



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

**Mayor Jim O'Brien
Council Members
Andy Williams
Tony Davit
Mandy David
Tom Stroup
Brandi Haines**

Agenda

Agenda

**May 14, 2024
6:00 PM**

AMENDED

**WINDERMERE TOWN HALL
520 MAIN STREET
WINDERMERE, FL 34786**

JOIN ZOOM MEETING (COPY/PASTE INTO BROWSER): [HTTPS://ZOOM.US/](https://zoom.us/)

**MEETING ID: 858 5306 5599
PASSCODE: 679797
ONE TAP MOBILE: +1-305-224-1968 / 85853065599#**

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 proceedings should contact the Office of the 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 conversation 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 meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

THE MEETING IS CALLED TO ORDER BY THE MAYOR FLAG SALUTE INVOCATION

1. OPEN FORUM / PUBLIC COMMENT (3-Minute Limit)

2. SPECIAL PRESENTATION / PROCLAMATIONS / AWARDS

a. Comprehensive Plan Evaluation and Appraisal Notification Letter to Department of Commerce (Attachments - Brad Cornelius Wade Trim to present - Information Only)

3. TIMED ITEMS & PUBLIC HEARING

4. OLD BUSINESS

5. NEW BUSINESS

a. MINUTES

i. Town Council Regular Meeting Minutes: March 12, 2024 (Attachments - Staff Recommends Approval)

ii. Town Council Regular Meeting Minutes: April 9, 2024 (Attachments - Staff Recommends Approval)

iii. Town Council Workshop Minutes: Projects Update April 23, 2024

(Attachments - Staff Recommends Approval)

b. RESOLUTIONS / ORDINANCES FOR APPROVAL / FIRST READING

c. APPOINTMENTS

d. CONTRACTS & AGREEMENTS

**i. Approval to Negotiate Contract Rates with Kimley-Horn and Associates:
RFQ# 2024-01 (Attachments - Staff Recommends Approval)**

**ii. 2023 Memorandum of Agreement for Participating Orlando/Orange Urban
Security Initiative Agencies: License Plate Readers (Attachments - Staff
Recommends Approval)**

e. FINANCIAL

**i. Approval to Purchase Two Patrol Cars: \$60,586 (Attachments - Staff
Recommends Approval)**

f. OTHER ITEMS FOR CONSIDERATION

**i. Z24-07 - 527 Main Street, Windermere Downtown Property, LLC / Sun Wine
Inc. / Arjun Kumar / Kara Ann Groves, Esq. - Conditional Use to Allow On-Site
Consumption of Beer or Wine: Development Review Board Provided No
Recommendation (Attachments - Board Option)**

**ii. 90% Plans Old Dirt Main / 10th Avenue (Attachments - Staff Recommends
Approval)**

**iii. Boathouse Litigation Discussion / Update (No Attachments - Councilman
Tom Stroup to Address)**

6. MAYOR & COUNCIL LIAISON REPORTS

7. STAFF REPORTS

8. ADJOURN

REPORTS OTHER ITEMS

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103



Mayor

JIM O'BRIEN

Town Manager
ROBERT SMITH

Clerk

DOROTHY BURKHALTER

To: Mayor and Town Council

From: Brad Cornelius, AICP, Wade Trim, Inc., Contracted Town Planner

Date: May 14, 2024

RE: Comprehensive Plan Evaluation and Appraisal Notification Letter to Florida Department of Commerce for Information Only

In 2018, the Town completed its last full update of the Town's Comprehensive Plan. The Town's Comprehensive Plan is a planning document that all local governments in Florida must adopt and update as required by Chapter 163, Part II, Florida Statutes. The Town's Comprehensive Plan provide goals, objectives, and policies to guide development and other Town activities, projects, and decisions. As required by Florida Statutes, the Town's Comprehensive Plan is comprised of the following elements (i.e., chapters):

- Future Land Use
- Transportation
- Conservation
- Parks and Recreation
- Housing
- Infrastructure
- Intergovernmental Coordination
- Capital Improvements
- Public Schools
- Private Property Rights

Section 163.191, Florida Statutes, requires that every seven (7) years, the Comprehensive Plan must be evaluated and updated to reflect changes in state law and local conditions or needs. The first step in this Comprehensive Plan update process is sending an Evaluation and Appraisal Notification Letter to the Florida Department of Commerce advising of the Town's intent to update its Comprehensive Plan. The Town of Windermere's Evaluation and Appraisal Notification Letter must be sent to the Florida Department of Commerce by June 1, 2024. After submission of the Evaluation and Appraisal Notification Letter to the Florida Department of Commerce, the Town then has one (1) year (June 1, 2025) to complete the transmittal draft of the Comprehensive Plan update to submit to the Florida Department of Commerce and numerous other state and regional

agencies, including Orange County, for their review and comment. After the Town receives comments from all of the review agencies, then the Town has 18 months to make any changes based on the review comments and adopt the updated Comprehensive Plan.

Attached is the Evaluation and Appraisal Notification Letter that will be sent to the Florida Department of Commerce by June 1, 2024. This is provided for the Town Council's information. The Town Council is not required to act nor vote on the Evaluation and Appraisal Notification Letter.

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor

JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk

DOROTHY BURKHALTER

June 1, 2024

Donna Harris, Senior Plan Processor
Bureau of Community Planning and Growth
Florida Department of Commerce
107 East Madison Street
Tallahassee, FL 32399

RE: Evaluation & Appraisal Report Notification – Town of Windermere, Orange County, FL

Dear Ms. Harris:

Pursuant to Section 163.3191(1), Florida Statutes (F.S.), this letter to notify you that the Town of Windermere will be updating its Comprehensive Plan to reflect changes in state requirements since the last plan update and for changes needed to reflect local needs. In addition, the Town's Comprehensive Plan will be amended to update the planning horizon pursuant to Section 163.3177(5), F.S, to include both a 10-year and 20-year planning horizon. The City intends to transmit the required Comprehensive Plan amendment to the Florida Department of Commerce and other applicable review agencies in accordance with the requirements of Section 163.3191(2), F.S.

Sincerely,

Brad Cornelius, AICP
Wade Trim. Inc.
Contracted Town of Windermere Planner

CC: Robert Smith, Town Manager
Dorothy Burkhalter, Town Clerk

TOWN OF WINDERMERE

Town Council Meeting Minutes

March 12, 2024

CALL TO ORDER:

Present were Mayor Jim O'Brien, Town Council Members Tom Stroup, Andy Williams, Tony Davit, and Brandi Haines. Town Manager Robert Smith, Public Works Director Elliott-Moore, Attorney Heather Ramos, Chief Dave Ogden were also present. Council Member Mandy David and Town Clerk Dorothy Burkhalter were absent.

Mayor O'Brien called the meeting to order at 6:00 pm and stated that a quorum was present. He then led everyone in the Pledge of Allegiance.

1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)

There were no public speakers.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS:

a. McDermitt & Davis FY 22/23 Audit Presentation

Mayor O'Brien turned the floor over to Ms. Amy Campbell, audit partner with McDermitt & Davis. Ms. Campbell stated that the town received an "Unqualified Opinion" which is the highest ranking that can be given. She then commented on expenses, revenues, fund balances, compliance, management comments, purchasing policy and the mandated training. Minimal discussion was made. Mayor O'Brien thanked all the staff for their hard work. Manager Smith also thanked Finance Director Tara Vogel and Finance Assistant Theresa Syphers for their hard work.

b. Presentation: State of the Lakes, Amy Giannotti, Aquastem Consulting

Mayor O'Brien introduced this item and turned the floor over to Ms. Giannotti. Ms. Giannotti stated that this presentation would include an introduction to the new lakes management contractor, overview of her findings/summaries of restoration projects, areas for improvements, and suggestions for community involvement. She then introduced herself. Ms. Giannotti gave her State of the Lakes presentation. Member Stroup commented on Lake Bessie and underwater weed eaters. Ms. Giannotti commented on the requirements regarding shoreline clearing. There being no further comments, Mayor O'Brien thanked Ms. Giannotti for her information.

3. TIMED ITEMS & PUBLIC HEARING

NONE

4. OLD BUSINESS

a. Minutes

i. Town Council Meeting Minutes February 13, 2024

Member Davit made a motion to approve the Town Council meeting minutes of February 13, 2024, as presented. Member Williams seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, Williams – aye, and Stroup – aye. Motion carried 4-0.

5. NEW BUSINESS

a. Oath of Office Mayor and Council Members

i. Mayor James O'Brien

- ii. Council Member Loren “Andy” Williams
- iii. Council Member Brandi Haines

Manager Smith administered the Oath of Office to James O’Brien who will serve his third two-year term. Mayor O’Brien then administered the Oath of Office to Brandi Haines and Andy Williams who will serve a two-year term. He then thanked Council member Haines and Council member Williams for their service to the Town.

b. Consent Agenda

- i. **Z24-02 Down Park Lane Minor Replat – JRH RE Investments, LLC and Stonebridge Homes, Inc. – Replat 10908 and 10988 Down Park Lane to Create Three (3) Lots**

Mayor O’Brien introduced this item. He then turned the floor over to Ms. Amanda Warner with Wade Trim. Ms. Warner reviewed the proposed replat request. She explained that all three lots do meet the requirements of the Town. Mayor O’Brien questioned a previous request. Ms. Warner stated that the previous request was withdrawn. Member Davit commented on the access. Ms. Warner commented on the easement for access and requirements for development on each lot. Member Williams made a motion to approve the minor replat request. Member Haines seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, Davit – aye, and Haines -aye. Motion carried 4-0.

- ii. **Z24-05 10910 Bayshore Drive – Adair Dillaha – Variance to allow a Covered Porch that Results in a Maximum Floor Area Ratio of 42% which exceeds the Allowed Total Maximum 38% Floor Area Ratio**

Mayor O’Brien introduced this item. He then turned the floor over to Ms. Amanda Warner with Wade Trim. Ms. Warner explained the proposed project which will exceed the allowable gross floor area ratio. Some discussion followed. Mayor O’Brien questioned the vote from the DRB. Manager Smith stated that Mr. Withers voted against due to no hardship. Member Haines commented that she agrees with Mr. Withers and the need for a hardship. Discussion followed regarding the floor area ration, no environmental impacts, same impervious coverage as original, meets ISR standards and currently does not meet the floor area ratio prior to the request. Mr. Adair Dillaha, owner of 10910 Bayshore Drive introduced himself. He then commented on the personal medical need for the request. There being no further discussion, Member Williams made a motion to approve the variance request. Member Davit seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, Davit – aye, and Haines – nay. Motion carried 3-1.

- iii. **Z24-06 – 212W 1st Avenue – Ryka, LLC – Variance to allow a Dock with Side setbacks less than 16 feet to allow side setbacks of 10.0 feet on the east side and 10.8 feet on the west side. DRB recommended approval with condition that no more the 6 inches of roof overhang may extend past the edge of the dock in the south and west sides. 5-0 vote.**

Mayor O’Brien introduced this item. He then turned the floor over to Ms. Amanda Warner with Wade Trim. Ms. Warner explained the variance request to both sides. She stated that the existing dock would be removed and replaced with a new one. Mayor O’Brien voiced his concerns with previous approval for a dock and stormwater issue. Member Williams stated that the Town can be indemnified against any stormwater concerns. Discussion followed. Member Williams made a motion to approve the variance request with the condition that a hold harmless is done with indemnifying the Town for the washout or infill to stormwater outlet adjacent to the property. Member Davit seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, William – aye, and Stroup – aye. Motion carried 4-0.

c. Resolutions/Ordinances for Approval/First Reading

- i. **Resolution 2024-01: Form 6 Litigation**

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Mayor O'Brien introduced this item. He then read the title of Resolution 2024-01 for the record. Manager Smith read absent Member David's comments into the record (attached). Attorney Ramos explained that the Resolution could include the Council as whole (Town), or individually. She then explained that should the Resolution not pass; a Council member could also go in on their own. Member Stroup stated that Form 6 has been around for some time and questioned what has changed. Attorney Ramos explained that this Form 6 was initiated in 2023. Discussion followed regarding Form 6, its effects on municipalities, plaintiffs involved against Form 6, encroaching on privacy, where does it stop, and protecting Home Rule. Member Davit made a motion to approve Resolution 2024-01 as presented. Member Williams seconded the motion. Roll call vote was as follows: Stroup – nay, Williams – aye, Davit – aye, and Haines – aye. Motion carried 3-1.

ii. Resolution 2024-02: Revising Town's Purchasing Policies

Mayor O'Brien introduced this item. He then read the title of Resolution 2024-02 for the record. Manager Smith explained that the policy needed revised since being adopted in 2013. He also explained that some changes are statutory, house cleaning, and for the auditors. Some discussion followed. Member Davit made a motion to approve Resolution 2024-02. Member Haines seconded the motion. Roll call vote was as follows: Haines – aye, Davit -aye, Williams – aye, and Stroup – aye. Motion carried 4-0.

d. Appointments

e. Contracts/Agreements

i. 6th Avenue and Butler Street Drainage Phase II Subrecipient Agreement 4337-449-A

Mayor O'Brien introduced this item. Director Elliott-Moore explained that approval is needed for the project to move forward to Phase II. Manager Smith stated that additional funds could be requested in the future if needed. Member Stroup questioned if there are any changes to the project. Manager Smith stated no. Member Williams made a motion to approve the agreement. Member Davit seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, Davit – aye, and Haines – aye. Motion carried 4-0.

f. Financial

g. Other Items for consideration

h. Quotes for temporary restrooms at Town Hall Square

Mayor O'Brien introduced this item. Director Elliott-Moore explained that the Town Manager has received requests for public restrooms since the previous one has been removed. She then explained that three quotes have been received with the lowest of \$42,462.00 for a twelve-month rental. Director Elliott-Moore stated that the company would be responsible for cleanouts. Mayor O'Brien commented that he understands the need but has concerns regarding placement, and possibly investing in something permanent. Member Haines stated she has researched prefab restrooms and costs. After much discussion was made, Mayor O'Brien suggested further discussion on this item to include location, costs, septic, landscaping, and other options. No motion or vote was made.

6. MAYOR & COUNCIL LIAISON REPORTS:

Mayor O'Brien commented on the upcoming ten-year EOW for Officer Robbie German. Member Davit reported on the past Historical Preservation Board meeting. Member Haines stated she will not be able to attend the next Butler Chian of Lakes Advisory meeting and commented that if anyone wanted to attend in her absence, they could. She then commented on the school and school traffic issues, and the schoolhouse. Member Stroup commented on the past Tree Board meeting.

7. STAFF REPORTS:

a. TOWN MANAGER ROBERT SMITH – Manager Smith reported on the Liaison

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Town Council Meeting Minutes

March 12, 2024

assignments, Town Manager evaluations, annexation discussion, appropriations, grants, projects and funding, and board and committee training.

b. TOWN ATTORNEY HEATHER RAMOS – Attorney Ramos reported on the Boathouse litigation, and upcoming legislative update meeting at their firm.

c. CHIEF DAVE OGDEN – Chief Ogden reported on the past Annual Awards Ceremony, upcoming events, Chief’s Luncheon, Accreditation, and a new hire.

d. PUBLIC WORKS DIRECTOR ELLIOTT-MOORE – Director Elliott-Moore reported on irrigation reviews/repairs/monitoring, playground equipment installation, sign installation, shrubbery maintenance, pothole patching, residential run-off into roadways, road grading, leave debris clean-ups, sidewalk, fencing, and tree trimming at parks, fence repairs, Windermere Rec Center maintenance and repairs, committee meetings and adding of a soccer goal. Some discussion followed terminates at Windermere Rec Center and a pedestrian crossing.

e. TOWN CLERK DOROTHY BURKHALTER – Clerk Burkhalter was absent.

8. ADJOURN:

Mayor O’Brien adjourned the meeting at 7:41pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O’Brien, Mayor

Please read for the record for 3/12/24 meeting

Mandy David <m david@town.windermere.fl.us>

Mon 3/11/2024 10:39 AM

To: Robert Smith <rsmith@town.windermere.fl.us>

Robert please read this into the record for me. I will try to join if I can.

Thank you,

Mandy

Council,

My apologies for not being able to be there this evening.

First, I would like to congratulate Mayor O'Brien, Councilperson Williams, and Councilperson Haines on your swearing in tonight.

I want to relay my full support for the Resolution 2024-01 Form 6 Litigation. I think it's important we try to protect our Council in the future so that this won't prevent others in serving our wonderful town.

I also wanted to voice my support for Resolution 2024-02 as well.

Read 3/12/24

TOWN OF WINDERMERE

Town Council Meeting Minutes

April 9, 2024

CALL TO ORDER:

Present were Mayor Jim O'Brien, Town Council Members Tom Stroup, Andy Williams, Mandy David, Tony Davit, and Brandi Haines. Town Manager Robert Smith, Public Works Director Elliott-Moore, Attorney Heather Ramos, Chief Dave Ogden, and Town Clerk Dorothy Burkhalter were also present.

Mayor O'Brien called the meeting to order at 6:04 pm and stated that a quorum was present. He then led everyone in the Pledge of Allegiance.

1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)

Mayor O'Brien opened the floor for public comments. The first to speak was Mr. Preston Lewis of 508 W 2nd Avenue. Mr. Lewis commented on the Town manager's evaluation, boathouse litigation, the costs, and the process to stop the litigation.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS:

a. Special Presentation: Nora Brophy Volunteer Appreciation Recognition

Mayor O'Brien introduced this item. Member David read appreciation comments from Mrs. Tracy Mitchell and Mr. Bob McKinley for the record. Mayor O'Brien then presented a plaque of appreciation to Ms. Brophy who volunteered on the Parks and Recreation Committee for many years. Ms. Brophy thanked everyone for the acknowledgement and stated that she is excited to see what the next chapter in her life will hold.

Chief Ogden then introduced Jonathan Cassin, a newly hired Officer for the Town. He then swore in Officer Cassin. Officer Cassin thanked all for the opportunity.

3. TIMED ITEMS & PUBLIC HEARING

NONE

4. OLD BUSINESS

a. Minutes

- i. Town Council Workshop Minutes: February 12, 2024**
- ii. Town Council Client Attorney/Client Session Minutes: February 12, 2024**
- iii. Town Council Workshop: Sunshine Laws and Ethics Minutes February 27, 2024**

Mayor O'Brien introduced this item. Member Davit made a motion to approve all minutes as presented. Member Williams seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, David – aye, Williams – aye and Stroup – aye. Motion carried 5-0.

5. NEW BUSINESS

a. Consent Items:

- i. Interlocal Agreement for Cost Sharing of Aerial Photography Acquisition**

Mayor O'Brien introduced this item. Member Williams made a motion to approve the agreement. Member David seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – a ye, Davit – aye, and Haines – aye. Motion carried 5-0.

TOWN OF WINDERMERE

Town Council Meeting Minutes

April 9, 2024

b. Resolutions/Ordinances for Approval/First Reading

c. Appointments

i. Town Council Liaison Assignments

Mayor O'Brien introduced this item. He then reviewed the liaison assignments. Member David; Farmers Market/Food Truck committee, Parks and Recreation Committee, TSMO, and Administration/Budget/Finance Department. Member Davit; Historical Preservation Board, MetroPlan Alternate, and Public Works/Parks & Rec Department. Member Haines; Butler Chain of Lakes Advisory Committee, Tree Board, School Advisory Committee Alternate. Member Stroup; Long Range Planning Committee, Elder's Committee, and the Police Department. Member Williams: Development Review Board - aye, Holiday Social, and Centennial Celebration Committee. Mayor O'Brien: West Orange Chamber of Commerce, MetroPlan, and School Advisory Committee. Mr. Chris Sapp will remain West Orange Chamber of Commerce Alternate. All agreed.

d. Contracts/Agreements

i. KHA IPO#138: Windermere Road and Main Street Roundabout Design \$264,820 funding through State Appropriations.

Mayor O'Brien introduced this item. He then turned the floor over to Manager Smith. Manager Smith commented on the proposed project and funding. He then stated that there will be five public meetings regarding this project. Mayor O'Brien questioned the project timing. Mr. Hoa Chau with Kimley Horn stated that the design could take approximately ten months, and construction twelve months. Member Davit questioned projected construction costs. Mr. Chau stated approximately \$1.9 million. Some discussion followed. Member Williams made a motion to approve IPO 138. Member Davit seconded the motion. Roll call vote was as follows: Haines - aye, Davit - aye, David - aye, Williams - aye and Stroup - aye. Motion carried 5-0.

ii. KHA IPO #139: Windermere Wastewater Study \$373,80 Funded through State Appropriations

Mayor O'Brien introduced this item. Manager Smith commented on the funding and proposed project. He also commented on additional funding. Minimal discussion was made. Member Williams made a motion to approve IPO 139. Member David seconded the motion. Roll call vote was as follows: Stroup - aye, Williams - aye, David - aye, Davit - aye, and Haines - aye. Motion carried 5-0.

iii. KHA IPO#140: Windermere Potable Water Central Phase Design \$284,640 Funded through State Appropriations

Mayor O'Brien introduced this item. Manager Smith commented on funding that has been awarded through State Appropriations. He then commented on the Central phase, and sub-phases I and II of this project. After minimal discussion was made, Member Davit made a motion to approve IPO 140. Member David seconded the motion. Roll call vote was as follows: Haines - aye, Davit - aye, David - aye, Williams - aye, and Stroup - aye. Motion carried 5-0.

iv. Installation of Erosion Control at Lake Street Park and Lake Down Boat Ramp: Horizon Land Management \$50,050.

Mayor O'Brien introduced this item. Director Elliott-Moore explained that due to past storms, erosion control at Lake Street and 6th Avenue is needed. She further explained the type of work that will be done. Director Elliott-Moore stated that this was placed on Demand Star for bids. Member Davit asked the timeframe on the major HMGP projects. Director Elliott-Moore stated that this is an HMGP grant like Butler and Bessie, so it could be a couple of years. Member Stroup questioned if this would happen prior to the fencing. Director Elliott-Moore stated that this would be the

TOWN OF WINDERMERE

Town Council Meeting Minutes

April 9, 2024

first and another workshop will be held about fencing. Member Davit made a motion to approve Horizon Land Management in the amount of \$50,050.00. Member Williams seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

e. Other Items for consideration

i. Centennial Crest

Mayor O'Brien introduced this item. Member Williams made a motion to approve the crest as presented. Member David seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

ii. Town Manager Evaluations

Mayor O'Brien introduced this item. He commented on the reviews and comments made. Mayor O'Brien recommended a five percent pay increase and an additional five-year contract extension. He stated that he will work on the contract and bring it back before the Town Council for approval. Member Williams made a motion to increase the Town Manager's salary by five percent and negotiate a new contract for up to five years. Member David seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, David – aye, Williams – aye, and Stroup – aye. Motin carried 5-0.

6. MAYOR & COUNCIL LIAISON REPORTS:

Mayor O'Brien opened the floor to the Council members. Member Williams stated that there will be an Elder's luncheon on April 16th. He then advised Member Stroup as he is the new liaison.

7. STAFF REPORTS:

a. TOWN MANAGER ROBERT SMITH – Manager Smith thanked the Mayor and Town Council for the evaluation and comments. He then reported on upcoming meetings, workshops, Craft Beer Fest, and the One Cent sales tax 2026. Manager Smith gave a brief history of the patriotic horse that was previously located at the United Medical building and owned by Mr. Dizney. He stated that the Martini's are working to have the symbolic horse returned and a location.

b. TOWN ATTORNEY HEATHER RAMOS – Attorney Ramos commented on a memo regarding new bills that have been signed by the Governor.

c. CHIEF DAVE OGDEN – Chief Ogden reported on new officers, one position open, March 22nd event, CADD training, past Chief's luncheon, Autism Awareness Month, Centennial special badges, and DUI Grant.

d. PUBLIC WORKS DIRECTOR ELLIOTT-MOORE – Director Elliott-Moore reported on a \$7,000.00 reimbursement check from FEMA, and upcoming Boards/Committee's strategic meetings.

e. TOWN CLERK DOROTHY BURKHALTER – No report.

8. ADJOURN:

Mayor O'Brien adjourned the meeting at 6:53pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

April 8, 2024

Town Council
Town of Windermere

The Town of Windermere functions because of the dedication of the Town employees and the many volunteers we have.

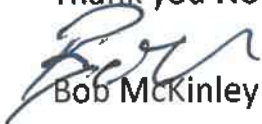
I am pleased that the Town Council has sought to formally recognize one of our most dedicated volunteers, Nora Brophy.

During her many years of service to our Town, Nora has made numerous contributions to the betterment of our community. While serving as Chairperson of the Parks and Recreation Committee, she has either developed or improved several events. Among these are Run Among the Lakes, the Halloween Event and PetFest. All of these programs have gained in popularity because of her effort, vision and leadership. Additionally, she has worked to improve the condition and amenities within our parks.

The Parks and Recreation Committee team is well organized with a group of dedicated volunteers and they will continue to provide a valuable service to our Town.

As for Nora, she will be greatly missed.

Thank you Nora and best wishes for whatever the future holds.


Bob McKinley

Dorothy Burkhalter

From: Dorothy Burkhalter
Sent: Monday, April 15, 2024 10:17 AM
To: Dorothy Burkhalter
Subject: Text from Tracy

From: Mandy David <mdavid@town.windermere.fl.us>
Sent: Wednesday, April 10, 2024 9:47 AM
To: Dorothy Burkhalter <dburkhalter@town.windermere.fl.us>
Subject: Text from Tracy

Good morning,
This is the text from Tracy that I read last night.

Sorry I couldn't make it. Just want to Thank you Nora for everything you have done for our town. You don't just leave a lasting impression on our Parks and events, you leave a lasting impression on my heart as a dear friend. We will miss you, love ya girl! Tracy

Mandy David

Town Council Member

Town of Windermere
614 Main Street
Windermere, FL 34786

Email: mdavid@town.windermere.fl.us
Phone: 407-850-8377



Florida has a very broad Public Records Law. Virtually all written communications to or from State and Local Officials and employees are public records available to the public and media upon request. This means email messages, including your e-mail address and any attachments and information we receive online might be disclosed to any person or media making a public records request. E-mail sent on the Town system will be considered public and will only be withheld from disclosure if deemed confidential or exempt pursuant to State Law. If you are an individual whose information is exempt under 119.071, Florida Statutes, please so indicate in your email or other communication. If you have any questions about the Florida public records law refer to Chapter 119 Florida Statutes.

TOWN OF WINDERMERE

Town Council Workshop Projects Update

April 23, 2024

PRESENT:

Present were Mayor Pro Tem Andy Williams, Town Council members Tom Stroup, Mandy David, Tony Davit, and Brandi Haines. Also present were Town Manager Robert Smith, and Town Clerk Dorothy Burkhalter. Mr. John Fitzgibbon, Mr. Mike Woodard, Mr. Hao Chau, and Mr. Mike Galura were also present.

1. WORKSHOP CALLED TO ORDER

Mayor Pro Tem Williams called the workshop to order at 6:00pm.

2. SPECIAL PRESENTATIONS:

a. Projects Update

Mayor Pro Tem Williams turned the floor over to Manager Smith. Manager Smith reviewed the project list; Local Mitigation Strategy (drainage improvements, retaining wall improvements, and upgrades), HMPG; West Second Avenue Drainage Improvements; Bessie/Butler Basin, Federal/State Appropriations/ARPA; Ward Trail Phase 1/Pedestrian Bridge, Old Dirt Main (Rose Property), Windermere Road/Maguire Road Roundabout, Chase/Main Street intersection improvements, 6th/Main Roundabout Improvements, Potable Water (central, North and South Phases, and Wastewater Master Plan. He also commented on grants/funding for the projects. Some discussion was made.

3. ADJOURN:

Mayor Pro Tem Williams adjourned the workshop at 6:50pm.

Dorothy Burkhalter, Town Clerk

Jim O'Brien, Mayor

Reviewer Name:		Tonya Elliott Moore
Firm Name:		Collier Engineering & Design
Categories	Points Possible	Points Awarded
Professional Personnel. Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471. Staff to perform required functions.	25	20
Office location and ability to meet workload and budget requirements. 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	20
Past performance	25	20
Understanding of the Services and approach to providing the Services.	25	20
	100	80

Reviewer Name: Tonya Elliott Moore		
Firm Name: Kimley Horn		
Categories	Points Possible	Points Awarded
Professional Personnel. Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471. Staff to perform required functions.	25	25
Office location and ability to meet workload and budget requirements. 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	25
Past performance	25	25
Understanding of the Services and approach to providing the Services.	25	25
	100	100

Reviewer Name:	Tonya Elliott Moore	
Firm Name:	Carnahan, Proctor, Cross	
Categories	Points Possible	Points Awarded
Professional Personnel. Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471. Staff to perform required functions.	25	15
Office location and ability to meet workload and budget requirements. 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	15
Past performance	25	15
Understanding of the Services and approach to providing the Services.	25	15
	100	60

Reviewer Name:		Tony Davit
Firm Name:		Collier Engineering & Design
Categories	Points Possible	Points Awarded
Professional Personnel. Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471. Staff to perform required functions.	25	25
Office location and ability to meet workload and budget requirements. 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	20
Past performance	25	20
Understanding of the Services and approach to providing the Services.	25	20
	100	85

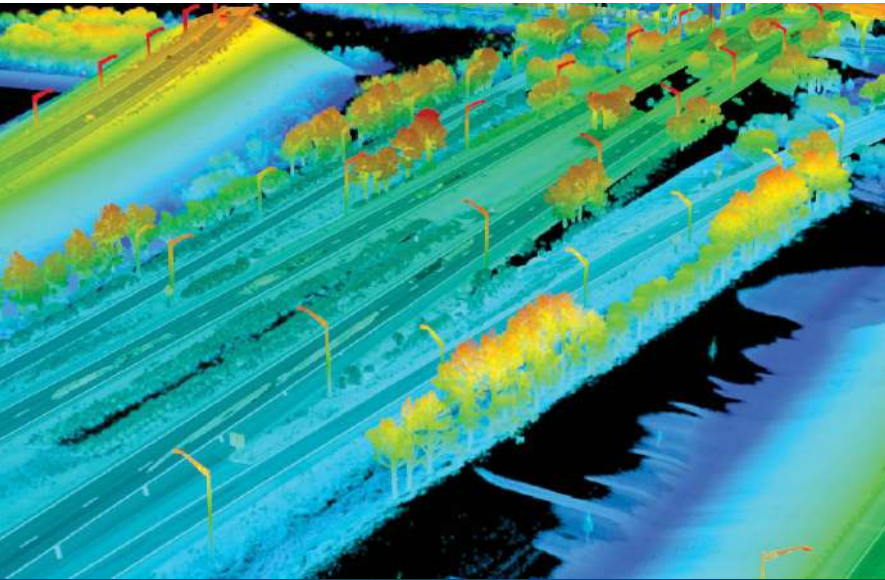
Reviewer Name: Tony Davit		
Firm Name: Kimley Horn		
Categories	Points Possible	Points Awarded
Professional Personnel. Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471. Staff to perform required functions.	25	20
Office location and ability to meet workload and budget requirements. 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	25
Past performance	25	25
Understanding of the Services and approach to providing the Services.	25	25
	100	95

Reviewer Name:		Tony Davit
Firm Name:		Carnahan, Proctor, Cross
Categories	Points Possible	Points Awarded
Professional Personnel. Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471. Staff to perform required functions.	25	20
Office location and ability to meet workload and budget requirements. 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	20
Past performance	25	20
Understanding of the Services and approach to providing the Services.	25	15
	100	75

Reviewer Name:	John Fitzgibbon	
Firm Name:	Collier Engineering & Design	
Categories	Points Possible	Points Awarded
Professional Personnel. Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471. Staff to perform required functions.	25	25
Office location and ability to meet workload and budget requirements. 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	20
Past performance	25	15
Understanding of the Services and approach to providing the Services.	25	20
	100	80

Reviewer Name:	John Fitzgibbon	
Firm Name:	Kimley Horn	
Categories	Points Possible	Points Awarded
Professional Personnel. Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471. Staff to perform required functions.	25	25
Office location and ability to meet workload and budget requirements. 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	25
Past performance	25	25
Understanding of the Services and approach to providing the Services.	25	25
	100	100

Reviewer Name:	John Fitzgibbon	
Firm Name:	Carnahan, Proctor, Cross	
Categories	Points Possible	Points Awarded
Professional Personnel. Licensed as a Professional Engineer (PE) in the State of Florida in accordance with Florida Statute 471. Staff to perform required functions.	25	25
Office location and ability to meet workload and budget requirements. 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	15
Past performance	25	15
Understanding of the Services and approach to providing the Services.	25	15
	100	70



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



Engineering
& Design



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Tab 1

Cover Letter

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

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 that reads "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 (LAMSBD), 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: 3456234239CU

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

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

Professional Licenses (Firm)

<p>City of Maitland 1776 Independence Lane, Maitland, FL 32751 (407)539-6248</p>	<p>PROFESSIONAL LICENSE CERTIFICATE Business Tax Receipt</p>
<p>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 List: Other</p>	<p>License Type: PBTR Classification: Professional Business Tax Receipt Fees Paid: \$15.80</p> <p><i>[Signature]</i> NOT VALID UNLESS SIGNED BY CITY OFFICIAL</p> <p>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.</p> <p style="color: red;">TO BE POSTED IN A CONSPICUOUS PLACE</p>

LICENSEE DETAILS

<p>9:51:22 AM 11/1/2023</p> <p>Licensee Information</p> <p>Name: COLLIERS ENGINEERING & DESIGN, INC. (Primary Name) Main Address: 331 NEWMAN SPRINGS ROAD SUITE 203 RED BANK New Jersey 07701 County: OUT OF STATE</p>	
<p>License Information</p> <p>License Type: Engineering Business Registry Rank: Registry License Number: 30301 Status: Current Licensure Date: 05/09/2013 Expires:</p>	

<p>COLLIERS ENGINEERING & DESIGN, INC. 331 NEWMAN SPRINGS RD STE 203, RED BANK, NJ 07701-5691 Phone: 877-527-3772</p>				
License Type	License#	Issued	Expires	Status
Surveyor Business	LB7388	03/15/05	02/28/25	Active
Surveyor of Record	LS6941	06/02/13	02/28/25	Active
<p>COLLIERS ENGINEERING AND DESIGN 331 NEWMAN SPRINGS RD STE 203, RED BANK, NJ 07701-5691 Phone 732-383-1950</p>				
License Type	License#	Issued	Expires	Status
Continuing Education Provider	CE101	11/05/19	05/30/23	Active

December 1, 2023

Leonardo Ponzio, Executive Vice President
COLLIERS ENGINEERING & DESIGN, INC.
101 Crawfords 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
- 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 rate. 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,

[Signature]

Carliayn Kell
Professional Services
Qualification Administrator

2

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.
15872 DELARPLATA LANE
NAPLES FL 34110

LICENSE NUMBER: PE34869
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

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STATE OF FLORIDA

ISSUED: 02/06/2023

PE94028
PROFESSIONAL ENGINEER
STERBENZ, PAUL MICHAEL

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 201-S
BOCA RATON FL 33433

LICENSE NUMBER: PE89347
EXPIRATION DATE: FEBRUARY 28, 2025
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

ARRIETA, JOHN FREDERIC
6645 HOLLTON CIRCLE
LAKE WORTH FL 33467

LICENSE NUMBER: PE61370
EXPIRATION DATE: FEBRUARY 28, 2025
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STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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STEVENS, GREGORY SCOTT
3471 WEST WATERS AVENUE
SUITE 100
C/O COLLIER ENGINEERING & DESIGN
TAMPA FL 33634

LICENSE NUMBER: PE71511
EXPIRATION DATE: FEBRUARY 28, 2025
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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

VYAS, JIGNESH B.
6148 HEDGES PARRPWS LANE
SANFORD FL 32771

LICENSE NUMBER: PE60295
EXPIRATION DATE: FEBRUARY 28, 2025
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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
316 SOUTH MYRTLE AVENUE
CHINA GROVE NC 28023

LICENSE NUMBER: PG2895
EXPIRATION DATE: JULY 31, 2024
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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, LISA C.
964 PARK MANOR BLVD
ENDWELL NY 13760

LICENSE NUMBER: PE83117
EXPIRATION DATE: FEBRUARY 28, 2025
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Florida Department of Agriculture and Consumer Services
Division of Consumer Services License No: 1554370
Board of Professional Surveyors and Mappers Expiration Date: February 28, 2025
3905 Apalachee Parkway, Tallahassee, Florida 32309-6300

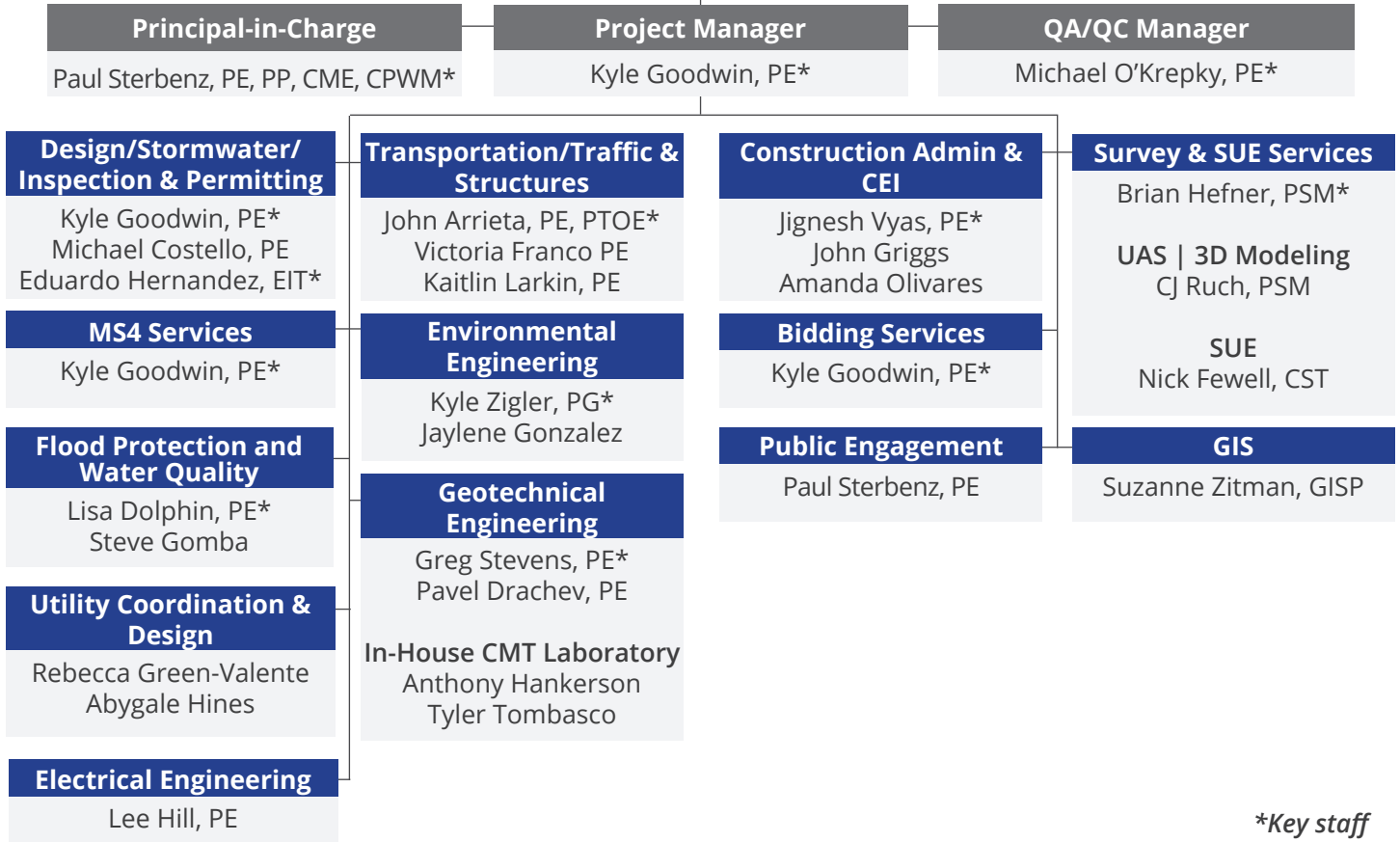
Professional Surveyor and Mapper License

BRIAN K. HEDNER
107 BAYBERRY BLVD
TALLAHASSEE, FL 32309-2503

[Signature]
WILLIAM SIMPSON
COMMISSIONER, REG. & REG. AFF. OFF.

This document is a public record. It is subject to public access under the provisions of the Florida Public Access to Records Act, 2019, and the Florida Freedom of Information Act, 2019.

Organizational Chart



**Key staff*



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 work's 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 a 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

877.627.3772
Telephone Number/Fax Number

Paul Sterbenz
Authorized Signature

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*

Request for Qualifications
**for Continuing
Engineering Services**

RFQ #2024-01



Kimley»»Horn

Expect More. Experience Better.

Request for Qualifications

for Continuing Engineering Services *RFQ #2024-01*

Tab 1
Cover Letter

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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6. Conflict of Interest	10
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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

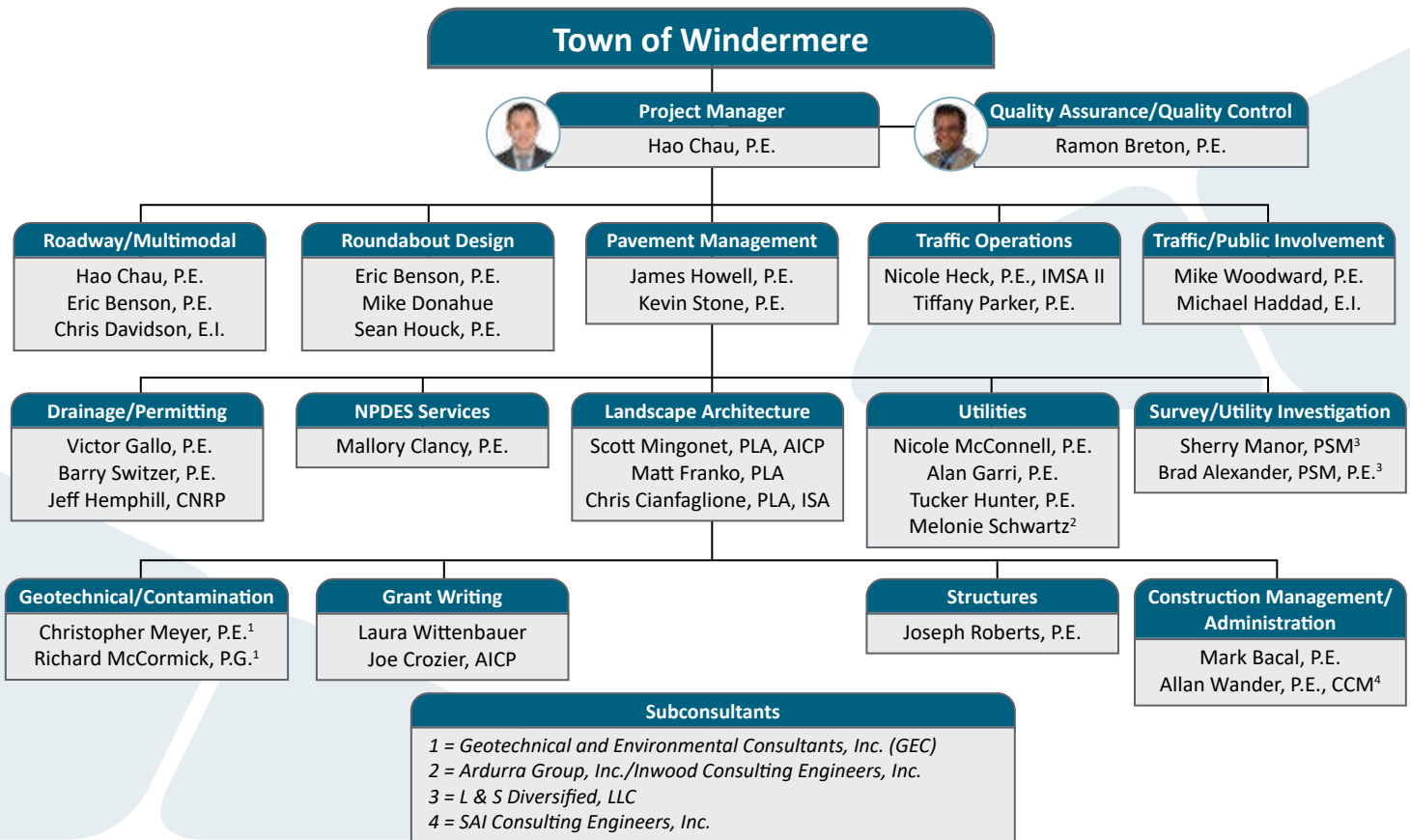
☎ 407.797.3745

✉ hao.chau@kimley-horn.com

200 South Orange Avenue
Suite 600
Orlando, FL 32801
407.898.1511
www.kimley-horn.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

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

Request for Qualifications

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

Tab 2
Qualifications

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.

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.

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.

Request for Qualifications

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

Tab 3

Services Understanding and Approach

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 **Tabs 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.

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.**

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

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.



ACHIEVED

Through adequate planning, coordination, supervision, and technical direction



VERIFIED

Through independent reviews by qualified staff

Kimley-Horn quality control is:



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

Request for Qualifications

for Continuing Engineering Services *RFQ #2024-01*

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

4. FORM OF CONTRACT

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



By: Hao 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*

Tab 7
Forms

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

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 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 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 ✓

[STAMP HERE] 



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.

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

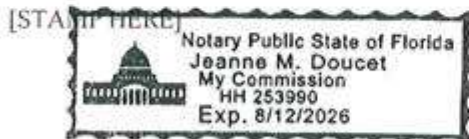
County of Orange

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



Request for Qualifications

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

Appendix
Licenses/Certifications/Litigation

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>

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.

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

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

189 S ORANGE AVE #1000
A - ORLANDO, 32801

PAID: \$40.00 0098-01122186 8/10/2023



WILSON MARK S PRES

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

This receipt is official when validated by the Tax Collector.

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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 LICENSES AND CERTIFICATIONS (CONTINUED)

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Department of Business & Professional Regulation

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- [AB&T Delinquent Invoice & Activity List Search](#)

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

Licensee Information	
Name:	MINGONET, MILTON SCOTT (Primary Name)
	KIMLEY-HORN AND ASSOCIATES INC (DBA Name)
Main Address:	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.



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

- 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

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. 502017CA008616XXXXMB 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,

- 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. 502021CA004964XXXMB; 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-007165-0; 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

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 Praecipe 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.



Kimley»»Horn

Expect More. Experience Better.

Hao Chau, P.E.
Project Manager

407.797.3745 

hao.chau@kimley-horn.com 



In essence, this MOA formalizes a strategic collaboration among law enforcement agencies and political subdivisions within the Orlando/Orange Urban Area to bolster security measures and emergency response capabilities in the face of potential threats.

The staff recommends the approval and once the MOU is signed, OCSO will provide the TOW mobile vehicle license plate readers for no cost through the grant.



**2023 MEMORANDUM OF AGREEMENT
FOR PARTICIPATING ORLANDO/ORANGE
URBAN AREA SECURITY INITIATIVE AGENCIES**

This Memorandum of Agreement (hereinafter referred to as MOA) is entered into this 25 day of March, 2024, by and between the Orange County Sheriff's Office (hereinafter referred to as OCSO), a political subdivision of the State of Florida, and Orange, Seminole, Lake, and Osceola Counties, political subdivisions of the State of Florida; all other participating counties and cities (listed in the attached appendices) of the State of Florida, collectively known as the Orlando/Orange Urban Area (hereinafter referred to as O/OUA) Participants.

RECITALS

WHEREAS, the State of Florida, Division of Emergency Management (FDEM) (hereinafter referred to as the Division) is providing financial assistance to the O/OUA in the amount \$3,610,000.00 dollars (\$3,800,000.00 less the 5% State Management and Administration) through the FY 2023 Urban Area Security Initiative (hereinafter referred to as UASI);

WHEREAS, the OCSO is the Recipient for the O/OUA UASI Grant Program;

WHEREAS, as the Division requires that the urban areas selected for funding take a regional metropolitan area approach to the development and implementation of the UASI Grant Program and involve core cities, core counties, contiguous jurisdictions, mutual aid partners, and State agencies;

WHEREAS, the Urban Area has been defined as the City of Orlando, Orange, Seminole, Lake, and Osceola Counties;

WHEREAS, the OCSO wishes to work with the O/OUA Participants through the Urban Area Working Group process to enhance the O/OUA and its surrounding jurisdiction's ability to prevent, protect against, respond to, and recover from acts of terrorism, or any other manmade or natural disaster; and

WHEREAS, on or about the 25 of March, 2024, the OCSO entered into an agreement with the Division for a Federally Funded Sub grant Agreement, #R0881; CFDA Number 97.067.

NOW THEREFORE, in consideration of the foregoing, the parties hereto agree as follows:

I. PURPOSE

- A. This Agreement delineates responsibilities of the OCSO and the O/OUA Participants for activities under the FY 2023 UASI Grant Program, by the Division.
- B. This Agreement serves as the Scope of Work among all Participants and the OCSO.

II. SCOPE

- A. The provisions of this Agreement apply to FY 2023 UASI activities to be performed at the request of the Division, provided at the option of the OCSO, and in conjunction with, preparation for, or in anticipation of, a major disaster or emergency related to terrorism and or weapons of mass destruction.
- B. No provision in this Agreement limits the activities of the Urban Area Working Group or its Recipient Agency in performing local and state functions.

III. DEFINITIONS

- A. **Critical Infrastructure:** Any system or asset that if attacked would result in catastrophic loss of life and/or catastrophic economic loss management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.
- B. **Core City:** A city at the center of a metropolitan area.
- C. **Core County:** The county within which the core city is geographically located.
- D. **Urban Area Security Initiative (UASI) Grant Program:** The UASI Grant Program is intended to provide financial assistance to address the unique multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density Urban Areas, and to assist these Areas in building and sustaining capabilities to prevent, protect against, respond to, and recover from threats or acts of terrorism, all hazards or man-made disasters.
- E. **National Incident Management System (NIMS):** The NIMS provides a consistent nationwide template to enable all levels of government, tribal nations, non-governmental organizations, and

private sector partners to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity.

- F. Urban Area Working Group (UAWG): The UAWG is responsible for coordinating the development and implementation of all program initiatives. The UAWG may also support the State's efforts to develop the Stakeholder Preparedness Review, particularly as it relates to UASI activities.
- G. Orlando/Orange Urban Area (O/OUA) Administrator: The (O/OUA) Administrator shall be the Orange County Sheriff's Office.
- H. Urban Area: An Urban Area is limited to inclusion of jurisdictions contiguous to the core city and county/counties, or with which the core city or county/counties have established formal mutual aid agreements.
- I. Stakeholder Preparedness Review (SPR): The SPR is a self-assessment of a jurisdiction's current capability levels against the targets identified in the Threat and Hazard Identification and Risk Assessment (THIRA).
- J. Threat and Hazard Identification and Risk Assessment (THIRA): The THIRA is a three-step risk assessment process to help communities understand their risks and determine the level of capability they need in order to address those risks. The outputs from this process lay the foundation for determining a community's capability gaps as part of the SPR.
- K. Florida Division of Emergency Management (FDEM): The non-Federal pass-through entity that provides a subaward to a sub-recipient to carry out part of a Federal program.

IV. OCSO SHALL BE RESPONSIBLE FOR:

- A. Providing an administrative department within the OCSO authorized to carry out the herein agreed upon responsibilities of this MOA.
- B. Ensuring the participation of the following critical stakeholders in the UASI THIRA, UASI SPR, and strategy development process: law enforcement, emergency medical services, emergency

management, the fire service, hazardous materials, public works, governmental administrative, public safety communications, healthcare and public health.

- C. Complying with the requirements of the 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: [2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)
- D. Ensuring satisfactory progress toward the goals or objectives set forth in the grant application.
- E. Complying with all grant agreement requirements and/or special conditions.
- F. Submitting required programmatic and financial reports.

V. THE O/OUA PARTICIPANTS SHALL BE RESPONSIBLE FOR:

- A. Providing personnel who will act as the main liaison (the project manager) and partner with the OCSO, authorized to carry out the herein agreed upon responsibilities of the MOA.
- B. Tracking of their grant purchased federally funded assets via their respective internal inventory control system and attach the provided 2023 UASI inventory tag to 2023 UASI grant purchased equipment. Note: For reconciliation purposes, OCSO as Recipient will maintain and manage a grant-wide database for all federally funded assets purchased under this contract.
- C. Submitting budget detail worksheets to include approved modifications for direct purchases of equipment or services.
- D. Ensure deliverables and performance are followed on Attachment B when developing and providing quotes for allowable expenditures to OCSO.
- E. Follow Environmental Planning & Historic Preservation (EHP) compliance guidelines on Attachment C, if the project requires an EHP.
- F. Participating as a member of the UAWG to include coordinating with and assisting the O/OUA in conducting a UASI SPR and UASI THIRA, which in turn, will guide development of an Urban Area Homeland Security Strategy.

- G. Ensuring and assisting the participation of the following critical stakeholders in the UASI SPR and UASI THIRA and updating of the O/OUA strategies: law enforcement, emergency medical services, emergency management, the fire service, hazardous materials, public works, governmental administrative, public safety communications, healthcare and public health.
- H. The OCSO and O/OUA participants shall be governed by applicable State and Federal laws, rules and regulations, including those program statutes and regulations identified and outlined in Attachment D.
- I. Ensuring satisfactory progress toward the goals or objectives set forth in the grant application.
- J. Following UASI Grant Project agreement requirements and/or special conditions as provided in the FDEM agreement.
- K. Ensure that equipment obtained from the UASI Grant Program is readily available for use by personnel trained to use such equipment for actual emergencies or exercises. Also, ensure that such equipment is readily available for onsite monitoring by DHS/FEMA, FDEM, and the O/OUA. If the agency is incapable of staffing the equipment, such equipment shall be made available to another partnering agency for use during any actual emergencies or exercises. Failure to ensure equipment availability may result in loss of funding and/or equipment to the partner agency.
- L. All equipment obtained from the UASI Grant Program is the sole responsibility of the receiving agency. This includes, where applicable, maintenance, replacement, training on equipment, and insuring of equipment and personnel, and compliance with intra-agency auditing requirements.
- M. Take affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used whenever possible. [Relevant Vendor Listing Link](#)
- N. Ensuring required NIMS Awareness Course(s) is/are completed by relevant personnel.
- O. Providing a signed document recognizing NIMS in principle and policy.

VI. THE OCSO AND THE O/OUA PARTICIPANTS AGREE:

- A. That funding acquired and identified for the UASI will be administered solely by the OCSO.
- B. The OCSO is not responsible for personnel salaries, benefits, workers compensation or time related issues of any participating agency personnel.
- C. OCSO and O/OUA Participants are subdivisions as defined in Chapter 768.28, Florida Statutes, and each agree to be fully responsible for their respective acts and/or omissions of its agents or employees to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by any participant to whom sovereign immunity may be applicable. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any manner arising out of this MOA or any other contract.
- D. For the purposes of executing the conditions established in this MOA, each O/OUA Participants' point of contact (hereinafter referred to as POC) will be designated by each O/OUA Participant in accordance with their internal policies and procedures. The OCSO or designees will remain the UASI POC. (See Attachment A)
- E. In the event the Division determines that any funds disbursed were not spent in accordance with the conditions of the UASI Grant Agreement, the O/OUA Participant that procured the item(s) in question shall reimburse the OCSO for all such funds within thirty (30) days after being notified of said non-compliance. Notwithstanding the above, no funds shall be directly provided to O/OUA Participants under this Agreement.

VII. AUDITS

- A. The OCSO and O/OUA Participants shall comply with the audit requirement contained in 2 CFR Part 200, Subpart F.
- B. OCSO shall follow Generally Accepted Accounting Principles (GAAP), as defined by 2 CFR §200.49.
- C. When conducting an audit of the OCSO performance under the OCSO and FDEM agreement, FDEM shall use Generally Accepted Government Auditing Standards (GAGAS), as defined by 2 CFR §200.50.

VIII. RECORDS

- A. As required by 2 C.F.R. §200.336, the Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the Division, or any of their authorized representatives, shall enjoy the right of access to any documents, papers, or other records of the OCSO and O/OUA Participants which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right of access is not limited to the required retention period but lasts as long as the records are retained. The O/OUA Participants will also give the OCSO, through any authorized representative, access to and the right to examine all records, books, papers or documents related to the grant.

IX. REPORTS

- A. Programmatic status reports are due within fifteen (15) days after the end of each calendar quarter. The O/OUA Participants (program manager) must submit a programmatic status report before the fifteen (15) days after the end of each calendar quarter.
- B. All financial commitments herein are made subject to the availability of funds and the continued mutual agreements of the participants.

X. CONDITIONS, AMENDMENTS, AND TERMINATION

- A. The O/OUA Participants will not discriminate against any employee or applicant for employment on the grounds of race, color, religion, sex, age, or national origin in fulfilling any and all obligations under this MOA.
- B. Any provision of this MOA later found to be in conflict with Federal law or regulation, or invalidated by a court of competent jurisdiction, shall be considered inoperable and/or superseded by that law or regulation. Any provision found inoperable is severable from this MOA, and the remainder of the MOA shall remain in full force and effect.
- C. This MOA may be modified or amended only in writing and upon approval of all the parties hereto.

D. This MOA may be terminated by any O/OUA Participant upon thirty (30) days prior written notice to the OCSO and the return of any and all equipment that has been received through the UASI Funding program.

E. This MOA shall be considered the full and complete agreement between the undersigned parties, and shall supersede any prior MOA among the O/OUA Participants, written or oral, except for any executor obligations that have not been fulfilled.

F. This MOA may be executed in several parts, each of which shall be considered a valid MOA, provided that each of the O/OUA Participants to the MOA has executed at least one (1) original copy of the MOA and has transmitted copy of the signature page hereof to the other O/OUA Participants.

G. This MOA will end at the conclusion of the stated grant performance period of **September 30, 2025.**

H. Subcontracts: If an O/OUA Participant subcontracts any of the work required under this MOA, a copy of the unsigned subcontract must be forwarded to the Division for review and approval before it is executed by the Recipient. The O/OUA Participants agree to include in the subcontract that (i) the subcontractor is bound by the terms of this MOA, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division, OCSO, and O/OUA Participants harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this MOA, to the extent allowed and required by law. The O/OUA Participants shall document in the quarterly report the subcontractor's progress in performing its work under this MOA.

For each subcontract, the O/OUA Participants shall provide a written statement to the Division as to whether that subcontractor is a minority business enterprise, as defined in 2 CFR §200.321.

RECIPIENT

BY: _____

JOHN W. MINA
SHERIFF OF ORANGE COUNTY, FLORIDA

DATE: _____

**APPROVED AS TO FORM AND LEGALITY
FOR THE RELIANCE OF THE SHERIFF OF
ORANGE COUNTY, FLORIDA**

BY: _____

RECIPIENT ATTORNEY

ORANGE COUNTY, FLORIDA

By: Orange County Board of County Commissioners

By: _____
Jerry L. Demings
Orange County Mayor

Date: _____

ATTEST: Phil Diamond, CPA, County Comptroller
As Clerk of the Board of County Commissioners

By: _____
Deputy Clerk

Signature page for Orange County, Florida

PARTICIPATING AGENCY
Town of Windermere, a Municipal
Corporation of the State of Florida

ATTEST:

By: _____

Typed Name: _____

Typed Name: _____

Title: _____

Title: _____

APPROVED AS TO FORM AND LEGALITY

Participating Agency Attorney

Signature page for Town of Windermere

Attachment A
Point of Contact

Apopka Police Department

POC: Chief Mike McKinley
Address: 112 East Sixth Street, Apopka, FL 32703
Email: mmckinley@apopka.net

Clermont Police Department

POC: Chief Charles Broadway
Address: 3600 South US Hwy 27, Clermont, FL 34711
Email : cbroadway@clermontfl.org

Kissimmee Police Department

POC: Chief Betty Holland
Address: 8 North Stewart Avenue, Kissimmee, FL 34741
Email : betty.holland@kissimmee.gov

Lake County Sheriff's Office

POC: Sheriff Peyton C. Grinnell
Address: 360 West Ruby Street, Tavares, FL 32778
Email: peyton.grinnell@lcsso.org

Lake County Public Safety Department/Office of Emergency Management

POC: Megan Milanese, Director
Address: 425 W. Alfred Street, Tavares, FL 32778-7800
Email: megan.milanese@lakecountyfl.gov

Ocoee Police Department

POC: Acting Chief Vincent Ogburn
Address: 646 Ocoee Commerce Parkway, Ocoee, FL 34761
Email : vogburn@ocoe.org

Orlando Police Department

POC: Chief Eric D. Smith
Address: 100 South Hughey Avenue, Orlando, FL 32801
Email: eric.smith@cityoforlando.net

Orange County Emergency Management

POC: Chief Lauraleigh Avery, Emergency Manager
Address: 6590 Amory Court, Winter Park, FL 32793
Email: Lauraleigh.Avery@ocfl.net

Osceola County Sheriff's Office

POC: Sheriff Marcos R. Lopez
Address: 2601 E. Irlo Bronson Memorial Hwy, Kissimmee, FL 34744
Email: mlopez@osceola.org

Osceola County Office of Emergency Management

POC: Director Bill Litton
Address: 2586 Partin Settlement Rd., Kissimmee, FL 34744
Email: bill.litton@osceola.org

Sanford Police Department

POC: Chief Cecil Smith

Address: 815 Historic Goldsboro Blvd, Sanford, FL 32771

Email : cecil.smith@sanfordfl.gov

Seminole County Sheriff's Office

POC: Captain Mark Pergola

Address: 100 Bush Blvd., Sanford, FL 32773

Email: mpergola@seminolesheriff.org

Seminole County Emergency Management

POC: Chief Administrator Alan Harris

Address: 150 Bush Blvd. Sanford, FL 32773-6179

Email: aharris@seminolecountyfl.gov

St. Cloud Police Department

POC: Chief Douglas A. Goerke

Address: 4700 Neptune Road, St. Cloud, FL 34769

Email: douglas.goerke@stcloud.org

Windermere Police Department

POC: Chief Dave Ogden

Address: 620 Main Street, Windermere, FL 34786

Email : dogden@town.windermere.fl.us

Winter Park Police Department

POC: Chief Tim Volkerson

Address: 500 North Virginia Avenue, Winter Park, FL 32789

Email: tvolkerson@cityofwinterpark.org

Attachment B **Deliverables and Performance**

State Homeland Security Program (HSGP): HSGP supports the implementation of risk driven, capabilities-based State Homeland Security Strategies to address capability targets set in Urban Area, State, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability levels are assessed in the State Preparedness Report (SPR) and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

Planning Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual cost of successfully completing Planning activities consistent with the guidelines contained in the Comprehensive Planning Guide CPG 101 v.2. For additional information, please see http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf or grant guidance (Notice of Funding Opportunity). For the purposes of this Agreement, any planning activity such as those associated with the Threat and Hazard identification and Risk Analysis (THIRA), State Preparedness Report (SPR), and other planning activities that support the National Preparedness Goal (NPG) and place an emphasis on updating and maintaining a current Emergency Operations Plan (EOP) are eligible. The Sub-Recipient can successfully complete a planning activity either by creating or updating such plan(s).

Organization Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual eligible costs for Personnel, Intelligence Analysts, Overtime and Operational Overtime.

Exercise Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual cost of successfully completing an exercise which meets the Department of Homeland Security Homeland Security Exercise and Evaluation Program (HSEEP) standards and is listed in A) the State of Florida Multi-Year Training & Exercise Plan (MYTEP), and B) County or Regional TEP for the region in which the Sub-Recipient is geographically located. Information related to TEPs and HSEEP compliance can be found online at: <https://www.llis.dhs.gov/hseep>. For the purposes of this Agreement, any exercise which is compliant with HSEEP standards and contained in the State of Florida MYTEP qualifies as an authorized exercise. The Sub-Recipient can successfully complete an authorized exercise either by attending or conducting that exercise.

Training Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual cost of successfully completing a training course listed on the Department of Homeland Security (DHS) approved course catalog. For non-DHS approved courses the Sub-Recipient shall obtain advance FDEM approval using the Non-TED form by contacting their grant manager. The DHS course catalog is available online at: <http://training.fema.gov/>. For the purposes of this Agreement, any training course listed on the DHS approved course catalog qualifies as an authorized course. The Sub-Recipient can successfully complete an authorized course either by attending or conducting that course.

Equipment Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual cost of purchasing an item identified in the approved project funding template and budget of this agreement and listed on the DHS Authorized Equipment List (AEL). For the purposes of this Agreement, any item listed on the AEL qualifies as an authorized item. The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for HSGP are listed on the web-based version of the Authorized Equipment List (AEL) on the Lessons Learned Information System at <http://beta.fema.gov/authorized-equipment-list>. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Attachment C
Environmental Planning & Historic Preservation (EHP) Compliance Guidelines

ENVIRONMENTAL PLANNING & HISTORIC PRESERVATION (EHP) COMPLIANCE GUIDELINES

The following types of projects are to be submitted to FEMA for compliance review under Federal Environmental Planning and Historic Preservation (EHP) laws and requirements prior to initiation of the project:

- New Construction, Installation and Renovation, including but not limited to:
 - Emergency Operation Centers
 - Security Guard facilities
 - Equipment buildings (such as those accompanying communication towers)
 - Waterside Structures (such as dock houses, piers, etc.)
- Placing a repeater and/or other equipment on an existing tower
- Renovation of and modification to buildings and structures that are 50 years old or older
- Any other construction or renovation efforts that change or expand the footprint of a facility or structure including security enhancements to improve perimeter security
- Physical Security Enhancements, including but not limited to:
 - Lighting
 - Fencing
 - Closed-circuit television (CCTV) systems
 - Motion detection systems
 - Barriers, doors, gates and related security enhancements

In addition, the erection of communications towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects must be submitted to FEMA for EHP review.

EHP DETERMINATION PROCESS

- I. Submit the Final Screening Memo to the SAA for review prior to funds being expended.
- II. The SAA will review and notify the Sub-Recipient of its decision. The grantee should incorporate sufficient time and resources into the project planning process to accommodate EHP requirements.
- III. **THE PROJECT MAY NOT BEGIN UNTIL FINAL FEMA APPROVAL IS RECEIVED.**

Attachment D
Program Statutes and Regulations

- 1) Age Discrimination Act of 1975 42 U.S.C. § 6101 *et seq.*
- 2) Americans with Disabilities Act of 1990 42 U.S.C. § 12101-12213
- 3) Chapter 473, Florida Statutes
- 4) Chapter 215, Florida Statutes
- 5) Chapter 252, Florida Statutes
- 6) Title VI of the Civil Rights Act of 1964 42 U.S.C. § 2000 *et seq.*
- 7) Title VIII of the Civil Rights Acts of 1968 42 U.S.C. § 3601 *et seq.*
- 8) Copyright notice 17 U.S.C. §§ 401 or 402
- 9) Assurances, Administrative Requirements, Cost Principles, Representations and Certifications
2 C.F.R. Part 200
- 10) Debarment and Suspension Executive Orders 12549 and 12689
- 11) Drug Free Workplace Act of 1988 41 U.S.C. § 701 *et seq.*
- 12) Duplication of Benefits 2 C.F.R. Part 200, Subpart E
- 13) Energy Policy and Conservation Act 42 U.S.C. § 6201
- 14) False Claims Act and Program Fraud Civil Remedies 31 U.S.C. § 3729-3733 also 31 U.S.C.
3801-3812
- 15) Fly America Act of 1974 49 U.S.C. § 41102 also 49 U.S.C. § 40118
- 16) Hotel and Motel Fire Safety Act of 1990 15 U.S.C. § 2225a
- 17) Lobbying Prohibitions 31 U.S.C. § 1352
- 18) Patents and Intellectual Property Rights 35 U.S.C. § 200 *et seq.*
- 19) Procurement of Recovered Materials section 6002 of Solid Waste Disposal Act
- 20) Terrorist Financing Executive Order 13224
- 21) Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act) 20 U.S.C. §
1681 *et seq.*
- 22) Trafficking Victims Protection Act of 2000 22 U.S.C. § 7104
- 23) Rehabilitation Act of 1973 Section 504, 29 U.S.C. § 794
- 24) USA Patriot Act of 2001 18 U.S.C. § 175-172c
- 25) Whistleblower Protection Act 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41
U.S.C. § 4304 and § 4310
- 26) 53 Federal Register 8034
- 27) Rule Chapters 27P-6, 27P-11, and 27P-19, Florida Administrative Code

- b. Vehicle 2 – 2023 Dodge Charger SXT \$747.60 monthly payment over 60 months. (Total Payment of \$44,856.00, which includes emergency lighting. Final payment of \$7,432.85 is due if the vehicle is kept)
 - i. Enterprise would sell both vehicles, and the proceeds would be used to pay the monthly payments.

The staff requests that the Town Council approve purchasing the two Dodge Chargers through Orlando Dodge. The vehicles will be purchased with a loan from Synovus Bank, and the total loan amount will not exceed \$60,586.00.



Date: 4/24/2024

Salesperson: Ani Udi

Manager: Ani Udi

FOR INTERNAL USE ONLY

BUSINESS NAME TOWN OF WINDERMERE Home Phone : _____

CONTACT _____

Address : 614 MAIN STREET
WINDERMERE, FL 34786
ORANGE Work Phone : (407) 876-3757

E-Mail : jbonk@town.windermere.fl.us Cell Phone : _____

VEHICLE

Stock # : PH705325 New / Used : New VIN : 2C3CDXJG1PH705325 Mileage: 10

Vehicle : 2023 Dodge Charger Color : PDN Destroyer G

Type : SXT 4dr All-Wheel Drive Sedan LDES48

TRADE IN

Payoff : _____ VIN : 3FA6P0G7XHR416826 Mileage: 78,346

Vehicle : 2017 Ford Fusion Color : _____

Type : S 4dr Front-wheel Drive Sedan

Market Value Selling Price	40,615.00
Rebate	4,420.00
Adjusted Price	36,195.00
Trade Allowance	8,200.00
Trade Difference	27,995.00
Dealer Doc	998.00
Cash Deposit	.00
Balance	28,993.00

Customer Approval: _____ Management Approval: 

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



Date: 4/24/2024
 Salesperson: Ani Udi
 Manager: Moe Alshami


FOR INTERNAL USE ONLY

BUSINESS NAME TOWN OF WINDERMERE Home Phone : _____
CONTACT _____
 Address : 614 MAIN STREET
WINDERMERE, FL 34786 Work Phone : (407) 876-3757
ORANGE
 E-Mail : _____ Cell Phone : _____

VEHICLE
 Stock # : PH700146 New / Used : **New** VIN : 2C3CDXBG0PH700146 Mileage: 5
 Vehicle : 2023 Dodge Charger Color : PAU Granite Pea
 Type : SXT 4dr Rear-Wheel Drive Sedan LDDM48

TRADE IN
 Payoff : _____ VIN : 3FA6P0G77HR402902 Mileage: 115,000
 Vehicle : 2017 Ford Fusion Color : _____
 Type : S 4dr Front-wheel Drive Sedan

Market Value Selling Price	37,015.00
Rebate	6,920.00
Adjusted Price	30,095.00
Trade Allowance	5,500.00
Trade Difference	24,595.00
Dealer Doc	998.00
Cash Deposit	.00
Balance	25,593.00

Customer Approval: _____ Management Approval: 

By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

PUBLIC SAFETY SUPPLY, LLC New
 625 W 18TH ST
 HIALEAH, FL 33010

QUOTATION

Quote Number: 4420
 Quote Date: Apr 4, 2024
 Page: 1

Voice: 786-725-5123
 Fax: 888-308-3029

Quoted To:
Windermere Police Department 620 Main Street Windermere, FL 34786

Customer ID	Good Thru	Payment Terms	Sales Rep
Windermere PD	5/4/24	Net 30 Days	SA

Quantity	Item	Description	Unit Price	Amount
		Admin Charger		
2.00	FE-XSM2-BRW-US	BLUE RED WHITE BLUE RED WHITE	279.00	558.00
2.00	FE-MPS63U-RBW	(18) LEDs, Red/Blue/White (mounted on each side rear windows)	125.95	251.90
2.00	FE-XSM2-BRW-US	BLUE RED WHITE BLUE RED WHITE (mounted in upper corners of rear window)	278.85	557.70
1.00	TR-CM-PSUV-SL-H	PASSENGER SEAT COMPUTER MNT	495.00	495.00
1.00	PF200	FEDERAL SIGNAL PATHFINDER SIREN - USED. With warranty.	474.80	474.80
1.00	INSTALL	INSTALL - agency will provide the controller and speaker and bracket. Any other lights added with adjust installation price.	1,190.00	1,190.00
			Subtotal	3,527.40
			Sales Tax	
			TOTAL	3,527.40

PUBLIC SAFETY SUPPLY, LLC New
 625 W 18TH ST
 HIALEAH, FL 33010

QUOTATION

Quote Number: 4436
 Quote Date: Apr 11, 2024
 Page: 1

Voice: 786-725-5123
 Fax: 888-308-3029

Quoted To:
Windermere Police Department 620 Main Street Windermere, FL 34786

Customer ID	Good Thru	Payment Terms	Sales Rep
Windermere PD	5/11/24	Net 30 Days	SA

Quantity	Item	Description	Unit Price	Amount
2.00	FE-XSM2-BRW-US	Admin Charger BLUE RED WHITE BLUE RED WHITE	279.00	558.00
2.00	FE-MPS63U-RBW	(18) LEDs, Red/Blue/White (mounted on each side rear windows)	125.95	251.90
2.00	FE-XSM2-BRW-US	BLUE RED WHITE BLUE RED WHITE (mounted in upper corners of rear window)	278.85	557.70
1.00	INSTALL	INSTALL - agency will provide controller and speaker - if any other equipment is added it will adjust the installation price	1,105.00	1,105.00
			Subtotal	2,472.60
			Sales Tax	
			TOTAL	2,472.60

Windermere Police Department
620 Main Street
Windermere, FL 34786
noemail@noemail.com

AutoNation Ford Sanford

4911 Wayside Dr.
Sanford, FL 32771
(407) 328-6000

www.autonation.com

HOME: CONT: (407) 876-3757

Florida Registration Number: MV- 28869

BUS: CELL: (407) 310-5727

SERVICE ADVISOR: Gregory Jones

COLOR	YEAR	MAKE/MODEL	VIN	LICENSE	MILEAGE IN/ OUT	TAG	
Silver	2017	FORD FUSION	3FA6P0G77HR402902		116461		
DEL DATE	PROD. DATE	WARR. EXP.	PROMISED	PO NO.	RATE	PAYMENT	INV. DATE
							04/04/2024
R.O. OPENED		READY		OPTIONS:			

LINE	OP CODE	DESCRIPTION	DURATION	ESTIMATE
# A	MA44	Tires - Mount and Balance Tires - Mount and Balance - Goodyear ASSURANCE MAXLIFE 215/60R16	1.60	812.90
# B	FS02	Alignment - 4 Wheel	1.40	120.98
# C	AT90	Transmission, Automatic (Factory) - Remove and Install	10.50	6486.32
# D	FS12	Shocks or Struts, Front - Replace Both	3.00	1278.67
# E	FS55	Tie Rods, Inner and Outer - Replace	3.60	1286.63
# F	BM09	Brake Pads and Rotors, Rear (M/C Preferred Value) - Replace	1.80	653.89
# G	BM10	Brake Pads, Front (M/C Preferred Value) - Replace	0.80	598.45

Subtotal 11237.84

Printed On 04/04/2024 6:34:46 PM

Sales Tax 00.00

Total 11237.84

SAVE REPLACED PARTS

PLEASE READ CAREFULLY, CHECK ONE OF THE STATEMENTS BELOW, AND SIGN:

I UNDERSTAND, THAT UNDER STATE LAW, I AM ENTITLED TO A WRITTEN ESTIMATE IF MY FINAL BILL WILL EXCEED \$100.

- I REQUEST A WRITTEN ESTIMATE
- I DO NOT REQUEST A WRITTEN ESTIMATE AS LONG AS THE REPAIR COSTS DO NOT EXCEED \$_____. THE SHOP MAY NOT EXCEED THIS AMOUNT WITHOUT MY WRITTEN OR ORAL APPROVAL.
- I DO NOT REQUEST A WRITTEN ESTIMATE.

SIGNED: _____ DATE: _____

SHOP SUPPLY COSTS: We may charge \$3.00 or 12% of the total cost of labor and parts, whichever is greater, not to exceed \$55.00. This charge represents costs and profit to the motor vehicle repair facility for miscellaneous shop supplies or waste disposal. The State of Florida requires a \$1.00 fee to be collected for each new tire sold in the state (s.403.718) and a \$1.50 fee to be collected for each new or remanufactured lead-acid battery sold in the state (s.403.7185).

WARRANTY STATEMENT AND VEHICLE INSPECTION RIGHTS: PLEASE SEE THE TERMS ON THE REVERSE SIDE OF THIS REPAIR ORDER.

CALL/TEXT AUTHORIZATION: YOU HEREBY AUTHORIZE US TO MAKE RECURRING CALLS, TEXTS, AND TRANSMIT VOICEMAILS TO YOU AT YOUR PHONE NUMBER(S), INCLUDING BY USE OF AN AUTOMATED SYSTEM, REGARDING SALES AND/OR SERVICE OF YOUR VEHICLE. YOU UNDERSTAND YOUR AGREEMENT IS NOT A CONDITION OF PURCHASING GOODS OR SERVICE. AND YOU MAY OPT OUT YOUR PHONE NUMBER(S) BY NOTIFYING YOUR SERVICE ADVISOR OF

LABOR AND PARTS: Labor charges are based on both a flat rate and an hourly rate unless otherwise indicated. All parts installed are new unless otherwise indicated.

STORAGE CHARGES: A storage fee of \$75.00 per day may be applied to vehicles which are not claimed within 3 working days of notification of completion.

OTHER AUTHORIZED PERSON _____ PH: _____

ESTIMATE/DIAGNOSTIC FEE \$ 12024.49

CHARGES FOR DIAGNOSTIC/PARTIALLY COMPLETED WORK: If I authorize diagnostic work to estimate the cost of repair or commencement of repairs, but do not authorize completion of a repair or service, a charge will be imposed for disassembly, reassembly, or partially completed work. The vehicle shall be reassembled to a condition reasonably similar as when received, unless I waive reassembly, or the reassembled vehicle would be unsafe. Any charges will be directly related to the actual amount of labor or parts involved in the inspection, repair, or service.

RISK OF LOSS: I understand the dealership is not responsible for any delays caused by unavailability of parts or shipping by the supplier or transporter, nor is it responsible for loss or damage to the vehicle or articles left in the vehicle in case of fire, theft, hail, wind, or any other cause beyond its control.

ADDITIONAL PERMISSIONS GRANTED: I hereby grant the dealership permission to operate the vehicle on streets, highways, or public roadways for the purpose of testing and/or inspecting the vehicle. I authorize the retrieval of on-board data as needed to facilitate vehicle repair, as well as sharing that data with the vehicle manufacturer for diagnostic and research purposes.

PAYMENT TERMS: I agree to pay for the inspection and repairs I authorize, along with the necessary materials, in cash or approved credit card upon completion of the repairs unless the dealership agrees to other payment arrangements in advance. An express lien is hereby acknowledged to secure the cost of labor, materials, and any other authorized charge!

CUSTOMER SIGNATURE: _____ DATE: **107**

Service Manager: KEE'SHAWN BURNETT

TRACKING ID# *	
Store ID #	Service Work Order #
1811	2038755

Insurance :
Policy Number :

If you have any questions
or concerns, please call:
(407) 654-9847

Name: Windermere POLICE	Year: 2017	Date : 2024-04-11
Address: 614 Main St	Make: FORD	Entered By: KEE'SHAWN B
City: Windermere	Model: FUSION	Time In: 09:59:48
State: FL	Engine: 4-2488 2.5L DOHC	Date/Time Promised: 2024-04-11 15:15:00
Zip: 34786	Vin No.: 3FA6P0G7XHR416826	Old Parts Returned: no
Home Phone: (407)310-9464	License No: FL IWDV30	Customer Waiting
Contact Phone: (407)310-9464	Mileage In / Out: 77794 /	
	Color: grey	
Storage Charges: Any vehicle that is left unattended for more than 7 business days may be stored at the owner's expense. For more information, please see Store Manager.		

I HEREBY AUTHORIZE PEP BOYS TO PERFORM THE REPAIRS ON THIS WORK ORDER AND TO FURNISH THE NECESSARY MATERIALS AND ITS EMPLOYEES TO OPERATE THE VEHICLE FOR PURPOSES OF INSPECTION, TESTING AND DELIVERY. I UNDERSTAND THAT ANY COST QUOTED IS AN ESTIMATE. I UNDERSTAND THAT UNLESS DIRECTLY CAUSED BY PEP BOYS, IT IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE VEHICLE OR ITS CONTENTS, THAT THE VEHICLE MAY BE PARKED IN THE PEP BOYS' PARKING LOT AND THAT VEHICLES ARE LEFT OVERNIGHT AT OWNER'S RISK

X

Initial Estimate	Parts \$: 6860.39	Labor \$: 2305.29	Total \$: 9165.68	Date and Time : 2024-04-11 09:59:48
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TYPE	PART	DESCRIPTION	CODE	MECHANIC	HLRY RATE	HRS	QTY	SOURCE	EACH	TOTAL
PK	0399085	FLEET SYNTHETIC PM SERVICE								
LB	4823	FLEET SYNTHETIC OIL CHANGE LABOR Satisfaction	N	NOLAN R			1		10.60 -4.04	6.56
PN	550022685	5W20 PENNZ PLAT SYN ECOBOX Satisfaction	N				6		7.85 -2.99	29.16
LB	1365	BRAKE INSPECTION	N	NOLAN R			1		0.00	0.00
PN	X241	ECOGARD Premium Oil Filter Satisfaction	N				1		5.30 -2.02	3.28

Package SubTotal :39.00

LB	2345	ENGINE DIAGNOSTIC SHAKING WHILE DRIVING	N	NOLAN R			1		99.99	99.99
LB	2049	COMPLIMENTARY VEHICLE INSPECTION	N	NOLAN R			1		0.00	0.00

Not Yet Authorized

PK	0088510	FRONT ROTOR(S) PKG								
LB	2460	FRONT ROTOR/DRUMS WITH BRAKE SERVICE	N	NOLAN R			2		0.00	0.00
PN	YH479085P	F DISC BRAKE ROTOR	N				2	OP	178.99	357.98

Package SubTotal :357.98

PK	0635097	FRONT BRAKES STANDARD PKG Labor Warranty 12 Mo/12K Miles								
LB	7145	FRONT BRAKES LABOR	N	NOLAN R			1		156.50	156.50
PN	GNAD1653	F CERAMIC PADS	N				1	OP	53.49	53.49

Package SubTotal :209.99

PK	1010363	REPLACE ROTORS/DRUMS W/BRAKE SERVICE								
LB	2461	REAR ROTOR/DRUMS WITH BRAKE SERVICE	N	NOLAN R			2		0.00	0.00
PN	YH479084P	R DISC BRAKE ROTOR	N				2	OP	169.99	339.98

Package SubTotal :339.98

PK	0635228	REAR BRAKES STANDARD PKG Labor Warranty 12 Mo/12K Miles								
LB	7146	REAR BRAKES LABOR	N	NOLAN R			1		177.00	177.00

LB	1897	TIRE MOUNTING	N	NOLAN R		4		0.00	0.00
PN	6001	TIRE HANDLING CHARGE PEPBOYS	N			4		3.00	12.00
PN	7020K	SVC KITMULTIPLE APPS	N			4		10.99	43.96
LB	4114	REBUILD TPMS	N	NOLAN R		4		1.00	4.00

Package SubTotal :120.00

PN	T165067-ADV	TRANSMISSION ASSEMBLY	N			1	OP	5351.69	5351.69
LB	5055	COMPUTER MODULE PROGRAMING	N	NOLAN R	158.00	1		395.00	395.00
LB	5055	REMOVE AND INSTALL TRANSMISSION ASSEMBLY	N	NOLAN R	158.00	1		1406.20	1406.20
PN	110571545	Goodyear ASSURANCE MAXLIFE 215/60R16 95V 85,000 MILE PRORATED	N			4	ORDC	158.99	635.96
PN		Next PBX Warehouse Delivery	N			1		0.00	0.00

Parts: 6860.39 Labor : 2305.29 Other : 0.00 Tax : 0.00 Total : 9165.68
 Payment Due From Driver : 0.00
 Charge Fleet Acct(80537527) : 9165.68

FLEET TRANSACTION
 TOWN OF WINDERMERE

Fleet Invoice: 18112038755
 Fleet Acct: 80537527

PO NUMBER:

General Comments

Customer Declined: RoadHazard
 Customer Declined: Alignment

Code Descriptions

N:New

Service Information

Tire Tread Depth (32nds) LF::

Tire Tread Depth (32nds) RR::

State Inspection Expiration Date::

Tire Tread Depth (32nds) LR::

Tire Tread Depth (32nds) RF::

1365 BRAKE INSPECTION
 Suggest Service/Replace Parking Brake Cable:
 Suggest Replace Hydraulic Components:
 Suggest Replace Brake Fluid:
 Decimal Point Required For All Entries:
 RF Brake Lining (32nds):::
 RR Brake Lining (32nds):::
 RF Rotors or Drums Thickness (In :
 RR Rotors or Drums Thickness (In :

Suggest Service/Replace Wheel Bearings (non-drive wheels):
 Suggest Replace Hardware:
 Suggest Clean & Adjust:
 LF Brake Lining (32nds):::
 LR Brake Lining (32nds):::
 LF Rotors or Drums Thickness (In :
 LR Rotors or Drums Thickness (In :

1807 90 DAYS WHEEL BALANCE 1619
 OK,YEL,RED,NC|Front Brake Gauge Reading (Ok, Yellow, Red or Not Checked):

OK,YEL,RED,NC|Rear Brake Gauge Reading (Ok, Yellow, Red or Not Checked):

1897 TIRE MOUNTING

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Town Clerk
DOROTHY BURKHALTER

Development Review Board April 16, 2024

Town Council May 14, 2023

Case No.: Z24-07

Applicant/Representative: Sun Wine, Inc. d/b/a SolVino – Arjun Kumar
Kara Ann Groves, Esq., BrewerLong

Property Owner: Windermere Downtown Property, LLC

Requested Action: Conditional Use to allow on-site consumption of beer or wine.

Property Address: 527 Main Street, Unit 101, Windermere, FL 34786

Legal Description: PLAT OF WINDERMERE G/36 LOTS 247 & 248

Future Land Use/Zoning: Commercial (Town Center Overlay District)/Planned Development

Existing Use: Vacant – Downtown Windermere Redevelopment Project Under Construction

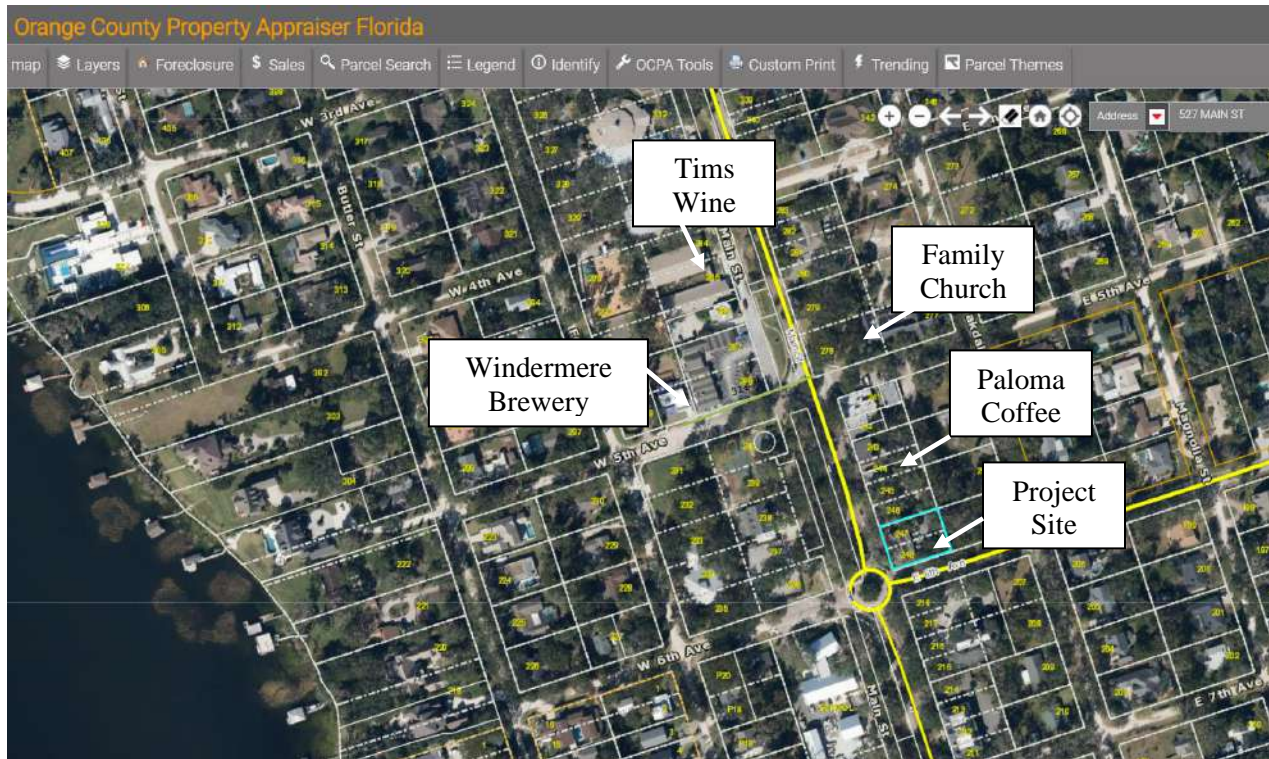
Surrounding Future Land Use/Zoning

North: Commercial (Town Center Overlay)/Commercial
East: Residential/Residential
South: Commercial (Town Center Overlay)/Commercial
West: Public/Public

Need for Conditional Use Approval: To allow a business in the Windermere Downtown Property Redevelopment (aka 500 Block Project) that has on-site sale and consumption of beer or wine requires a Conditional Use approval because it is located less than 1,000 feet from the Family Church and the three other locations with approval for on-site sale and consumption of beer and wine (Tim's Wine, Windermere Brewery, and Paloma Coffee) (Section 8-82, Code of

Ordinances). However, Section 8-82, Code of Ordinances, also provides that the Town Council may waive the 1,000-foot separation requirement through the approval of a Conditional Use.

Below is a 2023 aerial from the Orange County Property Appraiser that identifies the subject property and the other uses within 1,000 feet that require the approval of the Conditional Use for the proposed on-site sale and consumption of beer or wine.



Source: Orange County Property Appraiser Mapping April 8, 2024

Section 15.00.04 of the Land Development Code provides the standards of review for a Conditional Use for the DRB and Town Council. The standards of review are:

1. Whether the conditional use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area.
2. Whether the conditional use will preserve any town, state or federally designated historic, scenic, archaeological, or cultural resources.
3. Whether the conditional use will be compatible with adjacent residential development, if any, based on characteristics such as size, building style and scale; or whether such incompatibilities are mitigated through such means as screening, landscaping, setbacks, and other design features.
4. Whether the conditional use will have significant adverse impacts on the livability and usability of nearby land due to noise, dust, fumes, smoke, glare from lights, late-night operations, odors, truck and other delivery trips, the amount, location, and nature of any outside displays, storage, or activities, potential for increased litter, and privacy and safety

issues.

5. Whether the transportation system is capable of safely supporting the conditional use in addition to the existing uses in the area.
6. Whether the minimum off-street parking area required, and the amount of space needed for the loading and unloading of trucks, if applicable, has been provided and will function properly and safely.
7. Whether generally, the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation have been made. The applicant provided a plan of operation. The following provides a summary of the plan of operation and review comments where additional information is needed or recommended conditions of operation.

The applicant provided a response to the criteria and is included in this agenda item.

Proposed Hours of Operation: Section 8-83, Code of Ordinances, prohibits the sale of alcoholic beverages between the hours of 12:00 am and 7:00 am. The applicant proposes to be closed by 10 p.m. each day, which is consistent with the Development Agreement for the Windermere Downtown Property (Ordinance 2023-02). Under the Conditional Use, the Town has the ability to regulate the hours of operation and impose other operating hours.

Outdoor Seating: The applicant proposes outdoor seating only if approved by the Town. For the information, the Development Agreement for the Windermere Downtown Property (Ordinance 2023-02) requires that permanent outdoor seating areas must be included in the total gross floor area of the project, which would impact the number of required parking spaces. Any additional gross floor area above what was previously approved under Ordinance 2023-02 will require additional parking over the 79 parking spaces that are being provided.

Compliance with the Windermere Downtown Property PUD – Ordinance 2023-02: The proposed business will be within unit that is part of the Windermere Downtown Property PUD, which was approved by Ordinance 2023-02. The approved PUD allows for the proposed business with the approval of a Conditional Use. The approved PUD requires that the proposed business be developed (building façade, signage, etc.) and operated consistent with the requirements of the PUD under Ordinance 2023-02. The applicant has acknowledged and agreed develop and operate complaint with the PUD requirements under Ordinance 2023-02.

Conditional Use Enforcement: Section 8-82(c), Town Code of Ordinances, also provides that the Town Council may revoke a conditional use approval for the consumption on site of beer or wine if any of the following occur:

1. Violates the conditions of approval.
2. Receives more than two code enforcement violations.
3. Receives more than two registered police incident reports in a calendar year.

Development Review Board Recommendation: At the April 16, 2024, Development Review Board (DRB) meeting, the DRB was unable to reach a majority to provide a recommendation to the Town Council on this conditional use request. There were three (3) DRB members present at the DRB meeting. There were three (3) motions made and none were approved. The motions were:

- Motion 1: DRB Member Rose made a motion to recommend denial of the conditional use request based on that the addition of another beer and wine consumption on premises conditional use was not in the best interest of the welfare of the town. DRB Member Roper seconded the motion to deny for discussion. The motion to recommend denial of the conditional use request failed by a vote of one (1) in favor (Rose) and two (2) in opposition (Roper and Withers).
- Motion 2: DRB Member Roper made a motion to recommend approval of the conditional use request with a condition that the hours of operation be limited between 10 am and 7 pm. DRB Member Roper's motion died for a lack of a second.
- Motion 3: DRB Member Withers made a motion to recommend approval of the conditional use request as submitted. DRB Member Roper seconded the motion for discussion. The motion to recommend approval of the conditional use failed by a vote of one (1) in favor (Withers) and two (2) in opposition (Roper and Rose).

The DRB determined that they were unable to make a recommendation on the conditional use request to the Town Council and left it for the Town Council to make the decision without a DRB recommendation.

Public Notice: Public notices were mailed to property owners within 500 feet of the subject property. As of May 2, 2024, five (5) responses have been received in support and seven (7) responses have been received in opposition.

AGENT AUTHORIZATION FORM

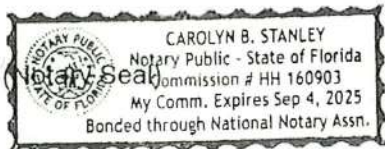
I/WE, (PRINT PROPERTY OWNER NAME) Windermere Downtown Property LLC, AS THE OWNER(S) OF THE REAL PROPERTY DESCRIBED AS FOLLOWS, 527 Main Street, Unit 101, Windermere, FL 34786, DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), Arjun Kumar, TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, _____, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: 3/6/24 _____ Signature of Property Owner
 _____ Signature of Property Owner
 _____ Signature of Property Owner
 _____ Print Name Property Owner
 _____ Print Name Property Owner

STATE OF FLORIDA :
 COUNTY OF Seminole :

I certify that the foregoing instrument was acknowledged before me this 6 day of March, 2024 by John C. Vick, III. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the 6 day of March, in the year 2024.



Carolyn B. Stanley
 Signature of Notary Public
 Notary Public for the State of Florida
 My Commission Expires: 9/4/25

Legal Description(s) or Parcel Identification Number(s) are required:
PARCEL ID #:
282317933602470
LEGAL DESCRIPTION:
PLAT OF WINDERMERE G/36 LOTS 247 & 248

PROJECT NARRATIVE FOR CONDITIONAL USE APPLICATION

Applicant: Sun Wine Inc.
Address: 527 Main Street, Unit 101
Windermere, FL 34786

Applicant, Sun Wine Inc., d/b/a SolVino (“SolVino” or “SolVino – Fine and Rare Wines”), by and through its managers, Arjun and Sara Kumar, requests Conditional Use approval for certain proposed uses at 527 Main Street, Unit 101, Windermere, FL 34786 (the “Premises”). Specifically, Applicant intends to operate a small, high-end wine retailer for on and off-premises consumption (the “Proposed Use”).

INTRODUCTION

For many years, the Town of Windermere has been a destination for high-end retailers and entertainment. The Town consistently hosts and facilitates community events involving a variety of local dining and drinking establishments to highlight its small businesses and attract diverse visitors to the area. SolVino hopes to become a valuable addition to this existing Town center as part of the Windermere Downtown Property Planned Unit Development recently approved through Ordinance No. 2023-02 (the “Downtown Development”). Owners Arjun and Sara Kumar, former tech entrepreneurs of Canada’s largest publicly traded health company, have developed a deep-rooted passion for the Town. They stepped down from their executive roles to relocate to Windermere full-time and make it their home.

The Downtown Development is set to include several boutique retail and restaurant uses. Pursuant to Section 4(c)(ii) of the Planned Development Agreement (the “Agreement”), the Permitted Land Uses for the Downtown Development include food or beverage services consistent with the Town’s Comprehensive Plan and Land Development Code. The concept for SolVino aligns with the Permitted Land Uses set forth in the Agreement. SolVino aims to transcend the wine retailer industry by providing an educational, personalized purchase experience which focuses on quality over quantity.

CONCEPT BACKGROUND

Drawing inspiration from European bottle shops and neighborhood cafés, SolVino will feature a meticulously curated selection for carry out and limited on-premises consumption. To create a distinct ambience unique to the Downtown Development and the surrounding area, SolVino will incorporate an intimate, “by-the-glass” educational experience for visitors wishing to consume certain high-end products on-site. Comparative to, and complimentary of, other wine retailers in the Town, SolVino – Fine and Rare Wines will



highlight collectible, rare bottles ranging from affordable to luxury pricing. As part of this effort to differentiate from its neighboring retailers, SolVino will update and rotate its selections monthly to offer fresh and exciting options to the community.

SolVino’s principal managers, Arjun and Sara Kumar, have spent years cultivating a personal collection with retailers and wholesalers across the country and intend to use those established relationships to procure exclusive brands otherwise unavailable in the area. The Premises will open to the public in the early afternoon and will close by 10 PM or earlier in accordance with Sec. 4(c)(ii) of the Development Agreement. SolVino does not intend to host live music and will not prepare meals on Premises to minimize its impact on noise ordinances, parking and the wastewater systems. SolVino – Fine and Rare Wines instead hopes to offer shelf-stable or pre-packaged snack options from local restaurants and markets in the area. Further, in an effort to lift up community members in the service industry, SolVino will hire local and pay its employees a salary, as opposed to hourly or part-time positions.

Overall, the design of SolVino will compliment its unique offerings by providing an elegant but comfortable atmosphere. Applicant hopes to include approximately thirty flexible seating options with high top and lounge tasting areas centered around a twenty (20) foot display case and the outdoor courtyard. *See attached Conceptual Site Plan, attached hereto as Exhibit A.* Applicant aims to create a cozy setting for tasting and educational events similar to vineyard-to-glass experiences across the country. Design elements of SolVino will likely include the following (the “Intended Design”)



STANDARDS FOR REVIEW

Applicant seeks permission for its Proposed Use pursuant to Ordinance No. 2014-08 which allows 2COP license holders to apply for a conditional use related to the separation requirements of Section 8-82 of the Town Code. The following Standards for Review are set forth in Article XV for approval of a conditional use application, which SolVino addresses as follows:



- (1) Whether the conditional use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area.

Applicant's Proposed Use and Intended Design is consistent with the character of the surrounding area given that it is being constructed within the Downtown Development. Pursuant to Sec. 4(c)(iii) of the Development Agreement and corresponding Construction Plans for Windermere Downtown Property dated July 11, 2023, all site design shall be "consistent with the architectural building design and adjacent buffering intent of the Town Center Design Guidelines..." Applicant has a signed lease agreement with the relevant parties to the Development Agreement and has agreed to be bound by those terms.

Further, Applicant's Intended Design and Site Plan for the interior of the Premises offers an upscale but accessible layout harmonious with the neighboring cafes such that the essential character of the surrounding area will not change.

- (2) Whether the conditional use will preserve any town, state or federally designated historic, scenic, archaeological, or cultural resources.

Applicant's Proposed Use is unrelated to any state or federally designated resources. However, Applicant believes its Proposed Use further supports the Town of Windermere's focus on the community's cultural experience and its vibrant culinary scene, which includes several elite restaurants, alcohol manufacturers and wine retailers. Applicant will elevate this element of the community by attracting visitors interested in the educational and cultural experience it hopes to provide and dissuade those looking for a cheap bar or package store.

- (3) Whether the conditional use will be compatible with adjacent residential development, if any, based on characteristics such as size, building style and scale; or whether such incompatibilities are mitigated through such means as screening, landscaping, setbacks, and other design features.

Applicant's Proposed Use and Intended Design is compatible with adjacent residential development given that it is being constructed within the Downtown Development. Pursuant to the Development Agreement and corresponding Construction Plans for Windermere Downtown Property dated July 11, 2023, impact of all construction activities to the surrounding residential areas will be minimized by certain management requirements such as limited staging of equipment and storage and screen barriers to protect residential view. Applicant has a signed lease agreement with the relevant parties to the Development Agreement and has agreed to be bound by those terms.



- (4) Whether the conditional use will have significant adverse impacts on the livability and usability of nearby land due to: noise, dust, fumes, smoke, glare from lights, late-night operations, odors, truck and other delivery trips, the amount, location, and nature of any outside displays, storage, or activities, potential for increased litter, and privacy and safety issues.

Applicant's Proposed Use will not have significant adverse impacts on the livability and usability of the nearby land because the Premises will not be open past 10 PM, will not offer live music, will not require any outside storage, displays or other activities, and is focused on quality over quantity with respect to the sale of its products.

Applicant will procure its products through a local wholesaler and will likely have the bottles brought on-site by way of private vehicles or small vans. The nature of the product SolVino offers does not demand commercial truck or similar deliveries. In the event a commercial truck is required, the delivery frequency would be much less than that of a traditional wine retailer.

- (5) Whether the transportation system is capable of safely supporting the conditional use in addition to the existing uses in the area.

Pursuant to Sec. 4(a) of the Development Agreement, the Downtown Development to which Applicant is subject is required to pay for transportation improvements related to the proposed uses. Accordingly, the transportation system will be developed to safely support Applicant's use and those of the surrounding businesses.

- (6) Whether the minimum off-street parking area required and the amount of space needed for the loading and unloading of trucks, if applicable, has been provided and will function properly and safely.

Applicant has affirmatively chosen to not serve plated meals and to restrict the quantity and scope of its inventory to avoid any off-street parking issues related to its customers or deliveries. Further, the Development Agreement requires the construction of additional parking within the Downtown Development and has allotted a certain number of spaces to each business according to square footage measurements. Applicant is unaware of whether the Town will approve of any outdoor patio or lounge area and will act in accordance with the Town's directive.

- (7) Whether generally, the public health, safety and welfare will be preserved, and any reasonable conditions necessary for such preservation have been made.

Applicant believes the health, safety and welfare of the Town of Windermere will be preserved because its Proposed Use is of minimal impact to the surrounding area. Technically, a carry-out only APS license is available to Applicant, which

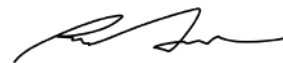


would completely remove the on-site consumption and congregation element. However, the APS license in the modern alcohol licensing industry is primarily reserved for convenience and liquor stores, neither of which are consistent with the culture and make-up of the Downtown Development.

Further, the 2COP license allows Applicant to reduce its overhead with competitive pricing from its wholesalers that is not otherwise available to it as an APS license holder. Applicant is then able to pass off those lower costs to the customer by offering higher quality products. Finally, the entire SolVino concept centers around fostering relationships within the community in a way that is otherwise absent in many modern Florida cities. This business model depends on the slow but steady building of trust within the community, which can only be done through intimate, one-on-one "by-the-glass" experiences with its customers.

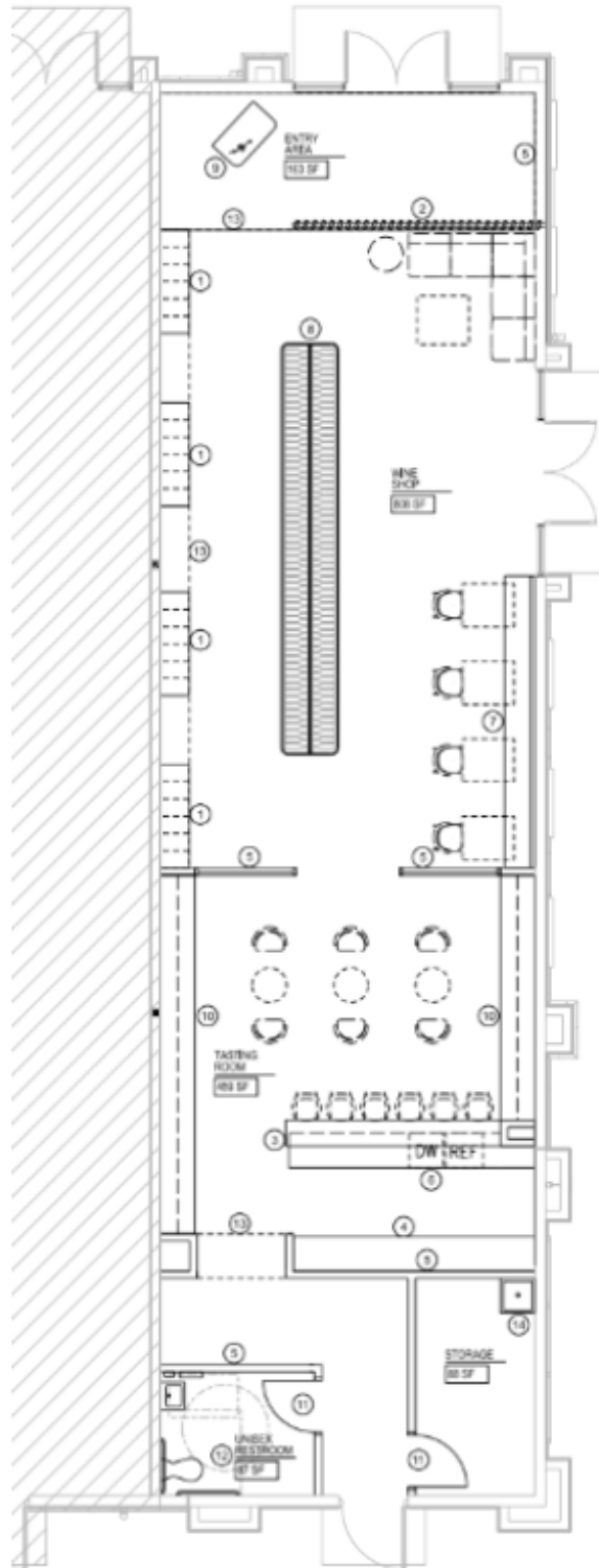
CONCLUSION

Ultimately, Mr. and Mrs. Kumar hope to be an integral part of the Downtown Development and the Town of Windermere. They offer an international perspective which focuses on fostering meaningful connections with their visitors to keep them coming back to both the SolVino storefront and the Windermere community at-large. Applicant looks forward to the Department's feedback and direction on the aforementioned uses, and is flexible in its approach in order to address any concerns of the Town.



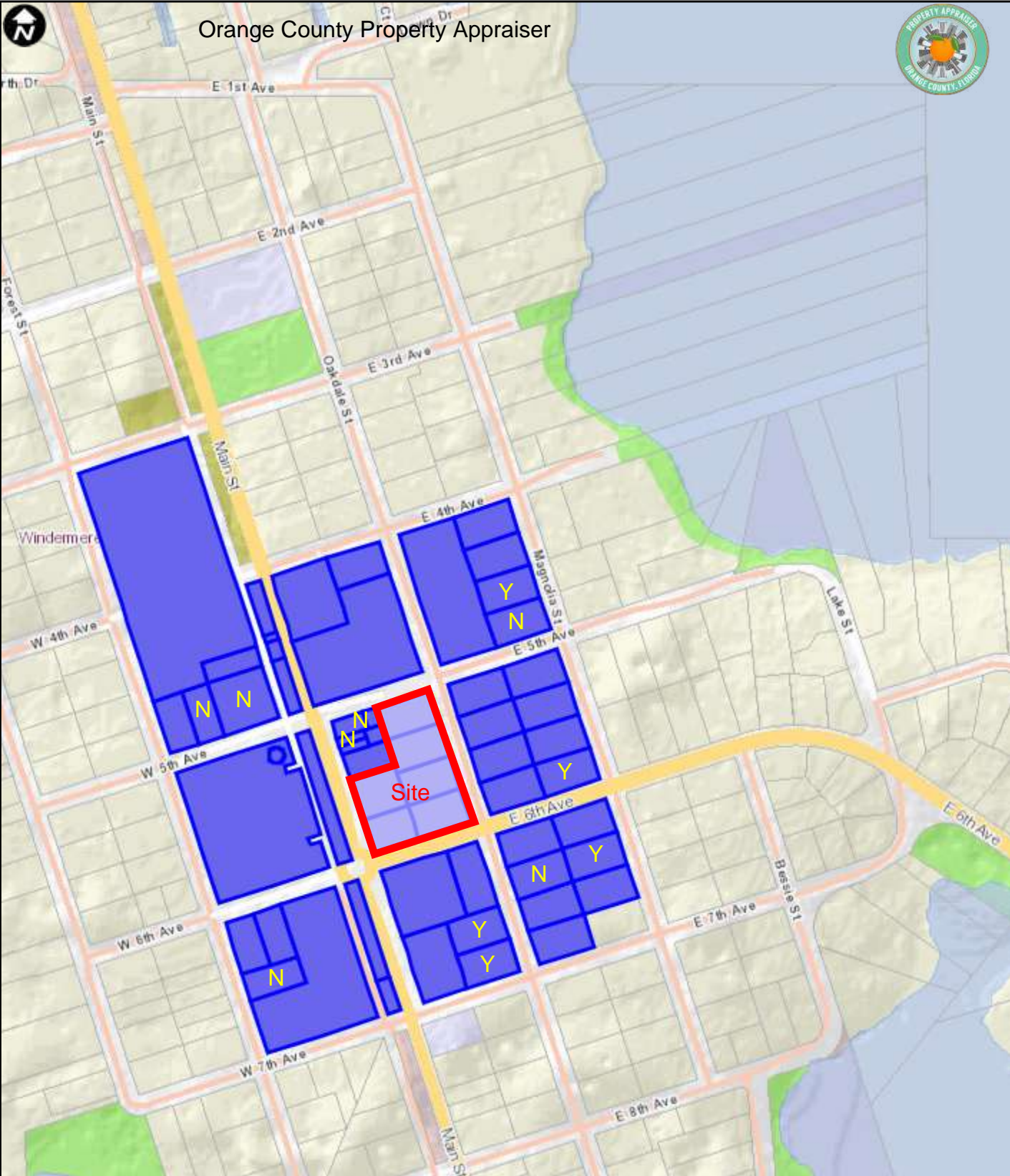
Kara Ann Groves, Esq.

Exhibit A
Conceptual Site Plan



OCA Web Map

	Major Roads		Proposed Road		Block Line		Commercial/Institutional		Hydro		Golf Course
	Florida Turnpike		Public Roads		Lot Line		Governmental/Institutional/Misc		Waste Land		Lakes and Rivers
	Interstate 4		Gated Roads		Residential		Commercial/Industrial/Vacant Land		County Boundary		Building
	Toll Road		Road Under Construction		Agriculture		Agricultural Curtilage		Parks		Hospital
			Brick Road								
			Rail Road								
			Proposed SunRail								



Created: 4/15/2024 22:41 , undefined

This map is for reference only and is not a survey

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2024

MCKINLEY ROBERT R JR MCKINLEY KATHRYN A
536 MAGNOLIA ST
WINDERMERE, FL 34786

RE: Public Notice of Conditional Use Public Hearing – 527 Main Street – SolVino – Fine and Rare Wines – Z24-07

Ajun Kumar, Sun Wine, Inc, applicant, submitted a request for approval of a conditional use for the operation of a fine and rare wine business providing for carry-out sales and limited on premise consumption, pursuant to Section 8-82(c) of the Town of Windermere Land Development Code. The proposed on premise consumption of wine requires approval of a conditional use because it is less than 1,000 feet from a church or another place of business that also sells alcoholic products for consumption on premise. Please see the enclosed map and conditional use proposal from Ajun Kumar for additional information.

Pursuant to the Town of Windermere Code of Ordinances, you as a surrounding property owner are entitled to comment on this matter. If you wish to comment, this form must be received by the Town of Windermere use of the enclosed stamped envelope or email at bcornelius@wadetrim.com by **April 12, 2024**.

This matter will be presented to the Development Review Board (DRB) on **Tuesday, April 16, 2024, at 6:30 p.m.** Their recommendation will be heard by the Town Council on **Tuesday, May 14, 2024, at 6:00 p.m.** The DRB and Town Council meetings will be held at 520 Main Street, Windermere, FL 34786. All meetings are open to the public. Feel free to contact me if you have any questions.

Sincerely,
Brad Cornelius, AICP, Contracted Town Planner
Wade Trim, Inc.
813.415.4952
bcornelius@wadetrim.com
Encl.

RESPONSE – Conditional Use (527 Main Street – Z24-07)

APPROVAL: DISAPPROVAL

COMMENTS: should be a great addition to
our Town.

SIGNATURE:  DATE: 4-5-24

536 MAGNOLIA ST

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

REC'D APR 15 2024

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2024

**NICCOLI FAMILY REVOCABLE TRUST C/O CHRISTIAN & CAMILLE NICCOLI CO-TRS
9906 BEAUFORT CT
WINDERMERE, FL 34786**

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Brad Cornelius, AICP, Contracted Town Planner
Wade Trim, Inc.
813.415.4952
bcornelius@wadetrim.com
Encl.

RESPONSE – Conditional Use (527 Main Street – Z24-07)

APPROVAL: DISAPPROVAL:

COMMENTS: WINDERMERE NEEDS MORE SMALL
BUSINESSES. I TOTALLY SUPPORT THIS.

SIGNATURE: [Signature] DATE: 4-11-24

9906 BEAUFORT CT

616 MAGNOLIA ST 127

APPROVAL YES! DISAPPROVAL _____

COMMENTS: ALL FOR IT!

34786

SIGNATURE: [Signature] DATE: 4-5-2024

616 MAGNOLIA ST

YES APPROVAL!!
[Signature] [Signature]

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103



Mayor
JIM O'BRIEN

Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2024

NYKAMP JAMES P LIFE ESTATE JAMESON NYKAMP FRANCES S LIFE ESTATE
205 E 5TH AVE
WINDERMERE, FL 34786

RE: Public Notice of Conditional Use Public Hearing – 527 Main Street – SolVino – Fine and Rare Wines – Z24-07

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This matter will be presented to the Development Review Board (DRB) on **Tuesday, April 16, 2024, at 6:30 p.m.** Their recommendation will be heard by the Town Council on **Tuesday, May 14, 2024, at 6:00 p.m.** The DRB and Town Council meetings will be held at 520 Main Street, Windermere, FL 34786. All meetings are open to the public. Feel free to contact me if you have any questions.

Sincerely,
Brad Cornelius, AICP, Contracted Town Planner
Wade Trim, Inc.
813.415.4952
bcornelius@wadetrim.com
Encl.

RESPONSE – Conditional Use (527 Main Street – Z24-07)

APPROVAL: _____ DISAPPROVAL XX

COMMENTS: _____

SIGNATURE: *Francis S. Jameson - nykamp*

DATE: 4/7/24

205 E 5TH AVE

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2024

**PARK RESIDENTIAL RENTALS LLC
PO BOX 2623
WINDERMERE, FL 34786**

RE: Public Notice of Conditional Use Public Hearing – 527 Main Street – SolVino – Fine and Rare Wines – Z24-07

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Wade Trim, Inc.
813.415.4952
bcornelius@wadetrim.com
Encl.

RESPONSE – Conditional Use (527 Main Street – Z24-07)

APPROVAL: _____ DISAPPROVAL X

COMMENTS: THE TOWN HAS A WINE STORE WE DON'T
NEED 2

SIGNATURE: Mary F. John

DATE: 4/9/24

PO BOX 2623

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103



Mayor
JIM O'BRIEN

Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2024

FITZGIBBON JOHN P FITZGIBBON CYNTHIA R
615 OAKDALE ST
WINDERMERE, FL 34786

RE: Public Notice of Conditional Use Public Hearing – 527 Main Street – SolVino – Fine and Rare Wines – Z24-07

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Wade Trim, Inc.
813.415.4952
bcornelius@wadetrim.com
Encl.

RESPONSE – Conditional Use (527 Main Street – Z24-07)

APPROVAL: _____ DISAPPROVAL: X

COMMENTS: We would not want another wine vendor, since we already have Tim's Wine. They are a patron of this small town & because our town is small we do not need two of one kind of business. We dissapprove for that reason.

SIGNATURE: Cynthia R. Fitzgibbon
Cynthia R. Fitzgibbon

DATE: 4/08/24

615 OAKDALE ST

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103



Mayor
JIM O'BRIEN

Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2024

GEE SANDRA K
613 FOREST ST
WINDERMERE, FL 34786

RE: Public Notice of Conditional Use Public Hearing – 527 Main Street – SolVino – Fine and Rare Wines – Z24-07

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Wade Trim, Inc.
813.415.4952
bcornelius@wadetrim.com
Encl.

RESPONSE – Conditional Use (527 Main Street – Z24-07)

APPROVAL: _____ DISAPPROVAL: X

COMMENTS: we already have a wonderful wine store. We don't need two!

SIGNATURE: Sandia Gee DATE: 4/5/24

613 FOREST ST

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103



Mayor
JIM O'BRIEN

Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2024

WINDERMERE MARKET LLC
901 ROSSER RD
WINDERMERE, FL 34786

RE: Public Notice of Conditional Use Public Hearing – 527 Main Street – SolVino – Fine and Rare Wines – Z24-07

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Wade Trim, Inc.
813.415.4952
bcornelius@wadetrim.com
Encl.

RESPONSE – Conditional Use (527 Main Street – Z24-07)

APPROVAL: _____ DISAPPROVAL: X

COMMENTS: I don't think we need another business selling wine in our small town. There are already 3.

SIGNATURE: [Signature] DATE: 4/15/24

901 ROSSER RD

April 15, 2024

Dear member of the DRB and Council.

I am voicing my opinion on the request by SolVino for a special use permit for the serving of Alcohol be denied to the applicant. I am a landlord of multiple buildings in the downtown area and I believe we should strive as a community to build a healthy downtown business district with a variety of businesses to serve our residents.

In our current business overview, we have approximately 27 businesses in the downtown corridor on Main Street. (Not including the 8 new businesses that will be added to the 500 block development). Of these businesses we have 3 Retailers, 4 Eateries, 14 Service Companies and 6 Professional Offices. The 7 businesses that are not a "Service or Professional Office", 4 already serve Wine and/or Beer by the glass. The question is "Do we need another Bar" in the downtown area? There is rumor that a restaurant is also being added on the corner that could possibly be serving alcohol, wine and/or beer as well.

The applicant indicates that Windermere is a DESTINATION for high-end retailers and entertainment...I would disagree that residents want Windermere to be know to be a "Destination for Bars and Entertainment." We as residents have made it very clear in the recent years that we do not want a pavilion that brings more people, late nights and excess noise. The fact that we are willing to repay money back for a pavilion that was already agreed to and designed for that type of entertainment, should confirm my point. Retailers (there are only 2 currently that do not serve food/beverages) would be a welcomed addition. The bottom line is as residents we do not want to add to our traffic and noise. Please take this opportunity to help keep Windermere from becoming Winter Garden or Winter Park.

Thank you for your consideration.

Warm regards,
Colleen Williams
903 Rosser Road
Windermere, FL 34786

Here is a overview of the current make up of Downtown Businesses...

3 Retailers

- Pistils
- Windermere Fine Art & Frames
- Tim's Wine

4 Eateries

- Pizza 14
- Palomas
- Dixie Cream Cafe
- Windermere Brewing Company

6 Professional Offices

- Huber Group
- Manifica Development
- StoneBridge Custom Homes
- KEEN Growth Capital
- POP Candy / POP Cookies
- Reliable Roofing

14 Service Companies

- Loft on Main (Yoga)
- Body Coach - Personal Trainer
- Wild Blossom Hair Salon
- Windermere Center for Dentistry
- Tringas Orthodontist
- Art Room
- D'Amico - Mental Health Specialist
- Singrossi - Mental Health Specialist
- Lakeside Realty
- SuziKarr / Keene's Pointe Realty
- Funk Collection / EXP Realty
- Berkshire Hathaway Realty
- Vintage Realty
- Hometown Title

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2024

111 5TH AVE LLC
901 ROSSER RD
WINDERMERE, FL 34786

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Wade Trim, Inc.
813.415.4952
bcornelius@wadetrim.com
Encl.

RESPONSE – Conditional Use (527 Main Street – Z24-07)

APPROVAL: _____ DISAPPROVAL: x

COMMENTS: Paloma, Dixie Cream, Windermere Brewing
& Tim's Wine all serve wine by the glass.
Do we need more?

SIGNATURE: Joanna Wallen DATE: 4-12-24

901 ROSSER RD

April 15, 2024

Dear member of the DRB and Council.

I am voicing my opinion on the request by SolVino for a special use permit for the serving of Alcohol be denied to the applicant. I am a landlord of multiple buildings in the downtown area and I believe we should strive as a community to build a healthy downtown business district with a variety of businesses to serve our residents.

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Lavina Williams
901 Rosser Road
Windermere, FL 34786

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Berkshire Hathaway Realty
Vintage Realty
Hometown Title

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2024

501 MAIN LLC
901 ROSSER RD
WINDERMERE, FL 34786

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Encl.

RESPONSE – Conditional Use (527 Main Street – Z24-07)

APPROVAL: _____ DISAPPROVAL:

COMMENTS: *We already have 3 businesses in our small town that serve wine and one that sells wine and has contributed significantly to our town.*

SIGNATURE: *BCornelius*

DATE: *4/15/25*

901 ROSSER RD

April 15, 2024

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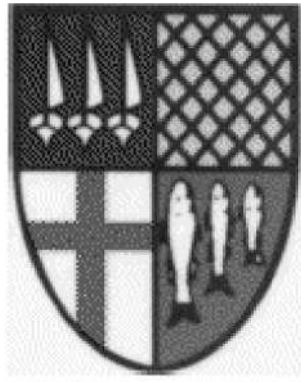
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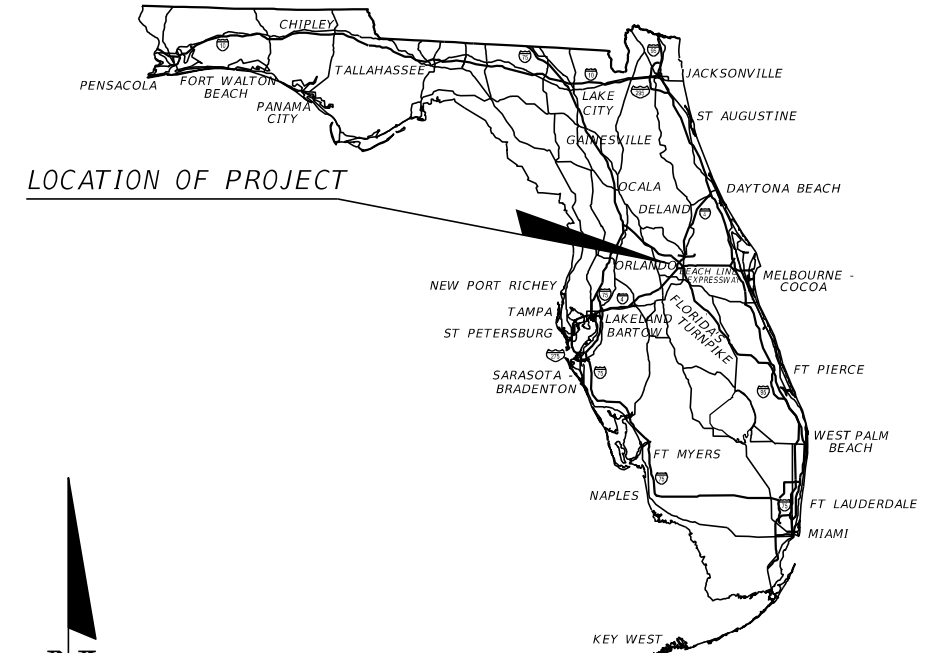
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SuziKarr / Keene's Pointe Realty
Funk Collection / EXP Realty
Berkshire Hathaway Realty
Vintage Realty
Hometown Title



TOWN OF WINDERMERE

CONCEPT PLANS

OLD MAIN ST REALIGNMENT & DRAINAGE IMPROVEMENTS FROM 9TH AVE TO 10TH AVE

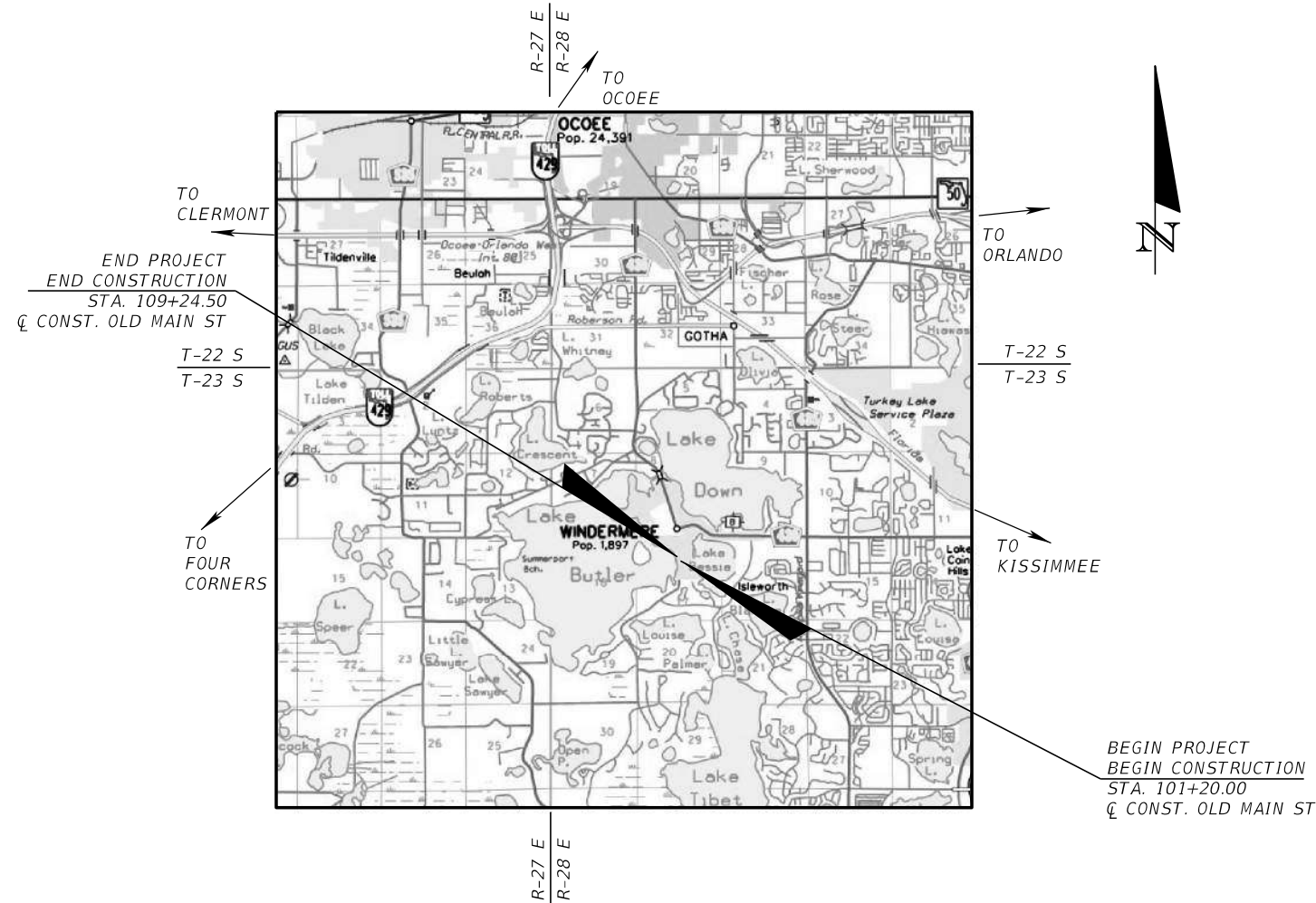


CONTRACT PLANS COMPONENTS

ROADWAY PLANS

INDEX OF ROADWAY PLANS

SHEET NO.	SHEET DESCRIPTION
1	KEY SHEET
2	SIGNATURE SHEET
3	SUMMARY OF PAY ITEMS
4	DRAINAGE MAP
5-6	TYPICAL SECTIONS
7	PROJECT LAYOUT
8	GENERAL NOTES
9-10	PLAN-PROFILE SHEETS
11	BORING LOCATION PLAN
12	REPORT OF AUGER BORING RESULTS
13-22	CROSS SECTIONS
23-26	DRIVEWAY CROSS SECTIONS



GOVERNING DESIGN STANDARDS:

Florida Department of Transportation, FY2024-25 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road Construction and associated IRs are available at the following website: <http://www.fdot.gov/design/standardplans>

Standard Plans for Bridge Construction are included in the Structures Plans Component.

GOVERNING STANDARD SPECIFICATIONS:

Florida Department of Transportation, FY 2024-2025 Standard Specifications for Road and Bridge Construction at the following website: <http://www.fdot.gov/programmanagement/Implemented/SpecBooks>

PROJECT LENGTH IS BASED ON \bar{C} OF CONSTRUCTION

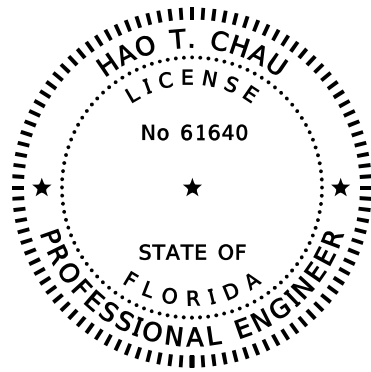
	LENGTH OF PROJECT	
	OLD MAIN ST	
	LINEAR FEET	MILES
ROADWAY	804.50	0.15
NET LENGTH OF PROJECT	804.50	0.15

ROADWAY PLANS
ENGINEER OF RECORD:
HAO T. CHAU, P.E. NO: 61640

Kimley»Horn

200 SOUTH ORANGE AVENUE
SUITE 600
ORLANDO, FLORIDA 32801
TEL: (407) 898-1511
VENDOR NO. F560885615-001
CERTIFICATE OF AUTHORIZATION NO. 696

CONSTRUCTION CONTRACT NO.	FISCAL YEAR	SHEET NO.
	24	1



THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY:

ON THE DATE ADJACENT TO THE SEAL.

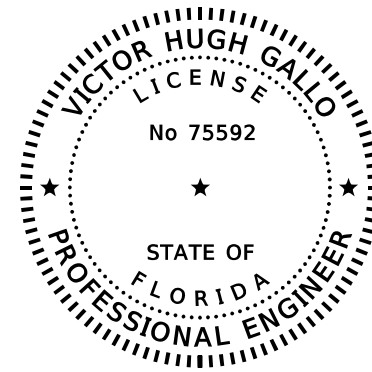
PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

KIMLEY HORN AND ASSOCIATES, INC,
200 S ORANGE AVE. SUITE 600
ORLANDO, FLORIDA 32801
CERTIFICATE OF AUTHORIZATION NO. 696
VICTOR H. GALLO, P.E. NO. 75592

THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.

ROADWAY PLANS

- 1 KEY SHEET
- 2 SIGNATURE SHEET
- 3 SUMMARY OF PAY ITEMS
- 5-6 TYPICAL SECTIONS
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ORLANDO, FLORIDA 32801
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ROADWAY PLANS

- 2 SIGNATURE SHEET
- 4 DRAINAGE MAP

REVISIONS				 Certificate Of Authorization No. 696 Hao T. Chau, PE P.E. License No. 61640 200 South Orange Ave, Suite 600 Orlando, Florida 32801	 TOWN OF WINTERMERE	<i>SIGNATURE SHEET</i>	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION				2
							143

SUMMARY OF PAY ITEMS - ROADWAY				
PAY ITEM NO.	DESCRIPTION	UNIT	QUANTITY	
			PLAN	FINAL
101-1	MOBILIZATION	LS	1	
102-1	MAINTENANCE OF TRAFFIC	LS	1	
110-1-1	CLEARING & GRUBBING	AC	0.60	
110-4-10	REMOVAL OF EXISTING CONCRETE	SY	66	
120-1	REGULAR EXCAVATION	CY	443	
120-6	EMBANKMENT	CY	28	
160-4	TYPE B STABILIZATION	SY	42	
285-704	OPTIONAL BASE, BASE GROUP 04 (6 IN. OF GRAVEL)	SY	25	
285-704	OPTIONAL BASE, BASE GROUP 04 (MIN 6" SHELL BASE FOR PAVERS MATERIAL)	SY	1413	
285-704	OPTIONAL BASE, BASE GROUP 04 (6 IN. LIMEROCK BASE LBR 100)	SY	42	
334-1-12	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC B	TN	3.5	
425-1-521	INLETS, DITCH BOTTOM, TYPE C, <10'	EA	1	
430-175-118	PIPE CULVERT, OPTIONAL MATERIAL, ROUND, 18" S/CD	LF	66	
430-982-125	MITERED END SECTION, OPTIONAL ROUND, 18" CD	EA	3	
520-6	SHOULDER GUTTER	LF	301	
522-2	CONCRETE SIDEWALK AND DRIVEWAYS, 6" THICK	SY	41	
570-1-2	PERFORMANCE TURF, SOD	SY	1595	
571-1-11	PLASTIC EROSION MAT, TYPE 1	SY	1674	
	CONCRETE CURB, RIBBON CURB	LF	373	
	BRICK PAVERS FOR DRIVEWAYS	SF	1090	

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

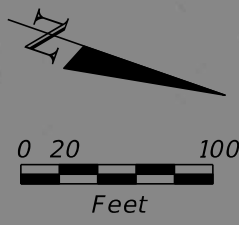
Kimley»Horn
 Certificate Of Authorization No. 696
 Hao T. Chau, P.E.
 P.E. License No. 61640
 200 South Orange Avenue, Suite 600
 Orlando, Florida 32801



TOWN OF
WINTERMERE

SUMMARY OF PAY ITEMS

SHEET NO.
3



LEGEND

~ FLOW ARROW

▬ BASINS

REVISIONS		REVISIONS	
DATE	DESCRIPTION	DATE	DESCRIPTION

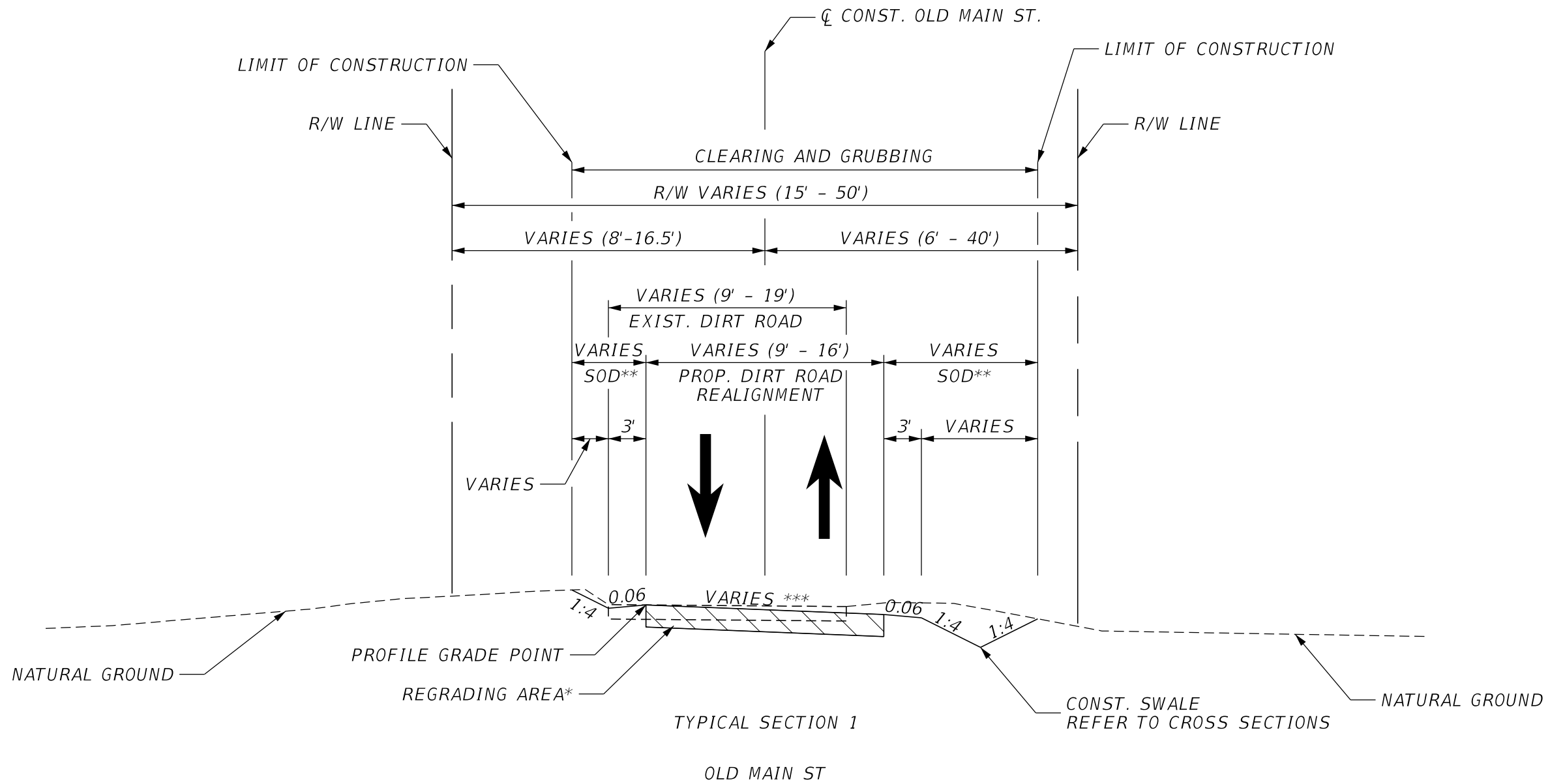
VICTOR H. GALLO, P.E.
 P.E. LICENSE NUMBER 75592
 KIMLEY-HORN AND ASSOCIATES, INC.
 200 SOUTH ORANGE AVENUE, STE 600
 ORLANDO, FLORIDA 32801



**TOWN OF
 WINTERMERE**

DRAINAGE MAP

SHEET NO.
 4



STA. 101+20.00 TO STA. 103+80.00
& STA. 107+00.00 TO STA. 109+24.50

N.T.S.

DESIGN SPEED = 15 MPH

* CONTRACTOR SHALL EXCAVATE EXISTING DIRT ROAD SURFACE FOR A MINIMUM DEPTH OF 6 INCHES PRIOR TO FURNISHING AND INSTALLING SHELL BASE FOR PAVERS PER FDOT SPECIFICATIONS SECTION 911 BASE AND STABILIZED BASE MATERIALS TO ACHIEVE A MINIMUM ROAD DEPTH OF 6 INCHES TO MEET THE FINISHED GRADES SHOWN IN THE PLANS. SEE GENERAL NOTES FOR MORE DETAILS

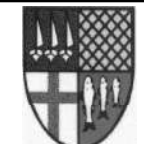
** SOD TO BE INSTALLED WITH PLASTIC EROSION MATTING.

*** SEE PLANS AND CROSS SECTIONS FOR CROSS SLOPE DETAILS

OLD MAIN ST

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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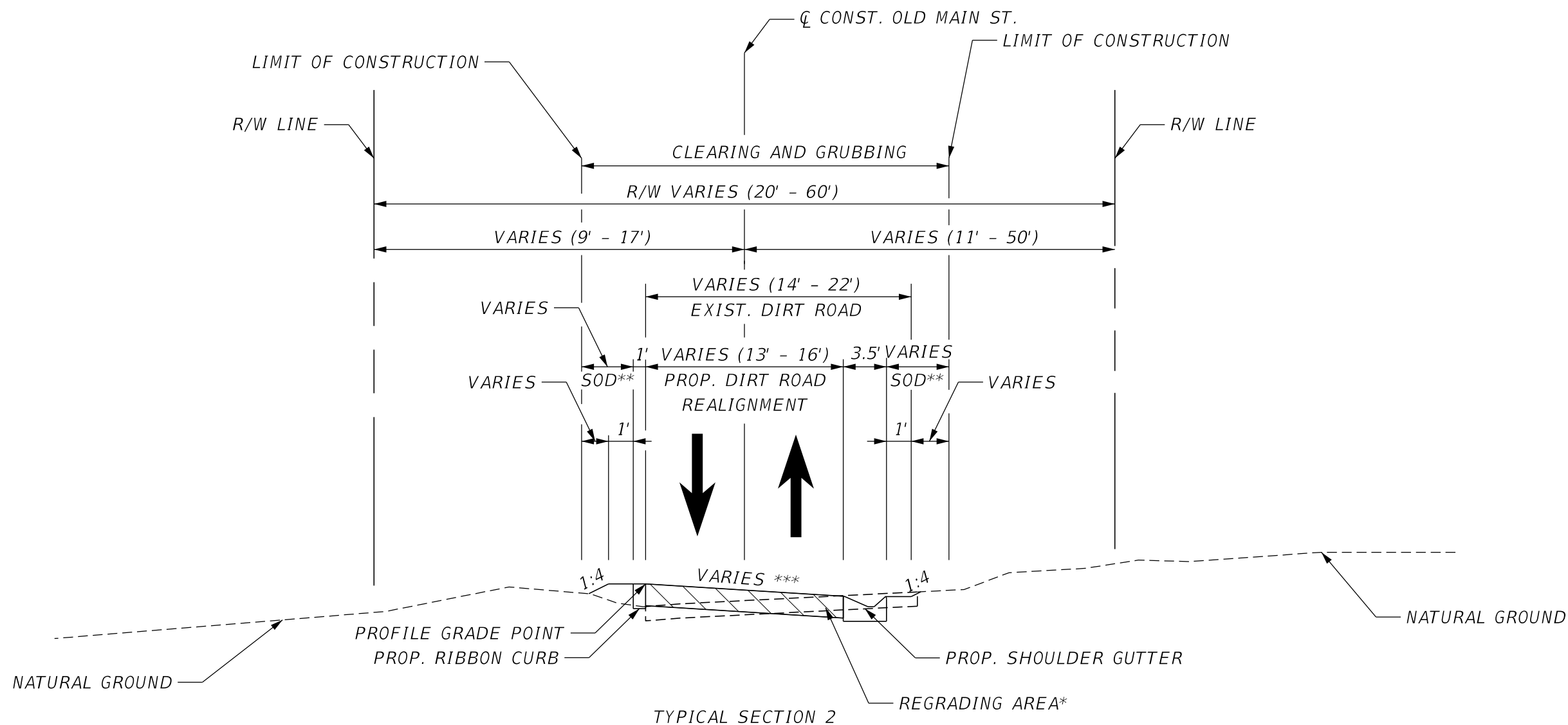


TOWN OF
WINTERMERE

TYPICAL SECTION (01)

SHEET NO.
5

146



TYPICAL SECTION 2
 OLD MAIN ST
 STA. 103+80.00 TO STA. 107+00.00
 N.T.S.

DESIGN SPEED = 15 MPH

* CONTRACTOR SHALL EXCAVATE EXISTING DIRT ROAD SURFACE FOR A MINIMUM DEPTH OF 6 INCHES PRIOR TO FURNISHING AND INSTALLING SHELL BASE FOR PAVERS PER FDOT SPECIFICATIONS SECTION 911 BASE AND STABILIZED BASE MATERIALS TO ACHIEVE A MINIMUM ROAD DEPTH OF 6 INCHES TO MEET THE FINISHED GRADES SHOWN IN THE PLANS. SEE GENERAL NOTES FOR MORE DETAILS

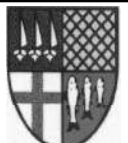
** SOD TO BE INSTALLED WITH PLASTIC EROSION MATTING.

*** SEE PLANS AND CROSS SECTIONS FOR CROSS SLOPE DETAILS

OLD MAIN ST

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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 P.E. License No. 61640
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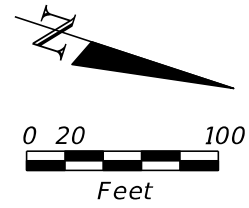


TOWN OF
 WINTERMERE

TYPICAL SECTION (02)

SHEET NO.
 6

147

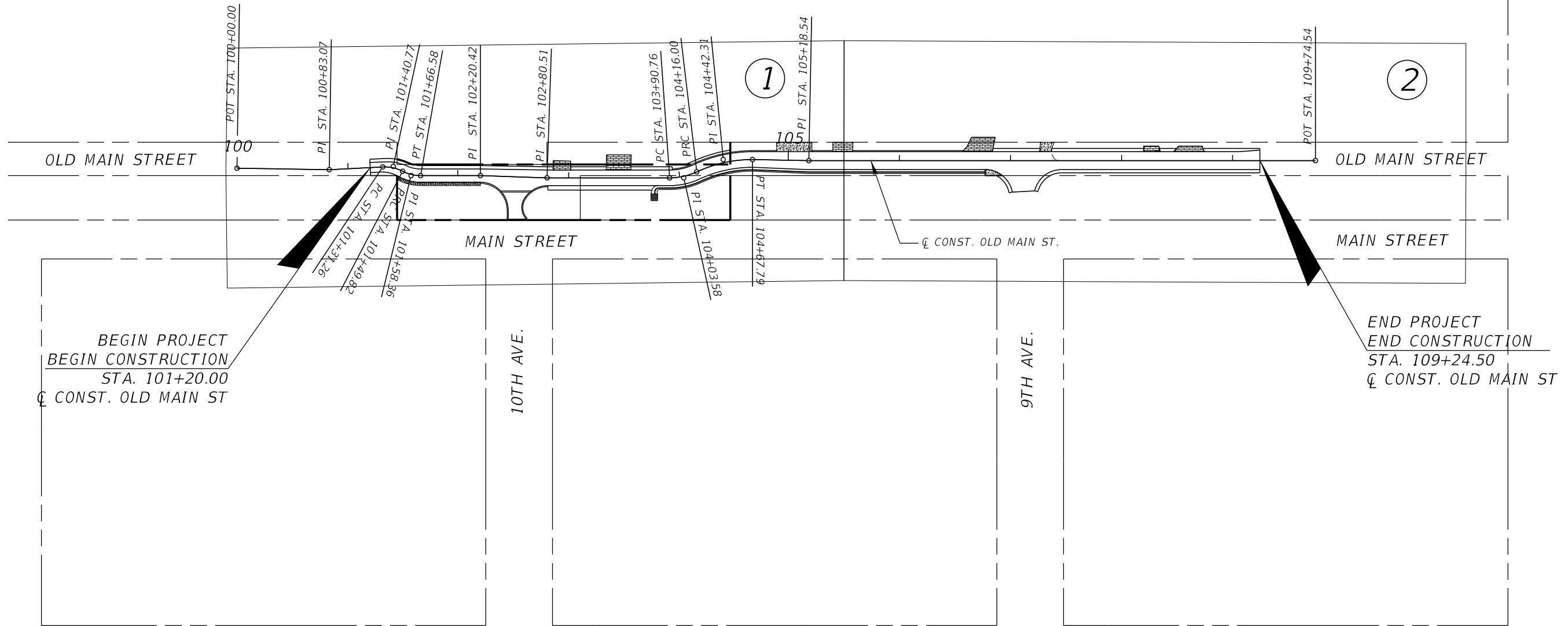


CURVE DATA CL_1
 PI STA. = 101+40.77
 Δ = 30° 22' 39" (RT)
 D = 163° 42' 08"
 T = 9.50
 L = 18.56
 R = 35.00
 PC STA. = 101+31.26
 PT STA. = 101+49.82

CURVE DATA CL_2
 PI STA. = 101+58.36
 Δ = 27° 26' 03" (LT)
 D = 163° 42' 08"
 T = 8.54
 L = 16.76
 R = 35.00
 PC STA. = 101+49.82
 PT STA. = 101+66.58

CURVE DATA CL_3
 PI STA. = 104+03.58
 Δ = 24° 56' 09" (LT)
 D = 98° 47' 09"
 T = 12.82
 L = 25.24
 R = 58.00
 PC STA. = 103+90.76
 PT STA. = 104+16.00

CURVE DATA CL_4
 PI STA. = 104+42.31
 Δ = 24° 56' 09" (RT)
 D = 48° 08' 52"
 T = 26.31
 L = 51.79
 R = 119.00
 PC STA. = 104+16.00
 PT STA. = 104+67.79



BEGIN PROJECT
 BEGIN CONSTRUCTION
 STA. 101+20.00
 C CONST. OLD MAIN ST

END PROJECT
 END CONSTRUCTION
 STA. 109+24.50
 C CONST. OLD MAIN ST

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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PROJECT LAYOUT

SHEET NO.
 7

GENERAL NOTES:

1. EXISTING DRAINAGE STRUCTURES WITHIN CONSTRUCTION LIMITS SHALL REMAIN, UNLESS OTHERWISE NOTED. EXISTING DRAINAGE MUST BE MAINTAINED UNTIL NEW SYSTEM IS ACTIVATED.
2. VERTICAL CONTROL FOR THIS PROJECT IS BASED UPON N.G.V.D 1929 (ORANGE COUNTY ENGINEERING DEPT. DATUM)
3. THE CONTRACTOR WILL RESTORE ALL AREAS DISTURBED BY THIS CONSTRUCTION TO A CONDITION EQUAL TO OR BETTER THAN THE CONDITION EXISTING PRIOR TO CONSTRUCTION, ALL DISTURBED AREAS TO BE SODDED.
4. THE CONTRACTOR SHALL FURNISH THE ENGINEER, PRIOR TO INCORPORATION INTO THE PROJECT, A CERTIFICATION FROM THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES DIVISION OF PLANT INDUSTRY, STATING THAT THE SOD, STRAW AND MULCH MATERIALS ARE FREE OF NOXIOUS WEEDS, INCLUDING TROPICAL SODA APPLE.
5. ALL SYNTHETIC BALES, ROCK BAGS AND SILT FENCE SHALL BE REMOVED AT THE COMPLETION OF THE PROJECT.
6. THE CONTRACTOR SHALL DEVELOP AND SUBMIT AN EROSION PLAN FOR THE PREVENTION, CONTROL, ABATEMENT OF EROSION, SEDIMENTATION, AND WATER POLLUTION TO THE TOWN FOR APPROVAL. EROSION CONTROL ITEMS ARE TO BE USED AT THE LOCATIONS DESCRIBED IN THE CONTRACTOR'S APPROVED EROSION CONTROL PLAN TO COMPLY WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.
7. THE CONTRACTOR IS TO MAINTAIN AND KEEP STREET NAME IDENTIFICATION VISIBLE DURING CONSTRUCTION OPERATIONS, IN ORDER TO FACILITATE EMERGENCY VEHICLE TRAFFIC. PLACEMENT OF BUSINESS ENTRANCE SIGNS AND CHANNELIZING DEVICES ARE TO BE IN ACCORDANCE WITH INDEX 600.
8. THE CONTRACTOR SHALL SUBMIT A TEMPORARY TRAFFIC CONTROL PLAN AND A CONSTRUCTION SCHEDULE WITH PROPOSED LANE CLOSURE TIMES TO THE TOWN FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
9. STAGING AND MATERIAL STORAGE SHALL NOT BE CONDUCTED ON ABUTTING PRIVATE PROPERTY WITHOUT WRITTEN APPROVAL FROM THE OWNER.
10. NO EXISTING BASE MATERIAL REMOVED IN EXCAVATION SHALL BE REUSED IN THE NEW BASE MATERIAL.
11. THE CONTRACTOR SHALL PROVIDE ACCESS TO ALL RESIDENCES AND BUSINESSES DURING THE ENTIRE CONSTRUCTION PERIOD.
12. MATCH SOD TYPES TO ADJACENT PROPERTIES, IF NO PARTICULAR TYPE IS EVIDENT THEN THE TOWN WILL SPECIFY WHAT TYPE OF SOD SHALL BE USED.
13. ALL STATIONS AND OFFSETS ARE REFERENCED TO ϕ OF CONSTRUCTION.
14. ANY PUBLIC LAND CORNER WITHIN THE LIMITS OF CONSTRUCTION IS TO BE PROTECTED. IF A CORNER MONUMENT IS IN DANGER OF BEING DESTROYED AND HAS NOT BEEN PROPERLY REFERENCED, THE CONTRACTOR SHALL NOTIFY THE TOWN, WITHOUT DELAY, BY TELEPHONE.
15. CONTRACTOR TO DE-SILT EXISTING DRAINAGE SYSTEM.
16. ALL CROSS DRAINS AND STORM PIPE SHALL BE CLASS III REINFORCED CONCRETE PIPE.
17. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH AND CONFORM TO THE MOST STRINGENT REQUIREMENT OF THE PROJECT SPECIFICATION, THE LATEST EDITION OF THE FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (FDOT), AND SUPPLEMENTS THERETO, AND THE TOWN OF WINDERMERE SPECIFICATIONS.
18. SUBSURFACE INFORMATION SHOWN ON THESE DRAWINGS WAS OBTAINED FOR USE IN ESTABLISHING DESIGN CRITERIA FOR THE PROJECT. THE ACCURACY OF THIS INFORMATION IS NOT GUARANTEED AND IS NOT TO BE CONSTRUCTED AS PART OF THE PLANS GOVERNING CONSTRUCTION OF THE PROJECT. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO INQUIRE OF THE ENGINEER IF ADDITIONAL INFORMATION IS AVAILABLE, TO MAKE ARRANGEMENTS TO REVIEW SAME PRIOR TO BIDDING, AND TO MAKE HIS OWN DETERMINATION AS TO ALL SUBSURFACE CONDITIONS.
19. ALL PERSONAL PROPERTY, EXCEPT MAILBOXES, WITHIN THE RIGHT-OF-WAY NOT RELOCATED BY THE PROPERTY OWNER SHALL BE REMOVED BY THE CONTRACTOR AS NECESSARY TO CONSTRUCT THE PROJECT IN ACCORDANCE WITH THE PLANS.
20. THE RELOCATION OF MAILBOXES SHALL BE COORDINATED BETWEEN THE CONTRACTOR AND THE PROPERTY OWNERS AND SHALL BE APPROVED BY THE POST MASTER, IN ACCORDANCE WITH FDOT INDEX NO. 532. THIS ITEM SHALL BE PAID FOR UNDER THE UNIT PRICE FOR "MAILBOX (FURNISH & INSTALL), EA." IF APPLICABLE.
21. THE DISPOSAL OF EXCESS EARTHWORK MATERIALS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DISPOSAL OF ALL UNDESIRABLE MATERIAL. ALL EXCESS MATERIAL IS THE PROPERTY OF THE CONTRACTOR.
22. ALL EXISTING TREES WITHIN THE RIGHT-OF-WAY ARE TO REMAIN UNLESS OTHERWISE NOTED. IF APPROVED BY TOWN TO BE REMOVED, THE ITEM SHALL BE PAID UNDER CLEARING AND GRUBBING.

23. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE, REMOVAL OR MODIFICATION OF ANY IRRIGATION SYSTEMS. THE CONTRACTOR SHALL REPLACE ANY DAMAGED, REMOVED OR MODIFIED IRRIGATION SYSTEMS AT NO ADDITIONAL COST.
24. AT THE END OF EACH WORK DAY THE CONTRACTOR IS RESPONSIBLE FOR SECURING THE CONSTRUCTION AREA FOR PUBLIC SAFETY.
25. ALL INLET TOP GRATES SHALL BE STEEL.

UTILITIES

1. ALL EXISTING UTILITIES WITHIN PROJECT LIMITS ARE TO REMAIN UNLESS OTHERWISE NOTED.
2. THE LOCATION(S) OF THE UTILITIES SHOWN IN THE PLANS ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY.
3. THE CONTRACTOR SHALL NOTIFY UTILITY OWNERS THROUGH SUNSHINE STATE ONE CALL OF FLORIDA (1-800-432-4770) AND THE UTILITY OWNERS LISTED BELOW A MINIMUM OF TWO BUSINESS DAYS (10 DAYS IF DIGGING UNDER WATER) IN ADVANCE OF BEGINNING CONSTRUCTION ON THE JOB SITE.

UTILITIES ENCOUNTERED:

<u>CHARTER COMMUNICATIONS</u> 3767 ALL AMERICAN BLVD. ORLANDO, FL 32810 RAMON NUNEZ PHONE NO.: (407) 215-5870	<u>CENTURYLINK</u> 1325 BLAIRSTONE RD. RM 113 TALLAHASSEE, FL 32301 BILL MCCLLOUD PHONE NO.: (850) 599-1444	<u>DUKE ENERGY</u> 452 E CROWN POINT RD. WINTER GARDEN, FL 34787 STEPHANIE OLMO PHONE NO.: (407) 905-3376
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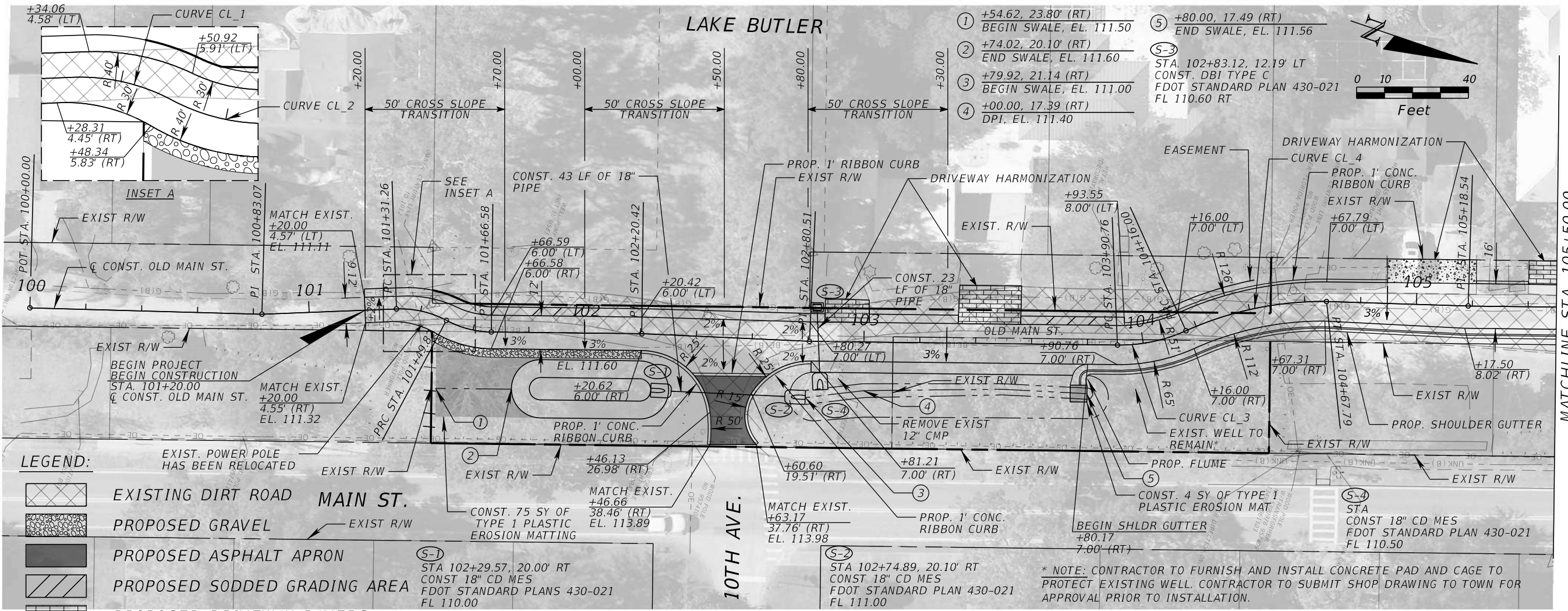
<u>LAKE APOPKA NATURAL GAS DISTRICT</u> 1320 WINTER GARDEN VINELAND WINTER GARDEN, FL 34787 PATRICK NGUYEN PHONE NO.: (407) 656-2734	<u>ORANGE COUNTY UTILITIES</u> 8100 PRESIDENTS DR. ORLANDO, FL 32809 VICTOR GONZALEZ PHONE NO.: (407) 836-6869	<u>SUMMIT BROADBAND</u> 4558 35TH ST. ORLANDO, FL 32811 LESTER GUTHRIE PHONE NO.: (407) 722-2300
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5. CONTRACTOR SHALL ADJUST ALL UTILITY LIDS AND COVERS TO FINISHED GRADE AS REQUIRED.
 6. PRIOR TO COMMENCEMENT OF ANY EXCAVATION, THE CONTRACTOR SHALL COMPLY WITH FLORIDA STATUTE. 553.851 FOR THE PROTECTION OF UNDERGROUND GAS PIPELINES.
 7. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL UTILITIES THAT ARE TO REMAIN IN PLACE.
- UTILITY LOCATIONS**
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND VERIFYING ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION, AND FOR NOTIFYING THE VARIOUS UTILITY COMPANIES TO MAKE THE NECESSARY ARRANGEMENTS FOR ANY RELOCATION, DISRUPTION OF SERVICE, OR CLARIFICATION OF ACTIVITY REGARDING SAID UTILITY. THE CONTRACTOR SHALL EXERCISE CAUTION WHEN CROSSING AN UNDERGROUND UTILITY, WHETHER SHOWN ON THESE PLANS OR FIELD LOCATED. UTILITIES WHICH INTERFERE WITH THE PROPOSED CONSTRUCTION SHALL BE RELOCATED BY THE RESPECTIVE UTILITY COMPANY AND THE CONTRACTOR SHALL COOPERATE WITH THE UTILITY COMPANY DURING RELOCATION OPERATIONS. ANY DELAY OR INCONVENIENCE BY THE VARIOUS UTILITIES SHALL BE INCIDENTAL TO THE CONTRACT.
 9. THE CONTRACTOR SHALL LOCATE AND VERIFY THE DEPTHS AND LOCATIONS OF ALL EXISTING UTILITIES WITHIN THE LIMITS FOR WORK, PRIOR TO ORDERING ANY STRUCTURES.
 10. PRIOR TO EXCAVATING IN THE VICINITY OF A GAS PIPELINE THE CONTRACTOR SHALL NOTIFY THE GAS UTILITY OWNER IN ACCORDANCE WITH THE REQUIREMENTS OF FLORIDA STATUTES, PROTECTION OF UNDERGROUND PIPELINES, F.S. 553.851, CH. 77-143.

SHELL BASE FOR PAVERS MATERIAL REQUIREMENTS

1. THE EXISTING DIRT ROAD SHALL BE EXCAVATED FOR A MINIMUM DEPTH OF 6 INCHES FOR THE ENTIRE WIDTH OF THE ROAD.
2. THE SHELL BASE FOR PAVERS MATERIAL SHALL BE INSTALLED AT A MINIMUM DEPTH OF 6 INCHES TO MEET THE FINISHED GRADES SHOWN IN THE PLANS.
3. THE MAXIMUM LIFT FOR INSTALLING THE SHELL BASE FOR PAVERS MATERIAL IS 6 INCHES TO MEET THE FINISHED GRADES SHOWN IN THE PLANS.
4. IF MORE THAN 6 INCHES OF THE SHELL BASE FOR PAVERS MATERIAL IS REQUIRED TO MEET THE FINISHED GRADES, USE 4 INCH LIFTS AS NEEDED.
5. ROLL WITH HEAVY TRAFFIC ROLLER BETWEEN EACH LIFT AND ON THE FINAL LIFT.
6. ALL COSTS TO FURNISH AND INSTALL TO BE INCLUDED IN PAY ITEM 285-704 OPTIONAL BASE, BASE GROUP 04. NO ADDITIONAL COMPENSATION WILL BE PROVIDED FOR DEPTHS GREATER THAN 6 INCHES TO MEET THE FINISHED GRADES.
7. THE CONTRACTOR SHALL PROVIDE MIX DESIGN SAMPLE TO THE TOWN FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.

REVISIONS				 Certificate Of Authorization No. 696 Hao T. Chau, PE P.E. License No. 61640 200 South Orange Ave, Suite 600 Orlando, Florida 32801	 TOWN OF WINDERMERE	GENERAL NOTES	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION				8
							149



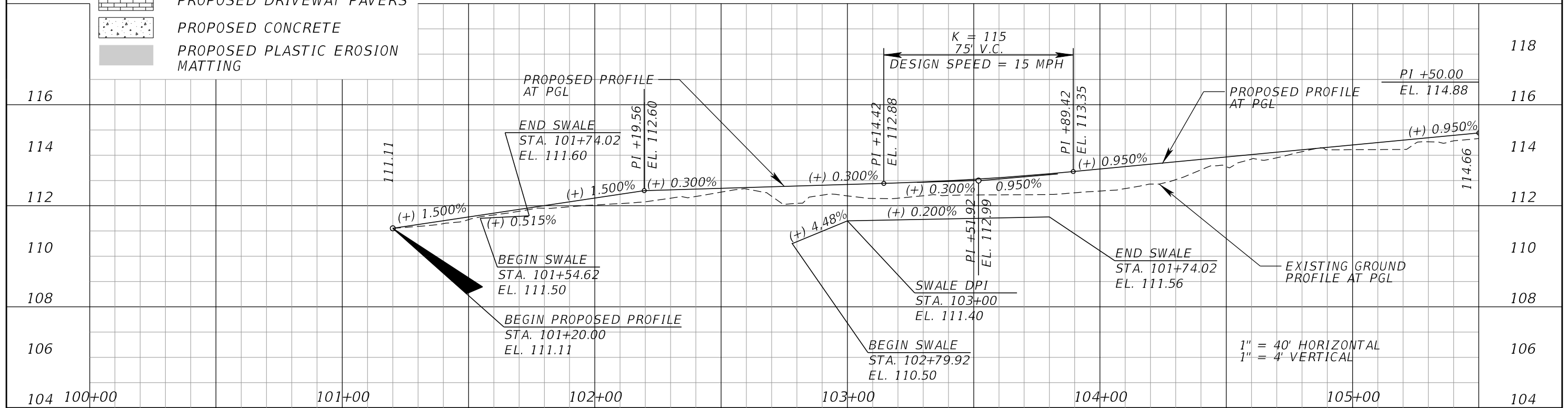
LEGEND:

- EXISTING DIRT ROAD
- PROPOSED GRAVEL
- PROPOSED ASPHALT APRON
- PROPOSED SODDED GRADING AREA
- PROPOSED DRIVEWAY PAVERS
- PROPOSED CONCRETE
- PROPOSED PLASTIC EROSION MATTING

(S-1)
 STA 102+29.57, 20.00' RT
 CONST 18" CD MES
 FDOT STANDARD PLANS 430-021
 FL 110.00

(S-2)
 STA 102+74.89, 20.10' RT
 CONST 18" CD MES
 FDOT STANDARD PLAN 430-021
 FL 111.00

* NOTE: CONTRACTOR TO FURNISH AND INSTALL CONCRETE PAD AND CAGE TO PROTECT EXISTING WELL. CONTRACTOR TO SUBMIT SHOP DRAWING TO TOWN FOR APPROVAL PRIOR TO INSTALLATION.



REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

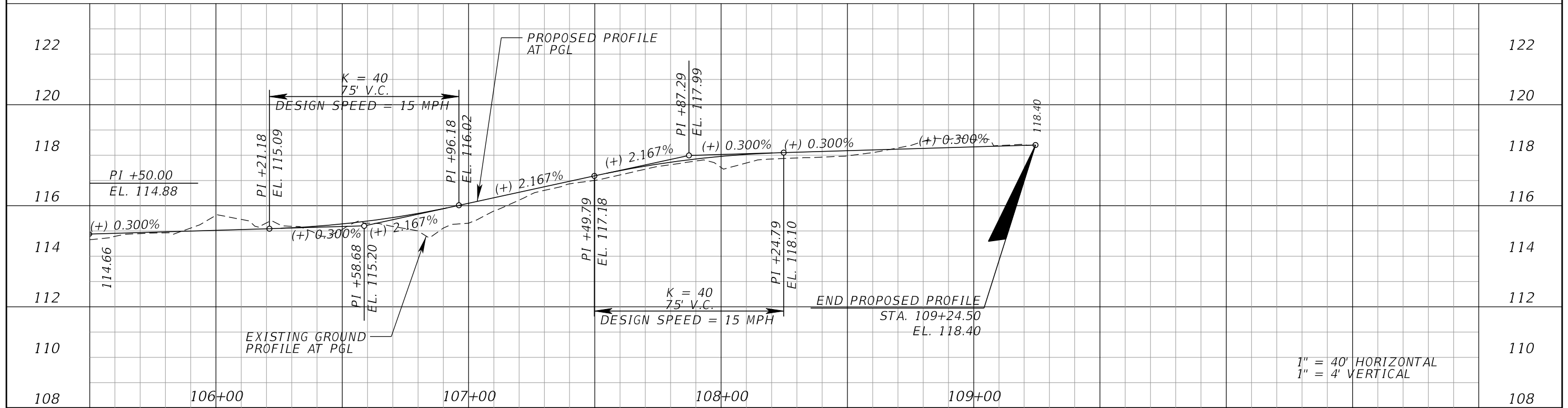
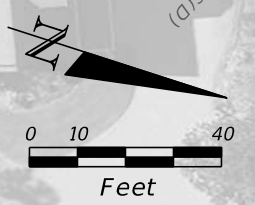
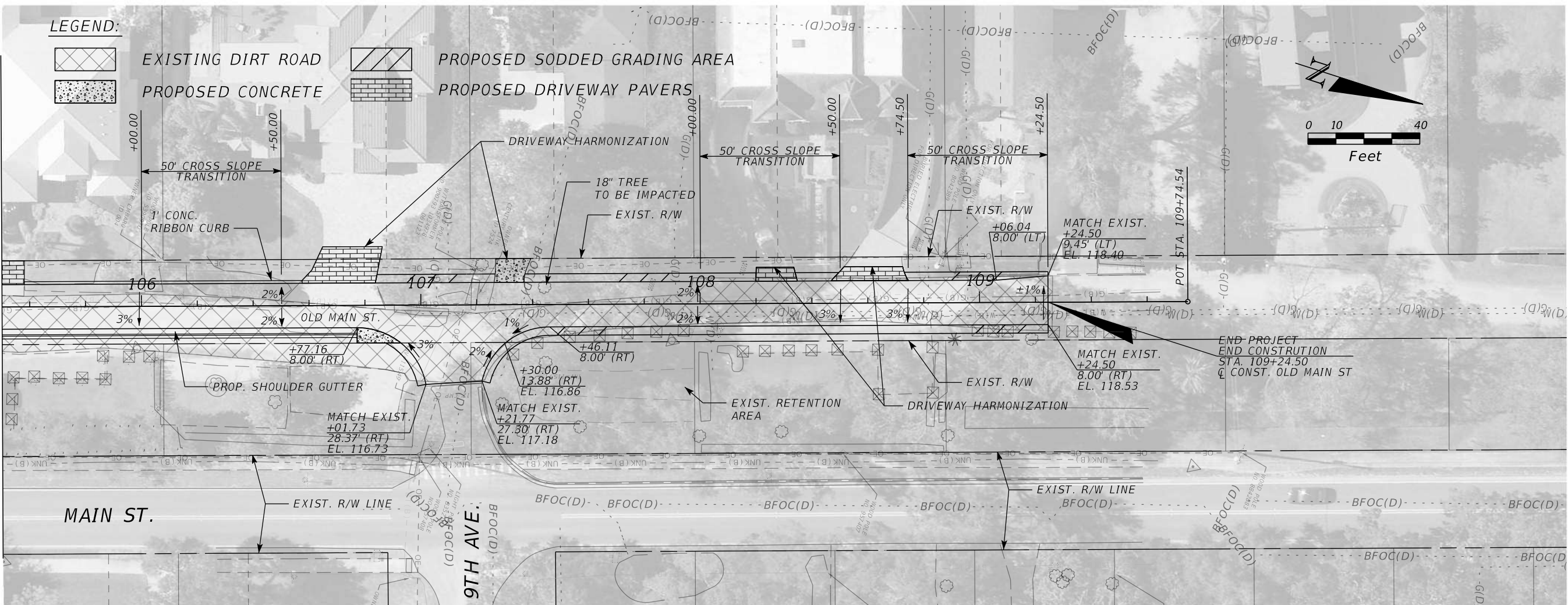
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 Hao T. Chau, P.E.
 P.E. License No. 61640
 200 South Orange Avenue, Suite 600
 Orlando, Florida 32801

TOWN OF WINDERMERE

PLAN-PROFILE (01)

SHEET NO. 9 **150**

MATCHLINE STA. 105+50.00



1" = 40' HORIZONTAL
1" = 4' VERTICAL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

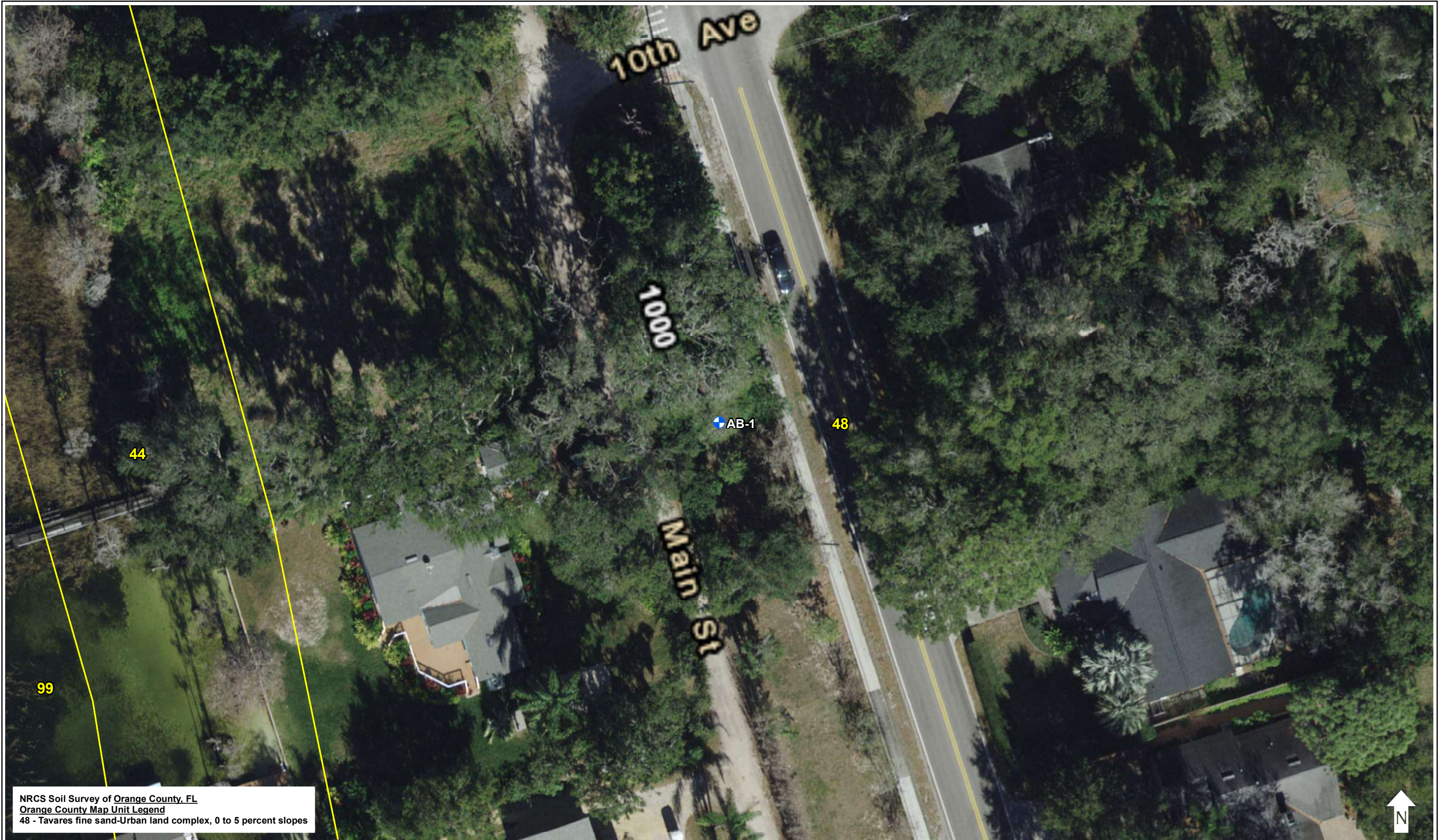
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 P.E. License No. 61640
 200 South Orange Avenue, Suite 600
 Orlando, Florida 32801

TOWN OF
WINTERMERE

PLAN-PROFILE (02)

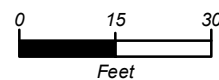
SHEET NO. 10

151



NRCS Soil Survey of **Orange County, FL**
 Orange County Map Unit Legend
 48 - Tavares fine sand-Urban land complex, 0 to 5 percent slopes

 APPROXIMATE AUGER BORING LOCATION



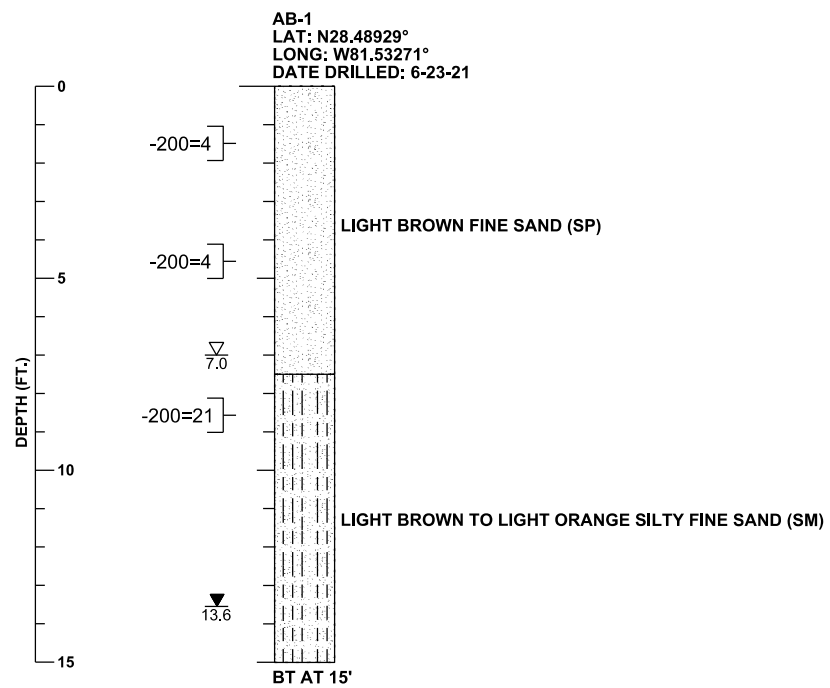
GEC Geotechnical and Environmental Consultants, Inc.
 919 LAKE BALDWIN LANE
 ORLANDO, FL. 32814
 CHRISTOPHER P. MEYER, P.E.
 P.E. LICENSE NUMBER 49328

**OLD MAIN STREET FROM
 9TH TO 10TH AVENUE
 STORMWATER IMPROVEMENTS**

*NRCS SOIL SURVEY AND
 BORING LOCATION PLAN*

SHEET NO.
 11





LEGEND

- ▽ 7.0 ESTIMATED SEASONAL HIGH GROUNDWATER DEPTH (FEET)
- ▼ 13.6 ENCOUNTERED GROUNDWATER DEPTH (FEET)
- BT BORING TERMINATED AT DEPTH INDICATED
- 200= PERCENT PASSING NO. 200 U.S. STANDARD SIEVE
- [Stippled Box] SAND
- [Hatched Box] SAND AND SILT

GENERAL NOTES

SUBSURFACE CONDITIONS SHOWN ON THE BORING REPRESENT THE CONDITIONS ENCOUNTERED AT THE BORING LOCATION. ACTUAL CONDITIONS NEAR THE BORING MAY VARY FROM THOSE SHOWN. UNIFIED SOIL CLASSIFICATIONS SHOWN ON THE BORING ARE BASED ON VISUAL EXAMINATION AND THE LABORATORY TESTING SHOWN.

THE BORING LOCATION WAS NOT SURVEYED. BORING LOCATION WAS ESTABLISHED IN THE FIELD USING A SUB-METER ACCURACY GPS UNIT (TRIMBLE GEO XH).

REVISIONS

DATE	DESCRIPTION	DATE	DESCRIPTION

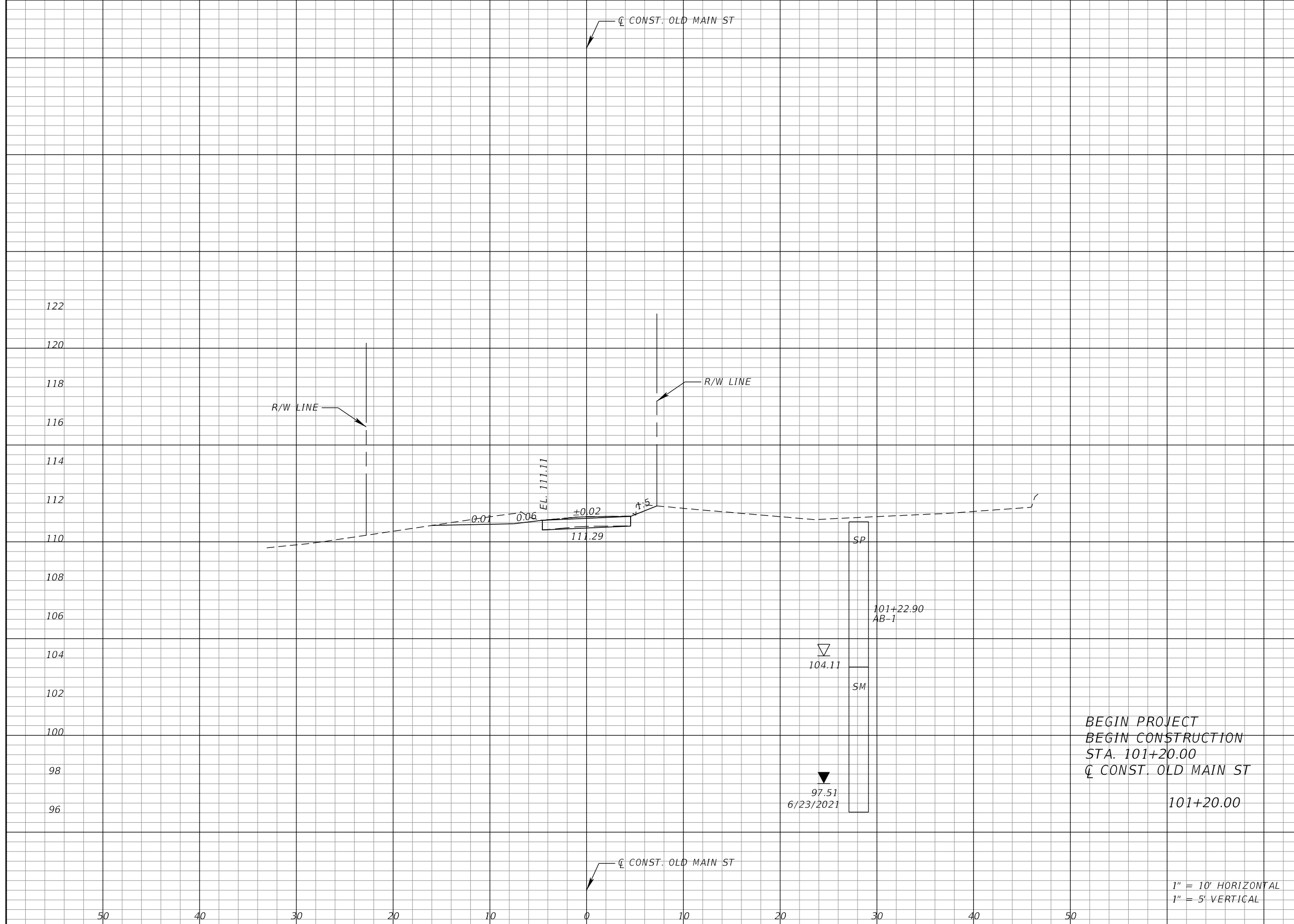


OLD MAIN STREET FROM
9TH TO 10TH AVENUE
STORMWATER IMPROVEMENTS

REPORT OF AUGER BORING
RESULTS

SHEET
NO.

12



Regular		Exc.		Embankment	
A	V	A	V	A	V
4	0	0	0	0	0

BEGIN PROJECT
 BEGIN CONSTRUCTION
 STA. 101+20.00
 CL CONST. OLD MAIN ST
 101+20.00

1" = 10' HORIZONTAL
 1" = 5' VERTICAL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

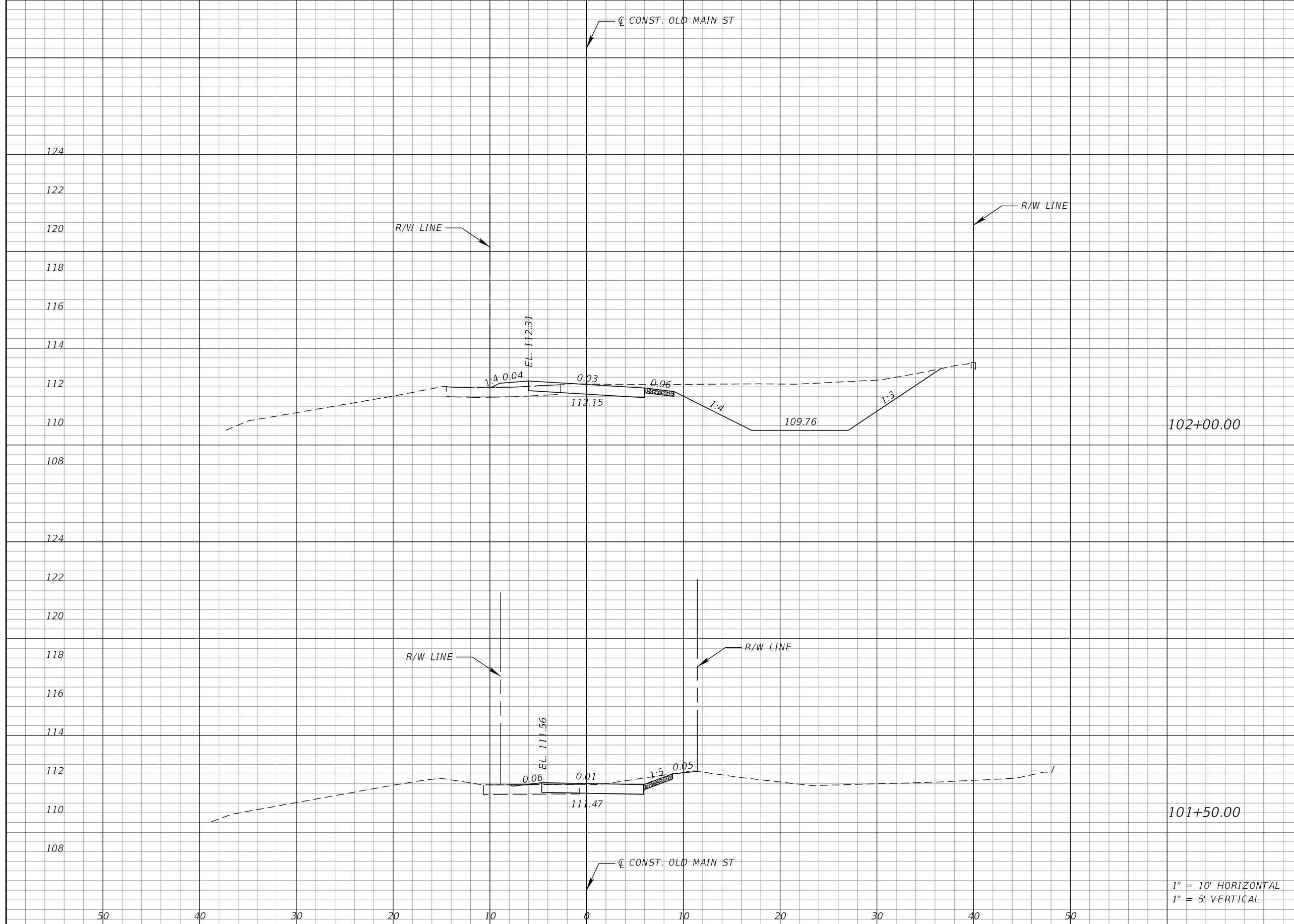
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CROSS SECTIONS

SHEET NO.
 13

154



Regular		Exc.		Embankment	
A	V	A	V	A	V
53			54	1	1
5			5	0	0

1" = 10' HORIZONTAL
1" = 5' VERTICAL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

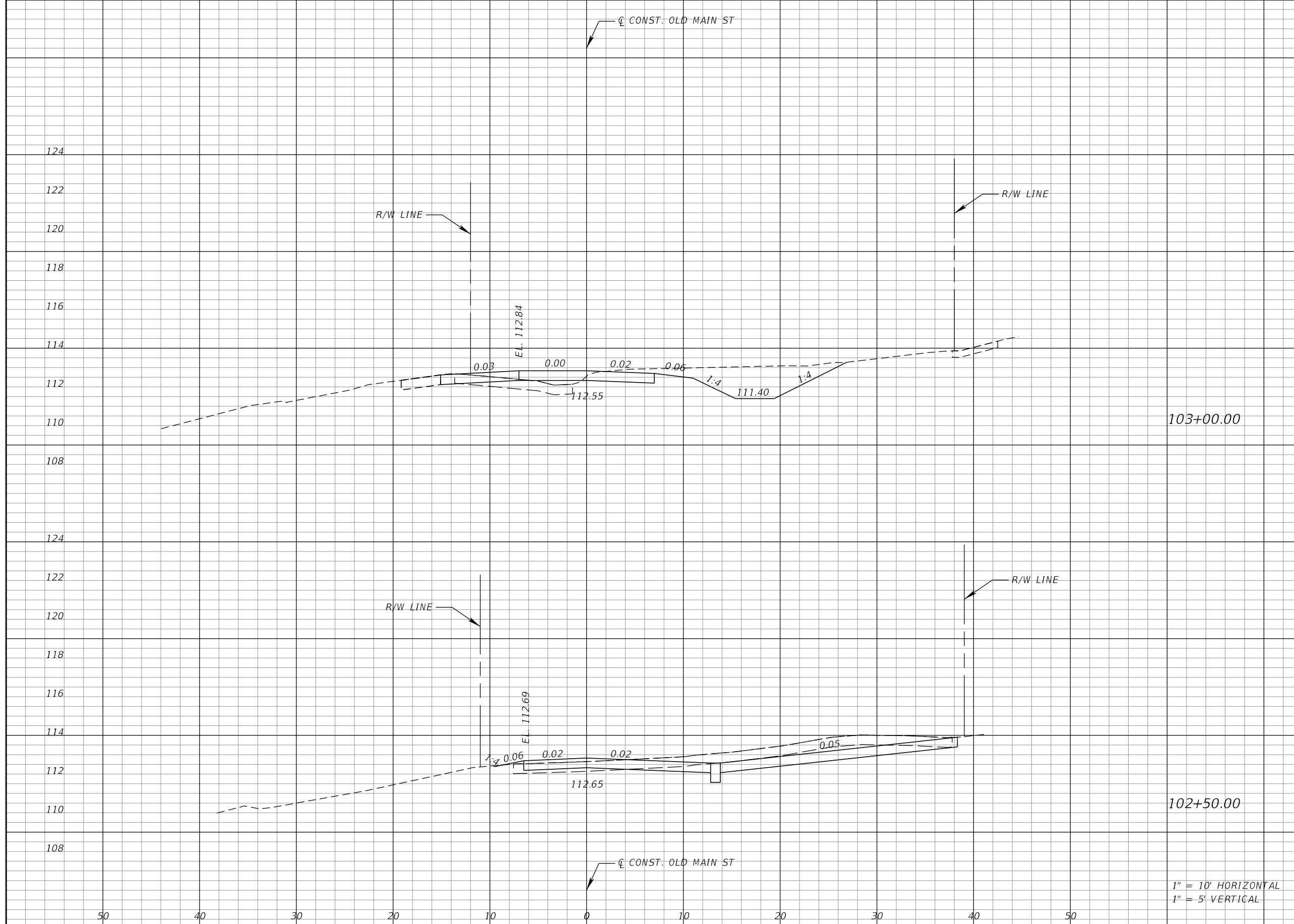
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**TOWN OF
WINDERMERE**

CROSS SECTIONS

SHEET NO.	14
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Regular		Exc.		Embankment	
A	V	A	V	A	V
24	36	1	1	1	1
15	63	0	1	0	1

1" = 10' HORIZONTAL
1" = 5' VERTICAL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

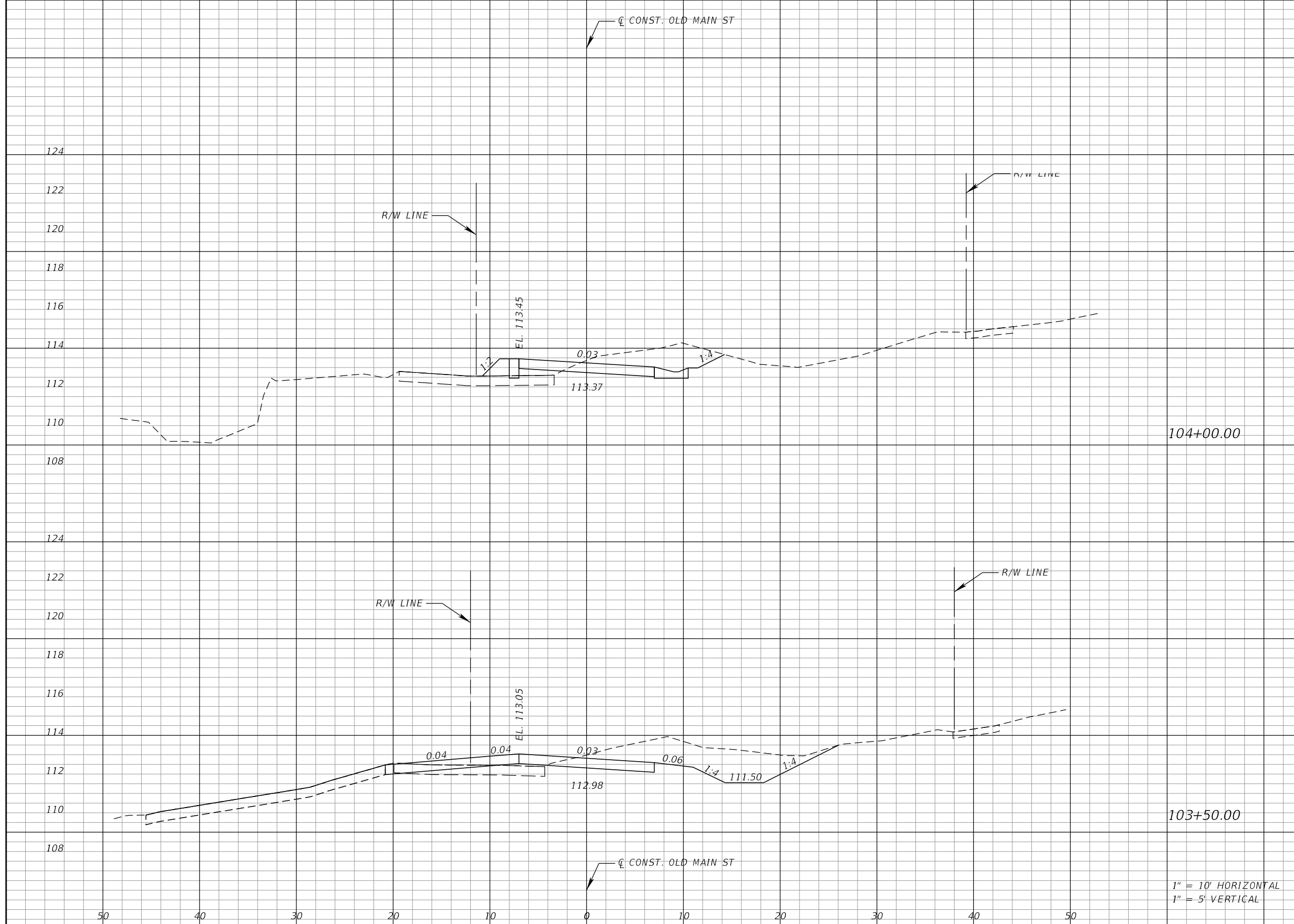
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TOWN OF WINDERMERE

CROSS SECTIONS

SHEET NO.
15



Regular		Exc.		Embankment	
A	V	A	V	A	V
17	45	3	3		
31	51	0	1		

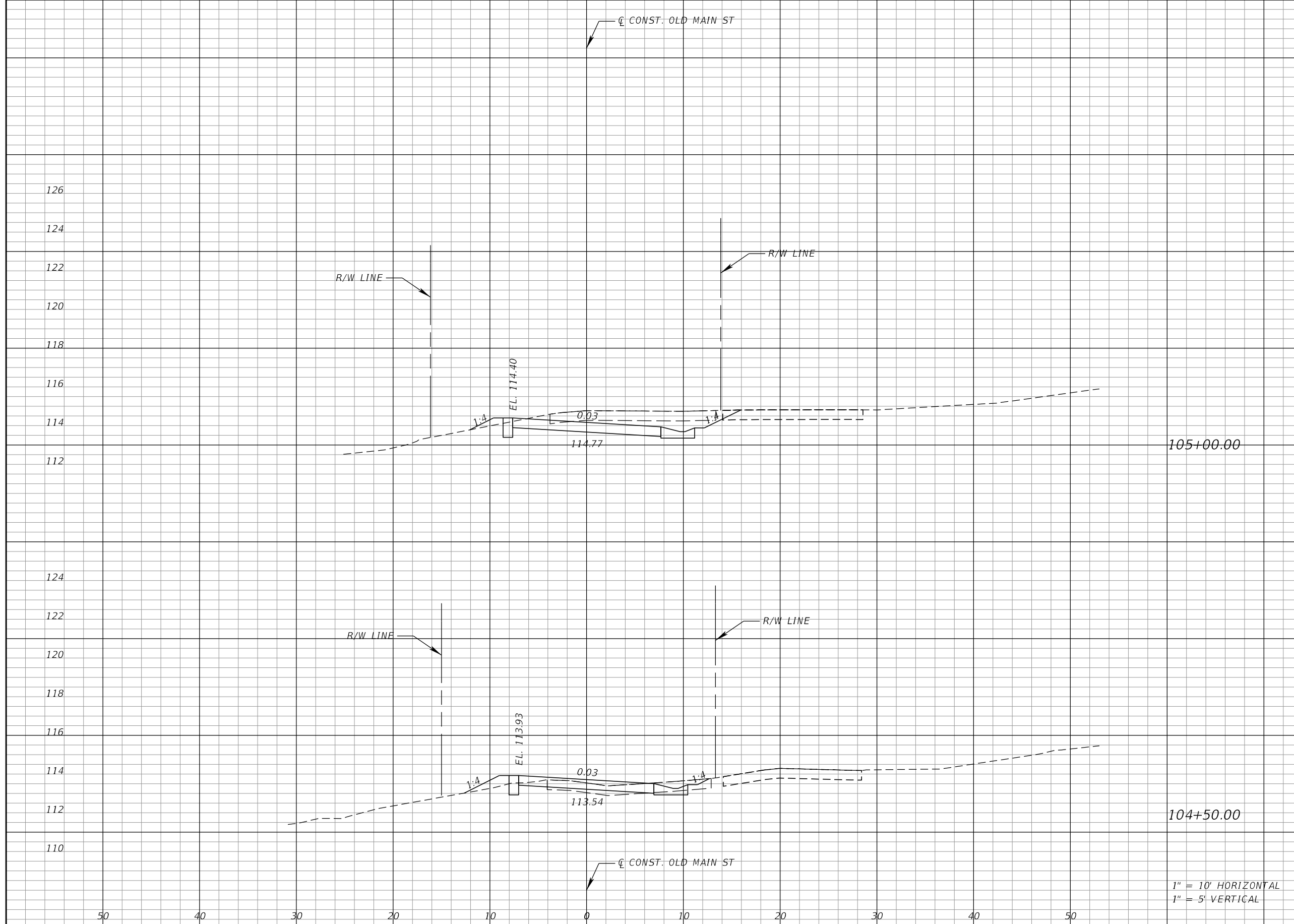
REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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CROSS SECTIONS

SHEET NO.
16 **157**



Regular		Exc.		Embankment	
A	V	A	V	A	V
15		15		1	
2		17		2	

1" = 10' HORIZONTAL
1" = 5' VERTICAL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

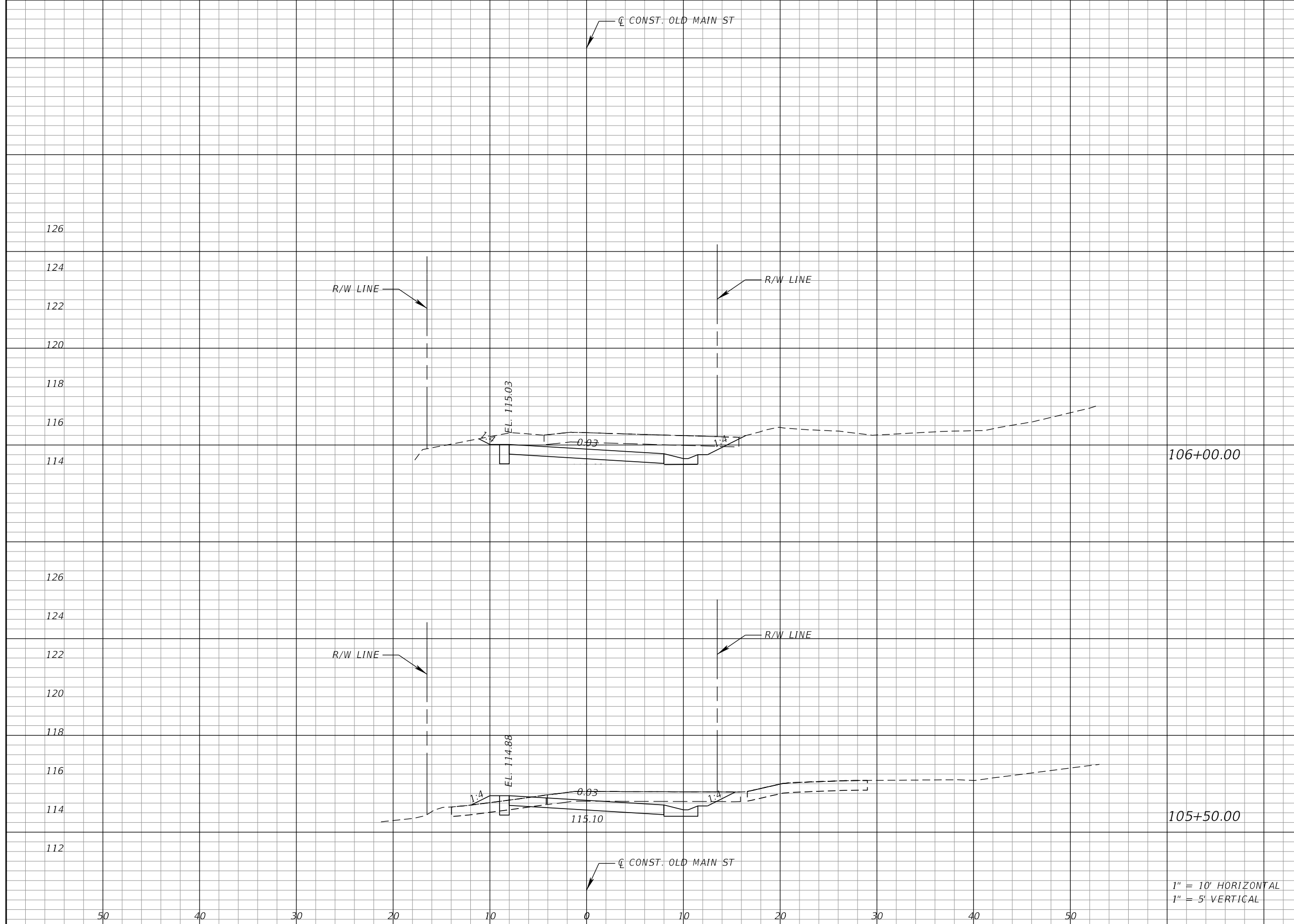
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TOWN OF WINDERMERE

CROSS SECTIONS

SHEET NO.	17
-----------	----



Regular		Exc.		Embankment	
A	V	A	V	A	V
21	28	0	1		
9	22	1	1		

1" = 10' HORIZONTAL
1" = 5' VERTICAL

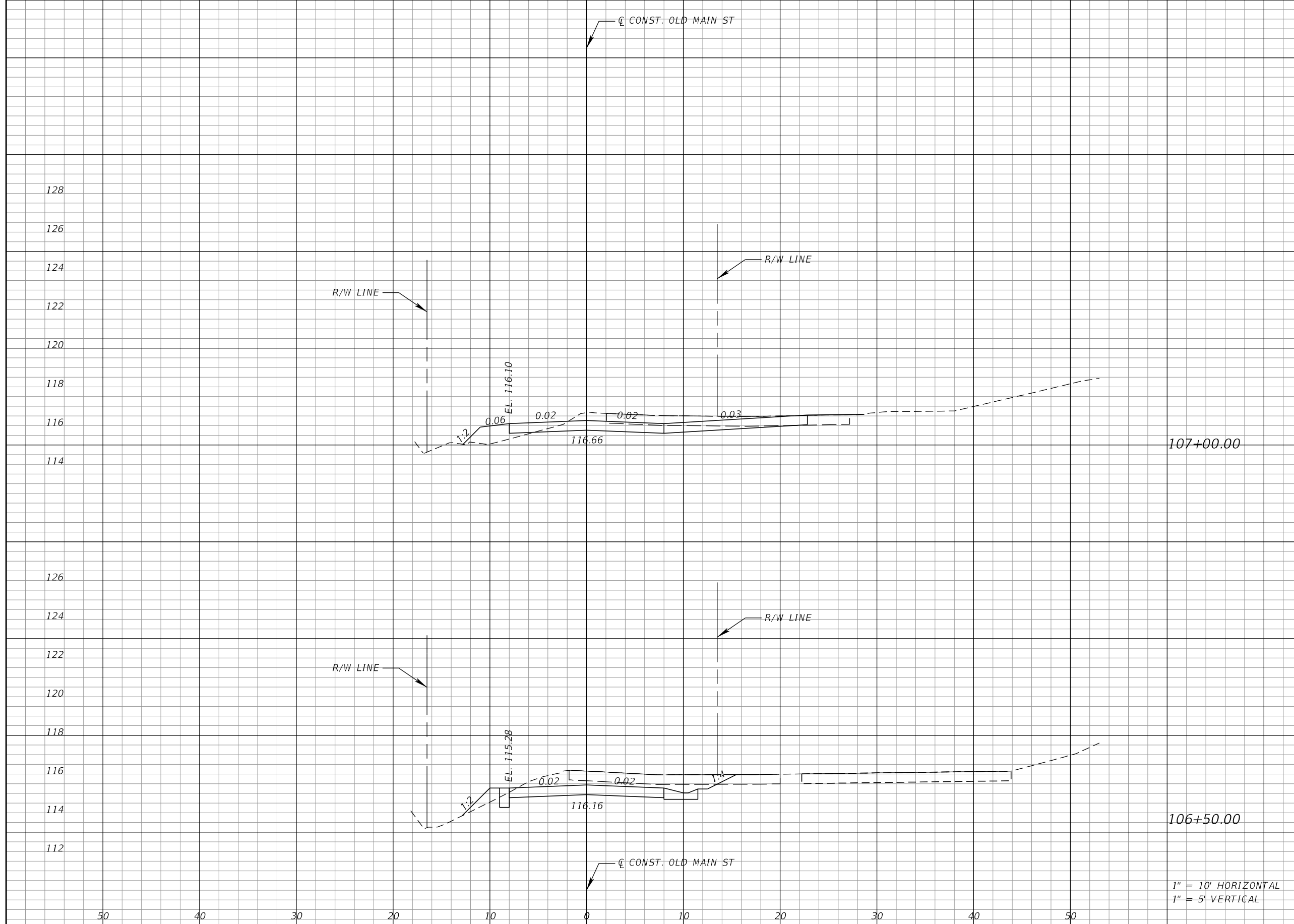
REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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CROSS SECTIONS

SHEET NO.
18



Regular		Exc.		Embankment	
A	V	A	V	A	V
9	23	4	5		
16	34	2	2		

1" = 10' HORIZONTAL
1" = 5' VERTICAL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

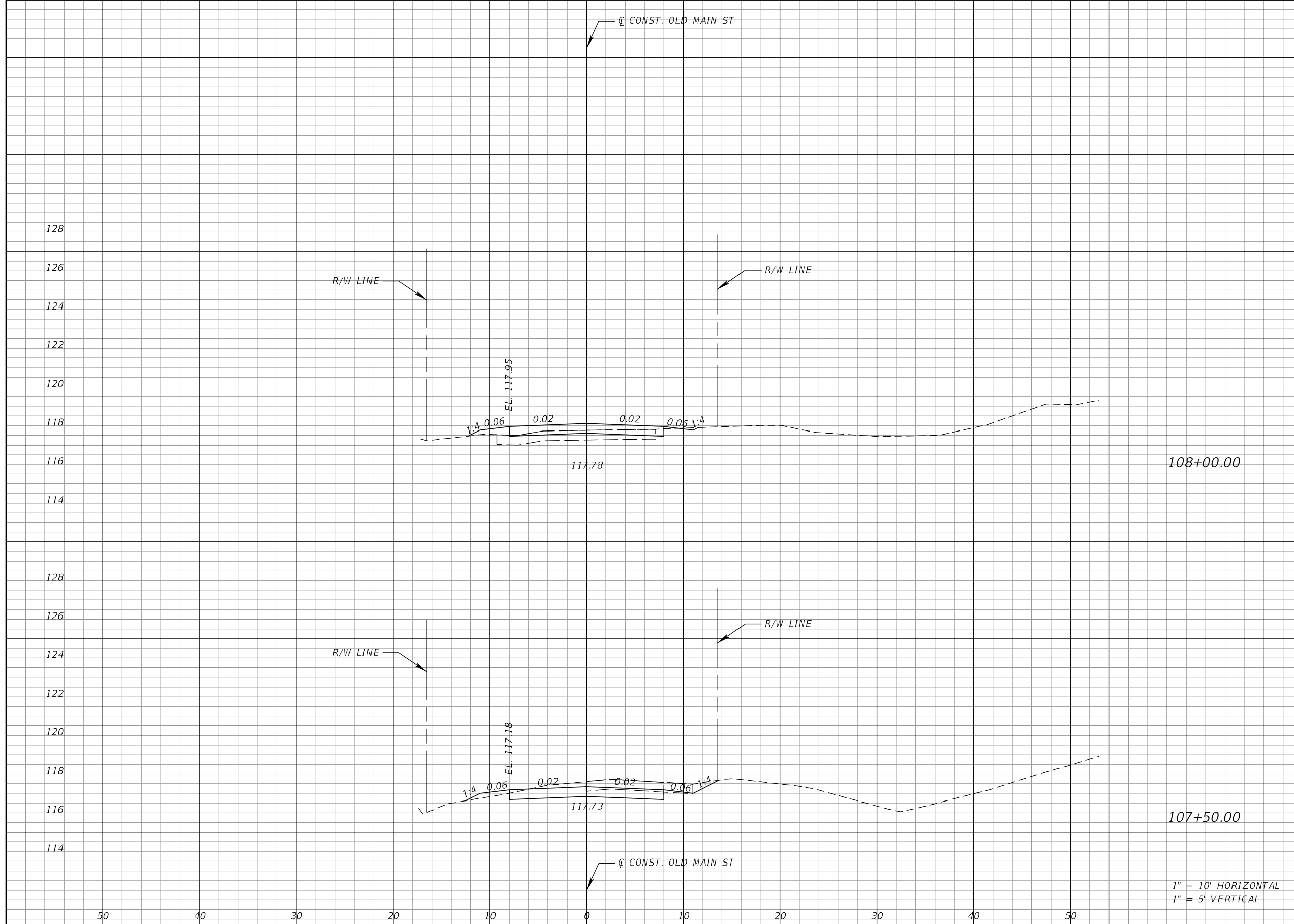
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TOWN OF WINTERMERE

CROSS SECTIONS

SHEET NO. 19 **160**



Regular		Exc.		Embankment	
A	V	A	V	A	V
0	8	1	2	1	4

1" = 10' HORIZONTAL
1" = 5' VERTICAL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

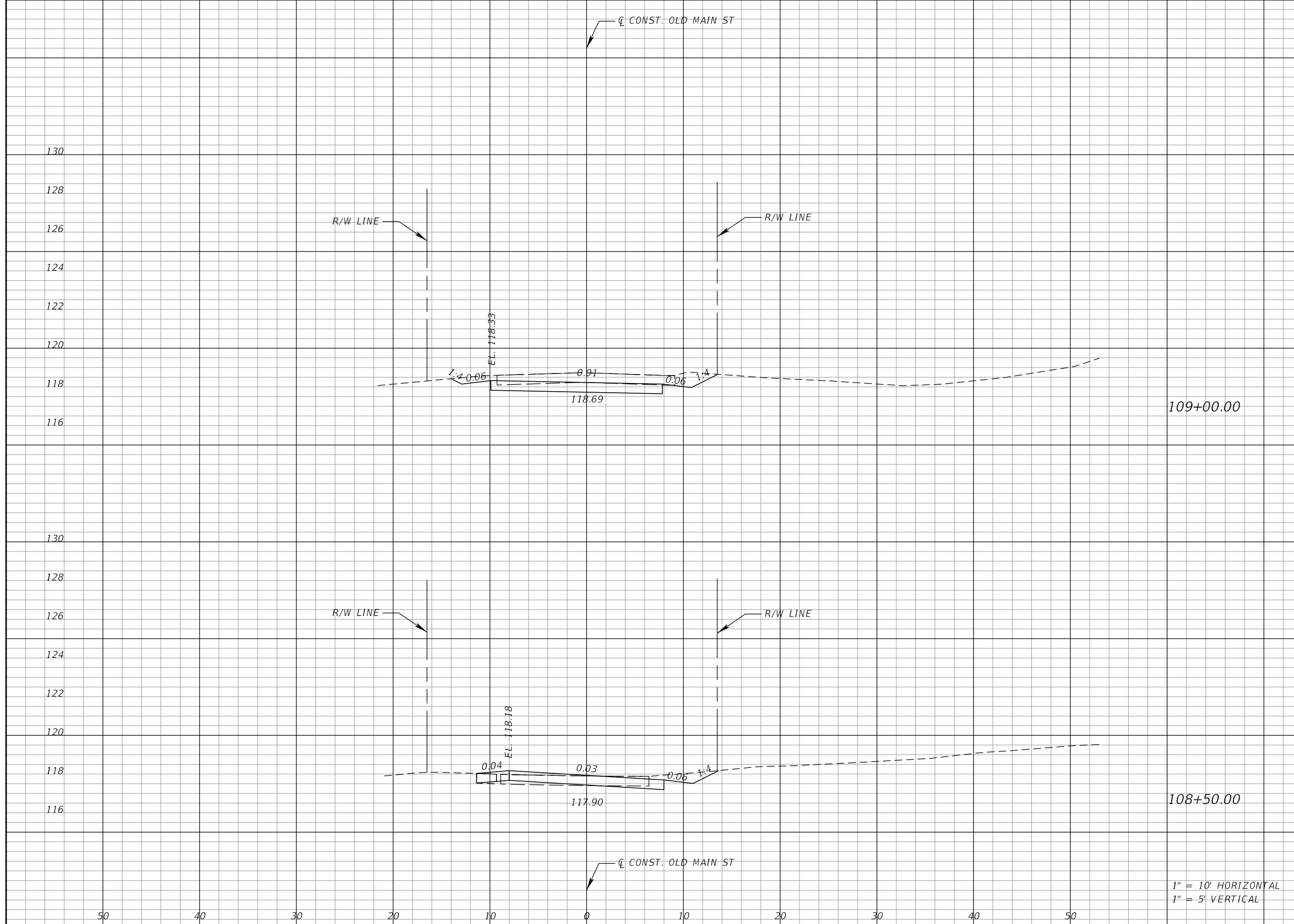
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CROSS SECTIONS

SHEET NO.
20

161



Regular		Exc.		Embankment	
A	V	A	V	A	V
11			14	0	0
4			4	0	1

1" = 10' HORIZONTAL
1" = 5' VERTICAL

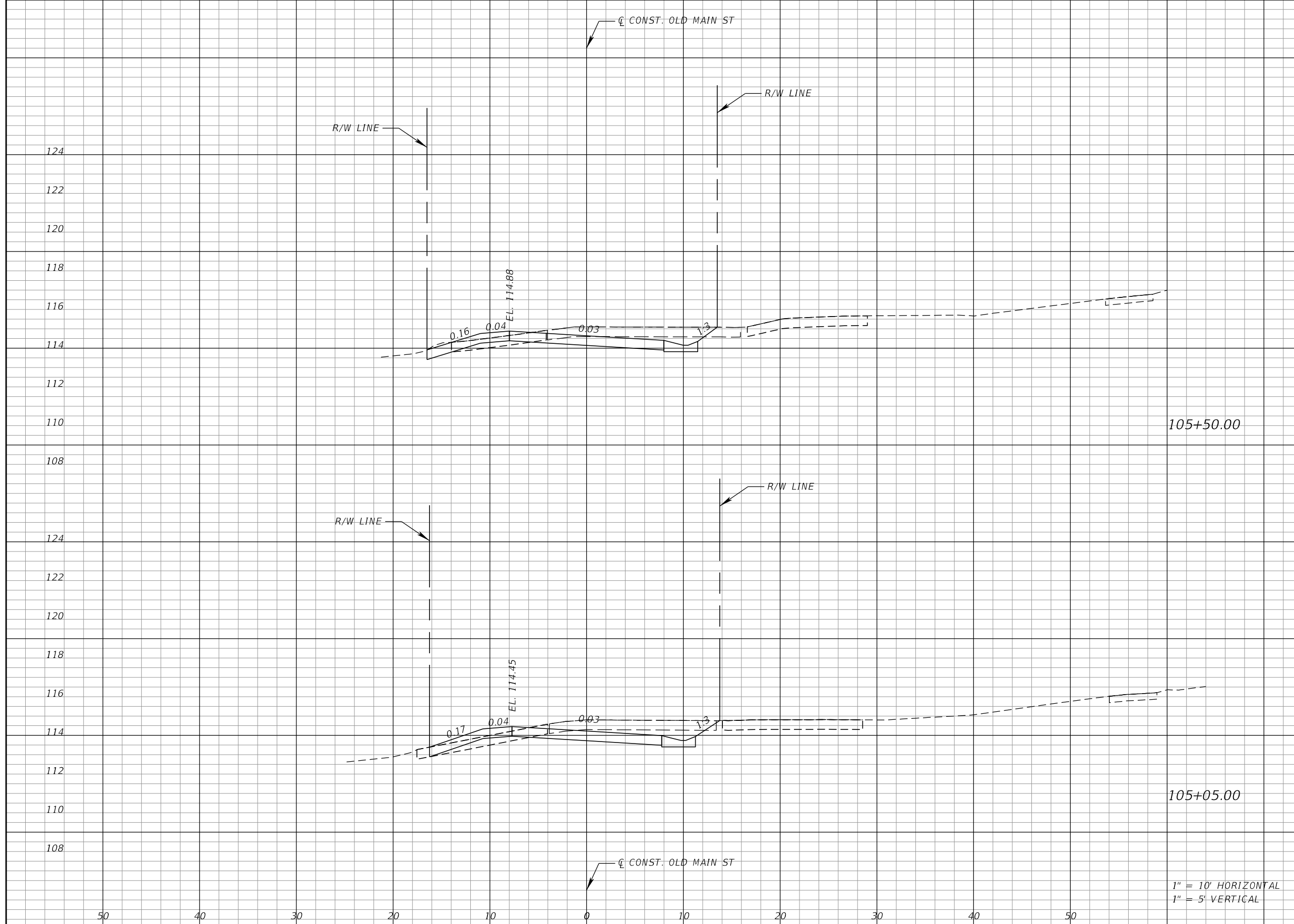
REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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CROSS SECTIONS

SHEET NO.
21



Regular		Exc.		Embankment	
A	V	A	V	A	V
10				0	
11				0	

1" = 10' HORIZONTAL
1" = 5' VERTICAL

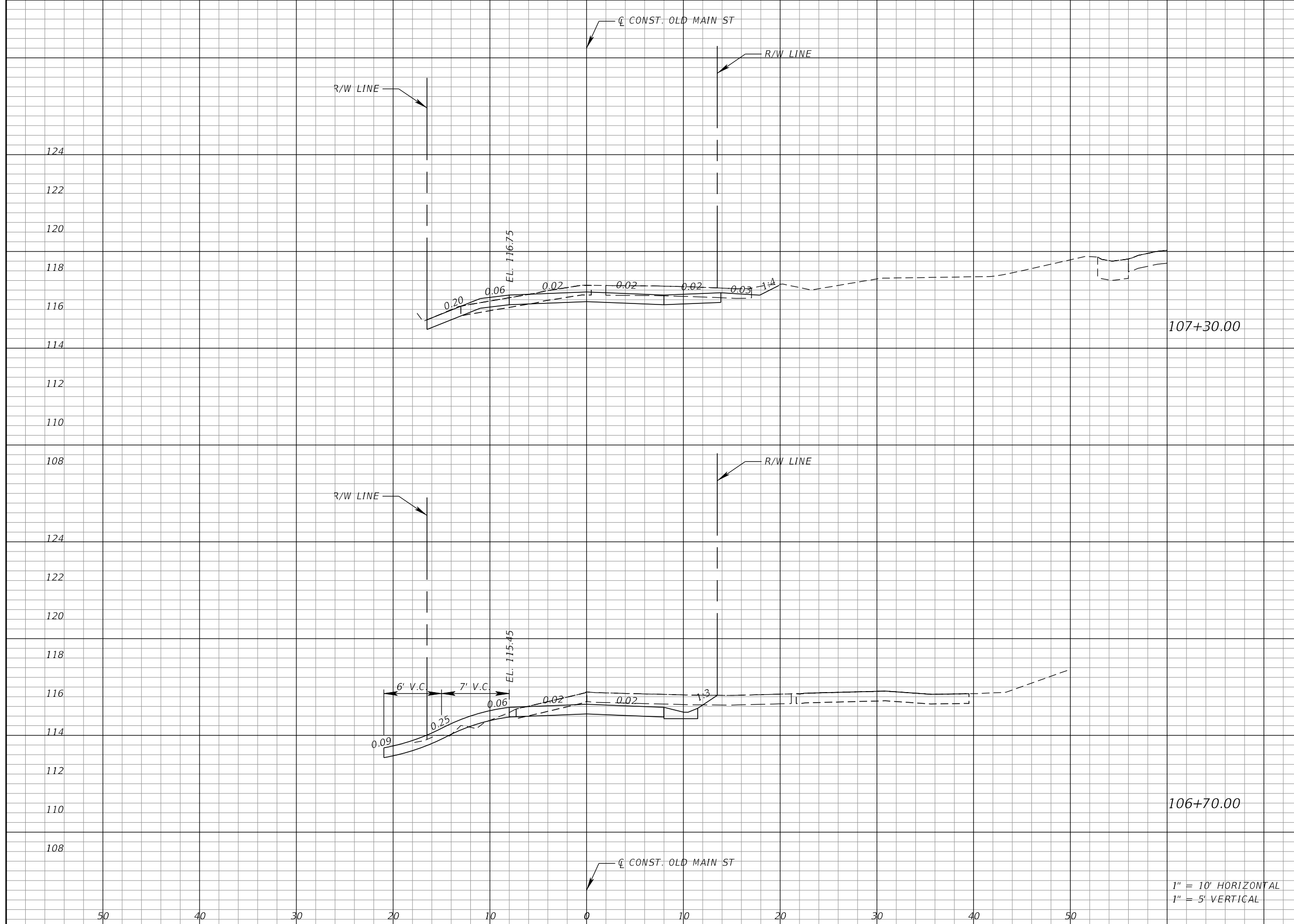
REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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DRIVEWAY CROSS SECTIONS

SHEET NO.
24 **165**



Regular		Exc.		Embankment	
A	V	A	V	A	V
10				0	
13				0	

1" = 10' HORIZONTAL
1" = 5' VERTICAL

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

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DRIVEWAY CROSS SECTIONS

SHEET NO.
25

