfinding & street signage, and lighting to promote multimodal access and use.

City of Palm Coast | Palm Coast Southern Recreation Center | Project Manager*

Managed the development of a master stormwater/utility plan, drainage modelling & analysis, creation of a conceptual, preliminary and final design package for multi-phased 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. Additional tasks included improvements to existing access roads, parking areas, as well as the design of a proposed roadway extension for access to Phase 2 amenities. (2021-2023)

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 ADA-compliant trails, sidewalks, over-water boardwalks, it also included the addition of docks, gazebos, open air pavilions, lighting, wayfinding signage, equitable infrastructure design, and two (2) education buildings for onsite learning opportunities. (2021-2022)

Patrick J. Russell, PE

Project Manager

Southern Pines | Single-Family Residential Development | Project Manager*

Managed the development of a one-hundred and seventy-one (171) single-family residential unit subdivision within the City of Brooksville. The project included the demolition of existing roadways and utilities, preliminary and final design of the 41.11-acre project site. Scope included stormwater analysis, modelling, and management, utility & lift station design, roadway design, grading, and erosion & sediment control. Much effort was devoted to ensure the community streets were equipped with walking/biking trails (to and from the neighborhood parks and amenities), street trees, bicycle lanes, ADA-compliant sidewalks, pedestrian crossings, wayfinding & street signage, and lighting to promote community engagement and walkability. (2022-2023)

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 survey, hydraulic & hydrologic modelling, drainage analysis, preliminary and final dredging and regrading design which addressed ongoing maintenance issues (drainage conveyance and erosion) of this 1.2-mile-long portion of the existing freshwater canal system. Permitting included maintenance exemptions with the FDEP and SJRWMD, as well as site plan approval with the 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 | P-1 Weir Replacement | Project Manager*

Managed the development of the P-1 Weir Replacement in order to address ongoing maintenance issues within the City of Palm Coast freshwater stormwater conveyance canals. Scope of work included the conceptual, preliminary, and final weir design and demolition package. The project included the survey, hydraulic & hydrologic modelling, drainage analysis, grading, sediment and erosion control, structural coordination for weir and downstream headwall, Permitting included maintenance exemptions with the FDEP and SJRWMD, as well as site plan approval with the City of Palm Coast. Other items included within the scope were the development of the construction cost and budgeting estimates, scheduling, bidding assistance, and swale redesign. (2021-2022)

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. Additional scope included large scale hydraulic/hydrologic modelling and analysis. This project was permitted with the City of Palm Coast. (2021-2023)

Florida Department of Agriculture | Flying 'A' Campground – Public Water Supply Well | Project Manager*

Managed the development of preliminary and final plans, well & treatment system design, permitting. The project included supplying potable water via a well and treatment system to a pre-manufactured bath house for drinking and cleaning use by park visitors. This project was permitted with the Sarasota Health Department and FDEP. (2022-2023)



Tyler Blair, PE, PTP, PTOE

Multimodal Transportation Manager

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

Mr. Blair has extensive experience in transportation planning and 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, reviewed design plans, 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, and identification of opportunities for innovative design alternatives.

Project Experience

Design and Construction Project Management

CR-108 Resurfacing*, Nassau County, FL

Project included 9.5 miles of resurfacing and roadway improvements. As a federally funded Local Agency Program (LAP) contract, project required extensive coordination between FDOT, Nassau County, Consultants, and Contractors. As Project Manager, oversaw Roadway Safety Audit (RSA) and assembled both, ITB Package for Construction and RFQ for CEI Professional Services consistent with Federal Requirements and County Legal, Procurement, and Engineering Policies.

Amelia Island Parkway Trail*, Fernandina Beach, FL

AIP Trail is a 3.2-mile shared use path high-profile project on Amelia Island, with federal funding through \$3.1M in LAP Agreements. As Project Manager, coordinated with FDOT, Design Engineer, and Residents to track project for schedule and budget, set and host public meetings, and review plans to ensure consistency and delivery of a quality construction project. As PM, also responsible for finalizing ITB Package and routing through FDOT and County for Authorizations to Advertise.

Tyler Blair, PE, PTP, PTOE

Multimodal Transportation Manager

Pages Dairy Rd. & Chester Rd. Intersection Improvements*, Yulee, FL

Oversaw design phase of the Project. Upon taking over the project, immediately recognized opportunity to significantly enhance project ROI through minor plan adjustments and increasing intersection capacity. Project also involved close coordination with First Coast Railroad for ROW Permitting/construction easement, flagging operations, and maintenance agreement.

Crawford Road Paving*, Callahan, FL

Oversaw Construction of the dirt-to-asphalt paving project from beginning to end. Actively engaged in bi-weekly meetings and site visits, provided support for CEI and Contractor for any RFIs, Change Orders, and any items that required additional coordination.

Henry Smith Rd. Resurfacing*, Hilliard, FL

Resurfacing project for 1.9 mi. road. As Senior Transportation Engineer, coordinated with FDOT, County Review Team, and Design Engineer to ensure delivery of a quality set of final plans, teeing the project up for a smooth construction process.

Pratt Siding Rd. Paving*, Yulee, FL

Oversaw Design Phase of the Project. Upon taking over the project, quickly recognized a shortfall in the CIP budget for estimated construction costs. This early recognition allowed the County to reconcile funds by budget balancing with other accounts in time for the roll of the new Fiscal Year, allowing the project to stay on schedule.

Safe Routes to School – Felmor Road*, Yulee, FL

Engaged the 5 E's, hosted public workshop, conducted parent surveys, prepared conceptual design and cost estimation to provide a shared-use path for Yulee Elementary School. Students were walking in the ditch or on the road to get to class. Prepared Comprehensive Grant Application for funding of the 1.9-mile project, connecting the existing sidewalk on SR-200 to Pages Dairy Road.

Bailey Road Midblock Crossing*, Fernandina Beach, FL

Engineer in responsible charge for redesign of Bailey Road Midblock Crossing as part of an overhaul to enhance safety due to speeding and failure to acknowledge crossing pedestrians. Striping was upgraded to special emphasis, advanced stop bars and signage were added, advanced warning signs were relocated, and advisory signs were replaced with high-emphasis fluorescent yellow/green to attract more attention.

Black Rock Road Sidewalk Gap Analysis*, Yulee, FL

Black Rock Road is a 2-lane undivided residential corridor with sidewalk mostly throughout; however, there was residential concern about student and active user safety where sidewalk is missing. This analysis involved reviewing the southernmost segment of the corridor over the railroad tracks, up to the north end where the sidewalk terminates at Heron Isles Way. Residential development locations and school bus stops were considered as part of the assessment.

Amelia Island Trail Safety Improvements*, Fernandina Beach, FL

Conducted a Safety Improvement Assessment throughout the 6-mile facility, spanning from the southernmost end of the island to the north. Provided design considerations for signage adjustments, including reducing trail stop sign height to 4' as recommended by the MUTCD, added "Turning Vehicles Must Yield" signs, and enhanced stop bar location and stop sign location on minor roadway approaches intersecting the trail. Also provided striping design, separating north-south movements and stenciling for advanced warning of stop locations.



John Flint, PE

Senior Vice President

Professional Registrations

- PE Florida (#72766)
- PE Kentucky (#23313)
- PE New York (#059106)

Education + Training

- B.S., Civil Engineering, SUNY at Buffalo, 1977

Affiliations + Memberships

- 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)

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.

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 SCRRA LINK-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 16/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

John Flint, PE – *continued***Senior Vice President**

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.

***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.

***All Aboard Florida, Vehicle Maintenance Facility, Orlando, FL**

Mr. Flint was Principal in Charge and Project Manager for preliminary design, specifications and technical support for the preparation of design-build bridging documents for the new intercity passenger rail system's Vehicle Maintenance Facility in Orlando, FL. The new run-through vehicle maintenance facility will serve as the primary maintenance facility for the newly introduced 240 mile intercity passenger rail operation. The secure maintenance facility will include innovative rapid turn-around maintenance areas, five maintenance tracks with pits, jacking capabilities, drop tables, automated train wash facilities and wheel truing equipment. Operations will include housekeeping, commissary, fueling, sanding, water, waste and other operations. The facility is designed to accommodate ten 12 unit consists, including diesel engines on both ends, nine coach cars and a cafe car. Maintenance of way tracks and a loop track provide operating flexibility, and the facility is designed to be expanded to twenty consists in the future. Shop facilities will include parts storage, onboard equipment maintenance and repair facilities, repair and storage areas, emergency generators, crew welfare facilities and operations offices. The design-build project is scheduled for completion in 30 months. In 2019, John's previous firm was retained by the owner to prepare the final detailed design drawings, specifications and estimates for the project.

***Monroe County Pedestrian Activity Safety Study – Monroe County, NY**

FRA, a T.Y. Lin International Company was retained by the Monroe County Department of Transportation to complete the first project of its kind for the area. Work was focused on identifying problem areas and providing recommendations to both enhance the pedestrian and bicycle environment throughout the County and eliminate the occurrence of accidents. Mr. Flint served as Principal-in-Charge for this project. The study area for the project included twenty-five intersections within Monroe County, with the highest occurrence of accidents occurring in the urban areas, specifically the City of Rochester. The study examined accident records acquired from 911 emergency responses to determine the cause and severity of each accident cluster. A specific design analysis was conducted for each significant occurrence location, with the analysis resulting in design recommendations to prevent similar accidents from occurring. (2004 – 2006)



Amy Elmore, AICP

Senior Community Planner

Education + Training

- B.S., Information Technology
Middle Georgia State University
- M.S., Digital Forensics
University of Central Florida
- American Institute of Certified Planners
- Public Speaking & Media Relations
Training
- Public Involvement Training, FEMA
- Toastmasters
- Vice Chair, American Planning
Association of Florida- Sun Coast
Section
- Member, American Planning
Association of Florida- Equity,
Diversity, and Inclusion Committee
- Member, American Planning
Association of Florida- Editorial
Committee
- Mentor, American Planning Association
of Florida- Mentorship Program
- LEAN Six Sigma Certification
- Smartsheet Certification

Experience

- 12 years working in the transportation
and land use planning, and public
engagement industry for both public and
private sectors
- 50+ Safety/Educational Campaigns
- 100+ Public Outreach Campaigns
- 15+ presentations given for local, state,
and national conferences on topics
including equitable outreach, hybrid
outreach, building relationships,
negotiating through public discourse,
social media, public engagement, &
ADA compliance

Mrs. Elmore is a highly motivated planning professional with a commitment to personal and professional excellence. She excels in a challenging and fast-paced environment with a high level of detail, strong verbal communication skills, excellent analytical and planning skills, and the ability to manage multiple projects and tasks successfully to meet and exceed organizational goals. She brings more than 12 years' experience working with both the public and private sectors encompassing a myriad of disciplines in planning, communications, media relations, public involvement, and project management. Her background includes developing and managing equity-focused, innovative planning and communications strategies, as well as forming intergovernmental and community partnerships, public information/communication programs, safety planning, multimodal planning, community planning, change management, consensus building, interagency collaboration, community outreach, special event planning, high profile campaigns, and crisis management. She has managed many planning projects, including local and regional Long Range Transportation Plans, especially related to public engagement programs for Environmental Justice Areas, and in compliance with Title VI and ADA regulations for local planning departments, regional agencies, regional non-profits, and local Metropolitan Planning Organizations and Planning Councils.

Project Experience

FDOT District Seven, PD&E Continuing Services –Value Innovation Community Planner.

This contract will provide development and implementation of the community awareness /public involvement activities for various projects within the district. As part of this, Elmore is responsible for the contractual services of Public Information Services for District Seven PD&E, construction, planning, and design. Responsibilities include construction public outreach and community outreach; plan and execute special events; prepare news releases, public service announcements, and fact sheets for news media; social media coordination, graphic services, maintaining databases including mailing lists and public inquiries and complaints; customer service, project website creation and maintenance and preparation of all project collateral materials, videos, and presentations. (2022-present)

Hillsborough County Comprehensive Plan Update – Project Manager.

EXP has been providing facilitation to ensure meaningful public engagement for the Future Land Use Section update of the unincorporated Hillsborough County Comprehensive Plan. This project will include public engagement, stakeholder engagement, elected and appointed official liaison, and overall policy recommendations. (2022-present)

Plan Hillsborough General Planning Services – Project Manager.

EXP has been providing General Planning Services to Plan Hillsborough, including the following activities: public outreach, strategic planning, community planning, facilitation, master planning, planning, and zoning reviews, preparation of applications for planning grants, videos, graphics, presentations for public meetings, development and implementation of hybrid public workshops, and preparation of any technical documents to support the staff as requested. (2022-present)

FDOT District Six, NW 67 Intermodal Corridor Study, Miami-Dade County, FL – Senior Transportation Planner and Public Engagement Lead.

This project part of an evaluation of a roadway segment of the National Highway Freight Network (NHFN) to develop improvements that address existing and future operational, social, economic, and safety needs of this corridor that includes the cargo area of the Miami International Airport as well as the adjacent street

Amy Elmore - continued**Experience Cont.**

- Mobility Studies
- Target Zero Plans/Campaigns
- Regional Transportation Studies
- Transit-Oriented Development Studies
- Geofencing Studies
- Summit Planning
- Rebranding & Website Design
- Dashboards/Performance Measures
- Zoning & Land Use Analyses
- Zoning & Land Use Amendments
- Site Reviews
- Comprehensive Plan Updates

Proficient Skills

- Community Planning
- Project Management
- Public Outreach
- Vision Zero
- Multimodal
- Technical & Blog Writing
- Stakeholder Relations
- Title VI & ADA Compliance
- Graphic/Web/Video Design
- Change Management
- Crisis Management
- Consensus Building
- Interagency Relations
- Media Relations
- High Profile Campaigns
- Social Media Management

network that encompasses parts of NW 36 Street, Perimeter Drive, and NW 25 Street. It will also provide freight travel continuity to this critical regional system and a large industrial and trade area. (2022-present)

FDOT District Six, NW 36th Street Multimodal Corridor Study, Miami-Dade County, FL – Senior Transportation Planner. SR 948/NW 36th Street is an east-west corridor in Miami-Dade County, Florida. From SR 826/Palmetto Expressway to I-195/SR 112/Julia Tuttle Causeway, SR 948 is 8.626 miles long and traverses the cities of Virginia Gardens, Miami Springs, Hialeah, and Miami. The goal of this scope of services is to document the range and complexity of professional transportation planning and traffic engineering services required for the development and evaluation of multimodal improvements that address existing and future mobility, operational, social, economic, and safety needs along SR 948/NW 36th Street. (2020-present)

***Downtown St. Petersburg Mobility Study (DTSP) – Communications and Outreach Program Manager.** The purpose of this study was to understand the context and vision for multimodal mobility in DTSP, conduct conceptual planning and evaluation of multimodal improvement options, and prioritize short- and long-term projects. The project required Elmore to coordinate meetings with FDOT, municipalities, and stakeholders; create and implement a Public Involvement Plan (PIP); Host more than 20 public workshops, develop high-profile campaigns, and review all final deliverables. (2020-2022)

***Target Zero, Safe Streets Action Plan – Communications and Outreach Program Manager.** For the Target Zero, Safe Streets Action Plan, Elmore worked with dozens of local partner agencies in a cohesive communications strategy, including a virtual summit, art contest, quizzes, videos, news releases, local media, blogs, newsletters, Email blasts, flyers, signage, and many community events. (2020-2022)

***SunRunner Rising Transit Oriented Development Study – Communications and Outreach Program Manager.** The SunRunner Rising Development Study examined ways to improve economic development and ridership, foster multimodal connectivity and accessibility, improve transit access for pedestrians and bicyclists, engage the private sector, identify infrastructure needs, and enable mixed-use development near transit stations. During the project, Elmore created social media campaigns, news releases, blogs, and hosted virtual public workshops. (2020-2022)

***Target Employment and Industrial Lands Study – Communications and Outreach Program Manager.** This study engages key stakeholders, as well as local, regional, and national agencies to create a holistic set of policies aimed at having a balance of living wage jobs, attainable housing, and good transportation options. Elmore coordinated meetings, planned community events, and created news releases, surveys, email blasts, websites, and social media content to help achieve this goal. (2022)

***Gateway Master Plan – Communications and Outreach Program Manager.** The Gateway Master Plan brought together many local agencies and governments to create an action-oriented redevelopment strategy that focuses on building partnerships to guide future development and multimodal connectivity, both regionally and throughout the district. Elmore created news releases, blogs, social media content, graphics, websites, and Email blasts as well as a performance measures dashboard. (2020-2022)

***Pasco Comprehensive Plan Dashboard – Planner II.** Elmore created and implemented the Pasco Project Pipeline Dashboard, an innovative, online tool that outlines the upcoming Comprehensive Plan Amendments, and allows contractors, engineers, developers, residents, and stakeholders to see current development projects in real time. (2017-2018)

**experience prior to working with exp.*



Leny Huaman, AICP

Long-Range Land Use Planner

Education + Training

- Master of Science, Public Administration, University of Central Florida
- BS, Communication for Development, Pontificia Universidad Católica del Perú

Professional Registrations

- American Institute of Certified Planners No. 34023

Certifications

- Graduate Certificate in Urban and Regional Planning, University of Central Florida

Leadership

- American Planning Association – Broward Section at Large Member (2019-Present)
- American Planning Association – Ambassador (2017-2018)
- American Planning Association, Heart of Florida Chapter – Secretary (2017-2019)
- International Society of City and Regional Planners – Young Planning Professional Programme (2017)
- NASPAA Local Chapter of Pi Alpha Alpha with UCF School of Public Administration – Member (2015)
- International School of Urban Science University of Seoul (South Korea, 2014) Worked in collaboration with Seoul Metropolitan Government on comparative public administration case study

Publications

- “APA Ambassador Turns Students into Map Makers in Polk City, Florida,” 2018 APA Blog

Leny is a planner with solid experience in transportation, land use, long range planning, economic development, and GIS projects. Her eleven (11) years of experience in public and private sectors include multimodal and transportation planning, strategic planning, environmental planning, grant management, redevelopment, and water and natural resources analysis. She is a passionate and active advocate for multimodal and equitable transportation.

Project Experience

Broward County, Land Use & Transportation Planning, Broward County, Florida

Worked in the development and implementation of the Broward County Land Use Plan and Broward County Trafficways Plan. Prepared Land Use Plan and Trafficways Plan amendments and recommendations for the Planning Council, reviewed plans and projects for compliance with the Land Use Plan, and collected and analyzed data.

City of Winter Haven Florence Villa Community Redevelopment Agency (CRA), Winter Haven, Florida

Leny led the City's initiative to update its CRA plan in Florence Villa, a predominately African-American community and home of Polk County Civil Rights icons. The main goal of this CRA plan update was to create and maximize opportunities that raise the economic, educational, housing, cultural and health standards of the residents.

Florida Department of Economic Opportunity (DEO) – Community Planning Grants

Through this DEO Community Planning Grant, Leny worked on three different economic development projects in Polk County: City of Frostproof's initiative “Frostproof on the Move,” Polk City economic development project “My Polk City,” and the Polk City Parks and Recreation Master Plan. Leny facilitated and led the business coordination meetings as well as the public involvement and engagement of stakeholders. Eight (8) public meetings were conducted resulting in the Frostproof's Economic Development Initiative, where Leny led and managed the City's application to become a designated “Main Street” through the Florida Department of State's Division of Historical Resources.

Finding of Necessity and CRA Plan – Town of Lake Placid, Florida

Performed tax increment finance analysis for the Town of Lake Placid and conducted a Finding of Necessity report and Community Redevelopment Agency (CRA) plan in accordance with Florida Statutes Article 163. Leny was responsible for collecting, preparing, and analyzing geographic information system (GIS) data for land use, analysis of socio-economic conditions, economic, population, and tax assessment studies for redevelopment projects.



Jose Santiago, PE

Municipal Senior Manager

Professional Registrations

- PE – FL (#60248)
- PE – OH (#88274)
- 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, Miami, FL

Languages Spoken

- English
- Spanish
- Portuguese

Jose Santiago has more than 25 years of experience in the design and management of transportation engineering projects from intersection improvements to urban reconstruction projects. 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). Jose has been the Engineer of Record on numerous RRR, Reconstruction, Complete Streets, Signalization and Lighting projects in the State of Florida. He has provided in-house support serving

Municipal Project Experience

Miscellaneous Drainage Improvements | Town of Miami Lakes | Contract Manager

EXP is providing continuing civil engineering related services for the Town on an “as-needed” basis for several drainage improvement projects in five neighborhoods within the Town of Miami Lakes. Scope of services for these drainage projects includes design, permitting, bidding assistance and limited construction phase services. The proposed drainage improvements will consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration. Jose is serving as the client manager and QC officer for this task work order driven contract. (2022)

Reference: Carlos Acosta, (305) 364-6100

Citywide Drainage Improvements | Village of Biscayne Park | Project Manager

The purpose of this Design Build project was to design and construct, a new and functional stormwater collection system and improve roadways at five different locations within the Village of Biscayne Park. The scope of work included design and permitting of all improvements associated with the new stormwater management system and roadway improvements. Jose is serving as the project manager overseeing the design, managing the subconsultants, and coordinating with contractor and the Village during the design and construction process. (2022)

Jose Santiago, PE- *continued***Municipal Senior Manager**

Reference: Albert Dominguez, (305) 899-8000

***Atlantic Shores Boulevard Roadway Improvements | Hallandale Beach | Project Manager:** Roadway improvements are intended to increase safety and improve the roadway and streetscapes on Atlantic Shores Boulevard. This is a Complete Streets project that addresses on-street parking and creates a more pedestrian-friendly corridor by implementing wider sidewalks. Project Manager responsible for design, client contact, and plans development. (2018-Ongoing)

Reference: Peter Kunen, (954) 457-3042

***Young Circle Roadway Design | Hollywood CRA | Project Manager:** Reconstruction of Young Circle, including Traffic Analysis and Conceptual/Final Design. Tasks include traffic analysis for the redesign of the 1000-foot diameter Young Circle in Downtown Hollywood, Florida, including data collection, SimTraffic illustrative traffic simulation, conceptual planning-level cost estimates, and participation in stakeholder meetings with FDOT, Broward MPO, and key constituents. Responsible for developing a conceptual design and plans production for roadway, signing and pavement markings, signalization, and lighting component plans. (2018-Ongoing)

Reference: Susan Goldberg, (954) 924-2980

***Townwide Bicycle and Pedestrian Improvements | Miami Lakes | Project Manager:** Sidewalk and crosswalk improvements along each side of the existing typical section of four (4) selected corridors in the Town of Miami Lakes. The sidewalk improvements will be by ADA requirements. Since this is a LAP approved project, Jose coordinated with FDOT to develop the NEPA documentation required for this project. LAP Project. Responsible for project management and plans development. (2017-Ongoing)

Reference: Carlos Acosta, (305) 512-7129

***Fuchs Park Improvements I South Miami I Project Manager:** Providing contract documents to construct a new perimeter asphalt trail around the existing lake at Fuchs Park. All improvements within this project shall be in accordance with the American for Disabilities Act (ADA), including providing access to the existing pavilion areas, restroom facilities, and lakeside benches. Responsible for project management and plans development. (2018-Ongoing)

Reference: Quentin Pough, (305) 668-3876



Roxana Matamoros, PE

Project Manager Municipal

Professional Registrations

- PE – FL (#77979)
- Temporary Traffic Control (TTC) Advanced, No. 43438
- FDOT Local Agency Program & Federal Highway Administration Certification, 2019

Education + Training

- B.S., Civil Engineering, University of Detroit Mercy, Detroit, MI

Affiliations + Memberships

Languages Spoken

- English
- Spanish

Twenty-one (21) 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 is a well-established professional in the roadway and highway design engineering communities. 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.

Project Experience

Senior Project Manager/Design Engineer – Roadway - Municipal

Fuchs Park Improvements | South Miami | Senior Engineer and EOR:

Providing contract documents to construct a new perimeter asphalt trail around the existing lake at Fuchs Park. All improvements within this project shall be in accordance with the American for Disabilities Act (ADA), including providing access to the existing pavilion areas, restroom facilities, and lakeside benches. This project included construction administration (CEI) as well. (2018-Ongoing)

Kayak Dock, Canoe Launch and Parking Lot Design | Cutler Bay | Project

Engineer and EOR: Design services for the conversion and rehabilitation of the existing vacant land located at Lakes by The Bay in Cutler Bay, Florida, into a new park which includes a handicap accessible canoe and kayak launch, fishing pier, one educational pavilion and two recreational pavilions. Services included construction administration services (CEI) (2017-2021)

Atlantic Shores Boulevard Roadway Improvements | Hallandale Beach |

Project Engineer: The City of Hallandale Beach retained MARLIN to provide design and reconstruction services for Atlantic Shores Boulevard from Diplomat Parkway to US 1. Roadway improvements are intended to increase safety and improve the roadway and streetscapes on Atlantic Shores Boulevard. This is a Complete Streets project that addresses on-street parking and creates a more pedestrian-friendly corridor by implementing wider sidewalks. (2018-Ongoing)

Roxana Matamoros, PE- *continued***Project Manager Municipal**

Engineering and Design Under the FDOT Safe Routes to School Local Agency Program (LAP) | Miami-Dade County | Project Engineer: This is a Continuing services contract for the engineering, Design and post-design services for the preparation of design documents for the construction of FDOT Safe Route to School LAP contracts. Roxana was responsible for roadway design on this LAP contract. (2017-Ongoing) Reference: Jon Orue, (305) 375-3264

Districtwide Minor Design Projects | FDOT District 4 | Project Engineer: Districtwide minor design contract varies in task work order assignments, including design and in-house support. Assignments included preparing contract plans for safety projects, signing and pavement marking, signalization and lighting, adaptive signal control, and developing the Design-Build/RFP scope package. (2006-2011; 2016-Present)

Key Deer Preservation and US 1 Improvements | FDOT District 6 | Structural Engineer: Bridge design services required to provide under-roadway underpasses for the endangered Key Deer that inhabit Big Pine Key in the Florida Keys. Both underpasses are concrete bridge structures with a crossing width of 25 feet and a height of 8 feet. The dimensions were set by researchers who studied the deer and determined these dimensions would provide the deer with a sense of safety and comfort, thereby encouraging the use of the crossing. Deer guards consisting of steel grid decking, customized to the roadway's width and 25 feet in length, were also designed. They were installed at the four side roads that intersect US-1 and one across US-1 to prevent the deer from accessing the corridor. The project also included overhead sign structures and signal mast arms.

Miami International Airport North Terminal Development Automated People Mover (APM) | Miami-Dade County | Structural Engineer: Design of 2,500 feet of the elevated concrete guideway for this APM system. This project included two cross-over units. Also, extensive coordination with Sumitomo Corporation of America (SCOA), the APM supplier, was an essential requirement since numerous embedments, conduits, and blackouts are required in the guideway structure to accommodate the electrical systems.



Carmen Olazabal, PE, MBA, PMP, LEED AP, ENV SP

Experience

Total - 22

EXP - 1

Professional Reg

- Florida Professional Engineer (PE #69589)
- LEED AP
- Project Management Professional (PMP)

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

Ms. Olazabal is a committed resiliency professional with over 20 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.

Project Experience

Program Management/Capital Planning

City of Coral Gables Capital Improvement Program Management, Coral Gables, FL

As Assistant City Manager for Operations, Ms. Olazabal was responsible for leading the capital improvement program of approximately \$140M which included stormwater projects, pump stations, parks, streetscape projects, road resurfacing and complete street projects.

Town of Miami Lakes Capital Improvement Program Management, Coral Gables, FL

As Public Works Director, Ms. Olazabal prioritized and managed the capital improvement program which included FDOT Safe Routes to School projects, complete street projects, increasing stormwater capacity, LED conversion project, and road resurfacing. Responsible for documenting daily work activities and inspection findings, providing quality assurance on construction, directing weekly progress meetings, and review of payment applications.

Miracle Mile and Giralda Streetscape Project, Coral Gables, FL

Led the concept phase and worked on the funding plan via government bond and an assessment of the specially benefitting properties. Organized and led several Streetscape workshops for the Business Improvement District, Chamber of Commerce, and the property owners to gain support for the financing plan. Presented and received approval from the City Commission for the approximately \$24M project.

Managed the design, permitting and construction contract negotiation of the project together with the Public Works Director, Steering Committee and design team. The project created new wider promenade, increased drainage capacity and planted new trees and native landscaping which improved pedestrian mobility, increased stormwater resilience and air quality. The project was completed and well received by the community that enjoys the new civic promenades with extensive gardens and landscaping, decorative LED streetlights, way finding signs and outside dining.

Carmen Olazabal, PE, MBA, PMP, LEED AP, ENV SP

RESUME

Director, Sustainability and Resilience**City of Coral Gables, Mobility Hub Project, Coral Gables, FL**

Provided project management and public outreach services for this \$45M mixed-use facility that will host multiple transportation and mobility activities for people visiting, living and working in Coral Gables. Our team was tasked to create an innovative building that will be able to adapt the technologies, mobility forms and optimal uses of the future, while also responding to current mobility and parking needs.

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 reduce traffic congestion in the Town and on 57th Ave., improve public infrastructure and promote economic development.

Resilience and Sea Level Rise**Resilience Planning and implementation****City of Coral Gables, Sustainability Action Plan, Coral Gables, FL**

Created interdepartmental working teams to develop a plan that guided our sustainability initiatives. Worked with teams to define the City's green goals, strategies and performance indicators so the City could track its progress and integrate sustainability into all levels of decision making.

City of Coral Gables, Tree Master Plan, Coral Gables, FL

Presented and received approval from the City Commission for a plan that evaluated existing trees, created an inventory, comprehensively replaced dead, sick and missing trees throughout the City and outlined future tree monitoring and maintenance plan. The implementation resulted in an improved urban environment with better shading in sidewalks, improved air quality, and stormwater mitigation.

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.

Increasing Drainage Capacity to Better Adapt to Sea Level Rise projections**Town of Miami Lakes, Canal Bank Stabilization Project Phase I & II, Miami Lakes, FL**

Led the design, public outreach, permitting and construction management of canal stabilization project. The project consisted of installing a stacked geoweb system resulting in a stable, sustainable and more effective canal system. The design reduced the amount of debris and vegetation entering the canal, improving the stormwater capacity through the SFWMD C-8 canal system.



Ricardo A. Jimenez, PE

Municipal Project Manager

Civil Engineer with over seven years of experience in engineering design, master planning and construction management. Project experience includes master plans, alternative water supply initiatives, water treatment plants, water distribution systems, water conveyance pipelines, wastewater collection systems, wastewater conveyance pipelines, stormwater management design, site design, transportation, construction management, estimating, quality assurance, bidding and permitting.

Professional Associations

- American Society of Civil Engineers (ASCE)
- Florida Water Environment Association (FWEA)

Education + Training

- B.S. Civil Engineering - University of Miami

Areas of Expertise

- Project Management
- Water Supply Planning, Storage, Production, and Conveyance
- Wastewater Collection and Conveyance
- Stormwater Management
- Site Design
- Permitting
- Budgeting and Estimating

Technical Skills

- AutoCAD Civil 3D/Plant 3D
- ArcGIS Pro
- Infowater Pro
- WaterGEMS/SewerGEMS
- WaterCAD/SewerCAD
- Cascade
- ICPR 4
- Microsoft Office/Project

Project Experience

- Keystone Heights Water Master Plan – Keystone Heights, FL
 - Lead the development of a master plan focused on 5-year and 20-year projections to serve as a planning tool for Clay County Utility Authority. Hydraulic modeling was performed to incorporate expected population and water use demands which helped identify improvements to the existing water system. These improvements included consolidating facilities and looping water mains to reduce operational costs while improving water quality and fire flow availability.
- City of Neptune Beach Development Review – Neptune Beach, FL
 - Provided ongoing development review assistance to the Community Development Director at the City of Neptune Beach. This included reviewing proposed commercial development plans and supporting documentation. Review comments were provided to the applicants and recommendations for permit approvals were forwarded to the city upon completion.
- Lake Asbury Master Program Development – Clay County, FL
 - Provided hydraulic modeling services to review water, wastewater and reclaimed water calculations and models for proposed developments. Provided hydraulic assessments and simulated connection pressures for the expansion of the existing systems. During the analysis it was identified the utility had insufficient allocation for the future demand projections and alternative CIP projects were assessed for improvements.
- PRWC Alternative Water Supply Development – Polk County, FL
 - Provided hydraulic modeling for the development of a study to identify water supply alternatives for Polk County. The Polk Regional Water Cooperative (PRWC) is an organization established to collaboratively address the County's future water supply needs as current groundwater supply withdrawals are deemed unsustainable with future growth projections. The modeling focused on projections up to 40 years in the future and included locating potential wellfields, transmission pipeline routing analysis, and assigning estimated demands.
- Cherry Hill Direct Potable Reuse Pilot Study – Polk County, FL

Ricardo A. Jimenez, PE - *continued***Municipal Project Manager**

- Served as the project engineer for the design of a facility dedicated to investigating direct potable reuse as a future water supply option for Polk County. The process proposes blending advanced treated reclaimed/reuse water with traditional groundwater from the aquifer. This advanced treatment is provided by enhanced coagulation and sedimentation, ozone and biofiltration, ultrafiltration, granular activated carbon, ozone, and UV disinfection. This study is located inside an existing potable water treatment plant and site design accounted for future upgrades to a full-scale operation.
- Taylor Coastal Water System Improvements – Taylor County, FL
 - Managed the design and permitting for enhancements to an existing water treatment plant in North Florida. This included a new water storage tank, chlorination facilities, yard piping and a raw water well. Assistance was provided to the district to secure grant funding for the project through the Florida State Revolving Fund Program.
- Cypress Creek Surface Water Management Plan – Pasco County, FL
 - This project consisted in developing a stormwater master plan for the Cypress Creek Water Treatment Plant and obtaining a comprehensive Environmental Resource Permit for the entire facility. The existing stormwater measures were assessed to determine effective surface water management. Hydraulic modeling was performed to incorporate planned projects at the site and identify necessary improvements.
- Peace Creek Canal Stormwater Improvement Program – Polk County, FL
 - This is a phased, multi-jurisdictional stormwater improvement program that establishes a corridor of wetland treatment systems to reduce flood risk, protect lands along the canal, conserve the natural systems, improve drainage along the watershed, restore degraded wetland functions, and enhance water storage within the Peace creek Canal basin. The first phase consisted of a series of studies to identify potential locations to construct water quality structures that could rehydrate and enhance historic wetlands, and/or create new wetlands.
- Lake Annie Hydrological Restoration Feasibility Study – Polk County, FL
 - This project included a watershed management study to determine the feasibility of diverting water from the Peace Creek Canal into Lake Annie. A system was proposed with a series of gravity-driven structures which provide treatment through wetlands before reaching the lake. This would augment the water levels in Lake Annie while providing improved water quality, habitat restoration, and surficial aquifer recharge.
- Wilson Ranch Hydrological Restoration Feasibility Study – Polk County, FL
 - This project determined the feasibility of diverting water from the Peace Creek and Saddle Creek Canals for water quality treatment prior to converging into the Peace River. The proposed system included pedestrian trails, habitat creation, recreational areas, and stabilization to existing stream banks.



Ivan Jimenez Urena, AICP, EIT

Deputy Project Manager / Product Delivery Operations Manager

Ivan is an expert and trusted advisor for state, regional, and municipal governments in the areas of transportation safety, transportation planning, urban and multimodal transportation design, budget and policy development and compliance, and public and stakeholder outreach and engagement.

With over 10 years of experience, Ivan has been instrumental in the development of Miami-Dade County's Vision Zero Program and has led the development of 30 plus safety and multimodal feasibility studies and outreach campaigns including Operation Statewide Traffic and Railroad Initiative Using Dynamic Envelopes (STRIDE) for FDOT District 6.

Education + Training

- MBA, Florida International University, Miami, FL
- B.S., Civil Engineering, Florida International University, Miami, FL

Professional Registrations

- EIT # 1100020525 – FL
- American Institute of Certified Planners (AICP) Certification # 35368 – USA

Affiliations + Memberships

- American Association of Planners (APA) Florida Chapter
- American Association of Civil Engineers (ASCE) Florida Chapter

Experience

- Vision Zero / Complete Streets Program Management
- Safety Outreach and Coordination
- Traffic Safety Studies
- Bicycle and Pedestrian Planning and Design
- Municipal Transportation Master Planning
- Municipal Transit Planning and Scheduling
- Subarea Freight Planning Studies
- Long-Range Transportation Planning
- PD&E Studies

Project Experience

***Department of Transportation and Public Works (DTPW), Vision Zero Program, Miami-Dade County, FL, USA**

Miami-Dade County manager in charge of a \$13.7 million budget for the advancement of the Vision Zero Program including development of proposals requesting \$20.1 million in FHWA FY23 Safe Streets and Roads for All (SS4A) grant, \$7.19M in Congressional Earmarks, \$4.2 million from FDOT High Safety Improvement Program (HSIP), \$965 thousand from Transportation Alternative Program, and \$150 thousand in National Safety Council Road to Zero grant (awarded); development of safety countermeasures for 55 high-injury locations including MUTCD warrant analyses and 30% design plans; interdepartmental and external coordination with elected officials, municipal staff, hospitals, universities, advocacy groups, and citizen committees; development of the 2023 Vision Zero Action Plan Update and dashboard, and coordination of a year-long public outreach and educational campaign.

***Department of Transportation and Public Works (DTPW), Complete Streets Program, Miami-Dade County, FL, USA**

Miami-Dade County manager in charge of the Complete Streets Program including the development of the 2050 Transportation Master Plan bicycle and pedestrian component, scoping and prioritization of projects for integration into the Capital Improvement Program, development of a bicycle parking program, development of an enhanced street furniture program, plan and policy reviews of private developments, roadway projects, and a mobility fee ordinance, coordination with private and public stakeholders, and presentations to citizen committees. Notable projects included the Rickenbacker Causeway Master Plan and the Overtown Micromobility Network.

***FDOT District Four, Traffic Safety Studies, Districtwide, FL, USA.**

Transportation Planner in charge of crash and traffic data processing and analysis pertaining to all modes of transportation to determine potential safety countermeasures on several intersection and segment locations throughout FDOT District 4, including the counties of Broward, Palm Beach, Martin, St. Lucie, and Indian River. This task required the use of several engineering tools to assess locations and traffic patterns with critical safety issues.

***City of Miami Beach, Transportation Master Plan, Miami Beach, FL, USA**

Transportation Planner in charge of the development of a comprehensive transportation master plan for the City of Miami Beach. Responsibilities included coordination with City staff, elected officials, stakeholders, and public to develop understand and analyze existing conditions and desired future conditions including the development of a mode split vision, literature review and analysis, conceptualization of context sensitive solutions by developing modal priority networks, and creation of a detailed multiphase and cost-feasible project bank. This study also involved recommending policy changes to support the City's mode split vision.

Ivan Jimenez Urena - *continued****City of Miami Beach, 72nd Street and 73rd Street Protected Bicycle Lanes, Miami Beach, FL, USA**

Senior Transportation Planner in charge of the development of conceptual plans, public outreach, and construction documents including signing and pavement marking, signalization, and special details plan sheets for the installation of protected bicycle lanes on 72nd and 73rd Street in North Miami Beach. This project included the incorporation of innovative designs including two-stage bicycle turn queue boxes, bicycle boxes, green conflict markings across state rights-of-way, and dual-purpose shared-use path and sidewalk with consideration for elderly and youth populations accessing public services and special events accessing the North Beach Bandshell.

***City of Miami Beach, 63rd Street Protected Bicycle Lanes, Miami Beach, FL, USA**

Senior Transportation Planner supporting the conceptualization of Complete Streets alternatives based on a thorough existing conditions analysis, planning relevance, and stakeholder coordination for 63rd Street connecting SR 907/Alton Road to SR 907/Indian Creek Drive and A1A in Middle Beach. This study included considerations for one fixed and one bascule bridge, three local parks, and impacts to traffic on state roads as well as for the City's mode split vision.

***FDOT District Six, Golden Glades Bicycle and Pedestrian Feasibility Study, Miami-Dade County, FL, USA**

Senior Transportation Planner in charge of the development of a feasibility study evaluating bicycle and pedestrian connections to the Golden Glades Multimodal Transportation Facility (GGMTF) in the Golden Glades Interchange influence area in north Miami-Dade County. This study involved an extensive review and analysis of previous plans and existing and future socioeconomic, land use, geographic, and transportation infrastructure to determine the best bicycle and pedestrian connections to the new state-of-the-art multimodal facility. Through this analysis, the team developed a project bank of pedestrian and bicycle bridges, trails, and ADA improvements that bridged seven barriers to active transportation including arterials, highways such as I-95 and Florida's Turnpike, and canals. This study resulted in the advancement of one project currently under PD&E phase called the Sunshine State Industrial Park Kiss-and-Ride/Transit Terminal connecting the City of Miami Gardens to the GGMTF across the South Florida Rail Corridor (SFRC) and SR 9.

***FDOT District Six, Golden Glades Multimodal Transportation Facility, Miami-Dade, FL, USA Six, Golden Glades Multimodal Transportation Facility, Miami-Dade, FL, USA**

Senior Transportation Planner part of the owner-representative team to FDOT assisting with the design of conceptual plans and development of criteria package for the design-and-construction RFP of the Golden Glades Multimodal Transportation Facility (GGMTF). The project included demolition of existing structures, design/construction of at-grade surface parking (regular, carpools/vanpools, motorcycle, baby stroller parking), a multi-story parking garage, landscaping, hardscaping, gateway features, lighting, kiss-and-ride areas, taxi staging area, bus bays and layover bays, bus drivers' break lounge, a transit hub building with passenger waiting areas and amenities, an Intercity Bus Terminal and bus hub, continuous sidewalks and bicycle lanes, canopy structures, benches, trash collection receptacles, bicycle racks, and bicycle enclosures, guide signs along perimeter roadways and wayfinding signs within the site, and improvements to access roadways including SR 9, SR 7, and the SR 9/SR 7 Connector Road.

***City of Doral, Doral Trolley SMART Plan Coordination Study, Miami-Dade County, FL, USA**

Senior Transportation Planner managing the development of a transit network redesign study for the local circulator administered by the City of Doral. This study included surveying transit riders and operators, data collection and analysis of travel time, ridership, schedules, and origin-destination pairs, development of transit network alternatives, coordination of two public workshops, and coordination with existing and future regional transit modes.

***Los Angeles Metro, East San Fernando Valley Light-Rail Feeder Bus Feasibility Study, Los Angeles, CA, USA**

Senior Transportation Planner managing the development of a feeder bus system feasibility study to provide transfer opportunities for commuters between the new East San Fernando Valley Light-Rail and the local/regional bus system. This study included an analysis of existing regional and local transit services in the East San Fernando Valley, coordination between the Light-Rail project team and LA Metro stakeholders, and development of three feeder system alternatives including the use of on-demand, local circulator, and regional rail and bus services in addition to new proposed feeder routes.

***Miami-Dade Transportation Planning Organization (TPO), 2045 Long Range Transportation Plan and Bicycle and Pedestrian Master Plan, Miami-Dade County, FL, USA**

Transportation Planner supporting the development of the Long Range Transportation Plan and Bicycle and Pedestrian Master Plan through data collection, processing, and analysis, development of bicycle and pedestrian level of stress analysis and typical sections alternatives, development of evaluation criteria and selection of proposed alternatives, formulation of project banks, and development of project reports and online resources.



Marcos J Souza, PE, PMP

Project Advisor

Professional Registrations

- Professional Engineer: FL (No. 76210)
- Professional Engineer: GA (PE045802)
- Project Management Institute Project Management Professional
- Construction Specification Institute Construction Document Technologist

Education + Training

- BS (Civil Engineering), Florida Atlantic University

Affiliations + Memberships

- American Society of Civil Engineers
- Project Management Institute
- Dispute Resolution Board Foundation

Languages Spoken

- English
- Portuguese
- Spanish

Over \$3B in Aviation Program Management Exp.

Responsible for Implementing over \$400m in Aviation Projects

Development of early "One-Stop" International Facility Concepts

FDOT Dispute Resolution Board Active Member with DRB Foundation Chairman Training

Mr. Souza is a Professional Engineer and Project Management Professional with nearly fifteen years of experience in executive Program / Project management, construction, engineering design on both large and small commercial projects. With a focus on port-of-entry projects Mr. Souza has led multiple project teams at airports both large and small. Experienced in all facets of a project from Initiating / Planning, Executing, Control, and Closing Mr. Souza's personal "hands on" approach fosters a team atmosphere facilitating stakeholder engagement for successful delivery of projects. In addition to his management abilities, Mr. Souza is also knowledgeable designer with experiences in the rehabilitation of airport taxiways/runways. This combined design and field experience provides for insight that benefit client's projects as Marcos works to complete their assignments. As a Project Manager, Marcos is directly responsible for the oversight of aviation infrastructure projects including managing design consultants and construction management professionals. He is accustomed to leading large teams and most recently led teams of 19, 16, 9, and 10 multi-disciplined consultants, not including a separate construction management team of 30-50 individuals, on airport projects of ranging scale and complexity.

Project Experience

Fort Lauderdale-Hollywood International Airport, Terminal 4 Federal Inspection Services Expansion; \$140,000,000; Project Manager

Project included the expansion of the Terminal 4 Federal Inspection Services (FIS) Facility to increase passenger processing capacity from 800 to approximately 2,000 passengers per hour. The project included a scan/digital mapping of an existing Terminal area built in 1984 and the creation of a Building Information Model to facilitate the coordination of the detailed plans and specifications. Through coordination with the Building Department a phased approach was developed to allow all existing Mechanical, Electrical, and Plumbing infrastructure to be upgraded within the limits of work to meet current building codes. The project was highly phased and sequenced to ensure continued operation of Customs and Border Protection (CBP) functions during the phased building expansion of approximately 35,000 square feet and renovation of approximately 100,000 square feet of existing terminal spaces. Temporary and new permanent facilities were constructed for tenants affected by the FIS Facility Expansion Temporary roofing systems were employed to expand the existing baggage hall by over 10,000 SF over an operating CBP facility and for the creation of a new life safety egress corridor

Marcos J Souza, PE, PMP - *continued*

Project Advisor

on the existing terminal roof. Significant aesthetic improvements were made to the existing Terminal facility and legacy portions of the FIS facility including clerestory roof sections to introduce natural lighting, artistic terrazzo floors, upgraded finishes, and modernization of adjacent existing restrooms.

Fort Lauderdale-Hollywood International Airport, Terminal 4 Checked Baggage Inspection System; \$43,000,000; Project Manager

This project includes the design and construction of a new in-line baggage screening system capable of screening nearly 1,500 bags per hour in a conditioned facility housing baggage conveyors and screening equipment, new structural foundations, and mechanical, electrical, plumbing and fire protection upgrades. Relocation of tenants including Airlines, Broward County Aviation Department remote maintenance shops, and Transportation Security Administration break areas were required to create the floor space for expansion of the new baggage system. The project was highly phased and required constant coordination between the Design Criteria Professionals, Design-BUILDER, and multiple stakeholders. The preparation of detailed plans and specifications including phasing and sequencing plans was facilitated utilizing scan to Building Information Modeling technology to develop an accurate existing conditions survey and model. Temporary reconfiguration of the existing screening area was required to allow construction of the new system while maintaining safe screening operations.

Miami International Airport, H024C-1 Runway 8R-26L Pavement Rehabilitation Project Design and Construction Inspection Services; \$30,000,000; Project Engineer

Project H024C-1 Runway 8R-26L Pavement Rehabilitation included the rehabilitation of Runway 8R-26L, Taxiway M, and Taxiway N at Miami International Airport. Work was performed in multiple phases to maintain operations and required daily coordination with Miami-Dade Aviation Department Operations staff. Testing was also coordinated at established intervals to ensure that areas placed into operations reached thresholds required by the specifications for opening. The project's electrical upgrades included new electrical infrastructure and upgrade of existing centerline and edge lights to LED fixtures.

Fort Lauderdale-Hollywood International Airport, Terminal 4 Apron Expansion Project; \$90,000,000; Project Manager

The Terminal 4 Apron Expansion project consisted of the reconfiguration and expansion of the existing Terminal Apron to support the ongoing Terminal 4 Gate Replacement program. Divided into eleven phases to accommodate the airport's growing operations, the project included approximately 50 acres of new Portland Cement Concrete. New underground infrastructure including drainage, water, and sewer were modified to meet the new configuration. Constant coordination between the Design Team, Construction Managers, Contractor, and Owner's Operations staff was required during each phase.

Fort Lauderdale-Hollywood International Airport; Terminal 4 Hydrant Fueling System Expansion; \$25,000,000; Project Manager

The Terminal 4 Hydrant Fueling System Expansion project included a new double-walled pipe system with leak detection to service the new fourteen gate International Concourse G at Fort Lauderdale-Hollywood International Airport. The project was separated into three phases as a result of coordination with adjacent Terminal 4 Gate Replacement projects to ensure fueling availability was coordinated with gate openings. The project included a temporary interruption of the airport's existing fueling loop system requiring the establishment of emergency procedures to ensure that alternate means of fueling aircraft were available for multiple concourses in case of an unforeseen condition. Because the fueling work was performed by the Airline Fueling Consortium, coordination with the Terminal 4 Apron Expansion project was required to ensure that delays were not encountered by either project.



A. Rahman Abdallah, Ph.D.

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.

Professional Registrations

- PE (Passed)
- EIT #74830 (Texas)

Education + Training

- Ph.D., Civil Engineering, Colorado State University, Fort Collins, CO
- M.Sc., Structural Engineering, Cairo University, Egypt
- B.S, Civil Engineering, Cairo University, Egypt

Affiliations + Memberships

- American Society of Civil Engineers
- TRB Standing Committee on Research Innovation Implementation Management -- AJE35
- Construction Management Association of America (CMAA) Colorado Chapter
- Structural Engineers Association of Colorado (SEAC) sub committee

Languages Spoken

- English
- Arabic

Select Publications

- A State-of-the-Art Review of Bridge Inspection Planning: Current Situation and Future

Project Experience

Axis Infrastructure, Concrete Dock Inspection, Florida

Structure Engineer, responsible for conducting in-depth inspection for concrete dock, and preparing inspection report. The inspections involved top dock and under water inspections.

Nashville International Airport, Terminal D expansion, Tennessee

Structure Engineer, responsible on designing of and preparing plans for drainage structures including concrete flumes, single vent culvert and soil structures.

MDOT, American Legion Bridge I-270 to I-70, Maryland

Bridge engineer, participated in preparing preliminary design drawings for four plate girder bridges and designing of special noise barrier structure.

CDOT, Developing Asset Management Plan and Inspection management for Bridge Inventory, Colorado.

Engineering Scientist, responsible for developing a framework that could help priorities bridge inspections and maintenance for 8000 bridges based on the bridge condition, risk assessment and life cycle cost.

General Bridge and Roadway Authority (GARBLT), Kous-Nakada Corridor, Egypt.

Structure Engineer, responsible for preparing preliminary designs for six reinforced concrete culverts, and three steel plate girder bridges. The length of the corridor is 12 miles and consists of 15 underground tunnels, 8 culverts and 10 bridges including a bridge crossing over the Nile River. The cost of this corridor was around \$2 billion.

A. Rahman Abdallah, Ph.D.- *continued***Bridge Engineer**

Needs, *ASCE Journal of Bridge Engineering*, February 2022

- A Comprehensive Uncertainty-Based Framework for Inspection Planning of Highway Bridges, MDPI Infrastructures, January 2021
- An Integrated Uncertainty-Based Bridge Inspection Decision Framework with Application to Concrete Bridge Decks, MDPI Infrastructures, January 2019
- Transferring Research Innovations in Bridge Inspection Planning to Bridge Inspection Practice, MPC-22-456. North Dakota State University - Upper Great Plains Transportation Institute, Fargo: Mountain-Plains Consortium, 2022.

Jeddah Municipality, The Intersection between Prince Majed Road Intersection with Bani Malik Street, Saudi Arabia.

Bridge Engineer, responsible for reviewing design calculations, approving site tests and preparing final design drawings for 8 span segmental box girder bridges.

GARBLT, Klabsha Corridor, Egypt.

Structure Engineer, responsible for designing three reinforced concrete box girder bridges, two underground pedestrian tunnels, preparing workshop drawings for main segmental bridge crossing over the Nile River, and preparing monthly site progress reports. The length of the corridor is 14 miles and consists of 5 tunnels, and 9 bridges. The cost of this corridor was around \$1.6 billion.

Alexandria City, Cleopatra Railway Culvert, Egypt

Project Engineer, responsible for designing a two-vent culvert that carries a 30 ft railway segment, preparing design drawings, site supervision, and preparing site schedule, and monthly progress report.

Al Atf Power Station, Design of Temporary supports Al-Mahmodia Bridges, Egypt.

Participated in designing the strengthening system for four steel bridges including a moving bridge using special temporary support and floating barges to overcome abnormal heavy loads (540 Ton) cargos passing across the bridges. Participated in conducting nondestructive inspections on the four bridges before and after passing of the cargos and installing structural health monitoring system for the moving bridge.

Mostord Power Station, Repair Al-Rashah Bridge, Egypt.

Project Engineer, responsible for designing of rehabilitation system of concrete T-beam bridge using concrete jacketing and externally bonded steel plates. Also helped in supervising installment of rehabilitation system, health monitoring system and changing bridge bearings.

Port Said Power Station, Special inspections, and Temporary Strengthening of Three Steel Plate Girder Bridges, Egypt.

Bridge Engineer, responsible for conducting special inspection using non-destructive testing for three steel plate girders and performing load rate calculations.

GARBLT, Damanhur Bridge, Egypt.

Structure Engineer, responsible for preparing design drawings for box girder bridge, construction sequence design, and updating project schedule and site progress. The cost of this bridge was \$2 million.



Nicholas Karpathy, P.E., ENV SP

Land Development Project Manager

Professional Registrations

- PE Florida No. 93659
- PE Louisiana No. 47788

Education + Training

- B.S., Civil Engineering, University of Miami
- M.S., Civil Engineering, University of Miami

Affiliations + Memberships

- American Society of Civil Engineers (ASCE) Miami-Dade Branch Board of Directors
- American Society of Civil Engineers (ASCE) Florida Section Government Relations Committee Chair
- Florida Engineering Society (FES)
- Institute for Sustainable Infrastructure (ISI) Envision Sustainability Program
- Leadership Miami Cohort 44, Greater Miami Chamber of Commerce

Languages Spoken

- English

Mr. Karpathy is an accomplished civil engineer and Envision Sustainability Professional based in South Florida. He holds both a bachelor's and master's degree in civil engineering from the University of Miami in Coral Gables, Florida. With his expertise in various fields, including land development, drainage, and utility project management, he brings a wealth of knowledge to every endeavor. His skill set extends beyond engineering, encompassing subconsultant management, contract negotiation and administration, value engineering, and technical production review. Mr. Karpathy has a solid technical background, having been involved in the planning, design, modeling, permitting, and construction administration of numerous site development and public infrastructure projects. This includes extensive experience with stormwater drainage networks, collection and transmission sewer mains, distribution and transmission potable water mains, pump stations, and traffic calming improvements throughout the United States. With his diverse skill set, technical expertise, and commitment to sustainability, Mr. Karpathy is well-equipped to tackle complex projects and provide valuable insights and leadership to ensure successful outcomes.

Project Experience

NW 36th Street Facility Parking Lot Redevelopment, Miami-Dade Water and Sewer Department, Miami, FL USA

This ongoing project scope consists of the partial redevelopment of an existing 2.89-acre Miami-Dade County Water and Sewer Department facility. Two existing water storage tanks are proposed for demolition to allow for the construction of a parking lot for various WASD employee and maintenance vehicles along with a materials storage yard. EXP services provided include civil and electrical engineering and architectural design, permitting, bidding assistance, and limited construction administration.

***Valhalla Resort, Bass Pro-Big Cedar Hospitality, Marathon, FL USA**

Scope during his tenure included the design and permitting of site civil improvements across 24+ acres of coastal land within the City of Marathon for the construction of a new resort consisting of over 60 buildings. Design components included site grading around coastal and protected areas with a drainage system of four independent basins utilizing a network of eight drainage wells amongst the individual areas of the development. The civil engineering work also included 16,000+ LF of water main, 9,500+ LF of vacuum sewer and force main piping, a sewer vacuum station, site roadways and pedestrian paths, and offsite roadway and drainage improvements to add a dedicated left turn lane into the development within Overseas Highway (US-1). Design was completed in concert with a 10+ consultant design team.

Nicholas Karpathy, P.E., ENV SP - *continued*

Select Presentations + Publications

- “Site Civil Engineering Design Development”. University of Miami College of Engineering Civil and Architectural Engineering Department, Senior Design Class, 2022.
- “Site Civil Engineering Construction Documents”. University of Miami College of Engineering Civil and Architectural Engineering Department, Senior Design, Class 2023.
- Karpathy, N. and Chin, D. (2019). “The Relationship between the Curve Number and the ϕ -Index”. Journal of Irrigation and Drainage Engineering, ASCE.

Noranda Parking Lot, Private Developer, Garysville, LA USA

This project scope consisted of the redesign of +/- 120 stall parking lot serving an industrial facility to add parking spaces, formalize traffic movements, and implement a new pavement material designed for heavy-duty traffic applications. The project was delivered with an expedited schedule to meet client needs. EXP services provided include civil engineering design and construction administration.

***Brightline Trains Boca Raton Station Platform, Brightline Trains, Boca Raton, FL USA**

Scope consisted of the design, permitting, and construction administration for the development of the passenger platforms within FEC rail Right-of-Way and service yard for the Brightline Trains Boca Raton Station. The work within the rail Right-of-Way included the grading of two platforms, and drainage improvements to attenuate the rail and platform construction. The work also included a back of house service yard to accommodate the station with generator, dumpster, and utilities.

***Homestead Gardens RAD, Procida Development Group, Homestead, FL USA**

Scope during his tenure included the design, site plan approval, and permitting of the affordable housing redevelopment project. The existing site of eight (8) buildings and surface parking lots were redeveloped into six (6) new apartment buildings with surface parking lots, playgrounds, community garden, and supporting utility infrastructure including a 3,300 LF potable water main extension. The design had to account for the maintenance of service of public utilities to the site in a two-phase construction approach so that residents can be kept onsite throughout construction.

***The Corral, Private Developer, Osprey, FL USA**

Scope during his tenure included the design and permitting of a vehicle condominium building on a 1.8-acre undeveloped site in Sarasota County. Civil site design included paving and grading, a custom underground stormwater retention vault with overflow to the FDOT system, a potable water main extension, a private sewer pump station and force main extension, and improvements within US-41 (FDOT Right-of-Way).

***Nancy J. Cotterman Center, Broward County, Oakland Park, FL USA**

Scope consisted of the design, permitting, and construction administration for the redevelopment of an office building for Broward County. The existing building, parking lot, and utility services were demolished to construct a new two-story office building and surface parking lot on the 2.07-acre parcel. The site civil work included new water and sewer services for the site, parking lot paving, grading, and drainage layouts, and the design of a gravity well drainage attenuation system.

***Skilled Nursing Facility Doral, Private Developer, Doral, FL USA**

Scope during his tenure included the design and permitting of a 2.92-acre parcel redevelopment from a multi-building commercial operation into a six-story skilled nursing facility and medical office building. The site civil work included water and sewer main extensions, onsite paving, grading, and drainage design to attenuate up to the 500-year, 3-day rainfall event.



Arthur Champlin, PE

Director of Infrastructure

Professional Registrations

- PE – TX 89956
- PE – CT 21175
- PE – NY 102780

Education + Training

- Bachelor of Science, Civil Engineering, The George Washington University, Washington, DC

Affiliations + Memberships

Select Project Awards

Languages Spoken

- English

Select Publications

-

An accomplished Engineering Manager with heightened focus in Bridge Design for highway, transit, and freight RR applications. Possesses more than 28 years of experience in design, management, and business development. Career includes successful team leadership during project pursuit, proposal, and execution for varied clientele in Traditional and Alternative Delivery settings. Conversant in AD project delivery via performance as lead structural engineer for projects with construction values exceeding \$800M.

Project Experience

Highway

***TxDOT Dallas District, Southern Gateway (Proposal), Dallas, TX, USA**

Structures Design Manager: With an estimated construction value of \$600M, this DB project will reconstruct segments of IH35E and US67 south of downtown Dallas. Mr. Champlin is currently leading the design team in preparation preliminary designs, innovations and quantities.

***TxDOT Dallas District, Midtown Express, Dallas, TX, USA**

Structures Design Manager: Design-Build construction improves approximately 19 miles of roadway along the SH183 and SH114 corridors for cost of \$850M including Operations and Maintenance. With Parsons as the Lead Designer, Mr. Champlin managed the entire structures design team which comprised more than 50 design professionals from 10 U.S.-based offices. The assembled team developed designs for 43 bridges and 20 bridge rehabilitations in addition to numerous sign and drainage structures totaling 80,000 labor hours. Mr. Champlin reported weekly team performance against schedule and budget, adjusting staff resources to meet ever-changing project demands.

***TxDOT Dallas District, IH 35 Reconstruction Phase I, Dallas, TX, USA**

Design Engineer: Design-Build improvements to a 28-mile corridor of IH-35E between IH-635 and US380 to provide continuous frontage roads and construct new reversible managed toll lanes. The ultimate build-out cost for all four phases is estimated to be \$4.8B. Mr. Champlin managed the design team for the IH35 underpass at Fox Avenue, a multi-span prestressed girder bridge constructed in phases. The bridge uses a unique design that accommodates interim and ultimate conditions. He also provided Inter-disciplinary Reviews (IDR) of other design packages and led the preliminary design of the IH35E Managed Lane “wishbone” direct connect bridges.

***TxDOT Waco District, IH 35 Reconstruction between Nugent Avenue and N. Loop 363, Temple, TX, USA**

Arthur Champlin, PE - *continued***Director of Infrastructure**

Mr. Champlin served as the Bridge Task Leader in the design of eight over-/under- pass bridges for main lane IH 35; a braided ramp; one creek crossing and one main lane and frontage road crossing of BNSF RR within the 4-mile, \$100M segment. He also led design of overhead sign bridges and digital message signs. All bridges utilize prestressed concrete U- or I- beams supported by single column, multi-column and straddle cap bents on drilled shafts.

***Harris County Toll Road Authority, Grand Parkway/IH-10 Interchange, Segment E, Section 1, Houston, TX, USA**

Segment E is a 15.2-mile, four-lane controlled access toll road from IH 10 to US 290 with an estimated cost of \$321M. Mr. Champlin led the design of a Segment E, Section 1, DC (W-N) of the proposed multi-level interchange. The DC's consists of a 4,600-ft viaduct with complex geometry and multiple, varying cross slopes along vertical and horizontal curves at the gores. The DC's 45 interior bents use 7 straddles and 38 single column bents. Inverted T straddles cross both SH 99 NBFR and IH-10 EBFR as well as the NB braided on-ramp. The column heights range from 14-93 ft and are positioned to avoid utility lines, drainage structures, and cross streets. Foundations use both large-diameter single shafts up to 120 inches as well as shaft groups with caps.

***Camino Real Regional Mobility Authority, Spur 601/Liberty Expressway Interchange, El Paso, TX, USA**

Construction comprises a 7.4-mile freeway that links US 54 and Spur 601 to form a multi-level interchange with 4 DCs and wrap around MSE wall abutments. Mr. Champlin led simultaneous design of the North-East and West-South DCs. The North-East DC crosses active roadways and the UPRR and exclusively uses prestressed concrete I-beams and extends 2,900ft supported by 2 straddle bents and single column bents of varying heights. The West-South DC uses both prestressed I-beams and tangent and curved steel I-girders (520ft and 1,003ft units) stretching 2,994ft.

***TxDOT Houston District, IH-10/Beltway 8 Interchange, Houston, TX, USA**

This \$254M interchange reconstruction project places the new interchange on the same footprint as the existing. Design is developed to maintain directional movements within the interchange under limited interruption therefore, no temporary bents were used. Bridges within the interchange accommodate horizontal movements of up to 9 inches that may be encountered within the fault zone that passes through the construction zone. In response, Mr. Champlin served as Design Engineer for the simple span structures across the fault. He was responsible for the complete design of five (5) flared cross-section, steel trapezoidal box girders spans ("tubs") with spans of 100 feet to 300 feet and one (1) continuous Units (200 feet-200feet).



Cherry Xiong, P.E.

Transportation Engineer

Professional Registrations

- PE – Maryland

Education + Training

- M.S., Civil Engineering, Specialization in Transportation Engineering, University of Illinois at Chicago

Affiliations + Memberships

- Member – TRB Committee on Public Transportation Planning and Development – AP025
- Member – TRB Committee on Intermodal Transfer Facilities – AP045

Select Project Awards

- FHWA SHRP2 Reliability Tool Testing Technical Assistance - 2019 ACEC New York Excellence Awards Silver Medal

Languages Spoken

- English

Select Publications

- Transit Planning: Myths, Techniques and Trends, ITE/ASCE Conference, 2015
- Collaborative Mechanisms in HSR Hub Design-Opportunities and Challenges, Urban Transport of China, 2013
- What can China learn from Vancouver's Transit Planning Process, Chongqing Jiaotong University Journal, 2013
- Planning of Vancouver's Transit Network with an Operations-Based Model, 55th North

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.

As a technical expert, Ms. Xiong managed numerous large scale and challenging projects for both public and private clients. She led the team to help Port Authority New York & New Jersey review the PABT bus terminal replacement pedestrian model developed by ARUP, and provided oversight/review service to Cayman Island National Road Authority during the development of the agency's regional travel demand model/simulation model. Between 2011 and 2014, Ms. Xiong managed multiple high-speed rail station design review projects in China.

As a former product manager and project manager at PTV, Ms. Xiong was directly involved in VISSIM traffic/pedestrian simulation software development and provided training courses to many consulting firms/public agencies. Ms. Xiong is deeply involved in the research community and currently serves as a member on two TRB standing committees.

Project Experience

Pedestrian Modeling/Transport Hub Design Review

***The Port Authority Bus Terminal Replacement Simulation Model Development Review/Oversight, New York, NY**

Worked as the Port Authority's technical advisor/ pedestrian simulation modeling expert and reviewed the simulation model that was developed by another consultant. Conducted thorough review, identified errors, and provided suggestions on how to improve the model setup to better represent pedestrian behavior. The model parameters and pedestrian behaviors near express elevators and boarding gates were thoroughly checked to ensure the model can provide meaningful input in decision making.

***Sutphin-Archer Blvd. Station Enhancement Feasibility Study, New York, NY**

Passenger flow analysis task lead to support feasibility study, preliminary engineering design and the final design for the Enhancement of Sutphin-Archer Station Interconnections to the LIRR/AirTrain Terminal Complex in Jamaica Queens. High-resolution 3D pedestrian models were developed to analyze all design alternatives and provide feedback to architects and structural design team for design optimization purpose. The model helped

Cherry Xiong, P.E.- *continued*

Transportation Engineer

American Regional Science Association Meetings, New York, NY, 2008.

- Linking Atlanta's Regional Planning Model with Microscopic Traffic Simulation, 54th North American Regional Science Association Meetings, Savannah, GA, 2007.
- Forecasting Travel for Very Large Cities: Challenges and Opportunities for China, Transportmetrica 3 (1), 1-19, 2007.
- The Relationship Model between Traffic Volume and Traffic Conflict at the Merging Points of Urban Tunnel Entrance, First International Conference of Transportation Engineering (ICTE), Shanghai, P. R. China, 2007.
- User-Optimal and System-Optimal Route Choices for a Large Road Network, Review of Network Economics 3 (4), 371-380, 2004.

with the development of construction phasing plan to minimize the negative impact on passengers. Based on the pedestrian modeling results the concepts were developed and vetted for most optimal and constructible option.

***Fuling Mountain Bay Transfer Hub Design Traffic Analysis, Fuling District, Chongqing, China**

Pedestrian modeling lead to Worked with Perkins & Will on this project. Evaluated and optimized all conceptual schemes from transportation functionality point of view to ensure that the hub provides "seamless transfers" for passengers.

***Huangshan North HSR Station Design Review/YiChun HSR Station Design Review/ West Chongqing Rail Station Design Review/ RongChang HSR station Design Review**

Ms. Xiong served as project manager (TYLI China) and led the team to perform fine grained vehicle and pedestrian circulation analysis for design review purpose. The pedestrian flow analysis has been integrated into the design process to reveal the bottlenecks and conflict areas for design optimization purpose and to evaluate various travel demand management strategies during special events and during emergency evacuation.

***Tocumen International Airport, Landside Airport Engineer - Roadways, Civil and Utilities Design, Panama City, Panama**

Ms. Xiong led the efforts to perform traffic analysis for related landside multimodal transportation facilities. Ms. Xiong developed a VISSIM simulation model for the area in front of the terminal main entrance. Interactions between vehicles and passengers crossing streets were fully modeled. Statistics such as average travel speed, delays and queueing were estimated for both vehicles and pedestrians based on various signal control methods (fixed timing, pedestrian activated signal control and unsignalized) according to MUTCD standard.

***Peachtree Corners Pedestrian Study, GA.** Worked as Pedestrian planning specialist and prepared a pedestrian study to determine the propensity of pedestrians to use the new bridge spanning a major arterial between two commercial/retail venues based on land use type, area and floor area ratio (FAR). Special events were considered for sensitivity analysis. The analysis result was used to determine the bridge width that would provide sufficient comfort for pedestrians.



Jorge Lopez, PE

Professional Registrations

- Professional Engineer No. 73797 - FL

Education + Training

- B.S., Civil Engineering, Florida International University, 2006

Affiliations

- Florida Engineering Society

Certifications

- Maintenance of Traffic Advanced Level Training
- FDOT Specification Package Certified

With 20+ years of experience in management, design and plans production of roadway and bridge maintenance projects. His many responsibilities have included, supervising 10+ engineering/technical staff members, business planning and implementation, marketing, client relationship and negotiations, risk assessment, RFP development and post-design services. His design and production experience include horizontal and vertical geometry, cross sections, drainage, traffic control plans, signing and pavement markings, and signalization plans in a lead role. Jorge has extensive experience with Quality Control and Constructability and Biddability reviews. He is well-versed in FDOT standards, procedures and preferences, and has a perfect track record of finishing projects within budget and on schedule. Jorge has developed and approved a high number of complex Variations/Exceptions, Typical Section and Pavement Design packages. Jorge has a perfect track record in avoiding design errors & omissions and preventing contractor claims.

Project Experience

In-House Consultant Project Manager FDOT District 6 - Project Manager in charge of 15+ projects for overall management, including coordination and budget & schedule control for District projects completed by Consultants.

Districtwide Miscellaneous PE Design Consultant FDOT District 6 - Project Manager and Engineer of Record (EOR) in charge of project management, coordination and roadway/geometric design.

SR 5/Overseas Highway from MM 48.70 to MM 49.03 FDOT District 6 Monroe County, FL - Task Manager and Engineer of Record in charge of project coordination, roadway/geometric design, ADA improvements, drainage design and Traffic Control Plans.

SR 826/Palmetto Expressway from East of NW 67 Avenue to East of NW 57 Avenue - Managed Lanes FDOT District 6 - Miami-Dade County, FL - Task Manager and Engineer of Record in charge of Traffic Control Plans.

SR 826/Segment 1, Palmetto Expressway from I-75 to North Canal C-8 Bridge - Managed Lanes - FDOT District 6 - Miami-Dade County, FL - Task Manager and Project Engineer in charge of project coordination and roadway/geometric design for surface roads.

SR 826/Palmetto Expressway from SR 878 to North of SR 986 FDOT District 6 Miami-Dade County, FL - Task Manager and Engineer of Record in charge of project coordination, roadway/geometric design, ADA improvements and project documentation (CAP, Design Exceptions, RRR report).

SR 953/Le Jeune Road at SR 976/Bird Road (Safety Project) FDOT District 6 Miami-Dade County, FL - Task Manager and Engineer of Record in charge of drainage, signalization and lighting design.

SR 907/Alton Road from South of 43 Street to East of Allison Road, FDOT District 6 Miami-Dade County, FL - Project Engineer in charge of roadway/geometric design, pavement design, design exceptions and variations and quality control.

Jorge Lopez, PE - *continued*

SR 968/Flagler Street Rehabilitation from West of 69th Avenue to West of SR 9 - FDOT District 6 - Miami-Dade County, FL - Task Manager and Project Engineer in charge of project coordination and roadway/geometric design.

SR 9/I-95 at Sunrise Blvd. Interchange Improvement, FDOT District 4, Broward County, FL - Task Manager and Project Engineer in charge of roadway/geometric design, pavement design package, Community Awareness Plan, Right-of-Way Acquisition Coordination and utility coordination.

SR 862/I-595 from Exit Ramp to NB SR 9/I-95, FDOT District 4, Broward County, FL - Project Engineer in charge of bridge rehabilitation, design exceptions and variations and quality control.

SR 824/Pembroke Road at Oleander Drive Intersection Improvement | FDOT District 4| Broward County, FL - Project Engineer in charge of project coordination, roadway/geometric design, ADA improvements, signalization, drainage design and Traffic Control Plans.

NE 6 from SR 816/Oakland Park Boulevard to SR 870/E Commercial Boulevard | FDOT District 4| Broward County, FL - Project Engineer in charge of project coordination, roadway/geometric design, ADA & Bike Lane improvements, Traffic Control Plans.

SR 656/17 Street from SR 5/US1 to the 17 Street Causeway Bridge| FDOT District 4| Indian River County, FL - Project Engineer in charge of project coordination, signalization, drainage design and Traffic Control Plans.

Districtwide Minor Design Services | FDOT District 4 - Task Manager and Project Engineer in charge of roadway design, project coordination and documentation for various Task Work Orders.

SR 5/Biscayne Boulevard Pedestrian Crosswalks - MiMo Project - Seven Crossings | FDOT District 6 | Miami-Dade County, FL - Task Manager and Project Engineer in charge of signalization, signing and pavement markings, Traffic Control Plans, utility coordination and Community Awareness Plan.

Spanish River Boulevard Interchange in Palm Beach County | FDOT District 4 | Palm Beach County, FL - Beiswenger, Hoch and Associates, Inc. | Project Engineer involved in traffic control and signing and pavement markings design.

SR 76/Kanner Highway from MP 25.78 to MP 30.05, FDOT District 4, Martin County, FL - American Consulting Professionals, LLC | Project Engineer in charge of signing and pavement markings design, utility coordination and RFP development.

Fort Lauderdale Airport Runway Extension, FDOT District 4, Broward County, FL - Project Engineer in charge of plans review.

SR 70/Okeechobee Road and Jenkins Road, FDOT District 4, St. Lucie County, FL - Project Engineer in charge of pavement design package, ROW acquisition coordination and utility coordination.

SR 9A/I-95 NB from NW 103 Street to Biscayne River Canal, FDOT District 6, Miami-Dade County, FL - Task Manager and Project Engineer in charge of design, production and post-design services for a rigid pavement rehabilitation project.

SR 9A/I-95 Northbound and Southbound from NW 79 Street to NW 103 Street, FDOT District 6, Miami-Dade County, FL - Task Manager and Project Engineer in charge of design and plans production including Traffic Control Plans, rigid pavement design package, design exception and variations, utility coordination and project documentation (CAP, Practical Design Report, RRR report).

SR 5/Overseas Highway from MM 48.00 to MM 48.70, FDOT District 6, Monroe County, FL - Task Manager and Project Engineer in charge of roadway design, ADA improvements, signalization and signing and pavement markings.

SR 9A/I-95 Northbound and Southbound from NW 79 Street to NW 103 Street, FDOT District 6, Miami-Dade County, FL - Task Manager and Project Engineer in charge of design and plans production including Traffic Control Plans, rigid pavement design package, design exception and variations, utility coordination and project documentation (CAP, Practical Design Report, RRR report).

SR 5/Overseas Highway from MM 48.00 to MM 48.70, FDOT District 6, Monroe County, FL - Task Manager and Project Engineer in charge of roadway design, ADA improvements, signalization and signing and pavement markings.



22+ years experience in Resiliency and Sustainability

1 with EXP

Professional Registrations

- Certified Floodplain Manager - ASFPM
- Stormwater, Erosion & Sedimentation Control Certified Inspector – FDEP

Education + Training

- MBA, Environmental Management, Florida Atlantic University
- BS, Environmental Studies, Florida International University

Affiliations + Memberships

- Steering Committee (former), Southeast FL Regional Climate Change Compact
- Steering Committee (former), Southeast Sustainability Directors Network
- Board liaison (former), City of Miami Sea Level Rise Committee

Select Awards

- 2017 CLEO Institute Climate Leadership Circle Inductee – exclusive annual award recognizing climate leaders in South Florida.

AJANI STEWART, CFM

Project Manager

Mr. Stewart is experienced in project management and leading multi-disciplinary teams. He has been practicing in the areas of resilience, sustainability, and environmental protection for local governments in Florida for over 20 years. He also has extensive experience in partnership and capacity building, stakeholder engagement, and several grant programs including successfully assisting communities with FEMA Hazard Mitigation Assistance (HMGP/FMA/BRIC) applications, and Resilient Florida Grant Program planning grant applications.

PROJECT EXPERIENCE

*County-wide Sea Level Rise Adaptation Strategy / Miami-Dade County, Miami FL

Project manager for Miami-Dade Sea Level Rise Strategy. Oversaw all tasks including data gap analyses, engagement and outreach, risk analyses, scenario and adaptation planning, implementation & funding roadmap development. Since launching in 2021, the Strategy has directly resulted in Miami-Dade receiving over \$120M in additional federal and state grant funding for infrastructure and planning projects for hazard mitigation and resilience.

*Shoreline Protection Alternatives Analysis, Funding Strategy, HMGP Application, City of Tarpon Springs, FL

Project manager for technical feasibility analyses of several shoreline and flood mitigation alternatives to mitigate increasing flood risk for Whitcomb Bayou. Analyzed engineering, level of protection, community preferences and regulatory feasibility of alternatives, and developed strategy for alignment with state and federal funding programs including for a 100% design study under FEMA's Hazard Mitigation Grant Program (HMGP) Oversaw various tasks for HMGP alignment including EHP, Benefit Cost Analysis, Social Vulnerability Index analysis, and an interior drainage H&H study that included Exposure Analysis for existing drainage infrastructure under different flood-risk scenarios for sea level rise, tidal flooding, storm surge and precipitation. Exposure analysis was conducted to seek alignment with City's ongoing 380.093 F.S. compliant Vulnerability Assessment and future Resilient Florida implementation project funding as applicable.

*Flood Mitigation Assistance (FMA) Program Support / City of St. Petersburg, FL

Project manager for comprehensive FEMA FYs20/21/22 FMA grant management services for the City of St. Petersburg. Services included developing successful FMA applications recommended for funding, to elevate severe repetitive loss properties located in the coastal AE flood zone and impacted by tidal and storm surge flooding from nearby Tampa Bay; and performing QA/QC oversight including for benefit-cost analysis, and environmental and historic preservation (EHP) requirements.

*Comprehensive Resilience Services / City of Portsmouth, VA

Provided ongoing resilience planning services to address the City of Portsmouth's increasing risk from coastal storms, sea level rise, tidal flooding, extreme

AJANI STEWART, CFM

Project Manager

precipitation and other hazards. Services include comprehensive FEMA HMA grant management serve and successfully funded HMA grant application development; resilience program data inventory and gap analyses; stakeholder engagement; hazard mitigation strategy development for critical facilities and infrastructure; and hazard mitigation plan updates.

***Climate Hazard and Social Vulnerability Assessment / City of Indianapolis, IN**

Co-led development of an all-hazards vulnerability assessment as part of the City's first Sustainability and Resiliency Action Plan (SRAP), branded as Thrive Indianapolis – a multi-hazard mitigation plan focused on building resilience while making the City more equitable and healthy. The vulnerability assessment analyzed several natural and man-made hazards (including flood, extreme heat and cold, air quality, dam failure, hazardous releases, and more) and their impact on highly socially vulnerable populations and critical assets that service them. Vulnerability assessment activities included exposure, sensitivity and adaptive capacity analyses for each hazard and vulnerable group/asset pairing assessed.

***Civil Works Strategic Plan Development / U.S. Army Corps of Engineers, Southwest Division (SWD)**

Co-led the development of a Civil Works Strategic Plan (CWSP) for the Galveston TX, Fort Worth TX, Tulsa OK, and Little Rock AR Districts of the USACE SWD. Phased project scope for CWSP included analysis of future threats/opportunities, trends and associated impacts to the SWD's civil works mission, including analyzing physical hazards such as coastal storm risk in Galveston District, economic drivers and population trends. The CWSP will be aligned with a strategic response plan to identify near term actions the SWD must advance now to be best positioned for meeting challenges through a 2035 planning horizon.

***Resilience Programs Manager / City of Miami Office of Resilience and Sustainability, FL**

Integrated resilience principles across city operations, capital projects and land-use policies. Aligned the city's strategic plan with resilience metrics. Co-led the development of Miami's successful application as part of 100 Resilient Cities, Resilient 305 team and served on the leadership team for that effort. Co-Chaired and led stakeholder engagement for the R305 Living with Water Innovative Infrastructure Workgroup. Served as a lead resiliency advisor to Planning Department on required Peril of Flood Act amendments to Coastal Management Element of City's Comprehensive Plan, pursuant to s. 163.3178 F.S. – oversaw limited vulnerability assessment of critical facilities and mapping of City's coastal high hazard area as part of achieving Act goals for reduction of flood risk to coastal areas.

***Metro Houston Regional Watershed Assessment / U.S. Army Corps of Engineers, Galveston District (SWG)**

Served as lead stakeholder engagement specialist for the development of a conceptual framework to assess capacity and capability of regional agencies with flood risk management authority, and to identify gaps and opportunities to improve coordination, prioritization and effective execution of those efforts.

***Financial District & Seaport Resiliency Master Plan, New York City, NY**

Resiliency and Sustainability Subject Matter Expert assisting with various planning and policy tasks as part of master plan for coastal protection strategy for the Financial District and Seaport for Lower Manhattan.



Maria Ballester, EI

Municipal Project Engineer

Professional Registrations

- EI – FL (#1100024019)
- Temporary Traffic Control (TTC)
Advanced, No. # 73397

Education + Training

- B.S., Civil Engineering, Florida International University, Miami, FL
- Years of experience: 3

Languages Spoken

- English
- Spanish

Maria is a well-structured and goal-oriented civil engineer, who has recently graduated with Honors from Florida International University. She has experience in working with other engineers to achieve the uttermost quality and effectiveness regarding the needs and expectations of a project. She continues to seek growth and knowledge with focus in different areas through the variety of projects she has worked on.

Municipal Project Experience

Sevilla Estates Phase 1 Drainage Improvements Project | Town of Miami Lakes | Project Engineer: Provided design services to deliver construction plans to improve stormwater management and provide stormwater quality within the Sevilla Estates Phase 1 neighborhood area which is bounded by NW 89th Court to the West, NW 169th Terrace to the North, NW 87th Court to the East, NW 168th Street to the South. The professional services associated with this project includes design, permitting, bidding assistance, and limited construction phase services. The proposed drainage improvements will consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration. (2022-On-going) Reference: Omar Santos, PE , (305) 364-6100

Sevilla Estates Phase 2 Drainage Improvements Project | Town of Miami Lakes | Project Engineer: Provided design services to deliver construction plans to improve stormwater management and provide stormwater quality within the Sevilla Estates Phase 1 neighborhood area which is bounded by NW 89th Court to the West, NW 167th Street to the North, NW 87th Court to the East, NW 166th Terrace to the South. The professional services associated with this project includes design, permitting, bidding assistance, and limited construction phase services. The proposed drainage improvements will consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration. (2022-On-going)

Genesis Oak Gardens Drainage Improvements Project | Town of Miami Lakes | Project Engineer: Provided design services to deliver construction plans to improve stormwater management and provide stormwater quality within the Genesis Oak Gardens neighborhood area which is bounded by NW 91'1 Court to the West, NW 169th Street to the North, NW 89th Place to the East, NW 167th Street to the South. The professional services associated with this project includes design, permitting, bidding assistance, and limited construction phase services. The proposed drainage improvements will

Maria Ballester, EI - *continued***Municipal Project Engineer**

consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration. (2022-On-going) Reference: Omar Santos, PE , (305) 364-6100

Florinda Estates Drainage Improvements Project | Town of Miami Lakes | Project Engineer: Provided design services to deliver construction plans to improve stormwater management and provide stormwater quality within the Florinda Estates neighborhood area which is bounded by NW 88th Place to the West, NW 140th Lane to the North, Palmetto Frontage Road to the East, NW 138th Street to the South. The professional services associated with this project includes design, permitting, bidding assistance, and limited construction phase services. The proposed drainage improvements will consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration. (2022-On-going) Reference: Omar Santos, PE , (305) 364-6100

Royal Garden Estates Drainage Improvements Project | Town of Miami Lakes | Project Engineer: Provided design services to deliver construction plans to improve stormwater management and provide stormwater quality within the Royal Garden Estates neighborhood area which is bounded by NW 88th Place to the West, NW 164th Street to the North, NW 87th Court to the East, NW 162nd Terrace to the South. The professional services associated with this project includes design, permitting, bidding assistance, and limited construction phase services. The proposed drainage improvements will consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration. (2022-On-going) Reference: Omar Santos, PE , (305) 364-6100

FDOT Project Experience

I-95 (SR 9) at Copans Road Interchange Modification, Broward County, FL, FDOT District 4, Project Engineer: Maria was responsible for addressing traffic control analysis and production on plans. This project included interchange improvements to address operational deficiencies associated with the I-95 (SR 9) at Copans Road interchange. Deficiencies included a high level of traffic congestion in the merge and diverge areas between the entrance and exit ramps. Northbound and southbound entrance ramps were combined into collector distributor (CD) roads to provide a less congested and slower speed merge condition that is separated from the I-95 (SR 9) general purpose lanes.

SW 157th Avenue from SW 26th Street to SW 8th Street Roadway Improvements, Miami-Dade County, FL, Miami-Dade County, Project Engineer: Maria was involved in the initial signing and pavement marking



Jorge E. Acevedo, P.E.

Project Manager

Jorge is a qualified engineer with over 24 years of progressively experience in the operation, maintenance and management at Miami-Dade Water and Sewer Department, Miami Dade Department of Environmental Resources Management and the City of Coral Gables. His extreme professionalism and expertise in his role made him significantly advance as a project manager.

Professional Registrations

- Florida Board of Professional Engineers, P.E. FL - 66623
- Texas Board of Professional Engineers and Land Surveyors, P.E. TX – 103011
- ENV SP
- LEED Green Associate

Education + Training

- M.S., Environmental Engineering, Florida International University
- B.S., Chemical Engineering, University of America

Languages Spoken

- English
- Spanish

Project Experience

***City of Coral Gables, South Alhambra Force Main Replacement, Coral Gables, FL, USA**

Program Manager/Utility Director, (October 2021 – March 2023). Manage engineering and construction services for the replacement of 4,600 LF of 20-inch force main South Alhambra Circle from Ponce Road and Sunset Drive to the interception of the South Alhambra Circle and US1.

***City of Coral Gables, Cocoplum 1 Pump Station and Force Main, Coral Gables, FL, USA**

Program Manager/Utility Director, (October 2020 – September 2022). Manage engineering and construction services for the rehabilitation of the existing sanitary sewer pump station and the reroute and replacement of 2,800 LF of 12-inch discharge force main. Project has earned Envision® Bronze award for sustainability.

***City of Coral Gables, Cocoplum Drainage Improvement Phase I, Coral Gables, FL, USA**

Program Manager/Utility Director, (October 2017 – June 2018). Manage engineering and construction services for the storm drainage improvement project along Los Pinos Boulevard at the Cocoplum Area. The system includes installation of new catch basins, manholes and French drains.

***City of Coral Gables, Assessment of Sea Level Impact on City of Coral Gables Infrastructure and Preliminary Adaptation, Coral Gables, FL, USA**

Program Manager/Utility Director, (October 2017 – June 2018). Manage the completion the plan that plan intends to assess the impacts of sea level rise, storm surges, and king tides on city's infrastructure and other assets with the purpose of developing an adaption plan that contains measurable indicators, which will trigger the timely sequencing of improvements to accommodate sea level rise and its associated effects.

Jorge E. Acevedo, P.E.- *continued***Project Manager*****City of Coral Gables, Pump Station City 2, Coral Gables, FL, USA**

Program Manager/Utility Director, (April 2014 – December 2016). Manage engineering and construction services for the rehabilitation of the existing sanitary sewer pump station with an average capacity of 2 MGD located at 99 Alhambra Circle, Coral Gables.

***City of Coral Gables, Infiltration and Inflow (I/I) Elimination and Compliance, Coral Gables, FL, USA**

Program Manager/Utility Director, (April 2014 – November 2016). Manage engineering and construction services for the elimination of the infiltration and inflow (I/I) at 5 sanitary sewer basins identified out of compliance during the Sanitary sewer evaluation survey (SSES).

***City of Coral Gables, Force Main Replacement at D Station, Coral Gables, FL, USA**

Program Manager/Utility Director, (January 2014 – October 2016). Manage engineering and construction services for the design, permits and construction for the replacement of 4,200 LF of 12-in force main discharging from the pump station D, located at cocoplum area. Force main installed along utility easement and Ridge Road at the intersection with Old Cutler Rd. Project included open cut trench and directional drill installation.

***City of Coral Gables, Sanitary Sewer Evaluation Survey and Cross Connection Removal, Coral Gables, FL, USA**

Program Manager/Utility Director, (January 2014 – November 2016). Manage engineering and construction services for the complete sanitary sewer evaluation survey (SSES) of the city's sewer collection system. It included the full smoke testing and Infiltration and Inflow analysis. The SSES identified 47 cross connections between sanitary sewer system and storm drainage system that were removed.

***City of Coral Gables, Pump Station 4B and Police, Coral Gables, FL, USA**

Program Manager/Utility Director, (March 2013 – December 2014). Manage engineering and construction services for the complete design, permitting and construction for the rehabilitation of the two existing sanitary sewer pump stations. The upgrade includes the replacement of pumps, wet wells, electrical panels, telemetry, and mechanical upgrades.



Reynaldo J. Abreu, E.I.

Project Manager

Reynaldo is a seasoned engineer with over 38 years of progressively larger, more complex, and more 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.

Professional Registrations

- Florida State Board of Professional Engineers, E.I.

Education + Training

- Degree, University Name, Location (if applicable)
- B.S., Civil Engineering, Florida International University

Languages Spoken

- English

Project Experience

***Miami-Dade County, 60-inch Force Main (NL-1A) (WEST SEGMENT) Along NW 162 Street from NW 6 Avenue to NE 8 Avenue, Miami, FL, USA**
Senior Technical Advisor, Design Division, (February 2019 – Present) Provide quality control and oversee design work, negotiate design fees proposals, and define project scope for Utilities projects. Completed the re-design drawings and complete specifications for the 60-inch Force Main (NL-1A) (WEST SEGMENT) Along NW 162 Street from NW 6 Avenue to NE 8 Avenue, CONTRACT NO. S-945

***Miami-Dade Water and Sewer Department (WASD), Water and Sewer Pipeline, Pump Station, and Treatment Plant Priority Project Division Under Assistant Director of Capital Project, Various Projects, Miami, FL, USA**

Program-Project (January 20017 –2019). Responsible for directing and supervising the WASD priority projects that are not in the Consent Decree (CD) Program and Ocean Outfall Legislation (OOL) programs. Priority projects are prioritized projects that WASD determine to accelerate and complete within deadlines. These projects include the installation of major water transmission mains, sewer force mains and major pump station upgrades. In charge of two priority programs that highly impact the consumers and communities:

- Consumer Line Relocation CLR (CLR) and General Obligation Bond (GOB) program.
- Planned and managed the CIP priority project capital funding, project schedules and project reports.
- Directly worked with WASD upper management and municipality officers to coordinated project scopes and schedules. Team worked with WASD other program managers and engineering staff for project coordination and conflict resolutions.
- Directed and oversaw the design work by outside consultants. Negotiated design fee proposals, defined project scope of work, tracked project schedules and handled the risk management and change management. Authorized the consultant work and approved billing invoices. In charge of selecting and hiring the Geo technical consultants for WASD projects.
- Supported and oversaw the construction work during construction phases. Provided technical support to field changes and change orders. Coordinated

Reynaldo J. Abreu, E.I.- *continued***Project Manager**

with design consultants and contractors to complete projects on time and within budget.

- Proficient in using all type of computer programs and software related to project design and management. Designed and used advanced computer tools /applications for project tracking, analyzing, and reporting.
- Reported to the Assistant Director of Capital Improvement, supervised an efficient team of 3 professional engineering staff, managed over 70 projects with a construction cost estimate over 100 million dollars.
- ff, manage over 70 projects with a construction cost estimate over 100

***Miami-Dade Water and Sewer Department (WASD), Water and Sewer Pipeline, Pump Station and Treatment Plant- Engineering Division, Various Projects, Miami, FL, USA**

Design Manager (January 20011 –2017) responsible for directing and supervising the day-to-day operations of the WASD Engineering Design Section to insure the proper coordination, technical reviews, timely performance, and the control of quality and cost of departmental engineering design projects.

***Miami-Dade Water and Sewer Department (WASD), Project Management Division, Various Projects, Miami, FL, USA**

Project Manager (August 2007-January 2011) Served as Section Chief responsible to lead the division’s project managers in managing, planning, monitoring, and coordinating the critical WASD projects under priority programs within the department. The programs consist of Consent Decree/Settlement Agreement (CD/SA) / Pump Station Improvement Program (PSIP), General Obligation Bond (GOB), Water Use Permit (WUP) projects and other multi-million dollars projects which are typically time driven.

***Miami-Dade Water and Sewer Department (WASD), Management Division, Various Projects, Miami, FL, USA**

Served as Project Manager or task leader participating in communication with responsible opinion to the Engineering Division for final decision. Provide answers and solutions to any technical support questions on the request for information (RFI) from contractors. Provided a prompt and clear response regarding RFI inquires to all parties involved to prevent delays or unnecessary costs to the department. Prepared list of materials for projects and checked and reviewed drawings.

***Miami-Dade Water and Sewer Department (WASD), Engineering and Design Division, Miami, FL, USA**



Walter M. Clark

Vice President of Infrastructure

Walter Clark has over 20 years of diversified experience managing and delivering large infrastructure projects. Mr. Clark has led the commercial, legal, financial, and technical components of signature projects in North America.

Education + Training

- MBA, Finance
University of Nebraska
- B.E., Civil Engineering
Vanderbilt

Languages Spoken

- English

Registration/Licenses

- Professional Engineer
Texas 107214,
New York, 103196
Mississippi, 31207
- Project Management
Professional
PMP 1813141, 2015

Experience

New Jersey Transit PTC Implementation, New Jersey (Client: New Jersey Transit)

Principal-In-Charge responsible for delivery, leadership, and personnel management. Atkins assisted New Jersey Transit in meeting the FRA's mandated positive train control implementation schedule.

Trillium Line Extension, Ottawa, Canada (Client: City of Ottawa)

Responsible for delivery, leadership, and personnel management of BIM team. Atkins is responsible for designing, constructing, financing, and maintaining the 10-mile LRT extension.

LAX APM, California (Client: LAX Connecting Alliance)

Technical Director responsible for leading design, build, operations, maintenance, commercial, and financial planning to gain capital market funding for the proposed 2.5-mile elevated APM. 2015-2018

SH 288 Managed Lanes, Houston, Texas (Client: SH 288 Mobility Alliance)

Technical Director responsible for leading design, build, operations, maintenance, commercial, and financial planning to gain capital market funding for the proposed 10.3-mile toll road. 2014-2015

Finch LRT, Ontario (Client: Finch West Transit Alliance)

Technical Director responsible for leading design, build, operations, maintenance, commercial, and financial planning to gain capital market funding for the proposed LRT. Proposed project includes 7 miles of double track alignment, 18 stations, maintenance and storage facility, signaling and communications systems. 2015-2016

BNSF Maintenance Facility, Conroe, Texas (Client: BNSF)

Project Manager, and Construction Manager for maintenance facility, responsible for delivery of project from planning through construction.

Walter M. Clark - *continued*

Vice President of Infrastructure

plans specifications, and cost estimate. Prepared construction schedule, sequencing, safety plans. 2010-2013

Austin Urban Rail, Texas (Client: Capital Metro)

Technical Leader for the design of central corridor 9.5-mile LRT system. Project included double track alignment, OCS, 8 stations, and several at-grade crossings. 2009-2010

New Jersey Turnpike Authority \$10B CIP, GEC, New Jersey, (Client: NJTA)

Sr. Project Manager responsible for design review, contractor oversight, utility relocation, and stakeholder coordination. Managed several independent contractors and design firms on 35 distinct projects on the New Jersey Turnpike and Garden State Parkway. 2013-2014

Tappan Zee Bridge, Owner's Rep., New York (Client: NYSTA)

Sr. Project Manager responsible for design review, quality assurance, quality control, project controls, and stakeholder coordination. Project included 3-mile twin span cable stayed bridge, maintenance facility, ITS and tolling integration. 2013-2014

Goethals Bridge, New York (Client: PANYNJ)

Served as technical advisor responsible for technical oversight of the design; compliance and quality auditing; construction oversight support; third-party, VA coordination. Project included 2 mile twin span cable stayed bridge, ITS and tolling integration. 2013 - 2014

SH 130 Segments 5&6, Austin, Texas (Client: TXDOT)

Technical Leader responsible for preparing plans, specifications, and cost estimate. Led roadway, bridge, and drainage design. Responsible for technical delivery of state's first P3 project. Project included 40-mile 4 lane toll road, maintenance facility, tolling and ITS integration.

Texas Homeowners Assistance Program, Sabine Pass Restoration Program, Galveston Housing Assistance Program, Southeast Texas (Client: TDHCA)

CDBG disaster recovery housing program in southeast Texas for hurricane Rita and Katrina victims. 2010-2012

Zilker Park Landfill Drainage Improvements, Texas (Client: City of Austin)

CDBG disaster recovery housing program in southeast Texas for hurricane Rita and Katrina victims. 2010-2011



Sebastian Eilert, AIA

Role: Senior Project Manager / Lead Architect

Professional Registrations

- AR – FL (#92953)
- ID – FL (#5054)
- PX – FL (#3827)
- BN – FL (#6656)
- LEED AP+, OBD&C
- NCARB
- NIMS

Education + Training

- Professional degree of Architecture - BArch, University of Miami

Affiliations + Memberships

- AIA
- MENSA
- English
- German`

As an Architect, Sebastian has over 20 years experience in the design and construction industry in both the public and private sectors. Mr. Eilert has worked on a variety of projects and with a broad spectrum of stakeholders. The project experience stretches from various types of facilities across Miami-Dade County, including civic, port, aviation, education, commercial and industrial projects.

Experience with public agency bodies includes the assessment, rehabilitation and design of new buildings including over \$150 million in educational facility construction as project manager and Design Criteria Professional (DCP). Mr. Eilert fully understands the process as well as the roles of different stakeholders relating to this field and the success of any project. His experience also includes plan review and building inspections under the Florida Building Code for Municipalities as well as higher education facilities requiring extensive knowledge and continuing education for current building codes.

Project Experience

EDP WASD Facility Assessments (Structural/Electrical)

QA/QC Reviewer. Under the EDP contract No.: EDP-PSA-2024, EXP is engaged to perform engineering inspections of multiple buildings on behalf of Miami-Dade WASD for the purpose of visually inspecting the general structural and electrical system conditions and prepare a report documenting procedures to repair or remediate any identified deficiencies.

MSC Port Miami Terminal Peer Review

Architectural Reviewer/FBC Compliance Reviewer. EXP is providing professional architectural and engineering services to carry out an independent design review for the construction of the new MSC Port Miami Terminal at Berth 8 including Berth 9 and 10, associated building additions, and site improvements.

Dade County Courthouse Emergency Assessment and Repair Plans

Architect and Building Code Specialist. EXP was engaged by Miami-Dade County to visually review and inspect the existing structural members of the Miami-Dade County Courthouse. EXP performed visual observations of the 28 floors, for the purpose of determining the general structural condition of the building. The scope of the project includes a rehabilitation plan to address and repair deficiencies in the building, including structural elements and the successful 40 year recertification of the 1928 facility.

Miami-Dade Animal Services Homestead Animal Clinic

Lead Architect – EXP was retained by Animal Services to design a new modular clinic for the homestead community spay/neuter clinic. The updated design will be situated in the same location and provide roughly 1440 square feet multi-wide office trailer to operate as state of the art facility.

Sebastian Eilert AIA, NCARB, BN, PX - *continued***Senior Project Manager****City of Doral*- Chief Building Inspector**

Chief Building Inspector. Code compliance plan review and building inspections, roofing, structural, flood and building trades supervisor for the City of Doral building department.

Continuing Inspection and review services – MDCPS*

DCP Senior project manager. Code compliance plan review, building inspections and threshold inspections continuing contract for varying MDCPS projects.

Continuing Inspection and review services – BCPS*

DCP Senior project manager. Code compliance plan review, building inspections and threshold inspections continuing contract for varying BCPS projects.

Continuing Inspection and review services – Miami Dade College*

DCP Senior project manager. Code compliance plan review, building inspections and threshold inspections continuing contract for varying MDC projects.

Miami Metro Zoo Amphitheater*

Lead Architect for new Amphitheater stage, support buildings, seating and roofed structure.
Construction Cost: \$3,500,000

Previous Experience -**Consulate General of Germany – Miami office***

Architect of record. 2 Projects: 1) Full renovation of entire floor and 2) security and safety update, includes coordination with German vendors for proprietary safety access lock.
Construction Cost: \$1,600,000

GSA Trade Shop Facility*

LEED Consultant. New construction facility for Miami Dade GSA trade shop. Includes master site plan, single story warehouse and office building.

State School CCC-1, South Dade Senior High School – MDCPS*

DCP Senior project manager. New high school design build high school includes schematic master site plan with building layout, circulation, parking general landscape and retention design.

Construction Cost: \$82,000,000

Dave Thomas Education Center, Coconut Creek High School – BCPS*

DCP Senior project manager. New 3 story high school. Design build school includes schematic master site plan with building layout, circulation, parking general landscape and retention design. Project scope includes auditorium, kitchen and cafeteria, administrative suite, classrooms and specialty labs,

Construction Cost: \$22,000,000



Arturo Martinez, PE

Airfield Civil Engineer

Professional Registrations

- Professional Engineer: FL (No. 88554)

Education + Training

- Masters in Civil and Environmental Engineering, Carnegie Mellon University, Pittsburgh, PA
- Bachelors in Civil Engineering, Carnegie Mellon University, Pittsburgh, PA

Affiliations + Memberships

- American Society of Civil Engineers

Languages Spoken

- English
- Spanish

Select Publications

- Fine-scale perspectives on landscape phenology from unmanned aerial vehicle (UAV) photography, *Agricultural and Forest Meteorology*, October 2017

Mr. Martinez is a Project Manager and Professional Engineer with seven years of experience in project management, construction, engineering design on both large and small commercial projects, with a focus on aviation projects. Mr. Martinez has led multiple project teams at airports both large and small including Palm Beach International Airport, Orlando International Airport, and Treasure Coast International Airport and Business Park. His repertoire of over 200 aviation projects includes 8 runway projects. Responsibilities include design and independent review, inspection, review meeting coordination, coordination of deliverables (with Client and subs), processing shop drawings, reviewing and approving contractor pay applications, review of as-built documents and preparing record drawings. Mr. Martinez completed the Airfield Pavement Inspection Training Course provided by FDOT on November, 2016. Mr. Martinez also completed the Airfield Marking Professional Certificate Program on April, 2021.

Project Experience

Aviation

Metropolitan Nashville Airport Authority, Terminal Apron and Taxilane Expansion – Phase 2, Nashville International Airport, Nashville, TN, USA

Civil Engineer. The apron and taxilane expansion area is located in the central terminal apron area bounded by Concourse B and C and the new International Arrivals Facility (IAF) being constructed as part of MNAA's Vision program. The purpose of the Phase 2 project is to construct concrete pavements to complete the terminal apron in-fill area as originally programmed in Phase 1. Once complete, the expanded pavement area will be used for staging aircraft (Remain Overnight or "RON") and deicing operations. Extensive phasing and coordination with MNAA Operations is being held to facilitate the construction of the concrete pavements within the existing Taxilane Object Free Area while maintaining access to the adjacent gate positions. Project is being design using FAA AC 150/5300-13B.

Metropolitan Nashville Airport Authority, Taxiway Bravo South Reconstruction, Nashville International Airport, Nashville, TN, USA

Civil Engineer. The project's primary purpose is to reconstruct 3,500-ft of Taxiway Bravo-south including connector Taxiways B1 and B2 to provide a 20-year pavement design life in accordance with FAA pavement design standards. The current Pavement Condition Index (PCI) has an area weighted value ranging from 54 to 70. To evaluate the variable pavement sections utilized in past construction projects, the Atkins team will utilize a non-destructive testing approach supplemented with pavement cores. Based on the results of the analysis, the reconstruction process is expected to consist

of milling and replacing 58,000-sy of asphalt surface pavements with either Portland cement concrete (PCC) or asphalt (to be determined by bid alternates). Project is being designed using FAA AC 150/5300-13B.

Greater Orlando Aviation Authority, BP-468: Runway 17R-35L Rehabilitation and Related Work, Orlando, FL, USA

This project rehabilitated Runway 17R-35L and updated the geometry of all taxiway connectors to Runway 17R-35L to meet the requirements of current FAA Advisory Circulars and Runway Incursion Mitigation Program: the non-standard taxiway connectors were updated to the required fillet geometry. The new fillet required full depth asphalt removal and installation of new full strength concrete pavement to meet the geometry requirements, new shoulder pavement was built for the geometry. During the preliminary phase a geometry report was furnished for GOAA, summarizing all the non-standard taxiways and connectors between Taxiway G and Runway 17R-35L. Runway 17R-35L (concrete pavement) was inspected and repairs were completed under this project; the repairs included: full slab replacement, crack sealing, spall repair, corner spalls, and joint sealant replacement. Construction Administration services were provided for this project which comprised of: shop drawing review, request for information (RFI) review, Contractor pay app review, periodic site inspections, coordination meetings, and record documents.

Greater Orlando Aviation Authority, BP-486: Runway 18L-36R Rehabilitation and Related Work, Orlando, FL, USA

Runway 18L-36R at MCO is made up of both concrete (keel section) and asphalt (generally outside 60' of full-strength pavement). This project included removing and constructing a new 10' runway shoulder pavement with P-403 asphalt; removing and replacing isolated PCC slabs; milling runway asphalt and overlaying with P-401 asphalt, crack seal, Taxiway B10 fillet widening, reconstructing RW 18L Blast Pad pavement, seal coating RW 36R Blast Pad pavement (P-608); structural rehabilitation of existing RCP drainage pipe; removing / replacing all runway markings; removing/replacing existing airfield lighting & signage; installing new dedicated runway sign circuit; removing/replacing existing electrical manholes with junction can plazas, ALCMS update; installing new constant current regulators in airfield lighting vault; and removing/replacing airfield lighting vault generator & fuel tank.



Elias DIAZ

Senior 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.

As the lead Lighting Senior Designer, Elias has developed expertise in all aspects of lighting design and construction plans. His expertise and experience cover all aspects from preliminary concepts plans to preparing photometric analysis and report, voltage drop calculations, panel circuit layout detail, lighting loads requirements, and pole, mounting arm, and luminaire selection. He also has a passion for complete street design in which he has been integrated with in the past several years. He is familiar with the standards and requirements of the FDOT and other municipalities.

Years of Experience

Total: 23.5
With EXP: 1.5
With MARLIN: 21
With Sanchez-Zainali & Assoc.: 1

Expertise

Lighting/Signals Design
Roadway/Highway Design
Complete Streets

Education

Miami Lakes Technical School, 1997
Hialeah-Miami Lakes Sr. High, 1989

Certifications

Temporary Traffic Control (TTC),
Advanced No. 57761, 2023

Skills

Microstation
AutoCad
ORD
Photoshop
InDesign
PowerPoint
AutoTurn
GuideSign
Agi32

Languages

Spanish, English

Relevant Experience

Five Points MARTA Station Transformation | Skidmore, Owings & Merrill LLP (SOM) | Senior Designer: This project includes the analysis and design for structural and civil engineering portions in the Five Points Station Transformation Project. Structural tasks include the existing canopy deconstruction and a new entrance canopy design. Civil Engineering tasks include preparing conceptual and final geometry for vehicular access and bus bays in the East and West Plaza, as well as Alabama 143 and the opening of Broad Street to connect from Marietta to Alabama Street. (2022-On-going)

Reference: Marla Gayle, marla.gayle@som.com (212) 298-9447

Sevilla Estates Phase 1 Drainage Improvements Project | Town of Miami Lakes | Senior Roadway designer: Provided design services to deliver construction plans to improve stormwater management and provide stormwater quality within the Sevilla Estates Phase 1 neighborhood area which is bounded by NW 89th Court to the West, NW 169th Terrace to the North, NW 87th Court to the East, NW 168th Street to the South. The professional services associated with this project includes design, permitting, bidding assistance, and limited construction phase services. The proposed drainage improvements will consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration. (2022-On-going)

Reference: Omar Santos, PE , (305) 364-6100

Sevilla Estates Phase 2 Drainage Improvements Project | Town of Miami Lakes | Senior Roadway designer: Provided design services to deliver construction plans to improve stormwater management and provide stormwater quality within the Sevilla Estates Phase 1 neighborhood area which is bounded by NW 89th Court to the West, NW 167th Street to the North, NW 87th Court to the East, NW 166th Terrace to the South. The professional services associated with this project includes design, permitting, bidding assistance, and limited construction phase services. The proposed drainage improvements will consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration. (2022-On-going)

Reference: Omar Santos, PE , (305) 364-6100

Genesis Oak Gardens Drainage Improvements Project | Town of Miami Lakes | Senior Roadway Designer: Provided design services to deliver construction plans to improve stormwater management and provide stormwater quality within the Genesis Oak Gardens neighborhood area which is bounded by NW 91'1 Court to the West, NW 169th Street to the North, NW 89th Place to the East, NW 167th Street to the South. The professional services associated with this project includes design, permitting, bidding assistance, and limited construction phase services. The proposed drainage improvements will consist of exfiltration trench, manholes, catch basins, piping and roadway and swale restoration. (2022-On-going)

Reference: Omar Santos, PE , (305) 364-6100

Elias Diaz

Miami Dade County A/E Services, Miami Dade County, FL | Senior Designer: Providing Architectural and Engineering services, with Civil Engineering Subconsultant Services for the renovation and improvements of various County facilities and building systems and parking facilities projects managed by the Internal Services Department (ISD)/ Facilities and Infrastructure Management Division (FIMD). Task assigned included CAD designs and detail development of findings and solutions of several buildings in the county: Jose Caleb Center Parking Garage, Overtown Transit North Tower, Overtown Transit South Tower, Overtown Transit Parking Garage, Miami Dade County Courthouse.

EWE Warehouse Investments, Doral, FL | Senior Roadway Designer: Providing Civil Engineering services which included drainage, lighting and grading design as well as signing and pavement markings located at 2525 NW 82nd Avenue, Doral FL 33122. The project also included the widening of NW 82nd Ave. from NW 25 St. to NW 27th. It includes Milling and resurfacing, Mast Arm Replacement in the NE Quadrant and Signing and Pavement Markings. (2021-Present)

Farm Stores, Florida (10231 Memorial Highway, Tampa; 2711 Skyline Blvd. Cape Coral) | Senior Designer: Professional Civil Engineering Consulting services and permitting services including paving/grading design, underground utilities design for drainage, potable water, sanitary sewer, and Fire Main. And the photometric analysis and lighting design for the site. The scope included civil design, engineering permits, secondary construction phase services, and certification services.

American Legion Bridge I-495 to I-270 to I-370 Traffic Relief Plan Phase South A and B Design-Build Project | MDOT -VDOT | Utility Coordinator: Improvements to this 16.32-mile corridor at the I-495-I-270-I370 interchanges to accommodate projected travel demands and to alleviate congestion by reconfiguring the existing interchange, including widening of the existing lanes to accommodate Tolloed Express Lanes, modifying ramps and twenty-one (21) new bridges. (2021-Present)

***NW 25th Street Roadway Reconstruction, FDOT District 6, Miami-Dade, FL, USA | Lead Senior Lighting and Signals Designer:** Senior Signalization/Lighting Designer: Design services to reconstruct NW 25th street from NW 117th Ave to NW 87th Ave. Responsible for the preparation of the signalization plans, and traffic control. Scope of work includes new signalization upgrade of ten (10) intersections including school flashers and interconnect system. As the senior lighting designer, he prepared the lighting photometric analysis and complete lighting design for the entire corridor. Elias also assisted in the development of the signing and markings component. (2021 – Ongoing)

SR 997/Krome Avenue from SW 8th Street to Kendall Drive | FDOT District 6 | Lead Senior Signalization/Lighting Designer: Final roadway design for the reconstruction widening of a 5.564-mile corridor from a two to four-lane divided roadway. The project included signing and pavement marking plans and signalization, estimates, electronic delivery, and specification packages. Elias was responsible for the lighting design for the entire corridor and traffic signal systems at two major intersections. (2007-2018)

Reference: Judy Solaun-Gonzalez, PE, (305) 470-5343

NW 67th Avenue at SR 826 Intersection Improvements I Miami Lakes I Lead Signalization Designer: The project consisted of roadway widening to incorporate an additional thru lane for the northbound movement at the south leg of the intersection of NW 67th Avenue and NW 167th Street. The project also included modifications to the existing median, traffic signals, crosswalk improvements, and pavement milling and resurfacing. Responsibilities included the production of signalization and lighting component plans. (2017-2020)

Reference: Carlos Acosta, (305) 512-7129

SR 5/US 1 at SR 70 Virginia Avenue | FDOT District 4 | Senior Designer: This safety project includes a southbound right turn lane from SR 5 to SR 70. The project scope of work included installing a new mast arm and intersection lighting, minor widening and minor signal modifications to the existing signal system. MARLIN also supported FDOT in developing right-of-way documents, including a temporary construction easement and a donation from St. Lucie County. The project was completed under MARLIN's Districtwide Minor Design Project Contract C9L17, FM No. 436868-1. (2019-Ongoing)

Reference: Bing Wang, PE, (954) 777-4406

Districtwide Minor Design Projects | FDOT District 4 | Roadway Support and Lead Lighting and Signalization Designer: This districtwide minor design contract varies in task work order assignments, including design services and in-house support. Assignments included preparing contract plans for safety projects, signing and pavement marking, signalization and lighting, adaptive signal control, and developing the Design-Build/RFP scope package. (2006-2011; 2016-Ongoing).

Reference: Henry Oaikhena, (954) 777-4445

Hollywood Blvd Complete Streets | FDOT District 4 | Lead Senior Signalization and Lighting Designer: Decorative signalization and lighting improvements for this Complete Streets project along Hollywood Boulevard 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. The project was completed under MARLIN's Districtwide Minor Design Projects Contract C9L17, FM No. 434666-1. (2016-2017).



Adriana Ferrera, EI (PE exam passed – awaiting license)

Senior Engineer Water/Wastewater

Adriana is an engineer with over 15 years of experience in project management and engineering design for public and private sector. Knowledge in the field of governmental agencies coordination and plan approvals and processing

Professional Registrations

- Florida State Board of Professional Engineers, E.I.

Education + Training

- B.S., Civil Engineering, CUJAE, Havana, Cuba

Languages Spoken

- English
- Spanish

Project Experience

***City of Hialeah, 24-inch Force Main, 36" and 42" Sanitary Sewer connection to Pump Station #200 along W 76 Street from Hialeah Gardens Boulevard to W 33 Avenue. Hialeah, Florida.**

- Design and develop engineering plans. Assist with the preparation and modification of various engineering documents including reports, specifications, construction schedules and cost estimates for the 24-inch Force Main and 36" and 42" Sanitary Sewer and relocation of the 12" water main along 76 Street.
- Design plans for projects using engineering and design software (AutoCAD, Civil 3D)

***City of Hialeah "Annexation Area", 16-inch Water Main, 8" Sanitary Sewer, 8" Force Main and Pump Station along NW 142nd Street from NW 107th Avenue to NW 102nd Avenue. Hialeah, Florida.**

- Design and develop engineering plans and calculations. Assist with the preparation and modification of various engineering documents including reports, specifications, construction schedules and cost estimates for the 24-inch Force Main and 36" and 42" Sanitary Sewer and relocation of the 12" water main along 76 Street.
- Design plans for projects using engineering and design software (AutoCAD, Civil 3D)

City of South Miami- Sub Area "K" Pump Station design for 205 single family units.

- Design and develop engineering plans and calculations. Assist with the preparation and modification of various engineering documents including reports, specifications, construction schedules and cost estimates for the 24-inch Force Main and 36" and 42" Sanitary Sewer and relocation of the 12" water main along 76 Street.
- Design plans for projects using engineering and design software (AutoCAD, Civil 3D)

Adriana Ferrera, E.I. - *continued***Senior Engineer Water/Wastewater**

RESUME

***Miami-Dade Water and Sewer Department (WASD), Water and Sewer Pipeline D2-A-2 (Pipeline) along NW 68th Street from NW 27th Avenue to NW 25th Avenue; NW 69th Street from NW 27th Avenue and NW 24th Avenue and NW 26th Avenue from NW 72nd Street to NW 71st Street.**

- Design and develop engineering plans. Assist with the preparation and modification of various engineering documents including reports, specifications, construction schedules and cost estimates.
- Design plans for projects using engineering and design software (AutoCAD, Civil 3D)

***City of Hialeah “Annexation Area”, 8-inch Water Main, 8” Sanitary Sewer, 6” Force Main and Pump Station for 95 acres Residential development “Aquabella North” Hialeah, Florida.**

- Design and develop engineering plans, specifications, quantities, and cost estimates.
- Coordinate design activities between staff, subcontractors, and clients.
- Manage day-to-day activities of projects including municipal/government agency coordination, technical review, and other related activities.
- Support and perform project management functions to ensure projects meet the defined schedules, cost estimates, and performance/technical measures and specifications.
- Writing proposals in response to RFPs.
- Assist in developing proposals, presentations, and reports.

Miami Dade 8-inch Water Main, 8” Sanitary Sewer, 6” Force Main and Pump Station for 42 acres Residential Development “Southern Cove” Miami, Florida.

- Design and develop engineering plans, specifications, quantities, and cost estimates.
- Coordinate design activities between staff, subcontractors, and clients.
- Manage day-to-day activities of projects including municipal/government agency coordination, technical review, and other related activities.
- Support and perform project management functions to ensure projects meet the defined schedules, cost estimates, and performance/technical measures and specifications.
- Writing proposals in response to RFPs.
- Assist in developing proposals, presentations, and reports.



Jonathan E. Markle

Senior Program Manager/Estimator

Education + Training

- Executive Leadership, International Focus, Cornell University, 2016
- B.S., Construction Engineering, University of Louisiana, 2005
- OSHA 30-Hour & TWIC Holder
- PADI Licensed Scuba Diver (24 years)
- DEP (Storm Water Erosion & Sediment Control Inspector)

Jonathan has over 17 years of professional experience in development and management initiatives in marine, heavy civil, commercial, and oil & gas industries. Divergent thinker, implements innovative solutions to limit risk, streamlines budgets, propels revenue growth, and delivers measurable results while championing quality and safety. Builds strong multicultural teams in national and international markets.

Project Experience

***Senior Program Manager, EXP U.S. Services, Inc., Miami, FL, USA**

Support of two Port Miami EDP agreements; one to provide Owner's representative services including program management, contract management, and claims management/analysis support services for Port Miami in relation to MSC's new terminal development, and the second for Port Miami facility wide utility assessment. Conducted Miami-Dade County Courthouse facility assessment and engineer's estimate on structural and fireproofing elements throughout the 27-story downtown building.

***Project Estimator, Colman Dock Multimodal Terminal Project, Pacific Pile & Marine, Seattle, WA, USA**

Led 30% and 60% value engineering and estimating efforts for one of the world's busiest ferry terminals. The project replaces aging and seismically vulnerable wood piles and trestle foundations, adds overhead loading and walkway ramps, a 8,500 SF passenger-only ferry building, and a new 23,000 SF terminal building, with LEED Silver certification.

***Project Estimator, LPV 107 Lincoln Beach Levee and Gate Replacement (USACE), Orion Marine Group, Plaquemines, USA**

The project consisted of demolishing existing I-walls, T-walls and earthen levee to construct a new wall system matching the new LPV 106 pump station alignment. Work also incorporated the replacement of the floodgate and dolphin structures.

***Project Estimator, Mandeville & Piety Wharf, Orion Marine Group, New Orleans, LA, USA**

The 1.4-mile linear park repurposed a maritime/industrial brownfield into 20-acres of indigenous landscaping, a network of paths, picnic areas, a dog park, and the adaptive reuse of two industrial wharves. Both structures were stabilized and repurposed to accommodate public gatherings, festivals and the host of artistic exhibitions.

***Project Estimator, WBV 21 Westwego Pump Station (USACE), Orion Marine Group, Westwego, LA, USA**

The project involved the extension of discharge pipes, backflow prevention system, and modifications which will include the construction of higher floodwalls at the discharge point.

Jonathan E. Markle - *continued***Senior Program Manager*****Project Estimator, WBV 37 Ames & Mt Kennedy Pump Station (USACE), Orion Marine Group, New Orleans, LA, USA**

The project consisted of demolishing existing I-walls, T-walls and earthen levee to construct a new 1,204 linear foot T-wall system and modifications to the two pump stations which included three 48" vertical pumps, two 84" vertical pumps and one 132" horizontal pump.

***Senior Project Manager, Port Tampa Bay Berth 219 Wharf Extension, Shoreline Foundation Inc., Tampa, FL, USA**

Oversaw the 100' x 300' wharf extension project supported by 295ea 24" pre-cast concrete piles with steel stingers, and 274ea precast slabs and caps. Project was performed in coordination with an active wharf, shipping channel, and cold storage facility while utilizing crane barges and material supply barges.

***Project Executive, SR520, Pacific Pile & Marine, Seattle, WA, USA**

Oversaw SR520 West Approach Bridge Project - \$27M install contract including large deep foundation substructure elements and 4,800' trestle platform for access. The project incorporated limiting/eliminating impacts to environmentally sensitive areas, tribal lands and local communities.

***Director, 210K-Barrel LPG Export Terminal, Navigator Gas, New York, NY, USA – London, GB**

Spearheaded Fast track \$120M development of 210k-barrel LPG export terminal for handysize vessels. Developed terminal throughput agreement / lease terms with primary LPG products client, regional port authorities, and longshoreman.

***Senior Project Engineer, Bayou Lafourche 6-mile Dredging Project Phase I, Orion Marine Group, LA, USA**

- Developed new overall project design due to faulty Lidar survey, bringing the project in before initial schedule and \$4 million in client savings
- Project liaison for engineers, project owners, and state / government officials
- QC representative, safety representative, HR representative, subcontracts manager, & personnel manager

***Senior Project Engineer, Belle Chasse Pump Station WBV-11 (USACE), Orion Marine Group, Plaquemines, LA, USA**

The project consisted of constructing a continuous line of hurricane flood protection across the discharge basin at the pumping station on the east side of the Algiers Canal. This protection incorporates pile founded reinforced concrete T-wall monoliths, new butterfly gates installed within the steel discharge tubes, and site work including modifications to existing pumping station utilities, dewatering systems, and construction of temporary retaining structures with work platforms

- CQC manager and SSHO alternate

***Sr Project Engineer, Progress Energy Underground Power Duct Bank, Kiewit, St Petersburg, FL, USA**

The project consisted of placing and encasing 5 miles of power distribution system in a 6'x6' concrete duct bank inclusive of 12 underground premanufactured concrete servicing structures. The project incorporated limiting/eliminating impacts to protected mangrove habitats, tribal lands and commercial infrastructure.



Alex McCall,

Grant Writing and Management

Years of Experience

EXP – 1

Total – 12 years

Education + Training

- Purdue University – BS, Legal Studies
- Concord Law School – In progress est 2024 –Juris Doctor
- Public Contracting Institute, Federal Contract Management, FAR Essentials

Affiliations

- National Contracts Management Assoc., since 2015

Ms. McCall, a certified contracts professional since 2010. Highly regarded 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.

FAR/DFARS Government Contracting and Commercial Contracts including procurement, acquisitions, supply chain, negotiations, drafting, compliance, audit, reporting and close-out. Specialized training in Federal Contracting and FAR Essentials. TS/SCI Security Clearance in progress [paused by COVID-19 pandemic].

Subject Matter Expertise: Contract management and Administration, Grants Management, Subcontract Management, Procurement Management, Business Development Support, Policy, Procedures and Process Development, Transition contracts (contracts IT/IS), Leadership: Team management training.

Relevant Experience and Qualifications

EXP , Senior Contract Administrator GSA schedule coordinator, support to project managers in civil engineering, construction, infrastructure and transportation, strategic contract consulting, grants application support. **Alex has provided contracts and grant management support to the following notable clients and agencies at her previous firm;**

***SitusAMC 2021-2022 AVP** Business and Legal. Contracts administration (MSA, NDA, SOW), supporting general counsel and program leadership, tracking legal analytics

- **Client Name:** SitusAMC, remote
- **Client Contact:** 1.888.748.8710

***Froedtert Health 2021** Manager. Contracts Portfolio, Supply Chain. Supply Chain Leadership, managed extensive portfolio of healthcare

services contracts, lead Supply Chain Diversity and Inclusion Initiative committee

- **Client Name:** Froedtert Health, Milwaukee, WI
- **Client Contact:** 1.414.805.3000

***Department of Children and Families 2021** Consultant. RFP SME/Contracts Specialist. Lead major RFP for Early Childhood/Childcare related services, agency contracts and grants administration, agency regulatory and compliance requirements

- **Client Name:** Department of Children and Families, State of Wisconsin
- **Client Contact:** 1.608.422.7000

***Valiant Integrated Systems 2020-2021** Consultant Contract Specialist. Legal support, business development and contract/ subcontract teams on FAR/DFARS contracts. Document control, Contract negotiations, maintenance of timelines, reporting and deliverables; monitoring compliance and resolving contract issues. Data systems: SharePoint, MS office

- **Client Name:** Valiant Integrated Systems, remote
- **Client Contact:** 1.703.462.7750

***JT4, LLC Consultant** Subcontracts specialist. Under the supervision of a dynamic Procurement Manager, supported the Procurement team in their work with DoD client in FAR/DFARS-based purchasing and subcontracts management, in addition to extensive compliance and audit response in reforming and strengthening company growth and award management. RFP/RFQ of FFP, T&M, service, other procurement objectives; Contract negotiations; Maintenance of timelines, reporting, and deliverables; Monitored compliance and resolving contract issues. Data Systems: SharePoint, MS Office

- **Client Name:** JT4 LLC, Las Vegas, NV
- **Client Contact:** 1.702.550.6248

***GSA 2020** - Contracts Specialist III Remote Contractor. Supported GSA work with DHS/Homeland Security in extensive and TS construction and design/build project contracts and subcontracts in Public Buildings. RFP/RFQ of FFP, T&M, service, other procurement objectives; Contract negotiations; Maintenance of timelines, reporting, and deliverables; Monitored compliance and resolving contract issues. Data Systems: SAP, GSA InSite, MS Office

- **Client Name:** GSA, Lakewood, CO



Alex Burns, ENV-SP Planner

Education + Training

- B.A., Education
Boise State University
- M.A., Urban and Regional Planning
University of South Florida
- Envision Sustainability Professional
Certification,
Institute for Sustainable Infrastructure
- Secretary, Student Planning
Organization, University of South
Florida
- Adult Education Teacher of the Year
Nominee, 2019, Lennard Adult School
- Diversity Educator of the Year, 2017,
Hillsborough Schools,
- Developing New Leaders Training,
2016, Hillsborough Schools

Experience

- 12 years in education including
elementary, middle school, adult
education, special education
- 18 months as department supervisor,
Hillsborough Virtual School
- Planning internships at Forward Pinellas
and Stantec
- Presentations given to citizen
committees and government officials

Experience Cont.

- Bike/Pedestrian Studies
- Program Development/Administration
- Community Outreach
- Relationship Development
- Zoning & Land Use Analyses
- Training Development/Presentation
- Comprehensive Plan Updates

Mr. Burns is a dedicated and enthusiastic planner who strives for personal and professional excellence. He brings a variety of experience to his work as a planner including thirteen years in the public school system, 2 planning internships, and a strong academic background in GIS and urban planning. Throughout his past work and educational experience, Burns has developed important skills and work strategies including strong attention to detail, verbal and written communication, and the ability to remain organized in a fast-paced, deadline driven environment. Of particular importance is his ability to focus on details without losing sight of the broader impact of his work. Mr. Burns's career and educational history includes program development, project management, curriculum creation, hiring and evaluating employees, and stakeholder engagement. He has worked to establish strong relationships with community members and organizations and has always maintained open lines of communications with stakeholders. Mr. Burns has also worked with state government agencies to maintain program compliance. The skills developed working in the education system have been invaluable. Burns's work as a planner. He has given successful presentations to a variety of community organizations and elected officials and his outreach efforts have consistently met with success. Additionally, his thorough data analysis skills have received praise and have been instrumental in guiding organizational and project level decisions.

Project Experience

FDOT District Seven, PD&E Continuing Services – Planner. This contract will provide development and implementation of the community awareness /public involvement activities for various projects within the district. As part of this, Elmore is responsible for the contractual services of Public Information Services for District Seven PD&E, construction, planning, and design. Responsibilities include construction public outreach and community outreach; plan and execute special events; prepare news releases, public service announcements, and fact sheets for news media; social media coordination, graphic services, maintaining databases including mailing lists and public inquiries and complaints; customer service, project website creation and maintenance and preparation of all project collateral materials, videos, and presentations. (2022-present)

Hillsborough County Comprehensive Plan Update – Planner. EXP has been providing facilitation to ensure meaningful public engagement for the Future Land Use Section update of the unincorporated Hillsborough County Comprehensive Plan. This project will include public engagement, stakeholder engagement, elected and appointed official liaison, and overall policy recommendations. (2022-present)

Plan Hillsborough General Planning Services – Planner. EXP has been providing General Planning Services to Plan Hillsborough, including the following activities: public outreach, strategic planning, community planning, facilitation, master planning, planning, and zoning reviews, preparation of applications for planning grants, videos, graphics, presentations for public meetings, development and implementation of hybrid public workshops, and preparation of any technical documents to support the staff as requested. (2022-present)

Alex Burns - continued**Proficient Skills**

- Project Management
- Public Outreach
- GIS/AutoCAD
- Technical Writing
- Stakeholder Relations
- Legal Compliance
- Interagency Relations
- Microsoft Office

FDOT District Six, NW 67 Intermodal Corridor Study, Miami-Dade County, FL – Planner. This project part of an evaluation of a roadway segment of the National Highway Freight Network (NHFN) to develop improvements that address existing and future operational, social, economic, and safety needs of this corridor that includes the cargo area of the Miami International Airport as well as the adjacent street network that encompasses parts of NW 36 Street, Perimeter Drive, and NW 25 Street. It will also provide freight travel continuity to this critical regional system and a large industrial and trade area. (2022-present)

***Pinellas Trail Speed Study – Intern Planner.** This study was assigned to address stakeholder concerns about speeding conditions and e-bikes on the Pinellas Trail in Pinellas County, Florida. Mr. Burns collected data using electronic sensors along the trail which monitors speed and movement type. Site visits were conducted along the trail to collect data on e-bikes. Presentations were given to citizen committees and elected officials and public outreach media was released, including a blog post, to inform the public about the results of the study. (2021-2022)

***Forward Pinellas Equity Assessment – Intern Planner.** Forward Pinellas embarked on an internal audit of the results of the organization's work to determine how it affected different communities within their jurisdiction. As part of this assessment, Mr. Burns collected, reviewed, and aggregated data from public outreach activities that was instrumental in developing alternatives and action items. Burns also analyzed internal structures to identify areas for possible restructuring. (2021-2022)

***Forward Pinellas Public School Outreach – Intern Planner.** This outreach effort was created to establish an organizational relationship between Forward Pinellas and Pinellas County Schools and to extend public outreach activities to include public school students. The foundation of this effort was an educational unit that could be used in middle and high schools to teach students what planners do and how the development around them was conceived. Mr. Burns revised this unit and presented it at a school district conference. Teachers and district officials praised Burns for his presentation skills and the accessibility and applicability of the unit for their students and requested further correspondence to develop the organizational relationship. (2021-2022)

***Hillsborough Virtual School Special Education Program Development – Department Supervisor.** Mr. Burns accepted a promotion to Special Education Department Supervisor at Hillsborough Virtual School in April 2020. With the onset of the COVID-19 pandemic, virtual schools were enrolling students in special education programs, a demographic their platforms were not built to serve. Mr. Burns was tasked with creating a virtual special education program. He worked with school and district officials, parents, teachers, and students to create a program to meet the unique needs of these students while staying in compliance with state statutes. Burns sought feedback and adjusted program structure as needed. He also delivered many trainings to school and district staff. (2020-2021)

**experience prior to working with EXP.*

Melissa Hege, AICP, LEED AP

Principal in Charge

MHCP
COLAB



CREDENTIALS

American Institute of Certified Planners
#016841
LEED Accredited Professional

EDUCATION

University of Pennsylvania, MA City Planning
Brandeis University, BA European Literature
Harvard University Career Discovery Program

PROFESSIONAL ASSOCIATIONS

American Planning Association
Urban Land Institute (ULI)
Florida Redevelopment Association (FRA)
Board Member, Miami TPO, Bicycle Pedestrian
Committee

HONORS

2022, Florida Chapter of the American Planning
Association: Award of Excellence for Planning
Innovations for All Ages, Little Havana
Pedestrian Priority Zones
2020-2021, Urban Land Institute Leadership
Institute
2019, Health Foundation Grant Recipient 2016,
Miami Foundation Public Space Challenge
Winner
2008 Award of Excellence FL APA, West Palm
Beach Zoning Code

Founder and Principal Melissa Hege leads the firm's urban planning work with 25 years of expertise focused on how land use and transportation policies shape the built environment. She has worked throughout the country including Lafayette, LA, Detroit, Boston, South Carolina, and Florida. Melissa is adept at taking plans from concept to adoption including Midtown Miami, and an award-winning initiative to design and implement safer streets for children walking to school in Little Havana. Her speaking engagements, blogs, and award winning plans highlight this expertise and her ability to engage communities and identify the right combination of planning that makes successful places.

RECENT PROJECTS

Pinecrest Parkway (US1) Vision Plan/TODs, South Corridor BRT

Designed and co-managed the overall project approach including over 25 hours of community meetings, design concepts, visualizations and recommendations for station areas in a suburban community.

Visioning, Outreach and Comprehensive Plan Update for West Melbourne

Co-leading the public engagement and Parks and Recreation, Conservation and Future Land Use elements for this comprehensive plan update including visioning workshops with interactive surveys and boards to engage participants with meaningful input.

Intracoastal Master Plan, for Dezer

Lead neighborhood outreach to redevelop a 29-acre infill site for multi-story mixed-use with 30 hours of one on one calls, town halls, microsite and project video in North Miami Beach.

Laurens County Development Corporation Community Asset Mapping

As part of the South Carolina American Planning Association's Community Planning Assistance Team (CPAT), developed a Story Map and report of community assets for business recruitment purposes.

Alternative Mobility Shared Use Path Collaboration, FDOT District 6

Leading the strategy and overall process to obtain interagency approvals and community support for an FDOT initiative to design and construct a multi-use path on a municipally owned roadway. This includes a robust outreach and stakeholder plan.

Broward Commuter Rail Station Area Planning

Led station area planning to evaluate and select station areas in terms of land use and economic development; authored the FTA Small Starts grant application for these topic; and was a key member of the outreach team for planning and urban design.

Little Havana Pedestrian Priority Zones

Created this award winning policy plan, including a public relations strategy to make it safer for children to walk to school in Little Havana. Is currently overseeing the plan implementation for design and construction and helped secure \$5.5M in funding.

Matthew Hege

Deputy Project Manager

MHCP
COLAB



CREDENTIALS

Florida Public Relations Association

EDUCATION

East Carolina University, MBA

East Carolina University, BS, Communications

Massachusetts Institute of Technology (MIT),
School of Architecture and Planning Certificate:
Planning and Zoning Process, Public/Private
Partnerships, 2022

PROFESSIONAL ASSOCIATIONS

Florida Redevelopment Association (FRA)

Florida Chapter, American Planning Association
(FL APA)

Urban Land Institute (ULI)

HONORS

2022, Florida Chapter of the American Planning
Association: Award of Excellence for Planning
Innovations for All Ages, Little Havana

Pedestrian Priority Zones

2018, New York Emmy Award TV Series

Director Matthew Hege leads the firm's current outreach and public relations efforts and technical analysis with 25 years of experience. He is adept at developing clear messaging for public relations campaigns as to complex planning and development projects. His experience includes extensive focus for municipal and corporate communications strategy, public relations campaigns, brand awareness, media relations and expertise in public private partnerships with a focus on zoning and land use analysis.

RELEVANT PROJECTS

Miramar Citywide Economic Development Plan

Colab will lead the outreach and planning for this citywide effort.

Hollywood Beach Public Private Partnership Outreach Campaign, The Related Group

Lead the outreach campaign for the P3 to redevelop an underutilized city-owned parcel for public and private use. Reached 500+ residents and businesses and 20 community meetings with approval March 2022.

Pinecrest Parkway (US1) Vision Plan/TODs, South Corridor Bus Rapid Transit

Co-lead the visioning plan, and communications strategy including a review of the land development regulations impacting development along the US1 corridor with emphasis on Miami Dade County's Rapid Transit Zones.

Visioning and Outreach Comprehensive Plan Update for West Melbourne

Co-leading plan elements including Future Land Use, as well as visioning and community outreach for the comprehensive plan update.

Laurens County Development Corporation Community Asset Mapping

As part of the South Carolina American Planning Association's Community Planning Assistance Team (CPAT), developed a Story Map and report of community assets for business recruitment purposes.

Little Havana Pedestrian Priority Zones, City of Miami

Runs public awareness and public relations for the award winning Little Havana Pedestrian Priority Zones to make it safer for children to walk to school. This includes media relations, walking tours and press events with coverage on NBC 6, Univision, Telemundo, Miami Herald, El Nuevo Herald and Miami Today.

Fort Meyers Beach 2022 Comprehensive Plan

Drafted the Conservation, Historic Preservation, Recreation and Open Space, Community Design and the Capital Improvement Plan elements.

Residences of Hillsboro Beach Outreach Campaign, Dezer and The Related Group

Co-lead this outreach campaign reaching 520+ residents in 2 1/2 months by email. Engaged 150 people in two community meetings with over two dozen hours of phone calls in January 2022.

Renee Mack

Junior Planner/Planning Intern




EDUCATION

University of Central Florida, Associates Degree, 2021
 University of Central Florida, BA , Public Administration, 2023
 University of Central Florida, MS, Urban and Regional Planning candidate, 2025

PROFESSIONAL ASSOCIATIONS

American Planning Association (APA)
 Florida Planning and Zoning Association
 American Public Transportation Association
 Association for Commuter Transportation
 Women's Transportation Seminar
 Congress for the New Urbanism

HONORS

2023 Agile Mile Urban Planning Scholarship
 2023 American Planning Association Florida Andre Anderson Minority Scholarship
 2019 Scholastic Art & Writing Hillsborough County Public Schools Writing Regional Award Winner: Gold Key
 2017 Silver Key and Honorable Mention
 President's list on multiple occasions
 Graduated cum laude

Renee Mack is a graduate student at the University of Central Florida pursuing a Master of Science in Urban and Regional Planning. She is joining MHCP Colab in January 2024 to support our team in planning research, outreach and GIS analysis. She intends to pursue her AICP Certification as well as a CNU-A and eventually obtain a doctorate in the field of Urban Planning. She is a member of the American Planning Association, the Congress for New Urbanism, the Florida Planning and Zoning Association, the American Public Transportation Association, the Association for Commuter Transportation, and the Women's Transportation Seminar.

EXPERIENCE

Orange County Government Planning Department

From Spring of 2023 to Winter 2023 Renee worked as a planning intern. She coordinated revised plan submittals. She also created location, zoning and aerial maps with ArcGIS for staff reports and public hearing requests. Renee gathered and analyzed data on assorted research studies and customer inquiries. She attended Development Review Committee and Technical Review group meetings for plan approvals. She also sat on monthly Design Review Committee briefings with the District Commissioner's offices.

League of Women Voters of Florida/Orlando

Fall 2022, Renee coordinated with Local Leagues from the state level. In addition to managing and organizing digital archives, she researched and conceptualized her own personal project relating to voters and community engagement. Throughout her time there, Renee focused on diversity, equity and inclusion efforts throughout the organizations.

Lakeland Regional Medical Center

From 2016-2019, Renee earned over 300 hours of community service at this major not-for-profit medical center in Central Florida. Throughout the year, she provided administrative support to the Human Resources Department with special projects including preparing Service Awards for the Rewards & Recognition Team and preparing on-boarding materials for the Learning & Development Department. She supported the Information Systems Service Delivery Department. Assignments included removing computer hard drives and attending service calls throughout the medical center. Under the direction of the Systems Engineer, responsible for responding to requests for end user hardware and software support. Received special recognition for supporting the team during the opening of the Women's & Children's Pavilion. She also aided in updating technology in the historical areas of the hospital and setting up new hardware.



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.



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, Environmental Science,
Stetson University

BS, Physics, Stetson
University

Years of Experience

7

Years with UES

7

Certifications

- Concrete Strength Testing Technician
- Aggregate Base Testing Technician – Level I
- LBR Technician

Michael Mohney, BS

Project Manager

Mr. Mohney coordinates and manages geotechnical explorations and testing services for buildings, pools, under and above ground storage tanks, underground utilities, stormwater management facilities, residential and industrial facilities, and small to large roadways. He also provides earthwork recommendations for underground storage tanks, above ground storage tanks, condominiums, roadways, and houses within problematic soil conditions. He provides shallow and deep foundation analysis in problematic soil conditions.

PROJECT EXPERIENCE

I-95 & I-4

Volusia County, FL

Mr. Mohney served as a lead lab technician. He performed LBRs and tested concrete for I-95 from August 2016 to present.

The Palms Subdivision

New Smyrna Beach, FL

Mr. Mohney served as a project manager. He performed geotechnical services for the this residential subdivision in New Smyrna Beach.

South Tower Hotel

Volusia County, FL

Mr. Mohney performed compression, lateral, and tensile pile load tests to verify the relationship between the predicted loadings and the actual displacements of the designated piles.

Bunnell-Eagle Access Road Rebuild

Palm Coast, FL

Mr. Mohney was provided with a kmz file indicating approximately 10.4 miles of the existing access road from the Eagle Substation at 9961 U.S. Highway 1 to the Bunnell Substation at 755 Lake Avenue. We understand that most of the roadway is unpaved and that there are several adjacent wetland/low-lying areas present. We also understand that the underlying soils within the roadway and right-of-way areas need to be evaluated for suitability purposes.

Coastal Woods Subdivision

New Smyrna Beach, FL

Mr. Mohney served as the project manager. He performed geotechnical services for the this residential subdivision in New Smyrna Beach.

Tydemark Waterford Condominium

New Smyrna Beach, FL

Mr. Mohney performed compressive pile load testing to verify the relationship between the predicted loadings and the actual displacements of the designated piles for this condominium located in New Smyrna Beach.

Tomoka Town Center

Daytona Beach, FL

Mr. Mohney served as the project manager. He performed Geotechnical services for this project in Daytona Beach, which includes several retail buildings and restaurants.

Gaco Patrol Road Improvements

DeLand, FL

Proposed construction consists of widening and resurfacing the existing unpaved patrol road, also concrete culverts will be installed.

Proposed Mast Arms

Ormond Beach, FL

Mr. Mohney served as the project manager. He performed geotechnical services for the this proposed project in Ormond Beach.

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LICENSEE DETAILS

10:21:41 AM 6/1/2023

Licensee Information

Name:	EXP U.S. SERVICES INC. (Primary Name)
Main Address:	56 QUEEN STREET EAST, SUITE 301 LEGAL - LICENSES BRAMPTON Ontario L6V 4M8

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	29701
Status:	Current
Licensure Date:	10/13/2011
Expires:	

Special Qualifications

Qualification Effective

--

Alternate Names

--

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[View License Complaint](#)

Employer Identification Number 46-0523964

EXP U.S. SERVICES, INC. is a USA domiciled entity or foreign entity operating in the USA. The EIN has been issued by the IRS

Company Name:	EXP U.S. SERVICES, INC.
Employer identification number (EIN):	46-0523964
EIN Issuing Authority	Internet
NAIC Classification:	541330
NAIC Description:	Engineering Services
401k Pension/Benefits registration	EXP U.S. SERVICES, INC. 401k plan information
State of Incorporation	Texas, TX

Organization Addresses

The following addresses have been detected as associated with Tax Identification Number 460523964

USA Mailing Address	205 N. MICHIGAN AVENUE SUITE 3600 CHICAGO IL 60601 <i>Date first seen: 2007-01-01</i> <i>Date last seen: 2023-02-28</i>
USA Mailing Address	2601 WESTHALL LANE MAITLAND FL 32751 <i>Date first seen: 2007-01-01</i> <i>Date last seen: 2022-12-31</i>
USA Mailing Address	2601 WESTHALL LN MAITLAND FL 327517124 <i>Date first seen: 2012-09-13</i> <i>Date last seen: 2013-10-14</i>
USA Location Address	2601 WESTHALL LN MAITLAND FL 327517124 <i>Date first seen: 2012-09-13</i> <i>Date last seen: 2013-10-14</i>
USA Location Address	205 N. MICHIGAN AVENUE SUITE 3600 CHICAGO IL 60601 <i>Date first seen: 2007-01-01</i> <i>Date last seen: 2023-02-28</i>



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIVISION OF REAL ESTATE**

THE SALES ASSOCIATE HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 475, FLORIDA STATUTES

RUSSELL, PATRICK JOSEPH

7 CLAYMONT COURT SOUTH
PALM COAST FL 32137

LICENSE NUMBER: SL3518114

EXPIRATION DATE: SEPTEMBER 30, 2025

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

RUSSELL, PATRICK JOSEPH

7 CLAYMONT CT S
PALM COAST FL 32137

LICENSE NUMBER: PE97711

EXPIRATION DATE: FEBRUARY 28, 2025

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Melanie S. Griffin, Secretary



STATE OF FLORIDA

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FLINT, JOHN LESTER

420 GREENVIEW ROAD
MERRITT ISLAND FL 32952

LICENSE NUMBER: PE72766

EXPIRATION DATE: FEBRUARY 28, 2025

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Melanie S. Griffin, Secretary



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BLAIR, TYLER JAMES

2043 DELLWOOD AVENUE
JACKSONVILLE FL 32204

LICENSE NUMBER: PE88369

EXPIRATION DATE: FEBRUARY 28, 2025

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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 Transportation Planner

unless withdrawn by the Certification Board and subject to the provisions for renewal.

Certificate number 685 issued in Washington, DC, USA

03/27/2019

Diane M. Morabito
Diane Morabito
Chair



Jeffrey F. Paniati
Jeffrey F. Paniati
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 Traffic Operations Engineer

unless withdrawn by the Certification Board and subject to the provisions for renewal.

Certificate number 5229 issued in Washington, DC, USA

7/13/2022


Deborah Snyder
Chair




Jeffrey F. Paniati
Executive Director



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

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SANTIAGO, JOSE LUIS

9936 NW 29TH TERRACE
MIAMI FL 33172

LICENSE NUMBER: PE60248

EXPIRATION DATE: FEBRUARY 28, 2025

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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, reading 'Jennifer Tharp'.

Jennifer Tharp | Chair, Board of Directors



A handwritten signature in black ink, reading '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



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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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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Below are images of our certifications and licenses.

The American Institute of Certified Planners
The Professional Institute of the American Planning Association

hereby qualifies
Melissa Hege
as a member
with all the benefits
of a Certified Planner and
responsibility to the
AICP Code of Ethics
and Professional Conduct.

Certified Planner Number: 016841

July 1, 2001



Florida Department of Transportation

BON DESANTIS GOVERNOR | JARED W. PERDUE, P.E. SECRETARY

May 16, 2022

Melissa Hege, Owner and Principal
MHCP COLAB, LLC
5701 Biscayne Boulevard, Suite CS-1
Miami, Florida 33137

Dear Ms. Hege:

The Florida Department of Transportation has reviewed your application for prequalification package and determined that the data submitted is adequate to technically prequalify your firm for the following types of work:

Group 13 - Planning
13.5 - Subarea/Corridor Planning
13.6 - Land Planning/Engineering

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. Your firm may pursue projects in the referenced work types with fees estimated at less than \$500,000.00. This status shall be valid until **May 16, 2023**, for contracting purposes.

Should you have any questions, please feel free to contact me by email at carlayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,
Carlynn Kell
Carlynn Kell
Professional Services
Qualification Administrator

CBHK/w

**State of Florida
Department of State**

I certify from the records of this office that MHCP COLAB, LLC is a limited liability company organized under the laws of the State of Florida, filed on May 27, 2009, effective May 19, 2009.

The document number of this limited liability company is L09000051327.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on April 14, 2022, and that its status is active.

GIVEN UNDER MY HAND AND THE GREAT SEAL OF THE STATE OF FLORIDA AT TALLAHASSEE, THE CAPITAL, THIS TWENTIETH DAY OF OCTOBER, 2022



[Signature]
Secretary of State

Tracking Number: 447437661CU
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.
<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



**Internal Services Department
Small Business Development**
111 NW 1 Street, 15th Floor
Miami, Florida 33128
T 305-376-3111
F 305-376-3150

September 10, 2022

Melissa Hege
MHCP COLAB LLC
5701 Biscayne Boulevard Suite CS1
Suite CS1
Miami, FL 33137

Approval Date: September 9, 2022 - Disadvantaged Business Enterprise (DBE)
Anniversary Date: September 8, 2023

Dear Melissa Hege,

Miami-Dade County Small Business Development (SBD), a division of the Internal Services Department (ISD), is pleased to notify you that your firm is certified under the Florida Unified Certification Program (UCP). Your firm meets the eligibility requirements for certification as a Disadvantaged Business Enterprise (DBE) in accordance with 48 CFR Part 20.

DBE certification is continuous with no expiration date; however, firms are required to attest that there are no changes via the No Change Declaration form on or before the firm's anniversary date to remain certified. You will be notified of your annual responsibilities in advance of the Anniversary Date listed above. You must submit the annual No Change Declaration form no later than the Anniversary Date to maintain your eligibility. Your firm will be listed in the UCP DBE Directory which can be accessed through the Florida Department of Transportation's website: <http://www.fl.dot.state.fl.us/EqualOpportunity/OfficeBusinessDirectory/>

DBE certification is NOT a guarantee of work, but it enables the firm to compete for and perform contract work on all USDOT Federal Aid (FAA, FTA and FHWA) projects in Florida as a DBE contractor, sub-contractor, consultant, sub-consultant or material supplier.

If at any time there is a material change in your firm, you must advise this office by sworn affidavit and supporting documentation within thirty (30) days. Changes include, but are not limited to ownership, officers, directors, management, key personnel, scope of work performed, daily operations, on-going business relationships with other firms, individuals or the physical location of your firm. After our review, you will receive instructions as to how you should proceed, if necessary. Failure to comply will result in action to remove your firm's DBE certification.

**State of Florida
Woman Business Certification**

MHCP COLAB

Is certified under the provisions of
287 and 205.187, Florida Statutes, for a period from:
03/16/2021 to 03/16/2023

[Signature]
Heather K. Soria, Secretary
Florida Department of Management Services



Office of Economic Development
1401 Eastman Avenue, Suite 400
Tallahassee, FL 32309
Phone: 904-438-3333
www.flgov.com/ems/office



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LICENSEE DETAILS

4:04:47 PM 10/7/2023

Licensee Information

Name:	JIMENEZ URENA, IVAN (Primary Name)
Main Address:	14035 SW 67TH TERRACE MIAMI Florida 33183
County:	DADE

License Information

License Type:	Engineering Intern
Rank:	Eng Intern
License Number:	1100020525
Status:	Current
Licensure Date:	03/14/2017
Expires:	

Special Qualifications **Qualification Effective**

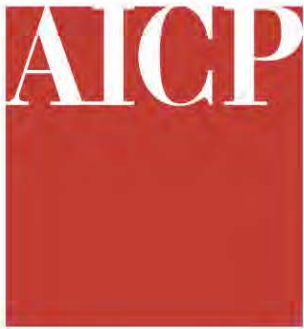
--

Alternate Names

--

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This certificate hereby qualifies

Ivan Jimenez Urena

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 35368


Joel Albizo, FASAE, CAP
Chief Executive Director


Karen Wolf, FAICP
President



**American Institute
of Certified Planners**

Creating Great Communities for All

Verify: www.youracclaim.com/



ALEX BURNS

ENVISION SUSTAINABILITY PROFESSIONAL

Has received the Envision Sustainability Professional credential upon successful completion of the requisite training and exam.

Oct 01, 2022

Issued On

Oct 01, 2023

Valid Through

Anthony O. Kane, President and CEO
Institute for Sustainable Infrastructure



#51347



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

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FUENTES, JESUS ARQUIMEDES

405 SW 13TH TER
FORT LAUDERDALE FL 33312

LICENSE NUMBER: PE75479

EXPIRATION DATE: FEBRUARY 28, 2025

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05/03/2022

5,880,502

STATE BOARD FOR PROFESSIONAL ENGINEERS

23 05 36068 QIAN XIONG

6306 05-02-2022

MESSAGE(S):

- A. A LICENSEE SHALL COMPLETE A MINIMUM OF 16 PDH UNITS.
- B. A MINIMUM OF 1 PDH IN EACH BIENNIAL LICENSING TERM SHALL BE EARNED FROM PARTICIPATION IN CONTENT RELATED TO ONE OF THE FOLLOWING: ETHICS, CODE OF CONDUCT, STANDARDS OF PRACTICE OR REGULATIONS APPLICABLE TO THE PRACTICE OF ENGINEERING IN MARYLAND.
- C. A MAXIMUM OF 8 PDH EARNED IN EXCESS OF 16 UNITS CAN BE APPLIED TO THE NEXT LICENSING TERM.
- D. NEW LICENSEES ARE NOT PERMITTED TO CARRY FOWARD HOURS ON THEIR FIRST RENEWAL CYCLE.



LICENSE * REGISTRATION * CERTIFICATION * PERMIT
STATE OF MARYLAND
MARYLAND DEPARTMENT OF LABOR

Lawrence J. Hogan, Jr.
Governor
 Boyd K. Rutherford
Lt. Governor
 Tiffany P. Robinson
Secretary

STATE BOARD FOR PROFESSIONAL ENGINEERS
CERTIFIES THAT:



QIAN XIONG

IS AN AUTHORIZED: **05 - PROFESSIONAL ENGINEER**

LIC/REG/CERT	EXPIRATION	EFFECTIVE	CONTROL NO
36068	06-29-2024	N/A	5880502

Tiffany P. Robinson

Signature of Bearer

Secretary

WHERE REQUIRED BY LAW THIS MUST BE CONSPICUOUSLY DISPLAYED IN OFFICE TO WHICH IT APPLIES

23 05 36068

5,880,502

23 05 36068
 STATE BOARD FOR PROFESSIONAL ENGINEERS
 500 N. CALVERT STREET
 BALTIMORE, MD 21202-3651

QIAN XIONG
 42 BEEKMAN AVE

CROTON ON HUDSON NY 10520





This certificate hereby certifies

Amy Elmore

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 33413

Joel Albino
JOEL ALBINO, FARM, CFP®
Chief Executive Director

Michelle J. Silver
Michelle J. Silver, FARM
President



www.aicp.org

Verify: <https://www.aicp.org/verify>



This certifies that

Jevetan Ueliou

Member ID 196507

has complied with the licensing requirements of the
Engineering and Geoscience Professions Act
and was on 4 January 2022 registered with the

**Association of Professional Engineers
and Geoscientists of Alberta**

and is entitled to practise engineering
in the province of Alberta and to take and use the title of

Professional Engineer



Brian Pearse

Brian Pearse, P.Eng.
President

J. Nagendran

Jay Nagendran, P.Eng.,
FCAE, ICD.D, FEC, FGC (Hon.)
Registrar & CEO



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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MATAMOROS, ROXANA PATRICIA

2353 SW 102 AVENUE
MIRAMAR FL 33025

LICENSE NUMBER: PE77979

EXPIRATION DATE: FEBRUARY 28, 2025

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



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DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS**

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PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

ABDALLAH, ABDELRAHMAN MEDHAT

600 NORTHERN WAY
UNIT 1403
WINTER SPRINGS FL 32708

LICENSE NUMBER: PE96861

EXPIRATION DATE: FEBRUARY 28, 2025

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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

JIMENEZ, RICARDO A.

4348 TALON LOOP
UNIT 305
LAKELAND FL 33812

LICENSE NUMBER: PE91144

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.



This certificate hereby qualifies

LENY HUAMAN

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 34023

Joel Albizo
Joel Albizo, FASAE, CAP
Chief Executive Director

Mitchell J. Silver
Mitchell J. Silver, FAICP
President



American Institute
of Certified Planners

Creating Great Communities for All

Verify: <https://www.credly.com/go/YIn1549P>



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

SOUZA, MARCOS J

5522 NW 39TH AVENUE
COCONUT CREEK FL 33073

LICENSE NUMBER: PE76210

EXPIRATION DATE: FEBRUARY 28, 2023

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.

5

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/21/2024

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 Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE INSURER A: XL Insurance America Inc	NAIC # 24554
INSURED exp U.S. Services, Inc. 205 N. Michigan Ave, Ste 3600 Chicago, IL 60601	INSURER B: National Fire Insurance Company of Hartford 20478	
	INSURER C: XL Specialty Insurance Company 37885	
	INSURER D: Continental Casualty Company 20443	
	INSURER E: AIG Insurance Company of Canada B1206	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** W32691418 **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	Y		US00057823LI23A	03/31/2023	03/31/2024	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,000,000
	<input checked="" type="checkbox"/> Contractual Liability						MED EXP (Any one person) \$ 25,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 2,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			6076413496	03/31/2023	03/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB			CA00002682LI23A	03/31/2023	03/31/2024	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 5,000,000
	<input checked="" type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6046186681	03/31/2023	03/31/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> No					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional Liability			061127095	03/31/2023	03/31/2024	Per Claim \$3,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: City of Bunnell - Continuing Professional General Planning Services (RFQ 2024-01).
 City of Bunnell is included as an Additional Insured as respects to General Liability.

CERTIFICATE HOLDER City of Bunnell	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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ACORD 25 (2016/03)

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SR ID: 25460340

BATCH: 3342913



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Required Forms

APPENDIX A REQUIRED FORMS PACKET

RFQ # 2024-D1 for CONTINUING PROFESSIONAL GENERAL PLANNING 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.

1. Acknowledgements Form
2. Certification Form
3. Insurance Requirements Form
4. Americans with Disabilities Act Affidavit Form
5. Conflict of Interest Disclosure Form
6. Drug-Free Workplace Certification
7. Non-Collusion Form
8. Public Entity Crimes Form
9. Public Records Compliance Form

ACKNOWLEDGEMENTS
RFQ #2024-01
“CONTINUING PROFESSIONAL
GENERAL PLANNING SERVICES”

To: City of Bunnell
604 E. Moody Blvd. Unit 6
Bunnell, FL 32110

(Proposer) guarantees its Response to RFQ #2024-01 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 27th day of February, 2024

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) Kyle Henry _____

Address: 50 north Laura Street, _____

Suite 2500, _____

Jacksonville, Florida 32202 _____

Telephone: 904-540-4622 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

February 27, 2024

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 EXP U.S. Services, Inc.

By: 
Signature


Kyle Henry, Vice President
Name & title, typed or printed state

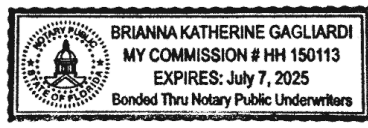
State of Florida
County of Flagler

50 North Laura Street, Suite 2500
Mailing address
Jacksonville, Florida 32202

City, State, Zip Code
(904) 540-4622
Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 27th day of February, 2024, 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 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



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 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 #2024-01** and **CONTINUING PROFESSIONAL GENERAL PLANNING 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

Kyle Henry
Authorized Signature

Jacksonville, FL 32202
City, State, Zip Code

Kyle Henry, Vice President
Printed Name & Title

(904) 540-4622
Telephone No.

Kyle.Henry@exp.com | Patrick.Russell@exp.com
Email

N/A
Fax No.

Willis Towers Watson
Insurance Agency

Deborah
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

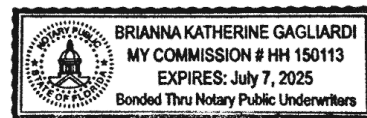
Date: February 27, 2024

STATE OF Florida
 COUNTY OF Flagler

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February, 2024, by Kyle Henry of EXP, 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

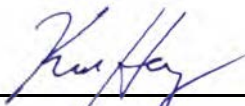


CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (*PRINTED NAME*) Kyle Henry AM THE (*TITLE*) Vice President
AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM
OF (*FIRM NAME*) EXP U.S. Services, Inc. WHOSE ADDRESS IS
50 North Laura Street, Suite 2500, Jacksonville, Florida 32202, 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: Kyle Henry

FIRM NAME: EXP U.S. Services, Inc.

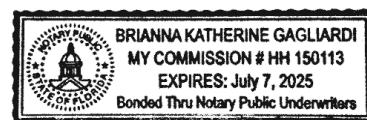
DATE: February 27, 2024

STATE OF Florida
 COUNTY OF Flagler

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February, 2024, by Kyle Henry of EXP, 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



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".

Kyle Henry
 (Authorized Signature)

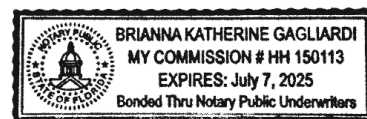
February 27, 2024
 (Date)

Kyle Henry
 (Print Name)

STATE OF Florida
 COUNTY OF Flagler

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February, 2024, by Kyle Henry of EXP, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced (type of identification) as identification.

Brianna Katherine Gagliardi
 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 Flagler

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 #2024-01 Continuing Professional General Planning Services.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-01, 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 #2024-01, 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 #2024-01, 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, FL 32202
City, State, Zip Code

Kyle Henry, Vice President
Printed Name & Title

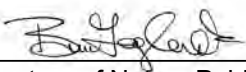
(904) 540-4622
Telephone No.

Kyle.Henry@exp.com | Patrick.Russell@exp.com
Email

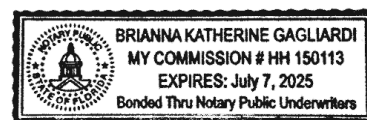
N/A
Fax No.

STATE OF Florida
COUNTY OF Flagler

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 27th day of February 2024, by Kyle Henry of EXP, 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).

- 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 Flagler

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February, 2024, by Kyle Henry of EXP, 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: February 27, 2024

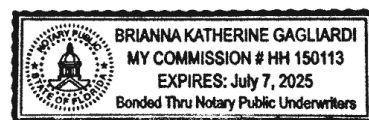
Project Number: **RFQ-2024-01 – CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES**

STATE OF Florida
 COUNTY OF Flagler

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 27th day of February, 2024, by Kyle Henry of EXP, 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



ADDITIONAL FORMS | STATEMENT OF LITIGATION

("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 details.

DCS Real Estate Investments V LLC v Huitt Zollars Inc, EXP LLC, TerraCon Consultants, Inc

Case Number: 106129199

Court/County: Palm Beach, Florida

Status: Ongoing

Description: Plaintiff alleges breach of contract, negligence and professional malpractice relating to change orders and associated fees on project for JW Marriott in Orange County, Florida.

Michael Johnson and Robert Rosa v. Aaron Nash; Lyons Limousine LLC; Patrick Richard Lyons; Mary Lyons; Zenith Limousine LLC; Edward Kraemer & Sons Inc; Kenny Construction Company; Kenny-Kraemer Joint Venture; Plote Inc; Plote Construction Inc; Roadsafe Traffic Systems Inc; Traffic Control and Protection Inc; GFS Construction LLC; Omega & Associates Incorporated; The Roderick Group Inc PC; EXP U.S. Services Inc; Thomas Engineering Group LLC; Alfred Benesch & Company; V3 Companies of Illinois Ltd.; V3 Companies Ltd.; and BV3 Joint Venture

Case Number: 16 L 003443

Court/County: Cook County, Illinois

Status: Ongoing

Description: Motor vehicle accident in the construction zone when a limousine with 6 passengers hit a barrier and rolled over. Three proceedings being tried together.

One fatality (Terri Schmidt) and one quadriplegic (Robert Rosa). Others suffered injuries of varying degrees. Limo company is not insured and was ordered to cease operations in April 2016 due to multiple violations. Driver was underage (20) and driving on a suspended license due to 5 prior convictions for speeding etc. Claims brought against any and all parties who had worked on the design or construction of the particular stretch of highway where accident occurred.

Firm's W-9

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. EXP U.S. Services Inc.</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 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) ▶ _____ </p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) 5</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 205 N Michigan Ave, Ste 3600</p> <p>6 City, state, and ZIP code Chicago IL 60601</p> <p>7 List account number(s) here (optional)</p> <p style="text-align: right;">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									
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 ▶ <i>Kathleen Johnson</i>	Date ▶ 2/26/2024
------------------	--	------------------

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-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.



Published Addenda



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
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 13, 2024

A. QUESTIONS & ANSWERS

Question 1: Will the City of Bunnell be selecting multiple planning firms?

Answer 1: The City will be looking into choosing multiple firms to perform a variety of planning services listed under Section 1.2 – Scope of Services depending on the capability of the firms that submit responses.

Question 2: The title and much of the text of the RFQ indicates that it is for general planning continuing services, while other info within the RFQ indicates that the sole purpose of the consultant will be to review a single large, planned unit development. Should our responses be geared towards general planning capabilities or the ability to review a large residential planned unit development?

Answer 2: Responses to the RFQ should be geared towards general planning capabilities regarding the scope of services listed under section 1.2, which includes Planned Unit Development Review (PUD). The language under “IMMEDIATE PROJECT INFORMATION” in section 1.2 states “The sole purpose of the designated consultant firm”, meaning a consultant firm or firms will be chosen to assist the City in reviewing the incoming PUD based on their response submittal. This was included to show what a firm should expect if chosen by the City to assist in the review.

B. UPDATED EVALUATION CRITERIA

Evaluation Criteria E. SUBMITTAL THOROUGHNESS is hereby revised and shall be used to evaluate responses to this RFQ in conjunction with Evaluation Criteria Sections A-D.

E. SUBMITTAL THOROUGHNESS (0-20)

- Points will be awarded based on the order and format of RFQ as described under “Proposal Submission”.

ACKNOWLEDGEMENT:



Signature and Date

Patrick J. Russell, P.E., Project Manager

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. 01 Continuing Professional General Planning Services RFQ 2024-01 Page 2 of 2





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
CONTINUING PROFESSIONAL GENERAL PLANNING SERVICES
CITY RFQ NO: 2024-01**

Date Issued: February 14, 2024

A. UPDATED TIMETABLE/SCHEDULE OF EVENTS

It was discovered there was conflicting information regarding the RFQ’s submission deadline and bid opening under the timetable on the cover page and under Section 1.4 – “SCHEDULE OF EVENTS”. The following are updates to the schedule of events:

- February 27, 2024 – Request for Qualification submission deadline by 10:00 AM EST.**
- February 27, 2024 – RFQ Opening to be held at 405 E. Drain St., Bunnell, FL 32110 at 10:30 AM EST.**
- TBA at Bid Opening – Selection Committee Meeting at 405 E. Drain St., Bunnell, FL 32110**
- March 25, 2024 – Estimated Commission Approval (Commission Meeting at 7:00 PM at 1769 E. Moody Blvd., Bunnell, FL 32110 in the Board Chambers Meeting Room).**

ACKNOWLEDGEMENT:

Signature and Date

Patrick J. Russell, P.E., Project Manager

Printed Name and Title

EXP U.S. Services, Inc.

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02





exp.



EXP

2601 Westhall Lane, Maitland, FL 32751

t: +1.904.540.4622

exp.com



City of Bunnell, Florida

Agenda Item No. H.3.

Document Date: 3/18/2024 Amount:
Department: Infrastructure Account #:
Subject: Request Approval of the RFQ #2024-02 Selection Committee
Recommendation and to Proceed with Negotiations for the Design-Build
Brackish Water RO Project
Agenda Section: New Business:
Goal/Priority: Infrastructure

ATTACHMENTS:

Description	Type
Selection Committee Minutes	Minutes
PC Construction Qualifications Submittal	Bid Package
RFQ 2024-02 Design-Build Brackish Water RO	Bid Package

Summary/Highlights:

Staff is seeking to award the Selection Committee's recommendation and proceed with negotiations with the contractor selected for the Professional Design-Build Services for the Brackish Water Reverse Osmosis (RO) Project.

Background:

Request for Qualifications (RFQ) 2024-02 was issued for Professional Design-Build services on January 30, 2024. Qualification Statements were received on March 5, 2024. The City received two submittals:

CPH
PC Construction

The Selection Committee met on March 13, 2024, resulting in the recommendation to engage in negotiations with PC Construction.

If PC Construction's submission is awarded by the Commission, Staff will then proceed with negotiations for a contract for the Design-Build services for the Brackish Water RO Project with PC Construction.

The City has \$4,500,000 funding available through a Florida Department of Environmental Protection legislative grant that was previously awarded. LPA0481 agreement was approved by Commission on 12.11.2023, and fully executed on 12.14.2023.

Staff Recommendation:

Approval of the Selection Committee recommendation and to proceed with negotiations for the Design-Build Brackish Water RO Project Agreement.

City Attorney Review:

Finance Department Review/Recommendation:

City Manager Review/Recommendation:



CITY OF BUNNELL

Professional Design-Build Services – Brackish Water RO

RFQ 2024-02 Selection Committee Minutes

March 13, 2024

City of Bunnell Staff Present:

Dustin Vost, Infrastructure Director – Selection Committee Member
Kristi Moss, Finance Director - Selection Committee Member
Mary Anne Atwood, Project Manager - Selection Committee Member
Bradley Reed, Human Resources - Selection Committee Member
Jessica Sheeler, Assistant Project Manager

Bidders Present: See sign in sheet attached.

Meeting commenced at 2:00 PM.

This meeting is being held to rank the two qualifications submittals received for the Design-Build Services – Brackish Water RO Project from CPH and PC Construction.

Total Average:	PC: 92 Ranked no. 1	Total Points:	PC: 368
	CPH: 67.8 Ranked no. 2		CPH: 339

Dustin Vost: PC Construction has been selected by the selection committee, ranked and scored to handle the Brackish Water Reverse Osmosis Project.

This will be taken to Commission for approval of the selection committee's recommendation on April 8, 2024.

A motion was made by Mr. Vost to recommend award to PC Construction. The motion was seconded by Kristi Moss. With no discussion from the Committee or the firms present, the motion carried unanimously.

Meeting adjourned at 2:07 PM.

SIGN IN SHEET



CITY OF BUNNELL
 RFQ 2024-02 Selection Committee
 PROFESSIONAL DESIGN-BUILD SERVICES - BUNNELL BRACKISH WATER RO PROJECT
 Wednesday, March 13, 2024 2:00PM

PRINT NAME	COMPANY	EMAIL	PHONE #
1 Justin Daily	PC Construction	jdaily@pcconstruction.com	772-274-3017
2 John Veselovic	PC Construction	jveselovic@pcconstruction.com	802 318 3293
3 Nicky Davis	CPH	NDavis@cpncorp.com	386-445-6569
4 ED NEY	RJ SULLIVAN	ENEY@RJSULLIVANCORP.COM	772-370-9050
5 GARY RIVELLO	RJ SULLIVAN	GRIVELLO@RJSULLIVANCORP.COM	904-802-2092
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

CITY OF BUNNELL
Professional Design-Build Services - Bunnell Brackish Water RO Project
RFQ 2024-02
March 13, 2024 2:00PM

Committee Member Scores		
	CPH	PC Construction
Dustin Vost	77	88
Kristi Moss	84	87
Bradley Reed	97	98
Mary Anne Atwood	81	95
Total	339	368
Averaged Total	67.8	92
Rank	2	1

CITY OF BUNNELL
Professional Design-Build Services - Bunnell Brackish Water RO Project
RFQ 2024-02
March 13, 2024 2:00PM

CATEGORY	MAX POINTS	CPH	PC Construction
IX. A. - Ability of Firm and its Professional Team Composition	20	18	20
IX. B. - Firm's Related Experience	20	17	19
IX. C. - Firm's Approach and Methodology	20	15	20
IX. D. - Effects of the Firms Current and Projected Workload	10	9	9
IX. E. - Local Firms	10	5	8
IX. F. - Completeness of Response	10	7	9
IX. G. - References for Firm and All Subconsultants	10	10	10
Maximum Points	100	81	95

COMMITTEE MEMBER:

Mary Anne Atwood _____
Type or Print Name Here

MEMBER SIGNATURE  _____

DATE 03.13.2024 _____

CITY OF BUNNELL
Professional Design-Build Services - Bunnell Brackish Water RO Project
RFQ 2024-02
March 13, 2024 2:00PM

CATEGORY	MAX POINTS	CPH	PC Construction
IX. A. - Ability of Firm and its Professional Team Composition	20	20	20
IX. B. - Firm's Related Experience	20	20	20
IX. C. - Firm's Approach and Methodology	20	19	20
IX. D. - Effects of the Firms Current and Projected Workload	10	10	9
IX. E. - Local Firms	10	10	9
IX. F. - Completeness of Response	10	9	10
IX. G. - References for Firm and All Subconsultants	10	9	10
Maximum Points	100	97	98

COMMITTEE MEMBER:

Bradley Reed

Type or Print Name Here

MEMBER SIGNATURE



DATE

3/11/24

CITY OF BUNNELL
Professional Design-Build Services - Bunnell Brackish Water RO Project
RFQ 2024-02
March 13, 2024 2:00PM

CATEGORY	MAX POINTS	CPH	PC Construction
IX. A. - Ability of Firm and its Professional Team Composition	20	18	18
IX. B. - Firm's Related Experience	20	19	19
IX. C. - Firm's Approach and Methodology	20	16	17
IX. D. - Effects of the Firms Current and Projected Workload	10	6	7
IX. E. - Local Firms	10	10	10
IX. F. - Completeness of Response	10	7	8
IX. G. - References for Firm and All Subconsultants	10	8	8
Maximum Points	100	84	87

COMMITTEE MEMBER:
Winst Moss
Type or Print Name Here

339 348

MEMBER SIGNATURE Winst Moss

DATE 3/13/24

CITY OF BUNNELL
Professional Design-Build Services - Bunnell Brackish Water RO Project
RFQ 2024-02
March 13, 2024 2:00PM

CATEGORY	MAX POINTS	CPH	PC Construction
IX. A. - Ability of Firm and its Professional Team Composition	20	20	20
IX. B. - Firm's Related Experience	20	19	19
IX. C. - Firm's Approach and Methodology	20	15	18
IX. D. - Effects of the Firms Current and Projected Workload	10	2	8
IX. E. - Local Firms	10	5	5
IX. F. - Completeness of Response	10	8	10
IX. G. - References for Firm and All Subconsultants	10	8	8
Maximum Points	100	77	88

COMMITTEE MEMBER:

Dustin Vast

Type or Print Name Here

339

368

MEMBER SIGNATURE 

DATE

3/13/2024

City of Bunnell, FL Bunnell WTP Brackish Water RO Project

Proposal for Design-Build Services

March 5, 2024

ORIGINAL



PC Virtual Construction Rendering of Bunnell WTP

Proposer:



BUILDING STRONGER, TOGETHER

PC Construction

18 Market Avenue, Suite 135

Palm Coast, FL

802.318.3243

John Yesalonia, Construction Executive

pcconstruction.com

Lead Design Engineering Partner:



Working Wonders With Water

Carollo Engineers

200 East Robinson Street, Suite 1400

Orlando, FL

407.478.4642

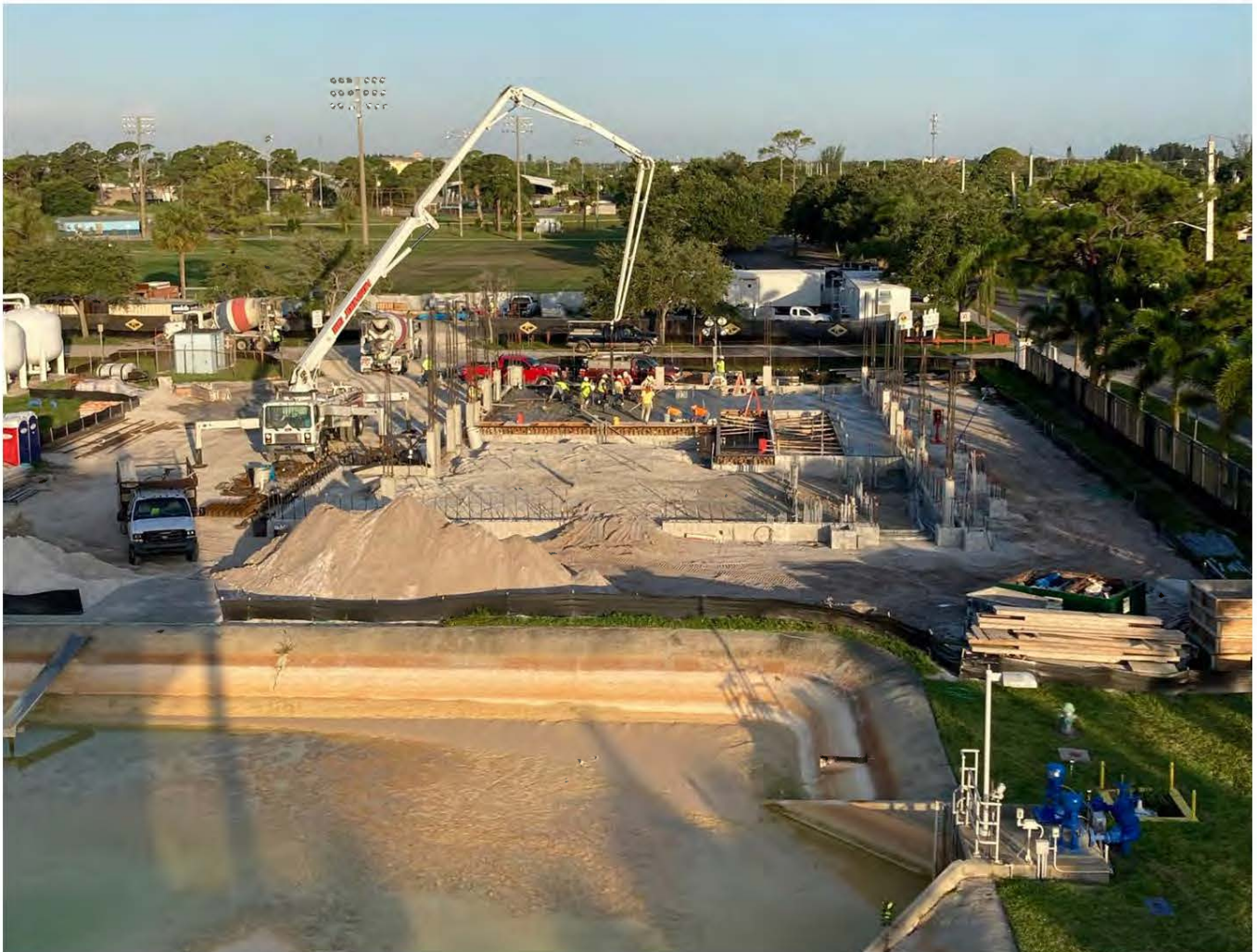
Erica Stone, Project Manager

carollo.com

Table of Contents

Letter of Intent

Section A: Ability of Firm and Its Professional Team Composition	A-1 through A-18
Section B: Firm's Related Experience	B-1 through B-13
Section C: Firm's Approach and Methodology	C-1 through C-9
Section D: Effects of the Firm's Current and Projected Workload	D-1 through D-2
Section E: Local Firms	E-1
Section F: Completeness of Response	F-1 through F-2
Section G: References for Firm and All Subconsultants	G-1
Appendix A: Required Forms	



Stuart Water Treatment Plant RO Treatment Facility



BUILDING STRONGER, TOGETHER

18 Market Avenue, Suite 135
Palm Coast, FL 32164
802.318.3243
pcconstruction.com

100% EMPLOYEE OWNED

March 5, 2024

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

Dear Ms. Bates:

The City of Bunnell's commitment to providing its residents with high-quality, safe and efficiently-treated water requires the design, permitting and construction of a 200,000 gpd RO system, including raw water main installation, RO skid installation and associated piping and valves and controls. The planned project will also include structural improvements to house the RO skid.

PC Construction is an industry-recognized leader in projects of this size and scope—particularly in Florida and the Southeast, where we have delivered iconic and award-winning projects. Our extensive experience includes the \$40 million Westside Regional WRF Improvements CMAR project for the City of Daytona Beach, which was delivered by many of the same local team members who will manage your project, along with our design-build partner, Carollo Engineers. Our successful delivery of water projects was a direct reason for PC's recognition as [2022 Southeast Contractor of the Year](#) by *Engineering News-Record*.

The PC/Carollo team firmly believes true success at every stage of the project is derived through teamwork and collaboration. To complete this project, while maintaining treatment capacity and plant operations throughout its duration, is more than achievable with selection of our team.

We are excited to work together with you, and we have already been working hard on a specialized approach to help you achieve the long-term vision for this project. Our team and delivery process offers the City the following benefits:

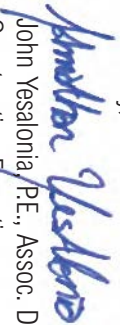
- [Open, transparent collaboration and communication built on trust throughout all project phases](#)—PC and Carollo believe that fostering a culture of trust, open communication and collaboration is imperative for success. The core of our commitment is remembering the end users—your operations and maintenance staff—and becoming integrated with them. Building a partnership with your staff is our key success factor on similar projects and will be needed to plan, construct and commission a user-friendly facility together. We also have an excellent working relationship, having completed three high-profile projects together for the City of Daytona Beach over the past few years.
- [Extensive water treatment and RO experience](#)—The PC/Carollo team understands collaborative delivery of a treatment plant project may have a different meaning among project teams. For PC and Carollo, collaborative delivery has the same meaning that it has had for more than 50 years of treatment plant design and construction, which is to serve as a trusted partner for our clients. PC is currently completing work on a new RO Treatment Facility in Stuart, Florida, with much of the same team proposed for this project. Carollo's comprehensive RO experience in Florida includes the Babcock Ranch WTP Expansion in Fort Myers, two projects in Polk County and two projects in North Lee County for Lee County Utilities—all five of which are detailed in *Section B: Firm's Related Experience*.
- [Immediate availability to begin the project](#)—In our industry, there are widespread shortages of the experienced professionals and craftworkers required for project success, along with overcommitment on many projects throughout Florida by other firms. We have strategically assembled our local team with this in mind, and all PC and Carollo personnel assigned to his project are 100% available, local, and will be dedicated to the City of Bunnell. This means our team is ready to commence design and preconstruction efforts immediately upon award. This is our community, too!
- [Innovation and proven best practices from similar water treatment facility upgrades](#)—PC completed its first design-build Florida treatment plant in 1995, and we continue to be among the leaders in the industry. Our extensive experience has

refined our design-build processes and systems to deliver project benefits at every stage. We begin with a detailed and robust design phase, followed by outstanding preconstruction, where we develop an accurate and reliable cost model. With that we can analyze various design and construction options, and support decision making to optimize schedule and cost. In the construction and commissioning phase, we continue our open-book design-build approach to manage the project in a hands-on way, providing open-book project accounting, scheduling and quality management. Our team has already begun leveraging our RO experience to optimize project risk, value engineering, phasing and procurement solutions.

- **A Community-Focused Approach**—All our hard work will be in support of a successful project for the City of Bunnell and its residents. Nearly all of our proposed project team members are residents of Northeast Florida, many residing in Flagler County itself, so we are looking forward to working with the City to bring outreach, interaction and contracting business opportunities to the community as we have done on each of our nearby projects.

We appreciate your consideration and are truly excited about the opportunity to be selected as your design-build team. If you have any questions, please do not hesitate to contact me. I am authorized to make representations for PC Construction.

Sincerely,



John Yesalonia, P.E., Assoc. DBIA, STSC
Construction Executive

PC Construction
jyesalonia@pccconstruction.com
802.318.3243

PC acknowledges receipt of Addendum 1, dated February 9, 2024 and Addendum 2, dated February 15, 2024. Signed copies are included in Appendix A: Required Forms.



SECTION A

Ability of Firm and Its Professional Team Composition

SECTION A

Ability of Firm and Its Professional Team Composition

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.

Our proposed Organizational Chart, including all relevant information, is presented on page A-2.

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.

The PC/Carollo team has the abilities and synergistic design-build experience necessary to successfully complete the Brackish Water RO Project for the City of Bunnell. We will assist you with creating a world-class RO system using the best design-build practices, highest level of design and construction management, coupled with the very best local subcontractors to execute the work. Our single integrated team—from design, construction, quality control and operational start up—will give you peace of mind as you embark on this important project. *Resumes for key personnel are included on pages A-3 through A-18.*

3. **Review the professional resources available to properly provide services as requested in the RFQ document.**

To provide the professional resources needed to meet the project's schedule, we have brought together a proven partnership of Northeast Florida's experienced water professionals—PC and Carollo. Our team has both the relevant experience and the experience working together to ensure that this project is completed on schedule. That experience is demonstrated in multiple projects this team has delivered for the City of Daytona Beach over the past five years.

4. **Review the project team to ensure the team proposed contains all critical disciplines required.**

The PC/Carollo team includes experts in all the critical disciplines required for success on this project, including—on the design side—industry leaders in water treatment design, RO design and construction, permitting, piping/pumping, electrical and hydrogeology. Our preconstruction/construction team includes experienced estimators, schedulers, quality control engineers and safety specialists, all under the leadership of a seasoned team that includes a highly knowledgeable project manager, superintendent, project engineers and other field support.



5. **The project manager and proposed team should be uniquely qualified to provide the desired services.**

Construction Executive John Yesalonia and Senior Project Manager Jason Surowiec, a 26-year veteran in the water/wastewater construction industry, have successfully completed numerous projects of a very similar size and scope to the Brackish Water RO project. Their outstanding leadership qualities and record of success on intricate, specialized projects make them uniquely qualified to ensure success for the City of Bunnell. They are joined by Superintendent Justin Daily and much of the team that is currently completing a project for the City of Stuart, Florida, which includes the construction of a new 1.5-mgd RO treatment facility with a 3.0-mgd-capable process/control building.

We understand that this project requires dedicated staff, and that our key leadership is currently administering other work locally. In addition to this proposed team for this project, we will also include dedicated employees to ensure that our customer service, safety and quality remain at the highest level for the City. Under the oversight of John, Jason and Justin, Project Superintendent Brandon Lovelette will bring his wealth of recent local experience working on active water treatment plants, as will Senior Project Engineer Alex Rubio and Quality Assurance Manager Jose Saldivar.

Organizational Chart



PC/Carollo Integrated Team

Building upon our existing interactive, inclusive working relationship, PC and Carollo will collaborate with the City of Bunnell throughout all phases of the project to ensure success.

Orderly Communications

We recognize that all successful projects must have a high level of interaction between the owner, engineer, operations and maintenance staff, design engineers, and contractor's staff. Open communications will start early in the project life-cycle, involving frequent, focused workshops with the City of Bunnell to ensure the design concepts, process capabilities, ease of operations, maintenance access and equipment layouts are well understood.

Information Distribution

Throughout all phases, we will employ our open and comprehensive communication process to share essential information, ensuring the entire team has a current and working understanding of the project, sequencing and how construction will be executed. Under the leadership of Senior Project Manager **Jason Surowiec** all communication will involve all the appropriate partners.

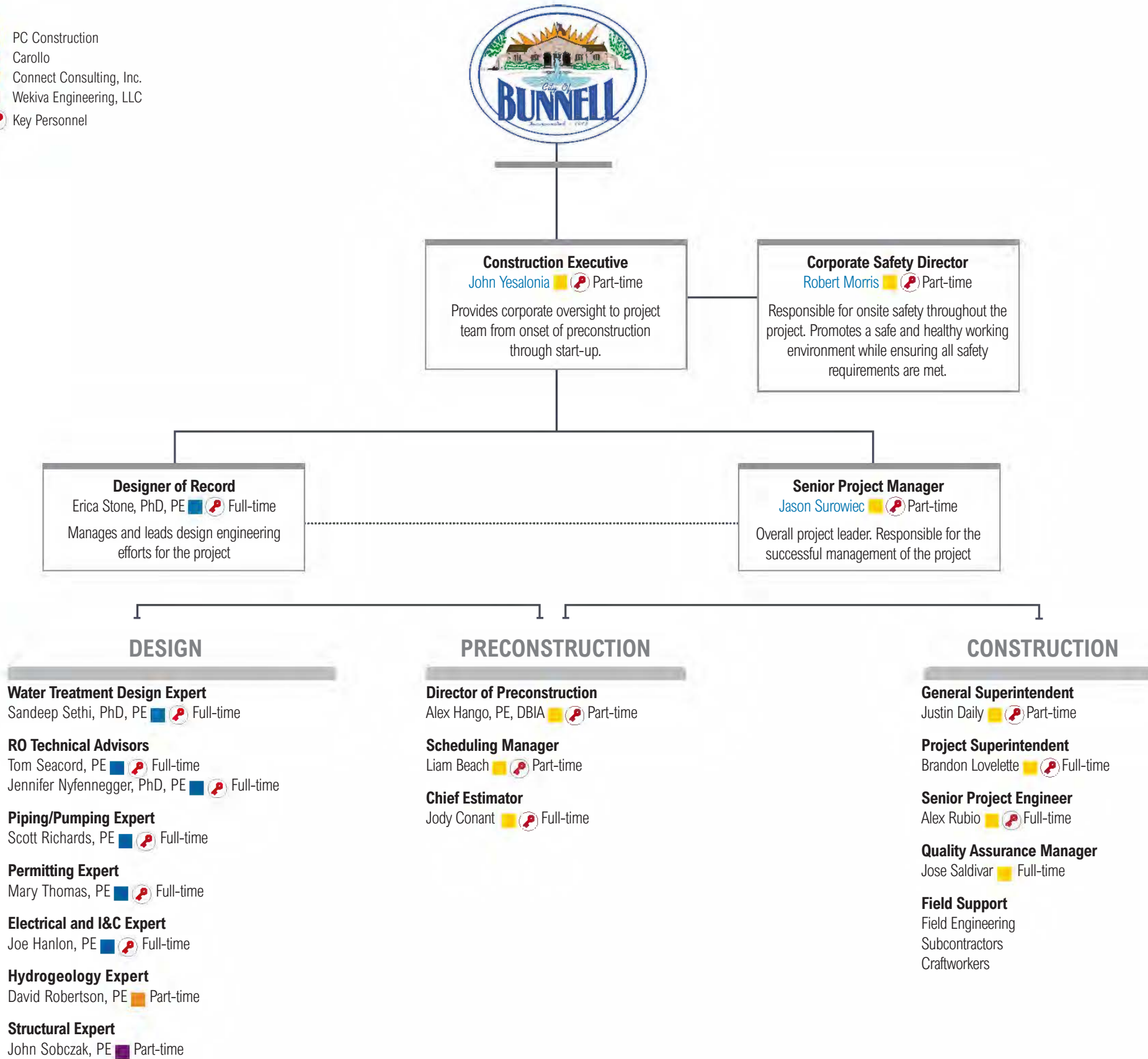
Coordination of Activities

Project Superintendent **Brandon Lovelette** will host coordination meetings at the appropriate levels where all parties, including contractors, can meet and to discuss work plans and logistics. Having this forum promotes coordination of upcoming construction activities, MOPO plans, material deliveries and site access. We will also review safety and emergency plans, contacts, phone numbers and other protocols to ensure a proper well-coordinated response in the event of an emergency.

Accountability

In addition to the coordination meetings, PC/Carollo will continually share three-week look-ahead schedules and updated logistics plans, holding us accountable on a daily basis. Design meetings and workshops will be scheduled early to allow us to keep on track with our early deliverables. We pride ourselves on excellent communication, coordination and problem-solving skills to integrate construction activities and prevent affecting schedule or budget.

- KEY**
- PC Construction
 - Carollo
 - Connect Consulting, Inc.
 - Wekiva Engineering, LLC
 - Key Personnel





John Yesalonia, PE, Assoc. DBIA, STSC

Construction Executive

INDUSTRY: **16**YRS PC: **13**YRS



As construction executive, John provides corporate oversight on projects, ensuring company resources are available to ensure success, including adherence to the project's budget, schedule, quality and safety requirements. John has ample hands-on experience in areas such as field engineering, estimating, scheduling and site supervision, and he demonstrates versatile skills and the ability to provide comprehensive engineering services while implementing high-quality controls for construction projects.

Relevant Project Experience

Ralph Brennan WTP Gravity Filter Upgrade - Senior Project Manager

[City of Daytona Beach, FL](#) | \$6.9M | [Design-Build](#)

This project included the replacement of the aging Leopold filter underdrain system and associated components with a new system that could meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance. Work included the addition of an air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels, SCADA upgrades for the associated equipment, and extensive MOPO and planning to complete installation of the new filter equipment while the remaining filters remained in operation. PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work.

Westside Regional WRF Biosolids Dewatering System Improvements - Project Manager

[City of Daytona Beach, FL](#) | \$3.8M | [Design-Bid-Build](#)

This improvement project includes extensive demolition of existing equipment and utilities. New work includes the installation of two three-belt filter presses, a series of three-screw conveyors, two washwater pumps and two skid-mounted emulsion polymer blending units. All work planned and executed while maintaining operation of the existing facility dewatering system. 6/22

Westside Regional WRF Improvements - Project Superintendent

[City of Daytona Beach, FL](#) | \$39.9M | [CM at-Risk](#)

The project included the construction of the RAS/WAS pumping, Bardenpho Stage 3, and Stage 5 aeration, and tertiary deep bed filter improvements. RAS/WAS improvements included removal of existing telescoping valves and RAS/WAS pumps, conversion of the existing distribution boxes to wet wells and construction of two new RAS/WAS pump stations. Work also included the replacement of mechanical surface aerators in the Bardenpho basin, two new CMU block electrical and I&C buildings, aeration improvements including coarse bubble diffuser grids, and the construction of a clarified liquid pump station with vertical centrifugal submersible pumps and a new deep-bed sand filtration system.

Hanahan WTP Plate Settler Basins Phase 1 and Solids Handling Improvements - Project Superintendent

[Hanahan, SC](#) | \$41.4M | [CM at-Risk](#)

This project included liquid and solids process improvements and capacity increase from 115 mgd to 130 mgd to a plant originally constructed in 1904. It optimizes the coagulation/flocculation process and allow for common post-filtration chemical feed for the entire plant. New work included a flow splitter and associated raw water mixing improvements, construction of new flocculation/sedimentation basins, settled water piping improvements, new pretreatment chemical metering pumps, polymer mixing system and chemical pipe conduit system. Additional improvements were made to the lime feed, chlorine gas facilities, dechlorination monitoring and control, electrical systems, sludge holding tanks and decant tank upgrades.

Education

BS, Engineering and Civil Engineering, Roger Williams University

Professional Activities

PC Corporate Safety Committee, Member

Licenses & Certifications

BCSP Safety Trained Supervisor Construction (STSC)

DBIA Associate Design-Build Professional

Professional Engineer, FL

Professional Engineer, MD

Industry Training

First Aid, CPR & AED Certified

OSHA 30-hour

PC Field Safety Training

PC Leadership Development Program

Community Involvement

Habitat for Humanity, Volunteer

Special Olympics, Volunteer

Easter Seals of Northeast Florida, Donor



Erica Stone, Ph.D., PE

Designer of Record

INDUSTRY: 18 YRS CAROLLO: 15 YRS



Erica has 18 years of engineering water and wastewater experience in Florida. She is currently working on several municipal water facility upgrade designs. Erica's expertise has allowed her to work on both water and wastewater treatment projects throughout her career. Dr. Stone brings expertise in the areas of water quality, water treatment, environmental studies, sampling, research, and data analysis. She has completed bench and pilot test studies, as well as process selection alternative analysis and feasibility studies. She has also been responsible for optimization studies at water treatment plants.

Relevant Project Experience

David L. Tippin WTF Master Plan Filter Improvements - Project Engineer

City of Tampa, FL | \$120M | Design-Build

The project consisted of the design of a new filters building that includes a blower room, electrical room, filters, and filter gallery.

Ralph Brennan WTP Gravity Filter Upgrade - Project Manager/Engineer of Record

City of Daytona Beach, FL | \$6.9M | Design-Build

This project included the replacement of the aging Leopold filter underdrain system and associated components with a new system that could meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance. Work included the addition of an air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels, SCADA upgrades for the associated equipment, and extensive MOPO and planning to complete installation of the new filter equipment while the remaining filters remained in operation. PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work.

Lake Manatee WTP Filter Upgrade Design and Construction Phase Services - Project Engineer

Manatee County, FL | \$10.1M | Design-Bid-Build

Project includes preliminary design, design, and construction phase services for the Lake Manatee Water Treatment Plant. The existing water treatment plant includes a conventional surface water treatment train comprising coagulation, flocculation, sedimentation, and filtration. The existing multimedia filters are approaching the end of their useful life and will be retrofitted with a membrane ultrafiltration system.

Well 1E, 3E, and 4E Hydrogeologic Evaluations - Project Manager

City of Winter Springs, FL | \$80,000 | Evaluation

Carollo worked with CCI to conduct hydrogeologic investigations and well pump rehabilitations for the City's east wellfield. Recommendations were identified for future improvements to the wells. The pumps were rehabilitated improving pumping capacity to the treatment facility.

Meadowbrook WTP Design - Principal-in-Charge

Clay County Utility Authority, FL | \$4M | Design-Bid-Build

The 8.78-mgd Meadowbrook WTP facility is experiencing issues with oxidized sulfur deposits on equipment downstream of disinfection and throughout the distribution system infrastructure. There are also infrastructure repairs and upgrades required at the WTP. Carollo prepared a Basis of Design Report (BODR) to evaluate alternatives to improve aging infrastructure and provide treatment solutions for total sulfide removal. The improvements to the WTP include removal of the three existing GSTs and two existing hydropneumatics tanks and construction of two new pre-stressed wire-wrapped concrete GSTs. The design also includes improvements to the yard piping to accommodate the new GSTs, replacement of the existing high service pumps with new horizontal split-case pumps, and related electrical improvements.

Education

PhD Environmental Engineering,
University of Central Florida,
Orlando, 2008

BS Environmental Engineering,
University of Central Florida,
Orlando, 2006

Licenses & Certifications

Professional Engineer: Florida

Professional Activities

Florida Section American Water
Works Association

Florida Water Environment
Association



Jason Surowiec

Senior Project Manager

INDUSTRY: **26**YRS PC: **24**YRS



As a senior project manager on the PC Construction team, Jason is responsible for overall project administration and management, scheduling and cost reporting. He plans, monitors and supervises construction activities to ensure compliance with all requirements and project goals. Prior to his role as senior project manager, Jason held positions of increasing responsibility such as office engineer, project engineer, construction inspector and project manager. He has demonstrated experience providing design development and engineering services, including research, specification writing, generation of AutoCAD construction drawings, cost estimates and field verification.

Relevant Project Experience

Ralph Brennan WTP Gravity Filter Upgrade - Project Manager

[City of Daytona Beach, FL](#) | [\\$6.9M](#) | [Design-Build](#)

This project included the replacement of the aging Leopold filter underdrain system and associated components with a new system that could meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance. Work included the addition of an air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels, SCADA upgrades for the associated equipment, and extensive MOPO and planning to complete installation of the new filter equipment while the remaining filters remained in operation. PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work.

Binghamton-Johnson City Joint STP BAF Restoration and Rehabilitation - Project Manager

[Vestal, NY](#) | [\\$135M](#) | [Design-Bid-Build](#)

This project consists of extensive treatment plant upgrades to replace existing process systems. Work includes selective and mass demolition, extensive sitework and buried piping, flood protection systems, structural concrete, masonry, structural steel, fabricated metals, roofing, interior finishes, painting and coatings, process mechanical equipment and piping, hoisting equipment and elevators, instrumentation and fire protection.

Brattleboro WWTF Upgrade - Project Manager

[Brattleboro, VT](#) | [\\$22.6M](#) | [Design-Bid-Build](#)

This project included an upgrade to the 3-mgd wastewater treatment plant facility with a moving bed biofilm reactor (MBBR) system. Construction included a new headwork's structure, two primary clarifiers, an energy recovery system, state-of-the art heating and cooling system for four treatment buildings, as well as technology upgrades to allow the production of unregulated Class-A biosolids as part of the solids treatment process. Also included were upgrades to the existing secondary clarifiers, sludge dewatering system, chlorine facility, control building, and various yard piping and site pump stations allowing the treatment plant to run more efficiently.

Airport Parkway WWTF Upgrade - Project Manager

[South Burlington, VT](#) | [\\$22.5M](#) | [Design-Bid-Build](#)

This project involved the upgrade and expansion of an existing facility from 2.3 to 3.3 mgd. Upgraded components of the facility included the headworks, primary and secondary clarifiers, aeration tanks, digester complex, secondary treatment complex, administration building and maintenance garage. The solids handling facility was upgraded and now produces Class A biosolids. A new filtration and UV building was constructed to replace the existing chlorine disinfection system. The lab building was expanded to accommodate future needs. Finally, improvements allow for the utilization of biogas from the digestion process to fuel a cogeneration system for the plant's boiler and a micro-turbine generator.

Education

BS, Interdisciplinary Engineering and Management, Clarkson University

Licenses & Certifications

Procore Project Management Certification

Industry Training

First Aid, CPR & AED Certified

OSHA 30-hour

PC Field Safety Training

PC Advanced Leadership Program

PC Leadership Development Program



Sandeep Sethi, Ph.D., PE

Water Treatment Design Expert

INDUSTRY: 27 YRS CAROLLO: 24 YRS



Sandeep, a chief technologist and vice president with Carollo, is a nationally known expert in water quality and treatment. He has more than 27 years of experience in the planning, evaluation, design, and implementation of numerous treatment technologies and facilities. He has executed and managed dozens of projects, several of which include design and construction of large multimillion dollar facilities, and complex pilot/demonstration testing programs, involving multiple stakeholders. He has experience in both conventional and advanced treatment technologies, with special expertise in membrane technologies.

Sandeep's expertise is demonstrated through authorship in water industry manuals of practice, and over 100 publications and presentations. In 2006, he was recruited by the National Academy of Sciences to serve on the prestigious Committee on Advancing Desalination Technology.

Relevant Project Experience

3-mgd Sawgrass RO WTP and Nanofiltration (NF) Rerating Project - Technical Advisor [City of Sunrise, FL](#) | \$340K | [Design-Bid-Build](#)

Project included evaluation of potential processes to expand potable water treatment capacity, improve overall facility water recovery, improve potable water quality, and provide an analysis of options for new brackish water treatment facilities. The systems, processes, and facilities that were evaluated included: the addition of a 7-mgd oxidation, filtration, and ion exchange treatment system, uprating of one or both existing 9-mgd NF treatment trains, conversion of one existing NF treatment train to RO for brackish water treatment, and the addition of an independent RO treatment system.

4.4-mgd WTP Enhancement Project - Project Manager [City of North Port, FL](#) | \$297K | [Design-Bid-Build](#)

Project included conceptual development and testing for a new 1.5-mgd RO treatment process at the facility, as well as process, hydraulic, and condition assessments of existing conventional treatment processes. Project included evaluation of RO process and technical requirements, sizing and layout, conventional process upgrades, repair/replacement components, and cost aspects. RO assessments included riverbank filtration pretreatment, RO membrane system, chemical cleaning system, post-treatment and concentrate disposal systems, and associated pumping systems. RO pilot testing included design and installation of three riverbank filtration wells, installation, and operation of 20,000-gpd RO pilot system, development of test and monitoring plans, associated data monitoring and technical analysis, and coordination with appropriate regulatory agencies. Project also included raw water quality and quantity analysis, preliminary alternatives development, and bench testing to address data gaps.

15-mgd RO Southeast WFP Preliminary and Final Designs - Technical Advisor [Polk Regional Water Cooperative, FL](#) | \$53M | [CMAR](#)

The project includes technology selection and design for a large, complex, RO facility. This regional supply project includes 16 member governments in the central Florida region. The 15-mgd Southeast facility will be implemented in multiple phases. Project components include identification of quantity and quality of water available from the lower Floridan aquifer (LFA) wellfields; evaluation of treatment options and recommendation for the most technically and economically viable process to treat the LFA water; post-treatment requirements; water quality modeling for compatibility of treated regional water with member governments' water distribution systems in terms of all stability and corrosion control indices; determination of the most viable option for disposing waste residuals; and development of preliminary and final designs and cost estimate for the RO treatment facility.

Education

PhD Environmental Science and Engineering, Rice University, Texas

MS Environmental Science and Engineering, Rice University, Texas

BS Civil Engineering, Birla Institute of Technology and Science, India

Continuing Education, U.S. and European Community Studies, Van Hall Institute, Netherlands

Licenses & Certifications

Professional Engineer: Florida

Civil Engineer: California

Professional Activities

American Water Works Association (AWWA): Membrane Process Committee, Membrane Technology and Research Committee, Subcommittee on Membrane Residuals, Member

WaterReuse Association

American Membrane Technology Association (AMTA)

Southeast Desalting Association (SEDA)

Reviewer for Journal of Environmental Engineering, ASCE, Journal AWWA, Journal Environmental Engineering



Thomas Seacord, PE

RO Technical Advisor

INDUSTRY: 26 YRS CAROLLO: 26 YRS



Tom, a vice president with Carollo, has 26 years of experience in water treatment and design. He is a nationally recognized expert in the field of desalination. He has taken lead roles in over \$1-billion worth of desalination project planning, pilot testing, design, construction, and startup.

Relevant Project Experience

Expansion of the North Lee County RO WTP from 11.6 to 17.4 mgd - Project Manager/Project Engineer

[Lee County Utilities, FL](#) | \$50M | [Progressive Design-Build](#)

This \$50-million project expands the NLC WTP beyond its nameplate capacity and updates the treatment plant's electrical system to EPA Class I reliability standards. A new clearwell (including degasification and biological odor control), RO process building No. 2, and new administration/electrical building were added while the existing plant was kept in operation.

NLC RO WTP Rehabilitation and Expansion from 4.9 to 11.6 mgd - Project Manager/Project Engineer

[Lee County Utilities, FL](#) | \$17M | [Progressive Design-Build](#)

The NLC RO WTP was completed in 2006 at a cost of over \$30 million and was supposed to produce 6 mgd, however, a maximum flow of 4.9 mgd was only achieved. Tom led the design phase of the design/build delivery of the improvements and expansion, which included major upgrades to the treatment plants electrical systems, increasing RO feed pump sizes from 75 to 200 HP, and the addition of a turbine assisted booster pump as an interstage booster pump device.

Pinewoods WTP Nanofiltration Rehabilitation and RO Expansion to 5.3 mgd - Project Manager/Engineer of Record

[Lee County Utilities, FL](#) | \$10M | [Design-Build](#)

The project involved rehabilitation of an existing 2.1-mgd nanofiltration water treatment plant that has been in operation since 1990 and expansion of this facility with 3 mgd of RO treatment capacity from a new source. The nanofiltration plant treats hard surficial groundwater containing 6 mg/L of iron without iron removal pretreatment. The expansion also included a new degasification and odor-scrubbing processes, additional ground storage, and expanded high service pumping.

Northeast Regional WTP - RO Process Designer

[Collier County, FL](#) | \$70M | [Design-Bid-Build](#)

This Greenfield 10-mgd brackish RO treatment plant (expandable to 40 mgd) includes a design that must respond to degrading water quality and more than 8 mg/L of hydrogen sulfide. Key features of the RO design include no-acid pretreatment, noise isolation of the RO feed pumping, accessibility to all instruments and valves, and pressure exchangers for energy recovery.

Stock Island Seawater Desalination Plant Design - RO Design Engineer

[Florida Keys Aqueduct Authority, FL](#) | \$50M | [Design-Bid-Build](#)

This project will produce 4 mgd and replaces an aging desalination plant originally constructed in 1980 bished in 1998. Energy efficiency was built into the desalination process design using multiple axial piston positive displacement feed pumps and isobaric energy recovery devices.

RO Treatment Plant Rehabilitation Project - Project Manager

[Sun-N-Fun Resort, FL](#) | \$500,000 | [Design-Build](#)

The project included the replacement of the existing RO treatment equipment with a new train capable of 200,000 gpd production. Tom managed permitting, design and construction-phase engineering efforts, including the integration of a new control system.

Education

MS Civil and Environmental Engineering, Clarkson University, New York, 1998

BS Civil and Environmental Engineering, Clarkson University, New York, 1996

Professional Activities

American Water Works Association

American Membrane Technology Association-Board of Directors (2002-2015), Chairman Government Affairs Committee

Southwest Membrane Operators Association

Southeast Desalting Association

International Desalting Association

Northwest Membrane Operators Association-Board of Directors (2012-2014)

Licenses & Certifications

Professional Engineer: Utah, Florida, Georgia, South Carolina, Ohio, Illinois, Texas

Environmental Engineer: Idaho



Jennifer S. Nyfennegger, Ph.D., PE

RO Technical Advisor

INDUSTRY: 21 YRS CAROLLO: 15 YRS



Jennifer is an associate vice president with Carollo and Southeast regional lead for the Carollo Research Group. She has 21 years of experience in civil and environmental engineering, including applied research, planning, and design of water, wastewater, and reclaimed water treatment systems. Her process experience includes treatability evaluations for a broad range of water treatment technologies. She is a leader in the application and optimization of filtration technologies, including biological filtration for drinking water treatment.

Relevant Project Experience

Brackish Groundwater Well Field, and RO Facility - Preliminary Design Review and 30% Design - Project Engineer

[Peace River Manasota Regional Water Authority, Lakewood Ranch, FL | \\$4.9M | Design-Bid-Build](#)

Phase 1 of the Peace River Brackish Groundwater Facility project includes preliminary design review and 30% design services for a new raw groundwater well field, RO treatment facility, concentrate injection wells and conveyance piping.

North Lee County WTP 15-mgd RO Expansion - Client Service Manager

[Lee County Utilities, FL | \\$40M | Progressive Design-Build](#)

This project addresses footprint, hydraulic, electrical and treatment related infrastructure improvements required to expand the NLC WTP beyond its planned 10-mgd buildout RO capacity to 15 mgd.

Clearwater RO WTP #2 Project - Project Engineer

[City of Clearwater, FL | \\$1.5M | Design-Bid-Build](#)

Project consists of rehabilitation to restore plant production to the original design capacity of 6.25 mgd. The RO process, which started up in 2015, has never reached design capacity due to elevated feed water TDS and fouling issues associated with recycling concentrate from WTP #1 into the feed water. Project includes evaluation of RO process improvements including a pilot study and ozone process testing to reduce bromate formation.

Babcock Ranch WTP Expansion - Process Engineer

[Kitson & Partners, FL | \\$12M | Design-Build](#)

The water system consists of a new RO treatment plant, degasification and odor control, chlorination, ground storage tank, high-service pump station, and distribution piping. The Phase 1 water system capacity is 0.25-mgd and will be expanded to 1.25-mgd in Phase 2. The RO concentrate is disposed into the adjacent WRF and blended into the reclaimed water system used for public access irrigation.

North Lee County WTP Injection Well Scaling Evaluation and RO Concentrate Acid Feed System Engineering Services - Project Manager

[Lee County Utilities, FL | \\$126,425 | Design-Bid-Build](#)

The evaluation included situational analysis of hydraulics and water quality, remedial action analysis, life-cycle cost estimates, and recommendations for immediate actions and long-term permanent solutions. Follow-on engineering services included design and engineering services during bidding and construction for modifications to the sulfuric acid feed system to mitigate scaling in the RO concentrate pipe and deep injection wells.

Education

PhD Environmental Engineering,
University of Florida, Gainesville,
2008

BS Environmental Engineering,
University of Florida, Gainesville,
2003

Licenses & Certifications

Professional Engineer: Florida

Professional Activities

American Water Works Association,
Biological Drinking Water Treatment
Committee Member

Water Environment Federation



Scott Richards, PE

Piping/Plumbing Expert

INDUSTRY: **22** YRS CAROLLO: **6** YRS



Scott has 22 years of industry experience completing numerous projects throughout the state of Florida. He serves as a client service manager, project manager, and technical lead. His broad background of projects for municipal clients includes planning, design, permitting, and construction of treatment, conveyance, and collection systems. He specializes in pump stations and pipeline systems, including potable and reclaimed water transmission/distribution, and wastewater collection systems. This includes the design of new systems and the replacement/rehabilitation of existing systems. Scott also provides expertise in hydraulic modeling, master planning, asset management, utility studies, bond reports, SCADA system improvements, and equipment energy analysis. Having previously worked for a water filtration manufacturer, he has a specific background with filtration systems, pumps, control valves, and control systems.

Education

BS Mechanical Engineering,
University of Florida, 2002

Licenses & Certifications

Professional Engineer: Florida

Professional Activities

American Water Works Association

Relevant Project Experience

Lake Highland Water Supply Wells Assessment and Final Design - Principal-in-Charge [Orlando Utilities Commission, FL | \\$1.5M | Design-Bid-Build](#)

Carollo is providing professional engineering services for the well assessment and preliminary design for rehabilitation of six wells which supply the Lake Highland WTP. The goal of this project is to improve and standardize the facilities, with a focus on the building, piping, pump motors, and related electrical equipment.

Ralph Brennan WTP Gravity Filter Upgrade - Lead Design Engineer [City of Daytona Beach, FL | \\$6.9M | Design-Build](#)

This project included the replacement of the aging Leopold filter underdrain system and associated components with a new system that could meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance. Work included the addition of an air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels, SCADA upgrades for the associated equipment, and extensive MOPO and planning to complete installation of the new filter equipment while the remaining filters remained in operation. PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work.

Eastern WTP Improvements - Project Engineer [City of Miramar, FL | \\$1M | Design-Build](#)

As a design-build project, this project includes renovation of the East WTP, which upgrades the facility to a 6-mgd nanofiltration membrane treatment plant, replacing the existing lime softening system built in 1955. Additionally, the project includes building upgrades, pre-treatment, high service pumping, chemical feed systems, a new ground storage tank, new raw water wells with transmission pipeline and an off-site deep injection well for concentrate disposal. Responsibilities include oversight of facility design for pump system, pipelines, and hydraulics.

WTP No. 1 High-Service Pump Station Suction Piping Replacement - Project Manager [City of Winter Springs, FL | 200k amount | Design Bid Build](#)

The project involved replacement of an existing suction header with a new single large diameter header to correct both the drawdown of the GSTs and the cavitation problems at the HSPS. In addition, the chlorine contact time for four-log disinfection was relocated to the header to help reduce the water quality concerns with disinfecting in the GSTs. The project resulted in overall water quality improvements to the City's system, allowing the City to maintain a stable chlorine residual and predictable disinfection by-product formation well within regulatory requirements.



Mary Thomas, PE

Permitting Expert

INDUSTRY: 23 YRS CAROLLO: 4 YRS



Mary is a client services manager with experienced in watershed analysis, water supply planning, membrane filtration processes, regional water monitoring programs, water use permitting and policy, hydrogeological investigations, and aquifer storage and recovery. During her various projects, her duties have included permitting, projection analysis, water quality analysis, watershed investigation, database development, agency coordination, facilitation, and project management.

Education

B.S., Civil Engineering, Missouri University of Science and Technology

Licenses & Certifications

Professional Engineer: Florida

Relevant Project Experience

Southeast (SE) Wellfield Final Design Services - Design Project Manager

[Polk Regional Water Cooperative \(PRWC\), Polk County, FL | \\$53M | CMAR](#)

As part of an overall consultant team assisting the PRWC with initiating its regional alternative water supply program, Mary served as project manager and engineer for the planned SE Lower Floridan aquifer (LFA) brackish supply wellfield, plant, and pipeline. The SE water production facility (WPF) will provide 15-mgd AADF of finished water supply at buildout. Carollo previously delivered conceptual and preliminary designs of the facility, and is preparing final design drawings for the Phase 1 7.5-mgd RO facility. Carollo has incorporated value engineering proposals from the CMAR and will provide construction oversight. Mary is leading water use and facility permitting and compliance services for the program.

West Polk (WP) Wellfield Final Design Services - Design Project Manager

[Polk Regional Water Cooperative \(PRWC\), Polk County, FL | \\$32M amount | CMAR](#)

As part of an overall consultant team assisting the PRWC with initiating its regional alternative water supply program, Mary served as project manager and engineer for the planned WP LFA brackish supply wellfield, plant, and pipeline. The WP WPF will provide 10-mgd AADF of finished water supply at buildout. Carollo previously delivered conceptual and preliminary designs of the facility, and has been selected to prepare final design drawings for the Phase 1 2.5-mgd RO facility. Mary is leading water use and facility permitting services for the program.

Consumptive Use Permitting Support Services - Project Manager

[Seminole County Environmental Services Department, Sanford, FL | \\$191,000 | Permitting](#)

As project manager, Mary is providing as-need services to the county in support of its consumptive use permit. Services include tracking the development and implementation of CFWI water use caution area rules, overseeing groundwater flow modeling, oversight of minimum flow and level (MFL) development review and tracking, and providing strategic consulting services pertaining to the formulation of a regional water supply strategy.

Continuing Water Resources Program (CWRP) Contract project - Project Engineer

[Orange County Utilities, Orlando, FL | Over \\$1M in task assignments | Planning and Permitting](#)

Assisted the County in developing, managing, and implementing long-term projects for water supply and water resource development. Implemented through a series of task authorization-based projects, this program built upon the previous Orange County IWRP and WRP contract work to implement an integrated system-wide program management approach for addressing future water resource challenges facing Orange County. Water resource projects included facilities for potable water supply, reclaimed water, lake augmentation, aquifer recharge, stormwater, and aquifer storage and recovery (ASR). Mary's roles on this project have included consumptive use permitting compliance, preparing task authorization agreements and budgets, and managing subcontractors.



Joseph Hanlon, PE

Electrical and I&C Expert

INDUSTRY: **35**YRS CAROLLO: **8**YRS



Joe has 35 years of experience in instrumentation and control systems for large water and wastewater treatment facilities. His engineering experience focuses on the integration of sophisticated instrumentation and control systems including programmable logic controllers (PLCs), human-machine interface (HMI), telemetry, networks, communication, supervisory control and data acquisition (SCADA), motor control centers (MCCs), variable frequency drives (VFDs), and soft starts.

Education

B.S., Electrical Engineering,
University of Massachusetts,
Cartmouth

Licenses & Certifications

Professional Engineer: Florida, DC,
Maryland, Nevada, West Virginia

Relevant Project Experience

Tamiami Wells 23 and 25 PLC Upgrade - Project Manager

[Collier County, FL | \\$166,221 | Sole Source](#)

This project is for PLC and control panel replacement for two wells that provide raw water to the Collier County SCRWTP (South County Regional WTP). Work consists of an investigation of existing conditions and operational requirements of the wells, PLC program migration from legacy hardware and software to the County standard, removing and replacing entire control panels for both wells, completing design submittals, equipment, project management, engineering, and programming services provided to Collier County for a complete and operational system.

WTP Electrical, Switchgear, and Pump Motor Upgrade - Project Manager

[Bay County, FL | \\$292,670 | Sole Source](#)

The Bay County WTP high service pumps and associated equipment in the electrical distribution system are at or near full capacity. BCUS requires additional operational capacity to meet the power demands of the water distribution system. The purpose of this project is to upgrade the existing electrical system and upgrade several existing transfer and high service pump motor sizes, taking advantage of the fact that some of the existing gear is not being utilized to its full rating at present. Current overload conditions will be addressed by upgrading the incoming service from the power utility and redistributing selected loads across existing gear. Additionally, with the existing transfer pump upgrades, the existing transfer pump electrical building is expected to be expanded.

WA #9 SCADA Programming and Field Services - Project Manager

[Sarasota County, FL | \\$94,000 | Sole Source](#)

Duties include programming, field services, and networking services supporting all locations and facilities owned and operated by the County.

Tamiami Wells 3, 4, & 9 PLC Upgrade - Project Engineer

[Collier County, FL | \\$45,212 | Sole Source](#)

Carollo performed the design, procurement, programming, and construction services to replace the existing PLC and network at the three wells.

South County Regional WTP SCADA Programming Support - Project Manager

[Collier County, FL | \\$500,000 | Sole Source](#)

Carollo will provide programming services, which includes PLC and SCADA programming as needed for various process enhancements throughout the South County Regional WTP. The Plant consists of over 25 PLCs connected to the plant SCADA system via the plant Ethernet SCADA Network. There are 30 critical VFD's in the plant between the 10 RO skids, 5 RO skid booster pumps, 10 high service pumps, and 5 Transfer Pumps, all connected to the Plant PLCs and SCADA system via ethernet. Additional services include instrumentation and electrical engineering for various plant tasks for enhancement and upgrades to provide additional efficiency and reliability.



Alex Hango, PE, DBIA

Director of Preconstruction

INDUSTRY: **13**YRS PC: **12**YRS



As director of preconstruction, Alex leads PC's in-house estimating team and more than \$1 billion worth of water treatment cost estimating each year. Alex will manage the value analysis and constructibility review process to ensure all options are reviewed and priced for consideration.

Alex is a professional engineer with a wide range of experience in civil and construction engineering. He has worked on several PC projects in operational roles in field engineering, project engineering, site supervision and scheduling. His technical field and estimating experience is extremely valuable to owners and design teams for value engineering, constructability reviews and alternate systems analyses. Over the years, Alex has led the preconstruction and estimating services on many of PC's most notable collaborative delivery and competitive bid projects.

Relevant Project Experience

Ralph Brennan WTP Gravity Filter Upgrade - Preconstruction Director

[City of Daytona Beach, FL](#) | \$6.9M | [Design-Build](#)

This project included the replacement of the aging Leopold filter underdrain system and associated components with a new system that could meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance. Work included the addition of an air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels, SCADA upgrades for the associated equipment, and extensive MOPO and planning to complete installation of the new filter equipment while the remaining filters remained in operation. PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work.

Westside Regional WRF Improvements - Chief Estimator

[City of Daytona Beach, FL](#) | \$39.9M | [CM at-Risk](#)

The project included the construction of the RAS/WAS pumping, Bardenpho Stage 3, and Stage 5 aeration, and tertiary deep bed filter improvements. RAS/WAS improvements included removal of existing telescoping valves and RAS/WAS pumps, conversion of the existing distribution boxes to wet wells and construction of two new RAS/WAS pump stations. Work also included the replacement of mechanical surface aerators in the Bardenpho basin, two new CMU block electrical and I&C buildings, aeration improvements including coarse bubble diffuser grids, and the construction of a clarified liquid pump station with vertical centrifugal submersible pumps and a new deep-bed sand filtration system.

Hanahan WTP Plate Settler Basins Phase 1 and Solids Handling Improvements - Chief Estimator

[Hanahan, SC](#) | \$41.9M | [CM at-Risk](#)

This project included liquid and solids process improvements and capacity increase from 115 mgd to 130 mgd to a plant originally constructed in 1904. It optimizes the coagulation/flocculation process and allow for common post-filtration chemical feed for the entire plant. New work included a flow splitter and associated raw water mixing improvements, construction of new flocculation/sedimentation basins, settled water piping improvements, new pretreatment chemical metering pumps, polymer mixing system and chemical pipe conduit system. Additional improvements were made to the lime feed, chlorine gas facilities, dechlorination monitoring and control, electrical systems, sludge holding tanks and decant tank upgrades.

Education

BS, Civil Engineering, Clarkson University

Professional Activities

DBIA National Water/Wastewater Markets Committee, Member

Leadership Champlain LCRCC Graduate

NSPE, Member

Licenses & Certifications

Professional Engineer, VT

DBIA Design-Build Professional

Industry Training

First Aid, CPR & AED Certified

OSHA 10-hour

PC Field Safety Training

PC Leadership Development Program



Liam Beach

Scheduling Manager

INDUSTRY: **18**YRS PC: **14**YRS



Liam's extensive experience in developing and maintaining schedules, resolving schedule conflicts and working with individual project teams is instrumental to successfully delivering projects on time and within budget. He has deep experience with resource and crew allocation, billing report preparation and forecasting for these types of projects.

Relevant Project Experience

Ralph Brennan WTP Gravity Filter Upgrade - Scheduling Manager

[City of Daytona Beach, FL](#) | \$6.9M | [Design-Build](#)

This project included the replacement of the aging Leopold filter underdrain system and associated components with a new system that could meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance. Work included the addition of an air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels, SCADA upgrades for the associated equipment, and extensive MOPO and planning to complete installation of the new filter equipment while the remaining filters remained in operation. PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work.

Hanahan WTP Plate Settler Basins Phase 1 and Solids Handling Improvements - Senior Scheduler

[Hanahan, SC](#) | \$41.4M | [CM at-Risk](#)

This project included liquid and solids process improvements and capacity increase from 115 mgd to 130 mgd to a plant originally constructed in 1904. It optimizes the coagulation/flocculation process and allow for common post-filtration chemical feed for the entire plant. New work included a flow splitter and associated raw water mixing improvements, construction of new flocculation/sedimentation basins, settled water piping improvements, new pretreatment chemical metering pumps, polymer mixing system and chemical pipe conduit system. Additional improvements were made to the lime feed, chlorine gas facilities, dechlorination monitoring and control, electrical systems, sludge holding tanks and decant tank upgrades.

Trap Rock WTF - Senior Scheduler

[Leesburg, VA](#) | \$133.2M | [Design-Bid-Build](#)

Work on this project included a 400-foot-long tunnel with two 50-foot drop shafts; pre-ozone contactor facility and operations building housing flocculation basins, sediment basins, settled water ozone contactor, filters and a UV system; residuals handling facilities including backwash, equalization, clarification, sludge thickening and clearwells; and a finished water pump station.

Trap Rock Potomac River Intake and Pumping Station - Senior Scheduler

[Leesburg, VA](#) | \$27.3M | [Design-Bid-Build](#)

The intake and pumping station features a submerged configuration intake consisting of sixteen half-barrel wedge wire screens and two 42-inch-diameter raw-water intake pipes; a 200-foot-long concrete-lined horizontal tunnel in rock conditions; a 110-foot-tall concrete-lined vertical shaft in rock conditions.

37th Street WTP Phase III Upgrade - Senior Scheduler

[Norfolk, VA](#) | \$24.5M | [Design-Bid-Build](#)

This latest project at the 37th Street Water Treatment Plant enhanced water quality by implementing new deep-bed filtration and UV disinfection. This was only the third implementation of UV disinfection technology in the Commonwealth of Virginia. The project included new structures that required deep foundations and complex excavation support systems, new settled water pump station and significant electrical modifications. The site was extremely constricted, required continuous spoils removal and close coordination with plant personnel and designers to maintain plant operations.

Education

BA, Communications, Castleton State College

Professional Activities

AGC/VT, Member

Industry Training

OSHA 10-hour



Jody Conant, Assoc. DBIA Chief Estimator

INDUSTRY: **13**YRS PC: **5**YRS



As chief estimator Jody's ability to apply his knowledge of project execution to the preconstruction and estimating phase is invaluable to ensuring overall project success. As a member of our in-house estimating team, Jody is instrumental in providing accurate estimates, value analysis and constructability reviews, and site logistics planning during the preconstruction phase. By completing the PC Leadership Development Program (LDP), Jody has gained hands-on experience in areas such as field engineering, estimating, scheduling, submittal coordination and site supervision. Previously, as an office engineer, he was responsible for project logistics planning, scheduling, materials planning and purchasing, project controls and administration, submittal reviews, change order processing, subcontractor coordination, field quality control and project closeout.

Relevant Project Experience

WTP No. 2 Treatment and Disposal Improvements Design Package 1, 3 and 4 - Chief Estimator

[West Palm Beach, FL](#) | \$26.7M | [Design-Bid-Build](#)

This project includes a series of improvements to the aging 17.4 mgd water treatment plant, which combines lime-softened and reverse osmosis-treated water that is distributed through a 168-mile water main piping system to more than 120,000 customers. Along with new construction and renovations, the scope of work also involves extensive demolition and site work. Project features include the installation of a 5 mgd pre-stressed ground storage tank, new aeration and mixing systems for ground storage tanks, installation of a new 15 mgd lime softening water treatment unit and construction of a new surficial aquifer supply well.

Mallard Creek WRF Improvements Phase I - Senior Estimator

[Charlotte, NC](#) | \$125M | [CM at-Risk](#)

This project includes process air and liquid and solids process train improvements that will allow the facility to expand from its current 12-mgd capacity to 14.9-mgd. Liquid process train improvements include a new influent pumping station, new flow equalization facilities, new alkalinity storage and feed facilities, and plant drain piping improvements for centrate equalization. Work to the solids process train includes a new sludge screening facility and improvements to the primary sludge pumping station, solids handling building, dewatered cake storage pad, and digester sludge heating and biogas safety processes.

WSSC Piscataway Water Resource Recovery Facility Bioenergy Project - Senior Estimator

[Accokeek, MD](#) | \$271.8M | [Progressive Design-Build](#)

This project will process sludge from all five of WSSC's water resource recovery facilities and produce Class A biosolids. The project includes a cake receiving facility for the sludge imported from other facilities, cake blending and storage, Cambi's Thermal Hydrolysis Process (THP), a new pre- and post-dewatering facility, two 1.5 million gallon anaerobic digesters and a sidestream deammonification treatment facility. In addition, the facility will capture and clean the digester gas to run a combined heat and power (CHP) system that will power the new facility, provide gas to the Washington Gas Pipeline and feed steam to the THP system.

Palm Coast WWTP No. 2 - Senior Estimator

[Palm Coast, FL](#) | \$25.1M | [Design-Bid-Build](#)

The new facility consists of headworks facility membrane bioreactor process tanks and treatment, aeration blowers, chlorine contact tanks, sewage and reclaimed water pumping facilities, a 2-mg reclaimed water storage tank, 2-mg storage reject/percolation pond, sludge holding tanks, sludge dewatering facilities, chemical storage and feeders, electrical distribution controls, standby electrical generation and several structures.

Education

BS, Construction Management
Technology, The University of Maine

Licenses & Certifications

DBIA Associate Design-Build
Professional

Industry Training

First Aid, CPR & AED Certified

Lean Construction Training

OSHA 30-hour

PC Field Safety Training

PC Leadership Development
Program

Procore Project Management Core
Tools Certified

Community Involvement

Weybridge Zoning Board



Justin Daily

Project Superintendent

INDUSTRY: **15**YRS PC: **1**YR



As project superintendent, Justin is responsible for supervision and execution of all field operations and construction activities. He will coordinate and oversee all work that is put in place and is specifically responsible for project schedule, sequencing and logistics. Justin has 15 years of experience as a superintendent, all in Florida. His primary focus is complex water and wastewater projects, including the \$180M Buckman Wastewater Treatment Facility Expansion in Jacksonville. Most recently he completed the Ralph Brennan Water Treatment Plant Gravity Filter Upgrade in Daytona Beach. Justin lives locally, just a few miles from the project site.

Relevant Project Experience

Stuart WTP RO Facility - Project Superintendent [Stuart, FL](#) | \$16.7M | [Design-Bid-Build](#)

A new reverse osmosis (RO) facility that will allow the City of Stuart to diversify its water supply options. This project consists of a new 1.5-mgd RO treatment facility with a 3.0-mgd-capable process/control building, Floridan aquifer water supply well, pretreatment equipment, chemical systems, filter clear well modifications, transfer pump replacement, new pole barn, valves and a new generator building to house a 500-kW generator and a 4,000-gallon diesel fuel storage tank.

Ralph Brennan WTP Gravity Filter Upgrade - Project Superintendent [City of Daytona Beach, FL](#) | \$6.9M | [Design-Build](#)

This project included the replacement of the aging Leopold filter underdrain system and associated components with a new system that could meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance. Work included the addition of an air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels, SCADA upgrades for the associated equipment, and extensive MOPO and planning to complete installation of the new filter equipment while the remaining filters remained in operation. PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work.

Palm Coast WWTP No. 2 - Leadman [Palm Coast, FL](#) | \$21.5M | [Design-Bid-Build](#)

The new facility consists of headworks facility membrane bioreactor process tanks and treatment, aeration blowers, chlorine contact tanks, sewage and reclaimed water pumping facilities, a 2-mg reclaimed water storage tank, 2-mg storage reject/percolation pond, sludge holding tanks, sludge dewatering facilities, chemical storage and feeders, electrical distribution controls, standby electrical generation and several structures.

Additional Project Experience

Buckman WWTF Expansion - Project Superintendent [Jacksonville, FL](#) | \$180M | [General Contractor](#)

Project consisted a major expansion to the Buckman WWTP, including the upgrade and installation of two new Blowers. In addition, a new Electrical building and UV channel were expanded 2 to 4 at the UV basin.

RO WTP - Project Superintendent [Punta Gorda, FL](#) | \$38M | [General Contractor](#)

This water treatment plant expansion project included the construction of a new RO plant to tie-in to existing to balance out ppm.

Education

Courses at Missouri State University

Licenses & Certifications

Procore Superintendent Certification

Industry Training

First Aid, CPR & AED Certified

OSHA 30-hour

FDOT/MDOT

HAZWOPER 30

PC Field Safety Training



Brandon Lovelette

Project Superintendent

INDUSTRY: 11 YRS PC: 11 YRS



As project superintendent on the PC Construction team, Brandon is responsible for the supervision and execution of all field activities and is integral to the scheduling, safety and quality components of the project. He will also actively support other core areas of the project including safety, quality, subcontract management, financial, scheduling, MEP coordination and start-up/commissioning.

Relevant Project Experience

Ralph Brennan WTP Gravity Filter Upgrade - Project Superintendent

City of Daytona Beach, FL | \$6.9M | Design-Build

This project included the replacement of the aging Leopold filter underdrain system and associated components with a new system that could meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance. Work included the addition of an air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels, SCADA upgrades for the associated equipment, and extensive MOPO and planning to complete installation of the new filter equipment while the remaining filters remained in operation. PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work.

Westside Regional WRF Biosolids Dewatering System Improvements - Assistant Superintendent

City of Daytona Beach, FL | \$3.8M | Design-Bid-Build

This improvement project includes extensive demolition of existing equipment and utilities. New work includes the installation of two three-belt filter presses, a series of three-screw conveyors, two washwater pumps and two skid-mounted emulsion polymer blending units. All work planned and executed while maintaining operation of the existing facility dewatering system.

Westside Regional WRF Improvements - Project Engineer

City of Daytona Beach, FL | \$39.9M | CM at-Risk

The project includes the construction of the RAS/WAS pumping, Bardenpho Stage 3, and Stage 5 aeration, and tertiary deep bed filter improvements. RAS/WAS improvements include removal of existing telescoping valves and RAS/WAS pumps, conversion of the existing distribution boxes to wet wells and construction of two new RAS/WAS pump stations. Work also includes the replacement of mechanical surface aerators in the Bardenpho basin, two new CMU block electrical and I&C buildings, aeration improvements including coarse bubble diffuser grids, and the construction of a clarified liquid pump station with vertical centrifugal submersible pumps and a new deep-bed sand filtration system.

Richland Creek Water Supply Program - Project Engineer

Dallas, GA | \$93.3M | CM at-Risk

This project incorporates a new 18-mgd water treatment plant, raw water intake and pump station on the Etowah River, reservoir intake and pump station and a 6.3-million-gallon clearwell for finished water storage. The treatment process includes rapid mixing and flocculation, dissolved air flotation, sand filtration and granular activated carbon filters. All the facilities will be provisioned for a future expansion to 36 mgd and are expected to meet the County's water supply needs through 2060.

Education

BS, Construction Practice and Management, Vermont Technical College

Licenses & Certifications

Building Trades Certified, Northwest Technical Center

Procure Project Management Core Tools Certified

Procure Project Management Quality & Safety Certified

Procure Project Management Certification

Procure Superintendent Certification

Stormwater Inspector Certification, FL

Industry Training

ACI Concrete Field Testing Technician – Grade I

First Aid, CPR & AED Certified

Lean Construction Training

OSHA 30-hour

PC Field Safety Training

PC Leadership Development Program



Alexander Rubio

Senior Project Engineer

INDUSTRY: 7 YRS PC: 1 YR



Alex is responsible for supporting the project manager and superintendent in many aspects of the project and serves as a key liaison between owner, design and construction teams. His primary responsibilities include the submittal, RFI and document management processes.

With detailed technical knowledge of the project, Alex supports the construction planning, material management and quality control. He will also actively support other core areas of the project including safety, subcontract management, financial, scheduling, MEP coordination and closeout/commissioning.

Relevant Project Experience

Stuart WTP RO Facility - Senior Project Engineer [Stuart, FL](#) | \$16.7M | [Design-Bid-Build](#)

The new reverse osmosis (RO) facility will allow the City of Stuart to diversify its water supply options. Work includes the construction of a new 1.5-mgd RO treatment facility with a 3.0-mgd-capable process/control building, Floridan aquifer water supply well, pretreatment equipment, chemical systems, filter clear well modifications, transfer pump replacement, new pole barn, valves and a new generator building to house a 500-kW generator and a 4,000-gallon diesel fuel storage tank.

Additional Project Experience

Reedy Creek Improvement District Lift Station #8 Replacement - Senior Project Engineer [Orlando, FL](#) | \$2.1 Million | [Design-Bid-Build](#)

Rehabilitation and improvements to existing lift station with the addition of new permanent diesel standby pump, submersible pumps, manholes, & related influent/effluent pipe.

Winter Garden Storm Water Capture & Release - Senior Project Engineer [Winter Garden, FL](#) | \$3.4M | [Design-Bid-Build](#)

Directional drill approximately 3000 LF of 16-inch HDPE. Installation of two new duplex pump stations and new disk media filter. Construction of two retention ponds, allowing ~8,000,000 gallons to be filtered and reintegrated into their existing reclaim system.

Winter Haven Clarifier Rehabilitation - Senior Project Engineer [Winter Haven, FL](#) | \$120K | [Design-Bid-Build](#)

Rehabilitation of existing 60-foot clarifier with new interior coating, replace clarifier motor drive, and installation of new FRP scum baffles.

Groveland SCADA Upgrades - Senior Project Engineer [Groveland, FL](#) | \$420K | [Design-Bid-Build](#)

Upgrades to RTU @ 17 lift stations and installation of new pressure transmitter assembly at main plant

Brevard B-01 Lift Station Rehabilitation - Senior Project Engineer [Melbourne, FL](#) | \$750K | [Design-Bid Build](#)

Rehabilitation of existing LS with new Flygt submersible pumps, above ground force main assembly, control panel, wet well coating, and SCADA integration.

Education

B.A., Construction Engineering,
University of Central Florida

Licenses & Certifications

Engineering Intern (E.I) Certified
Procure Project Management – Core Tools
Procure Project Management – Project Management
Procure Project Management – Quality & Safety

Industry Training

OSHA 30-hour
Confined Space
Scaffolding
Fall Protection
Excavation & Trenching
CPR/First Aid



Robert Morris, CHST

Corporate Safety Director

INDUSTRY: **30** YRS PC: **9** YRS



Robert is the corporate safety director at PC Construction. In this role, he manages and leads all safety-related functions and activities of the company and is a key member of safety-related committees, training and education initiatives. He is also responsible for the implementation of PC's safety program to all projects, divisions and departments. Robert is the leader for safety in all aspects of our business. He brings 29 years of construction industry experience and takes a very hands-on approach to safety and engages members at all levels of the organization. He is on project sites daily and leads PC's safety vision and culture from the field. Robert also seeks out new and innovative ideas to consistently encourage and enhance safety on our projects.

Relevant Project Experience

Ralph Brennan Water Treatment Plant Gravity Filter Upgrade - Corporate Safety Director [City of Daytona Beach, FL](#) | \$6.9M | [Design-Build](#)

This project included the replacement of the aging Leopold filter underdrain system and associated components with a new system that could meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance. Work included the addition of an air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels, SCADA upgrades for the associated equipment, and extensive MOPO and planning to complete installation of the new filter equipment while the remaining filters remained in operation. PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work.

Westside Regional Water Reclamation Facility Biosolids Dewatering System Improvements - Corporate Safety Director

[City of Daytona Beach, FL](#) | \$3.4M | [Design-Bid-Build](#)

This improvement project includes extensive demolition of existing equipment and utilities. New work includes the installation of two three-belt filter presses, a series of three-screw conveyors, two washwater pumps and two skid-mounted emulsion polymer blending units. All work planned and executed while maintaining operation of the existing facility dewatering system.

Westside Regional Water Reclamation Facility Improvements - Corporate Safety Director [City of Daytona Beach, FL](#) | \$39.9M | [CM at-Risk](#)

The project includes the construction of the RAS/WAS pumping, Bardenpho Stage 3, and Stage 5 aeration, and tertiary deep bed filter improvements. RAS/WAS improvements include removal of existing telescoping valves and RAS/WAS pumps, conversion of the existing distribution boxes to wet wells and construction of two new RAS/WAS pump stations. Work also includes the replacement of mechanical surface aerators in the Bardenpho basin, two new CMU block electrical and I&C buildings, aeration improvements including coarse bubble diffuser grids, and the construction of a clarified liquid pump station with vertical centrifugal submersible pumps and a new deep-bed sand filtration system.

Stuart Water Treatment Plant Reverse Osmosis Facility - Corporate Safety Director [Stuart, FL](#) | \$16.7M | [Design-Bid-Build](#)

The new reverse osmosis (RO) facility will allow the City of Stuart to diversify its water supply options. Work includes the construction of a new 1.5-mgd RO treatment facility with a 3.0-mgd-capable process/control building, Floridan aquifer water supply well, pretreatment equipment, chemical systems, filter clear well modifications, transfer pump replacement, new pole barn, valves and a new generator building to house a 500-kW generator and a 4,000-gallon diesel fuel storage tank.

Education

BA, Business Administration,
California State University at
Sacramento

Professional Activities

ASSP, Member

Licenses & Certifications

BCSP Construction Health and
Safety Technician (CHST)

NCCER Master Trainer

OSHA 500 Authorized Outreach
Instructor

PC Field Safety Training Instructor

Industry Training

First Aid, CPR & AED Certified

OSHA 30-hour / OSHA 510

PC Field Safety Training



SECTION B

Firm's Related Experience

SECTION B

Firm's Related Experience

1. Review the firm's experience with projects of similar size, type and scope and the performance on those specific projects.

PC has completed numerous water treatment plant upgrade projects throughout the United States. We bring these resources, experience and lessons learned to the City of Bunnell and this Brackish Water RO project. At the end of this section we are presenting eight projects that demonstrate our most relevant projects in size, nature and scope.

We have focused on projects that demonstrate:

- Our Florida-based work and the team members we are proposing
- Experience with projects involving RO components and scopes
- Similar-sized projects requiring design, detailed preconstruction, MOPO, self-performance and commissioning
- Technical proficiency with other scopes required on the Brackish Water RO project

The highlighted projects are:

- Ralph Brennan Water Treatment Plant Gravity Filter Upgrade, Daytona Beach, FL (PC/Carollo)
- Stuart Water Treatment Plant RO Treatment Facility, Stuart, FL (PC)
- Babcock Ranch WTP Expansion, Fort Myers, FL (Carollo)
- Hanahan WTP Plate Settler Basins Phase 1 and Solids Handling Improvements, Hanahan, SC (PC)
- Polk Regional Southeast WPF & West Polk WPF, Polk County, FL (Carollo)
- North Lee County WTP 10-mgd & 15-mgd Expansion, Fort Myers, FL (Carollo)
- Purrysburg Water Treatment Plant, Hardeville, SC (PC)
- IBM CMP Waste Treatment Facility, Essex Junction, VT (PC)

Over the past 15 years, Carollo has completed 8 RO/NF design projects for clients in Southwest Florida, 12 RO/NF projects across Florida, and over \$1-billion worth of desalination plant infrastructure nationally. This includes the progressive design-build of the North Lee County RO WTP, that was awarded 2012 Project of the Year by the Florida Section of the Design-Build Institute of America (DBIA). Carollo has dedicated their expert team to this project, and they are committed to deliver innovative ideas, design detail, and service. *On the following page is a list of selected RO design projects Carollo has recently completed in Florida.*



Carollo's comprehensive project approach and solid design for our improvements project provided ample opportunities for our team to be fully engaged in the overall process."

Holden Wright, PE, MPA
Capital Project Manager
Polk County Utilities, Florida

PC CONSTRUCTION | CAROLLO ENGINEERS



Bunnell WTP Brackish Water RO Project | B-1

Selected Carollo RO Design Experience — Florida

PROJECT	Planning	Design	Permitting	Construction Management	Injectate Compatibility Analysis	Optimal/Resilient Treatment	FDEP UIC	FDEP WTP	WMD/FDEP ERP	SCADA / I&C	Surveying	Geotech	Hydraulic Modeling	Well Field	Finished Water Quality	Pumping/Conveyance	Funding
Southeast WTP Auburndale 15 mgd	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
West Polk WTP Auburndale 10 mgd	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
N. Lee County WTP Fort Myers 10 mgd	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
N. Lee County WTP Fort Myers 15 mgd	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
RO WTP No. 2 Clearwater 6.25 mgd	✓	✓	✓	✓	✓	✓		✓		✓			✓		✓	✓	
Babcock Ranch WTP Fort Myers 1 mgd	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	
Northwest WTP Naples 10 mgd	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pinewoods WTP Fort Myers 3 mgd	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stock Island WTP Key West 4 mgd	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Venice Gardens WTP Sarasota 2.75 mgd	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓		✓	✓	
Shell Creek RO WTP Punta Gorda 4 mgd			✓		✓		✓		✓					✓			



2. The selection committee will evaluate the quality, experience and quantity of staff and their functions as it relates to the scope of work.

As outlined in Section A, PC/Carollo have assembled a team with an outstanding track record of delivering projects of the highest quality, on time and within budget. Each of these professionals, hand-picked specifically for the Brackish Water RO project, is authorized and encouraged to act in your best interest and go above and beyond throughout the project's duration. Our proposed management team is highly qualified and have extensive experience with design, preconstruction, construction planning and publicly prominent projects.



On the Brennan Filter project, the PC/Carollo team demonstrated a unique chemistry and will fully leverage it from kick-off through commissioning on this project for the City of Bunnell.

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.

As evident in the table on the previous page as well as in the 'Projects Recently Completed' list found in Appendix A, PC and Carollo have plentiful recent experience completing projects to a similar size and scope as the Brackish Water RO project.

4. The scope of services provided should represent projects that are similar to those defined in the RFQ document.

Along with our combined experience completing RO projects, PC and Carollo also have considerable experience on projects that include several of the specific scopes as outlined in the RFQ for the Brackish Water RO project. The team's experience extends to the installation of raw water mains, installation and upgrades of valves and controls and also the construction of structures used to house water and wastewater treatment components. These include the Stuart Water Treatment Plant RO Treatment Facility, the Babcock Ranch WTP Expansion, the Hanahan WTP Plate Settler Basins Phase 1 and Solids Handling Improvements project, the Polk Regional Southeast WPF & West Polk WPF projects and the North Lee County WTP 10-mgd & 15-mgd Expansion.

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.

PC Construction

Founded in 1958, PC Construction is one of the largest constructors of water and wastewater treatment plants in the country, annually ranked by Engineering News-Record (ENR) as a top Water Treatment Plant contractor in the U.S. as well as a Top 50 Environmental Firm. We are one of the nation's largest 100% employee-owned construction firms, with 450 employees. Headquartered in South Burlington, Vermont, the company's expansion into additional regional markets has facilitated regional offices in Florida, Georgia, North Carolina, New Hampshire, Maine and New York.



PC has been working in Florida for 30 years, including the current Bunnell WWTF BNR Improvements project that is nearing completion of preconstruction and will soon transition to construction. In addition, PC successfully completed the \$25 million, Palm Coast WWTP in 2018. We have also recently completed three projects alongside Carollo Engineers for the City of Daytona Beach—the \$39.9 million Westside Regional WRF Improvements project, the \$6.9 million Ralph Brennan WTP Gravity Filter Upgrade and the \$3.8 million Westside Regional WRF Biosolids Dewatering System Improvements project. Our capabilities in water/wastewater work has given us a reputation for successful project delivery and strong relationships with local subcontractors and vendors, which will offer strong advantages to the City of Bunnell.

Carollo Engineers

Founded in 1933, Carollo Engineers, Inc., is one of the largest engineering firms in the United States dedicated solely to water and wastewater engineering—it's all they do. This targeted expertise allows them to focus on developing best-value, innovative, and reliable solutions to help their clients protect public health and achieve their service goals. It also culminates in the recruitment of the brightest minds in the industry, a staff trained on issues impacting water and wastewater infrastructure, and pioneering ideas tailored to the specific needs of each client and project.



Carollo has been in business for 91 years and their reputation is based upon client service and a continual commitment to quality. They currently maintain 50+ offices across North America, including eight Florida offices (Orlando, Tampa, Sarasota, Jacksonville, Coral Springs, Miami, Palm Beach and Fort Myers).

The company's growth in Florida has been fueled by their approach to client service and the innovative solutions they consistently bring to the table. Since their first Florida office opened in 2001, Carollo has progressed to be the preferred firm for dozens of agencies throughout Florida. The reason rests not simply on the creative thinking Carollo brings to their projects, or their depth of experience but also on the manner in which their services are delivered.

PC and Carollo: Proven Collaboration

PC and Carollo developed a strong, collaborative relationship while working on the three projects for the City of Daytona Beach. More importantly, several of the team members working on those projects will also be staffing this project, including PC Construction Executive John Yesalonia, Carollo Designer of Record Erica Stone, PC Project Superintendent Brandon Lovelette, PC Chief Estimator Alex Hango, Carollo Piping/Plumbing Expert Scott Richards and PC Corporate Safety Director Robert Morris.

Throughout those projects, the construction management and engineering teams at PC and Carollo worked closely with the City of Daytona Beach to understand their plant and the process considerations in the construction sequence. Weekly MOPO meetings were held to discuss impacts to the plants day-to-day function that are coordinated into the construction activities. Items as broad as road closure requests and as intricate as process shut downs, tie-ins and startup plans were consistently presented and reviewed with the owner and engineer prior to implementation. PC and Carollo developed more than 30 MOPO plans on the Westside Regional WRF Project and the daily coordination effort with the City remained a top priority among the project team.

Another example of the ongoing collaboration involved emergency repairs at the Westside Regional WRF headworks. While the City of Daytona Beach was investigating a leak at the headworks, the influent line ruptured. PC immediately began working to solve the problem and mitigate any potential damages. Once the repair was addressed, Carollo and PC worked together to develop recommendations on the permanent repair and provided construction details to aid in the support of the compromised pipe. This type of collaboration and partnership will provide significant benefit to the City of Bunnell.

Connect Consulting

CCI has worked with many municipalities and utilities throughout Florida since its founding in 1996. CCI is a private and progressive hydrogeologic firm dedicated to providing innovative and economical solutions for clients' hydrogeologic and water resource planning issues. Their groundwater supply projects have ranged from preliminary wellfield exploration with aquifer performance testing and evaluation to detailed wellfield design and construction. CCI specializes in evaluating and rehabilitating wells to restore production and improve water quality, including wellhead and discharge piping modifications to meet current regulatory requirements.



Wekiva Engineering

Wekiva provides structural engineering services to an array of industry sectors which include water and wastewater facilities, solid waste facilities, and commercial buildings. Their highly experienced and talented engineers have been providing cost-effective solutions and exceptional results for clients throughout the Southeastern United States. Their experience also allows them to solve engineering problems with simplicity and innovation. They are very proficient in the various applicable design and building codes allowing them to apply effective and proper solutions early in the design stage. In addition, their engineers frequently work with contractors providing value engineering ideas and solutions. This allows them to be intimately involved with the entire process of a structures' evolution from conception to final construction activities.



The Firm's current and projected workload.

As outlined in the *Proposer's Qualification Form* in Appendix A, PC currently has a total \$790.6 million in work underway. This includes four projects in Florida—the Bunnell WWTF BNR Improvements project, the Southeast Regional WRF Expansion project in Volusia County, the WTP Reverse Osmosis (RO) Facility in Stuart and the WTP No.2 Treatment and Disposal Improvements project in Lake Worth.

Our team is upfront about our current commitments. We are providing dedicated staff for this project, and the personnel proposed for this work with the City of Bunnell are not encumbered with managing multiple assignments and stand ready to immediately come on board. The team presented in this proposal will be committed to the City from the outset, because we know that a consistent team will be key to its speed and success. Having our office located up the street in Palm Coast means our team can also be flexible in deploying additional or reassigning resources as project sizes vary or as construction schedules necessitate.

6. The overall performance of the firm relative to projects of similar size and scope should be evaluated.

PC Construction is an industry-recognized leader in projects of this size and scope—particularly in Florida and the Southeast, where we have delivered iconic, nationally-recognized projects. Our extensive experience includes the three projects in recent years for the City of Daytona Beach, all of which were designed by Carollo, along with the eight-time award-winning Water Supply Program project for the City of Atlanta. For these exceptional projects, the 2022 Southeast Contractor of the Year Award was presented to PC Construction by *Engineering News-Record*.



Ralph Brennan Water Treatment Plant Gravity Filter Upgrade Daytona Beach, FL

This PC/Carollo project included the replacement of the aging Leopold filter underdrain system and associated components with a new system to meet the plant's permitted capacity of 24 mgd. The work extended the useful life of the facilities and promoted reliable water production and regulatory compliance.

Project Features

- Design, permitting and construction for upgrades to the filter complex at the existing water treatment plant
- An air scouring system and associated infrastructure to improve the operational capabilities of the filter structure, as well as new blowers, instrumentation and control panels
- SCADA upgrades for the associated equipment
- Extensive MOPO and planning to complete installation of the new filter equipment while maintaining operation of remaining filters
- Utilized barriers to isolate the construction from the plant's operating filters and eliminate potential contamination
- More than 50 shut-downs to existing utilities for modifications on existing infrastructure
- Close coordination with plant operators and the Florida Department of Health
- PC self-performed approximately 75% of the project scope, including sitework, utilities, concrete, metals and process mechanical work

Value

\$6.9 million

Delivery Method

Progressive Design-Build

Start Date

October 2021

Completion Date

July 2023

Owner

City of Daytona Beach
Eric Smith
386.671.8829
smitheric@codb.us



Stuart Water Treatment Plant Reverse Osmosis Facility

Stuart, FL

A new reverse osmosis (RO) facility will allow the City of Stuart to diversify its water supply options by utilizing the Floridan Aquifer System to provide reliable water and meet future demand.

Project Features

- Construction of a new 1.5-mgd RO treatment facility with a 3.0-mgd-capable process/control building. The facility ties directly to a 1,750-foot deep well and the existing lime softening facility
- New Floridan FA-1 wellhead and controls for existing Floridan aquifer water supply well
- Modifications to the filter clearwell
- Installation of pretreatment equipment and chemical system
- Installation of post-treatment equipment and systems including degasifiers, blowers, a scrubber system and chlorine and ammonia chemical systems
- A new generator building housing a 500-kW generator
- Installation of instrumentation, electrical and SCADA systems
- Construction of a 4,000-gallon diesel fuel storage tank

Value

\$16.7 million

Delivery Method

Design-Bid-Build

Start Date

November 2021

Completion Date

February 2024

Owner

City of Stuart, FL

Tim Voelker

772.288.5332

tvoelker@ci.stuart.fl.us



Babcock Ranch WTP Expansion Fort Myers, FL

MSKP Town and Country Utility (TCU) owns and operates the Babcock Ranch Utility System, which serves the Babcock Ranch Community in Charlotte County, FL. The community is designed to be developed in phases and, as growth is anticipated, additional water capacity will be required. The 30-acre utility site houses an RO water treatment plant and water reclamation facility.

Project Role

- Phase 1 of the project was the initial construction of new 0.25-mgd WTP on a greenfield site. Treatment utilized RO membranes for chloride reduction and air stripping to remove hydrogen sulfide. Two area wells (0.3 mgd each) supply the plant. Finished water is stored in a 1-MG prestressed tank and conveyed to the system via a high-service pump station (1 mgd). The tank and pump station were designed to accommodate future expansion by setting aside specific pipe tie-ins and reserved areas for the future equipment. The tank was designed with a bypass to facilitate taking the tank offline for maintenance while maintaining flow to the high-service pump station and distribution system.
- Phase 2 of the project increased WTP capacity to 1 mgd by the addition of a third supply well, additional treatment equipment and expansion of the high-service pump station (4.5 mgd).
- Construction of Phase 2 occurred in stages while the existing plant remained online. Phase 2 included additional treatment for total organic carbon (TOC) to further reduce disinfection by-product (DBPs) levels in the distribution system. Carollo served as the Engineer of Record and provided all planning, design, permitting, and engineering services during construction for Phase 1 and Phase 2.

Value

\$12 million

Project Elements

Design and engineering services during construction

Start Date

Phase 1: September 2015

Phase 2: November 2018

Completion Date

Phase 1: March 2017

Phase 2: November 2020

Contractor

Mitchell & Stark Construction Company

Michael Westhafer

239.332.1632

mwesthafer@mitchellstark.com



Hanahan Water Treatment Plant Plate Settler Basins Phase 1 and Solids Handling Improvements

Hanahan, SC

This first phase of Charleston Water System's Capital Improvements Program replaced aged infrastructure and provided additional optimization to the coagulation and flocculation process at the existing treatment facility, originally constructed in 1904. The construction management-at-risk delivery method was selected to expedite construction and facilitate integration of new facilities with minimal disruption of plant operations, all while maximizing the scope of improvements within the project budget. The facility now more efficiently serves over 400,000 people in the Charleston area.

Project Features

- Additional optimization to the coagulation/flocculation process for common post-filtration chemical feed for entire plant
- Modifications to solids handling system that improve flow from decant tanks to allow more optimized filter backwash cycles
- Replacement of preexisting flocculation/sedimentation basin 1 with new flocculation/sedimentation basins 7, 9 and 11
- New flow splitter and associated raw water mixing improvements
- New pretreatment chemical metering pumps, new polymer mixing system and chemical pipe conduit system
- Consolidated post chemical feed and improvements to the lime feed
- Improvements to chlorine gas facility, dechlorination monitoring and control
- Decant tank upgrades and new thickener splitter box
- Improvements to existing sludge holding tank and settled water piping
- Electrical improvements

Value

\$41.4 million

Delivery Method

CM at-Risk

Start Date

October 2016

Completion Date

September 2020

Owner

Charleston Water System
Don Benjamin
843.727.6876/843.296.5939 cell
benjamin@charlestoncpw.com



Polk Regional Southeast WPF and West Polk WPF

Polk County, FL

The communities in Polk County represent the second fastest growing area in the US. While this growth has fostered new boons for the County, it has also placed burdens on the Upper Floridan aquifer, the traditional, but limited source of water supply for all Central Florida's public water systems. To help meet future demands, the Polk Regional Water Cooperative approved the following four water supply projects and corresponding pipelines, for which water quality and treatment evaluations, as well as preliminary and final designs are included in the combined project:

1) Southeast Wellfield and Water Production Facility (15 mgd) preliminary and final designs; 2) West Polk Wellfield and Water Production Facility (10 mgd) preliminary and final designs; 3) Peace Creek Integrated Water Resources Project (5-10 mgd) preliminary design; and 4) Peace River and Land Use Transitions Project (up to 30 mgd) conceptual design.

Project Role

- The Southeast WPF and West Polk WPF projects included water quality analysis of the Lower Floridan Aquifer; identification of quantity and quality of water available from the wellfields; evaluation of treatment options, bench-scale testing, and recommendation for the most technically and economically viable process to treat the water; post treatment requirements; hydraulic modeling and water quality modeling (using Blue Plan-it®) for compatibility of treated regional water with member governments' water distribution systems in terms of all stability and corrosion control indices; determination of the most viable option for disposing waste residuals; development of preliminary and final facility designs for the recommended treatment process; and costs estimates for the treatment facilities.
- The designs allow for a flexible operating range of 75 to 80 percent recovery. Phase 2 of the project is ongoing and includes final design of both facilities.

Value

\$400 million

Project Elements

Evaluation, pre-design, design

Start Date

Phase 1: October 2017

Southeast Phase 2: March 2022

West Polk Phase 2: March 2022

Completion Date

Phase 1: December 2021

Southeast Phase 2: December 2027

West Polk Phase 2: December 2028

Owner

Polk Regional Water Cooperative

Eric DeHaven

813.323.7061

ericdehaven@prwcwater.org



North Lee County WTP 10-mgd and 15-mgd Expansion

Lee County, FL

The rehabilitation and expansion of the North Lee County RO WTP resulted in successful correction of treatment plant deficiencies and expansion of the plant capacity to 10 mgd. After the success of that project, the County retained the same team in 2021 to further expand the plant to 15 mgd.

Project Role

- Carollo was retained to provide planning, design, permitting, and engineering services during construction of the improvements and expansion. The project included an RO pilot study to test acid elimination from the RO feed water and the effectiveness of anti-scalants. The need for sulfuric acid from the RO feed water was eliminated, thereby improving operator safety and reducing the cost of treatment.
- During the first phase of the project, Carollo facilitated multiple day-long workshops at the plant with the County. Each workshop was used to discuss concepts and options and review preliminary documents and plans. During the construction phase of the project, the Carollo team met weekly with County staff to review design clarifications, shop drawings, and RFIs. In addition, Carollo worked closely with plant staff to develop a comprehensive set of standard operating procedures and developed a user-friendly electronic O&M manual.

Value

\$58.5 million

Project Elements

Planning, design, permitting, ESDC

Start Date

Expansion to 10 mgd: October 2009
Expansion to 15 mgd: December 2020

Completion Date

Expansion to 10 mgd: August 2012
Expansion to 15 mgd: June 2025

Owner

Lee County Utilities
Larry Campanelli
239.533.8565
lcampanelli@leegov.com

Awards

National Design-Build Award - Water/Wastewater Projects



Purrysburg Water Treatment Plant

Hardeville, SC

Construction of a new 15-mgd water treatment with a planned future expansion to 45-mgd. The plant provides municipal drinking water to the greater Hilton Head area and reverse-osmosis treated water to a neighboring power generation facility.

Project Features

- River pump station
- Raw water reservoir and pump station
- Construction of a powdered activated carbon facility, flocculation/sedimentation basin
- A combined filter, chemical and administration building
- High-service pump station
- A four-million-gallon finished water clearwell
- 250,000-gallon backwash storage tank, emergency generators
- Wash water sump and process water lagoon

Value

\$30 million

Delivery Method

CM at-Risk

Start Date

April 2002

Completion Date

April 2004

Owner

Beaufort-Jasper Water & Sewer Authority
Ed Saxon
843.987.9249
eds@bjwsa.org



IBM CMP Waste Treatment Facility Essex Junction, VT

This project featured the construction of a treatment facility for chemical-mechanical planarization (CMP).

Project Features

- Relocation and installation of new equipment and accessories to a Microbar filtration system, reverse osmosis units and filter presses
- Demolition of the existing clarifiers
- Installation of chemical systems including sulfuric acid, sodium hydroxide, sodium bisulfite, polymer and GE MetClear
- Installation of automation and alarm monitoring systems

Value

\$9.4 million

Delivery Method

CM at-Risk

Start Date

August 2000

Completion Date

December 2002

Owner

IBM Corporation
Tom Jagielski
802.769.4747
tjagielski@us.ibm.com



SECTION C

Firm's Approach and Methodology

SECTION C

Firm's Approach and Methodology

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.

Both PC and Carollo have been completing successful water and wastewater treatment projects in Florida since the early 1990s—a dedication to the area that has led both companies to open dedicated Florida offices, staffed with local personnel who devote their careers to bringing outstanding facilities to the Sunshine State. Most recently, PC and Carollo teamed up to successfully complete three major projects immediately south of Flagler County in the City of Daytona Beach—the Westside Regional WRF Biosolids Dewatering System Improvements project, the Westside Regional WRF Improvements project and the Ralph Brennan WTP Gravity Filter Upgrade.

In addition to our current work with the City of Bunnell on the BNR Improvements project (*right*), in 2018, we completed the \$25 million WWTP project ten miles away in Palm Coast. We take pride in our work and are widely recognized as a collaborative and reliable contractor. This extends to working with great care and professionalism at operating treatment plants and establishing strong connections with the operations and maintenance staff on site.

The PC/Carollo team is local, and we are very familiar with conditions in the area, including the hydrogeology, water quality, common challenges in proper RO selection, CUP limits and the need to select an efficient RO which doesn't waste water, which is already valuable. This local knowledge also extends to our ongoing working relationships with dozens of local contractors, subcontractors and other firms who can respond and provide quality work at a fair price.



PC is currently engaged in the City of Bunnell, bringing the BNR Improvements project to fruition.

PC Construction

PC has been building drinking water and wastewater treatment plants for more than 60 years. We are proud of this work, which has helped millions of Americans with a most precious resource—clean, safe and reliable water. In the last decade alone, PC has completed over \$3 billion worth of treatment plant projects, which includes new plants as well as expansion and upgrades to existing plants. Our long-term presence in this market has allowed PC to complete several water treatment project firsts and specialty process systems, including the first UV disinfection, inclined plate settler and hydraulic sludge scraper systems to be used for water production in North Carolina and the first design-build delivery of a new water treatment plant in Virginia.

Beyond our long-term presence in this market, our specialization in collaborative (CMAR and design-build) delivery of treatment plants is noteworthy. We delivered our first CMAR water treatment plant in the mid-1980s, making us one of the first construction companies in the nation to utilize this delivery method and the GMP process in the water market. Since then, PC has been involved in more than \$2 billion of CMAR and design-build projects for water and wastewater facilities. This includes CMAR and design-build projects for the City of Daytona Beach with Carollo Engineers.

Carollo Engineers

Carollo is an environmental engineering firm specializing in the planning, design, and construction management of water and wastewater facilities and infrastructure throughout the United States. Throughout their history, Carollo has successfully completed more than 25,000 projects for public sector clients. Carollo's team has grown to include more than 1,400 employees in 50+ offices throughout North America. By remaining solely dedicated to water-related engineering, Carollo has a level of understanding of key supply, treatment and conveyance issues that few can match.

Carollo offers a full range of water system planning, water treatment plant evaluation, treatment pilot study services, and design. Since 2000, Carollo has completed water treatment plant evaluations and design services for more than 100 facilities with a total capacity of more than 3.5 billion gallons per day. These projects have involved water supply and resource evaluations, water quality and treatment analyses, regulatory compliance plans, water demand projections, and asset management.

Project Delivery

Delivering this RO system for the City of Bunnell is essential to maintaining high-quality water services to your local residents. We have developed a turnkey approach, consisting of a specialty RO treatment vendor and supplier, an outstanding and proven engineer of record (Carollo) and primary supplier and builder (PC Construction).

To summarize our team's roles:

- PC will serve as the City's main point of contact throughout the project and be responsible for the construction performed on the project.
- Carollo (along with subconsultants CCI and Wekiva) will serve as the project's engineer of record, which is a differentiating factor of our team and critical to seamless consideration of the overall plant operations, permitting, commissioning, etc.
- The RO vendor and supplier will be selected based on best value after careful consideration and ranking from the Design Build team and the Owner.

In addition to the unique turnkey approach we are proposing, we strongly believe the value we bring is the proven synergy and established relationships between our firms—and the established relationships with multiple owners in Northeast Florida.

Our team is well-versed in local codes and ordinances and is eager to continue demonstrating that to the City of Bunnell. Carollo Permitting Expert **Mary Thomas** is also on board for this project, bringing her considerable local expertise in watershed analysis, water supply planning, membrane filtration processes, regional water monitoring programs, water use permitting and policy, hydrogeological investigations, and aquifer storage and recovery.

Over our thirty-plus years in the area, PC has built solid and lasting relationships with several local contractors, and we committed to the hiring and development of a local workforce. Coupled with our skilled craftsmen and apprentice program, we are confident that we can pledge to hiring additional local forces for this project. In addition, our team will ensure labor requirements are met by each of our major first and second tier subcontractors.

The first step in managing subcontractors is our robust, best-in-class subcontractor qualification process. PC has implemented strict standards for both potential and existing subcontractors, requiring up-to-date information on a variety of topics, including safety record, surety information, insurance coverage, outstanding litigation and financial history. In addition to acquiring this information from potential/new subcontractors, this information is updated annually for the 600+ subcontractors currently prequalified in PC's database.



Licensed PE Mary Thomas's 23 years of industry experience will prove invaluable on this project.

As a result of this best-in-class subcontractor qualification process, PC has significantly reduced subcontractor defaults and pruned our robust database to only include highly-skilled and qualified subcontractors, ensuring project success through our ability to stay on schedule and on budget.

[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.](#)

From day one, PC/Carollo will collaborate with the operations staff at the Bunnell WTP to gain a true understanding of the current operations of the plant. This will, in turn, best determine the ideal location for all the various scopes of work, including tie-in locations.

We know that the best course of action is to manage the project from the field, not from an office. We are excited to mobilize onsite local team facilities at the Bunnell WTP site as soon as possible during preconstruction to accommodate the full team throughout construction. This will enable us to host workshops and other collaborative meetings to fully understand the operational requirements for the Brackish Water RO project, including the existing infrastructure; we propose utilizing as much of that infrastructure as possible, including power, controls, flushing water and chemical systems.

Our Current Plan

The local PC/Carollo team has already begun examining the requirements and proposed scopes of work for this crucial project, and together with our in-house Virtual Construction team, we have created a series of 3D renderings of our vision.

Please see the following page for our proposed approach for Phases 1–3.

Not only are we excited about the benefits this project will bring to the local area, we have a vested interest. The water from this plant serves many of our own families, too!

We are proposing a new concrete pad with a three-sided metal canopy (similar to those used for the chemical storage tanks) on the north/northeast side of the site to house all the needed infrastructure for the RO skid system. Not only will this serve the required purpose, it will also allow for the City of Bunnell's proposed future expansion. All new structures on this project will be hurricane-rated.

In addition, we are proposing a tie-in to Wells 7, 8 and 9 near the existing fence line, routing it around the north side of plant and ground storage tank 2. We also propose tying in the new RO effluent line to the clearwell and installing a by-product discharge line to the discharge pond.



PHASE 1: Site Development

- Mobilization
- Test pitting and excavations
- Site work
- Yard piping
- Excavation for new RO structure
- Site utilities



PHASE 2: Concrete and Civil Construction

- Electrical infrastructure
- Concrete foundations
- Construction of buildings



PHASE 3: Start-Up and Commissioning

- Completion of mechanical installations
- Tie-in to existing utilities
- Instrumentation and controls
- Start-up and commissioning of new building and equipment

Our Approach

PC/Carollo takes great pride in our design-build delivery process. The preceding Virtual Construction renderings are our initial interpretation of the scopes and goals outlined in the RFP. Our proven collaborative approach will drive changes throughout design and preconstruction, including the referenced locations, sizes and materials depicted in these renderings. It is always our goal to go above and beyond with our clients as we work together to deliver projects in accordance with the proposed budget and schedule. With input from the City of Bunnell, we will take these concepts and turn them into reality, maximizing the value of the Brackish Water RO project.



Proposed Preliminary Schedule

Please see our proposed preliminary project schedule *at the end of this section*. Our team has created this project schedule based on our knowledge of the project, experience with similar projects and the high-level planning assumptions contained in the RFP from the City of Bunnell.

PC/Carollo are proposing our best team of experienced professionals for this project, who will be the critical element in delivering the project on the schedule outlined. We have staffed the project appropriately to work through the details and coordination required for project success.

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.

PC/Carollo has garnered extensive experience in the required scopes, having completed dozens of projects that included the evaluation of building systems and the various techniques and materials that will be vital to the success of the Brackish Water RO project. From our combined work on the three recent projects in the City of Daytona Beach to the other projects highlighted in *Section B: Firm's Related Experience*, PC/Carollo has proven this repeatedly, resulting in highly successful projects throughout Florida and beyond.

In addition, from their office in Lake Helen—just thirty miles from the Bunnell WTP plant—water resource consultants Connect Consulting (CCI) has already been hard at work with our team on the Brackish Water RO project, examining the existing infrastructure and identifying considerations that we believe will be crucial as we enter the design phase.

The City of Bunnell operates two brackish potable water wells that provide groundwater from the Upper Floridan aquifer (UFA) to blend with the fresh source water from the confined surficial aquifer (CSA) for the existing Ion Exchange treatment plant. As outlined in the RFQ, Wells 7 and 8 are the two UFA wells that are envisioned to be used to supply brackish groundwater to the new Reverse Osmosis (RO) treatment system. Currently, the City only uses Well 7 for blending on a regular basis due to elevated salinity in Well 8 that the City prefers not to use. However, Well 7 is known to produce sediment from the primary producing zone within the open hole section of the well based on recent evaluation and rehabilitation work completed by CCI.



The production of sediment will be problematic due to increased plugging of any prefiltration system that would be used to remove suspended particulate from the raw water prior to being pumped into the RO membranes. Based on the findings from the evaluation of Well 7 by CCI, there are two potential options to reduce sediment loading from this well—redevelop this well for an extended period of time in an effort to reduce the sediment production rate, which may or may not be successful due to hydrogeologic conditions, or design and construct a replacement well.

The City does not use Well 8 on a regular basis due to elevated salinity concentrations as compared to Well 7. This well was constructed at the same time and by the same contractor as Well 7 and may or may not have a similar issue as Well 7. However, CCI is unaware if the City has conducted an evaluation of Well 8 to confirm this potential. We would recommend that a hydrogeologic well evaluation of Well 8 be conducted to determine if this well could be used as the primary raw water supply well to the new RO system given the sediment production that occurs in Well 7.

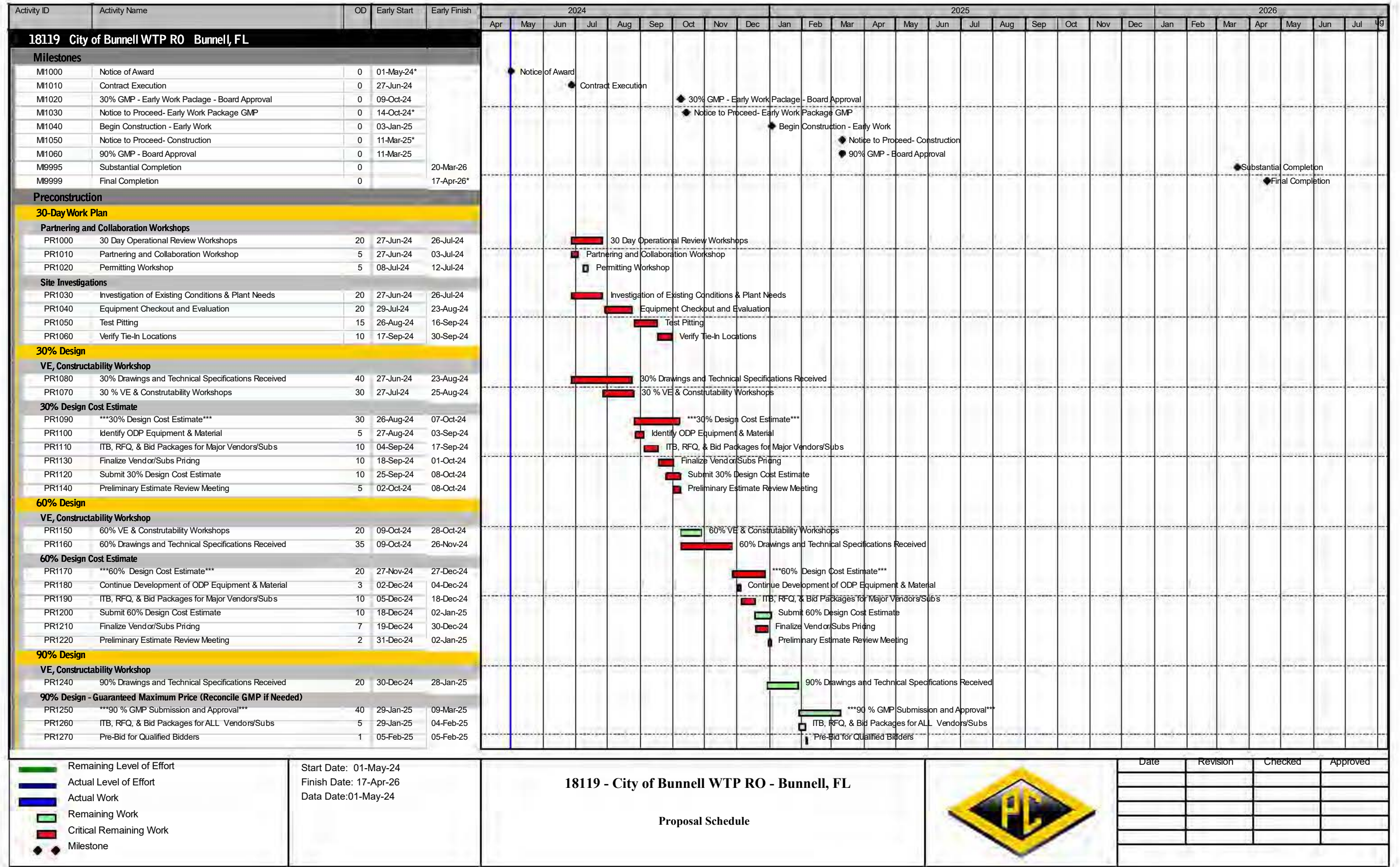
Consumptive Use Permit (CUP) No. 1982-6 issued to the City by the St. Johns River Water Management District in January 2017 has a total groundwater allocation of 24.6 million gallons per year (mgy) (0.067 million gallons per day (mgd) annual average) of groundwater from the UFA, 221.8 mgy (0.608 mgd annual average) of groundwater from the CSA for public supply type use (includes residential, commercial/industrial, water utility uses, and unaccounted for losses), and 4.7 mgy (0.013 mgd annual average) of potable water from the City of Palm Coast as a back-up supply, to serve a projected population of 5,052 in 2036.

The CUP limit of 0.067 mgd associated with UFA withdrawals from Wells 7 and 8 may not be sufficient to meet the raw water demands of the new RO treatment system if the UFA is intended to be the sole source of raw water to the RO system. This may require a CUP modification to increase the withdrawal allocation from the UFA to meet raw water demands. The previous CUP included a higher allocation from the UFA (0.941 mgd), which suggests that the potential impacts from the higher allocation may not limit the ability to increase the current allocation. However, water use permitting staff at the SJRWMD would need to be engaged to assess the requirements to increase UFA withdrawals to meet the project demands.

Closeout and Turnover

The PC/Carollo design-build team will provide the City of Bunnell with all the necessary information and training needed to operate and maintain your new equipment, designed to provide safe, reliable drinking water for the local residents. This includes:

- Operations and Maintenance (O&M) considerations. This will be the focal point of our extensive start up and training efforts for the operations staff at the Bunnell WTP.
- Spare parts and tools for all systems provided for future years of service
- Operator safety training and OSHA compliance certainty
- Access to maintenance items
- Ability to bypass/shut-down new systems
- Operations training on all systems
- Clear and ergonomic access to manually adjustable parts of the system





SECTION D

Effects of the Firm's Current and Projected Workload

SECTION D

Effects of the Firm’s Current and Projected Workload

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.

PC is a 100% employee-owned company whose daily actions are guided by our core values. Our commitment to outstanding project completion, exceptional customer service and superior safety performance has made us a partner of choice in the construction industry. Our team hails from every craft and expertise in the field, allowing us to combine innovative construction methods and accountable project management to get the job done, and to get it done right.

Proposer’s Qualification Form in Appendix A includes information about our current workload.

PC Construction	Employees
Officers and Senior Leadership	11
Construction Executives, Project Directors, Chief Information Officer, Controller	25
Senior/Project Managers	35
Senior/Project/Trade/Assistant Superintendents	57
Senior/Project/LDP/Office/Field Engineers, Corporate Chief Field Engineer	86
Risk Manager, Corporate Safety Director, Senior/Safety Specialists, Quality Control	8
Chief/Senior Field Engineers, Commissioning Manager	3
Chief/Senior/Project/Staff Estimators	15
Schedulers, Virtual Construction Engineers, Job Cost Engineers, Project Controls	6
Administrative	47
Craftworkers, Foremen, Leadmen	183

Carollo Engineers	Employees
Full-time	1,220
Part-time	108
Temporary	108

Connect Consulting	Employees
Full-time	3
Part-time	3

Wekiva Engineering	Employees
Full-time	4
Part-time	1

Firms shall provide a list of outstanding projects, client names, dollars committed on open projects, overall workload with other owners, and status of completion.

Information about our current workload is detailed in the *Proposer's Qualification Form in Appendix A.*

PC currently has a total \$790.6 million in work underway. This includes four projects in Florida—the Bunnell WWTF BNR Improvements project, the Southeast Regional WRF Expansion project in Volusia County, the WTP Reverse Osmosis (RO) Facility in Stuart and the WTP No.2 Treatment and Disposal Improvements project in Lake Worth.

2. Evaluate the workload commitments that will impact the firm's ability to complete services on schedule.

During our 60+ years of providing outstanding Design-Build services, we have proven repeatedly that our current workload has no impact on our devotion and dedication to the project at hand. We are prepared and eager to devote the ideal members of our team to this project, ensuring it is completed on time, on budget and in line with the City of Bunnell's expectations and guidelines.

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.

The PC/Carollo team proposed for this project is immediately available, local, and ready to bring this important project to life for the City of Bunnell. In addition to our management staff, we have committed dedicated employees to meet the needs of this project. We have multiple local employees that are eager to work where they live and provide a successful, high-quality project for the City. In the event of unforeseen circumstances, we have an experienced and capable roster of backup personnel ready to join the project to ensure timely success.



PC did a great job under some extenuating circumstances. The project had some difficult MOPO issues that required a significant planning effort and the entirety of the project management staff went the extra mile to keep the operations staff informed and in business all the while.”

Eric Smith

Deputy Utilities Director
City of Daytona Beach, Florida





SECTION E
Local Firms

SECTION E

Local Firms

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.

The base of PC Construction's Florida operations is located at 18 Market Avenue in Palm Coast, just up Moody Boulevard from the Bunnell Water Treatment Plant.

Our team feels strongly, however, that work needs to be managed from the field—not from the office—so we are committed to onsite execution of the project. With support from the Palm Coast office and also Carollo's office in Orlando, we propose mobilizing office facilities at the Bunnell WTP site as soon as possible during preconstruction to accommodate the full team throughout construction.



PC Construction's Palm Coast office, less than three miles from the Bunnell Water Treatment Plant, will support the Brackish Water RO Project.

2. Experience pertaining to similar Flagler County and City of Bunnell projects will also be considered. City of Bunnell staff shall not furnish references for such projects.



In 2018, PC completed the new construction of Wastewater Treatment Plant No. 2 for the City of Palm Coast—a 2-mgd greenfield wastewater treatment plant project, which involved building a new membrane bioreactor (MBR) treatment facility with increased capacity for reclaimed water storage. The project included the installation of new chlorine and chemical feed systems and a new 2-mg reclaimed water storage tank and 2-mg storage reject percolation pond.



PC is currently underway on the Bunnell WWTF Expansion and BNR Improvements project, designed to update a significant portion of the facility infrastructure in order to meet current and future regulatory requirements. Through extensive collaborative value engineering efforts, PC's preconstruction team has been successfully working with the City to achieve a Guaranteed Maximum Price (GMP) in line with the project budget, with construction expected to get underway this spring.



We were highly impressed with the talented team PC brought to Palm Coast to work on our project. They did much of the project themselves, and what they sub-contracted out they controlled well. We would love to have them back to work here again."

Stephen Flanagan
Utility Development Manager
City of Palm Coast, Florida





SECTION F

Completeness of Response

Completeness of Response

1. 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.

The PC/Carollo team understands and appreciates the entire scope of design and construction for the Brackish Water RO Project at the City of Bunnell's Water Treatment Plant, and we have presented what we believe is a comprehensive Statement of Qualifications that proves we are the design-builder of choice. Our combined team has extensive experience and the qualifications necessary to construct the 200,000 gpd RO system for the City, along with all associated components, including raw water main installation, RO skid installation and associated piping and valves and controls.

We are aware of this project's importance for the City and its 4,000 residents, as it creates a sustainable, renewable and efficient source of clean water for the region. We look forward to bringing this important project to life.

As outlined in the RFP, PC/Carollo has submitted a response that it complete in its mission of outlining why we are the ideal team for this project:

Ability Of Firm And Its Professional Team Composition

PC/Carollo is proposing a team supremely qualified to bring the Brackish Water RO project to life for the City of Bunnell. Our combined design, preconstruction and construction experience positions us as the design-builder of choice, along with our pledge to partner with the very best local subcontractors to execute the work.

Firm's Related Experience

PC/Carollo has an outstanding track record of delivering projects of the highest quality, on time and within budget, particularly those that are similar in size and scope to the Brackish Water RO project. This includes the design and installation of RO systems, the installation of raw water mains, the installation and upgrades of valves and controls and also the construction of structures used to house water and wastewater treatment components.

Firm's Approach And Methodology

The local PC/Carollo team, alongside our partners Connect Consulting and Wekiva, has already begun examining the requirements and proposed scopes of work for this crucial project and have even engaged our in-house Virtual Construction team to begin designing 3D models of our proposed approach. Having delivered projects of a similar size and scope numerous times before, we believe we are best-suited to bring this project to fruition for the City of Bunnell and its thousands of local residents (including many of our own proposed team)!

Effects Of The Firms Current And Projected Workload

The PC/Carollo team is committed to the success of this project and has the personnel and capacity to make it happen on time, on budget and with the quality that the City of Bunnell expects and deserves. During our 60+ years of providing outstanding Design-Build services, we have consistently proven that our current workload has no impact on our devotion and dedication to the project at hand.

Local Firms

Our local team, with the support of PC's Palm Coast office and Carollo's office in Orlando, will be on the ground in the City of Bunnell from day one, working closely with you throughout design, preconstruction and through to closeout of the project to ensure success. Along with this dedication to the project itself, we have already begun affirming our commitment to the local Bunnell community.

Last month we partnered with the City as a sponsor of the annual Cleanup Day. A total of 34 volunteers, including 14 PC employee-owners and their family members, collected nearly 2,200 pounds of trash from City neighborhoods and roads, joining in the ongoing efforts to keep stormwater system clean and reduce the amount of trash that ends up in local water.

The PC team was excited to support the Cleanup Day efforts. We are all invested in the community in which we live and work and enjoy making our home a place everyone can be proud of. Clean water is also near and dear to the PC team and is the focus of much of our work in Florida.





SECTION G

References for Firm and All Subconsultants

SECTION G

References for Firm and All Subconsultants

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

The best references are the ones who invite you back, and nearly 80% of our business comes from repeat clients. PC and Carollo are among the most trusted and reliable firms on the East Coast, particularly in Northeast Florida. The references below can attest to their experience working with PC and/or Carollo.

CITY OF DAYTONA BEACH, FLORIDA

Eric Smith

Deputy Utilities Director
386.671.8829
smitheric@codb.us

PC/Carollo Projects:

Westside Regional WRF Improvements
Westside Regional WRF Biosolids Dewatering System Improvements
Ralph Brennan WTP Gravity Filter Upgrade



CITY OF PALM COAST, FLORIDA

Stephen Flanagan

Utility Development Manager
386.986.2354
sflanagan@palmcoastgov.com

PC Project:

Palm Coast Wastewater Treatment Plant No. 2



LEE COUNTY UTILITIES, FLORIDA

Larry Campanelli

Program Manager
239.533.8565
lcampanelli@leegov.com

Carollo Projects:

North Lee County WTP 10-mgd Expansion
North Lee County WTP 15-mgd Expansion



In a design-build approach, you would benefit from having them as a partner. Their reputation as being cooperative and fair is still intact and part of what has made them very successful in this area.”

Eric Smith

Deputy Utilities Director
City of Daytona Beach, Florida





APPENDIX A
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:

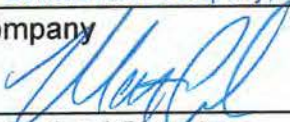
- All applicable forms have been signed and included
- All information as requested in the Proposer's Qualification Form is included.
- Any addenda have been signed and included. [Included on the following pages.](#)
- The mailing envelope has been addressed to:

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

The mailing envelope **must be sealed and marked** with RFQ Number "**RFQ #2024-02**" and RFQ Title "**PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT**".

The Response will be mailed or delivered in time to be received no later than the specified due date **March 05, 2024** 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

<u>PC Construction Company, dba PCEO, Inc. in Florida</u>	<u>18 Market Avenue, Suite 135</u>
Company	Address
	<u>Palm Coast, FL 32164</u>
Authorized Signature	City, State, Zip Code
<u>Matthew W. Cooke, President / CEO</u>	<u>802.651.1248</u>
Printed Name & Title	Telephone No.
<u>mcooke@pcconstruction.com</u>	<u>N/A</u>
Email	Fax No.



ADDENDUM NO. 01

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

**CITY OF BUNNELL
PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER
REVERSE OSMOSIS PROJECT
RFQ#: 2024-02**

Date Issued: February 9, 2024

A. QUESTIONS & ANSWERS

Question 1:

I have a couple quick questions regarding this RFQ to see if we would be interested in quoting.

Questions:

1. Will a water quality report be supplied or will we have to have our own one done.
2. Is there a requirement for the low and high pressure piping.
3. If additional pretreatment is required will it be in the scope of the work.
4. Is there a requirement for the skid frame.
5. What are the limits for space for the unit.
6. What voltage can we expect the facility to have
7. Will the plant be placed into a SCADA system.
8. Are there requirements for PLC and components.

Below are our current assumptions:

- Feed Flow: 200gpm
- Product Flow: 140
- Recycled gpm: 15gpm
- Recovery: 75%
- Membranes: 40each 8" x 40" brackish water membranes
- TDS: 2,000tds used for sample water

Answer 1: The City is currently requesting qualifications for Design-Build Services for Brackish Water Reverse Osmosis. It is our intent to have the selected firm answer these types of questions for the City.

Question 2: Can you help me understand specifically what licenses are required? Is a Florida Business License required or simply that we have a licensed Florida Professional Engineer who will provide signed and sealed calculations for the skid?

Answer 2: 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. Business licenses may be required prior to construction.

ACKNOWLEDGEMENT:



February 28, 2024

Signature and Date

Matthew W. Cooke, President / CEO

Printed Name and Title

PC Construction Company, dba PCEO, Inc. in Florida

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 Design-Build Services - Brackish Water Reverse Osmosis Project
CITY RFQ NO: 2024-02**

Date Issued: February 15, 2024

This addendum is being issued to provide all prospective proposers with information obtained through the site visit which occurred on Wednesday, February 14, 2024, at 10:00AM.

- A. **WTF SITE VISIT** - Tour began in Outside Facility, to Electrical Room, then walked area in the direction of flow.

Companies in attendance: CPH, EES, R.J Sullivan Corp, PC Construction, Harrington Process Solutions

Information provided by Dustin Vost, Infrastructure Director and Jason Palmer, Infrastructure Manager

It is the City's intent that all qualified professionals submit RFQ's to design, build, recommend, get creative and stay within budget to accomplish our goals with an RO system. If you have questions, please ask one at a time.

B. **QUESTIONS & ANSWERS**

Question 1: Do we send in questions via email?

Answer 1: All questions should be sent via email or phone to Mary Anne Atwood, matwood@bunnellcity.us, 386-986-6702. Questions will then be answered and posted in an Addendum.

Question 2: Can you post the current WTF design drawings online?

Answer 2: Under homeland security, we cannot post the As-builts online. If we were to do so, they would be heavily redacted and therefore not of any informational value.

Question 3: Can the professional firm request the documents via email?

Answer 3: I will look into that as it would be a professional firm requesting the information and would not be posted to the public. The selected firm (based on Qualifications) will receive full access to WTF documents.

Question 4: Can we see the skids?

Answer 4: We do not have any skids; we are Ion Exchange. The purpose of this is to add two hundred thousand gallons per day availability to utilize our brackish water wells. Ion Exchange is not the most suitable option for brackish water treatment.

Question 5: Do you plan to have a pre-filter housing that has cartridge filters that are upstream of the membranes to protect the membranes from small particulars?

Answer 5: Yes, that is somewhat standard practice.

Question 6: Explain where the well water lines come in to the facility?

Answer 6: Wells 7 & 8 are high in chlorides and high in conductivity and we cannot treat it. They are located in the park to the North of the WTF. The well water mains come in and swing around the tank and come into a single header located in front of our bay doors. Wells 3, 4, 7, 8, & 9 come in from the park. There are 4 valves in the ground and from there, it is a single header to our aeration basin. Rerouting pipe we may find to be a difficult process due to the fact that there is asphalt laid over it. I do not know the linear feet at this time.

Question 7: When the main well comes into the plant before the common header, does each well have separate line? Can we walk outside the WTF to look at where the wells come in?

Answer 7: Four valves are located here in the parking lot of the WTF. They all come into a single header right here under everyone's feet and swing around the East side of the building underneath the concrete sidewalk. Two valves handle well 7,8, and 9. Wells 7 & 8 will need to be rerouted to the RO System.

Question 8: You have 5 wells that tie into one common header?

Answer 8: Yes, that is correct. They are located out front of the WTF in the parking lot area.

Question 9: Do your As-builts show that clearly?

Answer 9: After review the O & M's, the As-builts clearly show the 5 wells that tie into one common header. We do have As-builts for that and the mains that come in from the park.

Question 10: Do you have all the water quality data on all the wells?

Answer 10: We will be performing our CUP samples and will have updated data shortly after that.

Question 11: Will you want to intercept all the wells or just some of the wells?

Answer 11: We will want to intercept only two of the wells.

Question 12: Intercept a new line and take it into the building?

Answer 12: Yes, that is correct. Well 7 & 8 are the only ones that are high in TDS and Chlorides.

Question 13: So, the current system you have is not handling wells 7 & 8?

Answer 13: Correct, we cannot treat it here. We would want to take it into the building but if the proposed skid doesn't fit then the location would be outside the building.

Question 14: What is the skid to be made from? Stainless?

Answer 14: It would be nice to have stainless. Aluminum or Stainless.

Question 15: What about the piping around the skid piping? Is that stainless or schedule 80 PVC or a combination?

Answer 15: I have worked with both, my experience as an operator is that stainless is louder than schedule 80. I have seen schedule 80 fail in the past.

Question 16: Do you have specific controls that you require as an operator that you will need?

Answer 16: This is not our primary source of water; it will be a secondary. So, if we do not have generator back up power or the generator is not sized appropriately, that is fine. It just won't run until we get power back. The main production of water will still be through the Ion Exchange.

Question 17: If the skid cannot be housed inside the main building, what space is available?

Answer 17: East side of the building. We can use "builders special" to house it. Referencing the metal building structure currently on site as an example and the open area of land located on the East and around the South side of the WTF. Space between the retention and cement pond. There are not a lot of pipes under the ground over here and what is there for the ION Exchange plant is very deep. It is 6ft encased in concrete and rebar. No electrical duct or junction boxes. We have some old valves from where the wells used to be routed in, but again that pipe is deep.

Question 18: Is this going to increase the capacity or take some of the capacity away from the Ion Exchange? Or is it going to remain the same capacity?

Answer 18: The plant is currently at 1MGD. This will bring us to 1.2 MGD. So, this will hopefully add capacity. We wouldn't be operating at 1.2MGD, as we are currently only operating at 0.400MGD. The 1.2MGD would be our permitting capacity. The firm that's selected (based on qualifications) should design the system in a way to build with the ability to add on in the future for growth when/if funding becomes available and if needed.

Question 19: So, we could make the RO primary and the Ion Exchange secondary?

Answer 19: Would like to add RO to utilize the existing wells. The water chemistry after Ion Exchange is a good blend ratio; it will re-mineralize the water. We still have a good total hardness, calcium hardness, the blend ratio would still be good. It would be ideal to throttle back on the Ion Exchange process and utilize the RO. This all depends on where the City is in 5, 10, 15 years to see what we can do.

Question 20: What would be the plan for the discharge of the permeating membranes from the new RO? Blend it in with the Ion Exchange somewhere in the building? Or tie into a common header just outside the building?

Answer 20: We have a pool well that we can utilize. If we can get 200,000 out of the RO and throttle that back down, we aren't gaining any volume. So, we can still use an existing tank. If we are planning for future growth, then we could add two more. The finished water from the filters that are coming into the building into the clear well and tie the RO in from there and start the blending, disinfectant, and the manos from there. We can finish the blending in the East ground storage tank; there are baffle curtains that will slow that down. But I guess that would be a pressure differential in the pipe, which is what we would need the engineers to look at. The force flow from RO versus gravity fed from the filters, so that is what we would need engineers to work out. As far as concentrate, go to the concrete pond, which then pumps into the gravity

sewer collection. That is where all the backwash waste goes and all the brine waste from the Ion Exchange. The brine waste from the Ion Exchange is tipping the 150-200 thousand connectivity. We remove 85-87% organics and mostly what the filters grab is the oxidated ion. So, we have been sending that to the wastewater plant every day for the last 8 years.

Questions 21: Would the lift station need to be updated to handle the additional flow?

Answer 21; I do not believe so, I think we may need to add an additional pump, it's fairly deep. No updates are needed on the lift station. If we needed to buy a larger size pump, we would do that in-house. That would not be a part of this project.

Question 22: Can we see the power supply?

Answer 22: Yes, the power supply comes into the building and the communications are housed in here as well. We do have room.

Question 23: Will they be doing some piloting once the firm is selected as far as the actual membranes?

Answer 23: From what I understand, the technology/ modeling that is out there for RO should exclude the need for pilot study.

Question 24: I was wondering if the City prefers piloting or not?

Answer 24: I think that could be better answered once the modeling gets done and we can see the freshwater quality. Then I think we would revisit.

Question 25: Will you be reviewing or replacing any of these pumps?

Answer 25: The pumps stored inside the plant are for that, but that is a separate project. It would not be related to the RO.

Question 26: What is your ideal setup with SCADA control?

Answer 26: Ideally, I would like to have wells 7 & 8 hooked up to the SCADA so we can start and stop it from the plant. That is dependent on pre-RO stuff. The last thing you want is a pressure wave, like water hammer hitting your skids or air through there, you'll ruin the membranes. So, having the ability to turn the wells on and off and control the flows from the wells is very important when you are running RO. Especially if you are choking your concentrate blend and trying to get your 88% reject, it creates a lot of pressure. SCADA control at the wells, it would be nice to have it in the control room, if it ends up being on display at the skids, we can work with that. We would want it to run into the sensaphone for our alarm system.

Question 27: Will the state funding have following up requirement with equipment?

Answer 27: BABA is not listed.

Question 28: Is project completion expected 24 months from the award or from the day you sign the agreement?

Answer 28: 24 months from the award. We must hit the ground running with whoever is selected.

Question 29: Who is doing the fund management? Are you doing it in-house?

Answer 29: Yes, we are doing it in-house.

Question 30: Do you have Sodium Hydroxide onsite?

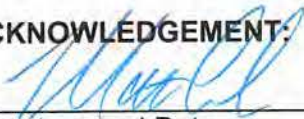
Answer 30: No, very few chemicals are on site. Being Ion Exchange, we do not do any pH control.

Question 31: What does Hydrochloric Acid do? What is it for?

Answer 31: We got rid of that. It is Citric Acid, which is used for demineralizing the under drains, the re-gen tanks, the salt tank, and circulating through the reuse brine tank. The pump and the valving do crystalize from the sodium. It's 50% solution Citric Acid. I have used it on the membranes as well, it takes a little longer on your CIPs, but it is effective.

We are fully funded through the Florida Budget Appropriations, so we do have a limited timeline. If you are submitting RFQs be sure that you can complete the project within 24 months from award.

ACKNOWLEDGEMENT:



February 28, 2024

Signature and Date

Matthew W. Cooke, President / CEO



Printed Name and Title

PC Construction Company, dba PCEO, Inc. in Florida

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02

	<p align="center">APPLICATION FORM</p> <p align="center">PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT</p>	<p>RFQ-2024-02 ISSUED BY: Mary Anne Atwood, Project Manager PHONE NO: (386) 986-6702 EMAIL: matwood@bunnellcity.us</p>
<p align="center">SUBMIT QUALIFICATIONS PACKAGE PRIOR TO: CLOSING DATE: March 05, 2024 CLOSING TIME: 02:00 P.M.</p>	<p 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 DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT Design, permit, construct a 200,000 gpd (gallon per day) RO system and its associated components including raw water main installation; RO skid installation and associated piping; valves and controls. Construction will also cover structural additions/modifications to house the RO skid.</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 align="center">THIS APPLICATION FORM MUST BE SIGNED TO BE CONSIDERED FOR</p>		
<p>COMPANY NAME: PC Construction Company, dba PCEO, Inc. in Florida</p>	<p>DATE: February 28, 2024</p>	
<p>MAILING ADDRESS: 18 Market Avenue Suite 135</p>	<p>PHONE: 802.651.1248 FAX: N/A</p>	
<p>CITY: Palm Coast</p>	<p>STATE: Florida</p>	<p>ZIP: 32164</p>
<p>TITLE OF AUTHORIZED REPRESENTATIVE: President / CEO</p>		
<p>E-MAIL: mcooke@pcconstruction.com</p>	<p>WEB URL: www.pcconstruction.com</p>	
<p>AUTHORIZED SIGNATURE: </p>	<p>PRINTED NAME: Matthew W. Cooke</p>	

ACKNOWLEDGEMENTS

RFQ #2024-02

PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT

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

PC Construction Company, dba PCEO, Inc. in Florida

(Proposer) guarantees its Response to RFQ #2024-02 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 28th day of February, 2024

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)  _____

Matthew W. Cooke
(Print name) _____

Address: _____

18 Market Avenue, Suite 135

Palm Coast, FL 32164

Telephone: _____

802.651.1248

Fax: _____

N/A

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

03-0259783

State of Incorporation: Vermont

Corporate President: Matthew W. Cooke

(Print Name)

Corporate Secretary: Colin D. Reid

(Print Name)

Corporate Treasurer: Carl D. Paschetag

(Print



Attest By (Secretary): Colin D. Reid

Handwritten signature of Colin D. Reid

March 1, 2024

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 PC Construction Company, dba PCEO, Inc. in Florida

By: 
Signature

Matthew W. Cooke, President / CEO
Name & title, typed or printed state

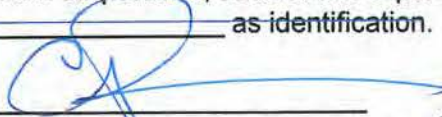

State of Vermont
County of Chittenden

18 Market Avenue, Suite 135
Mailing address

Palm Coast, FL 32164
City, State, Zip Code

(802) 651.1248
Telephone number

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 28th, 2024, by Matthew W. Cooke of PC Construction, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced Vermont as identification.


Signature of Notary Public - State of Vermont
Collin J. Parker
Printed/Typed/Stamped Name of Notary
My Commission expires: January 31, 2025


DECLARATION STATEMENT

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

RE: RFQ #2024-02 , PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT

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 #2024-02 , PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT.**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this February 28th, 2024 in the City of ~~Bunnell, in the State of Florida~~ City of South Burlington, Vermont.

PC Construction Company, dba PCEO, Inc. in Florida

Company



Authorized Signature

Matthew W. Cooke, President / CEO

Printed Name & Title

mcooke@pccconstruction.com

Email

18 Market Avenue, Suite 135

Address

Palm Coast, FL 32164

City, State, Zip Code

802.651.1248

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>
	See 'Projects in Progress' in this Appendix.		\$ \$790.6 million
			\$ _____
			\$ _____

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

N/A

OTHER INFORMATION ABOUT PROJECTS:

N/A

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 [Included on the following page.](#)

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.**

\$ \$1.30 billion (See 'Projects Recently Completed' in this Appendix.) Total Value for PAST completed and similar project
\$ _____ Total Value for PAST completed and similar project

Statement of Litigation

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

This list does not include personal injury, workers compensation or other claims covered by insurance. Disputes involving less than \$100,000 are not listed.

CAPTION	DATE STARTED	STATUS OF CASE	DESCRIPTION
PC Construction Company v. SMC Residences at Riverfront Landing Phase II, Limited Partnership	2023	Arbitration	Claim by PC against owner for delay costs related to discovery of existing hazardous materials on project site. Owner has counter-claimed alleging hazardous materials were brought to site and not existing.
High Valley Designs LTD v PC Construction Company dba PCEO in NY, Travelers Casualty and Surety Company of America and Federal Insurance Company; Index No. 2021-50453, New York Supreme Court, County of Dutchess	2021	Arbitration	Lawsuit by subcontractor PC terminated for default, transferred to arbitration per subcontract provisions. Claimant currently seeks approximately \$250,000: PC has a counterclaim exceeding this amount.

Projects In Progress

Project Name / Location	Owner	Architect/ Engineer	Amount / Delivery Method	Percent Complete	Start	End
Killian Creek Wastewater Treatment Plant Phase 3 Upgrades Stanley, NC PC Project 16823	Lincoln County 115 West Main Street Lincolnton, NC 28092 Andrew Bryant 704.736.8726 abryant@lincolncounty.org	W.K. Dickson & Co., Inc. 1213 West Morehead Street, Suite 300 Charlotte, NC 28208 Ryan Hager 828.327.6911 rwhager@wdickson.com	33,100,000 Design-Bid-Build	95%	09/2020	02/2024
Stuart Water Treatment Plant Reverse Osmosis (RO) Facility Stuart, FL PC Project 17252	City of Stuart, FL 121 SW Flagler Ave. Stuart, FL 34994 Tim Voelker 772.288.5332 tvoelker@ci.stuart.fl.us	Kimley-Horn and Associates 1920 Wekiva Way, Suite 200 West Palm Beach, FL 33411 Andrea Carpenter 561.840.0866 andrea.carpenter@kimley-horn.com	16,700,000 Design-Bid-Build	95%	11/2021	02/2024
Intrenchment Creek WRC Decommissioning and South River WRC Primary Clarifiers Atlanta, GA PC Project 16813	City of Atlanta, GA 55 Trinity Avenue, SW, Suite 1900 Atlanta, GA 30303 Ade Abon 404.546.0311 aabon@atlanlaga.gov	BGR2 Joint Venture 6 Concourse Parkway, Suite 1600 Atlanta, GA 30328 Dan Shaw 770.605.9258 shawd2@bv.com	59,200,000 Design-Bid-Build	85%	04/2021	07/2024
WSSC Piscataway Water Resource Recovery Facility Effluent Filters Upgrade Accokeek, MD PC Project 17104	WSSC Water 14501 Sweitzer Lane Laurel, MD 20707 Jacob Beschner 301.206.8314 jacob.beschner@wsscwater.org	Hazen and Sawyer 1 South Street, Suite 1150 Baltimore, MD 21202 Charlie Portner 443.948.7021 crportner@hazenandsawyer.com	10,400,000 Design-Bid-Build	65%	04/2022	09/2024
WSSC Piscataway Water Resource Recovery Facility Bioenergy Project Accokeek, MD PC Project 16906	WSSC Water 14501 Sweitzer Lane Laurel, MD 20707 Theon Grojean 301.206.8501 theon.grojean@wsscwater.com	Stantec 5 Burlington Woods Drive, Suite 210 Burlington, MA 01803 Joe Uglevich 978.577.1438 joe.uglevich@stantec.com	271,800,000 Progressive Design-Build	90%	09/2019	11/2024
Henry Fork Wastewater Treatment Facility Solids Handling Facilities Upgrade Hickory, NC PC Project 17176	City of Hickory, NC 4014 River Road Hickory, NC 28602 Drew Foy 828.323.7427 afoy@hickorync.gov	HDR Engineering 440 South Church Street, Suite 1200 Charlotte, NC 28202 Benjamin Smith 980.337.5099 benjamin.smith2@hdrinc.com	35,000,000 Design-Bid-Build	60%	09/2022	11/2024
Accotink Odor Control Facility Lorton, VA PC Project 16966	County of Fairfax, Virginia 1200 Government Center Parkway, Suite 463 Fairfax, VA 22035 Amin Elumbarak 571.474.5751 amin.elumbarak@fairfaxcounty.gov	Hazen and Sawyer 4035 Ridge Top Road, Suite 500 Fairfax, VA 22030 Kris Kasulis 804.521.0059 kkasulis@hazenandsawyer.com	7,900,000 Design-Bid-Build	5%	09/2023	05/2025
Townsend Water Treatment Plant Electrical Improvements Phase 2 Browns Summit, NC PC Project 17736	City of Greensboro, North Carolina 2602 S. Elm-Eugene Street Greensboro, NC 27406 Danny Briggs 336.373.7898 danny.briggs@greensboro-nc.gov The Harper Corporation (CMAR) 35 W. Court Street, Suite 400 Greenville, SC 29601 Zach Lindler 704.790.8403 zindler@harpergc.com	Arcadis 7029 Albert Pick Road, Suite 101 Greensboro, NC 27409 Dennis Kachmarsky 704.544.5483 dennis.kachmarsky@arcadis.com	14,400,000 Subcontractor	5%	11/2023	07/2025
Walnut Creek Water Reclamation Facility Expansion to 14 MGD McDonough, GA PC Project 16970	Henry County Water Authority 1695 Highway 20 West McDonough, GA 30253 Bill Banks 404.392.4006 bill.banks@hcwa.com	Engineering Strategies, Inc. 3855 Shallowford Road, Suite 525 Marietta, GA 30062 Scott Hennessey 678.446.4823 shennessey@esi-ga.com	181,700,000 Design-Bid-Build Joint Venture	30%	01/2023	08/2025

Projects In Progress

Project Name / Location	Owner	Architect/ Engineer	Amount / Delivery Method	Percent Complete	Start	End
Antioch Water Treatment Plant Expansion Phase 3A Cumming, GA PC Project 17236	Forsyth County Department of Water and Sewer 110 East Main Street, Suite 150 Cumming, GA 30040 John Davis 470.694.5368 jadavis@forsythco.com	Black & Veatch 3 Ravinia Drive, Suite 1725 Atlanta, GA 30346 Gregory Goodman 770.521.8145 goodmangv@bv.com	20,200,000 Design-Bid-Build	5%	01/2024	12/2025
WTP No.2 Treatment and Disposal Improvements Design Package 1,3 and 4 Lake Worth, FL PC Project 17267	Palm Beach County Water Utilities Department 8100 Forest Hill Boulevard West Palm Beach, FL 33413 Joe Tanacredi, P.E. 561.308.4276 jtanacredi@pbwater.com	Kimley-Horn and Associates 1920 Wekiva Way, Suite 200 West Palm Beach, FL 33411 Kaitlin Townsend 561.601.5851 Kaitlin.townsend@kimley-horn.com	26,700,000 Design-Bid-Build	40%	10/2022	12/2025
Mallard Creek Water Reclamation Facility Phase 1 Improvements Charlotte, NC PC Project 16944, 16971	Charlotte Water 5100 Brookshire Boulevard Charlotte, NC 28216 Mike Vaniska, PE 704.336.1042 michael.vaniska@charlottenc.gov	Brown and Caldwell 309 East Morehead Street, Suite 160 Charlotte, NC 28202 George Anipsitakis 704.373.7137 ganipsitakis@brwncald.com	113,500,000 CM at-Risk Joint Venture	25%	08/2022	01/2026

Projects Recently Completed

Project/ Location	Owner	Architect/ Engineer	Amount	Start	End	PC Self- Perform
Manchester Wastewater Treatment Facility Solids Train Upgrade Manchester, NH PC Project 17071	City of Manchester Department of Public Works 300 Winston Street Manchester, NH 03103 Frederick J. McNeill, PE 603.235.6626 fmcneill@manchesternh.gov	Wright-Pierce 11 Bowdoin Mill Island, Suite 140 Topsham, ME 04086 Bryanna Denis, PE 207.314.0081 bryanna.denis@wright-pierce.com	19,300,000 Design-Bid-Build	01/2021	12/2023	50%
Ralph Brennan Water Treatment Plant Gravity Filter Upgrade Daytona Beach, FL PC Project 16766	City of Daytona Beach, FL City Hall, 301 S. Ridgewood Avenue Daytona Beach, FL 32114 Eric Smith 386.671.8829 smtheric@codb.us	Carollo Engineers 200 Robinson Street, Suite 1400 Orlando, FL 32801 Erica Stone 407.478.4642 estone@carollo.com	6,900,000 Progressive Design-Build	10/2021	07/2023	75%
Mallard Creek Water Reclamation Facility and Lee S. Dukes Water Treatment Plant Standby Power and Electrical Improvements Charlotte Huntersville, NC PC Project 16931	Charlotte Water 5100 Brookshire Boulevard Charlotte, NC 28216 Mike Vaniska 704.336.1042 michael.vaniska@charlottenc.gov	Southeastern Consulting Engineers, Inc. 600 Minuet Lane, PO Box 240436 Charlotte, NC 28224 Mike Dougherty 704.523.6045 mike@scepower.com	16,500,000 Design-Bid-Build	10/2020	03/2023	-
Westside Regional Water Reclamation Facility Biosolids Dewatering System Improvements Daytona Beach, FL PC Project 16660	City of Daytona Beach, FL City Hall, 301 S. Ridgewood Avenue Daytona Beach, FL 32114 Eric Smith 386.671.8829 smtheric@codb.us	Carollo Engineers 200 Robinson Street, Suite 1400 Orlando, FL 32801 Sudhan Paranjape 407.478.4642 sparanjape@carollo.com	3,800,000 Design-Bid-Build	09/2020	06/2022	-
Richland Creek Water Supply Program Dallas, GA PC Project 14144	Paulding County, GA / Water Department 3844 Atlanta Highway Hiram, GA 30141 Laurie Ashmore 770.222.6850 Laurie.Ashmore@paulding.gov Brown and Caldwell, Program Manager Kelly Comstock 770.394.2997 kcomstock@brwnclad.com	Arcadis 2839 Paces Ferry Road, Suite 900 Atlanta, GA 30339 Joe Gaskin 404.427.2324 J.Gaskin@arcadis.com	93,300,000 CM at-Risk	07/2016	03/2021	50%
Lynchburg Wastewater Treatment Plant Combined Sewer Overflow Reduction Improvements Lynchburg, VA PC Project 15931	City of Lynchburg, VA Department of Water Resources 525 Taylor Street Lynchburg, VA 24501 Eric Schrader, PE 434.455.4099 eric.schrader@lynchburgva.gov	Greeley and Hansen 9020 Stony Point Parkway, Suite 475 Richmond, VA 23235 Kurt Stykemain, PE 804.310.8268 kstykemain@greeley-hansen.com	44,600,000 CM at-Risk	10/2018	02/2021	-
Westside Regional Water Reclamation Facility Improvements Daytona Beach, FL PC Project 15443	City of Daytona Beach, FL City Hall, 301 S. Ridgewood Avenue Daytona Beach, FL 32114 Eric Smith 386.671.8829 smtheric@codb.us	Carollo Engineers 200 Robinson Street, Suite 1400 Orlando, FL 32801 Sudhan Paranjape 407.478.4642 sparanjape@carollo.com	39,900,000 CM at-Risk	10/2018	02/2021	-
Atlanta Water Supply Program Atlanta, GA PC Project 14960	City of Atlanta, GA 55 Trinity Avenue, SW, Suite 1900 Atlanta, GA 30303 Ade Abon 404.546.0311 aabon@atlantaga.gov	JP2 5887 Glenridge Drive, Suite 300 Atlanta, GA 30328 George Ajy 678.662.2982 george.ajy@r2tinc.com	321,300,000 CM at-Risk	08/2015	12/2020	5%
Binghamton-Johnson City Joint Sewage Treatment Plant BAF Restoration and Rehabilitation Vestal, NY PC Project 15063	City of Binghamton, NY 38 Hawley Street Binghamton, NY 13901 Ronald Lake 607.772.7118 rblake@cityofbinghamton.com	GHD 1 Remington Park Drive Cazenovia, NY 13035 John LaGorga 315.655.8161 john.lagorga@ghd.com	135,000,000 Design-Bid-Build	05/2016	11/2020	15%

Projects Recently Completed

Project/ Location	Owner	Architect/ Engineer	Amount	Start	End	PC Self- Perform
Hanahan WTP Plate Settler Basins Phase 1 and Solids Handling Improvements Hanahan, SC PC Project 14749	Charleston Water System 103 St. Philip Street Charleston, SC 29403 Don Benjamin 843.727.6876 benjamind@charlestoncpw.com	Black & Veatch 550 King Street, Suite 400 Charleston, SC 29403 Jonathan Ladd 803.647.6841 laddjs@bv.com	41,400,000 CM at-Risk	10/2016	09/2020	50%
Blue Plains Advanced Wastewater Treatment Plant Wet Weather Treatment Facility Washington, DC PC Project 13991	DC Water 5000 Overlook Avenue, SW Washington, DC 20032 Aaron Montgomery (now with AECOM) 703.732.7350 aaron.montgomery@aecom.com	CDM Smith 3201 Jermantown Road, Suite 400 Fairfax, VA 22030 David Schwartz 703.691.6462 schwartzdj@cdmsmith.com	213,700,000 Design-Build	08/2013	04/2020	50%
Norman Cole PCP Solids Processing Rehabilitation Phase II Lorton, VA PC Project 15369	County of Fairfax, Virginia 12000 Government Center Park Fairfax, VA 22035 Franklin Roberts 703.324.5111 franklin.roberts@fairfaxcounty.gov	CH2M Hill 8720 Stony Point Pkwy, Suite 110 Richmond, VA 23235 Dan Lynch 703.376.5000 dlynch@ch2m.com	18,400,000 Design-Bid-Build	07/2017	02/2020	40%
Cox Creek Water Reclamation Facility Non-ENR Miscellaneous Improvements Curtis Bay, MD PC Project 14727	Anne Arundel County, MD 44 Calvert Street Annapolis, MD 21401 Richard Meehan 410.571.0092 rmeehan@aacounty.org	GHD 16701 Melford Boulevard, Suite 330 Bowie, MD 20715 Gregory Jablonski 240.206.6823 gregory.jablonski@ghd.com	15,700,000 Design-Bid-Build	04/2015	07/2019	40%
Trap Rock Water Treatment Facility Leesburg, VA PC Project 12849	Loudoun Water 44865 Loudoun Water Way Ashburn, VA 20146 Nicolle Boulay 703.674.5763 nicolle.boulay@stantec.com	CDM Smith 3201 Jermantown Road, Suite 400 Fairfax, VA 22030 Brandon Flint 703.517.1401 flintbt@cdmsmith.com	133,200,000 Design-Bid-Build	03/2014	06/2019	40%
Potomac River Intake and Pumping Station Leesburg, VA PC Project 14094	Loudoun Water 44865 Loudoun Water Way Ashburn, VA 20146 Nicolle Boulay 703.674.5763 nicolle.boulay@stantec.com	Arcadis 3101 Wilson Boulevard, Suite 550 Arlington, VA 22201 Christopher Waters 703.351.9100 chris.waters@arcadis-us.com	27,300,000 Design-Bid-Build	03/2014	06/2019	40%
Frederick Wastewater Treatment Plant Enhanced Nutrient Removal Upgrade Frederick, MD PC Project 14003	City of Frederick, MD 101 North Court Street Frederick, MD 21701 Ron Wingfield 301.600.6202 rwingfield@cityoffrederick.com	GHD 16701 Melford Boulevard, Suite 330 Bowie, MD 20715 Scott Crosswell 717.585.6416 scott.crosswell@ghd.com	44,000,000 Design-Bid-Build	06/2015	03/2019	40%
Brunswick Wastewater Treatment Facility Upgrade Phase 1 Brunswick, ME PC Project 14884	Brunswick Sewer District 10 Pine Tree Road Brunswick, ME 04011 Robert Pontau 207.729.0148 x16 rpontau@brunswicksewer.org	Wright-Pierce 99 Main Street Topsham, ME 04086 Edward Leonard 207.725.8721 ed.leonard@wright-pierce.com	18,000,000 CM at-Risk	05/2015	03/2019	60%
Cox Creek Water Reclamation Facility ENR Upgrade Phase II Curtis Bay, MD PC Project 12878	Anne Arundel County, MD 44 Calvert Street Annapolis, MD 21401 Richard Meehan 410.571.0092 rmeehan@aacounty.com	GHD 16701 Melford Boulevard, Suite 330 Bowie, MD 20715 Gregory Jablonski 240.206.6823 gregory.jablonski@ghd.com	86,400,000 Design-Bid-Build	06/2013	02/2019	50%
Neuse River Wastewater Treatment Plant Expansion Phase 4 Raleigh, NC PC Project 14403	City of Raleigh, NC 219 Fayetteville Street Mall, Suite 620 Raleigh, NC 27601 Ed Stempien 919.996.3490 edward.stempien@raleighnc.gov	Hazen and Sawyer 4011 WestChase Boulevard, Suite 500 Raleigh, NC 27607 Amy Hanna 919.833.7152 ahanna@hazenandsawyer.com	25,900,000 Design-Bid-Build	02/2016	10/2018	50%

Attach additional page if necessary.

REFERENCES:

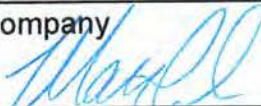
Bank(s) Maintaining Account(s): TD Bank, 111 Main Street, Burlington, VT 05401

Surety/Underwriter (if required): Travelers Casualty and Surety Company of America (Lead Surety)
Federal Insurance Company (Chubb Indemnity Insurance Company) (Co-Surety)

Other References: (Use additional sheets if necessary)
NFP, 620 Hinesburg Road, South Burlington, VT 05403

TYPE OF FIRM:

- Corporation: If firm is a corporation, please list state in which it is incorporated: Vermont. 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: 66
- Partnership/Years in Business: _____
- Sole Proprietorship/Years in Business: _____
- Other: Please list: _____

<u>PC Construction Company, dba PCEO, Inc. in Florida</u>	<u>18 Market Avenue, Suite 135</u>
Company	Address
	<u>Palm Coast, FL 32164</u>
Authorized Signature	City, State, Zip Code
<u>Matthew W. Cooke, President / CEO</u>	<u>802.651.1248</u>
Printed Name & Title	Telephone No.
<u>mcooke@pcconstruction.com</u>	<u>N/A</u>
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: City of Daytona Beach, Florida
Address: 301 S. Ridgewood Avenue, Daytona Beach, FL 32114
Point of Contact: Eric Smith
Phone #: 386.671.8829 Email address: smitheric@codb.us
Service(s) Provided: Construction Management
Dates of Service: 2018-2023
2. Name of Company: City of Palm Coast, Florida
Address: 160 Lake Avenue, Palm Coast, FL 32164
Point of Contact: Stephen Flanagan
Phone #: 386.986.2354 Email address: sflanagan@palmcoastgov.com
Service(s) Provided: Construction Management
Dates of Service: 2016-2019
3. Name of Company: City of Atlanta, Georgia
Address: 55 Trinity Avenue SW, Suite 1900, Atlanta, GA 30303
Point of Contact: Ade Abon
Phone #: 404.546.0311 Email address: aabon@atlantaga.gov
Service(s) Provided: Construction Management
Dates of Service: 2015-2020
4. Name of Company: Lee County Utilities, Florida
Address: 7401 College Pkwy, Fort Myers, FL 33907
Point of Contact: Larry Campanelli
Phone #: 239.533.8565 Email address: lcampanelli@leegov.com
Service(s) Provided: Planning, design, permitting, ESDC (Carollo Engineers, Inc.)
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.

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 #2024-02
PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT**

SUB-CONTRACTOR LISTING

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

Sub-Contractor:

Phone Number/E-Mail:

Carollo Engineers

estone@carollo.com/407.478.4642

In addition, PC will work with the City and design team to collaboratively develop a list of subcontractors for bidding once the scope and timeline is defined during the preconstruction phase.

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 | <p><u>Bodily Injury & Property Damage</u> (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.</p> <p style="margin-left: 40px;">\$ <u>2,000,000</u> single limit per occurrence
\$ 4,000,000 Aggregate</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 | <p style="margin-left: 40px;">2,000,000 combined</p> <p>\$ <u>single limit</u> Each
occurrence owned / on-owned / Hired
Automobile Included</p> |
| <input checked="" type="checkbox"/> 5. Other Insurance as indicated below: | <p>\$ 1,000,000 Per
Occurrence Errors and
Omissions or Professional
Malpractice Coverage</p> |
| <input type="checkbox"/> 6. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability. NA to our scope for this project, we can obtain as necessary | |
| <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

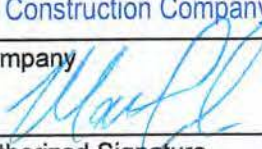
No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

- 10. **Thirty (30) Days Cancellation Notice** required.
RFQ# 2024-02 for Professional Design-Build Services - Bunnell Brackish Water RO Project
- 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.

<u>PC Construction Company, dba PCEO, Inc. in Florida</u> Company	<u>18 Market Avenue, Suite 135</u> Address
 Authorized Signature	<u>Palm Coast, FL 32164</u> City, State, Zip Code
<u>Matthew W. Cooke, President / CEO</u> Printed Name & Title	<u>802.651.1248</u> Telephone No.
<u>mcooke@pccconstruction.com</u> Email	<u>N/A</u> Fax No.
<u>NFP Property and Casualty Services</u> Insurance Agency	
 Signature of Proposer's Agent	

AMERICANS WITH DISABILITIES ACT AFFIDAVIT FORM

The undersigned CONTRACTOR swears that the information contained herein 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 regarding 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: PC Construction Company, dba PCEO, Inc. in Florida

Signature: 

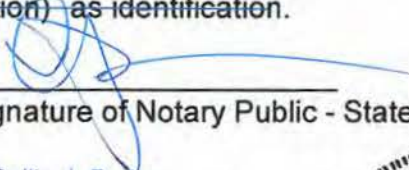
Printed Name: Matthew W. Cooke

Title: President / CEO

Date: February 28, 2024

STATE OF Vermont
COUNTY OF Chittenden

The foregoing instrument was acknowledged before me by means of physical presence or online Vermont notarization, this day of February 28, 2024, by Matthew W. Cooke of PC Construction 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 ~~Vermont~~

Collin J. Parker
Printed/Typed/Stamped Name of Notary
My commission expires: January 31, 2025



CONFLICT OF INTEREST DISCLOSURE FORM

I HEREBY CERTIFY THAT

1. I (PRINTED NAME) Matthew W. Cooke AM THE (TITLE) President / CEO
AND THE DULY AUTHORIZED REPRESENTATIVE OF THE FIRM
OF (FIRM NAME) PC Construction WHOSE ADDRESS IS
18 Market Avenue, Suite 135, Palm Coast, FL 32164, 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: 

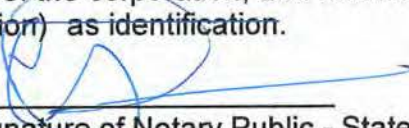
PRINTED NAME: Matthew W. Cooke

FIRM NAME: PC Construction Company, dba PCEO, Inc. in Florida

DATE: February 28, 2024

STATE OF Vermont
COUNTY OF Chittenden

The foregoing instrument was acknowledged before me by means of physical presence or online Vermont notarization, this day of February 28, 2024, by Matthew W. Cooke of PC Construction, 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 Vermont

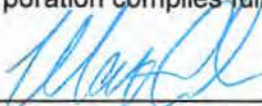
Collin J. Parker
Printed/Typed/Stamped Name of Notary
My commission expires: January 31, 2025



DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, PC Construction Company, dba PCEO, Inc. in Florida (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".

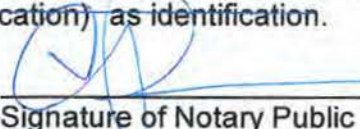

(Authorized Signature)

February 28, 2024
(Date)

Matthew W. Cooke
(Print Name)


STATE OF Vermont
COUNTY OF Chittenden

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 28, 2024, by Matthew W. Cooke of PC Construction, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or has produced ~~(type of identification)~~ Vermont as identification.


Signature of Notary Public - State of Florida Vermont

Collin J. Parker
Printed/Typed/Stamped Name of Notary

My commission expires: January 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 Vermont

County of Chittenden

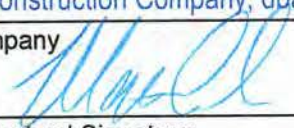
Matthew W. Cooke, being first duly sworn, deposes and says that:

I am the President / CEO of PC Construction Company, dba PCEO, Inc. in Florida (Proposer) which has submitted a Response to City of Bunnell RFQ #2024-02 Professional Design-Build Services – Brackish Water RO Project.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-02, and of all pertinent circumstances respecting such Response.

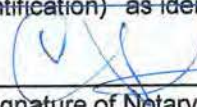
Neither the Proposer nor any of its officers, partners, owners, agent representatives, employees or parties in interest, including this Affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other proposer, firm or person, to fix the price or prices in the Proposer's Response to RFQ #2024-02, 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 #2024-02, 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.


<u>PC Construction Company, dba PCEO, Inc. in Florida</u>	<u>18 Market Avenue, Suite 135</u>
Company	Address
	<u>Palm Coast, FL 32164</u>
Authorized Signature	City, State, Zip Code
<u>Matthew W. Cooke, President / CEO</u>	<u>802.651.1248</u>
Printed Name & Title	Telephone No.
<u>mcooke@pcconstruction.com</u>	<u>N/A</u>
Email	Fax No.

STATE OF Vermont
COUNTY OF Chittenden

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 28, 2024, by Matthew W. Cooke of PC Construction, a ~~Florida~~ Vermont 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~~ Vermont

Collin J. Parker
 Printed/Typed/Stamped Name of Notary My commission expires: January 31, 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: Matthew W. Cooke [NAME] as the President / CEO [TITLE] of PC Construction Company, dba PCEO, Inc. in Florida [BUSINESS ENTITY] and Its Federal Employer Identification Number (FEIN) is 03-0259783.

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.

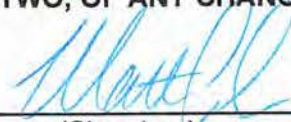
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

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 Vermont
COUNTY OF Chittenden

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this day of February 28, 2024, by Matthew W. Cooke of PC Construction, a Florida corporation, on behalf of the corporation, and he/she is personally known to me or ~~has produced~~ (type of Vermont identification) ~~as~~ identification.

Signature of Notary Public - State of ~~Florida~~ Vermont

Collin J. Parker

Printed/Typed/Stamped Name of Notary

My commission expires: January 31, 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: PC Construction Company, dba PCEO, Inc. in Florida

Authorized representative (printed): Matthew W. Cooke

Authorized representative (signature): 

Date: February 28, 2024

Project Number: **RFQ-2024-02 – PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT**

STATE OF Vermont
COUNTY OF Chittenden

The foregoing instrument was acknowledged before me by means of physical presence or online Vermont notarization, this 28th day of February 2024, by Matthew W. Cooke of PC Construction, 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~~ Vermont

Collin J. Parker

Printed/Typed/Stamped Name of Notary

My commission expires: January 1, 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.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. PC Construction Company</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 type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</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):</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. 193 Tilley Drive</p> <p>6 City, state, and ZIP code South Burlington, VT 05403</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.

Social security number									
or									
Employer identification number									
0	3	-	0	2	5	9	7	8	3

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.

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>Melissa Adams</i>	Date ▶ <i>9/13/2023</i>
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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 codes.

- 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)(ii)
- 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-B.

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)(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 1-800-908-4499 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 1-800-368-4484. 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 this 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 Daytona Beach UTILITIES DEPARTMENT

125 Basin Street, Suite 100
Daytona Beach, Florida 32114
(386) 671 8800

May 13, 2022

Re: Letter of Recommendation – PC Construction

To Whom it May Concern,

PC Construction (PC) has been working with the City of Daytona Beach (City) since 2018 on a variety of projects. While PC was unknown to the City prior to 2018, through their skill, knowledge, and dedication, they have become a preferred contractor for the City. Below are a few highlights of projects that PC has performed/is performing for the City over the past 5 years:

- Westside Regional WRF Improvements Project – \$40M Construction Manager at Risk (CMAR)
- Brennan WTP Filter Upgrades Project - \$6.6M Progressive Design Build
- Westside Regional WRF Biosolids Dewatering Project - \$3.8M Design-Bid-Build
- Westside Regional Emergency Pipe Repair - \$0.2M Emergency Authorization

While the size and scope of their projects have varied widely, PC's attention to detail and commitment to delivering high quality projects has not. Not only has PC completed these projects on-time and within the budget (aside from owner-directed change orders), but there are additional areas that PC has really excelled in that should be noted:

- Commitment – PC is highly committed to being available to City staff, spending time with operations and maintenance staff to ensure they are involved in every step of the project. They have taken the time to become intimately familiar with the facilities they work on to ensure plant operations are maintained at all times.
- Collaboration – PC has proven to be a great team player and collaborator. They have come alongside whatever Engineering firm the City has hired and worked seamlessly with them and City staff to ensure the City is getting the best product possible. On the CMAR project noted above, PC worked with the City to develop ideas to spend nearly \$2.4M in Owners Contingency. Over 100 individual contingency use items were identified and executed that truly enhanced the end product.
- Innovation – From the use of 3D scanning and aerial photography for construction records, innovation is something that PC has brought to the City. Additionally, they have been instrumental in helping the City value engineer items or identify innovative ways to reduce overall construction costs.
- Start Up & Commissioning- At Westside WRF our CMAR upgrade featured process upgrades to the existing 5 Stage Bardolph Process as well as other major process upgrades. PC was able to incorporate changes to the process control strategy from the plant staff ahead of the construction schedule even after completion of design. The collaboration with plant and engineering staff

combined with an intimate understanding the wastewater process made for a well-planned and successful startup and commissioning process.

Based on our experience with PC, and the consistent and exceptional services they have provided to the City, we have confidence that they will bring the same level of service and quality to any project they work on. Please feel free to contact me should you have any questions or want additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Eric A. Smith', with a stylized flourish at the end.

Eric A. Smith, P.E.
Deputy Utilities Director
Office: 386-671-8829
Cell: 321-698-2440
Email: smitheric@codb.us



City of PALM COAST

Utility Department

2 Utility Drive
Palm Coast, FL 32137
386-986-2360

June 12, 2020

To whom it may benefit,

Project Description; 2-mgd wastewater treatment plant is located on a 15-acre greenfield site and consists of a new membrane bioreactor treatment facility with added reclaimed water storage capacity. Numerous technological advances were incorporated into the design to allow production of treated water suitable for reuse, reducing the use of potable water for irrigation. Construction included headworks with screening, grit removal, and odor control facilities; MBR process tanks and treatment, aeration blowers, chlorine contact tanks, sewage and reclaimed water pumping facilities; 2-mg reclaimed water storage tank and 2-mg storage reject percolation pond; and sludge holding tanks, sludge dewatering facilities, chemical storage and feeders.

Contract Duration; 4/2016 thru 2/2018

Project Value; \$17,500,000

Overall Owner Satisfaction; We at the City of Palm Coast were blessed to have an excellent design team(CPH Engineers) as well as an extremely knowledgeable, reasonable and ethical contractor(PC Construction) work with us to build our second city wastewater facility. It was our first project with PC Construction and we were highly impressed with the talented team they brought to Palm Coast o work on our project. They did much of the project themselves and what they sub-contracted out they controlled well. We would love to have them back to work here again.

If you have additional questions, please feel free to contact me, Stephen Flanagan, City of Palm Coast Utility Director at (386) 986-2354 or sflanagan@palmcoastgov.com

Sincerely,

Stephen Flanagan

Stephen Flanagan



please recycle

palmcoastgov.com



Keisha Lance Boffoms
MAYOR

CITY OF ATLANTA
DEPARTMENT OF WATERSHED MANAGEMENT
72 Marietta Street, NW
Atlanta, Georgia 30303

Mikita K. Browning
COMMISSIONER

Mr. Jay Fayette
PC Construction
193 Tilley Drive
South Burlington, VT 05403

October 19, 2020

Dear Mr. Fayette,

The PC/Russell Joint Venture (managing partner PC Construction) is nearing final completion on the City of Atlanta's Water Supply Program via the construction management at-risk (CMAR) delivery method. With a construction value over \$320 million, this has been an extremely high profile and important project for the City of Atlanta. It has not only transformed our community's water infrastructure, but also how we view the ultimate success of our utility projects.

The five-year-long multi-site construction project is the most logistically challenging projects executed by the City's Department of Watershed Management. The scope of work included converting a former quarry into a 2.4-billion-gallon raw water storage system, building two large pumping stations and eleven deep shafts that are all connected by five miles of 12.5-foot-diameter underground tunnel.

The PC team has provided outstanding CMAR services beginning early in the preconstruction phase.

They were very collaborative and transparent with the owner, engineer and architect, providing constructability reviews, alternative solutions and general project guidance and planning. Through their services, including value engineering ideas, PC helped us find millions in savings to make the project affordable.

What made preconstruction a true success was PC's estimating team and process. PC understands the CMAR process well and their greatest strength is the accuracy and dependability of their cost models. They developed multiple estimate packages that were integrated into one overall GMP. This was a proactive process that helped the design process move forward very effectively.

As construction began, their on-site construction team has been very professional, safety conscious and applied the highest quality standards to ensure the project's success. Based on their recommendation, owner, designers and contractors all stayed in the same field complex, which had a positive impact for everyone involved. Using their effective CMAR processes, PC put forth a great effort in coordinating and sequencing the scope of work and numerous subcontractors to meet the project's needs.

This project had tremendous challenges and PC's management team responded professionally and with a sense of urgency. Beyond unforeseen conditions and underground challenges, PC's response to the global COVID-19



Keisha Lance Bottoms
MAYOR

CITY OF ATLANTA
DEPARTMENT OF WATERSHED MANAGEMENT
72 Marietta Street, NW
Atlanta, Georgia 30303

Mikita K. Browning
COMMISSIONER

pandemic over the last seven months is greatly appreciated. PC immediately responded by incorporating COVID safety protocols and developed alternative work plans to keep the project moving forward and on schedule.

PC Construction is a collaborative contractor and a champion in CMAR project delivery. Their competence and professionalism in these two areas is what sets them apart from their competition. We are very impressed by their work and recommend partnering with PC Construction on similar utility projects.

Sincerely,

Digitally signed by
Ade Abon
R40F7278ED8B47D

Ade Abon
Senior Watershed Director



City of Daytona Beach
UTILITIES DEPARTMENT

125 Basin Street, Suite 100
Daytona Beach, Florida 32114
(386) 671 8800

April 30, 2021

Re: Letter of Recommendation – Carollo Engineers

To Whom it May Concern,

Carollo Engineers (Carollo) has been providing the City of Daytona Beach (City) with engineering services since 2007, including services under continuing contract as well as standalone services procured through competitive selection.

The City recently completed construction on a \$40M upgrade to the 15 mgd Westside Regional Water Reclamation Facility. This was the largest project the City has undertaken, both in dollar amount and scope, in over 20 years. The project was delivered via the Construction Management at Risk (CMAR) method with Carollo serving as the design engineer on three separate projects that were eventually rolled up into a single construction project. Carollo helped to guide the City through the design process as well as the CMAR process, providing oversight during construction and working together with the Construction Manager and the City to deliver a highly successful project.

Carollo has consistently delivered high quality projects and serves as a go-to firm. Over the past 14 years, the City has issued Carollo over 40 work authorizations, demonstrating our confidence in their abilities and professionalism. These work authorizations have ranged from small studies/designs that take less than a few weeks to complete, to the \$40M upgrade mentioned above that took nearly a decade to complete. While the size and scope of their projects have varied widely, their attention to detail and commitment to delivering high quality engineering design does not.

Based on our long history with Carollo, and the consistent and exceptional services they have provided to the City, we have confidence that they will bring the same level of service and quality to any project they work on. Please feel free to contact me should you have any questions or want additional information.

Sincerely,

Eric A. Smith, P.E.
Deputy Utilities Director
Office: 386-671-8829
Cell: 321-698-2440
Email: smitheric@codb.us

Tamara Richardson, P.E.
Director

1011 Jim Keene Blvd., SR 540
Winter Haven, Florida 33880



Board of County Commissioners

PHONE: 863-298-4100
FAX: 863-298-4292
www.polk-county.net

UTILITIES DIVISION

February 6, 2024

Teri Pinson, PE
Carollo Engineers, Inc.
12724 Gran Bay Parkway West, Suite 459
Jacksonville, Florida 32258

RE: RFQ 24Q-093: Northwest Regional Water Treatment Plant Design | Reference Letter

To Whom It May Concern:

I am writing this letter to recommend the professional engineering services of Carollo Engineers, Inc. Polk County Utilities hired Carollo to provide a water regionalization study, preliminary and final design for the new greenfield 8.6-mgd Gibson Oaks Water Production Facility project to improve water system reliability and meet future demands more efficiently. As part of the recommended consolidation program, the new facility includes a new 1-MG pre-stress concrete storage tank, new sodium hypochlorite storage and feed system, a new high service distribution pump station, and a new operation/electrical building. A new raw water well was constructed on-site as part of the project. The existing Lake Gibson WPF was modified as part of the project to a raw water supply well. With the modification of the WPF, new raw water piping routes were evaluated and designed for construction to bring raw water from the remote sites to Gibson Oaks site. Also, new finish water piping was designed to distribute the potable water from the site into the distribution system.

As the County's project manager, I greatly appreciate the extensive knowledge and experience of the project team who worked collaboratively with us to produce quality deliverables and performed well. Their comprehensive project approach and solid project structure to the design for our improvements project provided ample opportunities for our team to be fully engaged in the overall process. The Carollo team was responsive and attentive and completed the project within the contracted schedule and budget.

I would not hesitate to recommend Carollo Engineers, Inc., for another project. If you have any questions, please do not hesitate to contact me.

Sincerely,

Holden Wright, PE, MPA
Capital Project Manager
Polk County Utilities
Office- # (863) 298-4167
Cell- # (863) 308-9549
Email- holdenwright@polk-county.net



CERTIFICATE OF LIABILITY INSURANCE

PCCONST-01

SELENACHURCHILL

DATE (MM/DD/YYYY)

2/28/2024

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 NFP Property & Casualty Services, Inc. PO Box 2127 620 Hinesburg Road South Burlington, VT 05407	CONTACT NAME: Missy Boylan		
	PHONE (A/C, No, Ext): (802) 524-4652	FAX (A/C, No):	
E-MAIL ADDRESS: missy.boylan@nfp.com			
INSURED PC Construction Company dba PCEO, Inc. 193 Tilley Drive So Burlington, VT 05403	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Starr Indemnity & Liability Company		38318
	INSURER B : Starr Specialty Insurance Company		16109
	INSURER C : Steadfast Insurance Company		26387
	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 X	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 checked="" type="checkbox"/> LOC OTHER:	X	X	1000026098241	1/1/2024	1/1/2025	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$</td><td>2,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$</td><td>1,000,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$</td><td>5,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$</td><td>2,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$</td><td>4,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$</td><td>4,000,000</td></tr> <tr><td></td><td>\$</td><td></td></tr> </table>	EACH OCCURRENCE	\$	2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000	MED EXP (Any one person)	\$	5,000	PERSONAL & ADV INJURY	\$	2,000,000	GENERAL AGGREGATE	\$	4,000,000	PRODUCTS - COMP/OP AGG	\$	4,000,000		\$	
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GENERAL AGGREGATE	\$	4,000,000																										
PRODUCTS - COMP/OP AGG	\$	4,000,000																										
	\$																											
A X	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRE/ AUTO ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	1000673039241	1/1/2024	1/1/2025	<table border="1"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$</td><td>2,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td><td></td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td><td></td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td><td></td></tr> <tr><td></td><td>\$</td><td></td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$	2,000,000	BODILY INJURY (Per person)	\$		BODILY INJURY (Per accident)	\$		PROPERTY DAMAGE (Per accident)	\$			\$							
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	\$																											
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below		X	1000005683	1/1/2024	1/1/2025	<table border="1"> <tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</td><td></td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$</td><td>1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td><td>1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td><td>1,000,000</td></tr> </table>	<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									
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E.L. DISEASE - EA EMPLOYEE	\$	1,000,000																										
E.L. DISEASE - POLICY LIMIT	\$	1,000,000																										
C	Prof. Liability			EOC 5966153-15	4/1/2023	4/1/2024	Each Claim/Aggregate 1,000,000																					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
~~REF: C-2024-02-01-02-03-04-05-06-07-08-09-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100~~
When Required by written contract or Agreement, City of Bunnell and any others as required by contract, are included as additional insured on a primary and non-contributory basis with regard to General Liability and Auto Liability only with regard to work performed on behalf of the named insured subject to the terms and conditions of the policy.
When required by written contract, Waiver of Subrogation applies in favor of the General Liability, Auto Liability and Workers Compensation policies.
45 Days Notice of Cancellation applies.

CERTIFICATE HOLDER

CANCELLATION

City of Bunnell Bunnell, FL	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



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MUNOZ, ANDRES O

PCEO, INC.
193 TILLEY DRIVE
SOUTH BURLINGTON VT 05403

LICENSE NUMBER: CGC1532121

EXPIRATION DATE: AUGUST 31, 2024

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.



Licensee

Name: **CAROLLO ENGINEERS, INC.** License Number: **8571**
 Rank: **Registry** License Expiration Date:
 Primary Status: **Current** Original License Date: **06/26/2000**

Related License Information

License Number	Status	Related Party	Relationship Type	Relation Effective Date	Rank	Expiration Date
65401	Current, Active	BAUMBERGER, LAURA B	Registry		Professional Engineer	02/28/2025



carollo®



**REQUEST FOR QUALIFICATION STATEMENTS (RFQ) FOR
PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER REVERSE OSMOSIS
PROJECT
RFQ#: 2024-02**

NOTICE IS HEREBY GIVEN THAT THE CITY OF BUNNELL IS ACCEPTING SEALED QUALIFICATION STATEMENTS FROM QUALIFIED PROFESSIONAL CONSULTING FIRMS TO PROVIDE DESIGN-BUILD AND PERMITTING SERVICES FOR BUNNELL'S BRACKISH WATER REVERSE OSMOSIS (RO) PROJECT.

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:	January 30, 2024
	*Non-Mandatory Site Visit	February 14, 2024 at 10:00AM
	Last Date of Inquiries:	February 21, 2024 by 04:00 PM
	Qualification Statements Due:	March 5, 2024 at 02:00 PM
	**RFQ Opening:	March 5, 2024 at 02:30 PM

*Non-Mandatory Site Visit:
Water Treatment Plant
100 Utility Dr, Bunnell, FL 32110

** 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 DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT**
- B. Request for Qualification Number – RFQ 2024-02**
- C. Name of Proposer**
- D. RFQ Opening – Tuesday, March 5, 2024 at 02:30 PM**

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**Request for Qualifications Statements (RFQ) for
PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO
PROJECT
RFQ# 2024-02**

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, may 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, may 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 sub Proposers an affidavit stating that the sub Proposer 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 DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT
RFQ# 2024-02

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, MARCH 5, 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 DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT. 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 4,027. 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 2023-2024. 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 February 21, 2024, 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 DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT
RFQ# 2024-02

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 March 5, 2024, at 02:00 PM Local Time for Professional Design-Build Services - Brackish Water RO Project.

II. PROJECT BACKGROUND

The City of Bunnell operates two brackish potable water wells (#7 and #8) that provide groundwater from the Upper Floridian Aquifer to blend with the source water from the confined surficial aquifer for the existing Ion Exchange treatment plant. This Project will address brackish water by utilizing Reverse Osmosis (RO) to treat raw water from wells #7 and #8.

III. PROJECT DESCRIPTION

Design, permit, construct a 200,000 gpd (gallon per day) RO system and its associated components including raw water main installation; RO skid installation and associated piping; valves and controls. Construction will also cover structural additions/modifications to house the RO skid.

IV. SCOPE OF WORK

The Statement of Qualifications should be provided addressing the Firm's qualifications, duties and responsibilities to manage the design and construction of the project which include, but shall not be limited to the following:

1. Design and Permitting

- Complete the design of the Bunnell Brackish Water RO Project and obtain all necessary permits for construction of the project.

2. Project Management

- Perform project management, to include field engineering services, construction observation, site meetings with construction contractor(s) and design professionals, and overall project coordination and supervision.

3. Construction

- Construct the Bunnell Brackish Water RO Project in accordance with the construction contract documents.

Cost must not exceed the budget amount of \$4,500,000.

- 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.

V. CALENDAR OF EVENTS

Date of Distribution	January 30, 2024
*Non-Mandatory Site Visit	February 14, 2024 at 10 :00AM
Last Date of Inquiries	February 21, 2024, by 4 :00PM
Final Addendum	February 23, 2024, by 4 :00PM
RFQ's Due	March 5, 2024, at 2 :00PM
**RFQ Opening	March 5, 2024, at 2 :30PM
Review & Selection	To be determined
Selection Recommendation to City Commission	To be determined

*Non-Mandatory Site Visit:
 Water Treatment Plant
 100 Utility Dr, Bunnell, FL 32110

** 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.

VI. PROPOSAL

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

VII. 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.

VIII. 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.

IX. EVALUATION CRITERIA

The City 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 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 100 points per selection committee member. Shortlisted Firms will be reevaluated based upon the maximum total points of 100 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.

Scoring Criteria:	Maximum Points:
Ability of Firm and Its Professional Team Composition	20
Firm's Related Experience	20
Firm's Approach and Methodology	20
Effects of the Firm's Current and Projected Workload	10
Local Firms	10
Completeness of Response	10
References for Firm and All Subconsultants	10
Total	100

A. ABILITY OF FIRM AND ITS PROFESSIONAL TEAM COMPOSITION: (0 - 20 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.

B. FIRM'S RELATED EXPERIENCE: (0 - 20 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.

C. FIRM'S APPROACH AND METHODOLOGY: (0 - 20 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.

D. EFFECTS OF THE FIRMS CURRENT AND PROJECTED WORKLOAD: (0 - 10 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.

E. LOCAL FIRMS: (0 - 10 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 furnish references for such projects.

F. COMPLETENESS OF RESPONSE: (0 - 10 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.

G. REFERENCES FOR FIRM and ALL SUBCONSULTANTS: (0 - 10 POINTS)

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

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.

X. 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.

XI. 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, March 5, 2024**, 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

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. 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.

XVIII. 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# 2024-02 for PROFESSIONAL DESIGN-BUILD SERVICES - BUNNELL BRACKISH WATER RO PROJECT

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.

19. Checklist
20. Application Form
21. Acknowledgements Form
23. Certification Form
24. Declaration Form
25. Qualifications Form
27. Reference Form
28. Scrutinized Companies Form
29. Subcontractor Listing Form
30. Insurance Requirements Form
32. Americans with Disabilities Act Affidavit Form
33. Conflict of Interest Form
34. Drug-Free Workplace Certification Form
35. Non-Collusion Form
36. Public Entity Crimes Form
38. Public Records Compliance Form
39. 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 has been addressed to:

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

- The **mailing envelope must be sealed and marked** with RFQ Number "**RFQ #2024-02**" and RFQ Title "**PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT**".
- The Response will be mailed or delivered in time to be received no later than the specified due date **March 05, 2024** 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 DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT

RFQ-2024-02
 ISSUED BY: Mary Anne Atwood,
 Project Manager
 PHONE NO: (386) 986-6702
 EMAIL: matwood@bunnellcity.us

SUBMIT QUALIFICATIONS PACKAGE PRIOR TO:
CLOSING DATE: March 05, 2024
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 DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT

Design, permit, construct a 200,000 gpd (gallon per day) RO system and its associated components including raw water main installation; RO skid installation and associated piping; valves and controls. Construction will also cover structural additions/modifications to house the RO skid.

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 #2024-02

PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT

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

(Proposer) guarantees its Response to RFQ #2024-02 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 _____, 2024

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 _____, 2024, 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 #2024-02 , PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT

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 #2024-02 , PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT**.

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this _____, 2024 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:

<u>% Completed</u>	<u>Project</u>	<u>Contract</u>	<u>Amount</u>
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

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 #2024-02
PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT**

SUB-CONTRACTOR LISTING

Provide the 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
<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**.

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 contained herein 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 regarding 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 _____, 2024, 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 _____, 2024, 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 _____, 2024, 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 #2024-02 Professional Design-Build Services – Brackish Water RO Project.

I am fully informed respecting the preparation and contents of the Response to RFQ #2024-02, 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 #2024-02, 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 #2024-02, 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 _____, 2024, 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 _____, 2024, 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-2024-02 – PROFESSIONAL DESIGN-BUILD SERVICES - BRACKISH WATER RO PROJECT**

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ___ day of _____, 2024, 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) ▶ _____ <i>Note:</i> 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.	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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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), ABL 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 DESIGN-BUILD SERVICES - BRACKISH WATER
REVERSE OSMOSIS PROJECT
RFQ#: 2024-02**

Date Issued: February 9, 2024

A. QUESTIONS & ANSWERS

Question 1:

I have a couple quick questions regarding this RFQ to see if we would be interested in quoting.

Questions:

1. Will a water quality report be supplied or will we have to have our own one done.
2. Is there a requirement for the low and high pressure piping.
3. If additional pretreatment is required will it be in the scope of the work.
4. Is there a requirement for the skid frame.
5. What are the limits for space for the unit.
6. What voltage can we expect the facility to have
7. Will the plant be placed into a SCADA system.
8. Are there requirements for PLC and components.

Below are our current assumptions:

- Feed Flow: 200gpm
- Product Flow: 140
- Recycled gpm: 15gpm
- Recovery: 75%
- Membranes: 40each 8" x 40" brackish water membranes
- TDS: 2,000tds used for sample water

Answer 1: The City is currently requesting qualifications for Design-Build Services for Brackish Water Reverse Osmosis. It is our intent to have the selected firm answer these types of questions for the City.

Question 2: Can you help me understand specifically what licenses are required? Is a Florida Business License required or simply that we have a licensed Florida Professional Engineer who will provide signed and sealed calculations for the skid?

Answer 2: 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. Business licenses may be required prior to construction.

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 Design-Build Services - Brackish Water Reverse Osmosis Project
CITY RFQ NO: 2024-02

Date Issued: February 15, 2024

This addendum is being issued to provide all prospective proposers with information obtained through the site visit which occurred on Wednesday, February 14, 2024, at 10:00AM.

- A. **WTF SITE VISIT** - Tour began in Outside Facility, to Electrical Room, then walked area in the direction of flow.

Companies in attendance: CPH, EES, R.J Sullivan Corp, PC Construction, Harrington Process Solutions

Information provided by Dustin Vost, Infrastructure Director and Jason Palmer, Infrastructure Manager

It is the City's intent that all qualified professionals submit RFQ's to design, build, recommend, get creative and stay within budget to accomplish our goals with an RO system. If you have questions, please ask one at a time.

B. **QUESTIONS & ANSWERS**

Question 1: Do we send in questions via email?

Answer 1: All questions should be sent via email or phone to Mary Anne Atwood, matwood@bunnellcity.us, 386-986-6702. Questions will then be answered and posted in an Addendum.

Question 2: Can you post the current WTF design drawings online?

Answer 2: Under homeland security, we cannot post the As-builts online. If we were to do so, they would be heavily redacted and therefore not of any informational value.

Question 3: Can the professional firm request the documents via email?

Answer 3: I will look into that as it would be a professional firm requesting the information and would not be posted to the public. The selected firm (based on Qualifications) will receive full access to WTF documents.

Question 4: Can we see the skids?

Answer 4: We do not have any skids; we are Ion Exchange. The purpose of this is to add two hundred thousand gallons per day availability to utilize our brackish water wells. Ion Exchange is not the most suitable option for brackish water treatment.

Question 5: Do you plan to have a pre-filter housing that has cartridge filters that are upstream of the membranes to protect the membranes from small particulars?

Answer 5: Yes, that is somewhat standard practice.

Question 6: Explain where the well water lines come in to the facility?

Answer 6: Wells 7 & 8 are high in chlorides and high in conductivity and we cannot treat it. They are located in the park to the North of the WTF. The well water mains come in and swing around the tank and come into a single header located in front of our bay doors. Wells 3, 4, 7, 8, & 9 come in from the park. There are 4 valves in the ground and from there, it is a single header to our aeration basin. Rerouting pipe we may find to be a difficult process due to the fact that there is asphalt laid over it. I do not know the linear feet at this time.

Question 7: When the main well comes into the plant before the common header, does each well have separate line? Can we walk outside the WTF to look at where the wells come in?

Answer 7: Four valves are located here in the parking lot of the WTF. They all come into a single header right here under everyone's feet and swing around the East side of the building underneath the concrete sidewalk. Two valves handle well 7,8, and 9. Wells 7 & 8 will need to be rerouted to the RO System.

Question 8: You have 5 wells that tie into one common header?

Answer 8: Yes, that is correct. They are located out front of the WTF in the parking lot area.

Question 9: Do your As-builts show that clearly?

Answer 9: After review the O & M's, the As-builts clearly show the 5 wells that tie into one common header. We do have As-builts for that and the mains that come in from the park.

Question 10: Do you have all the water quality data on all the wells?

Answer 10: We will be performing our CUP samples and will have updated data shortly after that.

Question 11: Will you want to intercept all the wells or just some of the wells?

Answer 11: We will want to intercept only two of the wells.

Question 12: Intercept a new line and take it into the building?

Answer 12: Yes, that is correct. Well 7 & 8 are the only ones that are high in TDS and Chlorides.

Question 13: So, the current system you have is not handling wells 7 & 8?

Answer 13: Correct, we cannot treat it here. We would want to take it into the building but if the proposed skid doesn't fit then the location would be outside the building.

Question 14: What is the skid to be made from? Stainless?

Answer 14: It would be nice to have stainless. Aluminum or Stainless.

Question 15: What about the piping around the skid piping? Is that stainless or schedule 80 PVC or a combination?

Answer 15: I have worked with both, my experience as an operator is that stainless is louder than schedule 80. I have seen schedule 80 fail in the past.

Question 16: Do you have specific controls that you require as an operator that you will need?

Answer 16: This is not our primary source of water; it will be a secondary. So, if we do not have generator back up power or the generator is not sized appropriately, that is fine. It just won't run until we get power back. The main production of water will still be through the Ion Exchange.

Question 17: If the skid cannot be housed inside the main building, what space is available?

Answer 17: East side of the building. We can use "builders special" to house it. Referencing the metal building structure currently on site as an example and the open area of land located on the East and around the South side of the WTF. Space between the retention and cement pond. There are not a lot of pipes under the ground over here and what is there for the ION Exchange plant is very deep. It is 6ft encased in concrete and rebar. No electrical duct or junction boxes. We have some old valves from where the wells used to be routed in, but again that pipe is deep.

Question 18: Is this going to increase the capacity or take some of the capacity away from the Ion Exchange? Or is it going to remain the same capacity?

Answer 18: The plant is currently at 1MGD. This will bring us to 1.2 MGD. So, this will hopefully add capacity. We wouldn't be operating at 1.2MGD, as we are currently only operating at 0.400MGD. The 1.2MGD would be our permitting capacity. The firm that's selected (based on qualifications) should design the system in a way to build with the ability to add on in the future for growth when/if funding becomes available and if needed.

Question 19: So, we could make the RO primary and the Ion Exchange secondary?

Answer 19: Would like to add RO to utilize the existing wells. The water chemistry after Ion Exchange is a good blend ratio; it will re-mineralize the water. We still have a good total hardness, calcium hardness, the blend ratio would still be good. It would be ideal to throttle back on the Ion Exchange process and utilize the RO. This all depends on where the City is in 5, 10, 15 years to see what we can do.

Question 20: What would be the plan for the discharge of the permeating membranes from the new RO? Blend it in with the Ion Exchange somewhere in the building? Or tie into a common header just outside the building?

Answer 20: We have a pool well that we can utilize. If we can get 200,000 out of the RO and throttle that back down, we aren't gaining any volume. So, we can still use an existing tank. If we are planning for future growth, then we could add two more. The finished water from the filters that are coming into the building into the clear well and tie the RO in from there and start the blending, disinfectant, and the manos from there. We can finish the blending in the East ground storage tank; there are baffle curtains that will slow that down. But I guess that would be a pressure differential in the pipe, which is what we would need the engineers to look at. The force flow from RO versus gravity fed from the filters, so that is what we would need engineers to work out. As far as concentrate, go to the concrete pond, which then pumps into the gravity

sewer collection. That is where all the backwash waste goes and all the brine waste from the Ion Exchange. The brine waste from the Ion Exchange is tipping the 150-200 thousand connectivity. We remove 85-87% organics and mostly what the filters grab is the oxidated Ion. So, we have been sending that to the wastewater plant every day for the last 8 years.

Questions 21: Would the lift station need to be updated to handle the additional flow?

Answer 21; I do not believe so, I think we may need to add an additional pump, it's fairly deep. No updates are needed on the lift station. If we needed to buy a larger size pump, we would do that in-house. That would not be a part of this project.

Question 22: Can we see the power supply?

Answer 22: Yes, the power supply comes into the building and the communications are housed in here as well. We do have room.

Question 23: Will they be doing some piloting once the firm is selected as far as the actual membranes?

Answer 23: From what I understand, the technology/ modeling that is out there for RO should exclude the need for pilot study.

Question 24: I was wondering if the City prefers piloting or not?

Answer 24: I think that could be better answered once the modeling gets done and we can see the freshwater quality. Then I think we would revisit.

Question 25: Will you be reviewing or replacing any of these pumps?

Answer 25: The pumps stored inside the plant are for that, but that is a separate project. It would not be related to the RO.

Question 26: What is your ideal setup with SCADA control?

Answer 26: Ideally, I would like to have wells 7 & 8 hooked up to the SCADA so we can start and stop it from the plant. That is dependent on pre-RO stuff. The last thing you want is a pressure wave, like water hammer hitting your skids or air through there, you'll ruin the membranes. So, having the ability to turn the wells on and off and control the flows from the wells is very important when you are running RO. Especially if you are choking your concentrate blend and trying to get your 88% reject, it creates a lot of pressure. SCADA control at the wells, it would be nice to have it in the control room, if it ends up being on display at the skids, we can work with that. We would want it to run into the sensaphone for our alarm system.

Question 27: Will the state funding have following up requirement with equipment?

Answer 27: BABA is not listed.

Question 28: Is project completion expected 24 months from the award or from the day you sign the agreement?

Answer 28: 24 months from the award. We must hit the ground running with whoever is selected.

Question 29: Who is doing the fund management? Are you doing it in-house?

Answer 29: Yes, we are doing it in-house.

Question 30: Do you have Sodium Hydroxide onsite?

Answer 30: No, very few chemicals are on site. Being Ion Exchange, we do not do any pH control.

Question 31: What does Hydrochloric Acid do? What is it for?

Answer 31: We got rid of that. It is Citric Acid, which is used for demineralizing the under drains, the re-gen tanks, the salt tank, and circulating through the reuse brine tank. The pump and the valving do crystalize from the sodium. It's 50% solution Citric Acid. I have used it on the membranes as well, it takes a little longer on your CIPs, but it is effective.

We are fully funded through the Florida Budget Appropriations, so we do have a limited timeline. If you are submitting RFQs be sure that you can complete the project within 24 months from award.

ACKNOWLEDGEMENT:

Signature and Date

Printed Name and Title

Company Name

PLEASE ACKNOWLEDGE ALL ADDENDUMS ON YOUR BID FORM

END ADDENDUM NO. 02



SIGN IN SHEET
 Design-Build Brackish Water RO
 Site Visit
 February 14, 2024 10am

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City of Bunnell, Florida

Agenda Item No. H.4.

Document Date: 3/4/2024 Amount:
Department: City Clerk Account #:
Subject: Election of the Vice Mayor for the next 12 month period
Agenda Section: New Business:

Summary/Highlights:

From the Bunnell City Charter:

Section 3.06(F)

The Commission shall elect from among its members a Vice Mayor who shall preside at City Commission meetings in the absence of the Mayor. Election of the Vice Mayor shall be performed annually at the first regular Commission meeting in April.

Background:

During the March 2019 Charter Amendment, the citizens voted to approve the referendum that changed the election of the Vice Mayor to an annual election.

The Commission nominates a member of the serving Commissioners to serve as the Vice Mayor for a 12 month period and vote on the nomination.

Commissioner Rogers was nominated from within the Commission in April 2023 and unanimously voted to serve as the Vice Mayor until April 2024.

Staff Recommendation:

None. This action is done by the Commission.

City Attorney Review:

Approved

Finance Department Review/Recommendation:

City Manager Review/Recommendation:

Approved.