



RFQ# 2024-01 Engineering Service

**Robert Smith
Tony Davit
John Fitzgibbon
Tonya Elliott Moore
Frank Chase
Stephen Withers**

Agenda

Agenda

**March 21, 2024
1:30PM**

Join Zoom Meeting

<https://us06web.zoom.us/j/89246108348?pwd=4Z6OcCnH2vSIHu4cNwjZR3krIYATq1.1>

Meeting ID: 892 4610 8348

Passcode: 390384

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceeding should contact the Office of the Town Clerk at least 48 hours beforehand at (407) 876-2563

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversations shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council.
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this

AGENDA

- **THE MEETING IS CALLED TO ORDER**

1. NEW BUSINESS

- a. **Selection of Committee Chair**
- b. **Selection of Committee Secretary**
- c. **Discussion of Review Process/Ranking System/Timelines**
- d. **Discussion of Submittals**
 - i. **Rating Sheet RFQ 2024 01 Engineering**
 - ii. **Florida Technical Consultants LLC RFQ 2024-01**
 - iii. **Kimley-Horn Submittal for Town of Windermere RFQ 2024-01**
 - iv. **Carnahan Proctor and Cross RFQ 2024-01**
 - v. **Collier Engineering & Design RFQ 2024-01**
 - vi. **The Beta Jones Group RFQ 2024-01**
- e. **Direction of Selection Committee**
 - i. **Recommendation to Council (Option)**
 - ii. **Short List Presentations (Option)**

2. ADJOURN

Reviewer Name:		
Firm Name:		Florida Technical Consultants
Categories	Points Possible	Points Awarded
Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471.	25	
Experienced and have the proper equipment and team of professionals capable of providing the Services in an efficient manner in the best interest of the Town.	25	
Knowledge of Federal, State and Local rules, regulations and guidelines pertaining to the proper development of designs and methods of roadway and stormwater construction.	20	
Proven experience and knowledge of the NPDES program and permitting as described in the Clean Water Act, as well as FDEP and SFWMD rules and regulations.	15	
Understanding of the Services and approach to providing the Services.	15	
	100	



Florida Technical Consultants, LLC
2240 Woolbright Rd. Suite 400
Boynton Beach, FL 33426
Tel (954) 914-8488
James Barton P.E., President
jbarton@fltechinc.com
www.fltechinc.com

Town of Windermere

Request for Qualifications for Continuing Engineering Services

RFQ #2024-01

Submitted by:
Florida Technical Consultants LLC

Due Date: March 6th, 2024

Submitted to:
Tonya Elliot-Moore, Public Works Director
Town of Windermere
614 Main Street
Windermere, FL 34786
Tel: 407-876-0103



Florida Technical Consultants

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Tonya Elliot-Moore, Public Works Director
Town of Windermere
614 Main Street
Windermere, FL 34786

Re: Request for Qualifications for Continuing Engineering Services RFQ #2024-01

To Whom It May Concern:

Florida Technical Consultants, LLC (FTC) is pleased to provide this Statement of Qualifications in response to your Request for Qualifications for Continuing Engineering Services RFQ #2024-01. FTC is a Civil Engineering consulting firm based in Boynton Beach, Florida. Our consulting services focus mainly on the computerized mapping, modeling, inspection, and asset management of water, sewer, reclaimed and storm water utility systems utilizing GIS (Geographic Information Systems) computer software. In addition, FTC provides clients with a wide range of additional GIS services covering many municipal and private business applications. FTC is an ESRI Silver Business Partner with an ArcGIS Online Specialty and has completed large GIS based utility projects with Cooper City, Boynton Beach Utilities, South Martin Regional Utilities, the Solid Waste Authority of Palm Beach County, and the Coral Springs Improvement District.

In addition, FTC has also worked extensively with the Federal Emergency Management Agency's (FEMA) Substantial Damage Estimator (SOE) tool and has integrated this tool with GIS to carry out hurricane damage assessments and plan recovery operations in affected parts of South Florida and the Florida Keys.

As the President of FTC, I have been a licensed and practicing Professional Engineer in the South Florida region continuously for the past 20 years. I am the firm's primary contact and am authorized to make representations for and enter contracts on behalf of FTC. I believe the information presented in this Firm Profile will demonstrate to you in detail the scope of the GIS consulting services we offer. Please feel free to contact me at your convenience if you have any questions or if you require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James Barton', is written over a light blue circular stamp or watermark.

James Barton, P.E. President
Florida Technical Consultants LLC
2240 Woolbright Rd. Suite 400, Boynton Beach, FL 33426
Tel: (954) 914-8488, Email: jbarton@fitechinc.com

Executive Summary - Florida Technical Consultants, LLC (FTC) is a Civil Engineering consulting firm offering GIS (Geographic Information Systems) specialized consulting services to governmental agencies and private companies in Palm Beach and the surrounding counties in Central and South Florida. The Civil Engineering consulting services offered by FTC are primarily focused on the computerized mapping, modeling, inspection and asset management of municipal utility and infrastructure systems utilizing the GIS computer software. These systems include potable water systems, gravity sewer systems, sewer force mains, reclaimed water systems, storm water systems and various other municipal infrastructure. FTC also provides low resolution engineering services for project design, construction, and inspection for these same systems which are based on these GIS applications along with a wide range of additional GIS services covering many municipal and private business applications. FTC is an ESRI Silver Business Partner with an ArcGIS Online Specialty and has completed large GIS based utility projects with Cooper City, Boynton Beach Utilities, South Martin Regional Utilities, the Solid Waste Authority of Palm Beach County, and the Coral Springs Improvement District in South Florida.

FTC has been in business since January 2014 and is set up as a Limited Liability Company (LLC) under the state of Florida. The firm maintains a current status on the Engineering Business Registry under the Florida Department of Business & Professional Regulation (DBPR) and has obtained pre-qualification as a Professional Consultant under Florida's CCNA (Consultants Competitive Negotiation Act) for many municipalities and government agencies in Florida. These include Pembroke Pines, Cooper City, Deerfield Beach, Marathon, Miami Gardens, Hollywood, and North Miami Beach. FTC has also obtained SBE/CBE certifications for Palm Beach County, the City of West Palm Beach, Broward County and SFWMD. FTC's main office is located at 2240 Woolbright Rd. Suite 400, Boynton Beach, FL 33426.

Key Personnel - The following resumes show the proposed principal FTC staff with their individual qualifications, who will perform work as required if the firm is awarded a contract.



Florida Technical Consultants



James Barton, P.E.
President

Professional Summary

James is the primary project contact for FTC and provides all project management functions, program development, GIS utility data build and on-site training. His background experience covers all program components with 20 years experience in engineering design and project management of water, sanitation and stormwater programs. These include water resources, infrastructure, rehabilitation, GIS implementation, environmental engineering, utilities and road construction. James has routinely integrated GIS technology with engineering, developing software tools to assist in system modeling, design, and construction administration. Since becoming an ESRI authorized GIS Trainer in 2003, he has provided training to over 75 students in various organizations and disciplines. His specialty is training for people specializing in utilities, public works and engineering as well as providing training for people with fire, police and city and county administrations.

Education

B.Sc. Civil Engineering, Queen's University, Kingston, Ontario, Canada - 1990

Professional Experience

- **President/Principal Engineer** - Florida Technical Consultants, Boynton Beach, FL
2014 to present (8 years)
- **Senior Engineer** - Chen Moore & Associates, Ft. Lauderdale, FL
2001 to 2014 (13 years)
- **Water Engineer** - CARE Canada/Unicef/US AID, Mozambique and Angola, Africa
1991 to 2001 (9 years)

Registration - Professional Engineer, State of Florida, 2003 (#59257)

Affiliations

- American Society of Civil Engineers (ASCE)
- American Water Works Association (AWWA)
- Florida Engineering Society (FES)
- Urban and Regional Information Systems Association (URISA)

Certifications

- ESRI Authorized GIS Trainer
- LEED Accredited Professional



Florida Technical Consultants



Teresa Chapman
Program Manager

Professional Summary

Teresa has over 8 years of engineering and GIS implementation experience. In her capacity as Program Manager with FTC, she has utilized GIS in real-world engineering situations to improve informational management and decision support for both clients and their engineers. Teresa supports the data collection, tracking and analysis functions of her team for multiple municipalities and has performed utility design, permitting, bidding assistance and construction administration services throughout her career. She also has experience in water resources, sanitary sewer systems, infrastructure rehabilitation, and road construction and continues to expand her knowledge base.

Education

B.Sc. Ocean Engineering, Florida Atlantic University, Boca Raton, FL - 2010

Professional Experience

- **Program Manager** - Florida Technical Consultants, Boynton Beach, FL
2019 to present (3 years)
- **Associate Engineer** - Chen Moore & Associates, West Palm Beach, FL
2013 to 2018 (5 years)

Affiliations

- American Society of Civil Engineers (ASCE)
- American Water Works Association (AWWA)
- Florida Engineering Society (FES)
- International Propeller Club of the United States
- Palm Beach Countywide GIS Forum

Certifications

- InfoWater Training Certificate
- Stormwater Management Inspector
- MOT



Florida Technical Consultants



Matthew Davis, GISP
Project GIS Analyst

Professional Summary

Matt has a proven track record in developing and implementing GIS policies, open data software, advanced analysis systems, and architecture deployment of digital content. He's highly adept at delivering innovative initiatives, conducting site visits, providing predictive analysis, and executing improvement strategies focused on quality and consistency. Matt is skilled in monitoring budgets and drafting funding, resourcing, and status reports and he's considered an expert in leading, training, and empowering technical teams. Matt has been instrumental in building productive relationships with clients, technologists, businesses, and stakeholders. He brings to the table a strong background in Fast, Agile, Urban design processes, and technology implementation.

Education

Master of Engineering in Engineering Management, University of Colorado, CO - 2024
B.Arts, McMaster University, Hamilton, Ontario - 2018
Certificate in Visualizing Data, New York University Stern School of Business, NY - 2020
Post Graduate Certificate in GIS, Fanshawe College, London, Ontario - 2011
Diploma in GIS and Urban Planning Technology, Fanshawe College, London, Ontario - 2007

Professional Experience

- **Project GIS Analyst** - Florida Technical Consultants, Boynton Beach, FL
2022 to present (1 year)
- **Strategic Innovation Officer** - City of Hallandale Beach, FL
2019 to 2022 (3 years)
- **GIS Coordinator** - City of Lake Worth, Lake Worth, FL
2018 to 2019 (2 years)
- **Senior GIS Technologist Haldimand County** - Haldimand County, Cayuga, Ontario
2010 to 2018 (8 years)

Affiliations

- Urban and Regional Information Systems Association (URISA)
- United States Geospatial Intelligence Foundation (USGIF)
- GIS Certification Institute (GISCI) - GISP designation expected December 2022
- Atlantic Association of Geomatics and Planning (AAGP)
- American Institute of Certified Planners (AICP)



Florida Technical Consultants

Client References - The following is a list of three references for whom FTC has worked who attest to the quality of the GIS Engineering Services that FTC provides.

Michael Bailey, P.E.

Utilities Director

City of Pembroke Pines

8300 South Palm Drive,

Pembroke Pines, FL 33025

Tel: 954-518-9060, Fax: 954-518-8900

Email: mbailey@ppines.com

Project Dates: Oct. 2014 - present

Contract Award Value: \$200,000.00

Project Summary: This is a large and ongoing project in which FTC converted the client's entire CAD Atlas to GIS. The systems included are water, sewer and drainage. In addition, FTC has set up geometric networks which were run for valve isolation and capacity analysis.

Ronald L. Bolton

Executive Director

Gasparilla Island Water Association

P.O. Box 310,

Boca Grande, FL 33921-0310

Tel: 954-593-3823

Email: ron@mygiwa.com

Project Dates: Sept. 2014 to Present

Contract Award Value: \$360,000

Project Summary: FTC converted the City CAD Atlas to GIS. ArcGIS Applications were developed, and the staff was trained to inventory and field verify features. Systems included water and sewer.

Michael R.T. Low CEng MIChemE

Executive Director Utilities Special District

City of Riviera Beach

600 West Blue Heron Boulevard,

Riviera Beach, FL 33404

Office: (561) 845-4185

Email: mrtlow@rivierabeach.org

Project Dates: Oct. 2015 to Present

Contract Award Value: \$40,000.00

Project Summary: FTC provided the client with data setup services and training so that the client's staff was able to collect and input their data directly into their GIS program. In addition, FTC's services included mapping of water main breaks with a density analysis being carried out to prioritize replacement. Also, staff were trained in the use of ArcGIS for both field and desktop applications.



Florida Technical Consultants

Corporate Registration


**State of Florida
Department of State**

I certify from the records of this office that FLORIDA TECHNICAL CONSULTANTS, LLC is a limited liability company organized under the laws of the State of Florida, filed on January 21, 2014.

The document number of this limited liability company is L14000011037.

I further certify that said limited liability company has paid all fees due this office through December 31, 2024, that its most recent annual report was filed on January 8, 2024, 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 Eighth day of January, 2024



[Signature]
Secretary of State

Tracking Number: 7376334915CC

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

Certificate of Qualifications

**CERTIFICATE OF QUALIFICATIONS
Consultants Competitive Negotiation Act
(CCNA)**



Florida Technical Consultants, LLC

105 Storm Sewer Design
106 Water Distribution Collect System & Force Main Design
119 Civil Engineering

City of West Palm Beach

[Signature]
Procurement Official

August 16, 2023
Expiration Date

Certified Business Entity (CBE) Certification

BROWARD COUNTY
Office of Economic and Small Business Development

This Certificate is Awarded to:
FLORIDA TECHNICAL CONSULTANTS, LLC

[Signature]


County Business Enterprise (CBE)
Anniversary Date: September 2027

James Barton Engineering License

Ann DeLuca, Governor | Melissa S. Griffin, Secretary

STATE OF FLORIDA

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



BARTON, JAMES H.
12008 NORTH LAKE DRIVE
BOYNTON BEACH, FL 33436

LICENSE NUMBER: FE39257
EXPIRATION DATE: FEBRUARY 28, 2025

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.

South Florida Water Management District SBE

SOUTH FLORIDA WATER MANAGEMENT DISTRICT

June 25, 2021

REGISTERED VENDOR NO.: 122171

Mr. James Barton, P.E. President
Florida Technical Consultants, LLC
P.O. Box 850
Boynton Beach, FL 33425

CERTIFICATION EFFECTIVE DATE: June 30, 2021
CERTIFICATION EXPIRATION DATE: June 30, 2024

Dear Mr. Barton:

Congratulations, the South Florida Water Management District (District) has recertified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may only be applied when business is conducted in the following areas:

Mapping and Geographical Information Systems (GIS) & Professional Engineering Services

Your submittal of bids or proposals, to supply other products or services outside of the specialty areas noted above will not count toward SBE participation. If you require certification in other specialty areas, please contact the Procurement Bureau, SBE Section, for additional information.

Renewal is required every three (3) years and should be requested a minimum of 45 days prior to the above expiration date.

If any changes occur within your company during the certification period such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status, you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times.

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's vendor database.

We look forward to a mutually beneficial working relationship.

Sincerely,

Joni Lynn Fox
Sr. Contract Compliance Specialist
Procurement Bureau

JLF

1901 East Chalk Street, West Palm Beach, Florida 33411 • (561) 866-8800 • 1-800-412-3841
Mailing Address: P.O. Box 20889, West Palm Beach, FL 33410-0889 • www.sfwmd.com

West Palm Beach Small Business Certification

SMALL BUSINESS CERTIFICATION
The City of West Palm Beach's Small Business Program
Certifies that
FLORIDA TECHNICAL CONSULTANTS, LLC

Has met the necessary requirements for certification as a Small Business under the Small Business Program as prescribed by the City of West Palm Beach's Ordinance Number 3366-00.

The following List of Services and/or Products are covered under this certification:

- Geographic Information Systems (GIS)
- Mapping Services: Digitized, Cartography
- Engineering Services: Professional: Civil, Highways, Streets; Airport Pay-Parking Lots - Engineering
- Waste Water Treatment, Water Supply

Issued by the City of West Palm Beach for a three year period January 7, 2022 to January 6, 2025

Certificate Vendor Number: 1072651

[Signature]
Frank Mariani
Director Office of Equal Opportunity

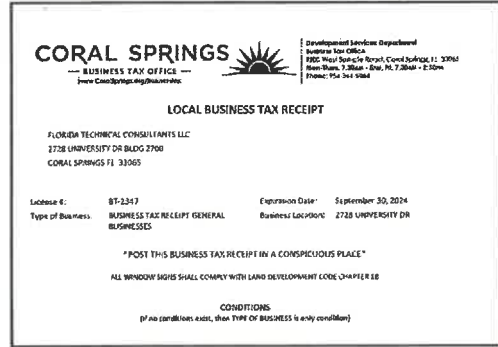


Florida Technical Consultants

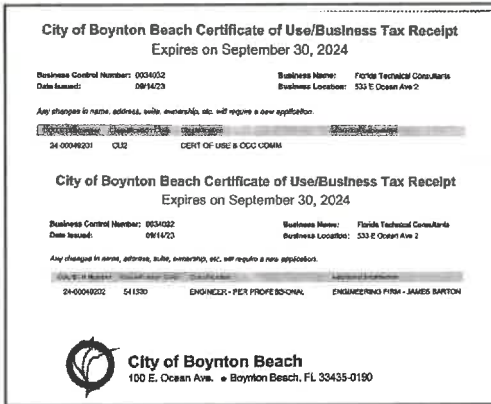
Palm Beach County SBE Certification



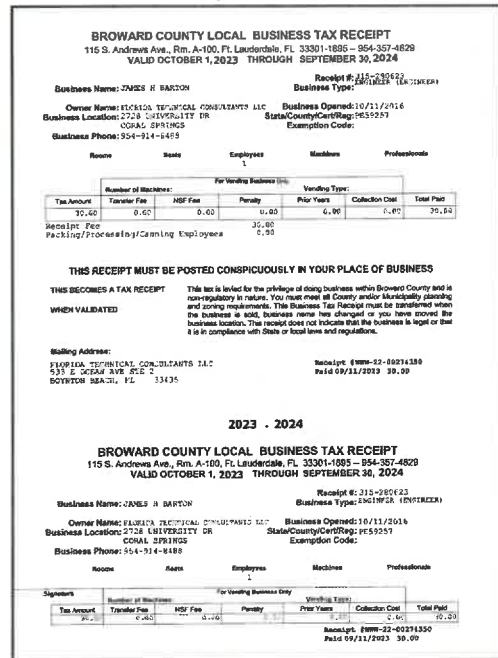
Coral Springs Tax Receipt



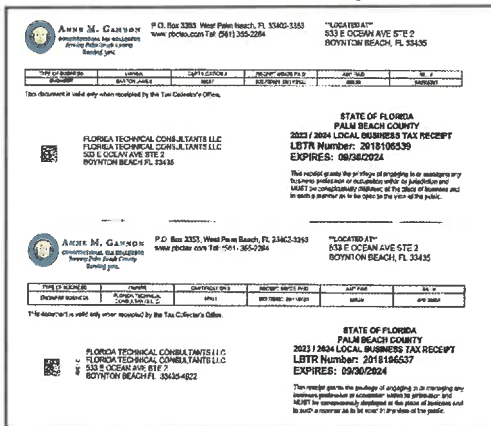
Boynton Beach - Business Tax Receipt



Broward County Tax Receipt



PBC - Business Tax Receipt



Services Understanding and Approach

Methodology and Approach - The primary focus of FTC is in providing comprehensive Civil Engineering consulting services utilizing GIS in the following areas:

- **Utility Operations, Maintenance and Asset Management**
- **Master Planning, Modeling and Engineering Studies**
- **Post Hurricane and Disaster Recovery Damage Assessment**
- **Capital Improvement Project Development**
- **Engineering Data Development and Updating**
- **Engineering Design and Permitting**
- **Construction Inspection Services**

The following graphic and accompanying descriptions show the services FTC offers, the methodology behind these services, and how GIS data is central to the management of assets and information within municipal utilities and engineering departments.



FTC always strives to become part of the client's "team" which maximizes the use of the client's existing resources and provides a seamless integration of the GIS projects. FTC brings to the table a highly skilled team which includes a Florida licensed Professional Engineer and trained GIS Specialists along with support staff to fulfill and support the requirements of all of its clients. FTC trusts that you will find that it has the capabilities and expertise to provide you with the GIS based Civil Engineering consulting services that you require.

Project Experience - A sampling of some of the major projects completed by FTC which demonstrate its experience and expertise is as follows:



Florida Technical Consultants

City of Marathon

Address: 9805 Overseas Highway, Marathon, Florida 33050

Phone: 305-703-0033

Fax: -

Contact Person: George Garrett, City Manager

Project Dates: Sept. 2017 - Dec. 2017

Contract Award Value: \$100,000.00

Project Summary: FTC worked extensively with the City of Marathon on post hurricane assessment and recovery after the catastrophic hurricane Irma hit the Florida Keys in 2017. FTC working along with the City's staff utilized the Federal Emergency Management Agency's (FEMA) Substantial Damage Estimator (SOE) tool and integrated this tool with GIS to carry out hurricane damage assessments and plan recovery operations in Marathon. The system linked assessor's tax parcel numbers, address information, aerial four-dimensional photos (both pre- and post-disaster) and permit information. Teams which included a community code enforcement officer or city planner and a FEMA employee then used iPads pre-loaded with the SOE tool to make an assessment of the damaged structure. Utilizing GIS along with FEMA's SOE tool was an effective way of reporting substantial damage information and allowed communicating interactively with people in the office.



City of Boynton Beach Utilities Department

Address: 124 E. Woolbright Rd., Boynton Beach, FL 33435

Phone: 561-742-6403

Email: bryantw@bbfl.us

Contact Person: Waneya Bryant, Manager of Asset Management Systems

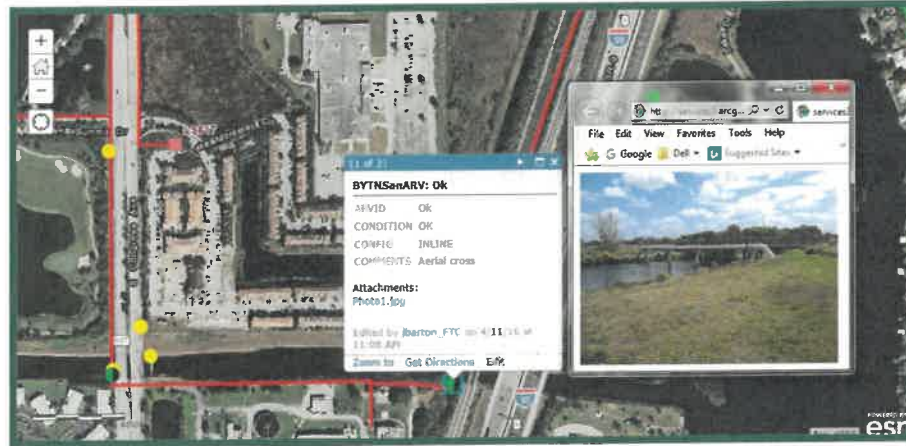
Project Dates: Dec. 2016 to present

Contract Award Value: \$150,000.00

Project Summary: FTC created a GIS data set to support modeling of the potable water, sanitary sewer, reclaimed water and stormwater systems. Several sources of existing data were merged and topologically cleaned for snapping and node creation. Elevations were extracted and used to populate nodes. In addition, ArcGIS applications were developed and the client's staff were trained to inventory and field verify the various systems' features.



Florida Technical Consultants



City of North Miami

Address: 776 NE 125 Street North Miami, FL 33161
 Phone: 305-895-9831
 Email: pwisler@northmiamifl.gov
 Contact Person: Wisler Pierre-Louis, Public Works Director
 Project Dates: Nov. 2022 to present
 Contract Award Value: \$25,000.00

Project Summary: Florida Technical Consultants (FTC) embarked on a rigorous GIS and Cityworks Assessment for the City of North Miami. The assessment dove into the intricacies of core datasets, their applications, and an extensive review of the technology infrastructure. Further, FTC recognized potential process inefficiencies, investigated opportunities for GIS enterprise expansion, and analyzed emerging industry trends including adoption of ArcGIS Pro. Emphasis was also placed on optimizing communication strategies and enhancing user analytics. Concluding the project, the City will receive a technical memo from FTC, capturing essential findings and actionable recommendations, with all pertinent platform updates implemented directly on the City's infrastructure.





Florida Technical Consultants

Form of Contract

Florida Technical Consultants, LLC (FTC) has reviewed the Draft Agreement between Owner and Engineer which was provided as part of this RFQ package. FTC takes no exceptions to this agreement and if selected will sign the agreement as required.

Legal

Neither Florida Technical Consultants, LLC nor any of its principals or staff are party to any pending or past lawsuits within the last five (5) years.

Conflict of Interest

Neither Florida Technical Consultants, LLC nor any of its principals or staff have any conflicts of interest with the Town of Windermere including any of its staff or Town Council members.



Required Forms

EXHIBIT C

KEY EMPLOYEE LIST

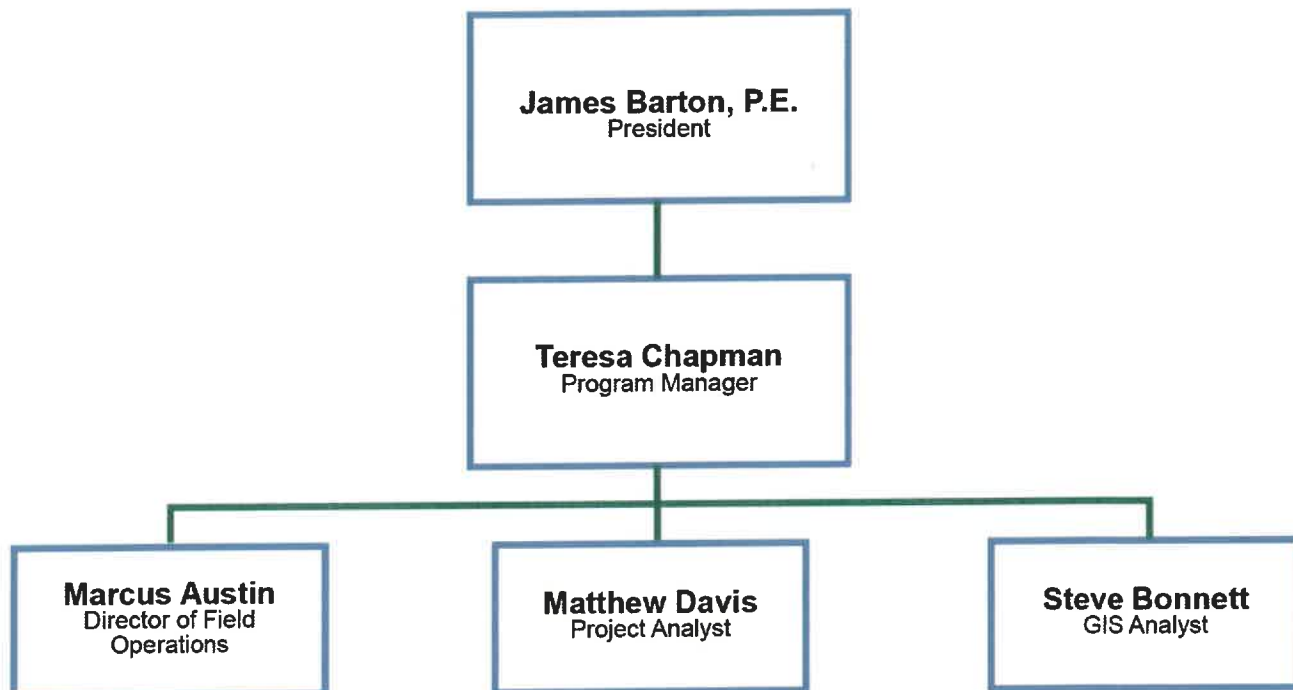




Exhibit D
DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED Respondent CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.
 2. 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 violations.
 3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
 4. 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 quote, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to any violation occurring in the workplace no later than five (5) days after such conviction.
 5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is convicted.
 6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
- As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Date: 02 \ 28 \ 2024

Signature: _____

Printed Name: James Barton, P.E., LEED AP

Title: President

Company: Florida Technical Consultants. LLC



Florida Technical Consultants

Exhibit E

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The Town requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub-recipients of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By signing this document, the Respondent hereby certifies their commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the sub-recipient and/or its contractors.

Company Name: Florida Technical Consultants. LLC

Authorized Representative Name and Title: James Barton, P.E. LEED AP, President

Signature of Authorized Representative: 



Florida Technical Consultants

Exhibit F
NON-COLLUSION OATH

STATE OF Florida
COUNTY OF Palm Beach

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared:
James Barton, P.E. LEED AP, President and made oath that the Respondent herein, its agents, servants, and/or employees, to the best of its knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract.

Affiant Signature

Sworn to (or affirmed) and subscribed before me this 28 day of February
2024, by James Barton, President

Signature of Notary Public

[STAMP HERE]

State of Florida

Personally Known OR Produced Identification _____

Type of Identification Produced: _____

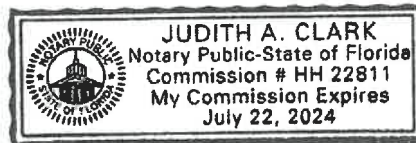


Exhibit G
GOOD FAITH AFFIDAVIT

I hereby propose to provide the services requested in the Town's RFQ and, if awarded, enter into a contract with the Town. I agree that the terms and conditions of the Town's RFQ shall take precedence over any conflicting terms and conditions submitted with my proposal and agree to abide by all conditions of the RFQ, unless a properly completed Exceptions to Solicitation form is submitted. I acknowledge that the Town may not accept the proposal due to any exceptions.

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

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, company or corporation submitting a proposal for the same product or service; no gratuities, gifts or kick-backs were offered or given by the Respondent or anyone on its behalf to gain favorable treatment concerning this procurement; no elected official, employee or agent of Town or of any other company is interested in said proposal; and that the undersigned executed this affidavit with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Florida Technical Consultants, LLC 2240 Woolbright Rd Ste 400

Company Name

Mailing Address

Boynton Beach, FL 33426

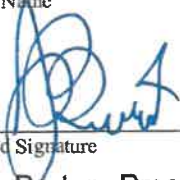
City, State & Zip Code

954-914-8488

Telephone Number/Fax Number

jbarton@fltechinc.com

Email Address



Authorized Signature

James Barton, President

Name & Title, Printed

State of Florida

County of Palm Beach

This foregoing instrument was acknowledged before me this 28 day of Feb. 2024, by

James Barton, P.E. who is personally known to me or produced _____ as identification.



Signature of Notary

[STAMP HERE]






Kimley»»Horn

Expect More. Experience Better.

Hao Chau, P.E.
Project Manager

407.797.3745 

hao.chau@kimley-horn.com 



SUBCONSULTANT LITIGATION

Ardurra Group, Inc., its affiliated entities, and their officers and directors have no prior or ongoing criminal or civil litigation, investigations, arbitration, or administrative proceedings that would affect the successful delivery of this contract. Because of our size and volume of business, Ardurra has occasionally been named in litigation arising out of the ordinary conduct of its business, most of which are unrelated to the performance of its professional services (such as slip-and-fall claims). It is the opinion of management that the resolution of any ongoing actions will not materially affect the consolidated financial position of the company, the company's operations, or the company's ability to perform the services being solicited. Below is a list of litigation related to Ardurra's professional services commenced in the five years preceding the date of submission of this response:

- **Mozhgan Ellison Courtois et al. vs. City of Manhattan Beach.** 2019 personal injury matter in California. Matter was settled.
- **Joseph Dennis Gilberti, Jr. vs. Ardurra Group, Inc., King Engineering Associates, Inc. Henningson, Duram & Richardson, Inc., Stantec Consulting Services, Inc., Carollo Engineers, Inc., Progressive Water Resources, LLC, and Hazen and Sawyer, PC.** 2019 Florid matter involving frivolous claims against design firms. Matter was dismissed.
- **Bowen and Kron Enterprises Inc. and Vapor Industries, LLC vs. Ardurra Group, Inc.** 2022 matter in Texas involving construction costs. Matter was closed.
- **Marissa Velasquez v. Hunter Industries, Ltd., Hogan Murray, Inc. d/b/a Murray Construction, Bryan J. Spina, LNV, LLC, and LNV, Inc.** 2022 motor vehicle accident in Texas. Matter is ongoing. Ardurra denies any allegation of fault.
- **City of San Diego vs. The 5125 Company, 2GS, LLC d/b/a Earthworks Enterprise, Ardurra Group, Inc. d/b/a LNV and f/k/a LNV, LLC and f/ka/ LV, Inc., and Robert Viera, P.E.** 2022 matter brought by municipality in Texas regarding construction of a drainage improvement project. Matter is ongoing. Ardurra denies any allegation of fault.
- **Christopher Hernandez v. City of Doral, A.U.M. Construction, Inc., & 300 Engineering Group, P.A.** 2023 motor vehicle accident in Florida. Matter is ongoing. Ardurra denies any allegation of fault.
- **AFR LLC v. Atlantic Subsea, Inc. & Sea Gate Association and Atlantic Subsea, Inc. vs. CG 3PL Engineering Design Professional Corporation and Rogers Surveying, PLLC.** 2024 matter arising from construction of bulkhead in New York. Matter is ongoing. Ardurra denies any allegation of fault.

Geotechnical and Environmental Consultants, Inc. has reported no litigation.

L&S Diversified, LLC had a lawsuit in February of 2020 where a past employee hit another vehicle. The lawsuit was settled in October of 2023.

SAI Consulting Engineers, Inc. has reported one case. 2019, Individual versus the URA. SAI was notified of a Praecepte for Entry of Appearance regarding a landslide that occurred in a redevelopment area where SAI performed CI/CM. No cost estimate is associated with this claim. The individual settled the claim. The claim is closed.

- Polk County, FL; Case No. 2020-CA-0022790; filed 2020; alleged economic loss; settled 2023.
- Lawrence Milder v. RT GeoSolutions Inc., et al; In the Circuit Court of the 17th Judicial District Court, in and for Broward County, FL; Case No. 20-020512(25); filed 2020; served 2023; alleged personal injuries claimed; Kimley-Horn dismissed; closed 2023.
- Harris Mitchell v. Frank Anderson, et al; 15th Judicial Circuit Court, Palm Beach County, FL; Case No. 50-2019-CA-006676; filed 2019, served 2020; alleged personal injuries claimed; settled 2020.
- Morrison-Cobalt JV v. Kimley-Horn and Associates, Inc.; 11th Judicial Circuit in and for Miami-Dade County, FL; Cause No. 2021-013239-CA-01; alleged economic loss; pending.
- Yolanda Peaslee v. The City of West Palm Beach, et al; Circuit Court of the 15th Judicial Circuit, Palm Beach County, FL; Cause No. 502021CA004964XXXXMB; personal injury claim; settled 2023.
- Sherri Reed v. Town Center Boca Raton Trust, et al: 15th Judicial Circuit Court, Palm Beach, FL; Case No. 21CA005161; filed 2021; personal injury claim; settled 2023.
- Christ Rose v. Wal-Mart Stores, Inc., et al; 17th Judicial Circuit Court, Broward County, FL; Cause No. CACE-18-027255; filed 2018; served 2020; alleged personal injuries claimed; settled 2021.
- Sema Construction, Inc. v. City of Altamonte Springs; 18th Judicial Circuit Court, Seminole County, FL; Case No. 2015-CA-002951-15-W; filed 2016; alleged economic loss; pending.
- Esther Silberman v. Town Center at Boca Raton, et al; 15th Judicial District Court of Palm Beach County, FL; Cause No. 50-2018-CA-009724-MB; filed 2018; served 2021; alleged personal injuries claimed; settled 2021.
- Kevin Sona, et al v. Stone Creek Community Association, et al; Circuit Court of the Fifth Judicial Circuit, Marion County, FL; Case No. 20CA0026; filed 2020; served 2021; alleged personal injuries claimed; settled 2022.
- Donald Stroman, Jr. v. FDOT, et al; Cause No. 2023-CA-007165-O; In the Ninth Judicial District Court of Orange County, FL; filed 2023; alleged personal injuries claimed; pending.
- Terrazas Riverpark Village Condominium Association, Inc. v. Windmoor Project LLC, et al; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2020-017647-CA-01; filed 2020; alleged economic loss; settled 2021.
- Wal-Mart Stores East, LP, et al. v. Banded Construction Company, Inc., et al; 15th Circuit Court, Palm Beach County, FL; Case No. 2019CA005775; filed 2019; alleged economic loss; settled 2019.
- Leticia Zavala, as Personal Representative of the Estate of

KIMLEY-HORN LITIGATION

Kimley-Horn and its subsidiaries have provided services in all 50 states and numerous countries. Because of the many and varied projects we have completed, we are subject to various legal proceedings from time to time and in the ordinary course of business. It is not practical to provide a complete list as part of this proposal. In the last five (5) years, Kimley-Horn has had more than 25,678 active projects in Florida, 32 of which had some form of litigation. Of these cases, 4 were dismissed, 20 were settled, and 8 are pending. This represents 0.1246% of all projects completed by Kimley-Horn in Florida over the past five years. None of the pending cases, if decided against Kimley-Horn, would have a material impact on our financial statements or impair in any way our ability to serve our clients. Generally, these matters are covered by insurance, and we consider them to be without merit. If you would like to discuss our legal matters in more detail, please contact Kimley-Horn's General Counsel, Richard Cook, at 919.677.2058.

- 3315 Tower Condominium Association, Inc., v. Tower 3315, LLC, et al; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2020-019825-CA-01; filed 2020; alleged economic loss; settled; closed 2021.
- Acosta Tractors, Inc. v. Biltmore Construction Co, Inc, et al; In the Circuit Court of the 11th Judicial Circuit of Miami-Dade, FL; Cause No. 18-020135-CA-25; filed 2018; served 2022; alleged economic loss; pending.
- Enrique R. Antezana, et al. v. Kimley-Horn and Associates, Inc.; Applied Technical Services, LLC; and City of Miramar; 17th Judicial Circuit for Broward County, FL; Case No. CACE23012261; filed 2023; alleged property damage; pending.
- Kala Gurley, as Personal Representative of the Estate of Jerry Bell, Deceased v. Marriott International, Inc., et al: 9th Judicial Circuit Court, Orange County, FL; Case No. 2019CA108550; wrongful death claim; dismissed; closed 2019.
- Angela Briguglio v. Palm Avenue Hospitality Holdings LLC, et al; In the Circuit Court of the 12th Judicial Circuit of Sarasota County, FL; Cause No. 2022-CA-3952-NC; filed 2022; served 2022; alleged personal injury; settled 2023.
- Vernon Brown v. Marriott International, Inc., et al: 9th Judicial Circuit Court, Orange County, FL; Case No. 2019CA0078250; filed 2019; personal injury claim; dismissed; closed 2019.
- Community Asphalt Corporation v. Wantman Group, Inc., et al; Florida Department of Transportation; 11th Judicial Circuit Court, Miami-Dade County, FL; Cause No. 2018-029816-CA-01; filed 2018; alleged economic loss; settled 2023.
- Cone & Graham, Inc. v. Kimley-Horn and Associates, Inc.; In the Circuit Court of Broward County, FL; Cause No. CACE-21-014631; filed 2021; alleged economic loss; settled 2022.
- Kathleen Conti v. Simon Property Group, Inc., et al: 15th Judicial Circuit Court Palm Beach County, FL; Case No. 502017CA008616XXXXM Division: AE; filed 2017; personal injury claim; settled 2019.
- Jennifer Curell v. Florida Department of Transportation, et al; 19th Judicial Circuit in and for St. Lucie County, FL; Cause No. 562022CA001297AXXXHC; alleged personal injuries claimed; pending.
- Florida Silt and Sod, Inc. v. City of Plant City, et al: 13th Judicial Circuit Court, Hillsborough County, FL; Case No. 22-CA-004094; filed 2022; alleged economic loss; settled 2023.
- Irene Gomes v. Aldi, L.L.C., et al; In the Circuit Court of the 11th Circuit, Miami-Dade County, FL; Cause No. 2020-009878-CA-01; filed 2020; served 2022; alleged personal injuries claimed; settled 2022.
- Iconbrickell Master Association, Inc. v. Complete Property Services, Inc., et al; 11th Judicial Circuit, Miami-Dade County, FL; Case No. 2023-028981-CA-0121; filed 2023; served 2024; alleged property damage claimed; pending.
- Barbara Kline v. Simon Property, et al: 15th Judicial Circuit Court, Palm Beach, FL; Case No. 502019CA009926; filed 2019; served 2021; personal injury claim; settled 2022.
- Grande Oaks at Heathrow Association v. Kolter Signature Homes, et al; 18th Judicial Circuit Court, Seminole County, FL; Case No. 2020-CA-003188; filed 2020; alleged economic loss; settled 2023.
- Heron Bay Community Association, Inc. v. WCI Communities, LLC, et al; 15th Judicial Circuit Court, Broward County, FL; Case No. CACE16003120; filed 2016; alleged economic loss; settled 2020.
- Jennifer Lancaster v. VCC, LLC, et al; 15th Judicial District Court of Palm Beach County, FL; Cause No. 502019CA011526; filed 2019; served 2020; alleged personal injuries claimed; settled 2021.
- Adrian E. Langford v. Suffolk Construction Co., et al; 12th Judicial Circuit Court, Sarasota County, FL; Cause No. 582020CA005449XXXANC; filed 2020; served 2021; alleged personal injuries claimed; pending.
- Medline Industries, Inc. v. McShane Construction Company, LLC v. Ware Malcomb, Inc., et al.; 10th Judicial Circuit Court,

- Group 7 - Traffic Operations Design
 - 7.1 - Signing, Pavement Marking and Channelization
 - 7.2 - Lighting
 - 7.3 - Signalization
- Group 10 - Construction Engineering Inspection
 - 10.1 - Roadway Construction Engineering Inspection
 - 10.3 - Construction Materials Inspection
- Group 11 - Engineering Contract Administration and Management
- Group 13 - Planning
 - 13.3 - Policy Planning
 - 13.4 - Systems Planning
 - 13.5 - Subarea/Corridor Planning
 - 13.6 - Land Planning/Engineering
 - 13.7 - Transportation Statistics
- Group 15 - Landscape Architect

Your firm is now technically prequalified with the Department for Professional Services in the above referenced work types. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2024, for contracting purposes.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,



Carliayn Kell
Professional Services
Qualification Administrator



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.
SECRETARY

June 12, 2023

Cassie Sylvia
KIMLEY-HORN AND ASSOCIATES, INC.
189 South Orange Avenue, Suite 1000
Orlando, Florida 32801

Dear Ms. Sylvia:

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 2 - Project Development and Environmental (PD&E) Studies

Group 3 - Highway Design - Roadway

- 3.1 - Minor Highway Design
- 3.2 - Major Highway Design
- 3.3 - Controlled Access Highway Design

Group 4 - Highway Design - Bridges

- 4.1.1 - Miscellaneous Structures
- 4.1.2 - Minor Bridge Design
- 4.2.1 - Major Bridge Design - Concrete
- 4.2.2 - Major Bridge Design - Steel

Group 5 - Bridge Inspection

- 5.1 - Conventional Bridge Inspection
- 5.3 - Complex Bridge Inspection
- 5.4 - Bridge Load Rating

Group 6 - Traffic Engineering and Operations Studies

- 6.1 - Traffic Engineering Studies
- 6.2 - Traffic Signal Timing
- 6.3.1 - Intelligent Transportation Systems Analysis and Design
- 6.3.2 - Intelligent Transportation Systems Implementation
- 6.3.3 - Intelligent Transportation Traffic Engineering Systems Communications
- 6.3.4 - Intelligent Transportation Systems Software Development

KIMLEY-HORN LICENSES AND CERTIFICATIONS (CONTINUED)

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



Department of Business & Professional Regulation

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- [Find Exam Information](#)
- [Unlicensed Activity Search](#)
- [ABST Delinquent Invoice & Activity List Search](#)

LICENSEE DETAILS 7:08:33 AM 1/23/2024

Licensee Information

Name	MINGONET, MILTON SCOTT (Primary Name)
Main Address	KIMLEY-HORN AND ASSOCIATES INC (DBA Name) 200 SOUTH ORANGE AVENUE SUITE 600 ORLANDO Florida 32801
County	ORANGE

License Information

License Type	Registered Landscape Architect
Rank	Landscape Arc
License Number	LA0001428
Status	Current, Active
Licensure Date	10/14/1991
Expires	11/30/2025



Florida Department of Agriculture and Consumer Services
 Division of Consumer Services
 Board of Professional Surveyors and Mappers
 2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No.: **LB696**
 Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

KIMLEY-HORN AND ASSOCIATES, INC.
 421 FAYETTEVILLE ST STE 600
 RALEIGH, NC 27601-1777



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.

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



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LICENSEE DETAILS


9:12:14 AM 2/28/2024

Licensee Information

Name:	KIMLEY-HORN & ASSOCIATES, INC. (Primary Name)
Main Address:	421 FAYETTEVILLE STREET SUITE 600 RALEIGH North Carolina 27601
County:	OUT OF STATE
License Mailing:	421 FAYETTEVILLE STREET SUITE 600 RALEIGH NC 27601
County:	OUT OF STATE


License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	696
Status:	Current
Licensure Date:	05/10/1977
Expires:	



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




CHAU, HAO T.
1615 MOUNT VERNON STREET
ORLANDO FL 32803

LICENSE NUMBER: PE61640

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.

KIMLEY-HORN LOCAL TAX RECEIPTS

2023 - 2024



Local Business Tax Receipt

(Formerly known as "Business License" changed per state law HB1269-2006)

Business Name
 KIMLEY HORN & ASSOCIATES INC
 ATTN: CHARLENE KUNOLD 421
 FAYETTEVILLE ST SUITE 600
 RALEIGH, NC 27601

Business Owner
 KIMLEY HORN & ASSOCIATES INC

Business Location
 189 S ORANGE AVE SUITE 1000
 ORLANDO, FL

NOTICE-THIS TAX RECEIPT ONLY EVIDENCES PAYMENT OF THE LOCAL BUSINESS TAX PURSUANT TO CH.205, FLORIDA STATUTES. IT DOES NOT PERMIT THE HOLDER TO OPERATE IN VIOLATION OF ANY CITY, STATE, OR FEDERAL LAW. CITY PERMITTING MUST BE NOTIFIED OF ANY MATERIAL CHANGE TO THE INFORMATION FOUND HEREIN BELOW. THIS RECEIPT DOES NOT CONSTITUTE AN ENDORSEMENT OR APPROVAL OF THE HOLDER'S SKILL OR COMPETENCY.

Case Number: BUS0017650-015

Issued Date: 08/11/2023

Expiration Date: 09/30/2024

Business type(s):

Description	Year
PROFES 8011 PROFES FIRM/OFFICE	2024

Tax Collector Scott Randolph

Local Business Tax Receipt

Orange County, Florida

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

2023 **EXPIRES 9/30/2024** 5000-0973956
 5000 BUSINESS OFFICE \$40.00 13 EMPLOYEES

TOTAL TAX \$40.00
 PREVIOUSLY PAID \$40.00
 TOTAL DUE \$0.00



WILSON MARK S PRES
 KIMLEY HORN AND ASSOCIATES INC
 421 FAYETTEVILLE ST STE 600
 RALEIGH NC 27601-1777

189 S ORANGE AVE #1000
 A - ORLANDO, 32801

PAID: \$40.00 0096-01122185 8/10/2023

This receipt is official when validated by the Tax Collector.

State of Florida Department of State

I certify from the records of this office that KIMLEY-HORN AND ASSOCIATES, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 24, 1968.

The document number of this corporation is 821359.


I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 22, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

Kimley-Horn has renewed this document and is waiting to receive the new certificate

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Third day of January, 2024*




Secretary of State

Tracking Number: 7583821751CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Request for Qualifications

**for Continuing
Engineering Services** *RFQ #2024-01*

Appendix
Licenses/Certifications/Litigation

Exhibit G
GOOD FAITH AFFIDAVIT

I hereby propose to provide the services requested in the Town's RFQ and, if awarded, enter into a contract with the Town. I agree that the terms and conditions of the Town's RFQ shall take precedence over any conflicting terms and conditions submitted with my proposal and agree to abide by all conditions of the RFQ, unless a properly completed Exceptions to Solicitation form is submitted. I acknowledge that the Town may not accept the proposal due to any exceptions.

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

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, company or corporation submitting a proposal for the same product or service; no gratuities, gifts or kick-backs were offered or given by the Respondent or anyone on its behalf to gain favorable treatment concerning this procurement; no elected official, employee or agent of Town or of any other company is interested in said proposal; and that the undersigned executed this affidavit with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Kimley-Horn and Associates, Inc.
Company Name

200 South Orange Avenue, Suite 600
Mailing Address

Orlando, FL 32801
City, State & Zip Code

407.898.1511/Fax: 561.863.8175
Telephone Number/Fax Number


Authorized Signature

Hao Chau, P.E., Project Manager
Name & Title, Printed

hao.chau@kimley-horn.com
Email Address

State of Florida

County of Orange

This foregoing instrument was acknowledged before me this 5 day of March 2024, by

Hao Chau, P.E., who is personally known to me or produced _____ as identification.

by means of physical presence.


Signature of Notary



Exhibit F
NON-COLLUSION OATH

STATE OF Florida

COUNTY OF Orange

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared:

Hao Chau, P.E. and made oath that the Respondent herein, its agents, servants, and/or employees, to the best of its knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract.




Affiant Signature

Sworn to (or affirmed) and subscribed before me this 5 day of March

2024, by Hao Chau, P.E. By means of physical presence ✓





Signature of Notary Public
State of Florida

Personally Known OR Produced Identification _____

Type of Identification Produced: _____

Exhibit E
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The Town requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub-recipients of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By signing this document, the Respondent hereby certifies their commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the sub-recipient and/or its contractors.

Company Name: Kimley-Horn and Associates, Inc.

Authorized Representative Name and Title: Hao Chau, P.E., Project Manager

Signature of Authorized Representative:  _____

Exhibit D
DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED Respondent CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.
 2. 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 violations.
 3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
 4. 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 quote, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to any violation occurring in the workplace no later than five (5) days after such conviction.
 5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is convicted.
 6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
- As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Date: 03 \ 05 \ 24

Signature: _____

Printed Name: Hao Chau, P.E.

Title: Project Manager

Company: Kimley-Horn and Associates, Inc.

EXHIBIT C

KEY EMPLOYEE LIST

Employee	Role
Breton, Ramon F	Principal-in-Charge
Chau, Hao T	Project Manager
Houck, Sean T.	Senior Engineer
Switzer, Barry James	Senior Engineer
Woodward, Michael Robert	Senior Engineer
Garri, Alan J	Senior Engineer
Roberts, Joseph A	Senior Engineer
McConnell, Nicole Erica	Senior Engineer
Gallo, Victor Hugh	Senior Engineer
Howell, James Cecil	Project Engineer
Heck, Nicole Rae	Project Engineer
Bacal, Mark	Project Engineer
Clancy, Mallory Shea	Project Engineer
Stone, Kevin Michael	Project Engineer
Parker Dos Santos, Tiffany Jean	Project Engineer
Hunter, Alex T	Project Engineer
Benson, Eric Michael	Project Engineer
Stephens, Morgan Anne	Analyst/Designer
Esack, Azeem	Analyst/Designer
Manriquez, Gloria Margarita	Analyst/Designer
Davidson, Christopher	Analyst/Designer
Brickler, Colten Alexander	Analyst/Designer
Haddad, Michael Anthony	Analyst/Designer
Mingonet, Milton Scott	Senior Landscape Architect/Planner
Donahue, Michael Scott	Senior Landscape Architect/Planner
Wittenbauer, Laura Logue	Senior Landscape Architect/Planner
Crozier, Joseph Richard	Senior Landscape Architect/Planner
Cooper, James Weaver	Project Landscape Architect/Planner
Cianfaglione, Christopher D.	Project Landscape Architect/Planner
Franko, Matthew Taylor	Project Landscape Architect/Planner
Hemphill, Jefferson Boyd	Project Landscape Architect/Planner
Laguerre, Aysheema S.	Landscape/Planning Analyst
Kakani, Sribhava	Landscape/Planning Analyst
Dumbauld, James	Landscape/Planning Analyst

Request for Qualifications

**for Continuing
Engineering Services** *RFQ #2024-01*

Tab 7
Forms

4. FORM OF CONTRACT

There are no major issues with the terms and conditions as set forth.



By: Han Chau, P.E., Project Manager

5. LEGAL

Per RFQ 2024-01 - Questions and Answers, February 28, 2024, litigation has been included in the Appendix.

6. CONFLICT OF INTEREST

To the best of our knowledge, neither Kimley-Horn nor any of its employees has any potential conflicts of interest due to any other clients, contract, or property interests arising from this on-call contract. As is our standard procedure when task orders are assigned under such contracts, we will evaluate the scope of each assignment for any potential conflicts of interest and immediately notify the Town in the event such conflicts exist or may appear to exist.

Request for Qualifications

**for Continuing
Engineering Services** *RFQ #2024-01*

Tabs 4, 5, and 6
Form of Contract, Legal, and
Conflict of Interest

and private sources is critical to your projects, and we will work to identify alternative funding and financing strategies within multiple categories. **In 2023, Kimley-Horn has provided grant assistance to our Florida clients which has successfully resulted in more than \$112 million in grants and outside funding—nationwide, this assistance was more than \$1 billion.** We have developed a resource library of information on state and federal funding sources and will assist you in making the most of available resources.

For example, our process for developing Hazard Mitigation Grant Program (HMGP) applications includes project scoping, benefit cost analysis, and environmental review. Our team will collaborate with you to understand the hazard to be resolved and mitigation goal; from there, we will work with the Town to develop a mitigation project scope, schedule, and budget. When developing the grant application scope of work, we describe the purpose and need for the project, the hazard to be mitigated, and the project level of protection. Level of protection is the storm event at which the project is designed to. A detailed scope of work is developed to ensure the project is technically feasible, and the cost estimate and schedule are developed based upon the scope of work. We will also confirm the project will be cost effective using the FEMA BCA Toolkit. In addition, we will collect data to complete an environmental review. The Environmental Review and Historic Preservation Compliance application section is intended to provide the State and/or Federal government with the information necessary to determine whether a project will impact environmental or historical resources.

Urban Planning/Placemaking. Our placemaking professionals provide comprehensive solutions to the planning and design of the urban public realm. Renowned for our work on redevelopment, streets, and urban revitalization, Kimley-Horn creates memorable places. With specialties including urban design, redevelopment, entitlements, feasibility studies, community planning, recreation, public participation, and consensus building, our planners and landscape architects deliver award-winning, practical, and sustainable design solutions. As metropolitan urban areas continue to grow, urban design, streetscape design, and landscape architecture have become integral components of roadway and transportation system designs and infrastructure improvements in general. Revitalizing commercial districts, controlling traffic flows, and providing recreational areas and pedestrian and bicycle facilities in increasingly congested areas are some of the solutions designed by our landscape architects and planners.

Construction Administration/Management. After the construction plans are completed, our team has the experience to provide bidding and construction administration/management services. Our full-service consulting includes comprehensive construction administration services with experienced inspection staff in all types of construction. Our team can attend pre-construction conferences and regular project meetings, and provide review and approval of pay applications, and all other activities required to achieve well-coordinated construction of proposed improvements. Our construction phase services include providing a full-time or part-time construction observation representative, evaluating material delivered as compared to shop drawings, and coordinating punch list observations and materials testing.

Management Plan/Project Budget and Schedule. We understand that the Town, similar to other towns, cities, and counties, is facing rising construction costs and cost variations for one project affect other projects that the Town has planned.

For each project, we will take ownership of the construction cost estimate immediately at the beginning of the project and perform updates throughout the design phase. We will identify risks, evaluate mitigation strategies, and continuously communicate with the Town so that there are no budget or schedule surprises. Our team is fully committed to meeting or exceeding all early start and early finish schedule dates for every project.

Throughout the design phase, all project documents will be reviewed in accordance with Kimley-Horn's project-specific QA/QC process, which includes constructability and biddability reviews. For the Town projects, we will focus on QA/QC processes for cost estimating, roadway grading and associated drainage, mitigating flooding and erosion, provide best management practices to improve water quality, and implementing safety improvements for all users through consistency across all planning documents and engineering plans. Kimley-Horn pledges to be a committed partner to Town staff on this contract, providing exceptional service that will result in quality, constructible projects that are ahead of schedule and within budget.

Kimley-Horn quality control is:



ACHIEVED

Through adequate planning, coordination, supervision, and technical direction



VERIFIED

Through independent reviews by qualified staff



CONTROLLED

By assigning task managers to evaluate all work flow and procedures



SECURED

Through careful quality control of work activities by parties not involved in the initial efforts

We recognize the Town's goal to construct roundabouts along the Main Street Corridor.

Leveraging our expertise in roundabout design, we will work towards achieving the most optimal and cost-effective configuration given various potential locations for these roundabouts. These roundabouts will need to be designed to accommodate the expected volume of vehicles, ensuring smooth and efficient movement through the intersection. This involves analyzing traffic patterns, anticipated growth, and considering the size and layout of the roundabout to minimize congestion and delays. Additionally, we will prioritize pedestrian and cyclist safety by incorporating appropriate crossings and pathways. Overall, a well-designed roundabout considers the needs of all road users while optimizing traffic flow.

For all roadway, multimodal, and safety improvements our team will perform a detailed assessment of all existing safety issues, right-of-way constraints, clear zone encroachments, and impacts to existing facilities such as drainage, utilities, lighting, and landscaping. We will inspect existing roadway features, document the deficiencies, and provide recommendations to address them. **We understand the Town's goal to implement safety improvements, maximize multimodal enhancements, and maintain a strong focus on tree preservation similar to the Safe Routes to School Phase I project we designed for the Town.** The feasibility of these types of improvements will be a top priority for our team, and we will partner with the Town to determine if they can be provided within the scope and construction budget of each project. Our team will perform an evaluation of all curb ramp locations that will include field measurements and a detailed layout plan to ensure ADA standards are met and pedestrian visibility is maximized.

Drainage/Permitting. Our drainage approach is to evaluate the existing stormwater management system to determine if there are any existing conveyance deficiencies or flooding issues for each project. We will address existing ponding issues and maintain historical drainage patterns through design solutions such as adjusting road grades and cross slopes, developing a detailed grading plan for localized low points, and adding swales, flumes, or inlets. **We understand the Town has drainage and erosion issues along several of its dirt roads, and we will partner with the Town to develop long-term drainage solutions that are effective and maintainable. In fact, as part of our current Continuing Contract with the Town, we partnered with the Town's Public Works Director to identify and test a new compacted soil material for the dirt roads that significantly decreased erosion and washouts.**

Kimley»Horn

Our drainage approach will determine any potential impacts to existing swales, roadway, and offsite drainage basins. Our goal is to ensure compliance with hydraulic performance guidelines and conveyance requirements. Additionally, we understand that the Town's stormwater management facilities may discharge to water bodies that are on Florida Department of Environmental Protection's (FDEP) 303(d) verified list for nutrient impairments and may have Basin Management Action Plans (BMAPs) in place. **Our team has extensive experience dealing with this issue and will assist the Town in developing an action plan to reduce the nutrient load in the watershed, if necessary.**

For Environmental Resource Permitting (ERP), we understand that roundabouts and dirt road improvements that do not create additional traffic lanes are generally exempt or require a SFWMD General Permit to demonstrate that the project has implemented Best Management Practices (BMPs) for water quality. We will coordinate with the Town to obtain a final permit determination during the design phase. We also understand the Town's need for a consultant experienced in providing recordkeeping and ongoing permitting services to maintain the Town's NPDES Stormwater MS4 Permits.

Utilities. For proposed utilities work, such as septic to sewer (wastewater) conversions and potable water main installations, we understand that these projects are crucial for improving infrastructure and public health. We will work closely with the Town to ensure that all necessary permits and approvals are obtained during the study and design phase. Additionally, we recognize the importance of mitigating any potential environmental impacts associated with these utility projects. Our team has extensive experience in developing strategies to minimize disturbances to sensitive areas and protect water resources. We will collaborate with the Town and regulatory agencies to ensure that best management practices are implemented throughout the construction process. If there are any specific concerns or challenges related to these proposed utilities projects, we are ready to address them head-on and provide innovative solutions.

Grant Writing and Administration. We understand the challenges Florida's local communities face today—aging infrastructure, limited resources, more frequent and intense storms, and population growth. It is becoming more and more important that our communities strategically invest their resources and find funding solutions that compliment capital programs and local priorities. Kimley-Horn understands that obtaining successful funding and the identification of potential public

3. SERVICES UNDERSTANDING AND APPROACH

Kimley-Horn is eager to continue to demonstrate our commitment and ability to the Town by providing exceptional client service, cost-effective solutions, and effective management for this contract. Our experienced project manager and team have successfully completed numerous town, city, and county projects that align with the task assignments that will be issued in this contract. These projects include roadway and drainage improvements, roundabout design, utility design, pavement rehabilitation, safety initiatives, National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) management and permitting, Water Management District (WMD) permitting, urban planning/placemaking, grant writing and administration, LAP administration, and construction administration/management.

Our similar project experience is included in **Tab 1** and **2** for our team organization, key team member biographies, and contact information. Our versatile team of professionals covers a wide range of disciplines to address all types of assignments with the capability and availability to meet your goals.

Our successful approach to this type of contract comes from our vast experience and ability to simultaneously manage several task assignments. Working closely with your project manager, our team will develop a clear scope of services for each task assignment, anticipating each step of the production process to avoid surprises and impacts to the project schedule and cost from design to construction phase services.

Typical Project Approach. We have developed a typical project approach to ensure consistency, quality, and efficiency across all task assignments. Once a task is assigned, we will take the following steps:

- Meet with your staff as an essential first step to clearly define the project background, scope, and purpose
- Provide assistance to the Town by actively participating in the search for grant funding opportunities
- Add the project to our task assignment tracking list
- Review all available information for each project and visit the site to identify items that may have been omitted and/or identify conditions that may have changed in the field
- Work closely with your project manager to develop a comprehensive scope

- Develop a project schedule addressing critical path items to ensure the project is completed ahead of schedule
- Prepare a task assignment-specific QA/QC plan
- Prepare a Community Awareness Plan, if required, and take feedback from the community into careful consideration
- Tailor data collection tasks to each specific project through existing documentation research and field reviews to verify survey accuracy and identify all existing ADA deficiencies
- Inspect existing roadway and drainage features, document the deficiencies, and provide recommendations to address them
- Comply with the design standards set forth by the Florida Department of Transportation (FDOT) and the American Association of State Highway and Transportation Officials (AASHTO) across all aspects of the project
- Prepare initial Utility Contact Plans to begin our proactive utility coordination process
- During the plans production phase, we will ensure quality deliverables are provided at all phase submittals through the rigorous implementation of our QA/QC plan
- Proactively coordinate with other agencies and subcontractors to streamline the project schedule
- Obtain all required certifications (e.g., ADA, right-of-way, utilities, etc.) and clearance letters for FDOT Local Agency Program (LAP) projects
- Provide bidding services to assist the Town with construction contract advertisement and execution
- Work closely with your project manager during construction administration/management services

Understanding of Critical Issues. We understand the critical issues that are often encountered with the type of projects assigned under this contract. Our approach to addressing these critical issues related to specific disciplines are described below.

Roadway. For roundabout and other intersection safety improvements, our team will perform a detailed assessment of the existing intersection and constraints. Our design approach would be to improve the safety of the intersection by providing traffic calming speed control measures and consistent pavement markings for all users (vehicles, pedestrians, bicyclists, transit, etc.).

Our goal will be to provide the Town with the most cost-effective, long-term safety solution that also minimizes disturbance to residents.

Request for Qualifications

**for Continuing
Engineering Services** *RFQ #2024-01*

Tab 3
Services Understanding and Approach

Kelly Park Road Corridor Study

Mike Woodward, P.E. was the project manager for this multimodal corridor study that successfully identified the preferred typical sections and developed concept plans for the Kelly Park Road area, spanning approximately 5.1 miles from Round Lake Road to Rock Springs Road. The study's recommendations include widening the central portion to a four-lane divided facility with a median, implementing closed drainage systems, reconstructing certain areas to incorporate a median, and incorporating a shared-use path throughout the corridor. The study included an environmental assessment, existing drainage assessment, and the development of future traffic volumes and corresponding roadway improvement needs. During the study, the amount of right-of-way needed from adjacent properties for primary alternatives was determined and the roadway alignment was adjusted to minimize impacts to adjacent properties and the SR 429 facility. The documentation produced will allow the City to compete for potential funding opportunities through MetroPlan Orlando and discretionary grants.

4. City of Winter Park Continuing Professional Services

CONTRACT TERM: 2017 to Present **CONTRACT VALUE:** \$650K **FEES PAID:** \$550K

REFERENCE: Hongmyung Lim, P.E. Engineer III

City of Winter Park, 401 South Park Avenue, Winter Park, FL 32789

CONTACT: 407.599.3521; hlim@cityofwinterpark.org

Fairbanks and Denning Intersection Improvements

Kimley-Horn is providing professional services related to the design of an additional southbound right-turn lane at the intersection of Fairbanks Avenue and Denning Drive. This project involves a variety of improvements, including pavement widening, milling and resurfacing, pedestrian enhancements, curb and gutter installation, signage and pavement markings, signal modifications, and erosion control during construction. After extensive data collection from our traffic operations team and the evaluation of several intersection improvement alternatives, project manager **Mark Bacal, P.E.**, proposed the addition of a 125-foot southbound right-turn lane along Denning Drive. The proposed design also includes a tight turn radius along with a mountable truck apron, which slows vehicular speeds and offsets the sidewalk from the intersection for improved pedestrian safety, while still allowing for LYNX buses and heavy vehicles to utilize a larger turning radius. We have been actively coordinating and obtaining permits from FDOT, utility agencies, and the City to proactively address any potential conflicts during construction. We are currently providing construction phase services.

Trail Feasibility – Chase to Lakemont

Mike Woodward, P.E. worked closely with the City to conduct a feasibility analysis for a trail aimed at improving east/west connections for bicyclists and pedestrians between downtown Winter Park and Lakemont Avenue. The trail's western terminus, Trismen Terrace, is located approximately ¼ mile east of Chase Avenue/Ollie Avenue, owing to constraints related to the lakes and SR 426. The proposed route's eastern segment will follow Osceola Avenue and Mizell Avenue. The objective of the feasibility analysis is to gain a better understanding of the existing facility, explore alternatives, assess constructability, estimate costs, and identify any constraints associated with the proposed bicycle/pedestrian facility. The project included a detailed assessment of property impacts with identification of ownership, alternative configurations, landscaping impacts, and impacts to facilities. The next step will be to coordinate with property owners to communicate impacts and mitigation steps in advance of right-of-way acquisition.

LICENSES AND CERTIFICATIONS:

Kimley-Horn's licenses and certifications have been including in the Appendix provided at the end of this proposal as permitted in RFQ 2024-01 – Questions and Answers, February 28, 2024.

Grant Funding Services

The Town enlisted the expertise of Kimley-Horn to support their grant application for funding to develop a Comprehensive Safety Action Plan (CSAP) using a safe systems approach. Kimley-Horn's **Laura Wittenbauer** prepared a narrative highlighting the Town's request in terms of safety impact, equity, and additional safety considerations. If successful, the awarded funds will enable the Town to conduct thorough crash analysis, with a specific focus on Main Street and East 6th Avenue, and identify evidence-based, proven safety measures to mitigate or eliminate serious injuries and fatalities resulting from crashes.

Town of Windermere NPDES Services

Kimley-Horn has provided valuable support to the Town in completing their National Pollutant Discharge Elimination System (NPDES) Annual Report. Led by **Hao Chau, P.E.** and **Mallory Clancy, P.E.**, our team has worked closely with the Town to gather essential information pertaining to maintenance activities, stormwater systems, and lakes. This collaborative effort ensures a comprehensive and accurate report for the Town's NPDES requirements.

2. City of Kissimmee Continuing Engineering Services

CONTRACT TERM: 2021 to Present **CONTRACT VALUE:** \$300K **FEES PAID:** \$160K

REFERENCE: Nagel Altrui, CFM, Floodplain Manager/Engineer II

City of Kissimmee Public Works & Engineering

101 Church Street, Kissimmee, FL 34741

CONTACT: 407.518.2163; nagel.altrui@kissimmee.gov

Bermuda Estates Drainage Improvements

Hao Chau, P.E. successfully manage and completed the design, permitting, and construction plans for the closed drainage system along the back property line for lots 82 through 87 of Bermuda Estates. This system will consist of inlets and stormwater pipes to address the issue of backyard flooding. Our scope of work for this project includes project coordination, drainage design and utility coordination, permitting, bidding services, post design, and surveying services.



Existing backyard flooding

Mann Street Extension

Hao Chau, P.E. successfully manage and completed the design, permitting, and construction plans of the Mann Street extension project. The length of the extension is approximately 700 linear feet, and it will consist of a two-lane, undivided urban roadway with sidewalks. The existing dirt road within the extension limits will be replaced with the proposed roadway. The corridor currently has a right-of-way width of 30 feet, and additional right-of-way and easements were acquired for the road extension. Our scope of work for this project includes project coordination, roadway design, drainage design, environmental assessment, permitting, signing and pavement markings design, lighting design, utility coordination, surveying services, utility investigation services, and geotechnical services.

3. City of Apopka Transportation Planning and Traffic Engineering Continuing Services

CONTRACT TERM: 2021 to Present **CONTRACT VALUE:** \$1.4M **FEES PAID:** \$750K

REFERENCE: Pamela Richmond, AICP, Transportation Coordinator, Community Development Department, Planning and Zoning Division

City of Apopka, 120 East Main Street, Apopka, FL 32703

CONTACT: 407.703.1686; prichmond@apopka.net

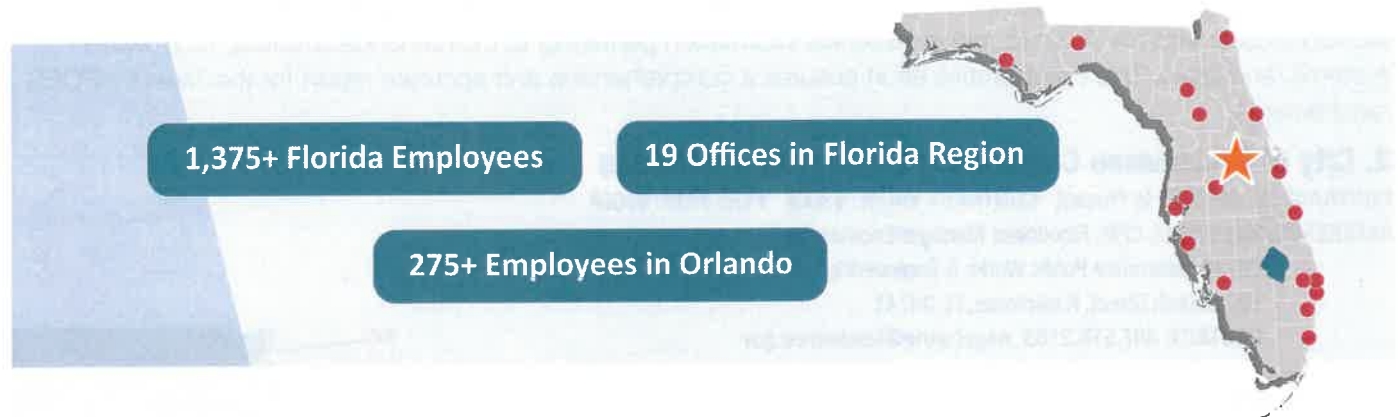
Golden Gem Road

Mike Woodward, P.E. is the project manager and has been entrusted with the design and reconstruction of Golden Gem Road, from Capital Reef Way to Kelly Park Road, covering a distance of approximately one mile. Our objective is to ensure the roadway aligns with the standards and guidelines outlined in the Kelly Park Interchange Area Form Based Code. To achieve this, we will collaborate closely with the City to develop a typical section to meet the project's requirements during the early stages of design. Also, we will coordinate with adjacent property owners to determine the feasibility of shared pond locations.

2. QUALIFICATIONS

Kimley-Horn has been selected to provide ongoing professional engineering services for various local municipalities in Central Florida. These services include design, planning, permitting, and review. We fully recognize the significance of serving our clients in an efficient manner and possess all the necessary tools for developing construction plans, conducting calculations, preparing reports, and accessing federal, state, and local criteria. A comprehensive breakdown of key projects for continuing professional engineering services contracts, provided within the past 5 years, is below to demonstrate the Kimley-Horn team meets the minimum qualifications required for this important contract.

RELEVANT EXPERIENCE AND REFERENCES



1. Town of Windermere Continuing Professional Services

CONTRACT TERM: 2019 to Present CONTRACT VALUE: \$1.5M FEES PAID: \$1.2M

REFERENCE: Tonya Elliott-Moore, Public Works Director

Town of Windermere, 614 Main Street, Windermere, FL 34786

CONTACT: 407.876.2563 x5325; tmoore@town.windermere.fl.us

Butler and Bessie Drainage Improvements

Hao Chau, P.E. successfully managed and completed two drainage improvement projects aimed at addressing flooding and erosion issues in the Butler Street and Bessie Street drainage basins. The Butler Street Basin project covered approximately 0.25 miles and included Butler Street, 7th Avenue, and Fernwood Park. The Bessie Street Basin project encompassed multiple local streets over a length of approximately 0.95 miles. Our design approach involved regrading and upgrading road surfaces, installing additional drainage inlets and stormwater pipes, constructing roadside swales and ponds, and implementing curbing. These enhancements were proposed to minimize erosion and improve water quality by treating drainage runoff before discharge. Furthermore, our utilities team, led by **Nicole McConnell, P.E.**, designed and permitted an 8-inch potable water main to accommodate future residential connections in conjunction with the roadway and drainage design.



Safe Route to School Phase I

Serving as project manager, **Mike Woodward, P.E.** employed a multidisciplinary approach to design a shared-use path, linear retention/water quality area, pedestrian bridge, and linear landscaping adjacent to Main Street/Maguire Road through the heart of the Town. The project involved extensive stakeholder and public outreach, environmental evaluations, coordination with the tree board and arborist to preserve the Town's trees, and obtaining FDOT LAP certifications. Our team brought together our expertise in drainage analysis, roadway design, landscape architecture, and structural analysis to efficiently complete the design for this project.

Request for Qualifications

**for Continuing
Engineering Services** *RFQ #2024-01*

Tab 2
Qualifications

for small waterways, including channel modeling and bridge scour analysis. He has also coordinated extensively with various Florida water management districts and environmental regulatory agencies to obtain construction permits.

Recent Town experience includes the Butler Street and Bessie Street Drainage Design, Ward Trail Design, and Paving Old Main Street projects. victor.gallo@kimley-horn.com

Laura Wittenbauer | Grant Writing — Laura has nearly two decades of grant writing and administration experience. She previously worked for the City of Sarasota where she identified relevant grant opportunities and completed grant applications. She also worked in the private sector as a grant consultant and supported municipal clients, providing grant-related services from application through award. Laura understands the principles, practices, and procedures of government budgeting, cost analysis, financing, and funds administration. **Recent Town experience include the Windermere Grant Services project. laura.wittenbauer@kimley-horn.com**

Mallory Clancy, P.E. | NPDES Services | Professional Engineer in FL, #83363 — Mallory has 12 years of experience in civil and environmental engineering and stormwater management. She served as a National Pollutant Discharge Elimination System (NPDES) permit consultant for six municipalities and previously served as district engineer for 14 community development districts in Lee, Collier, and Sarasota counties while with another firm. **Recent Town experience includes the NPDES Permit Services project and the Butler Street and Bessie Street Drainage Design projects. mallory.clancy@kimley-horn.com**

Nicole McConnell, P.E. | Utilities | Professional Engineer in FL, #73789 — Nicole has over 18 years of experience as a utility engineering consultant in Central Florida. She has extensive knowledge of Orange County Utilities' (OCU's) standards and preferences through her experience working on both the South Water Reclamation Facility (SWRF) and Northwest Water Reclamation Facility (NWRf) expansions. Her experience includes pipelines, pump stations, and wastewater treatment plant design, permitting, and construction services. Her design experience and working relationship with OCU staff enhances that of the entire design team. **Recent Town experience includes the Butler Street and Bessie Street Drainage Design and Paving Old Main Street projects. nicole.mcconnell@kimley-horn.com**

Ramon Breton, P.E. | Quality Assurance/Quality Control | Professional Engineer in FL, #53139 — Ramon has been part of Kimley-Horn's transportation design group for more than 25 years and a roadway design engineer for more than 31 years. He has extensive experience reviewing plans, scope, and agreements to ensure quality deliverables are provided to our clients and that all contractual obligations are achieved. **ramon.breton@kimley-horn.com**

Eric Benson, P.E. | Roadway/Multimodal and Roundabout Design | Professional Engineer in FL, #93556 — Eric has seven years of roadway and transportation engineering experience including horizontal and vertical roadway design, signing and pavement marking design, access management analysis, roundabout development and final design, and PD&E projects. He is also experienced in comprehensive traffic operations and safety analyses. **Recent Town experience includes the Ward Trail Design project. eric.benson@kimley-horn.com**

Christopher Meyer, P.E. | Geotechnical/Contamination | Geotechnical and Environmental Consultants, Inc. (GEC) | Professional Engineer in FL, #49328 — Christopher is a senior geotechnical engineer has worked on projects throughout Central Florida for 33 years. He has extensive geotechnical engineering experience on transportation, facilities, and utilities projects. **407.898.1818 ext. 8963; cpmeyer@gecfla.com**

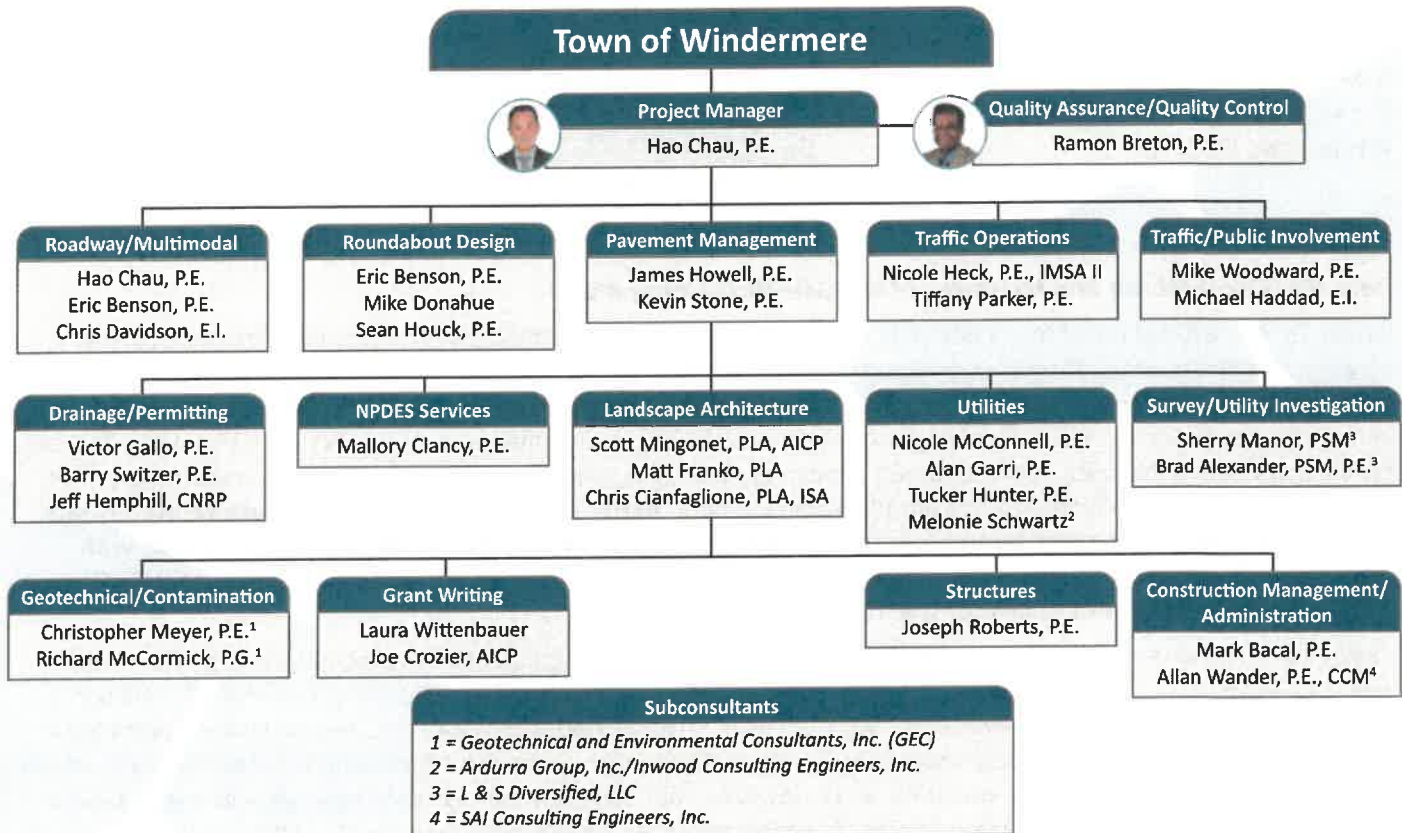
Melonie Schwartz | Utilities | Ardurra Group, Inc./Inwood Consulting Engineers, Inc. | Utilities — Melonie brings 16 years of utility coordination experience. She is experienced in MicroStation, FDOT trained in Specification Package Development and Long-Range Estimating. She has experience in developing plans, AASHTOWare, Engineer's Estimates, and post design services. **407.971.8850; mschwartz@inwoodinc.com**

Sherry Manor, PSM | Survey/Utility Investigation | L & S Diversified, LLC | Professional Surveyor and Mapper in FL, #LS6961 — Sherry serves as the firm's president and has 19 years of experience. **407.681.3836; sherry.manor@lssurveyor.com**

Allan Wander, P.E., CCM | Construction Management/Administration | SAI Consulting Engineers, Inc. | Professional Engineer in FL, #70324 — Allan is a senior project engineer with 41 years of experience. **239.410.2201; awander@saiengr.com**

ORGANIZATION CHART

Kimley-Horn recognizes the importance of establishing a proven staffing plan at the onset of the project. The depth of services we offer the Town of Windermere from our local office in Orlando will serve every need you may have for this contract. As indicated by the organization chart below, Kimley-Horn understands the value of assembling a strong and diverse project team and has strategically selected a team of experts for this project.



KEY TEAM MEMBERS

Contact information is included for each key team member.

All Kimley-Horn key team members may be contacted through our main phone at 407.898.1511.

Hao Chau, P.E. | Project Manager | Professional Engineer in FL, #61640 — Hao has 25 years of experience designing and managing a wide range of transportation design projects. He is an expert on roadway/roundabout design, multimodal enhancements, safety and efficiency improvements, Complete Streets, and pavement rehabilitation. He will coordinate with the Town to develop and finalize task assignment scopes of work and fees and he will personally confirm your projects are completed to your satisfaction. **Recent Town experience includes the Butler Street and Bessie Street Drainage Improvement and the Paving Old Main Street projects.** hao.chau@kimley-horn.com

Mike Woodward, P.E. | Traffic/Public Involvement | Professional Engineer in FL, #70009 — Mike is a transportation engineer with 19 years of experience in corridor and arterial investment studies, bicycle and pedestrian planning, T-intersection design, signal system retiming, and transit facility analyses. Mike has been responsible for transportation element updates, townwide analyses, citywide analyses, and sub-area analyses, operational assessments, safety studies, impact/mobility fees, trail feasibility and design, as well as prioritization of county and city roadway, transit, and multimodal projects. **Recent Town experience includes the Ward Trail Design and Pedestrian Bridge Substructure Design projects.** mike.woodward@kimley-horn.com

Victor Gallo, P.E. | Drainage/Permitting | Professional Engineer in FL, #75592 — Victor has 24 years of experience in stormwater design. He has designed many roadway storm sewer systems and numerous stormwater management facilities for rural and urban projects across Florida. He has completed various cross-drain culvert designs

1. COVER LETTER

March 6, 2024

Tonya Elliott Moore
Public Works Director
Town of Windermere
614 Main Street, Building 100
Windermere, FL 34786

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Re: Continuing Engineering Services; RFQ #2024-01

Dear Ms. Elliott Moore and Members of the Selection Committee:

Kimley-Horn is excited about the opportunity to assist the Town of Windermere by providing professional engineering services. These services will build upon our experience working with the Town to implement multimodal enhancements, safety improvements, roadway and roundabout improvements, drainage improvements, utility improvements, pavement rehabilitation, permitting management, environmental services, National Pollutant Discharge Elimination System (NPDES) services, urban planning/placemaking, grant writing services and administration, LAP administration, and construction administration/management. **Many of the Town's infrastructure related goals, objectives, and policies can be implemented through this contract, and our previous experience with the Town will allow us to serve you within the context of your priorities and your focus to maintain the traditional look, feel, and charm of the Town.**

Kimley-Horn has extensive experience with and excels in these types of contracts. We presently have similar contracts with your Town, the City of Winter Park, the City of Kissimmee, and the City of Apopka. As your current consultant for the Continuing Professional Services Contract, we have an understanding of your priorities and have assembled a multidisciplinary team to exceed your expectations. We recognize that continuing engineering services contracts require quick action, flexibility, experience, creativity, and innovation—our company culture aligns very well with this approach. As a full-service consulting engineering firm, we have the resources you will need over the life of this contract. Within our Orlando office, we are able to provide all of the required services for this contract.

Kimley-Horn has maintained a fully staffed local office in Orlando for more than 43 years and has successfully completed countless projects during that time. I have personally spent my entire 25 year professional career at Kimley-Horn which demonstrates my commitment to serving Clients. We are dedicated to further developing and improving our relationship to meet the needs of the Town. We will partner with you to actively identify and resolve critical issues, find reliable and innovative solutions, ensure responsiveness, and develop cost-effective designs. Kimley-Horn has the depth of staff to always be available for any of your project needs and we're ready to respond with expertise and efficiency. We sincerely appreciate this opportunity to present our qualifications, and we look forward to continue serving as the Town's consultant.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



Hao Chau, P.E., Project Manager
Vice President/Authorized Signer
☎ 407.797.3745
✉ hao.chau@kimley-horn.com

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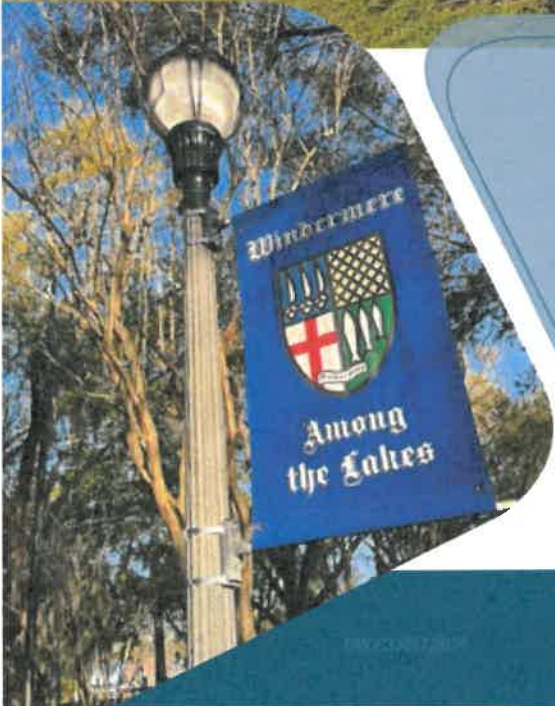
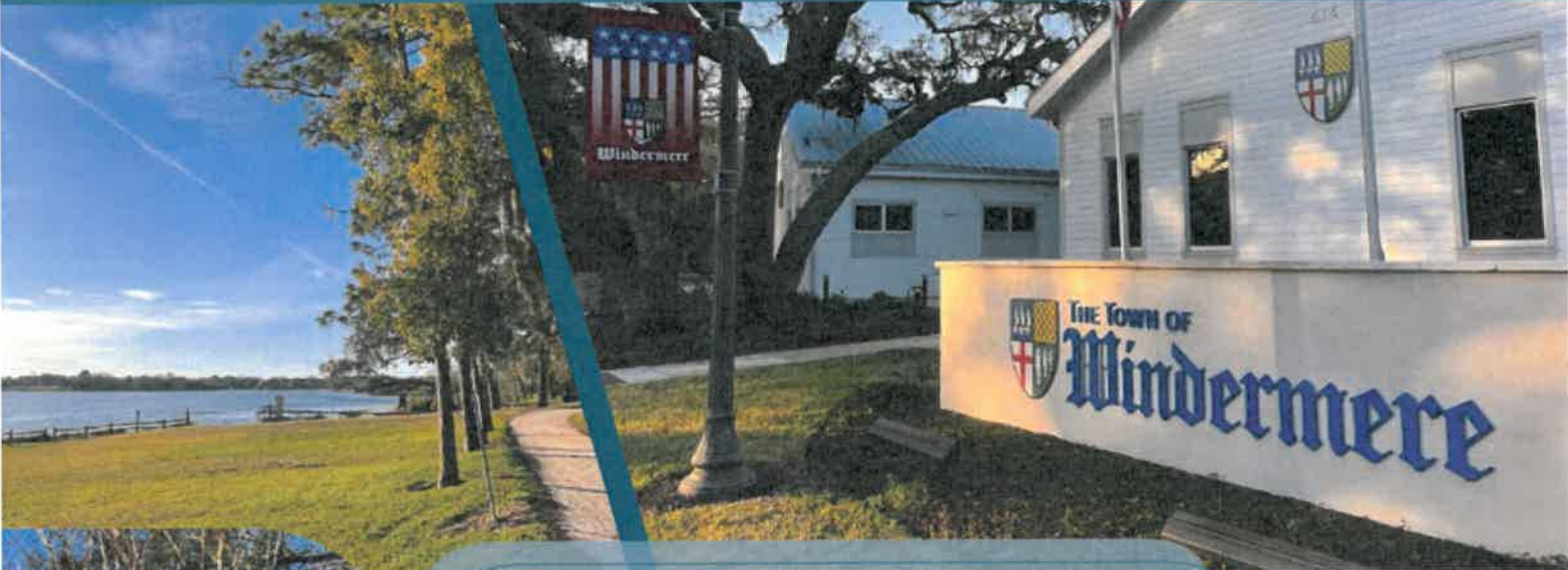
Request for Qualifications

**for Continuing
Engineering Services** *RFQ #2024-01*

Tab 1
Cover Letter

Request for Qualifications
**for Continuing
Engineering Services**

RFQ #2024-01



Kimley»Horn

Expect More. Experience Better.

Town of Windermere RFQ #2024-01 Continuing Engineering Services



Prepared for:

**Town of Windermere
Tonya Elliot-Moore, Public Works Director
614 Main Street, Building 100, Town Admin Reception
Windermere, FL 34786**

Date of Proposal: 03/06/24, 3:00 pm

**Responsible Office: 604 Courtland Street, Suite 101, Orlando,
Florida 32804**

**Contact Person: Rolando Raymundo, PE, CFM
Senior Project Manager
Mobile: 407-435-7732
Email: RRaymundo@cpc-eng.com**





TAB 1

Cover
Letter

CPC
CARNAHAN PROCTOR & CROSS



March 6, 2024

Town of Windermere
Tonya Elliot-Moore, Public Works Director
614 Main Street, Building 100, Town Admin Reception
Windermere, FL 34786

RE: Town of Windermere RFQ #2024-01, Continuing Engineering Services

Dear Selection Committee Members:

Carnahan, Proctor, and Cross, Inc. (CPC) is pleased to submit this Letter of Interest for the Town of Windermere RFQ #2024-01, seeking Continuing Engineering Services. CPC is financially capable of performing the scope of work and has a strong history of providing cost-effective solutions for similar projects across Florida, including work for municipalities, public agencies, the Seminole Tribe of Florida, and the Florida Department of Transportation. CPC currently performs similar services under continuing service contracts for municipalities and public agencies across Florida. This contract presents an extraordinary opportunity to provide alternative and multiple design solutions for your projects. CPC always strives to produce the most cost-efficient plans with the lowest feasible construction costs. We provide ways to add value, avoid conflicts, and reduce construction costs while maintaining constructability, enhancing the overall system, and reducing future efforts.

CPC is a multi-disciplined firm and maintains in-house divisions with an overall staff of 85, including registered and licensed Professionals Engineers and Surveyors who focus on Program Management, Design, Land Planning, Water Resources, Transportation/Traffic Engineering, Civil Engineering, Construction Management, Construction Engineering and Inspection (CEI), Geomatics/Surveying And Mapping, 3D Laser Scanning And Modeling, Subsurface Utility Engineering (SUE), Aerial Drone Photogrammetry (UAV) and related design services. This wealth of experience allows us to identify potential client issues early and implement proven solutions to avoid project delays. We will work closely with the Town of Windermere to tailor our approach to the unique challenges of each project.

CPC is prepared to deliver the full scope of professional services outlined in the RFQ, including engineering support, planning, design, construction management, surveying, geotechnical, environmental, ecological, and permitting services. Our services encompass stormwater improvements, NPDES consulting, roadway infrastructure, design plans, traffic studies, and associated public work needs.

CPC is prepared to provide the depth of experienced personnel necessary for this assignment and has assembled a comprehensive team to provide an extensive list of services, as shown on the Team organizational chart. We have proven experience and knowledge of the NPDES program and permitting as described in the Clean Water Act, as well as Florida Department of Environmental Protection (FDEP) and South Florida Water Management District (SFWMD) rules and regulations. We have a wealth of experience working with the Florida Department of Transportation (FDOT), US Army Corps of Engineers (USACE), Florida Wildlife Commission (FWC), US Fish and Wildlife Service (USFWS), as well as other local, state, and federal regulatory agencies that we may be required to coordinate with on assignments from the Town.

CPC has experience working on government projects at all Federal, State, and Local Agency levels. These include the Federal Emergency Management Agency (FEMA), Florida Department of Environmental Protection (FDEP), Community Development Block Grant (CDBG) projects, and Florida Department of Transportation (FDOT) LAP projects. We stay close to the American Rescue Plan Act (ARPA) 2021 funding program and can assist clients with the process. With the participation of federal funding, contract compliance requirements have become a critical path element for all projects, and we excel in providing contract

604 Courtland Street, Suite 101, Orlando, FL 32804 Tel: 407.960.5980 Fax: 407.960.5984

CIVIL ENGINEERING GEOMATICS CONSTRUCTION SERVICES

www.cpc-eng.com



compliance services. Successful compliance oversight is integrated throughout all phases of our projects and requires diligent daily monitoring of records, excellent team communications, and accurate tracking controls. This will be our approach!

The Town will benefit from working with the same Senior Management that has delivered many successful and relevant projects in the Central Florida region. The entire CPC Team has workflow capacity that is readily available to the City. We are genuinely excited about the opportunity and look forward to providing the County with the benefit of our experience from similar projects.

Established in the State of Florida in 1977 with a primary office location in Orlando, CPC has continuously provided professional consulting services for over 45 years. CPC actively supports various professional and community organizations. We proudly support our industry and the communities in which we live, work, and play.



Client Manager/Senior Project Manager Contact Information

Rolando Raymundo, PE, CFM
RRaymundo@cpc-eng.com
Cell: 407.435.7732
604 Courtland Street, Suite 101, Orlando FL 32804

American Environmental Office Location: 9009 Terrace Oak Court, Windermere, Florida 34786. We've included American Environmental Consulting, Inc. (AEC) A Woman-Owned Small Business Enterprise (DBE/LDB/MWBE). Founded in 2012 by Ms. Kelly Eger-Smith, R.E.M., a 25+ year veteran in the environmental science field. Kelly's vision was to build an environmental firm that provides practical, cost-effective, business-minded solutions to real property environmental issues.

Natural Systems Analysts Office Location: PO Box 1598 Winter Park, FL 32790. Natural Systems Analysts, Inc. (NSA), established in 1985 and headquartered in Winter Park, FL, provides ecological, urban planning, & GIS (Geographic Information System) services to clients throughout the United States. As a full-service environmental consulting firm, we partner with public and private clients, governments, businesses, and organizations to bring feasible solutions to our client's most difficult projects.

Universal Engineering Sciences Office Location: 4205 Vineland Rd., Orlando, FL 32811, Suite L1. For nearly six decades, Universal Engineering Sciences (UES) has provided essential engineering and construction consulting services throughout the United States, including professional and technical services in Geotechnical Engineering, Construction Materials Testing & Inspection, Building Code Compliance review and permitting, Environmental Consulting, and Building Envelope evaluation.

We are committed to delivering our services with the highest level of technical professionalism and integrity. Our Team has extensive experience and has carefully reviewed the scope of services for this contract. We are experienced in all aspects of the proposed work, possess a successful performance record, and are committed to providing the highest quality of service from the start of the project until the submittal of final closeout documents.

Sincerely,

Greg Proctor, PE
CEO/President

Rolando Raymundo, PE, CFM
Client Manager/Senior Project Manager

604 Courtland Street, Suite 101, Orlando, FL 32804 Tel: 407.960.5980 Fax: 407.960.5984

CIVIL ENGINEERING GEOMATICS CONSTRUCTION SERVICES

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Qualifications



QUALIFICATIONS

Carnahan Proctor & Cross (CPC) is a Florida corporation multi-disciplined professional service consulting firm established in Broward County in 1977. Since its inception, CPC has broadened and refined its services and is proud to have grown in size and leadership. The firm's team includes over 85 employees with a broad combination of highly skilled and well-respected professionals who are dedicated to building strong client partnerships and identifying ways in which residents, businesses, and public agencies can successfully plan, design, and construct their sustainable future. We have a robust team of professionals across all disciplines equipped to handle projects of any size and complexity.

FOUNDED IN
1977

SERVING OVER
20
MUNICIPALITIES

FOR OVER
45
YEARS

85+
EMPLOYEES

Relative Size of Firm



CPC realizes that governments face the challenge of planning new infrastructure that must meet the needs of their communities and enhance the overall quality of life for years to come. As a continuing professional services consultant for cities, counties, and other local governments, we routinely perform design and engineering services in the public sector. Having served as both owner's rep and prime consultant, CPC can anticipate challenges from both sides of any development issue.

CPC maintains divisions focusing on design, planning, civil engineering, geomatics, 3D laser scanning and BIM, land surveying & mapping, and construction engineering inspection services (CEI). Our staff's technical expertise and practical knowledge allow CPC to offer customized solutions that are a step beyond conventional problem-solving.

CPC's corporate philosophy is to provide exemplary professional services emphasizing quality, cost efficiency, and exceptional personal service to our clients. After over 45 years, the firm's success rests clearly on the management, competence, and expertise of our professional staff. CPC provides a strong framework regardless of a project's size, scope, or phase. CPC is committed to

providing value to our clients through professional, timely, and cost-effective services.

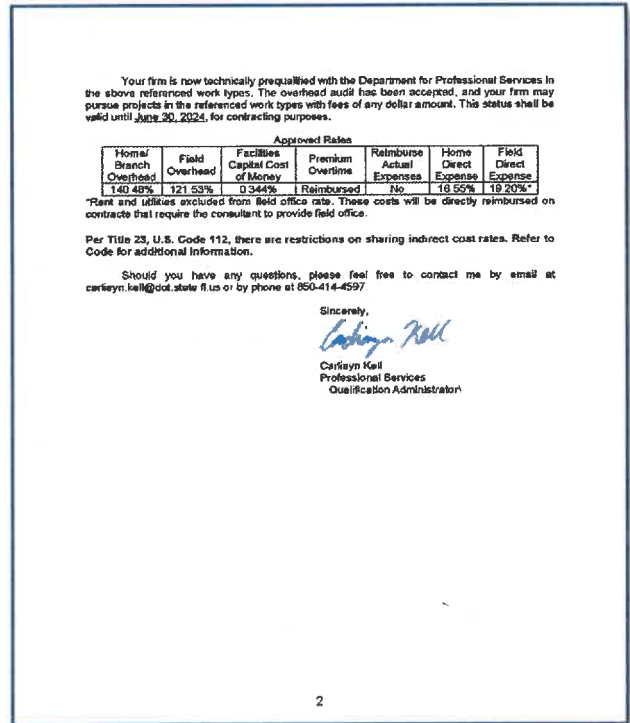
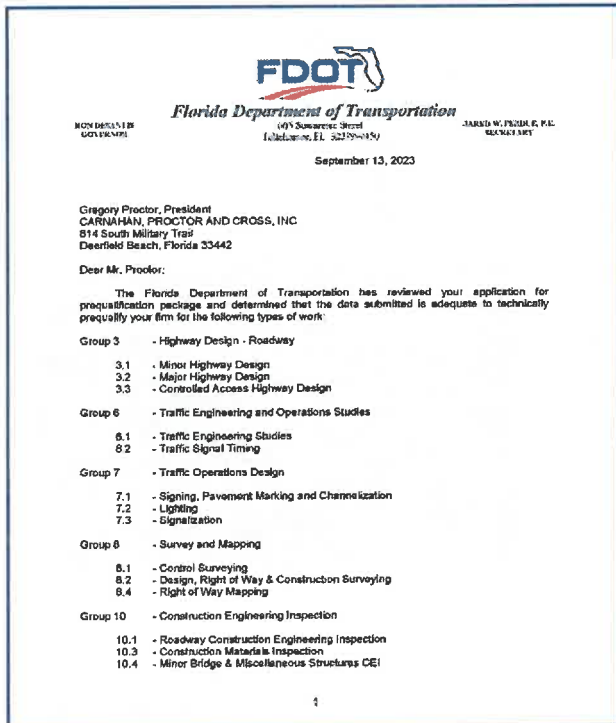
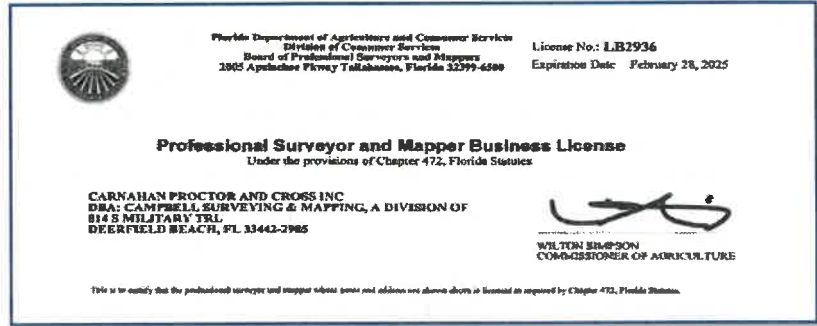
CPC continually ranks among the Top 25 Engineering firms in Central Florida. CPC has the resources, experience, and capacity to successfully complete assignments of any size and complexity. Our engineers are leaders in the Florida consulting industry. CPC manages more than 85 in-house professional and technical team members who work together to service clients' project needs and are fully equipped with state-of-the-art technology and design software. True to CPC's reputation and practice, we strive to fill the role of trusted advisor for our clients, providing a long-lasting reciprocal relationship that can solve today's development challenges and plan strategically for a sustainable future.



CPC operates from our main office in Central Florida, with additional branch offices in West Palm Beach and Deerfield Beach. The specific team working on this contract will be located at the Orlando Office located at **604 Courtland Street, Suite 101, Orlando, Florida 32804**

Town of Windermere RFQ #2024-01
Continuing Engineering Services

Firm Registrations, Local Business Tax Receipt & FDOT Letter



REFERENCES

City of Deerfield Beach, Continuing Professional Consulting Services

Name & Contact of Client: Deerfield Beach, 200 Goolsby Blvd. Deerfield Beach, FL, Priscilla Cygielnik, 954.616.7046

PCygielnik@deerfield-beach.com

Contract Term & Value: 2018-Ongoing, \$700,000

Brief Description: Various Task Work Orders under our Continuing Service Contract

Dollar Amount of Fees Paid: \$700,000

City of Coral Springs, Continuing Professional Consulting Services

Name & Contact of Client: Coral Springs, 9500 West Sample Rd, Coral Springs, FL, Najla Zerrouki, 954-345-2188,

nzerrouki@coralsprings.org

Contract Term & Value: 2017-Ongoing / \$650,000

Brief Description: Various Task Work Orders under our Continuing Service Contract

Dollar Amount of Fees Paid: \$459,000

City of Oakland Park, Continuing Professional Consulting Services

Name and Contact of Client: City of Oakland Park, Phone Number: 954-630-4343, Albert Carbon, Contact Phone: 954-630-

4458, Contact Email: AlbertC@oaklandparkfl.gov

Contract Term & Value: 2018-Ongoing / \$725,000

Brief Description: Various Task Work Orders under our Continuing Service Contract

Dollar Amount of Fees Paid: \$675,000

ROLANDO RAYMUNDO, PE, CFM, Sr Project Manager/Client Manager

Mr. Rolando Raymundo has more than three decades of diverse engineering and proven public works experience. A Professional Engineer managing Water Resources, Roadway, Site Development, and Neighborhood Improvement Projects. He offers proficiency in engineering and an understanding of government processes combined with effective management and leadership skills. Significant involvement in major executive decision-making, engineering production, budget and fiscal planning, financial and personnel supervision & management. Comprehensive in solving and analyzing problems, resourceful in finding innovative and money-saving solutions, and productive working relationships with staff and other professionals. Rolando has been involved in a wide range of civil engineering experiences in planning, designing, producing, constructing, and operating public works infrastructure projects. He possesses extensive knowledge and skills in handling state and federal grant programs, permitting and environmental requirements, and the acquisition of public right-of-way and easements. His responsibility has included managing watershed studies, roadway and utility design projects, subdivision rehabilitation projects, stormwater retrofit design, green infrastructure approach, and sustainable design projects.



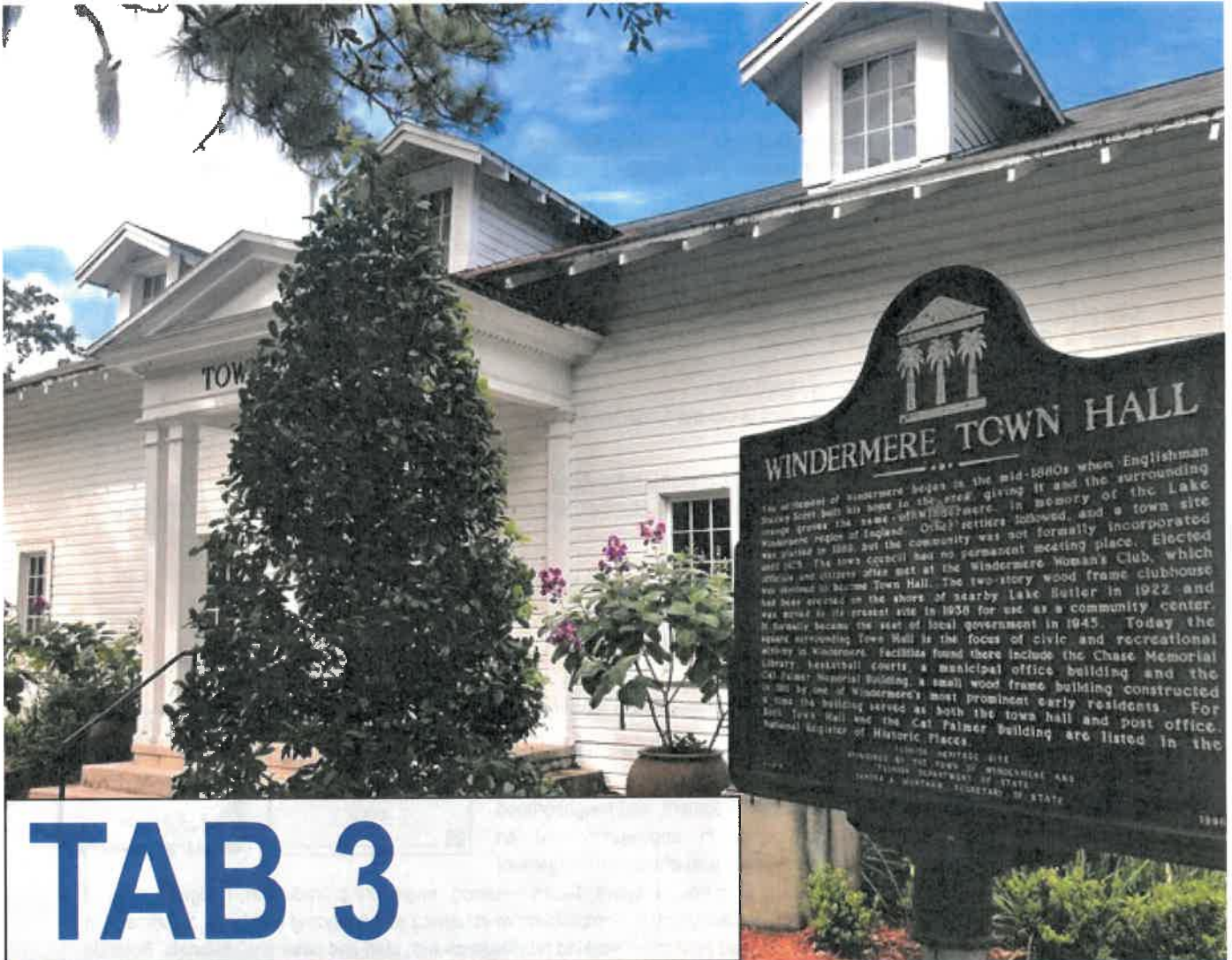
DAN A. TINTNER, PE, QA/QC

Dan has been providing professional engineering services in South Florida for over 30 years.

He has successfully managed multiple continuing professional engineering contracts simultaneously with great success. Dan is very knowledgeable with regulatory agencies and permitting, codes and ordinances, which will ensure a smooth process for any projects that may be assigned. Dan's tenacity in maintaining good stakeholder relations and his excellent issue-resolution skills when dealing with contractors are just two key areas that have helped pave the way to his success. His responsibility has included managing roadway and transportation projects, utility and infrastructure projects, sanitary sewer rehabilitation studies, pump station evaluation studies, downtown redevelopment studies, and stormwater management studies. Professional Engineer, State of Florida #39656, CTQP certifications include TIN # T353161561760, MOT Advance Work Zone Traffic Control, QC Manager, Final Estimates Level 1 and Level 2, Asphalt Paving Inspector Level 1 and 2, FDEP Stormwater Inspector.



PLEASE SEE KEY PERSONNEL LIST / EXHIBIT C IN REQUIRED FORMS



TAB 3

Services Understanding & Approach

SERVICES UNDERSTANDING AND APPROACH

CPC understands the need for timely responses to simultaneous work orders in municipal contracts. Our proven project management structure ensures systematic progress, continuous monitoring, and immediate issue resolution. Our experienced, redundant team led by registered professional engineers guarantees accountability and timely work order completion, with a dedicated point of contact for the Town.

Our Project Manager, Roland Raymundo, PE, CFM, has over 30 years of public works experience in project management. Roland will be responsible for ensuring the Town’s Project Manager is updated on the status of each work order through regular status meetings, phone calls, and emails. Roland will coordinate all aspects of the contract with the Town. He will keep the Town’s project manager (PM) informed of the progress and ensure that all issues requiring the town’s attention are discussed promptly and resolved so the overall project schedule is not affected. Our PM will remain involved in the day-to-day operations of the contract and is directly responsible to the Town for our performance on all project assignments.

Upon completion of a delivery phase, as indicated in the work order schedule previously agreed upon with the town's PM, CPC will allocate sufficient time for the reviewers to provide comments. CPC’s PM will document each comment and develop a response format to track resolutions and acceptance of CPC’s response to the comments. Should conflicting comments occur, CPC will set up a meeting with the parties involved to resolve the conflicts and avoid any delays. The work orders will be tracked using the assignment tracking chart shown below.

Work Authorization Traking Chart														
General Consultant Contract:														
City of :														
Work Authorization (WA)			Data Gathering						Production					
#	Type	Executed	Traffic Data	Survey	Utility Survey	Geotechnical	Concept Plans	Permits	Submittals	QA/QC	Comments Responded	QA/QC	Final Delivery Date	Comments
1	Roadway													
2	Utilities													
3	Traffic													

As with our previous professional engineering continuing service contracts, well-defined scopes, adequate schedules, constant communication, quality control, and cost considerations have been critical issues in completing these projects. CPC will use our proven methods from these contracts to ensure the completion of the work orders on time and at or under budget, emphasizing quality. Constant communication between CPC’s project manager and the Town’s project manager will occur. Our Team members developed a status chart that includes schedule information, project milestones, comments, and projected final submittal dates. Additionally, CPC’s project manager will hold progress meetings with the Team members and Town staff every month to provide progress/status of the assignment(s) and discuss project issues and pending action items. These meetings will be documented through meeting minutes, agendas, and sign-in sheets distributed to the members selected by the Town’s project manager.

CPC’s Project Manager, Roland Raymundo, PE, CFM, and Team members commit to providing the following critical elements for this contract:

- 24-hour response to initial task order requests
- 48 to 72-hour timeframe to submit a comprehensive scope of services, fee estimates, and completion schedule.
- Identify and select staff according to experience and skills.
- Close monitoring of the scope of services assignment to avoid scope creep and unexpected cost escalation.
- Adherence to the QA/QC Plan for consistent, high-quality work product



PHASES OF A PROJECT

Project Implementation Plan: CPC will prepare a Project Implementation Plan (PIP) following the standard PCP policies and procedures at the beginning of each task order. The purpose of a PIP is to plan the execution of a project thoroughly, to document that plan, and to communicate that plan to all project team members. The PIP will include client contact, the scope of services, staffing plan, project schedule, budget data, quality control program, and other pertinent information necessary to effectively design a cost-effective project that meets the needs of the Town. The PIP intends to facilitate project planning before the project execution. The PIP will be distributed to all personnel at the project kick-off meeting.

Managing Individual Work Orders (WOs): The CPC Team will develop detailed work plans for all significant activities before work begins. The work plan will include schedules, budgets, deliverables, and quality control requirements. We will maintain effective project control through this structured project management plan. CPC PM will manage and direct the activities of all support staff for each task assignment. CPC PM will be responsible for seeing that all work activities proceed as planned and that the budget & schedule requirements for the project are met, as well as coordinating with the task leaders every week to review the progress.

Managing scope creep from last-minute requests from local agencies: CPC will follow the scope and avoid any scope creep items. If they are minor, they will be accommodated. Any major scope creep items that could potentially derail the schedule and exceed the WO budget (design and construction) will be discussed with the Town's PM if additional funds could be encumbered.

Maintaining positive float in the design schedule, CPC takes a proactive approach to schedule management by contacting the Town's PM to redefine the schedules and identify unnecessary items. This helps eliminate negative float if encountered and meets Final Submittal Dates.

Maintaining and managing the project budget, upon assignment of a task, our goal is to identify any potential work items that may increase the project's construction cost. We understand that project funding is established well before the assignment of a task, and it can be challenging to encumber additional funds later in the design phase. This issue commonly occurs for sidewalk projects along rural roadways where significant drainage impacts are not initially anticipated or accounted for in the allotted funding.

Maintaining project budgets properly and controlling the costs to the Town are the only ways projects will be mutually beneficial. Controlling design and construction costs is one of the top priorities on all CPC projects. We continually update our opinion of probable construction costs and compare them to the Town's budget. We have found that continual monitoring of the anticipated construction costs allows both the Town and CPC to make informed decisions on the design aspects of the project. As part of this effort, we seek to provide value engineering to the project and maximize the return on the Town's construction budget.

Constructability of the projects: to effectively manage and complete designs on individual WO, CPC will avoid and minimize rework and claims on contracts. Our internal constructability reviews (Quality Assurance/Quality Control) are done by CEI construction staff to understand a contractor's typical approach better and avoid constructability issues.

Regulatory Agency Coordination

With over 45 years of engineering and permitting experience in Florida, we maintain strong working relationships with local, state, and federal regulatory agencies. We deeply understand the specific criteria and regulations established and enforced by each agency. We understand the importance of agency coordination early in a project's planning phase to maximize the efficiency of the regulatory review process and minimize potential adverse impacts associated with the proposed activity. Our qualified staff specializes in obtaining Environmental Resource Permits (including State Water Quality Certification), National Pollution Discharge and Elimination System (NPDES) permits, water use/ dewatering permits, and all types of right-of-way permits. We have coordinated extensively with the United States Environmental Protection Agency (USEPA), U.S. Army Corps of Engineers (USACE), OSHA, Florida Department of Environmental Protection (FDEP), SJRWMD, US Fish & Wildlife Service (FWS), and the Florida Department of Management (FDOT); as well as various municipalities. Our staff is also knowledgeable about National Environmental Policy Act (NEPA) regulations and has compiled numerous NEPA documents for public entities and private sector clients seeking federal funding for the design and construction of projects. Our Team's experienced staff has prepared detailed Environmental Impact Statements, Environmental Assessments, and Categorical Exclusions for projects in the United States and Internationally.

INNOVATIVE CONCEPTS FOR TIME, COST SAVINGS & QUALITY

CPC has significantly advanced project management-related technologies to provide the county with an effective and efficient project management system. A matrix to keep a record of activities and timeline will help the team to better coordinate and administer the project in different areas, among others, will include utility agencies coordination and meetings, permit monitoring, shop drawings submittals, pre-construction and pre-activity meetings, material certifications, estimates, and monthly certifications.



CPC regularly uses FDOT Project Solve SharePoint (PSSP), Adobe Acrobat, Bluebeam Revu, dashcams, and laptops/tablets with access to SiteManager, MAC, and ProjectWise. We are fully equipped with CADD stations and software to process 3D models and produce and update electronic as-built plans. Using high-definition laser scanners enables our surveyors to collect data from many subjects, including complex facilities, buildings, assets, bridges, structures, and roadways. This cutting-edge technology and experienced team directly translate to time and money saved for our clients. All of CPC's surveys can be supplied in a variety of 2D and 3D formats. Additionally, point cloud information from laser scanners can be provided quickly in a TruView Global format that gives you instant access to interrogate the raw data dimensionally.

AVAILABLE FACILITIES, TECHNOLOGICAL CAPABILITIES & OTHER AVAILABLE RESOURCES

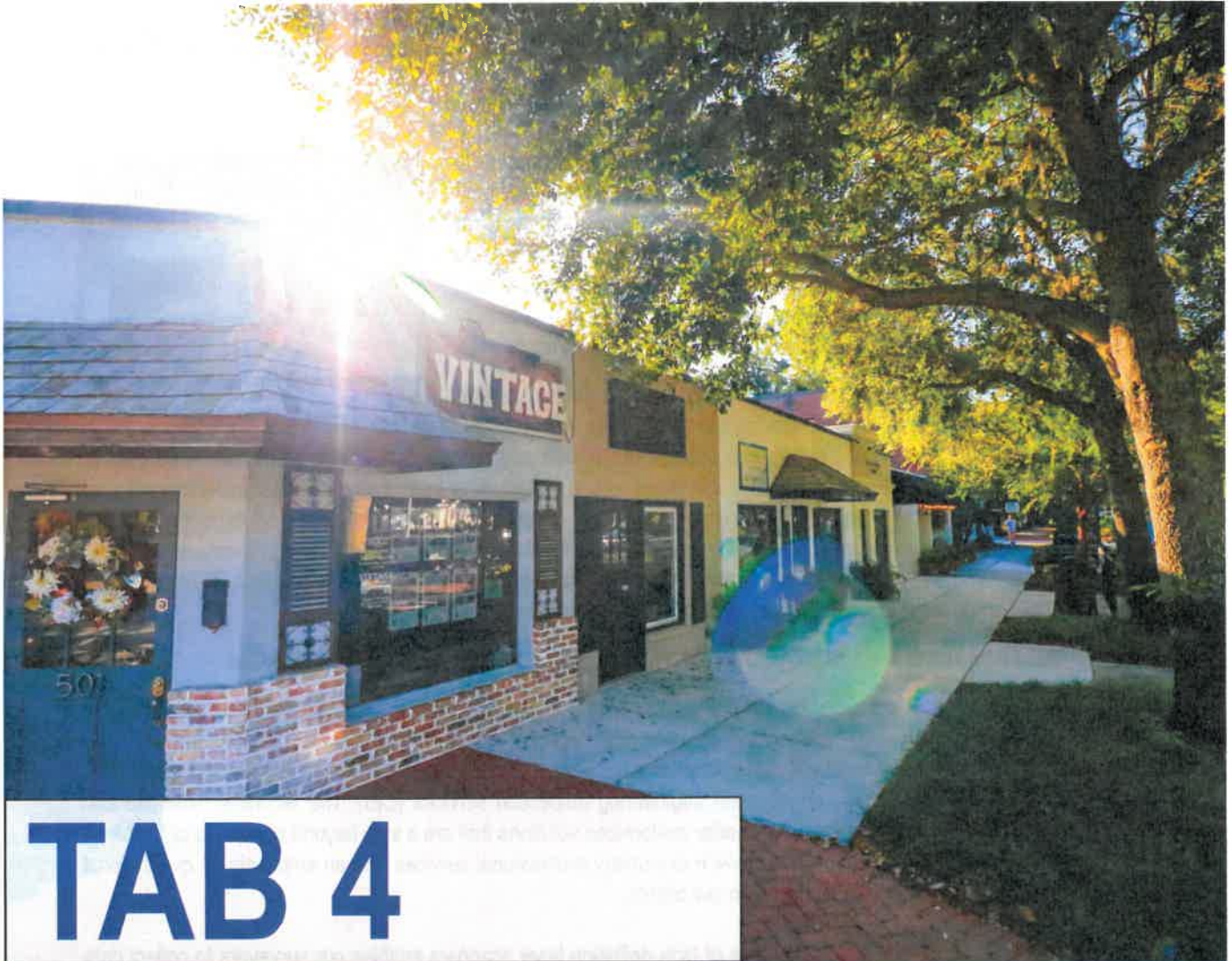
We plan to perform all of the work for this contract through this office located in the Orlando office with the local proposed staff. However, we do offer support from our other regional offices. CPC maintains divisions that focus on design, planning, civil engineering, traffic/transportation engineering, geomatics, 3D laser scanning and modeling, BIM, land surveying and mapping, and construction engineering inspection services (CEI). The technical expertise and practical knowledge of our staff allow CPC to offer customized solutions that are a step beyond conventional problem-solving. CPC's corporate philosophy is to provide exemplary professional services with an emphasis on quality, cost efficiency, and exceptional personal service to our clients.



The use of high-definition laser scanners enables our surveyors to collect data from a multitude of subjects, including complex facilities, buildings, assets, bridges, structures, and roadways. This cutting-edge technology and experienced team directly translate to time and money saved for our clients.

All of CPC's surveys can be supplied in a variety of 2D and 3D formats. Additionally, point cloud information from laser scanners can be provided quickly in a TruView Global format that gives you instant access to interrogate the raw data dimensionally. In line with the evolution of Building Information Modeling (BIM), we can deliver Measured Building Survey data directly to all parties in a BIM-compatible format. Real-time access to this data can provide critical measurements instantly, or once post-processing techniques are applied, it can give the measurement platform the ability to extract 2D drawings, 3D models, or BIM deliverables. CPC is also proud to offer 3D laser scanning (terrestrial scanning).

This innovative technology allows us to capture interior and exterior conditions with precision. Our equipment captures over 500,000 points per second, which allows for a quick turnaround for deliverable. Once modeling is complete, clients can access their product through an assigned link on our website. This feature also allows the client to take measurements of the interior and exterior areas and see their project come to fruition. 3D Laser Scanning is helpful, particularly with vertical construction and renovations. The scans produce a highly accurate set of as-builts, eliminating costly, redundant field visits.



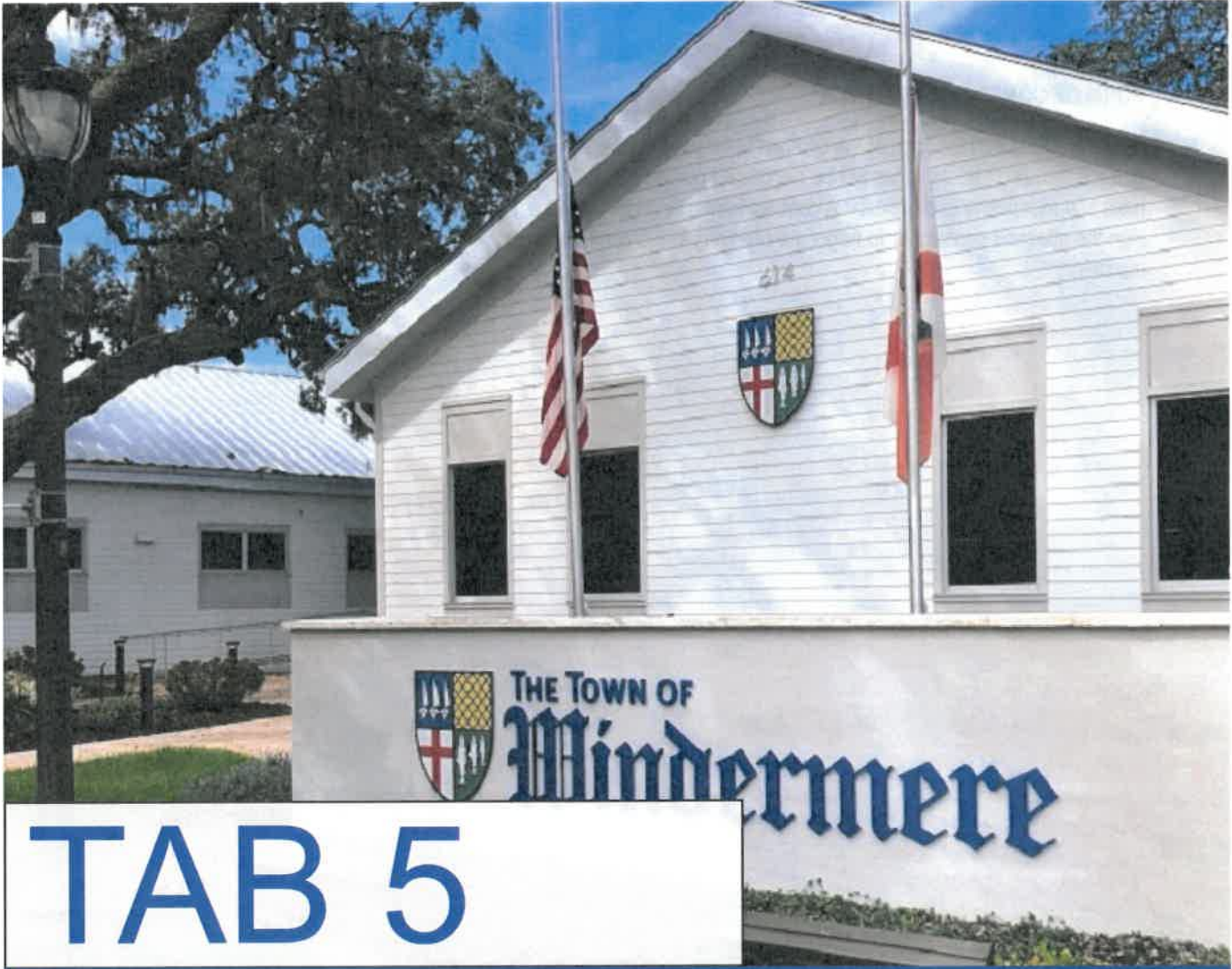
TAB 4

Form of Contract / Exhibit A

CPC
CARNAHAN PROCTOR & CROSS

FORM OF CONTRACT / EXHIBIT A

We understand that the form of the contract to be used by the Town is attached hereto as Exhibit A. We also understand that a schedule of hourly rates will be negotiated pursuant to CCNA after the highest ranked firm is selected. We do not have any exceptions to the Exhibit A contract form. We understand the Town has the right to require our firm if selected to sign the attached contract or to negotiate revisions to the contract language prior to execution of the contract, in its sole discretion.



TAB 5

Legal



LEGAL

CPC has never lost or been removed from any government projects due to non-performance or negative reviews. We certify that the firm has never been disbarred or suspended from bidding on a procurement project by any government. CPC or staff principals have never declared bankruptcy, reorganized under Chapter 11, or been put into receivership. There are no criminal convictions or convictions of the firm or its principals.

CPC has no lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past five years concerning any labor practices by our firm. CPC has no lawsuits, administrative proceedings, or hearings initiated by the Occupational Safety and Health Administration concerning our company's project safety practices in the last five years. CPC has never used bonding monies to complete a project or pay a subconsultant or supplier.

Arbitrations, lawsuits & claims that have been filed against our firm in the past three (3) years include the following:

2022- Gables Aventura, a/k/a Midtown Aventura.

Miami-Dade County 2021-027394-CA-01

CPC was the Engineer of Record for this project. This case is a CH 558 claim to the Developer that moved on into litigation with the Developer and others. The new owner is claiming that there are deficiencies in the existing drainage system. Gables was the general contractor, CPC was the civil engineer, PKA was the architect, Witkin was the landscape architect, Cobra was the hardscape subcontractor, Jaffer installed the drainage wells, and Ryan performed site, utility, and civil work.

2021- Aztec RV Resort, Inc

Broward County CACE19014111

CPC was the Engineer of Record for this project. This case is a CH 558 claim to the Developer that moved on into litigation with the Developer. The Aztec Association looked to the Developer to correct as many items as they could find after the Transfer from the Developer to the Association. These types of claims have become common and nefarious. This began in 2019, whereby CPC received correspondence from the Developer to correct deficiencies, but CPC was not a party in the Claim then. The Parties (Developer and Association) could not agree. The Association filed a claim with CPC and all other consultants and contractors working on the property as third-party defendants. We have submitted answers through counsel denying the allegations as they were outside our scope, weather-related or maintenance-related.



TAB 6

Conflict of Interest

CPC
CARNAHAN PROCTOR & CROSS

CONFLICT OF INTEREST

Carnahan Proctor and Cross (CPC) operates without any conflicts of interest with the Town of Windermere or its Town Council members. We do not have any conflicts of interest to disclose due to any other clients, contracts or property interests in the town. This is to certify that no member CPC's ownership, management or staff has a vested interest in any aspect of Town of Windermere.



TAB 7

Required Forms



Exhibit C Key Employee List



TOWN OF WINDERMERE Project Managers

QA/QC	SENIOR PROJECT MANAGER	PRINCIPAL-IN-CHARGE
Dan Tintner, PE	Rolando Raymundo, PE, CFM	Greg Proctor, PE
STORMWATER ENGINEERING	TRAFFIC & TRANSPORTATION ENGINEERING	CONSTRUCTION MANAGEMENT & INSPECTIONS (CEI)
Rolando Raymundo, PE, CFM Bill Barbaro, PE Dan Tintner, PE Thomas McCarthy, PE Craig Marien, PE, LEED AP Robert Pinthieve, PE James Rusnak Terence Castillo, EI Cedonio DaSilva	Mohan Gopalakrishna, PE PTOE Daniel Burns, PE David Pocius, PE Craig Marien, PE, LEED AP Terence Castillo, EI Joey Lamaruggine, EI Glen Longos	Herb Tillman, CGC Mike Lorenzo, CGC Dan Tintner, PE Harold Dubon, PE Glenn Bridges, PE Robert Martens David Sandusky Eric Lucas Eduardo Baquero Taqi Haider
GENERAL CIVIL ENGINEERING	GEOMATICS/SURVEYING & MAPPING	
Rolando Raymundo, PE, CFM Bill Barbaro, PE Dan Tintner, PE Thomas McCarthy, PE Craig Marien, PE, LEED AP Robert Pinthieve, PE Terence Castillo, EI Cedonio DaSilva Phil Kean, EI Roman Trestman, EI	Landon "Alfie" Cross, PSM James Quartel, PSM Dalton Proctor (FAA Certified UAV Operator) Jeremy Jones Jose Pagan Ayala (Subsurface Utility Engineering (SUE) Paul Campbell, CST III	

ADDITIONAL STAFF RESOURCES (SPECIALTY SUBCONSULTANTS) AS NEEDED

GEOTECHNICAL ENGINEERING	ENVIRONMENTAL SERVICES	ENVIRONMENTAL CONSULTING
Universal Engineering Sciences Zachary Adams, PE	Natural Systems Analysts* Peter Gottfried	American Environmental* Kelly Eager-Smith



american environmental consulting

*** (SBE/DBE/MWBE'S)**

Exhibit D
DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED Respondent CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.
2. 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 violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. 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 quote, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to any violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Date: 02 \ 29 \ 24

Signature: 

Printed Name: Gregory Proctor, PE

Title: President

Company: Carnahan, Proctor & Cross, Inc.

Exhibit E
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The Town requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub-recipients of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By signing this document, the Respondent hereby certifies their commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the sub-recipient and/or its contractors.

Company Name: Carnahan, Proctor & Cross, Inc.

Authorized Representative Name and Title: Gregory Proctor, PE President

Signature of Authorized Representative:  _____

Exhibit F
NON-COLLUSION OATH

STATE OF Florida.....

COUNTY OF Orange.....

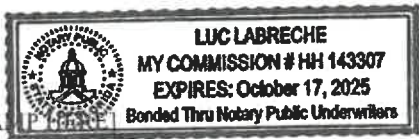
Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared:

Gregory Proctor, PE and made oath that the Respondent herein, its agents, servants, and/or employees, to the best of its knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract.



Affiant Signature

Sworn to (or affirmed) and subscribed before me this 29th day of February _____
2024, by Gregory Proctor, PE _____



Signature of Notary Public

State of Florida _____

Personally Known X OR Produced Identification _____

Type of Identification Produced: Driver License _____

Exhibit G
GOOD FAITH AFFIDAVIT

I hereby propose to provide the services requested in the Town's RFQ and, if awarded, enter into a contract with the Town. I agree that the terms and conditions of the Town's RFQ shall take precedence over any conflicting terms and conditions submitted with my proposal and agree to abide by all conditions of the RFQ, unless a properly completed Exceptions to Solicitation form is submitted. I acknowledge that the Town may not accept the proposal due to any exceptions.

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

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, company or corporation submitting a proposal for the same product or service; no gratuities, gifts or kick-backs were offered or given by the Respondent or anyone on its behalf to gain favorable treatment concerning this procurement; no elected official, employee or agent of Town or of any other company is interested in said proposal; and that the undersigned executed this affidavit with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Carnahan, Proctor & Cross, Inc.
Company Name

604 Courtland Street, Suite 101
Mailing Address

Orlando, Florida 32804
City, State & Zip Code

407.960.5980 / 407.960.5983
Telephone Number/Fax Number


Authorized Signature

Gregory Proctor, PE / President
Name & Title, Printed

GProctor@cpc-eng.com
Email Address

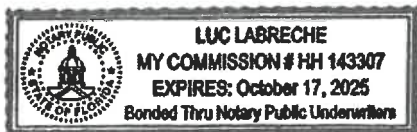
State of Florida

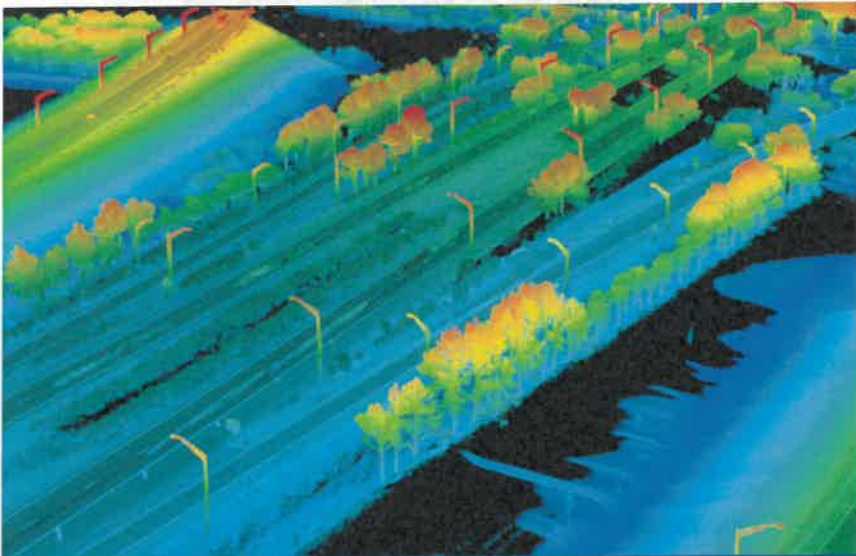
County of Orange

This foregoing instrument was acknowledged before me this 29th day of February 2024, by Gregory Proctor, PE, who is personally known to me or produced Driver License as identification.


Signature of Notary

[STAMP HERE]





Town of Windermere

Continuing Engineering Services

2024-01 | March 6, 2024

Colliers Engineering & Design, Inc.
1101 N Lake Destiny Rd, Ste 415
Maitland, FL 32751
877 627 3772

Proposal Number: 24002177





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Tab 1

Cover Letter

1101 N Lake Destiny Rd, Ste 415
Maitland, FL 32751



Engineering
& Design

March 6, 2024

Ms. Tonya Elliot-Moore
Public Works Director
Building 100, Town Admin Reception
Town of Windermere
614 Main Street, Windermere, FL 34786

Ref: Continuing Engineering Services
RFQ # 2024-01

Dear Ms. Elliot-Moore and Selection Committee,

Colliers Engineering & Design, Inc. (CED) appreciates the opportunity to submit our qualifications to provide Continuing Engineering Services supporting the Town of Windermere (Town). CED has assembled a team of professionals that align with your mission to preserve the level of service and quality of life that the Town Residents are accustomed to all while maintaining the Town's financial viability. We believe the information proposed within our response will demonstrate our ability to support the Town while maintaining these commitments.

Our transportation, stormwater, and site civil engineers, surveyors, and planners provide viable and creative solutions to local municipal agencies to help meet diverse planning, infrastructure, and capital improvement goals. Our services encompass all aspects of public endeavors such as sidewalk design, highway design, traffic analysis, bridges and structures design, stormwater and water resources, permitting, planning, and project construction. CED provides additional in-house support which includes on-site Construction Engineering Inspections (CEI), environmental sciences, environmental permitting, utility coordination & design, railroad coordination, surveying & mapping, SUE, value engineering, and geotechnical.

For this contract, CED is committed to a cohesive and collaborative turnkey approach for project delivery, while maintaining the schedule and budget. Our structure provides the Town with easy access to a qualified engineering firm for various project types, including emergency response. Our in-house team is prepared to assist the Town. Below is a list of our proposed key staff:

- Kyle Goodwin, PE, Contract/Project Manager
- Paul Sterbenz, PE, Principal-In-Charge
- Michael O'Krepky, PE, QA/QC Manager
- John Arrieta, PE, PTOE, Traffic Engineering
- Eduardo Hernandez, EIT, Stormwater Design
- Jignesh Vyas, PE, Construction Engineering Inspection (CEI)
- Greg Stevens, PE, Geotechnical
- Kyle Zigler, PG, Environmental
- Brian Hefner, PSM, Survey
- Lisa Dolphin, PE, Water Resources

Thank you for your consideration and we look forward to working with you as a trusted partner. Should you have any questions, please feel free to contact Kyle Goodwin at kyle.goodwin@collierseng.com, 561.917.4378 or myself at paul.sterbenz@collierseng.com, 908.507.7353. As Senior Principal, I personally commit CED's priority effort to meet all the Town's requirements efficiently and effectively on schedule and within budget.

Sincerely,
Colliers Engineering & Design, Inc.

A handwritten signature in black ink, appearing to read "Paul M. Sterbenz".

Paul M. Sterbenz, PE
Senior Principal



Tab 2

Qualifications

Firm Qualifications

CED is a multi-disciplinary professional services firm with expertise in a wide range of engineering and surveying services. In Florida, we have eight offices with over 160 employees. **Our Orlando office will oversee and manage this contract from our local office at 1101 N Lake Destiny Rd, Ste 415, Maitland, FL 32751, FL.** CED's additional offices in Tampa, Ft. Myers, Boca Raton, Melbourne, Miami, Ft. Lauderdale, and Jacksonville will also be available to provide support services for tasks assigned under this contract.

Our engineering and analysis expertise includes stormwater and drainage design, roadway and pedestrian sidewalk design, intersection improvements, bridges, transportation, traffic studies, traffic calming evaluation and design, signage, pavement markings, Maintenance of Traffic (MOT), and many other areas including permitting, bidding, and project management. In addition to design services, CED also provides general engineering, stormwater modeling, architectural design, environmental, CEI, geotechnical, electrical, SUE, GIS, asset management, and survey services. CED also has an in-house CMT laboratory, in our Fort Myers office, to support efficient testing and scheduling as needed.

Our team is composed of licensed professional engineers and surveyors with extensive experience on a variety of projects.

- Licensed Civil/Transportation Engineers
- LEED® Accredited Staff
- Professional Land Surveyors
- Professional Traffic Operations Engineers (PTOE)
- Licensed Professional Land Planners
- Environmental Scientists & Engineers
- Licensed Professional Geologists
- Licensed Professional Architects

- Licensed Professional Landscape Architects
- Geographical Information System Professionals (GISP)
- Grant Writers
- Archaeologists
- Certified CEI & CBI Inspectors
- NICET Level III and IV Staff

Our professional engineers take a responsive approach to help public clients realize their long and short-term objectives. Our expertise spans all aspects of municipal engineering, consulting, and public works management from the supervision of capital improvement projects to performing zoning and land use board reviews. For example, beginning with navigating grant and funding options, and following through with planning, design, permitting, and construction observation and administration, we have the appropriate skills and services to bring your projects to a successful close-out. Having experience with both public and private applications has given our professionals a unique insight into both sides of the review process. The advantage afforded by our comprehensive suite of in-house support disciplines streamlines communications, enabling us to deliver the best options and value for your community.

We hold multiple general engineering contracts with several municipalities of similar size to the Town which include Highland Beach, Holmes Beach, Bradenton Beach, and New Port Richey. Additionally, CED holds general engineering contracts with the cities of Ocoee, Kissimmee, Orange City, Pompano Beach, Tampa, Clearwater, Oldsmar, and the counties of Seminole County School Board, Broward, Palm Beach, Pinellas, Lee, Charlotte, Sarasota, and Manatee. We also hold multiple FDOT professional services contracts for District 1, 4, 5, & 6. CED professionals provide a full range of services to assist municipalities, authorities, and state agencies providing diversified services.

Client References	
Client Contact	Project Name Dates Project Value Description
City of Bradenton Beach, Tom Woodard, Director of Public Works 107 Gulf Drive N, Bradenton Beach, FL 34217 941.778.1005 Ext. 212 twoodard@cityofbradentonbeach.com	Independent Contractor Engineering Services 2021-Ongoing \$149k+ Task work order (TWO) based City of Bradenton Beach Miscellaneous Services contract. We have held this contract since 2021 and are qualified to support the City for any miscellaneous professional engineering & surveying services. Multiple assignments have supported the City's MS4 program, roadway & drainage infrastructure improvements, grant application development, parking lot design, permitting support, bidding support, geotechnical, and survey.
Palm Beach County, Maroun Azzi, PE, Project Manager, 2300 N. Jog Road, West Palm Beach, FL, 33433 561.684.4150 mazzi@pbcgov.org	PBC Intersection Improvements Annual Services Contract 2019-2023 \$100k+ Provided engineering services for intersection improvements, including traffic signals, drainage improvements, turn lanes, bike lanes, sidewalks. CED's design group has provided the safest and most cost-effective solutions for PBC's infrastructure needs. CED's has 13 Work Task Orders issued to date, with two intersections nearing construction completion.
Lake Asbury Municipal Services Benefit District (LAMSB), Alton Davis, 276 Branscomb Road, Green Cove Springs, Florida, 32043, 904.309.0081 alton.davis@lamsbd.com	Lake Asbury Dam Complex Dam Safety Compliance and Dam Rehabilitation - Phase 1 Services 2022-Ongoing \$67+ The project consisted of a 3.6 mi ² watershed area. The North and South Dams are classified by the State as High hazard potential dams. CED has performed new comprehensive hydrologic & hydraulic analyses to support FDEP and St. Johns River Water Management District (SJRWMD) dam safety regulations.

State of Florida Department of State

I certify from the records of this office that COLLIERS ENGINEERING & DESIGN, INC. is a New Jersey corporation authorized to transact business in the State of Florida, qualified on September 28, 2020.

The document number of this corporation is F20000004205.

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 May 23, 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 Third day of January, 2024



[Signature]
Secretary of State

Tracking Number: 3456234239C1

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filing/CertificateOfStatus/CertificateAuthentication>



Florida Department of Transportation

RON DESANTIS
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

JARED W. FERDIE, P.E.
SECRETARY

December 1, 2023

Leonardo Ponzio, Executive Vice President
COLLIERS ENGINEERING & DESIGN, INC.
101 Crawford's Corner Road, Suite 3400
Holmdel, New Jersey 07733

Dear Mr. Ponzio:

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 2 - Project Development and Environmental (PD&E) Studies
- Group 3 - Highway Design - Roadway
 - 3.1 - Minor Highway Design
 - 3.2 - Major Highway Design
 - 3.3 - Controlled Access Highway Design
- Group 4 - Highway Design - Bridges
 - 4.1.1 - Miscellaneous Structures
 - 4.1.2 - Minor Bridge Design
 - 4.2.2 - Major Bridge Design - Steel
- Group 5 - Bridge Inspection
 - 5.1 - Conventional Bridge Inspection
 - 5.3 - Complex Bridge Inspection
 - 5.4 - Bridge Load Rating
- Group 6 - Traffic Engineering and Operations Studies
 - 6.1 - Traffic Engineering Studies
 - 6.2 - Traffic Signal Timing
 - 6.3.1 - Intelligent Transportation Systems Analysis and Design
 - 6.3.2 - Intelligent Transportation Systems Implementation
- Group 7 - Traffic Operations Design
 - 7.1 - Signing, Pavement Marking and Channelization
 - 7.2 - Lighting
 - 7.3 - Signalization

1

Group 8 - Survey and Mapping

- 8.1 - Control Surveying
- 8.2 - Design, Right of Way & Construction Surveying
- 8.3 - Photogrammetric Mapping
- 8.4 - Right of Way Mapping

Group 9 - Soil Exploration, Material Testing and Foundations

- 9.1 - Soil Exploration
- 9.2 - Geotechnical Classification Laboratory Testing
- 9.4.1 - Standard Foundation Studies

Group 10 - Construction Engineering Inspection

- 10.1 - Roadway Construction Engineering Inspection
- 10.3 - Construction Materials Inspection
- 10.4 - Minor Bridge & Miscellaneous Structures CEI
- 10.5.1 - Major Bridge CEI - Concrete
- 10.5.2 - Major Bridge CEI - Steel

Group 13 - Planning

- 13.4 - Systems 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. The overhead audit has been accepted, and your firm may pursue projects in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2024, for contracting purposes.

Approved Rates

Home/Branch Overhead	Field Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense	Field Direct Expense	Published Fee Schedule
168.87%	136.79%	0.690%	Reimbursed	No	0.00%	0.00%*	Yes

*Rent and utilities excluded from field office rates. These costs will be directly reimbursed on contracts that require the consultant to provide field office.

Per Title 23, U.S. Code 112, there are restrictions on sharing indirect cost rates. Refer to Code for additional information.

Should you have any questions, please feel free to contact me by email at carliayn.kell@dot.state.fl.us or by phone at 850-414-4597.

Sincerely,

Carliayn Kell

Carliayn Kell
Professional Services
Qualification Administrator

2

Professional Licenses (Firm)

City of Maitland
1776 Independence Lane, Maitland, FL 32751
(407)539-6248

PROFESSIONAL LICENSE CERTIFICATE
Business Tax Receipt

Issued To: COLLIERS ENGINEERING & DESIGN
Mailing Address: 1101 N LK DESTINY RD 415
MAITLAND, FL 32751
License Number: 11214
Issued Date: 9/30/2023
Expiration Date: 9/30/2024
State Regulatory Number: NA
License Holder Name: HEFNER, BRIAN K.
Business Name: COLLIERS ENGINEERING & DESIGN
Occupational Use: Other

License Type: PBTR
Classification: Professional Business Tax Receipt
Fees Paid: \$15.80

[Signature]
NOT VALID UNLESS SIGNED BY CITY OFFICIAL

The person, firm, or corporation named above is hereby granted this receipt for fees paid to the City of Maitland for the business described above for the period indicated. Granting of this receipt does not entitle the holder to operate or maintain a business in violation of law or ordinance. The City of Maitland does not guarantee the qualifications of the holder of this receipt.

TO BE POSTED IN A CONSPICUOUS PLACE

LICENSEE DETAILS 8:51:22 AM 11/11/2023

Licensee Information

Name: COLLIERS ENGINEERING & DESIGN, INC. (Primary Name)
Main Address: 331 NEWMAN SPRINGS ROAD
SUITE 203
RED BANK New Jersey 07701
County: OUT OF STATE

License Information

License Type: Engineering Business Registry
Rank: Registry
License Number: 30301
Status: Current
Licensure Date: 05/09/2013
Expires:

License Type	License#	Issued	Expires	Status
Surveyor Business	L87386	03/15/05	02/28/25	Active
Surveyor of Record	L38941	05/02/13	02/28/25	Active

License Type	License#	Issued	Expires	Status
Continuing Education Provider	CE101	11/05/19	05/30/23	Active

Professional Licenses (Personnel)

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

GOODWIN, KYLE C.
 15877 DELARATA LAKE
 NAPLES, FL 34110

LICENSE NUMBER: PE4869
 EXPIRATION DATE: FEBRUARY 28, 2025
 Always verify licenses online at MyFloridaLicense.com

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STATE OF FLORIDA
 FBPE
 PE94028
 PROFESSIONAL ENGINEER
 STERBENZ, PAUL MICHAEL

ISSUED: 02/06/2023

Paul Sterbenz
 Signature

LICENSED UNDER CHAPTER 471, FLORIDA STATUTES
 EXPIRATION DATE: FEBRUARY 28, 2025

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

O'KREPKY, MICHAEL JOHN
 7284 WEST PALMETTO PARK
 SUITE 205-C
 ROCKRATON, FL 32453

LICENSE NUMBER: PE39547
 EXPIRATION DATE: FEBRUARY 28, 2023
 Always verify licenses online at MyFloridaLicense.com

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STATE OF FLORIDA
 BOARD OF PROFESSIONAL ENGINEERS
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ARRIETA, JOHN FREDERIC
 8665 HOUTLON CIRCLE
 LAKE WORTH, FL 33467

LICENSE NUMBER: PE42370
 EXPIRATION DATE: FEBRUARY 28, 2025
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STATE OF FLORIDA
 BOARD OF PROFESSIONAL ENGINEERS
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STEVENS, GREGORY SCOTT
 5473 WEST WATERS AVENUE
 SUITE 109
 C/O COLLIER ENGINEERING & DESIGN
 TALLAHASSEE, FL 32304

LICENSE NUMBER: PE73111
 EXPIRATION DATE: FEBRUARY 28, 2025
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STATE OF FLORIDA
 BOARD OF PROFESSIONAL ENGINEERS
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VYAS, JIGNESH B.
 1418 HEDGESPARROWS LANE
 SAFFORD, FL 32773

LICENSE NUMBER: PE60755
 EXPIRATION DATE: FEBRUARY 28, 2023
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STATE OF FLORIDA
 DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
 BOARD OF PROFESSIONAL GEOLOGISTS
 THE PROFESSIONAL GEOLOGIST HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 492, FLORIDA STATUTES

ZIGLER, KYLE TAYLOR
 216 SOUTH MYRTLE AVENUE
 CHIRIA GROVE, NC 28028

LICENSE NUMBER: PG2891
 EXPIRATION DATE: JULY 31, 2024
 Always verify licenses online at MyFloridaLicense.com

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

DOLPHIN, USA C
 144 PARK MANOR BLVD
 ENDWELL, NY 13740

LICENSE NUMBER: PE83117
 EXPIRATION DATE: FEBRUARY 28, 2025
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Florida Department of Agriculture and Consumer Services
 Board of Professional Surveyors and Mappers
 2005 Apalachee Plaza, Tallahassee, Florida 32399-6500

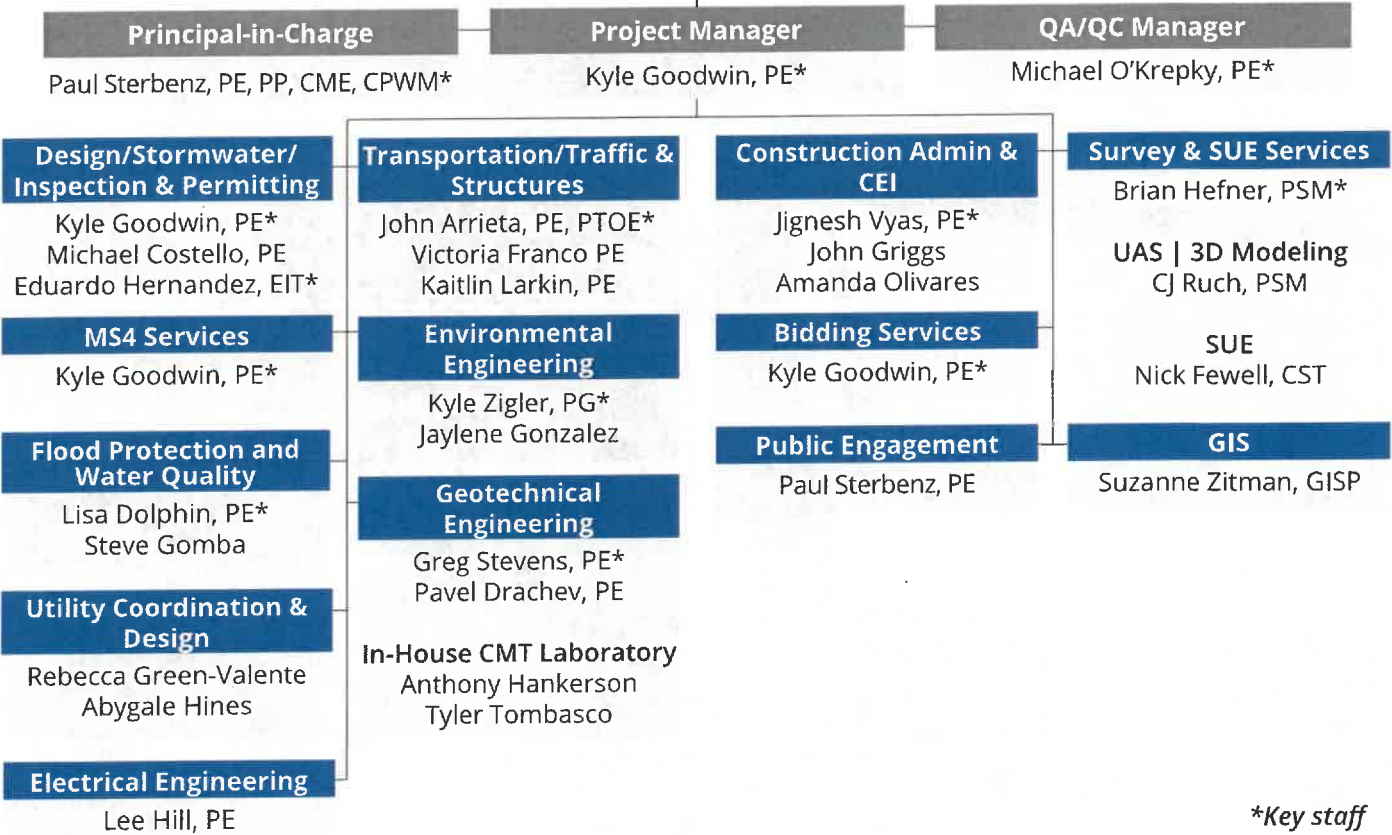
License No. 1,55370
 Expiration Date: February 28, 2024

Professional Surveyor and Mapper License
 Under the provisions of Chapter 471, Florida Statutes

BRIAN K HEFNER
 107 HILLSBEND BLVD
 LONGWOOD, FL 32779-2303

Brian K Hefner
 Signature

Organizational Chart



**Key staff*

A photograph of a construction worker wearing a white hard hat, safety glasses, and a high-visibility yellow vest with the 'Colliers Engineering & Design' logo. The worker is standing at the open rear hatch of a white van, organizing equipment including a white bucket, cardboard boxes, and a red container. The van is parked on a dirt and debris site. A blue semi-transparent box is overlaid on the left side of the image, containing the text 'Tab 3' and a larger title.

Tab 3

Services Understanding and Approach

Services Understanding & Approach

CED understands that the Town is seeking a multidisciplinary professional engineering firm to provide a wide range of engineering services, on a task work order basis, for various engineering projects including stormwater improvements, NPDES consulting, monitoring and permitting, roadway infrastructure rehabilitation, maintenance and new construction, design plans, traffic studies, construction management/administration and associated public works needs. Our experience providing services to both large and small municipalities enable CED to understand the Town's unique nature of location, population, environmental issues, financial challenges, and other unique characteristics. This allows CED to offer and provide targeted services that meet your needs.

CED has a thorough understanding of the Town's request for a design engineer, construction administration/management, planning, O&M, construction project, and NPDES MS4 management services. The following summarizes the major services, covering all six Town service needs, that we have successfully performed for projects within all project delivery phases:

Stormwater Improvements. CED has worked as individual firms and as partners for all five of the Water Management Districts throughout the State of Florida, the Department of Natural Resources, Fish and Wildlife Conservation Commission, Florida Department of Environmental Protection, and the United States Army Corps of Engineers (USACE) in the Jacksonville District and other districts nationwide. Our firm has developed innovative and cost-effective solutions that improve flood protection, maintain and improve water quality, reduce environmental impacts, and shorten construction times. Our work is of the highest technical quality and combined with our strong regulatory and public involvement experience, we offer effective and value engineering-based solutions for the most complex water resource and flooding problems. Our team of engineers have extensive experience working on stormwater and transportation projects that feature flood risk reduction and stormwater management design elements to improve flood resiliency in communities across the state.

Our water resources team can help with all aspects of FEMA floodplain issues in the Town of Windermere. We collaborate with FEMA and work within its policies to establish better planning for communities and floodplains. We are proficient with navigating complex communication challenges to address many of the emergency situations that our clients may face in its day-to-day operations and in the aftermath of a disaster.

CED is aware of the Town's 2023 Storm Water Management Plan and its goals to include the protection of the Butler Chain of Lakes water quality as these are designated as Outstanding Florida Waters. Through our experience in the area of storm water management, CED shall be able to work with the Town and its professionals in finding solutions to meet the plan's goals.

NPDES Consulting. CED provides NPDES services throughout the nation either as the appointed municipal engineer or a consultant to a municipality. Mr. Goodwin was previously the MS4 Phase II Coordinator for a city of ~34,000 population. We will serve as your partner in guiding the Town through the current legislation for developing and complying with the MS4 regulations and addressing all Minimum Control Measures including public education and outreach, public participation/involvement, IDDE, construction site stormwater runoff control, post-construction, and pollution prevention/good housekeeping. We will support the Town in its data collection, record keeping, permitting, and annual reporting. CED can also provide capital planning, asset management, and cloud-based GIS mapping systems that support both reporting requirements and stormwater infrastructure management.

Flood Protection and Water Quality. CED has developed innovative and cost-effective solutions that improve flood protection, maintain and improve water quality, reduce environmental impacts, and shorten construction times. Our work is of the highest technical quality and combined with our strong regulatory and public involvement experience, we offer effective and value engineering-based solutions for the most complex water resource and flooding problems. Our team of engineering professionals have a rich portfolio of stormwater and transportation projects that feature flood risk reduction and stormwater management design elements to improve flood resiliency in communities across the state.

Our water resources team can help with all aspects of FEMA floodplain issues in the Town. We collaborate with FEMA and work within its policies to establish better planning for communities and floodplains. We are proficient with navigating complex communication challenges to address many of the emergency situations that our clients may face in its day-to-day operations and in the aftermath of a disaster.

Monitoring and Permitting. Our experts guide our clients through the many regulations pertaining to the development of ecologically constrained sites and project areas. We specialize in assisting clients to navigate the complex and ever-changing maze of regulations that exists at federal, state and local levels. Our experienced staff consists of individuals with Masters and Doctorate degrees in the ecological fields

with certifications as Professional Wetland Scientists, Environmental Specialists, Remediation Specialists, Registered Environmental Managers, USFWS, and SWFWMD. Our professionals are committed to securing regulatory approvals in a timely and cost-effective manner and providing services construction compliance throughout the duration of the project. CED also has the experience and expertise to assist the Town in the review of development applications within the four watersheds that could impact Town facilities and impair water quality if not designed properly.

Roadway Infrastructure Rehabilitation, Maintenance and New Construction. We can provide roadway design services including Highway and roadway design, alignment studies, intersection and roundabout design, divergent diamond interchanges, ramp and complex interchange design, complete streets, markings and sign panel design, utility accommodation and relocations, roadway drainage and stormwater management, complete streets, traffic calming, safety audits and operational upgrades, ADA curb ramp design and pedestrian accessibility, railroad crossing safety audits and improvements, asset inventories and management, and ROW acquisition services.

Design Plans. CED offers design services for site civil, transportation, stormwater, water, wastewater, architectural, landscape architecture, structural, rail, electrical, park design, and many others in both the public and private arenas. We begin with comprehensive evaluations as part of the due diligence process to identify potential pitfalls and implement strategies to overcome them. We capitalize on our robust in-house capabilities and experience during the land planning and entitlement process, minimizing the need for future plan changes and delays. We have an outstanding track record of highlighting the benefits of each project with dynamic presentations to regulatory bodies and agencies to substantiate the basis for approvals.

Traffic Studies. CED's Traffic Engineering team partners with our public sector clients to provide engineering, operations, and planning solutions that improve the overall safety and efficiency of the transportation systems in our communities. Accurate and reliable traffic operational analysis is vital to a successful traffic engineering design. Without the appropriate analysis, the improvements may not achieve their intended purpose. Our team has extensive experience in traffic modeling and analysis along with utilizing various computer programs including HCS, Synchro/SimTraffic and VISIM. We also provide services for traffic impact studies, FDOT permitting and coordination, corridor analysis, wayfinding signage design, capacity analyses, demand modeling, accident/crash analyses, and development reviews.

Construction Administration/Management. We have a FDOT qualified CEI staff that work out of our Maitland office. We have extensive experience with construction administration and management. Prior to construction we can support the Town with scoping and feasibility studies, cost estimating and scheduling, constructability review, life cycle cost analysis, condition assessment and asset inventory, and community outreach. During construction we provide project documentation, submittal and design review, construction plan analysis, risk identification and avoidance, field inspection, construction reporting, utility relocation coordination and support, change orders and field conflict resolution, quality control, field material testing, safety reviews, payment application review, construction documentation, and project closeout.

Associated Public Work's Needs

Grants. Our experience encompasses the research, procurement, and administration of grants for all types of projects. We have procured and administered a range of grant types, including State Clean Water & Drinking Water Revolving Funds; Transportation Alternatives Programs; Community Development Block Grants; State Transportation Funding; Hazard Mitigation Assistance; Open Space, Recreation & Conservation Programs; Resiliency; Disaster Recovery Programs; Congestion Mitigation & Air Quality Improvement Programs; Emergency Services Funding; and Historic Preservation Programs.

Surveying Services. Topographic and boundary surveys, legal descriptions, parcel mapping, platting, highway and road corridor, mobile LiDAR, utilities survey, GPS surveying and mapping, as-built, construction records review, laser scanning, hydrographic and bathymetric surveys, utility, ROW, deformation, and displacement monitoring.

Aerial Surveying/UAS. Utilize professional grade UAS flight platforms, digital terrain modeling, critical infrastructure inspection & mapping, multi-sensor collection, change detection, LiDAR, hi-resolution imagery and video, construction monitoring and volumetrics, asset mapping and as-builts, UAS program development, and emergency management/disaster response.

Subsurface Utility Investigation and Engineering. Record research, utility adjustment and management coordination, geophysical designation, underground exposure, 3D modeling, GIS data collection, risk envelope, and georeferenced mapping.

Geotechnical Engineering. Shallow and deep foundations, excavation and underpinning, retaining structures, slope stabilization, marine and waterfront structures, dams and flood control structures,

pavements and underdrains, performance-based design and numerical modeling, karst hazards and sinkhole mitigation, seepage and groundwater control, soil improvement, and materials testing. Construction Materials Testing (CMT) Services. CED's Materials Testing Laboratory provides a full range of construction and geotechnical engineering materials testing services consisting of geotechnical (soil/rock), aggregate & concrete. Our facility is accredited by CMEC with FDOT test methods and our on-site professionals are ACI and NICET certified. We have performed testing for various projects as part of the geotechnical exploration and construction inspection and testing services.

GIS Services. Needs assessments, program implementation, data collection, mobile field applications, storymaps, mapping portals, enterprise architecture, service request and work order application support, data mapping, document management, and database integration, training.

Environmental Engineering/Consulting. Ecological and species surveys, impact studies, Phase I and II assessments, remediation, risk analysis, brownfield assessment and cleanup, and remedial action design.

Project Management Approach

CED approaches project management through initially developing a thorough understanding of your desired goals, budget limitations, schedule requirements, stakeholder involvement, anticipated risks, and necessary deliverables specific to the needs of your project. Once understood, a Work Breakdown Schedule (WBS) is created outlining the tasks, subtasks, and activities, as needed, to deliver the project's milestones and final product. Following creation of the WBS, each item is evaluated for their anticipated duration, resource availability (Town and CED), external factors, and interdependency. This information is then used to develop a project delivery road map using Microsoft Project. Critical tasks and milestones are then identified, and adjustments are made to schedule for the project. At this time, we evaluate whether the project can be successfully delivered within your constraints and if not, we will offer alternative solutions for your consideration. Once you are satisfied with the project schedule, it becomes the guiding document for the project moving forward.

Task Assignment Development and Initiation. Upon notification of a task assignment, Mr. Goodwin will coordinate directly with the Town's Project Manager to fully understand the needs and scope of the task assignment. He will then work closely with our team leaders to build a specific project team whose skillsets and expertise are most appropriate for the assignment. Our proposed project team, including subconsultants, will be clearly documented in the proposal with the

team's roles and responsibilities. Preparation of the staff hour estimate and fee will then be completed and submitted for review and negotiation. Each assignment will include a kickoff meeting to review the approach, schedule milestones, design, permitting, site specific safety requirements, field documentation, and project specific QC plan.

By involving the individuals with the specific technical expertise at the proposal development stage, our proposal and budgets are directly established by these key individuals that will be relied upon to deliver the assignment. Mr. Goodwin will review and prepare the final budget to ensure that it is both comprehensive and efficient at addressing the project goals as we understand that each Assignment is different.

Task Management. Mr. Goodwin will ultimately be accountable for delivering all assignments on time and within budget. By having regular internal discussions about the progress and design decisions of the individual task, it provides insight into status and some of the potential issues that could arise. This "hands-on" approach is crucial to maintaining the workload of the entire team so that it is managed, balanced, and reallocated as necessary.

Careful task management will allow staff and company workloads to be adjusted within established schedules for each assignment. Additional support available throughout the CED network of offices and from our subconsultant partners assures the Town of a responsive project team.

Communication. Effective communication, coordination, and collaboration between our team partners, fellow contract holders, and the Project Manager will be vital throughout this contract. This will be achieved through developing a clear understanding of the scope, defining roles and expectations, establishing clear communication protocols, open and clear collaboration and reporting, and transparency regarding both achievements and challenges.

The agenda for the kick-off meeting for each assignment and subsequent weekly team meetings includes discussions regarding project goals, schedule, progress, and performance with input welcome from all the members of the project team. In this way, our team members are fully informed regarding project status and their individual responsibilities. Kyle will closely communicate with the Town's Project Manager for all assignments with status updates for all established milestones.

Control of Schedule. The successful execution of this contract will be achieved by confirming each assignment is organized, managed, and performed to meet the

Town's delivery schedules. Upon receipt of each task, we will schedule a face to face or virtual kickoff meeting with the Town to confirm/review all scope items, project schedule, staffing/resource plan, and any required stakeholder coordination. The project kickoff meeting agenda will define the schedule, including identifying all milestones. CED will use Microsoft Project to establish project schedules that clearly define project milestones and goals. This provides comprehensive reporting of the completion of critical path activities, such as target placement, data acquisition, control adjustments, data processing, QA/QC reviews, and final deliverables. Our Project Manager will schedule individual or group progress meetings, field reviews and/or office visits, as necessary, to meet established due dates and address questions or concerns promptly as they arise.

Control of Budget. Budgets for each assignment will be tracked and maintained on a weekly basis using the project management portals included in BST Financial Software (Ver.10). This allows for monitoring of project financial details to quickly determine which activities are negatively impacting the schedule or budgets and, if required, institute aggressive corrective actions including adding resources to prevent cost overruns. Invoicing will be prepared monthly to coincide with milestone deliverables and will document the percent complete status for each assignment. CED is committed to meeting all of the "project specific" time and budget requirements for the agreed upon scope of services negotiated for each Assignment under this contract.

Risk Mitigation & Conflict Resolution Controls. CED understands that we live in an imperfect world and even when exercising the greatest amount of diligence, some uncertainties and conflicts are inevitable. As previously mentioned, CED is a multiple disciplinary firm and has experts available in every key field including design, utility coordination, permitting, and, equally importantly, construction management. Our in-house construction inspection and administration service team will be involved in each of our phase reviews. Their efforts will help us to identify and minimize areas of risk resulting in the reduction/elimination of the needs for RFI's/ change orders. In addition, Kyle and Paul bring unique design, construction, and operational experience which will further serve to identify and address areas of risk in advance of the construction phase.

Safety. Safety is a core value for CED, and we have adopted the Behavior Based Safety (BBS) model as an enhancement to our existing safety program to live a Safety Culture at work and home. We regularly inventory all personnel and vehicle safety equipment and mandate using daily Health & Safety Checklists forms signed by all crew members. In addition, daily "tail gate" meetings are held on-site to assess, communicate, and eliminate, potential site-specific safety issues. However, if a

member of the CED team determines that any activity on the job site poses an imminent hazard, they have stop work authorization until appropriate action is taken, and the deficiency is addressed. This commitment to safety also extends to our subconsultant partners.

QA/QC Program

CED has a strict policy to establish, commit to, implement, and monitor a Quality Assurance/Quality Control (QA/QC) program for every project, allowing for the production of quality deliverables for our clients. This QA/QC program is continually monitored to maximize its success and to identify possible improvements. Each CED employee is a part of this QA/QC program. Their use of carefully managed processes, guidelines, and state-of-the-art tools is conducive to the creation of products and services which meet defined client requirements.

Quality is accomplished through standardized field and office workflows and a series of systematic reviews throughout each assignment and documenting production process.

To achieve the highest possible quality, deliverables for each assignment will be reviewed by a qualified independent reviewer from the appropriate technical discipline. Our QCP for all submittals is comprehensive in nature, having a minimum of two reviewers for every assignment. As depicted in the diagram below, each reviewer follows a strict order of process which involves thorough back-checking of all documentation. The reviewer's comments will be coded in **RED**, plans will be updated per the comments and noted in **GREEN**, and the back checker will verify the changes are made with **BLUE** ink. The final step of the process is a QA review by senior project management to ensure the QCP process was followed.

No. _____	Date: _____
CHECK PRINT	
Dwg. Checked against calcs. And calc. check confirmed	
By: _____	Date: _____

Checked By: _____	Date: _____
Backchecked By: _____	Date: _____
Corrected By: _____	Date: _____
Verified By: _____	Date: _____



Given our location and availability, we will meet or exceed the Town's expectations for responsiveness. With the wide selection of service lines that our company offers for the subject contract, we are able to reduce the amount of oversight and contracting efforts by leveraging multiple service lines on a single contract. In addition, Mr. Goodwin, as a dedicated and proven contract/project manager, will coordinate the multiple service lines on projects to simplify the organizational structure when executing projects. This will save the Town valuable resources and effort.



Tabs 4, 5, 6

Form of Contract, Legal, & Conflict of Interest

Proposed Exceptions

Indemnification

26. Engineer shall indemnify, ~~defend~~, save and hold harmless the Owner and its officials, officers and employees to the fullest extent permitted by law from and against all claims, damages, losses, and costs, including but not limited to reasonable attorneys' fees to the proportionate extent caused by the negligence, recklessness, or intentional wrongful conduct of Engineer and any other persons employed or utilized by Engineer in the performance of this Agreement. The provisions of this paragraph shall survive the expiration or earlier termination of this Agreement.

Document Ownership

ARTICLE 3 COPYRIGHTS AND LICENSES

§ 3.1 Drawings, specifications, reports, and all other documents, including those in electronic form, prepared by the Engineer and the Engineer's consultants ("Design Documents") are the sole and exclusive property of the Owner, shall be considered as being specially ordered by Owner as "works made for hire" under 17 U.S.C. §101, and may be used in any manner at the sole discretion of Owner. Owner shall have full and sole ownership rights to the Design Documents, regardless of any payment disputes with Engineer. Engineer shall furnish Owner with such reproductions of any Design Documents as the Owner may request at any time in both electronic and printed form. Any reproductions shall be the sole and exclusive property of the Owner who may use them without Engineer's permission for any purpose determined to be proper by the Owner. Owner shall own all rights, copyrights, or other intellectual property there may be with respect to the Design Documents. In the event that the Design Documents are held not to be "works made for hire", then Engineer agrees that all Design Documents, whether in final form or draft, which result from any Services performed by Engineer under this Agreement, are hereby assigned exclusively to Owner, including any copyright, patent, trademark, and all other intellectual property rights. In all cases, Engineer further hereby expressly assigns all of its present and future rights therein to Owner, and agrees to execute and furnish, and to cause all the Engineer's consultants to execute and furnish, in favor of Owner separate assignment documents from time to time as requested by Owner. Any use or reuse of ENGINEER's Documents by OWNER for projects they were not intended and/or without the professional involvement of ENGINEER shall be at OWNER's sole risk without liability to ENGINEER.

Legal

As a large, nationally recognized engineering design and consulting services company, Colliers Engineering & Design has, within the past year, been involved in certain claims and litigation. We value the confidences of our clients as well as our contractual commitments to confidentiality and strive to avoid disclosures to and/or with third parties of the circumstances involving other engagements and clients. We would take the same position with information regarding our work on your engagement. We can, of course, confirm that there are no claims or litigation of any kind that could reasonably be expected to have a material adverse impact on, or conflict with, Colliers Engineering & Design's performance and its ability to provide the services required for this engagement.

Conflict of Interest

CED has no conflict of interest in regards to this contract.



Tab 7

Forms

EXHIBIT C

KEY EMPLOYEE LIST



Kyle Goodwin, PE, is our proposed Contract/Project Manager and primary point of contact for the Town. His experience includes program and project management, civil design, stormwater design and management, permitting, and public engagement as both a private and public professional. As an experienced senior project manager, who has managed over 45 multidisciplinary projects for Florida cities, counties, and water districts, Kyle excels at project delivery activities from project inception through completion within study, design, bidding, and construction project phases. He will remain involved in the day-to-day operations, as needed, and is directly responsible to the Town for our performance on all project Tasks. Kyle also brings additional perspectives to the team from his prior experience as a City Engineer managing capital programs, operations & maintenance programs, and the MS4 program.



Paul Sterbenz, PE, will serve as the Principal-in-Charge. Mr. Sterbenz is an authorized signatory with full authority to make representations and to negotiate for the firm. He has been providing municipal and civil engineering services for more than 35 years. Mr. Sterbenz has been accountable for the management of municipal capital projects from concept design through construction as well as the review of plans, reports, and other documents for developer sponsored projects submitted to Planning Boards and Zoning Boards of Adjustment.



Michael O'Krepky, PE, will serve as the QA/QC Manager. He has engineering industry experience spanning over two decades, including civil design, project engineering, and project management for public and private sector clients. He has worked on a variety of project types, including site development, drainage and roadway infrastructure, new facilities, mining, reclamation plans, and environmental remediation. Mr. O'Krepky has coordinated utility installation and conflict, managing private developers involving DOT facilities and municipally and privately owned sewer, water, stormwater, electric, telecommunications and gas utilities.



John Arrieta, PE, PTOE, will serve as the Traffic Engineering Lead. He is a Lead Senior Traffic Engineer with over 26 years of experience, in transportation/traffic engineering, planning and traffic signal design. His technical expertise includes traffic operational and safety analyses and development of feasible improvements; signal warrant analysis, signal timing and operational analysis, and signal design; data collection: traffic counts, travel time and delay studies; traffic forecasting; traffic calming; preparation and review of Interchange Access Requests (IOAR, IMR, SIMR, and IJR); preparation and review of site traffic impact studies; and policy and (long-range planning).



Eduardo Hernandez, EIT, will serve as the Stormwater Design Lead. He has over 12 years of experience in the construction and engineering industry. He has managed the design and construction of numerous residential, office, industrial, educational, municipal, retail, mixed-use, and agricultural projects in Florida. He has successfully obtained numerous permits in different counties and cities in Florida.



Jignesh Vyas, PE, will serve as the Construction, Engineering, & Inspection (CEI) Lead, and has extensive experience on heavy construction and maintenance projects in different capacities ranging from a field inspector to an Area Construction Engineer/Project Manager. His experience includes administration of infrastructure projects of various types such as design-build, LAP, Streamlines, Bid-quantity, Incentive-disincentive and Lane-rental. Jignesh has gained extensive work experience as a Construction Program Manager/ACE related to various contracts and policy management.



Greg Stevens, PE, will serve as the Geotechnical Lead and has over 17 years of experience. He has managed geotechnical design projects for numerous public and private sector clients. He has organized and executed geotechnical explorations, performed analyses and designs, prepared technical reports, and maintained project budgets. Mr. Stevens' geotechnical analyses and design experience includes shallow and deep foundations, berm stability, transportation, land development, forensics, sinkholes, ponds, and pavement coring. He is well-versed in industry software such as FB-Deep, L-Pile, Settle3D, Geoslope Suite (Seep/W and Slope/W), Allpile, and SigmaPlot.



Kyle Zigler, PG, will serve as the Environmental Services Lead. Mr. Zigler is a Senior Geologist with over 16 years of experience in the field of environmental assessment and remediation. He has managed numerous environmental projects for public, private, and large utility industry clients. Mr. Zigler has successfully led and executed numerous projects including environmental due diligence; underground storage tank removals; petroleum and solvent assessment, cleanup, hydrological design, emergency spills, and hurricane response. His responsibilities on those projects include developing work scope and budgets; leading field efforts; preparation of technical reports; and maintaining project budgets.



Brian Hefner, PSM, will serve as the Survey Services Lead. Mr. Hefner has over 35 years of surveying experience and 25 years of experience as a practicing surveyor responsible for management, operations, and marketing. Mr. Hefner has served as the primary client manager and Project Manager for many clients, including Duke Energy, AGL Florida Cities Gas, Army Corps of Engineers, Southwest Florida Water Management District, Orange County Utilities, and many private clients. He successfully integrates surveying, SUE, GPS, terrestrial scanning, and Mobile LiDAR operations with that of water resource, design engineering, and photogrammetric services.



Lisa Dolphin, PE, will serve as the Water Resource Engineering Lead, specializing in watershed hydrology, hydraulic modeling for bridge, culvert, and stream restoration projects, highway drainage, dam safety, FEMA compliance, bridge scour, levee/floodwall studies, and green infrastructure. Ms. Dolphin has successfully managed both large and small-scale engineering projects, studies and design reports that provide solutions to flood risk management challenges and ensures the delivery of quality projects on time, within allocated budget.

Exhibit D
DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED Respondent CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.
2. 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 violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. 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 quote, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to any violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Date: 3 \ 4 \ 24

Signature: 

Printed Name: Paul Sterbenz, PE

Title: Senior Principal

Company: Colliers Engineering & Design, Inc.

Exhibit E

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The Town requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub-recipients of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By signing this document, the Respondent hereby certifies their commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the sub-recipient and/or its contractors.

Company Name: Colliers Engineering & Design, Inc.

Authorized Representative Name and Title: Paul Sterbenz, PE | Senior Principal

Signature of Authorized Representative: 

Exhibit F
NON-COLLUSION OATH

STATE OF Florida.....
COUNTY OF Hillsborough.....

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared:

Paul Sterbenz, PE _____ and made oath that the Respondent herein, its agents, servants, and/or employees, to the best of its knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract.




Affiant Signature

Sworn to (or affirmed) and subscribed before me this 4th day of March _____
2024, by Paul Sterbenz _____

[STAMP HERE]



Michelle F Eguia
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG977207
Expires 4/8/2024



Signature of Notary Public
State of Florida _____

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

Exhibit G
GOOD FAITH AFFIDAVIT

I hereby propose to provide the services requested in the Town's RFQ and, if awarded, enter into a contract with the Town. I agree that the terms and conditions of the Town's RFQ shall take precedence over any conflicting terms and conditions submitted with my proposal and agree to abide by all conditions of the RFQ, unless a properly completed Exceptions to Solicitation form is submitted. I acknowledge that the Town may not accept the proposal due to any exceptions.

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

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, company or corporation submitting a proposal for the same product or service; no gratuities, gifts or kick-backs were offered or given by the Respondent or anyone on its behalf to gain favorable treatment concerning this procurement; no elected official, employee or agent of Town or of any other company is interested in said proposal; and that the undersigned executed this affidavit with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Colliers Engineering & Design, Inc.
Company Name

1101 N. Lake Destiny Rd, Suite 415
Mailing Address

Maitland, FL 32751
City, State & Zip Code

Paul Sterbenz
Authorized Signature

877.627.3772
Telephone Number/Fax Number

Paul Sterbenz, PE | Senior Principal
Name & Title, Printed

paul.sterbenz@collierseng.com
Email Address

State of Florida

County of Hillsborough

This foregoing instrument was acknowledged before me this 4th day of March 2024, by

Paul Sterbenz, who is personally known to me or produced _____ as identification.

M F Eguia
Signature of Notary

[STAMP HERE]





Engineering & Design

Colliers Engineering & Design is a trusted provider of multi-discipline engineering, design and consulting services providing customized solutions for public and private clients through a network of offices nationwide.

For a full listing of our office locations, please visit colliersengineering.com

1 877 627 372

*Civil/Site • Architecture • Traffic/Transportation • Governmental • Survey/Geospatial
Infrastructure • Geotechnical/Environmental • Telecommunications • Utilities/Energy*

Accelerating success.

Prepared for: Town of Windermere

Opening Date: March 6th, 2024- 3pm

REQUEST FOR QUALIFICATIONS: FOR CONTINUING ENGINEERING SERVICE

RFQ# 2024-01



T H E
B E T A
J O N E S
G R O U P
A CIVIL ENGINEERING FIRM
EXPEDITING DEVELOPMENT



Luis A. Betalleluz
7380 W. Sandlake Rd, Suite 500
Orlando, FL 32819

Office (786) 284-8828
Email: contact@betajones.com

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TAB 1
COVER LETTER



March 5, 2024

**THE BETAJONES GROUP, INC. – COVER LETTER
TOWN OF WINDERMERE**

REQUEST FOR QUALIFICATIONS- CONTINUING PROFESSIONAL ENGINEERING FIRMS

We firmly believe we are the most qualified firm and team to work on this project with a plethora of awarded Continuing Professional Engineering Contracts with a variety of Cities and Counties throughout Florida, our nearby experience and understanding of Jurisdictional Agencies in the area, and our detailed knowledge in different categories of Civil Engineering Municipal Solutions depending on the specific situation, location, and geology; and the balance between technical expertise and real-world scenarios by understanding and being able to design and select the most cost efficient and/or long-term solutions for the Town of Windermere.

With proven professional engineering experience working throughout the entire state Florida, including a measured history of CCNA Contracts and related professional specialties applicable to this project: Municipal Projects (Project Manager and / or Civil Engineer of Record), Local Projects, County Projects, Water/Wastewater/Drainage, Drainage, Leak Detection Studies, Permit Review, Studies, Sanitary Sewer System Certifications, Design for Residential, Municipal, Commercial, Industrial Sites, Parks, Airports, Golf Courses, Roadways, Site Development, Redevelopment, and Multiple LEED Certified Projects, Our Civil Engineering Licensed Professional Engineers and Staff bring solid and proven experience applicable to Municipal Engineering Solutions.

EXECUTIVE SUMMARY

The BetaJones Group, an S Corporation founded on August 21, 2006, is a Florida full-service Site/Civil Engineering Consulting firm made up of professionals that have previously worked with Top Engineering Firms in the nation; and with more than 4 decades of project and design experience, serving as the client's engineering consultant throughout the development process providing services needed for every phase including: Feasibility Studies, site planning, engineering design, regulatory permitting, and construction oversight. Our services apply for new development, redevelopment, and rehabilitation projects in all types of land use:

- Residential
- Commercial
- Industrial
- Municipal

The BetaJones Group, Inc. combines the experience of individuals who have worked in virtually every aspect of Civil/Site Design, Development, and Permitting across the entire state of Florida, the Southeastern United States, and the Caribbean. Specializing in Commercial, Residential, Industrial, and Municipal projects; the firm's "*Expediting Development*" attitude signifies the importance of efficiency by completing projects on schedule and within budget.

Our Central Florida Office is located at 7380 W. Sand Lake Road, Suite 500, Orlando, Florida 32819, which allows our professional staff to be close to Orange County's and the Town of Windermere's regulatory agencies for fast turnaround times. Our general email address is contact@betajones.com.

The BetaJones Group has 2 Full Time Professional Engineers and over 10 Technical and Support Staff

KEY PERSONNEL

The BetaJones Group- Prime/ Civil Engineer

1. Luis A. Betalleluz, P.E.- Principal/ Civil Engineer
2. Michelle C. Lopez- Marketing Specialist
3. Wayne M. Dolese- Business Development

Terracon- Geotechnical and Construction Materials Testing

1. Shenna McMaster, P.E.- Senior Project Geotechnical Engineer

2. Oswaldo Quezada- Sr. Project Manager

LTG Engineering & Planning- Planning and Traffic

1. Kady L. Dearing, P.E.- Traffic Engineer
2. Bakhan Hamagharib- Senior Transportation Analyst

Allen & Company- Surveyor

1. Mark Follis, PSM- Senior Project Manager

An array of Civil Engineering services are offered at The BetaJones Group, Inc. from design and permitting of sites, drainage, roadways, water/sewer systems, and pump stations, to in-depth studies, inspections, and investigations as well as construction observation and contract administration.

Types of projects range from the complete development of a site to single phase projects such as permitting and bringing an existing site up to code compliance (i.e., parking issues, utility compliance, setback and buffer issues, stormwater and drainage design, etc.). BetaJones Group professionals have worked on many **site plans, multi-family condominiums/apartments, subdivisions, building additions, site rehabilitations, major infrastructure repairs, LEED Certified Projects, Sustainable / Green sites, golf and country clubs, high rises, educational facilities, office buildings, retail centers, lifestyle centers, mix-used developments, strip malls/outlets, warehouses, industrial/commercial parks, cemeteries, waterways, national parks, highway systems**, and other complex structures. Some of our representative client list includes:

<ul style="list-style-type: none"> • Walt Disney World • Winter Park Design • The Florida Department of Transportation • The United States Department of Military Affairs • The United States Corps of Engineers • Stanbery Development • Colliers Arnold International 	<ul style="list-style-type: none"> • USAA Realty Company • The Columbus Center • Florida Fish and Wildlife • Miami-Dade County • Broward County • City of Marathon Key • City of Pembroke Park • The City of Marathon Key • The City of Miami Gardens • Broward County Public Schools • The Seminole Tribe of Florida 	<ul style="list-style-type: none"> • Dezer/Trump Development Group • The Related Group • Autonation • Arnold The Palmer Design Group • Deering Bay Golf and Country Club • City of Pinecrest - Pinecrest Gardens • Various Architectural Companies • Various Construction Management Companies
--	--	--

As Land Development issues continue to become more complex, costly, and time-consuming; the need for rapid resolution of problems as well as the desire to be confident in the quality of the end product means that an efficient, responsive Civil Engineering team with knowledge, experience, and talent needs to be introduced in order to assist Clients in reaching their goals.

COMMITMENT TO PERFORM WORK

We also wanted to express our solid commitment to perform the work within the agreed time period and availability to FULLY participate on this project and to take a lead role in providing solid and proven professional services. Our schedule is always manageable and set to provide dedicated people to each project and maximize our customer service and satisfaction to the client.

Cordially,



Luis A. Betalleluz, P.E.

Principal

The BetaJones Group, Inc.
7380 W. Sand Lake Road, Suite 500
Orlando, Florida 32819

business line: 786.284.8828
direct phone: 786.564.6276
email: luis@betajones.com

An aerial photograph of a parking lot. A blue car is parked in a space. To its right is a long, narrow planter box containing several small green shrubs. The parking lot is marked with white lines. The text "TAB 2 QUALIFICATIONS" is overlaid in the center of the image.

TAB 2
QUALIFICATIONS



March 5, 2024

THE BETAJONES GROUP
TOWN OF WINDERMERE

REQUEST FOR QUALIFICATIONS- CONTINUING PROFESSIONAL ENGINEERING FIRMS

We wanted to thank you for the opportunity to bid on this project. Based on the service requirements, we have included many projects which highlight our professional experience over the years and related municipal and drainage projects which you seek. We are sure you will be impressed with the level of technical excellence, practical experience, and client responsiveness that The BetaJones Group brings to every aspect of our work. Current Municipal Continuing Service Contracts Include:

- ■ **CURRENTLY UNDER CONTRACT: Oakland Park CCNA (3-5 Year Contract)**
 - Project Manager and Civil Engineer of Record on all Municipal Projects
 - Broward County, Florida
- ■ **CURRENTLY UNDER CONTRACT: Town Hillsborough Beach CCNA (5 Year Contract)**
 - Project Manager and Civil Engineer of Record on all Municipal Projects
 - Broward County, Florida
- ■ **CURRENTLY UNDER CONTRACT: Town of Pembroke Park CCNA (5 Year Contract)**
 - Project Manager and Civil Engineer of Record on all Municipal Projects
 - Broward County, Florida
- ■ **CURRENTLY UNDER CONTRACT: Miami Gardens CCNA (3-5 Year Contract)**
 - Project Manager and Civil Engineer of Record on all Municipal Projects
 - Miami-Dade County, Florida
- ■ **CURRENTLY UNDER CONTRACT: City of Marathon Key CCNA (5 Year Contract)**
 - Project Manager and Civil Engineer of Record on all Municipal Projects
 - Monroe County, Florida
- ■ **CURRENTLY UNDER CONTRACT: City of Hallandale Beach CCNA (5 Year Contract)**
 - Project Manager and Civil Engineer of Record on all Municipal Projects
 - Broward County, Florida

Municipal and Nearby Project Experience including experience in drainage, wetland, reclamation, rehydration and/or surface water management projects constructed:

- ■ **State Park: Florida Fish & Wildlife CC - Royce Unit**
 - 2,700 Acre Hydrologic Study and Hydraulic Restoration Project
 - Highlands County, Florida
- ■ **Disney Resort: Walt Disney World Shades of Green Resort**
 - Civil Engineer of Record in the Hydraulic Study, Design, and Renovations of the Resort's Entertainment Pool Area, including adjacent recreational facilities, study and modification of existing infrastructure.
 - Buena Vista, Orange County, Florida
- ■ **Private Projects: Winter Park Estates Drainage Improvements**
 - Civil Engineer of Record in drainage improvements in the development of many High-End Estate Homes in Winter Park under Renowned Architect – Gary Hancock - Winter Park Design .
 - Winter Park, Orange County, Florida
- ■ **Disney Property - Private Projects: Golden Oaks Drainage Improvements**
 - Civil Engineer of Record in drainage improvements in the development of High-End Single-Family Estate in Walth Disney World and Four Seasons Property Park under Renowned Architect – Gary Hancock - Winter Park Design.

- Walt Disney World Property, Orange County, Florida
- ■ **Private Projects: Packett Medical Center**
 - Civil Engineer of Record in the Design, Permitting and Construction Administration for the development of a Medical Office Complex with Multiple Buildings adjacent to a Lake. Project Included detailed simulation of an interconnected drainage system and coordination with Environmental Wetland Impact Design.
 - Lakeland, Florida
- ■ **Municipal Project: City of Hallandale Master Pump Station 9 rebuild, upgrades, and modernization.**
 - Assessment, Pump Station Upgrade, and Modernization of the City's PS9 System to handle Future Flow up to the year 2030. Design, Permitting and Full System Upgrade as part of a Master Sewer Plan Update throughout the whole City.
 - Hallandale Beach, Broward, Florida
- ■ **Municipal Project: City of Hallandale 7th Street and North Dixie Highway Drainage Improvements.**
 - Civil Engineer of Record in the Design, Permitting and Construction of Roadway Drainage Improvements Serving NW 7th Street serving 2 City Blocks between 2nd Avenue and North Dixie Hwy.
 - Hallandale Beach, Broward, Florida
- ■ **Municipal Project, Educational Facilities: SJRCC Performing Arts Center**
 - Design, modeling, and permitting of site, drainage, and utilities St. John River Community College Arts Center
 - Middleburg, Clay County, Florida
- ■ **Municipal Project, Educational Facilities: Santa Fe Community College – Pond A**
 - Design and Permitting of 20-Acre Master Stormwater Plan.
 - NPDES Construction Activity Report
 - Stormwater Pollution Prevention Plan
 - Gainesville, Alachua County, Florida
- ■ **Government Facilities: Border Patrol Detainee Center**
 - Design, modeling, and permitting of site, drainage, and utilities for the Department of Homeland Security on a 4.3 acre wetland. Project included major drainage design and permitting with the U.S. Corps of Engineers.
 - NPDES Construction Activity Report
 - Stormwater Pollution Prevention Plan
 - Dania Beach, Broward County, Florida
- ■ **Educational Facilities: Mc Fatter Technical School Improvements**
 - Site Fire Suppression System Modernization to Old School Buildings
 - Davie, Broward County, Florida
- ■ **Tropical Memorial Park Track and Field Stadium - Development of an Olympic Certified Track & Multi-Purpose Artificial Turf Sports Field (Soccer, Lacrosse, Football).**
 - Design and Permitting to upgrade the Tropical Park Track and Field Sports Stadium to include a USATF and IAAF Certified Olympic Track & Field Events Area and an NCAA Certified Artificial Turf Sports Multi-Purpose NCAA and High School Association Certified Field for Football, Soccer and Lacrosse; with additional site improvements including the Master Stormwater Plan for the Stadium and Stadium Light Renovation. Design of Interconnected Drainage System to Park Master Stormwater Drainage System which includes 3-30 Acre Lakes (2 as conservation wetlands, 1 as a recreational lake)
 - **Project received a National Award for Top Park Projects in the Country.**
 - Miami-Dade County, Florida

ADDITIONAL PROJECT EXPERIENCE AND REFERENCES AVAILABLE UPON REQUEST.

Luis A. Betalleluz, P.E., LEED A.P.
President

Graduate of the University of Florida's College of Engineering and President of The BetaJones Group, Mr. Betalleluz provides leadership, professional business ethic, as well as technical expertise in managing, designing, permitting, coordinating, inspecting, and reviewing Civil Engineering Projects. He is a former the Chair of the Builders Association of South Florida's Green Building Council and Environmental Code Committees; and a member of the American Society of Civil Engineers, Builders Association of North Central Florida, American Water Resources Association, Environment and Water Resources Institute, and Transportation and Development Institute. In 2009 and 2010 Mr. Betalleluz was selected by the National Home Builders Association to Judge the best communities built in Florida at the Florida Parade of Homes. In his early profession, Mr. Betalleluz worked for the **White House** Advance Team under President William Jefferson Clinton.

Mr. Betalleluz's civil engineering experience expands across the state of Florida and the Caribbean in both the public and private sectors. His areas of expertise include: project management, comprehensive permitting, site planning, stormwater management facility design, utility transmission system design, grading plan design, hydraulic studies, and LEED certification. His experience includes the planning and design of hydrologic restoration, mitigation projects, new development, renovations, commercial, residential, industrial, and municipal sites. He has performed site-civil services on major projects such as: large residential subdivisions, residential condominiums/buildings, site rehabilitation, commercial centers, industrial parks, mixed-use sites, college campus additions, and roadways.

Mr. Betalleluz also brings specialized services such as extensive experience in the FDEP NPDES Program for Industrial and Construction Activities. Additional expertise in erosion & sedimentation control design & inspection, including Stormwater Pollution Prevention Plans (SWPPP), Cost-Benefit analyses, and construction estimates.

PROFESSIONAL REGISTRATIONS AND CERTIFICATIONS

- ■ Florida Registered Professional Engineer # 65892
- ■ LEED Accredited Professional – New Construction – USGBC
- ■ AdICPR Stormwater Modeling - Advanced Training Program Certification
- ■ Certified NPDES Erosion Control Mgmt. Inspector – FDEP
- ■ Certified for Maintenance of Traffic (MOT) Plan Design - ATSSA
- ■ Certified in Sales Engineering – University of Florida

EDUCATION

- ■ B.S. Civil Engineering – University of Florida
- ■ Minor in Business Administration – University of Florida

PROFESSIONAL EXPERIENCE

- ■ **The BetaJones Group, Inc. –Miami, Florida - Present**
 - President
- ■ **Langan Engineering and Environmental Services - Miami, Florida - Past**
 - Site-Civil Engineering Department Manager - Miami Office
- ■ **Water & Air Research, Inc. - Gainesville, Florida - Past**
 - Civil/Land Development Engineer
 - Engineer Technician
- ■ **Peter Kiewit Sons' Inc./ Gilbert Southern Corp. - Ft. Lauderdale, Florida - Past**
 - Civil Engineer

PROFESSIONAL SERVICE AREAS

■ ■ Site Plan Design

- Property Condition Assessments
- Due Diligence
- Conceptual Layout
- Final Site Plan

■ ■ Site-Civil Engineering Design & Permitting

- Green Building Design
- Stormwater Management Facilities
- Paving, Grading, and Drainage
- Utility Transmission Systems
- Maintenance of Traffic (MOT) Design
- Waste Management Master Plans

■ ■ Erosion and Sedimentation Control Plans

- NPDES permitting and inspections
- Stormwater Pollution Prevention Plans
- Industrial activity control reports
- Construction activity reports

■ ■ Floodplain Studies

- Floodplain limit analysis
- F.E.M.A. Floodplain Certifications

■ ■ Construction Engineering Administration

- Construction Estimates
- Cost-Benefit Analysis
- As-Built Certifications

■ ■ Hydrologic Restoration

- Historical site analysis
- Watershed delineation
- Groundwater Modeling
- Mitigation Planning and Design

■ ■ SSES Studies and Certification

■ ■ Design-Build

PROJECT REFERENCES

■ ■ Miami-Dade County Youth-Fair and Exposition - Sanitary Sewer Evaluation

- Client: Miami-Dade Parks, Recreation, and Open Spaces
- Client: Miami-Dade Parks, Recreation, and Open Spaces
- Contact Person: Mr. Julio Ramos, Project Manager
 - Phone: 305-773-4189
 - Email: Jramos@commodoremgt.com
- Reference Project Description: Served as Project Engineer.
- Initial Cost: \$250,000
- Actual Cost: \$250,000
- Date of Completion 2015
- Study, detailed analysis, and rehabilitation of the existing fairground's 40-year old sanitary sewer system including over 5-Miles of pipe, pump station, sewer laterals, mains, manholes, and cleanouts.
- Miami-Dade County, Florida

■ ■ Pinecrest Gardens ADA Renovation Park Project – Study of ADA Accessibility throughout the Park's existing pathways and bringing the pathways to compliance with ADA Code

- Client: Village of Pinecrest
- Contact Person: Mr. Ryan Ruiz, Parks Manager
 - Phone: 305-669-6916
 - Email: RRuiz@pinecrest-fl.gov
- Served as Project Manager/ Engineer of Record/Head Designer.
- Initial Cost: \$1.2 Million
- Actual Cost Currently: Construction \$1.2 Million
- Date of Completion: February 2022
- Design and Permitting to design the ADA Compatible Pathways of a 20-Acre Botanical Garden Park
- Pinecrest, Miami-Dade County, Florida

■ ■ Live Like Bella Park Community Center – Design of a Silver LEED Certified 6,000 SF Community Building

- Client: Miami-Dade Parks, Recreation, and Open Spaces
- Contact Person: Mr. Ivan Fajardo, Project Architect
 - Phone: 305-753-3937
 - Email: ifajardo@civicagroup.com
- Served as Project Civil and Structural Engineer/ Engineer of Record.
- Initial Cost: Currently Under Construction (Approximately \$1.5 Million)
- Actual Cost Currently Under Construction
- Date of Completion 2020
- Civil and Structural Design and Permitting of an 8.6 Acre MDPROS Park Improvement Project.
- Silver LEED Certification, Miami-Dade County, Florida

Shenna McMaster, P.E.

SENIOR PROJECT GEOTECHNICAL ENGINEER

PROFESSIONAL EXPERIENCE

Ms. McMaster has 25 years of extensive experience in Central Florida in all aspects of geotechnical engineering, construction materials testing and evaluations, hydrogeologic studies for rapid infiltration systems, slow rate application of re-use water, sinkhole potential evaluations, and risk and remediation. Ms. McMaster will coordinate and provide project engineering services on all geotechnical engineering tasks. Her experience includes geotechnical consulting for K-12 schools, colleges and universities, roadways, bridges, subdivisions, utilities, and various commercial buildings/facilities.

PROJECT EXPERIENCE

Country Club WTP Upgrades, Lake Mary, Florida

Project Engineer to perform geotechnical engineering for major upgrades to the existing Country Club WTP. The project was on an accelerated schedule due to increased water demands in the area. Improvements to the site included multiple structures including two 1 million gallon ground storage tanks. A bridge for an access road was also part of this project.

Oviedo Boulevard Reclaimed Water Line, Oviedo, Florida

Project Engineer. The project included geotechnical engineering to support the design of a replacement reclaimed water line along the right of way of Oviedo Boulevard.

Hagerty High School, Oviedo, Seminole County, Florida

Project Manager. The project included the construction of a new high school campus at an existing middle school campus- including buildings, pavement areas, playfields, and stormwater management facilities.

University of Central Florida Student Union Expansion, Orange County, Florida

Project Manager. The project included geotechnical engineering recommendations for a building addition to the existing UCF Student Union Building.

University of Central Florida Hitt Library, Orange County, Florida

Project Manager. The project included geotechnical engineering recommendations for a 5-story building addition to house a robotic document retrieval system at the existing UCF Library.

Barnett Park, Orange County, Florida

Project Manager. The project included geotechnical engineering services for new soccer fields at the existing park facility. Underdrains were utilized to improve drainage due to high groundwater conditions. A restroom facility supported on helical piles due to unsuitable soils was also included.

City of Melbourne Lift Station 18 Force Main, Brevard County, Florida

Project Engineer to provide geotechnical engineering services for the project involving utility the addition of forcemain adjacent to lift station 18.

C2 Hotel, Lake Buena Vista, Florida

Project Manager. Geotechnical exploration performed for the proposed 14-story hotel. Various foundation options, including shallow foundations with ground improvement and mat foundation options were evaluated.

Creative Village Student Housing, Orlando, Orange County, FL

Project Manager. The proposed project included 15 stories of retail, academic, amenity, and student housing uses on a deep foundation system.



EDUCATION

Bachelor of Science, Civil Engineering, University of Central Florida, 1997

REGISTRATIONS

Professional Engineer: Florida, No. 57537, 2001

AFFILIATIONS

American Society of Civil Engineers

YEARS OF EXPERIENCE

Years with Terracon: 25
Years with other Firms: 0

Oswaldo Quezada

SR. PROJECT MANAGER

PROFESSIONAL EXPERIENCE

Mr. Quezada has 28 years of experience in the construction industry and construction materials testing discipline including field inspections for soils, concrete, soil cement, reinforcing steel, structural steel, and fireproofing materials. Also, he is highly knowledgeable in all facets of construction materials laboratory testing and has experience in construction management. Mr. Quezada is also familiar with concrete maturity testing; having utilized the process on several large Orlando projects. He has served in the roles of Superintendent, Construction Quality Control Manager, and Inspector for numerous large-scale vertical construction projects in New York City and Central Florida. He is highly skilled in structural inspection of reinforced concrete and masonry buildings.

PROJECT EXPERIENCE

Dr. Phillips High School, Orlando, Florida

Project Manager to provide construction materials testing and threshold inspection services for the construction of five new buildings, varying from one to two stories, and the renovation of existing buildings within the high school campus, all totaling approximately 485,000 square feet. The new buildings were constructed on a shallow foundation system with a 4" and 5" slab on grade. The composite metal deck elevated slab and roof system is supported by structural steel beams, columns and joists, concrete tilt-up wall panels and structural load bearing masonry walls. There was also construction of non-load bearing masonry walls as part of the buildings' renovation.

Eustis Water Treatment Facility Upgrades, Eustis, Florida

Senior Project Manager to provide miscellaneous materials testing services for demolition of a 500,000-gallon elevated steel water storage tank and the construction of a new 500,000-gallon pre-stressed concrete ground storage tank with tray aerator for the City of Eustis.

Nemours Children Hospital, Orlando, Florida

Served as the project manager of materials testing and threshold inspection services during construction of the 630,000-square-foot facility that features a 95 in-patient bed tower, emergency department, diagnostic and ambulatory programs, education and research centers, integrated with an outpatient clinic on a 60-acre greenfield site and an additional 6-story precast Parking Garage.

UCF College of Medicine at Lake Nona, Orlando, Florida

Served as the project manager of materials testing and threshold inspection services during construction of the 4-story, 171,000 square foot building for the new UCF College of Medicine campus located on 50-acres in Lake Nona, Florida. The building houses all medical school functions, including the medical library, lecture halls, classrooms, teaching laboratories, state-of-the-art simulation learning laboratories and a clinical skills center. Additional spaces include faculty and administrative offices, kitchen and adjacent dining areas, public gathering spaces, media production room, and a student lounge and workout room.

Orlando International Airport, Orlando, Florida

Served as Terracon's Project Manager of construction materials testing for GOAA's Runway 18R-36L Rehabilitation & Related Work (BP-434), A13 H-229 B Side Structural Repairs, Taxiway A Rehabilitation and Improvements (BP-411), Taxiway B-2 Extension and Taxiway B-1 Rehabilitation (BP-428), Airside 4 Emergency Power Infrastructure Improvements (BO-402E), and of threshold inspections and structural steel observations/tests for Baggage Handling System Infrastructure Renovation on Side B, Level 2 (BP-419).



EDUCATION

B.S. Civil Engineering, New Jersey Institute of Technology
May 1995

CERTIFICATIONS

Structural Masonry Inspector

ACI Concrete Testing
Technician

PTI – Post-Tensioning Level I
and II Certified

CTQP Earthwork Construction
Inspection – Level I

CTQP Earthwork Construction
Inspection – Level II

CTQP Drilled Shaft Inspection

CPN Nuclear Density Gauge
Certified

OSHA 10- and 30-Hour
Construction Industry Outreach
Training Program
Scaffold User Training Program

YEARS OF EXPERIENCE

Years with Terracon: 17
Years with other Firms: 11



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 Engineering 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.



Ms. Hamagharib holds a Master's degree in Transportation Engineering and has 5 years of experience in various areas of traffic planning and engineering, making her an accomplished transportation analyst who has worked in a variety of transportation planning and engineering disciplines to develop a unique understanding of the interrelationship between transportation policy, planning, traffic operations, transportation safety, and transportation design. Her expertise encompasses traffic impact studies, signal warrant analyses, and operational analyses using Highway Capacity Software (HCS), Synchro, ArcGIS, Cube, and the Central Florida Regional Planning Model (CFRPM), allowing her to bring a well-rounded approach to transportation projects.

RELEVANT EXPERIENCE

EDUCATION

University of Central Florida,
M.S. Transportation Engineering
(2020)

Erbil Polytechnic University,
B.S.C.E., Civil Engineering
(2011)

AFFILIATIONS

Institute of Transportation
Engineers (ITE)
American Society of Civil
Engineers (ASCE)
Society of Women Engineers
(SWE)

YEARS EXPERIENCE

5

YEARS WITH LTG

2

CONTACT INFO

bhamagharib@ltg-inc.us
386-257-2571

OFFICE LOCATION

Ormond Beach, Florida

Senior Transportation Analyst, Tomoka Farms Road Auto Dealership Traffic Impact Analysis & Proportionate Share Contributions, Daytona Beach, FL (2023): Ms. Hamagharib was responsible for developing volumes from data collection to be used in analyzing the existing and future operating conditions for unsignalized and signalized intersections within the study area of the project utilizing Highway Capacity Software, (HCS) and Synchro 10. Signal timings were provided by Volusia County and the City of Daytona Beach for the analysis where applicable. Roadway segments determined to be significant were additionally analyzed for project impacts. Site access was evaluated, and recommendations were provided for the developer and County.

Central Florida Regional Planning Model (CFRPM), Various Locations, Florida: As the modeling expert located in our Ormond Beach office, Ms. Hamagharib has recently used the CFRPM to obtain project trip distribution for a number of planned and/or proposed developments within the CFRPM project area. The models were developed using existing model networks and socio-economic data sets as a basis. She is also responsible for the research and implementation of site-specific adjustments often needed for accurate model development and has completed the Florida Department of Transportation FSUTMS Comprehensive Modeling and Cube Scripting Workshops. The courses included an overview of the model transportation planning process, travel demand forecasting, methodologies, and FSUTMS modules, data requirements, familiarity with Cube Voyager scripting syntax structure, and understanding how Cube Voyager programs work how to script the programs.

- Avalon Park, Daytona Beach, 2022
- Catalina Pointe, DeLand, 2022
- Blue Springs Ridge, Orange City, 2022
- LPGA Base Model 2025 & 2030, Volusia County, 2021
- Tomoka Farms, Daytona Beach, 2021
- LPGA Dunn Residential, Daytona Beach, 2021
- Oasis Mixed Use Development, Daytona Beach, 2020



Allen & Company is pleased to be considered as teaming partners to provide Surveying Services on the RFQ for “Continuing Engineering Services” to The City of Windermere. Our 35 years' experience in Central Florida providing boundary, topographic, platting, SUE, construction, and as-built services positions ACI as an asset to the City and its residents. Headquartered in Winter Garden, Florida, our team of more than one hundred forty (140) professionals is led by thirteen (13) Florida Professional Surveyors & Mappers (PSM) and covers every skill set of surveying, mapping, and geospatial services.

Allen & Company has supported acquisition, design, and development of countless projects in West Orange County for decades. These projects include residential and commercial developments within the Horizons West Villages along with transportation and utility infrastructure. Some of the projects include the Silverleaf Medical development, Hamlin commercial retail area, Horizon West Apartments, Hamlin SW Medical PGD, Inspiration Residential & Community, Orlando Health Horizon West Hospital.

Allen & Company is a process driven organization. This includes our approach to health & safety, QA/QC project management and tracking. The success of these programs revolves around documentation, ownership, and communication. This begins at the proposal stage and continues through every stage of a project's life cycle. Regarding QA/QC, Allen & Company has utilized years of industry experience married with input from Energy Industry leaders and FDOT to create a comprehensive program to assure execution and delivery of functional and precise work products.

Allen & Company's value is in the people, collaborative approach, and forward leaning implementation of advanced processes and technologies. Whether it's innovative software applications or advanced data collection tools such as drones, laser scanning, and airborne lidar our teams strive to provide quality services and deliverables that meet our clients' scopes and timelines.

Mark Follis, PSM, Senior Project Manager, will be leading the team supporting all survey requests under this RFQ. Mark's background in all aspects of surveying and mapping pertinent to this RFP. With a surveying career spanning over 36 years, most of which has been in Orange County, Florida, Mark excels in various domains such as Boundary, Topographic, ALTA/ACSM, Wetland delineation, Route Surveys, Location Surveys, Laser Scanning, Construction Layout, As-Builts, and Bathymetric surveys. Additionally, Mark has bolstered his skills in coordinating multidisciplinary teams for projects of diverse scales and scope. His understanding of other consultants' skillsets and responsibilities positions him to effectively coordinate team efforts, leading to successful project outcomes. As the primary point of contact under this contract, Mark will manage responsibilities such as meetings with The City of Windermere, Beta Jones Group, and other consultants, along with overseeing project schedules, work product reviews, and final delivery assessments.

In tandem with Mark, Allen & Company brings on board individuals with extensive experience and dedication, possessing diverse skills in both field and office techniques crucial for the successful completion of the City of Windermere surveying projects.

	2023	EXPIRES	9/30/2024	5000-1231831
5000 ENGINEER OFFICE	\$30.00	1 EMPLOYEE	3004 ENGINEER	\$30.00

TOTAL TAX \$60.00
 PENALTIES \$12.00
 PREVIOUSLY PAID \$72.00
 TOTAL DUE \$0.00

BETALLELUZ LUIS ALBERTO JR

THE BETAJONES GROUP INC
 ATTN: ALBERTO BETALLELUZ
 7380 W SAND LAKE RD #500
 ORLANDO FL 32819

7380 W SAND LAKE RD #500
 U - ORLANDO, 32819

PAID: \$72.00 0098-01145508 12/28/2023

Tax Collector Scott Randolph

Local Business Tax Receipt

This local Business Tax Receipt is in addition to and not in lieu of any other tax required by law or municipal ordinance. Businesses are subject to regulation of zoning, health and other lawful authorities. This receipt is valid from October 1 through September 30 of receipt year. Delinquent penalty is added October 1.

	2023	EXPIRES	9/30/2024	5000-1231831
5000 ENGINEER OFFICE	\$30.00	1 EMPLOYEE	3004 ENGINEER	\$30.00

TOTAL TAX \$60.00
 PENALTIES \$12.00
 PREVIOUSLY PAID \$72.00
 TOTAL DUE \$0.00



BETALLELUZ LUIS ALBERTO JR

THE BETAJONES GROUP INC
 ATTN: ALBERTO BETALLELUZ
 7380 W SAND LAKE RD #500
 ORLANDO FL 32819

7380 W SAND LAKE RD #500
 U - ORLANDO, 32819

PAID: \$72.00 0098-01145508 12/28/2023

This receipt is official when validated by the Tax Collector.

Orange County Code requires this local Business Tax Receipt to be displayed conspicuously at the place of business in public view. It is subject to inspection by all duty authorized officers of the County.



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

BETALLELUZ, LUIS ALBERTO JR.

801 BRICKELL AVENUE, SUITE 800
MIAMI FL 33131

LICENSE NUMBER: PE65892

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



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TAB 3
SERVICES
UNDERSTANDING &
APPROACH

**THE BETAJONES GROUP, INC. – SERVICE UNDERSTANDING AND APPROACH
TOWN OF WINDERMERE
REQUEST FOR QUALIFICATIONS- CONTINUING PROFESSIONAL ENGINEERING FIRMS**

METHODOLOGY AND WILLINGNESS TO MEET

A successful project starts in the preliminary planning stage. BetaJones Engineers bring the experience to know, and/or find out immediately, the entire development process and break it down to each individual task and hours that the project will most likely take. Additionally, BetaJones Engineers will be able to identify project unknowns or potential paths by detailed research and coordination at the very beginning of the project, to keep the client posted with any potential obstacles and minimize any surprises. The BetaJones Group offices are within 20 minutes traveling time to the Town of Windermere and plans to be efficient in deciding whether a meeting or phone conference needs to take place but will NEVER sacrifice the quality of the project by doing so. The BetaJones pledges to meet with the city, AS NECESSARY, to complete the project on time and with the utmost quality. We are also willing to have permanent staff in the City Hall or nearby if required or deemed required for a quality outcome to the assigned project(s) responsibility.

Below, is a GENERAL APPROACH to successfully bring a project from a Conceptual Stage to Construction. Of Course, this is a General Project Approach. A MORE DETAILED Project Approach can be provided on a Per Project Basis. If it is a Repair Project, it might be much shorter than the full schedule below. A Larger Project requiring lengthier Permitting Timelines might extend this schedule significantly.

1. **PHASE 1 FEASIBILITY STUDY - SITE RESEARCH AND INVESTIGATION**
 - Design Team will coordinate with the Town's Management Team and review As-Built Plans of Site, Underground Utilities and Adjacent Structures.
 - Design Team will review Building Code, Zoning, Engineering, and landscape regulations to identify required code and any possible obstacles.
 - Design Team will conduct a full site visit to study perform the walkthrough portion of the Study to identify and measure any Compliance Issues.
2. **TOPOGRAPHICAL AND LOCATION SURVEYS**
 - Surveyor shall conduct the necessary surveys (Location, Tree, Topographical) in order to prepare a base background for the Design Drawings and to identify existing longitudinal and cross slopes throughout the Site.
3. **GEOTECHNICAL (SOILS) STUDY**
 - Geotechnical Engineer shall conduct the necessary Soils Studies to identify and recommend Drainage, Pavement, Foundation Parameters.
4. **FEASIBILITY REPORT COMPLETION, PRESENTATION AND DESIGN OUTLOOK WITH OWNERS –**
 - Design Team will complete Study and prepare a presentation of Improvement requirements and optional recommendations to the Client.
 - Design team to discuss with client if sections will close or remain open during improvements in order to implement construction phases and areas to remain open.
 - Client will provide a preliminary approval on all improvements throughout the site.
5. **ENGINEERING SCHEMATIC DESIGN**
 - a. Project Manager and Senior Civil Engineer of Record, Mr. Luis A. Betalleluz, P.E. will focus on all Site Layout, Site Improvement Design, Utility Design, Paving and Grading Design and tying the proposed project area onto the existing park areas as well as Preparation of all Related Construction Plans for submittal and approval with Ownership as well as all required jurisdictional agencies.
 - A Cost Estimate Based on the Schematic Design will be prepared for the Client
 - Coordination with Town Staff, Council and Advisory Boards will occur during this process.

6. ENGINEERING DESIGN DEVELOPMENT

- Design team will provide more detailed Engineering Design Plans.
- A Final Cost Estimate will be prepared for the Client
- Coordination with Town Staff, Council and Advisory Boards will occur during this process.

7. ENGINEERING CONSTRUCTION DOCUMENTS

- Design team will finalize Engineering Design Plans to Prepare for Final Permitting Process
- A Cost Estimate Based on the Design Development Plans will be prepared for the Client
- A Project Specifications Manual will be prepared for the Client

8. PERMITTING PROCESS

- Project Manager Mr. Luis A. Betalleluz and Team will deliver and work with all Jurisdictional Agencies to obtain all necessary sub-permits and final Building Construction Permit as required to be able to proceed to the Construction Process.

9. BIDDING PROCESS

- The Design Team will Prepare and/or assist the client in preparing a bid package as required to obtain bids from qualified Contractors.
- The Design Team will conduct and/or be part of the pre-bid meetings to answer all contractor's questions and or clarifications.
- The Design Team will also assist the client in reviewing the Contractor's proposals follow up with references and provide a written summary and/or oral presentation of their findings to assist the Client in selecting the Contractor.

DESIGN AND PERMIT TIMELINE TOTAL: DEPENDING ON THE PROJECT
BIDDING TIMELINE: DEPENDING ON THE PROJECT

Can be expedited and or Compressed if necessary.

10. CONSTRUCTION PROCESS, PROJECT CLOSEOUT, & FINAL PROJECT CERTIFICATION

- Once the Construction Team is selected, the Design Team will hold a Pre-Construction Meeting with the Client and Construction Team to discuss Client Goals and Construction Procedures specifically of importance to the Client such as: Continuing Park Operations, Construction Team Parking, Noise and Dust Control, Construction Schedule, Equipment Storage, Security, etc.
- The Architect and Engineers of Record shall review and approve payment schedules prior to the Client releasing payments to the Contractor
- The Design Team will work with the Client and Construction Team and attend Pre-Construction Meetings, as necessary, with Jurisdictional Agencies and Inspectors requiring such meetings.
- The Design Team will review and process, as necessary, all construction shop drawings and Contractor RFIs (Request for Additional Information) for materials to be ordered, accordingly, and any clarifications questions answered.
- Any Finishes on the project still left to be determined will be coordinated between the Client, Design and Construction Teams.
- The Design Team Shall conduct onsite inspections, review testing, and maintain coordination with the Contractor on all As-built Requirements to be reviewed and approved prior to certification.
- The Design Team shall assist the Contractor with the Permit Close-out with the required Jurisdictional Agencies.
- At the End of Construction, the Design team will conduct a final review of the Asbuilt Survey and Site Work and provide a checklist in coordination with the Client to the Contractor of any remaining close out items.
- Once the Permit has been closed and final Punch list items have been completed, the Project Manager will provide all certification letters and obtain and releases from the Contractor for the owners to proceed with operating the newly built project.

ESTIMATED CONSTRUCTION TIMELINE: DEPENDING ON THE PROJECT

A vibrant, high-angle photograph of a park. In the foreground, a paved walkway leads towards a large, multi-tiered fountain with several water jets. To the left, there are colorful flowers. In the middle ground, a woman in a purple top is pushing a stroller, and a young girl in a pink shirt stands nearby. To the right, a woman in a blue dress and a boy in a black shirt are walking. The background features a large, dark, multi-tiered pavilion, a playground with yellow and red equipment, and a large white wall under a clear blue sky with a few clouds.

TAB 4
LEGAL



March 5, 2024

**THE BETAJONES GROUP
NO LITIGATION STATEMENT**

The BetaJones has never been involved in any litigation from its inception in August 21, 2006.

Based upon the addressed information, herein; please advise if you have any questions or if you require additional information.

Respectfully yours,

A handwritten signature in blue ink, appearing to read "Luis A. Betalleluz". The signature is fluid and cursive.

Luis A. Betalleluz, P.E.

Principal

business line: 786.284.8828

direct phone: 786.564.6276

fax (toll free): 866.312.8730

email: Luis@betajones.com



Litigation Statement

Terracon is a large engineering firm specializing primarily in geotechnical, environmental, and construction materials testing, and we perform tens of thousands of projects nationwide. Given the large volume of projects we perform annually, we are subject to periodic claims and litigation. The number of claims received annually is a very small percentage of the overall number of projects performed, well less than 0.5% of the total.

As a large firm performing many projects, on very rare occasions we have terminated services on our projects prior to project completion. These situations usually arise from a failure to pay for those services, or from decisions to reduce our scope of service to the point where we are no longer comfortable, from a professional perspective, with the continuation of our services on a project. Again, we would stress that we perform several thousand projects annually and these situations arise very rarely and only after thorough efforts to reasonably resolve these issues.

Terracon carries a robust program of insurance to protect us and our clients when applicable against claims arising out of our services. The majority of our reported claims are not ultimately pursued against Terracon. In the claims that are pursued, Terracon has been very successful in defending itself against claims and in many of these cases, has been able to be completely vindicated. None of our claims have in the past impacted or are estimated in the future to impact either the financial strength of our company or the ability to provide quality services to our clients.

Due to the confidentiality and sensitivity of claim information, Terracon does not provide specific information on individual claims or litigation. If you have any specific questions or concerns about this disclosure, feel free to contact us to discuss further.

LTG has been involved in one (1) lawsuit in the past 5 years: *Jordan Alexander v. J.R. Davis Construction Company, Inc., et al.* Plaintiff was involved in a motor vehicle accident that occurred in an active construction zone. Plaintiff claimed the crash occurred due to a lack of adequate temporary traffic control and equipment in the construction zone. LTG was not responsible for designing the temporary traffic control plans for the project. **Plaintiff dismissed all claims against LTG in November 2022.**



Litigation Statement:

Allen & Company is not currently or has not been investigated or involved in Litigation in the past five years. This includes regulatory agencies, professional boards, or clients.

A photograph of a park-like setting. In the foreground, there is a curved stone path made of irregular grey stones. To the left of the path is a large, well-maintained green lawn. In the middle ground, there is a wooden gazebo with a shingled roof and several support posts. A large, leafy tree stands to the left of the gazebo. In the background, there are more trees and a building with a light-colored facade. A black lamppost is visible on the right side of the image. The text "TAB 5 CONFLICT OF INTEREST" is overlaid in the center of the image in a white, sans-serif font.

TAB 5
CONFLICT OF
INTEREST

March 5, 2024

**THE BETAJONES GROUP
STATEMENT OF NO CONFLICT OF INTEREST**

The BetaJones does not have any conflict of interest.

Based upon the addressed information, herein; please advise if you have any questions or if you require additional information.

Respectfully yours,



Luis A. Betalleluz, P.E.

Principal

business line: 786.284.8828

direct phone: 786.564.6276

fax (toll free): 866.312.8730

email: Luis@betajones.com



TROPICAL PARK

TROPICAL PARK

TAB 6
REQUIRED FORMS

EXHIBIT C

KEY EMPLOYEE LIST

The BetaJones Group- Prime/ Civil Engineer

1. Luis A. Betalleluz, P.E.- Principal/ Civil Engineer
2. Michelle C. Lopez- Marketing Specialist
3. Wayne M. Dolese- Business Development

Terracon- Geotechnical/ Material Testing

1. Shenna McMaster, P.E.- Senior Project Geotechnical Engineer
2. Oswaldo Quezada- Sr. Project Manager

LTG Engineering & Planning- Traffic

1. Kady L. Dearing, P.E.- Traffic Engineer
2. Bakhan Hamagharib- Senior Transportation Analyst

Allen & Company- Surveyor

1. Mark Follis, PSM- Senior Project Manager

Exhibit D
DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED Respondent CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the work place and specifying the actions that will be taken against employees for violation of such prohibition.
 2. 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 violations.
 3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
 4. 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 quote, the employee will abide by the terms of the statement and will notify the employer of any conviction or plea of guilty or nolo contendere to any violation occurring in the workplace no later than five (5) days after such conviction.
 5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is convicted.
 6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
- As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

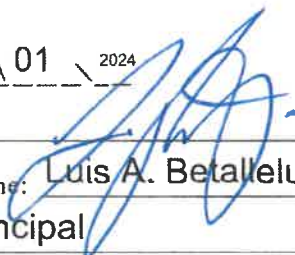
Date: 03 \ 01 \ 2024
Signature: 
Printed Name: Luis A. Betalleluz
Title: Principal
Company: The BetaJones Group, Inc

Exhibit E
EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

The Town requires compliance with State and Federal regulations governing Equal Employment Opportunity, External Equal Opportunities (EO), External On-the-Job Training (OJT), Title VI, and the Americans with Disabilities Act (ADA) programs.

Sub-recipients of federal-aid contracts must include notifications in all solicitations for bids of work or material and agreements subject to Title VI of the Civil Rights Act of 1964 and other nondiscrimination authorities. Sub-recipients, contractors and subcontractors may not discriminate in their employment practices or in the selection and retention of any subcontractor.

By signing this document, the Respondent hereby certifies their commitment to assure nondiscrimination in its programs and activities to the effect that no person shall on the grounds of race, color, national origin, sex, age, disability or income status be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by the sub-recipient and/or its contractors.

Company Name: The BetaJones Group, Inc

Authorized Representative Name and Title: Luis A. Betalleluz, Principal

Signature of Authorized Representative: 

Exhibit F
NON-COLLUSION OATH

STATE OF Florida
COUNTY OF Miami- Dade


Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared:

Luis A. Betalleluz and made oath that the Respondent herein, its agents, servants, and/or employees, to the best of its knowledge and belief, have not in any way colluded with anyone for and on behalf of the Respondent, or themselves, to obtain information that would give the Respondent an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Respondent, or themselves, to gain any favoritism in the award of the Contract.


Affiant Signature

Sworn to (or affirmed) and subscribed before me this 1st day of March 2024
2024, by Luis A. Betalleluz

[STAMP HERE]  **MICHELLE LOPEZ**
Notary Public
State of Florida
Comm# HH334347
Expires 1/15/2027


Signature of Notary Public
State of Florida

Personally Known OR Produced Identification _____

Type of Identification Produced: _____

Exhibit G
GOOD FAITH AFFIDAVIT

I hereby propose to provide the services requested in the Town's RFQ and, if awarded, enter into a contract with the Town. I agree that the terms and conditions of the Town's RFQ shall take precedence over any conflicting terms and conditions submitted with my proposal and agree to abide by all conditions of the RFQ, unless a properly completed Exceptions to Solicitation form is submitted. I acknowledge that the Town may not accept the proposal due to any exceptions.

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

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion or collusion with any other person, company or corporation submitting a proposal for the same product or service; no gratuities, gifts or kick-backs were offered or given by the Respondent or anyone on its behalf to gain favorable treatment concerning this procurement; no elected official, employee or agent of Town or of any other company is interested in said proposal; and that the undersigned executed this affidavit with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

The BetaJones Group, Inc

Company Name



Authorized Signature

Luis A. Betalleluz, Principal

Name & Title, Printed

801 Brickell Avenue Suite 800

Mailing Address

Miami, FL 33131

City, State & Zip Code

(786) 284-8828/ (800) 312- 8730

Telephone Number/Fax Number

Contact@betajones.com

Email Address

State of Florida

County of Miami Dade

This foregoing instrument was acknowledged before me this 1st day of March 2024, by

Luis A. Betalleluz, who is personally known to me or produced _____ as identification.


Signature of Notary

[STAMP HERE]



MICHELLE LOPEZ
Notary Public
State of Florida
Comm# HH334347
Expires 1/15/2027

