



**VILLAGE OF INDIANTOWN  
AGENDA  
REGULAR VILLAGE COUNCIL MEETING**

October 25, 2018  
6:30 PM  
at the INDIANTOWN CIVIC CENTER  
15675 SW Osceola Street, Indiantown, FL 34956

**VILLAGE COUNCIL**  
SUSAN GIBBS THOMAS, MAYOR  
GUYTON STONE, VICE MAYOR  
JACKIE GARY CLARKE  
ANTHONY D. DOWLING  
JANET HERNÁNDEZ

**ADMINISTRATION**  
TERESA LAMAR-SARNO, VILLAGE MANAGER  
WADE C. VOSE, VILLAGE ATTORNEY  
CHERIE WHITE, VILLAGE CLERK

**Civility:** Being "civil" is not a restraint on the First Amendment right to speak out, but it is more than just being polite. Civility is stating your opinions and beliefs, without degrading someone else in the process. Civility requires a person to respect other people's opinions and beliefs even if he or she strongly disagrees. It is finding a common ground for dialogue with others. It is being patient, graceful, and having a strong character. That's why we say "Character Counts" in Indiantown. Civility is practiced at all Village meetings.

**Special Needs:** If anyone attending this meeting requires a reasonable accommodation, please contact Cheryl White, Village Clerk, by telephone at (772) 597-9900 or by email at [cwhite@indiantown.org](mailto:cwhite@indiantown.org). at least 48 hours in advance.

**Quasi-Judicial Hearings:** Some of the matters on the Agenda may be "quasi-judicial" in nature. Village Council Members are required to disclose all ex-parte communications regarding these items and are subject to voir dire by any affected party regarding those communications. All witnesses testifying will be "sworn" prior to their testimony. However, the public is permitted to comment, without being sworn. Unsworn comment will be given its appropriate weight by the Village Council.

**Appeal of Decision:** If a person decides to appeal any decision made by the Village Council with

respect to any matter considered at this meeting, he or she will need a record of the proceeding, and for that purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes any testimony and evidence upon which the appeal will be based.

**Consent Calendar:** Those matters included under the Consent Calendar are typically self-explanatory, non-controversial, and are not expected to require review or discussion. All items will be enacted by a single motion. If discussion on an item is desired, any Village Council Member, without a motion, may "pull" or remove the item to be considered separately. If any item is quasi-judicial, it may be removed from the Consent Calendar to be heard separately, by a Village Council Member, or by any member of the public desiring it to be heard, without a motion.

## **ROLL CALL**

## **INVOCATION**

## **PLEDGE OF ALLEGIANCE**

## **PROCLAMATIONS, AWARDS AND SPECIAL PRESENTATIONS**

1. Presentation by Jennifer Pelham, County Extension Director & Urban Horticulture Agent IV for University of Florida IFAS Extension Martin County.

## **PUBLIC COMMENT**

*-The public is invited to comment for up to 3 minutes **on any item not on the Agenda**. Questions are typically deferred to staff, and if civility is not practiced, the Mayor may rule the person out of order, and may require the person be removed from the meeting.*

## **COMMENTS BY VILLAGE COUNCIL MEMBERS**

## **COMMENTS BY VILLAGE MANAGER**

## **APPROVAL OF AGENDA**

*-A motion is adopted to approve the Agenda as it appears, or as modified by motion of the village council.*

Motion:	Second:	Discussion by Council:	Public Comment	Vote:
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## **CONSENT CALENDAR**

2. Minutes 10/11/2018, Regular Village Council Meeting.
3. RESOLUTION 055-2018 A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, APPROVING AN AGREEMENT PURSUANT TO REI 02-2018 FOR PROFESSIONAL ENGINEERING SERVICES WITH CAPTEC ENGINEERING, INC.; AND PROVIDING AN EFFECTIVE DATE.

4. RESOLUTION 056-2018 A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, APPROVING AN AGREEMENT PURSUANT TO REI 02-2018 FOR PROFESSIONAL ENGINEERING SERVICES WITH BOWMAN CONSULTING GROUP, LTD.; AND PROVIDING AN EFFECTIVE DATE.
5. RESOLUTION 057-2018 A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, APPROVING AN AGREEMENT PURSUANT TO REI 02-2018 FOR PROFESSIONAL ENGINEERING SERVICES WITH KIMLEY-HORN AND ASSOCIATES, INC.; AND PROVIDING AN EFFECTIVE DATE.

Motion:	Second:	Discussion by Council:	Public Comment	Vote:

### **REGULAR AGENDA**

6. Update on the Village of Indiantown Voluntary Annexation Process Discussion

Motion:	Second:	Discussion by Council:	Public Comment	Vote:

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### **DISCUSSION ITEMS**

7. Civic Center Flooring Repairs

### **ANNOUNCEMENTS**

### **NEXT REGULAR MEETING**

### **ADJOURNMENT**



**VILLAGE OF INDIANTOWN, FLORIDA  
AGENDA MEMORANDUM**

MEETINGDATE:           October 25, 2018

MEETING TYPE:

AGENDA ITEM TITLE: Minutes 10/11/2018, Regular Village Council Meeting.

SUMMARY OF ITEM:

RECOMMENDATION: Approve Minutes

PREPARED BY:           Cherie White, Village Clerk

DATE: 10/19/2018

REVIEWED BY:

DATE:

APPROVED BY:

DATE:

ATTACHMENTS:

Description

10/11/2018 RVCM



**VILLAGE OF INDIANTOWN  
REGULAR VILLAGE COUNCIL MEETING  
OCTOBER 11, 2018 6:30 P.M.  
MINUTES**

**ROLL CALL**

Cherie White, Village Clerk

**PRESENT**

Council Member Dowling, Council Member Clarke, Council Member Hernández, Mayor Gibbs Thomas, Vice Mayor Stone, Village Manager Teresa Lamar-Sarno and Village Attorney Wade Vose

**INVOCATION** Reverend Sandy Davis

**PLEDGE OF ALLEGIANCE:** Mayor Gibbs Thomas led the council in the pledge of allegiance.

Mayor Thomas recognized County Commissioner Harold Jenkins, Barbara Clowdus and Tom Campenni.

**PROCLAMATIONS, AWARDS AND SPECIAL PRESENTATIONS**

1. Proclamation: Florida City Government Week October 22-26, 2018.

Mayor Thomas read the proclamation and was accepted by the Village Clerk to send to the Florida league of Cities.

## 2. Florida Amendments Presentation by Tom Campenni, Treasure Coast League of Cities

Tom Campenni presented to the Council and public the upcoming proposed homestead exemption amendment 1.

### **PUBLIC COMMENT**

Kevin Powers came forward and provided information to the Village and public regarding employment opportunities from Barnard Construction. The company anticipates hiring 80-100 employees, for a 2-3 year project. The Village Manager said she would be happy to add that information to the Village web site.

### **COMMENTS BY VILLAGE COUNCIL MEMBERS**

The Village Council all stated that their Elected Municipal Officials training was very good.

Council member Dowling asked that everyone pray for those affected by Hurricane Michael.

Council Member Clarke asked the public to be patient with the Council and staff and all work together. She said there will a training about the proposed constitutional amendments October 18, 2018 6-8:30 at Mount Zion Church.

Council member Hernandez thanked the Village staff for their hard work and dedication. On October 22, 2018 the Village will hold their Open House and encouraged everyone to attend.

Vice Mayor Stone announced his past Town Hall meetings that were very successful and thanked the public for their feedback. He also thanked the Village staff for their support to the council.

Mayor Thomas stated she reached out to those elected officials who have been impacted by Hurricane Michael. She said she would like to see the Village partner with the towns or cities to see what they may need and respond. She encouraged the public to educate themselves about the proposed constitutional amendments. She attended the South Florida Water Management District meeting where they discussed the impact of the blue green algae to the Village of Indiantown.

Announcements by the Mayor:

KinDoo Family Center Craft Fair, November 16 -17th 10:00 am-3:00 pm.

(flyer attached to minutes)

Hope Rural School and Eat United Live United event hosted by United Way will be serving food and raising money on October 18, 2018 1-3pm and 5-7pm.

(flyer attached to minutes)

October 22, 2018 5-9 pm Village Open House at Indiantown Civic Center.

October 23, 2018 event On the Table Event sponsored by the Community Foundation of Palm Beach and Martin County beginning at 6:00 pm. At the Indiantown Civic Center.

Mayor Thomas announced that the Village of Indiantown has been challenged by the Vice President David Hafner Martin County Florida Farm Bureau to buy and donate 10 gallons of milk to a local food pantry. She encouraged the Village council to participate immediately following the meeting, and she would buy the milk.

### **COMMENTS BY VILLAGE MANAGER**

Teresa Lamar-Sarno presented the following item into the record.

3. Present the Florida League of Cities constitutional and commemorative Resolution, recognizing and congratulating the new Village of Indiantown, and its successful incorporation in 2017.

Manager Lamar-Sarno also thanked staff for their work. She requested that item #10 be moved to item 8a following the consent agenda.

The Council agreed.

She also announced the Village Open House and Code Enforcement Workshop to be held on October 22, 2018 from 5-7pm english, and 7-9pm spanish version at the Indiatown Civic Center.

### **APPROVAL OF THE AGENDA**

**Motion:** Approve the Agenda as amended.

Moved by Vice Mayor Stone, seconded by Council Member Hernández.

**Approved 5/0**

## **CONSENT CALENDAR**

4. RESOLUTION No. 051-2018 - A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, APPROVING PIGGYBACK AGREEMENT FOR NUISANCE VEGETATION MANAGEMENT; AND PROVIDING AN EFFECTIVE DATE.

5. RESOLUTION No. 052-2018 - A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, APPROVING PIGGYBACK AGREEMENT FOR ROADWAY MOWING & LANDSCAPE AND STORMWATER AREA MAINTENANCE SERVICES; AND PROVIDING AN EFFECTIVE DATE.

6. RESOLUTION No. 053-2018 - A RESOLUTION OF THE VILLAGE OF INDIANTOWN REVISING THE TANGIBLE PERSONAL PROPERTY TAX INCENTIVE GRANT PROGRAM ESTABLISHED BY RESOLUTION NO. 044-2018; AND PROVIDING AN EFFECTIVE DATE.

7. Approve Minutes of: 8/23/2018, 9/13/2018 Regular Village Council, and 09/13/2018, 09/20/2018, 09/27/2018, 5:00 p.m. 09/27/2018, 6:15 p.m. Special Village Council Meetings.

**Motion:** Approve the Agenda as amended.

Moved by Council Member Hernández and seconded by Council Member Clarke

**Approved 5/0**

## **REGULAR AGENDA**

The following item was formally item 10 and moved here as:

8a. RESOLUTION No. 054-2018 - A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA APPROVING A ONE YEAR TANGIBLE PERSONAL PROPERTY TAX INCENTIVE GRANT PROGRAM AGREEMENT WITH FLORIDA POWER & LIGHT COMPANY; AND PROVIDING FOR AN EFFECTIVE DATE.

Village Attorney Vose noted changes to the agreement proposed by Florida Power and Light and asked the Council to approve the red lined version.

The following members of the public came forward and offered public comment.

Renita Presler  
Bryan Powers  
Tim Dougher

**Motion:** Approve Resolution 054-2018 as presented and amended.

Moved by Vice Mayor Stone and seconded by Council Member Clarke

**Approved 5/0**

## 8. Village Council Travel Reimbursement Policy

**Motion:** Approve Village Council Travel Policy “Option B” as presented.

Moved by Council Member Dowling and seconded by Council Member Clarke

**Approved 5/0**

## 9. Report from Listening Session on Comprehensive Plan

**Motion:** Approve / Accept report presented by Bonnie Landry .

Moved by Council Member Dowling and seconded by Council Member Clarke

**Approved 5/0**

Item 10 was moved to be heard as item 8a.

10. RESOLUTION No. 054-2018 - A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA APPROVING A ONE YEAR TANGIBLE PERSONAL PROPERTY TAX INCENTIVE GRANT PROGRAM AGREEMENT WITH FLORIDA POWER & LIGHT COMPANY; AND PROVIDING FOR AN EFFECTIVE DATE.

## DISCUSSION ITEMS

### 11. Indiantown Middle School Park Discussion

**Motion:** Approve to “Not” enter into an Interlocal Agreement with the Martin County School Board .

Moved by Council Member Dowling and seconded by Council Member Clarke

**Approved 5/0**

## 12. Indiantown Middle School Village Seal Student Competition

The Village Council agreed to hold a Facebook Poll to narrow down the 10 submitted Village Seals, and then hold a voting poll at the Open House to consider design of a new Village Seal for the one-year Village Anniversary.

Renita Pressler came forward and suggested contacting the local Indian Tribes for factual historical information.

## **ANNOUNCEMENTS**

### 13. October Meetings

The meetings are part of the agenda.

Council Member Dowling requested weekly updates to the Comprehensive Plan process.

Martin County Commissioner Harold Jenkins came forward and announced he would be looking at improving ridership to the Marty bus system. He said he would like to see the Village of Indiantown benefit from the proposed expansion, and asked the Council and staff to consider discussing the matter.

The Council agreed to discuss the possible expansion of the Marty System with Martin County.

David Powers came forward and announced that this is the 71<sup>st</sup> year of the Indiantown Rodeo. He said the Chamber of Commerce will also be accepting donations for the Hurricane Michael victims.

Council Member Clarke asked staff to add to the agenda a discussion item to discuss the Civic Center flooring issue.

She also announced a Breast Cancer walk that will be held before the Rodeo. Registration on Saturday October 20<sup>th</sup> at 7:00 am.

## **NEXT REGULAR MEETING**

**ADJOURNMENT 9:00 P.M.**

**ATTEST:**

**VILLAGE OF INDIANTOWN, FLORIDA**

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**CHERIE WHITE  
VILLAGE CLERK**

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**SUSAN GIBBS THOMAS  
MAYOR**

**APPROVED ON: October 25, 2018**





## **RESOLUTION No. 055-2018**

### **A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, APPROVING AN AGREEMENT PURSUANT TO REI 02-2018 FOR PROFESSIONAL ENGINEERING SERVICES WITH CAPTEC ENGINEERING, INC.; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Village of Indiantown advertised a Request for Expression of Interest, REI 02-2018, for qualified experienced, licensed Professional Engineering services to the Village of Indiantown on an “as needed basis”; and

WHEREAS, on September 27, 2018, the Village Council adopted the recommendations of the selection committee established pursuant to the REI, and authorized the Village Manager, as advised by the Village Attorney, to enter into contract negotiations with the top three ranked firms: CAPTEC Engineering, Inc., Kimley-Horn and Associates, Inc., and Bowman Consulting Group Ltd., with an alternate being The MilCor Group; all in accordance with Section 287.055, Florida Statutes (Consultants Competitive Negotiations Act); and

WHEREAS, contract terms have been successfully negotiated with CAPTEC Engineering, Inc.

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Indiantown, Florida, as follows:

SECTION 1. AGREEMENT APPROVED. The Standard Agreement between Village of Indiantown and Professional for Engineering Services with CAPTEC Engineering, Inc., a copy of which is attached, is hereby approved, and the Mayor is hereby authorized to execute the same.

SECTION 2. EFFECTIVE DATE. This resolution shall take effect immediately upon adoption.

[THIS SPACE INTENTIONALLY LEFT BLANK.]

RES. 055-2018 Approving an Agreement for Professional Engineering Services with CAPTEC

Council Member \_\_\_\_\_ offered the foregoing resolution and moved its adoption. The motion was seconded by Council Member \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

VILLAGE COUNCIL	YES	NO	ABSENT	ABSTAIN
SUSAN GIBBS THOMAS, MAYOR				
GUYTON STONE, VICE MAYOR				
JACKIE GARY CLARKE, COUNCIL MEMBER				
ANTHONY J. DOWLING, COUNCIL MEMBER				
JANET HERNANDEZ, COUNCIL MEMBER				

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

VILLAGE OF INDIANTOWN, FLORIDA

\_\_\_\_\_  
CHERIE WHITE  
VILLAGE CLERK

\_\_\_\_\_  
SUSAN GIBBS THOMAS  
MAYOR

REVIEWED FOR FORM AND  
CORRECTNESS:

\_\_\_\_\_  
WADE C. VOSE  
VILLAGE ATTORNEY



**STANDARD AGREEMENT  
BETWEEN  
VILLAGE OF INDIANTOWN AND PROFESSIONAL  
FOR ENGINEERING SERVICES**

**PROJECT:** REI #02-2018: PROFESSIONAL ENGINEERING SERVICES

**CONSULTANT:**

**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, hereinafter "Contract," made and entered into the 25<sup>th</sup> day of October, 2018 by and between CAPTEC Engineering, Inc., hereinafter referred to as "CONSULTANT" and the Village of Indiantown, Florida, a municipal corporation, 65500 SW Warfield Blvd., Indiantown, FL 34956, hereinafter referred to as "VILLAGE", for and in consideration of the following terms, conditions and covenants.

**I. PURPOSE OF AGREEMENT**

Village intends to enter into a contract with Professional for provision of Engineering Services by the Professional and the payment for those services by Village as set forth below.

**II. SCOPE OF SERVICES**

The Professional shall provide Professional Engineering Services in all phases of any project for which a Work Authorization has been issued by the Village pursuant to this Agreement as hereinafter provided. These services will include serving as Village's professional consulting representative for the Project, providing professional consultation, advice, and furnishing customary engineering as described in the Work Authorization. The detailed scope of services to be performed and schedule of fees for those services shall be detailed in each Work Authorization.

**Section 1. Scope of Service**

Professional shall work with the Village Manager, Village Attorney, or other Village staff in advising the Village and the Village Council regarding Professional Engineering Services. The services will be those customarily attendant to Professional Engineering Services including, but not limited to the following:

- A. Preparation of roadway location or alignment studies
- B. Preparation of roadway design
- C. Preparation of land acquisition documents
- D. Preparation of a hydrologic & hydraulic studies
- E. Preparation of storm drainage system design
- F. Preparation of new or retrofit storm water management design
- G. Preparation of floodplain studies
- H. Preparation and procurement of requisite environmental permits
- I. Performance of traffic counts

- J. Preparation of traffic studies and analysis
- K. Preparation of maintenance of traffic design
- L. Preparation of structural studies and design for bridges, culverts and retaining walls
- M. Preparation of construction documents
- N. Preparation of cost estimates
- O. Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- P. Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Q. Preparation of as-built plans
- R. Review of plans, specifications and estimates developed by others
- S. Other customary Professional Civil Engineering Services

### **III. AGREEMENT PROVISIONS**

#### **Section 1. Term of Agreement**

Upon award of this Agreement, the effective date of this Agreement shall be the date of execution of this Agreement by both Village and Professional. Term of this agreement shall be for an initial period of two (2) years with the option of three (3) additional one-year renewal periods, upon the mutual agreement of the parties. At the option of the Village, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is used in Section 287.055, et seq, Florida Statutes (CCNA).

Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.

#### **Section 2. Work Authorization**

Each "Work Authorization" shall specify the Period of Service agreed to by the Village and the Professional for services to be rendered under said "Work Authorization".

VILLAGE will compensate Professional for services under each Work Authorization. The fee due to the Professional shall be set forth in each Work Authorization and shall be in accordance with Professional's personnel hourly rate schedule formalized in "**Exhibit C**" to this Agreement. Professional's personnel hourly rate schedule may be updated prior to each optional renewal period.

#### **Section 3. Compensation and Method of Payment**

##### **3.1 Fee Schedule**

Professional's personnel hourly rate schedule formalized in "**Exhibit C**" shall include all services, material, supplies and any other items or requirements necessary to complete the work as described herein, including but not limited to out of pocket expenses, such as, identifiable communication expenses, reproduction costs, postage, printing, copying, and long distance telephone, etc.

##### **3.2 Invoices**

CONSULTANT shall submit an invoice to the VILLAGE upon completion of the Scope of Service as defined by the work authorization. Each invoice shall be detailed and include, but not be limited to, hours worked by each person assigned to the work authorization, date worked and all ancillary expenses incurred and by whom.

### **3.3 Payment**

Payment for services rendered is due within thirty days of receipt and approval of invoice by Village. Payment is delinquent 30 days following receipt and approval of invoice by Village.

## **Section 4. Use of Documents**

### **4.1 Ownership of Original Documents**

All deliverable analysis, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the CONSULTANT'S services or have been created during the course of the CONSULTANT'S performance under this Contract shall become the property of and shall be delivered to the VILLAGE after final payment is made to the CONSULTANT.

## **Section 5. Termination**

### **5.1 Termination for Convenience**

Either party upon a thirty (30) day written notice to the other party may terminate this Contract. In the event of any termination, CONSULTANT shall be paid for all services rendered to the date of termination including all reimbursable expenses.

### **5.2 Termination for Cause**

The performance of the Agreement may be terminated by the Village of Indiantown in accordance with this clause, in whole or in part, in writing, whenever the VILLAGE shall determine that the CONSULTANT has failed to meet performance requirement(s) of the Agreement. If the successful bidder should be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail to provide properly skilled personnel or proper service in the sole discretion of the VILLAGE, then the VILLAGE can, after giving the successful proposer seven (7) days written notice, and without prejudice to any other right or remedy, terminate this agreement.

## **Section 6. VILLAGE'S Obligations**

### **6.1 Data to be Furnished**

VILLAGE shall provide the following information or services as required by CONSULTANT to complete the terms of the Agreement:

### **6.2 Designated Representative**

The Designated Representative of the VILLAGE to act with authority on the VILLAGE's behalf with respect to all aspects of the Project is \_\_\_\_\_. This designation may be delegated by the \_\_\_\_\_ Director to another person.

## **Section 7.      Persons Bound by Agreement**

### **7.1      Parties to the Agreement**

The persons bound by this Contract are the CONSULTANT and the VILLAGE and their respective partners, successors, heirs, executors, administrators, assigns and other legal representatives.

### **7.2      Assignment of Interest in Agreement**

This Contract and any interest associated with this Contract may not be assigned, sublet or transferred by either party without the prior written consent of the other party. The Village may grant consent based upon the following factors: The qualifications of the assignee, the financial stability of the assignee, the likelihood of time to complete the contract, And other applicable factors as they relate to the service. Nothing contained herein shall be construed to prevent CONSULTANT from employing such independent consultants, associates and subcontractors as CONSULTANT may deem appropriate to assist in the performance of the services hereunder.

### **7.3      Rights and Benefits**

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than CONSULTANT and the VILLAGE.

## **Section 8.      Indemnification of VILLAGE**

The CONSULTANT and any of its agents, employees, subcontractors, sub-consultants, or anyone for whose act or acts any of them may be liable in the performance of the services under this Contract shall indemnify and hold harmless VILLAGE, its agents, employees, elected officers and representatives from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of this Contract.

The CONSULTANT agrees to hold the VILLAGE harmless from loss, damage, injury or liability arising directly from the negligent acts or omission of the CONSULTANT, its employees, agents, subcontractors and their employees and agents.

## **Section 9.      Insurance.**

### **9.1.      General**

CONSULTANT assumes the entire responsibility and liability for all damages or injury to all persons, and to all property, arising out of or in any manner connected with the execution of the work under this Contract by CONSULTANT, and to the fullest extent permitted by law, CONSULTANT shall defend and indemnify the VILLAGE from all such claims including without limitation claims for which the VILLAGE may be, or may be claimed to be, liable in whole or in

part and legal fees and disbursements paid or incurred to defend any such claims, as well as legal fees paid or incurred in connection with enforcing the provisions of this paragraph. CONSULTANT assumes the entire responsibility and liability for all damages and injury to all persons, whether their employees or otherwise, and to all property arising out of or in any manner connected with the execution of the work by CONSULTANT under this Contract. CONSULTANT shall obtain, maintain and pay for general liability insurance coverage as will insure the provisions of this paragraph and any other contractual indemnities assumed by CONSULTANT in this specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by CONSULTANT.

## **9.2 Workers' Compensation**

The CONSULTANT shall procure and maintain, during the life of this Contract, Worker's Compensation insurance as required by Florida Statutes for all of employees of the CONSULTANT engaged in work on the Project under this Contract.

## **9.3 Insurance Policy Limits**

CONSULTANT shall procure and maintain insurance policies as specified in Attachment A of the solicitation, (REI# 02-2018) and designated in Exhibit B.

## **9.4 Insurance Cancellation**

The CONSULTANT shall furnish to the VILLAGE Certificates of Insurance stating the Insurer will grant the Village the same notification rights that it provides to the first named insured as respects cancellation and nonrenewal. If the insurance policies expire during the terms of the Contract, a renewal certificate or binder shall be filed with the VILLAGE fifteen (15) days prior to the renewal date.

## **9.5 VILLAGE to be Named Additional Insured**

The amounts of insurance shall be determined by the VILLAGE. The VILLAGE shall be named as "additional insured" with regard to the coverage of General Liability and Automobile Liability policies.

## **9.6 Status of Claim.**

The CONSULTANT shall be responsible for keeping the VILLAGE currently advised as to the status of any claims made for damages against the CONSULTANT resulting from services performed under this Contract. The CONSULTANT shall send notice of claims related to work under this Contract to the Village. Copies of the notices shall be sent by fax, hand delivery or regular mail to:

Village Attorney  
Village of Indiantown  
PO Box 398  
Indiantown, FL 34956

## **Section 10. Professional Standards**

### **10.1 Other Agreements**

CONSULTANT is entering into this Contract with the understanding that the VILLAGE has no agreements, either written or oral, for professional services relating to this specific Project which include any of those services within the Scope of Services defined herein.

### **10.2 Approvals Not Guaranteed**

All work performed by Professional will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations. However, Professional does not warrant or represent that any governmental approval will be obtained, only that the Professional will exercise its best efforts to obtain all such approvals contemplated under this Contract.

### **10.3 Governmental Regulations**

Professional shall assure that work performed under each Project Authorization shall be in accordance with all applicable governmental regulations.

## **Section 11. Opinions of Cost**

Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding, or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified CONSULTANT, familiar with the construction industry. The CONSULTANT cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable cost. If at any time the VILLAGE wishes greater assurance as to the amount of any cost, the VILLAGE shall employ an independent cost estimator to make such determination. Consulting services required to bring cost within any limitation established by the VILLAGE will be paid for as additional services hereunder by the VILLAGE.

## **Section 12. General Conditions**

### **12.1 Venue in Martin County**

Venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

### **12.2 Laws of Florida**

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

### **12.3 Attorney's Fees and Costs**

In the event the CONSULTANT defaults in the performance of any of the terms, covenants and conditions of this Contract, the CONSULTANT agrees to pay all damages and costs incurred by the VILLAGE in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

#### **12.4 Mediation as Condition Precedent to Litigation**

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The party shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the VILLAGE shall select the mediator who, if selected solely by the VILLAGE, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

#### **12.5 Contract Amendment**

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. No verbal agreement by the VILLAGE or the VILLAGE's representative identified herein shall be binding or enforceable against the VILLAGE.

#### **12.6 Contractual Authority**

**By signing this Contract the Contractor swears or affirms, under penalty of perjury, that this is a valid act of the Contractor,** and that no later claim shall be made by the CONTRACTOR that the Contract is invalid or an *ultra vires* act, by reason of a failure to have the proper authority to execute the Contract. In the event that a court of competent jurisdiction later determines that the Contract is or would be null and void for failure of the signatory to have proper or complete authority, this Contract shall nonetheless be deemed valid under the theory of "apparent authority," or in the sole alternative of the Village, shall be deemed to be the act of the signatory, as an individual, who shall be fully responsible for its complete performance.

#### **12.7 Sovereign Immunity**

Nothing contained herein shall be construed or interpreted as a waiver of the sovereign immunity liability limits established under chapter 768.20 Florida Statutes as amended.

#### **12.8 Competitive Negotiation**

CONSULTANT shall execute a truth-in-negotiation certificate stating that wage rates and other factual costs supporting the compensation are accurate, complete, and current. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the Village determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual costs. All such contract adjustments must be made within one (1) year following the end of the contract.

## **12.9 Prohibition Against Contingent Fees**

CONSULTANT warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT any fee, Council, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the breach or violation of this provision, the Village shall have the right to terminate the agreement without liability and, at its discretion to deduct from the contract price, or otherwise recover, the full amount of such fee, Council, percentage, gift, or consideration.

CONSULTANT or partnership thereof, who offers to pay, or pays any fee, Council, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of any Village contract for professional services shall, upon conviction in a state court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in F.S. 775.082 or F.S. 775.083.

### **Section 13. Public Records**

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the Village Clerk as the custodian of Public Records for the Village of Indiantown, and all the respective departments at 772-597-9900 or [cwhite@indiantown.org](mailto:cwhite@indiantown.org), Village of Indiantown, Village Clerk 65500 SW Warfield Blvd. Indiantown, FL 34956 per F.S. 119.12.**

Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action with F.S. 119.0701 the Contractor shall:

Keep and maintain public records required by the public agency to perform the service.

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored

electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

#### **Section 14. Exhibits**

The following Exhibits are attached to and made a part of this Contract:

**"Exhibit A"** - "Proposal as Submitted by Professional and Accepted by Village"

**"Exhibit B"** - "Original Request for Proposal as Issued by Village, including all Addenda"

**"Exhibit C"** - "Professional's Personnel Hourly Rate Schedule"

**"Exhibit D"** - "Insurance and Indemnification"

IN WITNESS WHEREOF, the VILLAGE has hereunto subscribed and the PROFESSIONAL has signed his, its, or their name, or names the date aforesaid.

**FLORIDA**

**VILLAGE OF INDIANTOWN,**

**ATTEST:**

\_\_\_\_\_  
**CHERYL WHITE**  
**VILLAGE CLERK**

\_\_\_\_\_  
**SUSAN GIBBS THOMAS**  
**MAYOR**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
**PAUL J. NICOLETTI**  
**VILLAGE ATTORNEY**

**WITNESSES:**

**CAPTEC ENGINEERING, INC.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

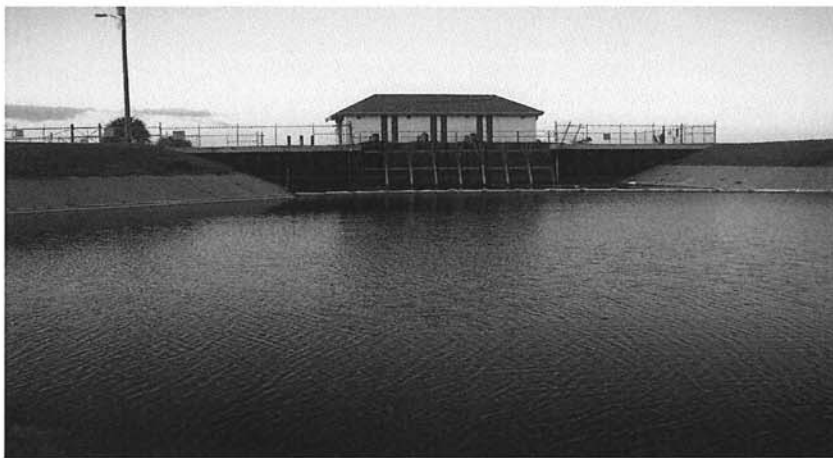
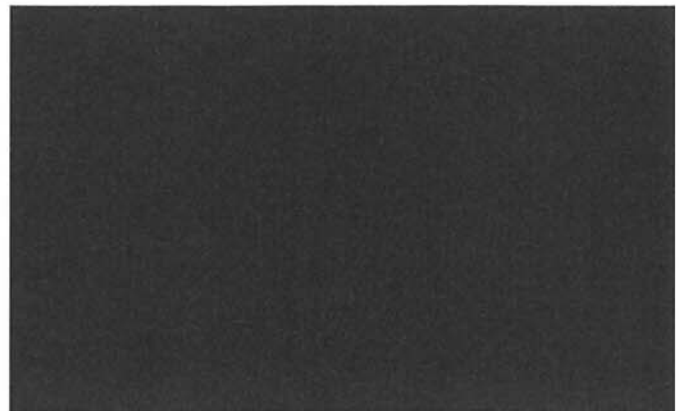
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**Request for Expression of Interest  
REI #02-2018  
Professional Engineering Services**

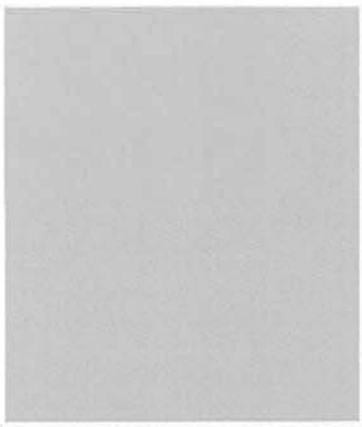
**EXHIBIT "A"**



301 NW Flagler Avenue  
Stuart, FL 34994  
(772) 692-4344  
gocaptec.com



Due: Thursday,  
August 30, 2018  
@ 2:00 pm





## LETTER OF TRANSMITTAL

August 30, 2018

Village of Indiantown  
Village Offices  
16500 SW Warfield Blvd.  
Indiantown, FL 34956

Re: **REI # 02-2018 "PROFESSIONAL ENGINEERING SERVICES"**

Dear Madam or Sir:

CAPTEC Engineering, Inc., a local civil engineering firm in Stuart, Florida, is pleased to submit our qualifications for the Professional Engineering Services Contract. The CAPTEC team has been involved with all aspects of Civil Engineering for the past 22 years. The majority of services under this contract will be provided by CAPTEC. The CAPTEC Team will utilize other Sub-Consultants to complete various tasks and CAPTEC will provide overall management and supervision of the various Sub-Consultants. Team firm responsibilities for various project components will be as follows:

### Qualifications/ Knowledge/Engineering Disciplines

- **Preparation of Roadway location and alignment studies – CAPTEC Engineering, Inc.**
- **Preparation of Roadway, Sidewalk and Bike Lane Designs - CAPTEC**
- **Preparation of Land Acquisition documents – CAPTEC / Dan Dieghan**
- **Preparation of Hydrologic & Hydraulic Studies – CAPTEC**
- **Preparation of Storm Drainage System Design - CAPTEC**
- **Preparation of new or retrofit Storm Water Management Design - CAPTEC**
- **Preparation of Floodplain Studies - CAPTEC**
- **Preparation and procurement of requisite environmental permits – CAPTEC/ Hobe Sound Environmental Consultants, Inc./ EW Consultants, Inc.**
- **Performance of Traffic Counts/ Speed Studies - CAPTEC**
- **Preparation of Traffic Studies and Analysis – CAPTEC/ MacKenzie Engineering and Planning, Inc. / Susan O'Rourke, Inc.**
- **Preparation of Maintenance of Traffic Design – CAPTEC / MacKenzie Engineering and Planning, Inc. / Susan O'Rourke, Inc.**
- **Preparation of Structural Studies and Design for Bridges, Culverts and Retaining Walls – CAPTEC and TRC Worldwide Engineers, Inc.**
- **Preparation of Construction Documents - CAPTEC**
- **Preparation of Cost Estimates – CAPTEC**
- **Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities) – CAPTEC and TRC Worldwide Engineers, Inc. (structural)**
- **Presentation to the Council, Staff and the Public of Reports, Plans and Exhibits – CAPTEC**
- **Preparation of As-built Plans and Surveys - Betsy Lindsay, Inc. / GCY, Inc. and NorthStar Geomatics, Inc.**
- **Review of Plans, Specifications and Estimates developed by others – CAPTEC**
- **Other customary Professional Engineering Services – CAPTEC**
- **Prepare Irrigation Plans and Design-Masuen Consulting, LLC/ CAPTEC**
- **Prepare Street Lighting designs/ Plans-Wojcieszak & Associates, Inc. / CAPTEC**
- **Grant Procurement/ Administration Services – CAPTEC/ Cape Canaveral Scientific, Inc.**

### **Experience/ References/ Past Performances/ Familiarities:**

The CAPTEC Team has vast local experience and extremely qualified professionals that can service the Village of Indiantown's needs. CAPTEC has been awarded multiple local Municipal Continuing Contracts. CAPTEC has consistently worked with the above list of Sub-Consultants to complete our projects. Our staff completes development review for several Municipalities, we have worked on many different type of infrastructure projects such as; roadways/ roundabouts/ signals/ water and sewer line extensions/ park projects/ stormwater management retrofits and grant funding. We are very knowledgeable of working in the Village of Indiantown – having worked on the Carter Park/ McDonald's and the Holy Cross Catholic Church in Indiantown. We continually work for all Municipalities on the Treasure Coast and are successful at obtaining grant funding for virtually all Municipalities. We are experienced in all local governing agency codes, regulations, guidelines, preferences and overall culture. We have formed strong contacts at Martin County, the FDOT, FDEP, SFWMD, ACOE and with other regulatory agency staff.

### **OPERATIONAL PLAN / TASK APPROACH**

**The CAPTEC Team Listens** to our Clients, incorporating their goals within the guidelines of local codes and ordinances and providing periodic design updates helps ensure that the final product coincides with the Village of Indiantown's project vision. A "can do" attitude has earned us a reputation as a service-oriented team player. Our staff members will serve as an extension of the Village's staff from the preliminary / research phase through construction and project close out. We have quality control requirements integral to our organization which document what design criteria and specification criteria will be followed for a project. We then reassess these items during the permit process, the bid process and throughout the construction process. Finally, a constructability, financial and maintenance review is incorporated into our projects to confirm they will function properly. One of CAPTEC's unique benefits is that we have successfully obtained grant funding for better than 90% of our Municipal Projects.

**Location:** All work will be completed at the primary office of CAPTEC Engineering, Inc. Also, CAPTEC is a certified Small Business in the State of Florida. Our team members include Small/ Women Owned Businesses such as: Betsy Lindsay, Inc., Susan O'Rourke, and others.

**Scheduling:** Our team will closely monitor schedules and the proposed improvements throughout the design and construction of the project to make sure we complete work on time and within budget. The work of Design/ Permitting and Project close-out will be seamless, with all key members of team working together, throughout the entire project to be successful.

**Quality Control / Fees:** CAPTEC staff for projects will include a Project Manager, Technician and Project Coordinator. All work will be Quality Controlled. CAPTEC's staff is familiar with all the local Municipalities Bid Processes and Technical Specifications required. CAPTEC's Engineering rates are comparable to other local Consultants.

**The CAPTEC Team Availability:** Our staff is **IMMEDIATELY AVAILABLE** to provide the Village of Indiantown with the resources necessary to complete the proposed civil engineering projects on time and within budget. Our current staff of 20 professionals will respond to Village's requests. The CAPTEC Team has expanded as necessary to maintain our quality services. CAPTEC staff and its Sub-Consultants team are invested in the community both as Residents and Business Owners.

The CAPTEC team appreciates the opportunity to present these qualifications and look forward to the shortlist presentation process.

Sincerely,



**Joseph W. Capra, PE, President**  
**jcabra@gocaptec.com**

301 NW Flagler Avenue · Stuart, FL 34994 · 772-692-4344 · Fax 772-692-4341 · E-mail [captecinfo@gocaptec.com](mailto:captecinfo@gocaptec.com)





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## TAB 1: COMPANY QUALIFICATIONS

**CAPTEC Engineering, Inc.** is located in Stuart, Florida and within 18 miles from the Village of Indiantown. Presently our staff includes 20 professional individuals with a wide variety of civil engineering experience. CAPTEC employs 4 Professional Engineers and consists of 5 Project Managers, 4 Engineering Intern (EI) Technicians, 4 CADD/Modeling designers, 2 Inspectors, 4 Project Coordinators and an Office Manager. Our CEI staff can produce 3 FDOT Certified Inspectors on all disciplines needed for this project. All **CAPTEC** staff has worked on several projects in the Village of Indiantown and are familiar with its roadway, storm water, park, utility and transportation infrastructure.

**CAPTEC** was founded in 1996 and opened a second office in Stuart in 2001, finally designing our own office building, which was completed in June 2006. Our staff members live on the Treasure Coast; therefore, we are personally and professionally aware of the current and future infrastructure and service needs of the Village of Indiantown and local Communities.

The CAPTEC Mission Statement recognizes the requirements of services to our Clients. Our Staff reviews their mission statement in our weekly staff meetings. Currently our Staff is 20 professional individuals located on the Treasure Coast. Our Team ranging from; the Professional Engineer who design and manages each project, to the Technician's that models, completes designs and completes the CADD operations and to the Project Coordinators that files the required paperwork for the owner and regulatory agencies. CAPTEC has an in-house Bookkeeper/Office Manager that maintains the Cost Accounting for our projects. All Staff know the requirements for each of their projects.

CAPTEC has worked for all Municipalities on the Treasure Coast. CAPTEC reviewed, specifically for development projects, whereby reviewing for Municipal Code Compliance and Platting. CAPTEC is also the Town Engineer for the Town of Sewall's Point and provides all services from oversight of roadway maintenance / Storm water permitting and retrofits/ CRS oversight/ LMS involvement / MPO involvement / FEMA House Raising oversight/ Storm water Maintenance and Monitoring/ MS4 compliance/ FEMA Reviews/ Hurricane compliance and recovery assistance and involvement with all Town Meetings/ to Liaison with the other local Municipalities and the FDOT, SFWMD, ACOE and FDEP.

Our weekly staff meetings review projects internally with various Engineers to consider alternative options to improve projects. In addition, CAPTEC documents all meetings and regularly has team meetings with Sub-Consultants and our Clients. We efficiently have meetings, either in conference calls or on the site. Our projects are regularly Quality Controlled to be sure they are completed on-time and within-the-budget. We also listen to all Contractors during the bidding process to Value Engineer projects. When the bidding process is complete, CAPTEC produces an "Approval for Construction" set of plans that reflects the best design possible and whereby construction is completed at the most efficient cost.

We have assisted local municipalities in obtaining millions of dollars in grant funding for storm water / transportation improvement projects. We estimate that CAPTEC has completed well over \$300 million in projects on the Treasure Coast. The grant funds have included FDOT Enhancement Funding, LAP Funding, CDBG, FL Forever, 319, TMDL, SLRIT, ARRA, FEMA, NRCS Grants and Municipal Bonds. Most projects would have been postponed indefinitely due to budgetary constraints without CAPTEC's assistance in obtaining these grants. CAPTEC also assisted most municipalities on the Treasure Coast in obtaining State Revolving Fund loans and provided the contract administration services for their loans.

Relative to the Scope of Services, CAPTEC has extensive experience in Roadway improvements, Storm Water Management/ Drainage design, water and sewer systems and have completed many Basin studies for Martin County including the Rowland and East West Indiantown Canal, City of Stuart, Town of Sewall's Point, and the Town of Ocean Breeze. We utilize SFWMD models and ICPR modeling for major projects.

CAPTEC has completed many **major thoroughfare projects** for Martin County and other local municipalities to include Citrus Blvd./ Palm City Corridor/ Colorado Ave./ Bridge Road/ MacArthur Boulevard Emergency Roadway/Dune/Utility Restoration, Willoughby Boulevard Extension and Green River Parkway, to name a few. CAPTEC staff has completed traffic studies. However, we have also Sub-Contracted with MacKenzie Engineering and Planning, Inc. and Susan O'Rourke, Inc. for transportation services. In addition CAPTEC does provide Plan Review services for the City of Stuart, the Town of Sewall's Point and in the past, for the City of Fort Pierce.

CAPTEC has **FDOT certifications** required for LAP/FDOT funded projects, including 3.1-Minor Highway Design, 7.1-Signing, Pavement, Marking and Channelization, 7.3- Signalization, and 10.1-Roadway Construction Engineering Inspections, 10.4-Minor Bridge & Miscellaneous Structures CEI and 13.6-Land Planning / Engineering. We will utilize experienced FDOT certified Sub-Consultants, as needed. Our Sub-Consultants have other FDOT Certifications such as Survey / Structural / Transportation / Landscaping Services.

CAPTEC has worked with all the local municipalities with all Service Companies including the Indiantown Utility Company, the City of Stuart, South Martin Regional Utilities (SMRU), the City of Port St. Lucie and Martin County Utilities on a variety of **utility projects** including: civil utility design, permitting and CEI services for improvements including replacing an aging water system. CAPTEC has designed line extensions for Water Mains/ IQ Water Mains. We have completed the Master Septic to Sewer Study for Martin County Utilities and recently obtained State appropriations for Septic to Sewer for the Town of Sewall's Point.

CAPTEC has designed multiple projects for Martin County which either included **sidewalk design** components or was stand alone sidewalk projects. CAPTEC completed the South Sewall's Point Road sidewalk in the Town of Sewall's Point, which utilizes a pervious brick paver and a Flexi-Pave (rubber base) material that has qualified for grant funding from the FDEP for storm water quality treatment.

CAPTEC provided design services for multiple projects throughout the Treasure Coast that incorporated **buildings/ parking lots**. Those projects include but are not limited to Martin County's Emergency Services building, the City of Stuart's Public Safety building, Martin County's Golf Cart Barn, Stuart Beach, Bathtub Beach and Twin Rivers Parks.

CAPTEC provided conceptual design, modeling, design, permitting and CEI services on **storm water projects** in the majority of Martin County's and the City of Port St. Lucie's drainage basins. Services include studies and analyses providing recommendations and guidance for developing long term resolutions to neighborhood storm water deficiencies. Our extensive storm water background has afforded us a thorough understanding of drainage issues and solutions. Recent storm water retrofit projects include Tropical Farms, Leilani Heights/Warner Creek, Manatee Creek, All American Ditch, Indian River Drive baffle boxes, Willoughby Creek, Warner Creek and Danforth Creek. We provided design services for Halpatiokee Park Phase 1 littoral shelves for their 50 acre lakes and we have prepared plans and provided permitting for Phase 2 Wetland Restoration for the Park. Our vast storm water experience will allow us to formulate rapid, comprehensive designs for the proposed **Village of Indiantown's Capital Improvement (CIP) Storm Water Projects**. CAPTEC has extensive experience working with SFWMD and FDEP on

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water quality grant funded projects and NRCS Flood Control projects. CAPTEC has a Small Business Enterprise (SBE) Certification with the SFWMD.

CAPTEC has participated in several recent **park improvement projects** including providing civil and Sub-Consultant coordination to design a circular access drive off the Stuart Beach main access road with stabilized parking, improvements for a playground and pavilions, water service for the pavilions, drainage improvements, irrigation, electrical / lighting and landscaping improvements. CAPTEC provided civil engineering services for improvements to Twin Rivers Park including designing a circular access drive into the park with stabilized parking, restroom facilities, ADA compliant parking spaces, improvements to SE Seamark Place, lift station, sanitary sewer, water lines, fire hydrant, drainage improvements and ADA paved walkways to the fishing piers. CAPTEC also provided design and permitting for Bathtub Beach Restroom Facility and is currently working on the second phase of Parking Lot Improvements for Stuart Beach, in Martin County.

CAPTEC has been involved in the successful completion of several site development / **public buildings** in Martin County including the Emergency Services Department Vehicle Maintenance Facility in 2009. CAPTEC provided civil design, permitting and CEI services for paving, grading, drainage, potable water and sanitary sewer utilities improvements for the 14,240 s.f. Vehicle Maintenance Facility located at 951 SE Ruhnke Street in Stuart and the Martin County Fire Station #23. CAPTEC provided civil design, permitting and CEI services for paving, grading, drainage, potable water and sewer utilities improvements for the secondary emergency services facility constructed on the east side of Kanner Highway south of Indian Street in unincorporated Martin County. CAPTEC completed the site development work for the Martin County Emergency facility at the Holt Center and Fire Station #22 in Hobe Sound.

CAPTEC has completed many Capital Improvement Projects (CIP), starting with estimates and CIP work sheets, to preparing a schedule and budget. **CAPTEC recently completed a 25-year Operations and Maintenance Plan for the Town of Sewall's Point.**

Our permitting / regulatory agency experience includes all of the area municipalities, as well as the **South Florida Water Management District**, the Army Corps of Engineers, Florida Fish & Wildlife, the Florida Department of Environmental Protection, and the **Florida Department of Transportation**. We have excellent relationships with local, state and federal agencies, having worked with them on hundreds of projects over the past two + decades. Our team members have great working relationships with the Florida Department of Transportation (FDOT), Florida Department of Environmental Protection (FDEP), the Army Corps of Engineers (ACOE), South Florida Water Management District (SFWMD) and the Martin County Engineering Department.

Our firm has the necessary computer software and hardware to complete this work. All computer items are updated annually, not only to stay current on design techniques, but to also challenge our staff to provide the best service to our Clients. We constantly stay apprised of new engineering technologies having constant educational updates available to staff via technical training seminars and webinars. Additionally, in-house workshops are frequently conducted to provide standard updates to ensure that output remains consistent and relevant. Our Clients receive copies of design documents periodically in order to provide input and verify that our design coincides with their project vision. Prior to releasing Approved for Construction Documents, our construction staff will perform a **constructability review**.

CAPTEC's main focus will be to provide our Client with optimum service completing the project on-time and within budget. CAPTEC recognizes that the successful close-out of a project includes coordination with the Village's maintenance staff for a seamless turnover. The project's finalization includes all close-

out documentation, permit certifications, as-built requirements necessary for proper insertion into a new Village of Indiantown GIS database, and that the proper warranties are in place.

CAPTEC has worked with **Greg Fleming, P.S.M.**, of NorthStar Geomatics, Inc., in Stuart, FL, **GCY, Inc.** in Palm City, FL and **Betsy Lindsay, P.L.S.** of Betsy Lindsay, Inc, in Stuart, FL for surveying and LIDAR needs.

CAPTEC has worked with **Shaun McKenzie, PE**, of MacKenzie Engineering & Planning, Inc, in Palm City, FL, and **Susan O'Rourke, PE** of Susan O'Rourke, Inc., in Stuart, FL, on several Maintenance of Traffic (MOT) Plan projects. Mr. McKenzie and Ms. O'Rourke can provide assistance on traffic studies and signal modification projects.

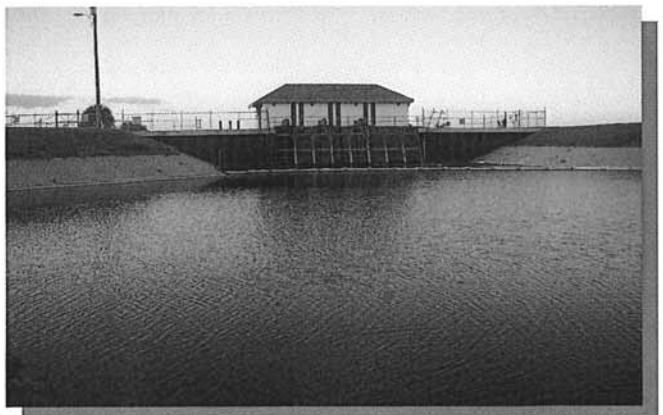
CAPTEC will utilize the services of **David Charland, PE of TRC Worldwide Engineering** in Plantation, FL and formerly with Jenkins and Charland in Fort Pierce, FL to address any structural requirements.

CAPTEC will utilize the services of **Andersen Andre Consulting Engineers, Inc.** in Port St. Lucie, FL, for all geotechnical engineering requests.

CAPTEC will utilize the services of **Hobe Sound Environmental Consultants, Inc.** in Hobe Sound, FL and **EW Consultants, Inc.** in Stuart, FL for all environmental studies/ services.

CAPTEC will utilize the services of **Maseun Consulting, LLC** in Oakland Park, FL for all irrigation services and **Wojcieszak & Associates, Inc.** in Stuart, FL for electrical/ lighting services.

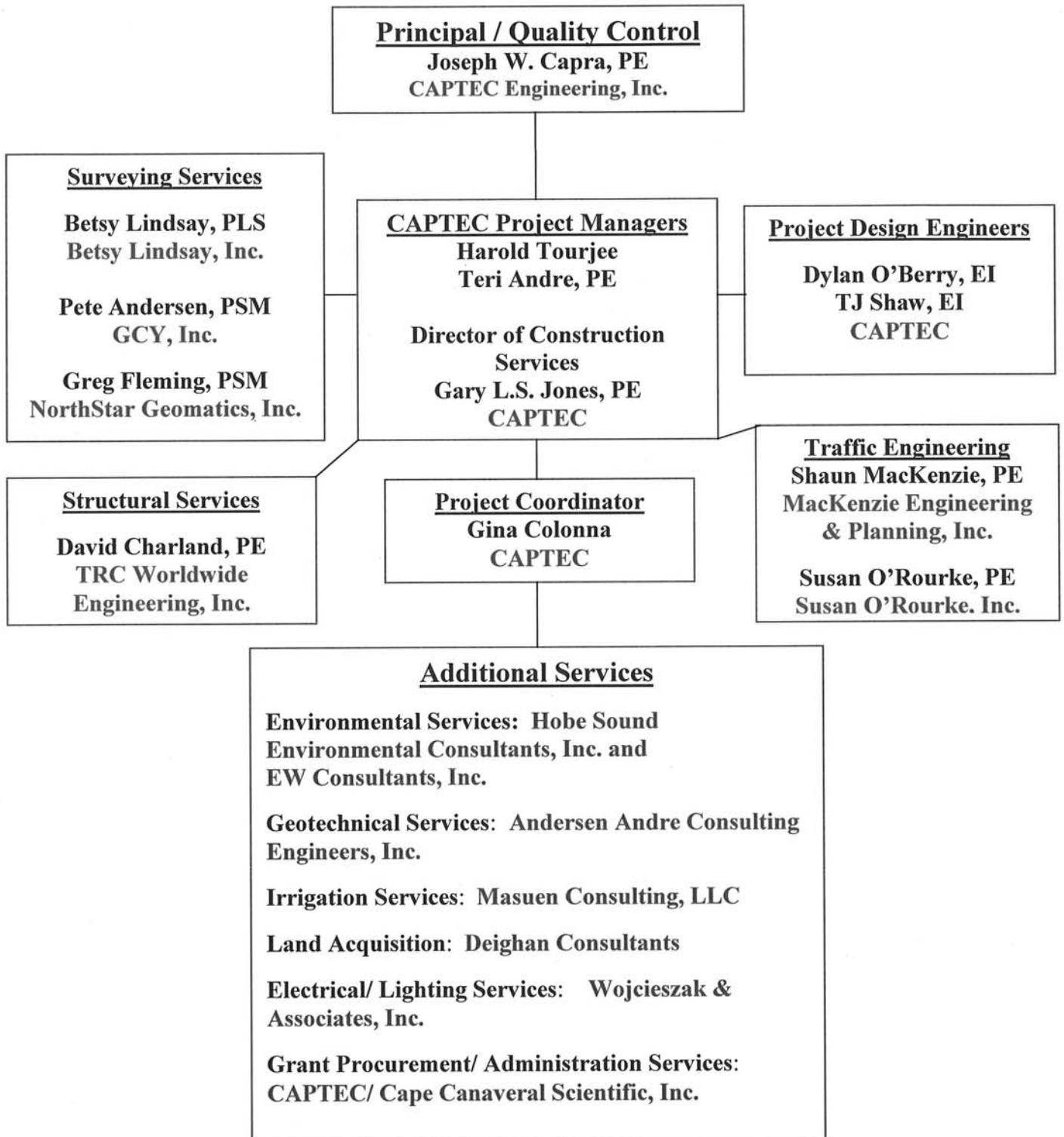
CAPTEC has included local firms on our team to provide an extension of CAPTEC staff. The CAPTEC total team is experienced in all civil engineering disciplines required by the Village of Indiantown. All civil engineering projects for the Village of Indiantown will be completed by CAPTEC personnel and all projects will be managed by CAPTEC staff.



301 NW Flagler Avenue, Stuart, FL 34994 \* 772.692.4344 phone \* 772.692.4341 fax



## PROJECT ORGANIZATION CHART



**JOSEPH W. CAPRA, P.E.**  
**PRINCIPAL IN CHARGE / QUALITY CONTROL**  
**1996 to PRESENT: CAPTEC ENGINEERING, INC.**



**PROFESSIONAL QUALIFICATIONS**

B.S., Civil Engineering, Rensselaer Polytechnic Institute, New York, 1979  
Professional Civil Engineer (FL PE License No. 37638)  
Introduction to Railroad Engineering, University of Wisconsin, Oct. 2009

**PROFESSIONAL CERTIFICATIONS / AFFILIATIONS**

Florida Engineering Society, Treasure Coast Chapter  
2007 Engineer of the Year, Florida Engineering Society  
Florida Institute of Consulting Engineers; National Society of Professional Engineers  
St. Lucie County Economic Council; Martin County MPO TAC Member and former SFWMD WRAC Member  
FDOT Advanced MOT and LAP Certifications

**EXPERIENCE SUMMARY:**

Mr. Capra has over 38 years of experience in civil engineering design/permitting/construction services for storm water, drainage and utilities systems; downtown/CRA re-development; roadway projects. Mr. Capra has assisted local municipalities with grant acquisition/public funding (including TAP, LAP, CDBG, SLRIT, and FDOT Enhancement Funds), scheduling, project management, and liaison efforts with government agencies. Mr. Capra serves as: Town Engineer for the Town of Sewall's Point, overseeing more than 30 storm water management/roadway improvement projects; and serves as the Development Review Engineer for the City of Stuart. During the 20 years of CAPTEC's operation, Mr. Capra has been the Principal in Charge for the Roadway, Stormwater and Utility Coordination for Continuing Services Contracts with Martin County, the City of Stuart, the Town of Jupiter Island, the Town of Ocean Breeze and the Town of Sewall's Point.

**TOWN ENGINEER, Town of Sewall's Point, Martin County, FL:** Mr. Capra has served as the Town of Sewall's Point's Engineer since our founding in 1996, providing the Town with all infrastructure design, permitting and construction inspection services. Services include cost estimating, coordination with contractors, value engineering and negotiation with contractors to reduce project costs to conform with the Town budgets. Projects completed over the past 22 years include roadway improvements to Sewall's Point Road, annual pavement overlay projects, annual review of Town paving, grading and drainage needs & recommendations for prioritization of projects for budgetary purposes, attending Town Commission meetings as needed to provide the Town with clarification or updates on Town projects, review of subdivision development packages, and annual bridge reports from the FDOT. The Town is continually working on stormwater system maintenance and annual roadway overlay work. Recently CAPTEC coordinated and inspected the work of 3 different Contractors for Debris Monitoring/removal service, for the hurricane disaster relief program. CAPTEC provided CRS Assistance/ FEMA House Raising Assistance and Septic to Sewer Programming.

**CITY OF STUART IQ MAINS, Stuart, FL:** Provided design, permitting and CEI services for a new IQ main from the Wastewater Treatment plant on Stypmann Blvd, down Georgia Ave to Martin Luther King Jr. Blvd., down along the western edge of the Public Safety Complex, to just south of the 10th Street Recreation Area Ball Fields batting cages. Phase II construction extended the lines from 10<sup>th</sup> Street to Dixie Highway to the Airport, across US1 to the Jail site and then to the Pomeroy/Willoughby Blvd. intersection. Construction included over 32,000 L.F. of 12-30" pipe and over 6,700 L.F. of directional drilling and directional bores, when completed, under busy downtown streets, the FEC Rail Road and several major thoroughfares such as U.S. 1.

**COLORADO AVENUE IMPROVEMENTS, Stuart, FL:** Prepared the creation of final design walkable plans for the Colorado Avenue corridor (including portions of Martin Luther King, Jr. Blvd and Kindred St.). Provided the Main Street redesign of traffic calming to include removal of signals and the construction of roadway lane reductions with a roundabout. The existing roadway corridor was designed to facilitate on-street parking, sidewalks, landscaped curb extensions, bike lanes, 2-10' wide travel lanes and a large landscaped median and a roundabout at Martin Luther King Jr. Blvd. CAPTEC completed a traffic study to remove the existing traffic signal at the Kindred Street intersection and conducted multiple public meetings. Construction observation services including public meeting attendance, shop drawing review, pay requests, MOT set up, and



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final inspection verifying punch list items have been dealt with. This project was funded with CDBG funds.

**INDIANTOWN DRI, Indiantown, FL:** CAPTEC provided preliminary engineering and cost estimates for the future CDD facilities for the Indiantown DRI site.

**SMRU SEPTIC TANK ELIMINATION STUDY, Town of Jupiter Island, FL:** Providing evaluation and prioritization of collection and treatment of sanitary wastewater from areas within the current SMRU service area that are currently utilizing on-site septic treatment and disposal systems specifically within the area of Jupiter Island and 2 other areas along the Indain River Lagoon, south of Bridge Road, on the mainland. The goal is to incorporate a 10-year Capital Improvememnt Plan for this area.

**NORTH BEACH ROAD WATER MAIN EXTENSION, Town of Jupiter Island, FL:** Provided construction plans for the  $\pm 9,000$  LF 8" water main along North Beach Rd. The majority of pipe was extended by directional drilling. Submitted permits through the FDEP. Completed limited construction administration services including shop drawing review, attendance at pre-construction meeting, part time field inspections, review of monthly pay requests, and provided final certification of completion of the project.

**MARTIN COUNTY AIRPORT –ROADWAY & UTILITY DESIGN, Stuart, FL:** Provided design, permitting & construction inspection/admin/clearance of infrastructure improvements including replacing an aging wastewater system, extending existing water service to improve drinking water pressure and Airport Road improvements. This project had several Grants to coordinate, but installing a new sanitary sewer system and water system, that was built in the 1940's to the 1970's, and maintaining large business operations were required.

**EAST OCEAN BOULEVARD IMPROVEMENTS, Stuart, FL:** Mr. Capra provided quality control for this project which entailed enhancing the existing crosswalks in downtown Stuart, primarily on Flagler Avenue, East Ocean Boulevard, and Colorado Avenue. Enhancements primarily included installing upgraded existing pedestrian crossing signs to fluorescent green colored signs, added crosswalk signs at locations that were previously omitted, added "crosswalk ahead" signs with flashing beacons at entrances to the downtown area, and added several brick paver crosswalks on East Ocean Boulevard at strategic locations including a raised crosswalk at the Memorial Park entrance. This project also involved replacement of the clay stormwater pipes and existing curbs, as well as lowering pavement grades to reduce flooding potential. This project was FDOT funded through LAP program.

**INDIAN RIVER DRIVE WATER/WASTEWATER MAIN EXTENSIONS, Martin County, FL:** Designed an 8" water main and a 6" sanitary sewer force main extension from Conchy Joe's Restaurant north on Indian River Drive to the Martin County/St. Lucie County line. Coordinate Sub-Consultant surveying services. Permitting through the Florida Department of Environmental Protection and Martin County Utilities.

**MARTIN COUNTY AIRPORT –VOUGHT SEWER, Stuart, FL:** Provided engineering services for conceptual design of two alternatives to replace / retrofit existing sanitary sewer systems. Services included investigation of the existing system conditions and providing conceptual design alternatives to include exhibits and cost estimates.

**EL DORADO HEIGHTS CDBG IMPROVEMEMTS, Stuart, FL:** This project entailed the replacement of sanitary sewer, water main and stormwater improvement, within an old neighborhood, within the City of Stuart. This was a Grant funded project. Provided field inspections, assist City with CDBG contract reporting activities, daily observations of the CONTRACTOR'S Maintenance of Traffic set up and provide comment on any needed modifications or adjustments, observed testing is routinely scheduled by others, to ensure compliance with the contract specifications, shop drawing review/approval, conduct weekly / bi-monthly progress meeting, review and provide recommendation to Client on Contractor's monthly pay application, review and provide recommendation to Client on Change Orders & Time Extensions, conduct final inspection, review and approve shop drawings, and provide final certification.

**MARTIN COUNTY EMERGENCY SERVICES/VEHICLE MAINTENANCE FACILITY, Stuart, FL:** Provided civil design-build, permitting & construction administration for paving, grading, drainage, potable water and sanitary sewer utility improvements. CAPTEC also provided design through construction administration services for **MARTIN COUNTY'S PUBLIC SAFETY COMPLEX**. The building was designed to withstand 190 mph sustained winds and serves as the County Emergency Operations Center. This is a hardened facility, occupied by the Sheriff's Department, other State & Federal law enforcement agencies and serves as command center for the Sheriff and the Fire Departments.



**HAROLD L. TOURJEE, JR., LEED GA**  
**PROJECT DESIGN MANAGER**  
**2002 to Present: CAPTEC ENGINEERING, INC.**



**PROFESSIONAL QUALIFICATIONS**

Ph.D. studies, Plasma Physics, University of Texas, Austin, Texas  
M.S., Physics, University of Texas, Austin, Texas, 1984  
B.S., Physics, University of Texas, Austin, Texas, 1983

**EXPERIENCE SUMMARY:**

Mr. Tourjee has over 30 years of experience in the analysis and design of drainage and stormwater utilities systems, water distribution and sanitary sewer collection systems, land development, and municipal highway and roadway projects. Additionally, Mr. Tourjee is expert in computer programming and the use of software packages including the Highway Capacity Analysis Program, Santa Barbara/SCS Hydrograph-Flood Routing Analysis Programs, the AdICPR Drainage Analysis Program, and the KYPIPE Piping Network Analysis Program. Mr. Tourjee is also proficient in computer drafting, mapping and design using the latest versions of AutoCAD and Land Development Desktop.

**PROFESSIONAL AFFILIATIONS:**

USGBC, South Florida Chapter, Treasure Coast  
St. Lucie County School District 2008 Volunteer of the Year

**CARTER PARK CRA IMPROVEMENTS, Martin County, FL:** Provided site planning, design permitting and construction administration services for site improvements for approximately 40 lots for Habitat for Humanity to include the Boys & Girls Club. Services included on-site paving, grading, sidewalks, pathway, drainage, storm water management, potable water and sanitary sewer improvements as required by Martin County Land Development Regulations (LDRs), Indiantown Utilities, FDEP and SFWMD regulatory criteria. Sanitary sewer design shall include on-site gravity collection system and lift station to tie-in to the existing Indiantown Company's sanitary sewer system. Also, designed stormwater management improvements, within the Indiantown West and Rowland Canal Basin, which required Basin ICPR modeling, water and sewer services and swales as per South Florida Water Management District, Martin County, Indiantown Utilities and Florida Department of Environmental Protection requirements.

**BECKER ROAD WIDENING, Port St. Lucie, FL:** This project included creating a gateway atmosphere for this section of roadway that connects recently constructed interchanges at Florida's Turnpike and Interstate 95. Roadway design services included widening from a 2-lane undivided highway section to 4-lane Divided Urban Arterial. Plans & contract documents for  $\pm 4$  miles in the existing right-of-way extending from the western end of Becker Road/ Turnpike Interchange to the eastern end of the Becker Road / I-95 Interchange. Design included 5 new Signalized Intersections and Pedestrian/Street lighting along the entire corridor. Stormwater improvements included addition/expansion of 10 Stormwater Detention Ponds. The project was constructed in 4 Segments and also involved Expert Witness Testimony. Improvements included sidewalk installation.

**GREEN RIVER PARKWAY, Martin County, FL:** Prepared the design, permitting and bidding services, of a 2-lane undivided roadway, to extend Green River Parkway from the previous terminus at Jensen Beach Boulevard south to S.R. 707. The 1.8 mile long roadway terminates at each end with signalized intersections and features a roundabout at the intersection with Baker Road. Responsibilities included alignment layout, environmental investigation, roadway design, traffic signal design and permitting, stormwater management design and limited post construction support.

**CALIFORNIA BOULEVARD and UNIVERSITY BOULEVARD INTERSECTION IMPROVEMENTS, Port St. Lucie, FL:** Conducted data collection, traffic analysis and provided recommendation regarding the size, orientation and number of lanes required to change this 3-way stop intersection into a roundabout. Provided the design, utility coordination, permitting and bid specifications for the intersection improvements, which included paving, grading and stormwater management plans, utility adjustments, signing and marking plans, landscaping and lighting plans for the new roundabout.



**VETERAN'S MEMORIAL PARK IMPROVEMENTS, Fort Pierce, FL:** Provided design, permitting and construction inspection services to upgrade the Indian River Veterans Memorial Park in Fort Pierce to better accommodate handicapped guests and address flooding issues. Project included designing Park improvements so as to deter flooding and improve ADA accessibility and usability by incorporating lighting, irrigation, drainage, paver walkways, concrete pavement, asphalt, concrete curbs and walls and grand entrances. Provided a stormwater treatment and nutrient load reduction plan for water quality benefits to the Indian River Lagoon including lakes, bioswales, fountains and flocc logs. This project entailed remodeling the Community Center to include ADA restrooms accessibility. Constructed new water and sanitary sewer lines. CEI services were provided to monitor work, approved construction/ grant payment applications and prepared certification upon project completion.

**WOODSTORK TRAIL/ BLUEWAY-GREENWAY, Port St. Lucie, FL:** Provided analysis of existing drainage patterns, storm water basins, canals, outside influences from Hog Pen Slough to North of Savannahs State Park to Northeast and west of the Woodstork Trail watershed area. The approach was to survey, study, model, and make recommendations relative to the existing storm water facilities for improving storm water management within this area of the City. Completed the design, permitting, and CEI services for various amenities including boardwalks, observation / fishing decks, vegetation, restrooms, and pedestrian improvements surrounding Hillmoor Lake. Obtained and administered the 319 Grant, from the FDEP, which included completing the required water quality monitoring program.

**TWIN RIVER PARK, Martin County, FL:** Provided design through CEI services for a circular access drive into the park with stabilized parking, ADA compliant parking spaces, improvements to SE Seamark Place (traffic calming chicanes, resurfacing and on-street stabilized parking), lift station, restroom facilities, sanitary sewer, water lines, fire hydrants, drainage improvements, landscaping and ADA paved walkways to the existing fishing piers. Coordination with various sub-consultants included. This project was partially funded with FDEP FL Recreation Development Assistance Program (FRDAP) grant funds.

**LENNARD ROAD IMPROVEMENTS, Port St. Lucie, FL:** Designed the reconstruction of a 2-lane roadway to a 4-lane divided curb and gutter section. This project commences 300 linear feet north of the intersection of Port St. Lucie Boulevard for a distance of 1.9 miles northward to a transition ending 300 feet north of the Walton Road intersection. The improvements were provided within the existing 100–150 foot wide right of way corridor. Services included modifications to the existing roadway, drainage improvements, signals, pavement marking/ signing, cost estimates, tech specifications, access maintenance to residential, commercial, school and park sites, utility coordination and permitting.

**NORTH BEACH ROAD WATER MAIN EXTENSION, Town of Jupiter Island, FL:** Provided construction plans for the +9,000 LF 8" water main along North Beach Rd. The majority of pipe was extended by directional drilling. Submitted permits through the FDEP. Completed limited construction administration services including shop drawing review, attendance at pre-construction meeting, part time field inspections, review of monthly pay requests, and provided final certification for this project.

**NRCS STORMWATER DRAINAGE SYSTEM REPAIRS, Port St. Lucie, FL:** Provided consulting engineering assistance for the repair of hurricane damage to the City's storm water infrastructure. These services supported Port St. Lucie Emergency Watershed Protection, Hurricane Recovery project as defined in the Natural Resources Conservation Service, United States Department of Agriculture (NRCS) Project Agreement (EWPA) No. 69-4209-6-1607. CAPTEC provided coordination, technical support, engineering design and construction observation engineering services to remove wind-blown debris and install emergency erosion protection measures to relieve hazards and damages caused by Hurricane Wilma in canals and waterways within the City. Construction certification and NRCS close-out assistance was provided upon completion. Generally, the repairs relate to the City's storm water infrastructure, such as piping, inlets, headwalls, canals, and control structures. CAPTEC documented that at least 125 repair areas currently exist within the City's waterways and canals. Several time extensions and scope modifications, including providing engineering design survey services to measure portions of existing channels, inlets and culverts at the repair areas as directed by NRCS have been added to the original contract. The NRCS granted additional funding assistance and extended the project timeline for completion of construction, close-out/certification and reconciliation by October 2007.



## **TERESA ANDRE, P.E., SR. PROJECT ENGINEER**

**2018 to Present : CAPTEC ENGINEERING, INC.**

### **PROFESSIONAL QUALIFICATIONS**

Bachelor of Science, Environmental Engineering, University of Florida, 1994

Post Graduate Classes at University of Central Florida, 1996

Professional Engineer (FL PE License No. 54695)

### **PROFESSIONAL CERTIFICATIONS / AFFILIATIONS**

Florida Engineering Society Treasure Coast Chapter

Young Engineer of the Year, 2003

Florida Engineering Society Stormwater Management Design Course

Florida Institute of Consulting Engineers; National Society of Professional Engineers

### **EXPERIENCE SUMMARY:**

Mrs. Andre has over 23 years of extensive experience in expertise in stormwater analysis and modeling, land development design and permitting, and utility design and modeling. Varied public and private sector projects encompassing multiple counties across Florida including outfall studies; stormwater retrofit projects; water quality studies; basin studies; conceptual stormwater analyses including pre-development modeling; multi-phase land development design and permitting; FEMA permitting; master utility plans; lift station design; Due Diligence studies; DRI submittals; and RFP preparation; submittals and presentations.

**PALM LAKE PARK, Martin County, FL:** Provided an analysis of the ditch and prepared a letter report for the 2.5 miles of roadway modifications that are necessary for the milling and overlaying of the roadways, regarding of swales and replacement of existing corrugated metal piping inside the Palm Lake Park subdivision and North River Shores Ditch to alleviate flooding in these areas. This project will eliminate road flooding of the areas and direct discharges from the Palm Lake Park / North River Shores Subdivision into the North Fork of the St. Lucie River.

**McCARTY RANCH WATER QUALITY RESTORATION, St. Lucie County, FL:** Currently providing design, permitting and bid assistance and post design services for Area 2 for the demonstration of an alternative water storage that adds to, and supplements, other existing and proposed water retention, storage and diversion projects designed to reduce destructive agriculture/ urban discharges of waters from local drainage into the C-23 Canal. These discharges from the C-23 basin ultimately discharge into the St. Lucie Estuary and the Indian River Lagoon. McCarty Ranch Area 1 construction is almost complete and the purpose of this water quality restoration (WQR) is to utilize a fallow citrus grove and convert much of that acreage into a "water quality restoration," a shallow storage facility, capable of retrieving water diverted from the C-23 and reducing the need to discharge into the C-23 Canal. The WQR in Area's 1 and 2 are for testing, modeling and proving dynamic storage volume utilizing evapo-transportation and ground water recharge.

**OLD PALM CITY NEIGHBORHOOD, Martin County, FL:** Currently providing design and modeling services to construct approximately 4,000 l.f. of piping of ditches and for the Old palm City Vacuum Sanitary Sewer and roadway resurfacing improvements. The plans included hydraulic improvements for the existing canals to carry stormwater flows away from currently inundated areas and redirect these flows to County owned land within the vicinity of the project.

### **Projects completed at previous employer:**

**MIRAMAR PUBLIC SAFETY COMPLEX, City of Miramar, Broward County, FL:** Provided design and permitting for a Public Safety Complex building with associated infrastructure for the City of Miramar. The project included stormwater, water distribution, fire protection, and sanitary sewer design



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in addition to parking lot design and grading. Permitting for this project was through City of Miramar, SFWMD, and Broward County Health Department.

**MEMORIAL HOSPITAL WEST MASTER DRAINAGE SYSTEM STUDY, Pembroke Pines,**

**Broward County, FL:** Prepared evaluation of the existing stormwater management system for the 36.42 acres Memorial Hospital West campus in Pembroke Pines, Broward County, Florida. The existing hospital parking lot was experiencing standing water during storm events. The existing conditions were modeled using ICPR2 to determine existing storm stages. Areas of concern were targeted and an alternatives analysis was performed for improvements to those areas. A multi-phase retrofit plan including replacing an outfall structure, increasing stormwater pipe sizes, adding exfiltration trenches, and re-routing drainage was proposed. The analysis was prepared in conjunction with a design of a new parking garage, and both projects were permitted through South Broward Drainage District and SFWMD.

**SEMINOLE PARK WATER AND SEWER ASSESSMENT, Hollywood, Broward County, FL:**

Provided evaluation of existing water and sewer systems for any existing 42.5 acre mobile home and recreational vehicle park that is to be purchased by the Seminole Tribe of Florida. The project site was originally developed around 1965. The water system was constructed with the original development. The sanitary sewer system was originally developed with septic tanks and drain fields but was replaced with gravity sewer and a lift station in 1999. An inventory and assessment of condition was presented for all watermain, meters, valves, fire hydrants, sanitary sewer manholes and the lift station. In addition, a 3-year maintenance cost projection was presented for the inventoried items.

**GREGORY ROAD GREEN STREETS INITIATIVE, City of West Palm Beach, Palm Beach**

**County, FL:** Prepared stormwater retrofit to minimize water quality impacts to the Lake Worth Lagoon and to address flooding issues on Gregory Road. This project area included Gregory Road and Gregory Avenue, from South Olive Avenue to Flagler Drive in the City of West Palm Beach, Palm Beach County. The project was grant funded and the focus was to utilize bioretention Low Impact Development methodologies to alleviate flooding and provide water quality treatment for stormwater runoff before it enters the Lagoon. The project was permitted through the City of West Palm Beach.

**PARADISE PARK PHASE 5 (System 4), St. Lucie County, FL:**

Prepared storm drainage retrofit and street improvements for Paradise Park Phase 5 (System 4). The site is 51.77 acres of single family homes with unpaved roads in Ft. Pierce, Florida with no stormwater treatment or attenuation. The project consisted of design of a stormwater management system with open drainage conveying runoff to a system of dry detention ponds, ultimately discharging to Ft. Pierce Farms Water Control District (FPFWCD) Canal No.1 (Taylor Creek). In addition, the project included grading and paving of existing roads. The project was modeled using ICPR2 and was permitted through SFWMD and St. Lucie County.

**ORANGE AVENUE AT NSLRWCD CANAL No. 56 CULVERT REPLACEMENT, St. Lucie**

**County, FL:** Provided design and permitting for the replacement of existing culverts under Orange Avenue at North St. Lucie Water Control District Canal No 56. Design included phasing construction to avoid closing Orange Avenue, sand cement and rubble rip-rap, structural coordination for headwall design, and permitting with SFWMD and NSLRWCD.

**RIVERLAND /KENNEDY DRI, Port St. Lucie, St. Lucie County, FL:**

Prepared Stormwater and Utilities sections of Development of Regional Impact for 3,845 acre DRI in the southwestern annexation area within the City of Port St. Lucie. Responsibilities included research and preparation of conceptual design to support DRI submittal and coordination with Sub-Consultants.

**SIGNATURE LAKES, P.D., Orange County, FL:**

Provided design and permitting for Signature Lakes, P.D., a residential community, encompassing 1395 acres in west Orange County. Responsibilities included overseeing design and permitting of the conceptual master stormwater management system, master utility design, and construction level design, permitting and construction administration. Project included FEMA floodplain analysis and LOMR permitting, multiple lift station design, offsite watermain oversizing analysis and design, and pedestrian pathway design.



**GARY L. S. JONES**  
**DIRECTOR OF CONSTRUCTION SERVICES**  
**2004 to PRESENT: CAPTEC ENGINEERING, INC.**



**PROFESSIONAL QUALIFICATIONS**

Civil Engineering, James Madison University, Virginia  
Civil Engineering, Broward Community College, Florida  
Professional Civil Engineer (FL PE License No. 51985)

**PROFESSIONAL CERTIFICATIONS / AFFILIATIONS**

Florida Engineering Society Treasure Coast Chapter  
FDOT Local Agency Program (LAP) Certification; FDOT Advanced MOT Certification

**EXPERIENCE SUMMARY:**

Mr. Jones manages all construction projects for CAPTEC Engineering, Inc. Mr. Jones has over 37 years of experience in construction management and administration, project engineering, and construction inspection, having extensive experience on highway, roadway and bridge projects as well as drainage, water, wastewater and parking facilities for municipal projects. Mr. Jones provides constructability reviews prior to completion of Approved for Construction Plans and also prepares bid quantities / cost estimates, shop drawing reviews, product approval reviews, and pay request recommendations. Additionally, Mr. Jones has vast experience in bacteriological test observations and roadway density testing. Certifications held by Mr. Jones include: #13843/American Traffic Safety Services Association (ATSSA); Contract Administration/Federal Highway Administration (FHWA); Certification #Z20902/International Municipal Signal Association (IMSA); Safety Inspection of In-Service Bridges/National Highway Institute (NHI); Engineering Concepts for Bridge Inspectors (NHI); Basic Micro Station; Construction Contract Interpretation; Consultant CEI Issues/Panel Discussion Consultant Series; Final Estimates; and Negotiating/Legal/Structures Consultant Series. Mr. Jones installs and monitors CAPTEC's Stormwater Quality Monitoring program.

**SAVANNAH RECREATION AREA TRAIL, PRESERVE STATE PARK EDUCATION CENTER and HALPATIOKEE CANOE LAUNCH IMPROVEMENTS, Port St Lucie, FL:**

Provided construction engineering inspection services for the new pedestrian trail, an addition to the education center building with a 9-foot wooden boardwalk and observation deck over the wetlands and a canoe/kayak launch floating dock for the Savannahs State Park. Services included regulatory permitting compliance, inspect and report results of the contractors work, provide sampling and testing of component materials, verify stormwater control and monitor flow patterns to verify the control devices contain turbidity within the site and have not altered existing drainage patterns or directed additional flow to adjacent properties.

**TROPICAL FARMS / PHIPPS PARK, Stuart, FL:** Provided final design and permitting for the re-grading of over 7,000 lf of roadway swales within a previously developed and built out neighborhood and the construction of a 0.5 acre Stormwater Treatment Area. Mr. Jones provided construction inspection for the replacement of over 35 driveway culverts, 5 roadway culvert crossings, boardwalks throughout Phipps Park, planting plans for the Stormwater Treatment Area, and a control structure. Also provided assistance with construction observation and final certifications. Permitting included applications to SFWMD / ACOE; environmental, survey & geotechnical coordination were also provided.

**WESTERN PALM CITY CORRIDOR/ CITRUS BOULEVARD, Martin County, FL:** Provided construction administration services and preliminary route analysis for the new 5.6 mile 4-lane undivided corridor between Martin and St. Lucie Counties for improvements including roadway, a traffic signal, 64± acre flow-through marsh/stormwater treatment area, landscaping, precast concrete arch crossing, and a bridge crossing the C-23 canal. Prepared monthly progress reports including pay request recommendations, shop drawing/substitute material/equipment reviews, conducted inspections to determine if the work was completed in accordance with the Contractor's agreement, attended public meetings, provided on-site



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density testing, concrete testing and sampling coordination with a Sub-Consultant testing lab for proctors, LBRs, asphalt gradation/extraction, and compression cylinder tests.

**MARTIN HEALTH SYSTEMS – NORTH CAMPUS ENTRANCE, Stuart, FL:** Provided construction administration services for the MHS North Hospital Campus entrance enhancement which included overseeing the improvements for drainage, parking, sidewalk, cross-walks, ADA improvements, brick paver installation, roadways, railings, conflict manholes, utility adjustments, landscaping, hardscaping, lighting, irrigation, signing and pavement marking. Reviewed Contractor pay requests, change orders, reviewed shop drawings and coordinated with multiple Contractors and other professionals to complete this \$2 Million project within 102 days. Services performed while Hospital under 24/7 operation.

**CITY OF STUART I.Q. WATER MAINS, Stuart, FL:** Provided CEI services for a new IQ main from the Wastewater Treatment plant on Stypmann Blvd, down Georgia Ave to Martin Luther King Jr. Blvd., down along the western edge of the Public Safety Complex, to south of 10th Street Recreation Area Ball Fields batting cages. Phase II construction extended the lines from 10<sup>th</sup> Street to Dixie Highway to the Airport, across US1 to the Jail site and then down to Pomeroy/Willoughby Blvd. intersection. Construction included +32,000 LF of 12-30" pipe and +6,700 LF of directional drilling and directional bores, under busy downtown streets, the FEC Railroad and several major thoroughfares such as U.S.1 and Dixie Highway .

**KANNER HIGHWAY UTILITY ADJUSTMENTS, Martin County, FL:** Provided Construction Inspection services for the addition of 16-inch and 24-inch water mains from the Tropical Farms Water Treatment Plant to Cove Road. This required directional drilling under the FL Turnpike, I-95 and the South Fork of the St. Lucie River. Permitting prepared for FDEP, FDOT, ACOE and Martin County Utilities Dept. Also, provided redesign and adjustments to the existing plan to relocate the water mains from inside the Gaines Ave. right of way onto Tres Belle property easement east of / adjacent to Gaines Ave.

**COLORADO AVENUE IMPROVEMENTS, Martin County, FL:** Prepared walkable final design plans for the Colorado Avenue corridor (including MLK, Jr. Blvd and Kindred St.). Provided the Main Street redesign of traffic calming to include removal of signals and the construction of roadway lane reductions with a roundabout for this CDBG funded project. The existing roadway corridor was designed to facilitate on-street parking, sidewalks, landscaped curb extensions, bike lanes, 2-10' wide travel lanes and a large landscaped median and a roundabout at Martin Luther King Jr. Blvd. Completed a traffic study to remove existing traffic signal at the Kindred St. intersection and conducted multiple public meetings. Construction observation services including public meeting attendance, shop drawing review, pay requests, MOT set up, and final inspection/certification.

**FLORESTA DRIVE AND SOUTHBEND BLVD. ROUNDABOUT, Port St. Lucie, FL:** Provided construction engineering inspection services for the Floresta Drive & Southbend Blvd. Round- about project that included all work associated with the construction of a 2-lane roundabout with roadway approaches, roadway construction, storm water detention ponds, outfall structures, conveyance piping, drainage structures, maintenance of traffic (MOT), striping, sidewalk, sediment & erosion control measures, sodding and landscaping.

**PLATTS CREEK COMPENSATORY MITIGATION & WATER QUALITY PROJECTS, Port St. Lucie, FL:**

This project included the construction of 47.87 acre wetland mitigation within an 80.66-acre parcel. As part of the proprietary mitigation plan developed with DEP and City of Port St. Lucie in exchange for a crossing of state lands on a project called the Crosstown Parkway Extension, the City has committed to construct three restoration projects referred to as River Place Upstream, Evans Creek, and Site 5 West. The water quality improvements would be achieved by reconnecting oxbows and isolated floodplains. CAPTEC administered the contract, implemented project controls and inspected the work in progress to assure work was completed in conformance with plans and specifications.

**CENTRAL PARKWAY, Stuart, FL:** Provided Construction Engineering and Inspection (CEI) services for the Central Parkway & U.S. Highway 1 Intersection Improvements. "Approved for Construction" plans were generated following FDOT and IMSA Standards. The plan set utilized the permitted design with slight modifications due to value engineering efforts. The plan set also addressed several residual comments from Martin County.



**DYLAN O'BERRY, E.I.**

**PROJECT DESIGN ENGINEER**

**2015 to Present: CAPTEC Engineering, Inc.**



**PROFESSIONAL QUALIFICATIONS**

Bachelor of Science in Civil Engineering, Florida Atlantic University (FAU), Boca Raton, FL

Masters of Science in Civil Engineering, FAU, Boca Raton, FL

Engineer Intern (FL License No.1100019173)

**PROFESSIONAL CERTIFICATIONS /AFFILIATIONS**

Young Engineer of the Year, 2017

Florida Engineering Society, Treasure Coast Chapter / Vice-President and Former Secretary

**EXPERIENCE SUMMARY:**

Mr. O'Berry has over 12 years of experience in providing expertise in utility systems, drainage systems, water / wastewater / stormwater improvements, roadways and traffic studies for the Design / Permitting / Bidding and Contract Document assistance. Mr. O'Berry has worked through project challenges to complete projects on schedule and within budgets. Relevant experience includes:

**CARTER AVENUE TRAFFIC CALMING, Port St. Lucie, FL:** Conducted a traffic study and provided design services for Carter Avenue between Airoso Boulevard and Bayshore Boulevard. This entailed collecting traffic data and the general traffic patterns for this area. Prepared and presented an analysis and conceptual plans, from the collected data. The analysis and supporting documentation summarized the existing conditions, based on traffic data, identified options (costs, pros and cons) and the preferred traffic calming measures for this area. Attended the public information meeting and provided comment cards to each attendee. Provided the City of Port St. Lucie with the final construction plans for bidding services.

**CONCORD SQUARE UTILITIES SERVICE, Stuart, FL:** Provided design and permitting services in support of abandoning the existing well and septic tank / drain field systems and connecting the project to Martin County Utilities (MCU) facilities extending to the Concord Square Retail Shopping Center. Permitting services for the utilities improvements were based on the existing retail development site plan. The design included extending water and sewer lines adjacent to the Florida Department of Transportation (FDOT) U.S. No. 1 frontage.

**MARTIN HEALTH SYSTEMS NORTH CAMPUS IMPROVEMENTS, Stuart, FL:** Provided Site Improvements to the Cancer Center, 509 Building Western Parking Garage and Common Areas for the North Campus. This included utility relocation adjacent to the Emergency Room Entrance, Dining Areas, and Northeastern Parking Lot. Site improvements also included review of the existing survey data, parking, drainage, surface treatments, and pedestrian and vehicular circulation patterns and delineation of the water / wastewater systems for the Martin Health Systems North Campus Hospital. The project included the design of a lift station and the reconstruction of water services to buildings. The improvements reconnected valves and water mains to provide reliable water to the Hospital. All work was completed within the hospital's required 24/7 operation.

**GREENLAND PALMS OF HOBE SOUND ASSISTED LIVING FACILITY, Martin County, FL:** Provided design and permitting services for the site grading, water, sewer, stormwater management, drainage facilities and pavement design. The design included a Triplex Lift Station for South Martin Regional Utilities (SMRU).



**INDIAN TRAIL IMPROVEMENT DISTRICT TRAFFIC CALMING IMPROVEMENTS, West Palm Beach, FL:**

Performed a traffic calming study to review the intersection / roadway conditions and recommended traffic calming measures throughout the District boundaries. There were 71 intersections included in this area. CAPTEC reviewed the most recent traffic accident data available (within past 5 years) on these intersections and performed a visual field review and obtained photo documentation of the existing conditions. Based on the findings, prepared a traffic calming plan with safety improvements located in the vicinity of these intersections. These improvements include mid-block island / speed tables, roundabouts and raised median approaches at intersections with pavement marking enhancement. CAPTEC attended public meetings to obtain feedback for the development of the final traffic calming plan, which are currently under preparation and installation.

**BAYSHORE BOULEVARD AND SELVITZ ROAD INTERSECTION IMPROVEMENTS, Port St. Lucie, FL:**

Completed data collection, an analysis and provided a report to outline intersection improvement options, including signalized intersection with the preferred option of the construction of a roundabout. Prepared the cost estimates for these improvements. Provided design, permitting, creation of construction plans and bid documents in accordance with FDOT standards for the City of Port St. Lucie. Post design services are still to be provided.

**WILLOUGHBY CREEK IMPROVEMENTS, Martin County, FL:** Currently providing the design, permitting and construction of approximately 11-acre Storm Water Treatment Area (STA) with hydrologic and hydraulic modeling report, control structure schematic plans, lake sections, grading and drainage structure details.

**DEL RIO BIULEVARD SIDEWALK DESIGN AND PERMITTING, Port St. Lucie, FL:**

Provided design and permitting services for approximately 3.35 miles of sidewalk on Del Rio Blvd. from Port St. Lucie Blvd. to Mackenzie Street. The design included intersection improvements, drainage modifications, driveway and culvert replacement, utility relocations, permitting, completion of the requisite FDOT LAP documentation showing the coordination and resolution of environmental issues during the development of the plans, coordination and minor assistance with the public notification of the construction project, and minimal post design services. This project was completed through the FDOT Local Agency Program (LAP) and the Consultant was responsible for completing the necessary submittals and preparing the design so that the project is in compliance with FDOT LAP requirements.

**CALIFORNIA BLVD. AND UNIVERSITY BLVD. IMPROVEMENTS, Port St. Lucie, FL:**

Provided design services for the data collection, traffic analysis and provided recommendation regarding the size, orientation and number of lanes required to change this 3-way stop intersection into a roundabout. Provided the design, utility coordination, permitting and bid specifications for the intersection improvements, which included paving, grading and stormwater management plans, utility adjustments, signing and marking plans, landscaping and lighting plans for the new roundabout. Post design services included attending pre-construction meetings, progress meetings and resolving design issues identified during construction.

**TRADITION ROADWAY RENEWAL PROJECT, Port St Lucie, FL:** Provided plan preparation and construction engineering inspection services for the correction of life and safety issues, milling, resurfacing, and restoration of roadway striping for four of the roadways within the Tradition Development, including Village Parkway, Community Boulevard, Westcliffe Lane, and Tradition Parkway. These repairs included in the bid packages as required for the City's acceptance of the roadways, and include adjustments of curbing, installation of edge-drains, relocation of light poles to meet clear zone requirements, and relocation/trimming of landscaping to meet "Line of Sight" requirements.



**TJ SHAW, E.I.,**  
**PROJECT DESIGN ENGINEER**  
**2015 to Present : CAPTEC ENGINEERING, INC.**



**PROFESSIONAL QUALIFICATIONS**

Bachelor of Science, Industrial Engineering, University of Florida, 2012  
Professional Florida Engineer Intern (No. 1100020751)

**PROFESSIONAL CERTIFICATIONS / AFFILIATIONS**

Florida Engineering Society Treasure Coast Chapter

**EXPERIENCE SUMMARY:**

Mr. Shaw has over 6 years of expertise in ICPR modeling, design and permitting of storm water improvements, drainage systems, water and sewer, cost estimating, utility specification preparation and construction administration services.

**OCEAN BREEZE PARK RV RESORT, Jensen Beach, FL:** Completing feasibility study and design for the replacement of approximately 142 septic tanks with sanitary sewers and improvements to services. Providing design, conceptual planning, permitting, and construction administration services for the installation of the gravity sewer main systems, reconstruction of roadways, water and sewer lines and stormwater improvements. Phase 2 services for East and West sections are underway. Project awarded June 2014 and services are on-going.

**WARNER CREEK WATER QUALITY RETROFIT, Martin County, FL:** Currently providing updating of hydrologic and hydraulic modeling and storm water analysis to complete next Phase of work to include the installation of a bridge crossing at Bayberry Drive. Services also include preliminary and final plan views, relocation of 16" raw water main, typical sections of the Warner Creek channel, grading and drainage structure details and control structure schematic plans.

**MARTIN COUNTY GOMEZ PARK, Stuart, FL:** Currently providing design, permitting and construction administration services for the 10.56-acres of upland on the 33.61-acre FCT Property on the Intracoastal Waterway on Pecks Lake in Martin County, Florida. The project consists of constructing an extension of the East Coast Greenway to include an ADA compatible shell rock pathway with informational kiosks, shelters, exercise stations and osprey platform.

**JENSEN BEACH GATE VALVES WATER TRANSMISSION IMPROVEMENTS, Jensen Beach, FL:**

Provided design, permitting and prepared construction plans for the removal and replacement of existing butterfly valves, in the 16" water main, with gate valves and the addition of gate valves in Jensen Beach Blvd, constructing a 6" loop connection from the existing 6" valve at Sandal Wood Place to 8" water main in Lake Avenue, plus fire hydrant and service connections at Jensen Beach Boulevard and Sunview Terrace.

**PINECREST LAKES NEIGHBORHOOD RESTORATION, Martin County, FL:** Prepared plans, permitting and bidding assistance necessary for the milling and overlay of 7.6 miles of roadways, regarding of swales and for the replacement of the existing corrugated metal piping inside the Pinecrest Lakes Subdivision.

**KANNER HIGHWAY WIDENING FROM I-95 TO INDIAN STREET UTILITY CONFLICTS,**

**Stuart, FL:** Provided design, permitting and construction inspection services to MCU for the relocation of the existing 12" water main and force main on the S.R. 76 Bridge over the South Fork of the St. Lucie River along Kanner Highway. Prepared and maintained estimated cost to relocate these lines. These existing utility lines were replaced via horizontal directional boring that was successfully completed under the St. Lucie River. These lines are adjacent to the Tropical Farms water main and force main projects that CAPTEC previously permitted for MCU from Cove Rd. to the Tropical Farms Wastewater Treatment Plant on Kansas Ave. This work included plans with permitting across Martin County Rights-of-way (ROW)/FDOT I-95 ROW and the FDOT Turnpike ROW. This project also entailed a detailed investigation into the utility conflicts that the County may have within the Kanner Highway (SR 76) Corridor between the I-95 Interchange and Indian Street in Martin County Utilities Service Area and within the limits of Florida Department of Transportation (FDOT), FDPID 422641-3-52-01, and Kanner Highway (SR 76) Roadway Improvements project.



301 NW Flagler Avenue, Stuart, FL 34994 \* 772.692.4344 \* Fax: 772.692.4344 \* [tjshaw@gocaptec.com](mailto:tjshaw@gocaptec.com)



## **TAB 1: SUB-CONSULTANT RESUMES**

- **SURVEYING SERVICES**
- **STRUCTURAL SERVICES**
- **TRAFFIC ENGINEERING**
- **ENVIRONMENTAL SERVICES**
- **GEOTECHNICAL SERVICES**
- **IRRIGATION SERVICES**
- **LAND ACQUISITION**
- **ELECTRICAL SERVICES**

## Elizabeth A. Lindsay, P.L.S

### President

7997 SW Jack James Drive, Stuart, Florida 34997

772-286-5753 – [blindsay@betsylindsay.inc](mailto:blindsay@betsylindsay.inc).



#### Title

Professional Land Surveyor

Betsy has been a resident of Martin County for 5 years and currently lives in Stuart, Florida

#### Education

A.A., Civil Engineering, Miami  
Dade Community College,  
Miami, Florida  
1983

#### Professional Registration

Professional Land Surveyor,  
State of Florida  
License # 4724

#### Certifications

Certified 40 Hour  
Hazmat/Health & Safety  
Training

#### Years of Experience

Since 1985

#### Years with Betsy Lindsay, Inc.

Since April 1998

#### Affiliations

Florida Surveying Mapping  
Society – FSMS State Chapter

Florida Surveying Mapping  
Society – IRC Chapter

Past-President of the Treasure  
Coast Chapter of the Florida  
Surveyors and Mappers  
Society 1996-1997

Adjunct Teaching Certification  
2001-2003 Surveying at  
Technical Specialty Level at  
Indian River Community  
College

Chairperson of the Education  
Committee and Chairperson of  
Trigstar for the Treasure Coast  
Chapter of the Florida  
Surveyors and Mappers  
Society 1998-2001

### Relevant Project Experience

#### ■ COLORADO AVENUE FROM US1 TO CONFUSION CORNER

Prepare a right of way map of the corridor based on existing right of way maps, record plats and title information. Mapping is to provide accurate geometry (in state plane) of all Right-of Ways, (main, intersecting, abutting), parcels, easements, TIFF reservations/releases, tax parcel ID numbers. Previous deeds transferring from the City to the County (in existing R/W) shall be clearly mapped and identified. All “private” improvement encroachments into public R/W are to be clearly identified and mapped. Applicable ORB/PG and/or recording information shall be provided on the map or in a table form. A Survey Control network shall be established with state plane coordinates, along with a control sheet. Submit final map to the City of Stuart.

■ **FELIX WILLIAMS ELEMENTARY SCHOOL** – Betsy directed the crews in the field to perform a boundary, topographic survey for the 26 acre parcel located on Barker Road in Martin County. She review the title work available at the School Board office and add title data to the survey. Revise the legal description for the survey. Prepare the survey in AutoCAD to include any flood zone information available from FEMA

■ **SPOTOS** – Ms. Lindsay was the PM on this project the directed both field the office to complete this survey for our client. This project was to support the Riverwalk Improvements at Spotos Restaurant for widening and design. It is located on the St. Lucie River on Flagler Avenue in the downtown City of Stuart area. We located the mean high water line, the edge of the boardwalk and the back of the building of the restaurant. Determine the ADA access point. We prepared a Specific Purpose Survey to illustrate items on the Martin County parcel lines.

■ **LANGFORD PARK** - BLI will provide construction and asbuilt survey for the newly constructed subdivision in Jensen Beach. Establish horizontal and vertical control. Stake out the irrigation IQ line at 100-foot intervals and tees, bends and valves. The center of each drill pit will be staked and two lathe giving direction will be placed along the alignment. Perform and prepare As-built survey for the irrigation pipe line.

■ **MCU NORTH WWTP** - A Topographic survey was prepared for a specific 200 foot x 200 foot area within the Jensen Beach Waste Water Treatment Plant. Established horizontal control tied to state plane coordinates NAD 83/99. We establish vertical control referenced to NGVD 1929 and set two onsite bench marks. The crew performed a topographic survey of that area and the survey was overlaid onto the Martin County GIS parcel.

■ **CITRUS ELEMENTARY SCHOOL** – Mrs. Lindsay was the PM for the project. This school parcel in located on Citrus Blvd in Martin County. She directed the field crews to establish horizontal control referenced to NAD83/99 and vertical control referenced to NGVD 1929. Shoot 7 spot shot elevations at the proposed portable area. Prepare a survey drawing illustrating the elevations. Stake the location of the new transformer and the new utility pole and prepare a sketch and legal description for the FPL easement.

## David Joseph Wichser, P.S.M

### Role: Project Surveyor

7997 SW Jack James Drive, Stuart, Florida 34997

772-286-5753 - [dwichser@betsylindsay.com](mailto:dwichser@betsylindsay.com)



#### Title

Professional Surveyor and  
Mapper and Project  
Manager

Dave was been a resident  
of Martin County for over 30  
years and he currently lives  
in Palm City, Florida

#### Education

Indian River Community  
College Course work - Pre-  
Engineering and Surveying;  
University of Florida - Pre-  
Engineering.

#### Professional Registration

Professional Surveyor and  
Mapper: State of Florida,  
1996, #5565

#### Certifications

Confined Space Entry  
OSHA  
MOT 2012 - 2015

#### Years of Experience

Since 1981

#### Years with Betsy Lindsay, Inc.

Since October 1998

#### Affiliations

Teaching Certificate 1998 -  
Surveying at Technical  
Specialty Level at  
Indian River Community  
College

Past President of the  
Treasure Coast Chapter  
Florida Surveyors and  
Mappers Society 1999-2000

Chairperson of the  
Scholarship Committee for  
the Treasure Coast Chapter  
of the Florida Surveyors  
and Mappers Society

### Relevant Project Experience

■ **TECO GAS DOWNTOWN COS – Martin County** - Mr. Wichser was in-charge of this project located in Stuart. Perform a limited topographic survey for Teco Gas line located in downtown Stuart commencing at SE Amerigo Avenue and SE Ocean Blvd. Proceeding west to serve natural gas customers along Ocean Blvd., Seminole Street and SE Florida Avenue in downtown Stuart area. Control points will be set using NAD 1983/1990 adjusted horizontal and NGVD 1929 vertical datum. Property corners were located in this survey effort to establish the road right of way lines and the platted lot lines. Prepare a specific purpose survey illustrating the right of way lines, lot lines and the topographic data at the completion of the project.

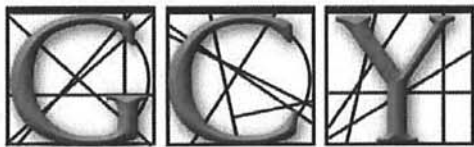
■ **SR 76 KANNER HIGHWAY/US1 – Martin County** – Mr. Wichser was in-charge of the roadway project. Topographic Survey to support engineering design for the proposed Southbound Turn Lane onto Kanner Highway from US 1 located in Stuart, Florida. Supplement the existing topographic surveys on US1 and Kanner Highway to extend into the parking lot for the design of the turn lane. The extra topo was collected from Kanner Highway north on US 1 for 500 feet and west of the R/W for US 1 for 40 feet into the existing parking lot. Process the field data and add it to the previous survey file. Create a Microstation drawing file. Create a Digital Terrain Model (DTM). Prepare a sketch & legal description for the R/W take parcels. Perform and prepare a boundary survey of the parent tract where R/W takes occurred.

■ **CHOLEE ELEMENTARY SCHOOL** – Mr. Wichser was the PM to set up the project & support the crew for the Construction staking and asbuilt surveying for the Cholee Elementary School CSIR drainage at the portable units located in Palm Beach County, Florida. We establish horizontal and vertical control on site. Set staked and offset the drainage structures. Perform and prepare an Asbuilt Survey when construction is completed.

■ **COS WATERMAIN EXTENSION** - Mr. Wichser is the PM in-charge of this project in located in the downtown City of Stuart area and includes construction staking and asbuilt surveying for the US 1 Channel Avenue watermain extension provided by others. BL set the control and will provide the asbuilts when the construction was completed.

■ **SR 76** - Mr. Wichser was the PM on this Design Roadway Improvements for SR 76 from Lost River Road to the base of the bridge over Florida Turnpike located in Martin County. BLI was involved in the construction staking for the lane widening and the redesign of the slopes at the I-95 on & off ramps. Staking items included drainage structures, edge of pavement, top of bank, back of sidewalk, mast arms and cabinets for control lights, sheet piling and gravity, cantilever and barrier walls. We performed and prepared an As-built Survey when the construction was completed including the bores.

■ **ICTP15-25** - This 97 acre parcel is located off Warfield Blvd, in westerly Martin County located in Indiantown, Florida. We performed a boundary survey according to Martin County Standards. We are preparing the Plat for Indiantown Commerce and Technology Park PUD. We set all PRM's and set the property corners for 26 lots. We are providing the client with all the typical construction staking for control, drainage structures, FM lines, IQ lines, wetland areas and edge of pavement for roads and driveways. Preform and prepare asbuilt on the all the constructed features



PROFESSIONAL SURVEYORS & MAPPERS  
I N C O R P O R A T E D

# Peter Andersen, PSM

## PROFESSIONAL REGISTRATION:

- Professional Surveyor & Mapper, State of Florida  
License No. 5199—Date of Registration: 1993
- Joined GCY in 1984

## EDUCATION & CERTIFICATIONS:

- Catonsville Community College, Catonsville, Maryland
- Indian River Community College, Stuart, Florida  
Undergraduate Curriculum, Surveying
- LEICA HDS 3000 High Definition Scanning
- GPSurvey Software by Trimble, Customer Site Training
- GLO Retracement & Restoration of Original Corners

## AFFILIATIONS:

- Florida Surveying & Mapping Society, Indian River Chapter - Past President
- Palm City Chamber of Commerce
- Treasure Coast Marine Industries Association

- ♦ *Boundary (Cadastral) Surveys*
- ♦ *Topographic Surveys*
- ♦ *Geodetic Control Surveys*
- ♦ *Hydrographic Surveying*
- ♦ *Mean High Water Surveys*
- ♦ *Retracement Surveying*
- ♦ *Subdivision & Platting*
- ♦ *Quantity Surveys*
- ♦ *GPS Surveys*
- ♦ *Right-of-way Surveys*
- ♦ *As Built Surveys*
- ♦ *Construction Layout Services*

## PROJECTS

### **BCI Engineers - East Coast Preventative Levee (ECLP) Broward County, Florida**

*Project Manager for Topographic survey of the levee from the Dade County line to the Palm Beach County line, a distance of 37 miles. Survey included cross sections at 1000' intervals going from the marsh side over the levee and down through the borrow canal running with the levee. Also included were locations of all improvements along the route, and a 29 mile bench run to establish vertical control along the levee. Final recipient of this product was the SFWMD.*

### **Ardaman & Associates - Western Perimeter Levee STA 3 & 4, Palm Beach County, Florida**

*Project Manager for Topographic survey of 3 miles +/- of levee lying at the western edge of the STA 3 and 4 reservoir bordering the Holey Lands. The project included cross sections at 500' intervals from inside the reservoir, over the levee, and down through the borrow canal to natural ground in the Holey Lands. Also included was the location of 20 core borings. Final recipient of this product was the SFWMD.*

### **Mock Roos - S-140 Pump Station Improvements, Broward County, Florida**

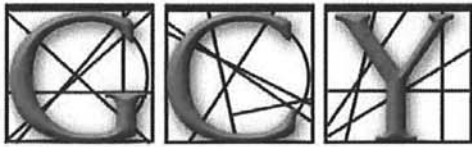
*Project Manager for Topographic survey to support the design of improvements to rehabilitate the S-140 structure, located in the alignment of Levee 28, 42 miles south of Clewiston. These improvements would improve reliability of function for flood control during extreme weather. Final recipient of this product was the SFWMD.*

### **US Fish & Wildlife, USDA/NRCS, Martin County, Florida**

*Project Manager for Boundary Survey of the Wetland Reserve Easement Area (15,000 acres) of the Allapattah Ranch.*

#### **Corporate Office:**

Mailing: Post Office Box 1469, Palm City, FL 34991  
Physical: 1505 SW Martin Highway, Palm City, FL 34990  
Telephone: 772/286-8083 Statewide: 800-386-1066  
Website: [www.gcyinc.com](http://www.gcyinc.com)



PROFESSIONAL SURVEYORS & MAPPERS  
I N C O R P O R A T E D

# Mark R. Wendt, PSM

## PROFESSIONAL REGISTRATIONS:

- Professional Surveyor & Mapper,  
State of Florida  
License No. 6163  
Date of Registration: 2001
- State of Maine  
License No. PLS2470  
Date of Registration: 2011
- Joined GCY in 1995 - 2012
- Returned to GCY in 2016 as Stockholder

## EDUCATION & CERTIFICATIONS:

- University of Florida,  
BS in Surveying & Mapping, 1995
- LEICA HDS 3000 High Definition Scanning
- GPSurvey Software by Trimble, Customer Site Training
- GLO Retracement & Restoration of Original Corners

## AFFILIATIONS

- Florida Surveying & Mapping Society—Indian River Chapter
- National Society of Professional Surveyors

- ♦ *Boundary (Cadastral) Surveys*
- ♦ *Topographic Surveys*
- ♦ *Retracement Surveying*
- ♦ *Mean High Water Surveys*
- ♦ *Geodetic Surveys*
- ♦ *GPS Surveys*
- ♦ *As Built Surveys*
- ♦ *F.D.E. P. Mapping Projects*
- ♦ *F.D.E.P. Acquisition Surveys*
- ♦ *Construction Layout Services*
- ♦ *Riparian Rights*
- ♦ *Submerged Land Lease Surveys*

## PROJECTS

### **RSBC Real Estate Company, Palm Beach County, Florida**

*Topographic survey of a 1/4 mile long wave attenuator structure lying in Lake Worth. Our client utilized the survey for engineering planning and permitting purposes. The spot elevations necessary to prepare the survey were obtained through the use of real time kinematic GPS positioning and out twenty-five foot Boston Whaler hydrographic survey boat.*

### **Caulkins Water Farm, Martin County, Florida**

*Initially a pilot project for water storage from the C-44, this successful Dispersed Water Management project is now almost complete. GCY provided construction services, and is completing the as-built survey of the project.*

### **Taylor Engineering, Martin County, Florida**

*GCY prepared a boundary survey of a parcel of land adjoining the St. Lucie Locks. During the course of the survey, extensive field work included searching for perpetuated evidence of lot corners within a subdivision which was recorded in 1911, searching for right-of-way monumentation along the St. Lucie Canal, and location of permanent reference monuments along modern plats whose origins traced back through St. Lucie Inlet Farms lots.*

#### **Corporate Office:**

Mailing: Post Office Box 1469, Palm City, FL 34991

Physical: 1505 SW Martin Highway, Palm City, FL 34990

Telephone: 772/286-8083    Statewide: 800-386-1066

Mr. Fleming is President and co-owner of NorthStar Geomatics. A licensed Professional Surveyor and Mapper in the State of Florida, Greg has over 25 years of experience providing quality services to both public and private sector clients. His experience includes nearly all phases of surveying and mapping services together with hands-on experience in GIS project development, data collection, and project management.

From 1991-1997 Mr. Fleming served as the Martin County Surveyor. As a result, Greg has the unique ability to understand the special challenges those working in the public sector face. While County Surveyor, Mr. Fleming established the Martin County's Geodetic Control Network and secured a state grant from the FDEP for partial funding. He also drafted the technical language for the County's current plat ordinance. Greg was also Martin County Beach Nourishment Project Coordinator responsible for all easement acquisitions, daily construction coordination with US Army Corps of Engineers, reporting directly to the County Commission and the County Administrator.

Mr. Fleming returned to private practice in 1997 as a shareholder and vice president with a private surveying and mapping firm that wished to expand their practice. He was Project Manager for FDEP Surveying and Ownership Mapping projects and GIS Principal in Charge. Mr. Fleming co-founded NorthStar Geomatics, Inc. with Mr. Frank Veldhuis in 2002 to provide surveying/mapping and GIS services to public and private clients. He has served as project manager and principal in charge for numerous surveying/ mapping and GIS projects for South Martin Regional Utilities, the City of Stuart Public Works and Utilities and Martin County Utilities and Solid Waste.

#### RELEVANT EXPERIENCE

##### *South Martin Regional Utility Surveying/Mapping and GIS*

Serves as Principal Surveyor for SMRU projects. Tasks have included utility construction staking, right-of-way mapping, preparation of legal descriptions and sketches for installation of utilities, as-built and topographic surveys for projects including surveying for construction of 7,000 lineal feet of a trans-intracoastal IQ Water Line. GIS support was also provided to SMRU for potable wells and lift station inventory.

##### *Martin County, FL Utilities / Solid Waste Department*

Provides professional surveying services as requested for boundary surveys, specific purpose surveys, legal description/sketches and other miscellaneous survey and mapping products as requested by the Utility Department.

##### *Martin County, FL Engineering Department.*

Provides professional surveying services as requested including boundary, topographic, and specific purpose surveys, legal descriptions/sketches, asset inventories and updates as requested by the Engineering Department.

tions/sketches, asset inventories and updates as requested by the Engineering Department.

##### *City of Stuart Public Works and Utilities*

Provides surveying and mapping services as requested by City personnel. Tasks have included boundary, topographic, and as-built surveying of the Stuart Water Reclamation plant, finish floor elevations, inventory of city owned assets, preparation of easements, legal descriptions and sketches.

##### *Dover Engineering*

Provided topographic and asbuilt survey support for the design of a commercial grease interceptor in the City of Stuart, Florida

##### *Captec Engineering*

*Martin, St. Lucie and surrounding areas*  
Provides professional surveying support as requested for Captec Engineering projects. Scope of services provided includes boundary, topographic, utility design surveys and as-built surveying as well as preparation legal descriptions and sketches.

## Gregory S.Fleming

President / Principal  
Surveyor & Mapper  
NorthStar Geomatics, Inc.  
P.O. Box 2371,  
Stuart, FL 34995  
(772) 781-6400  
gregf@nsgeo.com

### Education

Bachelor of Land Surveying, 1986, University of Florida

### Professional Registrations

Florida Licensed Surveyor & Mapper # 4350

### Professional Publications

*Utilization of ArcPad and Mobile Technology to Update Street Signs in Local Government* Co-authored with Kimberly Roden, Jason Drost; 2004 ESRI Conference Proceedings

*Forecasting Housing Trends in the City of Stuart, Florida*

Co-authored with Frank Veldhuis, 2003 ESRI Conference Proceedings

### Professional Affiliations

Florida Surveying and Mapping Society (FSMS)  
Past President, FSMS, Indian River Chapter  
Martin County Chamber of Commerce

### Community Involvement

Former Chairman and Board Member, Martin County Board of Zoning Adjustment (12 years)  
Leadership Martin County Class 8  
Volunteer, Florida Oceanographic Society

Mr. Veldhuis founded NorthStar Geomatics, Inc. in 2002 with co-owner Gregory Fleming where he acts as GIS Senior Professional for the firm's GIS projects. Mr. Veldhuis provides daily management of the firm's various GIS endeavors. He is responsible for GIS project management, project design, production, quality control, technical support as well as client coordination and satisfaction.

Mr. Veldhuis is highly experienced with a wide range of GIS skills including Web GIS, GIS database development, Stormwater and wastewater geometric network analysis, GIS system integration, enterprise ArcSDE implementation, asset management systems and, complex GIS project management. Mr. Veldhuis' wide ranging experience allows him to regularly think outside the box and lead his team in technologically advanced directions resulting in cost effective solutions.

#### RELEVANT EXPERIENCE

##### ***NPDES Stormwater Inventory Project (Martin County, FL)***

Field inventory of well over 14,000 stormwater pipes and structures within Martin County, FL as part of the National Pollutant Discharge Elimination System (NPDES) requirements. NorthStar field crews performed the inventory using a NorthStar customized ArcPad application with Trimble sub-meter mapping receivers.

Mr. Veldhuis continues to provide data collection and integration of stormwater features into the county's asset management system and public information related to NPDES as required by the NPDES permit issued by the FDEP while developing a comprehensive inventory of stormwater facilities for maintenance and repairs as requested.

##### ***Streetlights & Signs Inventory (City of Ft. Pierce, FL)***

Mr. Veldhuis was responsible for creation of a customized street sign and street light ArcPad application for use on Trimble's GeoXT GPS receivers and GPS data collectors for use in field data collection of street signs and street lights within the City of Ft. Pierce roadway system. Street signs were measured for reflectivity along with the sign type, exact spelling, MUTCD code, among other attributes. Street lights were field inventoried with attribute data such as type of light, pole, and wattage. Completed GIS layers were provided to the City of Fort Pierce.

##### ***Hansen Stormwater Geodatabase Creation and Implementation (Martin County, FL)***

Custom design and development of a County specific software application to be used with existing ArcPad software and Trimble GeoXT handheld GPS units to integrate newly collected field data directly with the County's Hansen Stormwater module, creating a seamless process from collection to updating of existing data sets.

##### ***Park Asset Inventory and Inspection Project (Martin County, FL)***

Design geodatabase for collection and inspection of parks assets owned and managed by Martin County, FL to reduce liability of personal injury lawsuits. The geodatabase was designed to integrate with the county's asset management system, Infor Public Sector. County parks staff use ESRI's Survey123 to inspect assets like playgrounds, boardwalks, and restrooms. Details from the inspection include the asset status, comments, inspection checklist, and photos. Inspections are processed in the office using ArcPy. Then the inspections are sent to the asset management system for work order generation to repair the asset if needed. The enterprise geodatabase stores the official copy of the inspection for future possible litigation.

##### ***Stormwater Asset Inventory (City of Ft. Pierce, FL)***

Field inventory of a select 10,000 structures within the City of Ft. Pierce. Sub-centimeter Trimble RTK GPS receivers were used to determine the horizontal location of the visual center of all stormwater structures. To calculate invert elevations, conventional leveling techniques were used to determine the elevation of the top of inlet grates, then measure-down values were used from the grates to calculate invert elevations. Attributes for each structure were recorded using a ESRI ArcPad software and a custom developed ArcPad application. All field collected attributes, including elevations were provided in the City's GIS format.

## Frank Veldhuis

Vice President/  
Senior GIS Professional  
NorthStar Geomatics, Inc.  
P.O. Box 2371,  
Stuart, FL 34995  
(772) 781-6400  
frankv@nsgeo.com

#### Education

Bachelor of Science,  
in Geomatics,  
University of Florida, 1999

Associate of Arts,  
Lake Sumter Community  
College, 1994

#### Professional Registrations

Florida Licensed Surveyor  
and Mapper # 6582

#### Professional Affiliations

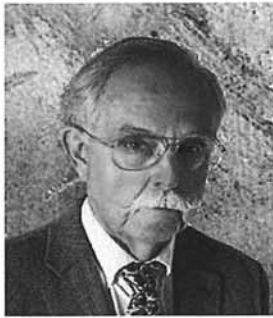
Member Florida Society  
Mappers & Surveyors

#### Computer Hardware

Windows Servers, Networks, HP Plotters and printers, Trimble 5700, 5800, R7, R8, Pro XRS, Geo XT, TSCE, TSC2

#### Computer Software

ArcGIS Desktop, ArcGIS Online, ArcGIS Pro, ArcSDE, ArcGIS Enterprise, GIS Web Development, ArcGIS JavaScript API, ArcPy, Collector, Survey123, ArcPad, ArcView, Oracle, Sql Server, SQL Developer, Toad, Trimble Geomatics Office, Trimble Pathfinder Office, Autodesk Land Desktop,



**David O. Charland, P.E., S.I.**  
Regional Director



## PROFESSIONAL EXPERIENCE

Mr. Charland has provided structural engineering design leadership for more than fifty- five (55) years, on thousands of complex commercial and institutional projects throughout the State of Florida.

Notable projects include the Fort Lauderdale-Hollywood International Airport, Terminal 1- Concourses B and C and the \$126 million, "fast track" project, NAP of the Americas (formerly Technology Center of the Americas, Miami). Mr. Charland was instrumental in the selection and design of the construction of the 750,000 SF concrete telecommunications "hotel" project, expedited and completed in only 25 weeks.

Projects under his leadership include: municipal / government facilities, healthcare entities, firehouses, emergency operations centers, school systems, aviation structures, heavy marine facilities, roads, bridges, industrial plants, parking structures and commercial building restoration.

Mr. Charland's dedication to public service spans over three decades; he served two terms on the Florida Board of Professional Engineers, initially appointed by Governor Jeb Bush and later by Governor Charlie Crist; his service also includes the Broward County Central Examining Board for Engineering Construction, the Structural Committee of the Broward County Board of Rules and Appeals and the Florida Department of Community Affairs, Hurricane Andrew Damage Assessment Team.

## YEARS EXPERIENCE

55 Years

## PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers  
American Concrete Institute  
Florida Structural Engineers Association

## PROFESSIONAL REGISTRATION

*Registered Professional Engineer,*  
Florida: PE 8802  
*Professional Land Surveyor,*  
Florida (retired): 1749  
*Special Inspector /*  
*Threshold Buildings;*  
Florida: 0042

## EDUCATION

University of Florida, *Bachelor of Science,* Civil Engineering;  
(Specialization in Structural Engineering)

- **City of Hollywood, Dept. of Public Utilities, Hollywood Lift Station W-14,** S. 56th Avenue and Monroe Street, Hollywood; complete rehabilitation of the Lift Station- replacement of pumps based on hydraulic analysis, rerouting of force main outside, installation of a new megameter, new VFDs, electrical and ventilation upgrades and structural rehabilitation.
- **City of Port St. Lucie, Civic Center,** Port St. Lucie; 100,000 SF facility; Department of Education's Enhanced Hurricane Protection Areas building, capable of withstanding a Category-5 hurricane and operating with emergency power; Project Value: \$25 MM.
- **Miramar Community and Cultural Amphitheater,** Miramar; Project: stage, dressing rooms, electrical, data room, restrooms of approx. 5,000 SF and a tensile canopy of approx. 18,000 SF; Project Value: \$4 MM.
- **City of Sunrise, Public Safety Complex,** Sunrise, FL; hardened facility to withstand service wind speed up to 160 MPH, 132,000 GSF, Project Value: \$35 MM.
- **Environmental Protection Dept. Laboratory (LEED Certified),** Broward County; Project Value: \$3.5 MM.
- **Florida International University (FIU) Wellness Center,** *Maidique A. Modesto Campus,* Miami; 3-story, 61,738 GSF expansion of existing recreation center; Project Value: \$18.1 MM.
- **City of Pembroke Pines, City Hall and Civic Center,** Pembroke Pines; 4-story, 166,895 SF; 3,500 seat performing arts center, banquet room, exhibition grand hall, full service kitchen, dressing and green rooms; Project Value: \$60 MM.
- **Seminole Tribe of Florida, Brighton Reservation Public Safety and Administration Campus;** 101,000 GSF, Project Value: \$20 MM.
- **Chupco's Landing Community Center; Seminole Tribe of Florida,** Ft. Pierce; 20,000 GSF multi-purpose facility; Project Value: \$4.3 million.
- **Wilton Manors City Hall, Emergency Operations Center and Police Station,** Wilton Manors; 35,000 GSF, new two-story building; Project Value: \$8 MM.



**Nitin Ranadive, P.E.**  
Director of Operations,  
Senior Engineering Manager



## PROFESSIONAL EXPERIENCE

Mr. Ranadive has more than three decades of experience in Structural Engineering, project management, planning and engineering design for a variety of Civil Engineering projects. His qualifications include public and private commercial, institutional and industrial projects.

Under his direction, he has led project teams in the design of conventional and post-tensioned concrete, composite and structural steel, cold formed steel bearing walls and wood structure projects. His expertise encompasses the design of new structures and the restoration and conversion of existing structures.

His qualifications enable him to develop and manage design teams that provide elegant and innovative solutions to challenging structural projects.

## PROJECTS

### YEARS EXPERIENCE

32 Years

### PROFESSIONAL REGISTRATION

Registered Professional Engineer:  
Florida: PE 81459  
Maryland: PE44838

### EDUCATION

University of Maryland, *Master of Science*, Civil Engineering;  
(Specialization in Structural Engineering)

Indian Institute of Technology, Mumbai, India, *Bachelor of Technology*, Civil Engineering

- **City of Plantation**, Plantation; City capital projects funded by the 2017 Ad Valorem Bond; Public Works Ground Maintenance Building Improvements, Fire Station #2 and #5 Building Additions; Pop Travers Field Improvements; Craft Shop Improvements; Project Value: \$7.5 MM.
- **Martin County Jail/ Medical Pod Building, Martin County Holt Correctional Center**, Stuart; Renovation and addition to the medical facility consists of renovation of the existing 2,100 SF medical facility and the construction of a new 2,850 SF building addition for isolation and hospital medical rooms.
- **School District of St. Lucie County**; New school building facilities; 107,000 SF, state-of-the-art Administration Building; Project Value: \$17 MM.
- **City of Sunrise, Public Safety Complex**, Sunrise; the complex includes facilities for the Police Department, Fire-Rescue Administration, a Municipal Emergency Operations Center (EOC) and a joint Training Center that includes a Weapons Firing Range. Hardened facility to withstand service wind speed up to 160 MPH, 132,000 GSF, Project Value: \$35 MM.
- **City of West Palm Beach, Lake Lytal Aquatic Complex**, City of West Palm Beach; Design services for new Aquatic Complex at Lake Lytal Park; 3645 Gun Club Road in WPB; Project Value: \$5 MM.
- **Florida International University, (FIU) Wellness Center, Maidique A Modesto Campus**, Miami; 60,000+ SF expansion of existing south campus Wellness and Recreation Center: new 3-court basketball/volleyball gymnasium, new free weight and cardio areas, indoor racquetball court and running track; lounge and office space; 3-story structural system comprised of concrete tilt-up panels, steel columns and beams, and composite metal deck with concrete fill; structure bears on shallow footings; Project Value: \$18.1 MM.
- **City of Miramar, Community and Cultural Amphitheater**, Miramar; Cultural Amphitheater Complex with 1,500 non-permanent seats and a lawn seating capacity of 2,500 under canopy structure; site includes a memorial wall, pedestrian pathways, food truck and vendor areas; stage, dressing rooms, electrical, data room, restrooms of approx. 5,000 SF and a tensile canopy of approx. 18,000 SF; Project Value: \$4 MM.
- **Guns and Weapons Systems Tech Data Facility**, NJ: 3 structures – Firing Range 647 (firing pad for 150 mm cannons, firing bay for 25/35 mm guns, gun shop, and slug butt to capture slugs); Building 3350 (single story housing Guns Laboratory and Testing facility; Building 61 (Renovations).



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## **Shaun MacKenzie, Professional Engineer (FL) 61751**

### **Professional Credentials**

Bachelor of Science, Civil Engineering, University of Florida

Master of Science, Civil Engineering, University of Florida

### **Professional Organizations**

Institute of Transportation Engineers

Urban Land Institute

FDOT Maintenance of Traffic Advanced Certified

### **Relevant Software Experience**

Highway Capacity Software (HCS), Synchro, CORSIM,  
SimTraffic, FSUTMS (Cube/Voyager, Tranplan), AutoCAD,  
MS Word, Excel, Powerpoint, Access, LOSPLAN



## **KEY PROJECTS**

### **Mapp Road Corridor and Safety Study**

MEP evaluated the .75 mile corridor for existing and future intersection and roadway operations. The study included researching, collecting, and obtaining data to determine the existing traffic patterns, volumes, turning movements, and accidents at the intersection. The study provides recommendations for turn lanes, roundabout or signalization for the intersecting side streets, including the Palm City Elementary School access for parent pick-up and drop-off entrance.

### **University & California Intersection Evaluation**

The City of Port St. Lucie and the St. Lucie TPO identified the intersection in the Congestion Management Process as being a priority project. MEP evaluated the intersection for safety, existing and future intersection operation, and existing and future roadway operation. The study included researching, collecting, and obtaining data to determine the existing traffic patterns, volumes, turning movements, and accidents at the intersection. The study provides recommendations for roundabout design alternatives in the short and long term conditions.

### **Bayshore and Selvitz Intersection Evaluation**

The City of Port St. Lucie and the St. Lucie TPO identified the intersection in the Congestion Management Process as being a priority project. MEP evaluated the intersection for safety, signal warranting, existing and future intersection operation, and existing and future roadway operation. The study included researching, collecting, and obtaining data to determine the existing traffic patterns, volumes, turning movements, and accidents at the intersection. The study provides recommendations for roundabout and intersection improvement alternatives and preliminary cost estimates for each option.

### **Okeechobee County On-Call Reviewer**

MEP provides continuing traffic review services to Okeechobee County. We make concurrency determinations in accordance with the adopted code and provide our professional opinion to the County on matters of traffic engineering, including: queues, signal warrants, off-site improvements, parking requirements, circulation, site design, trip generation, traffic assignment, and trip distribution.



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### **Westlake Comprehensive Plan Transportation Review**

On behalf of the Indian Trail Improvement District and Palm Beach County, MEP performed a transportation review of the new City of Westlake in Palm Beach County. The transportation review included the short-term analysis (5-years) and long-term analysis (20-years) of the roadways impacts within the proposed City boundaries. The review identified increases in densities per the Future Land Use Element and Map, potentially requiring impacts to adjacent roadways. We reviewed the study area boundaries, trip length, and vehicle miles traveled per capita characteristics; identified inconsistencies between the analysis, impacts within and outside Westlake, and the TE Maps; provided recommendations for additional coordination with FDOT, ITID, and Palm Beach County.

### **Dixie Highway, West Palm Beach, FL**

In partnership with the Palm Beach Metropolitan Planning Organization (MPO), surrounding businesses, homeowners' associations, and institutions, the City of West Palm Beach engaged Treasure Coast Regional Planning Council (TCRPC) to investigate the possibility of modifying Dixie Highway from Albemarle Road north to Okeechobee Boulevard to become more bicycle and pedestrian accessible. The study included the 1.4 miles from Albemarle Road to the south and Okeechobee Boulevard to the north. The conceptual design included bike lanes, pedestrian facilities, access management, additional on-street parking, traffic signal and intersection modifications. The study included intersection and segment LOS interpretation and reporting, roundabout analysis, congestion management solutions, access management, access management solutions, safety analyses and conceptual design.

### **Lake Worth Pedestrian Safety Improvements**

Prepared the conceptual design, cost estimates, and presented to the Palm Beach Metropolitan Planning Organization for the Transportation Alternatives Program (TAP). Coordinated with the Lake Worth CRA, FDOT, and the TCRPC. The project is slated to receive funding through the Palm Beach County MPO TIP Local Initiatives Program. The project is for improvements at the Lake Worth Road and South A Street, 1,500 LF of sidewalk, bike lane modifications, new brick pavers and asphalt, MUTCD street sign compliance, Americans with Disabilities Acts upgrades including curb ramps and tactile surface, 9 proposed crosswalks, and 10 Rectangular Rapid Flash Beacons (RRFB).

### **Tri-Rail Pedestrian and Bicycle Access Plan**

Prepared the Tri-Rail pedestrian and bicycle plan. The plan recommended the best routes for pedestrians and bicyclist in order to increase ridership to Tri-Rail stations via bicycling and walking. The routing plans attempt to minimize the risk to pedestrians and bicyclists and provide the shortest travel time between the Tri-Rail stations and the attractions / generators. The plan recommends short-term, medium-term, and long-term projects based on time needed to complete the projects. The projects are prioritized based on the ability to provide additional access to the station, proximity to the station, anticipated benefit to the Tri-Rail station. The benefit to the stations are defined as reduced walking / bicycling distance to the stations and ability to provide new / improved access to a service area. A master project list of improvements and estimated costs were included as a part of the pedestrian and bicycle plan. The radius of influence for pedestrians and bicycles were ¼ mile and 3 miles, respectively.

Ms. O'Rourke has been involved in transportation engineering since the beginning of her career nearly 30 years ago. A native of Florida, Ms. O'Rourke returned to Florida in 2001 after 12 years in California. Her unique mix of public sector policy development and private sector implementation provide the insight to navigate the regulatory process for even the most complex projects. MS. O'Rourke has completed hundreds if not thousands of traffic impact analyses in her career.

Ms. O'Rourke is well versed in many facets of transportation planning to include large scale traffic studies, small project traffic studies, transit planning, long range projections, corridor planning, freight logistics, hurricane preparedness and regional and local planning. In addition to the transportation planning side, Ms. O'Rourke provides conceptual design and various engineering design components to include maintenance of traffic, signal design and signing and striping that allow her to more fully understand the impacts of the project she works on and the cost to her clients. Ms. O'Rourke is supported by Mr. James L. Kemp, I.E. and Mrs. Hernandez on AutoCAD.

### **Representative Projects**

**Municipal Support** – Ms. O'Rourke has provided traffic engineering and review for many agencies to include; City of Okeechobee through LaRue Planning, City of Stuart, Town of Jupiter and Palm Beach County.

**Signal Design** - Ms. O'Rourke has provided signal warrants, signal design and signal modifications for several intersections in Martin County and the Treasure Coast. Preliminary design was prepared for US 1 and Olympus Street. Signal modifications were submitted for Gatlin/Brescia, Haverhill/Century Village. Signal warrant analyses were provided at Savannah/Cedar Street, SR-76/New Driveway, US 1/Windemere and Northlake/Driveway 7.

**Maintenance of Traffic** - Ms. O'Rourke has provided maintenance of traffic plans to include 15 sheets for SR 70 in St. Lucie County for the widening of SR-70 and small plan sets for the Chasing Caterpillars Triathlon. Ms. O'Rourke is also the project manager and on-site coordinator for the traffic management plan for the Okeechobee Music Festival. This project involves the development of a loading and unloading plan to and from the festival for approximately 40,000 attendees. The plan involves the development of a series of directional location signs to help guide the patrons to their destination. Ms. O'Rourke coordinated with the county and local law enforcement personnel to staff critical intersections, during the arrival and departure periods. Ms. O'Rourke was also responsible for the Maintenance of Traffic plan at the key intersections, acquiring all necessary signs as well as secure all necessary permits for the signs and lane closures through the FDOT and Turnpike.

**Traffic Analysis:** O'Rourke Engineering & Planning completed the traffic analysis of the proposed land use plan amendment for a change of 3,375 acres from a combination of commercial and agriculture to a special mixed-use land use category. The parcels affected by the land use plan amendment are located on Citrus Boulevard in Martin County, Florida. The transportation impacts were addressed using industry Art Plan and HCS Streets. The project included conducting traffic counts at 14 locations.

**Access and FDOT Coordination - District Four** - Ms. O'Rourke routinely coordinates with District Four on projects to include; the development review, Pre-application meetings and Variance hearings and design review.

### **Education**

Bachelor of Science, Engineering Science, Vanderbilt University

### **Registration**

Registered Civil Engineer, Florida,  
Registered Civil/ Traffic Engineer, California (former)

### **Affiliations**

Member Institute of Transportation Engineers  
Member Women's Transportation Seminar  
City of Stuart LPA

### **Work Experience**

Vanderbilt University, Traffic and Parking, 1982-1985  
Kimley-Horn and Associates, (KHA) Analyst, West Palm Beach, 1985-1989  
O'Rourke Engineering, 1989-2000  
RBF/O'Rourke Engineering 2001  
Susan E. O'Rourke, P.E., Inc. DBA O'Rourke Engineering & Planning 2001-present



**Hobe Sound Environmental Consultants Inc.**

**9512 SE Duncan Street**

**Hobe Sound, Fl. 33455**

**(772)545-3676, E-mail: bobhsenv@gmail.com**

## **Robert L. Weigt**

### **Professional Experience**

May 2012 to  
present

#### **Hobe Sound Environmental Consultants, Inc.**

##### ***Hobe Sound, Florida***

*Chief Executive Officer and Owner.* Responsible for project execution of environmental projects that require services including: comprehensive pre-permitting environmental site assessments and feasibility studies; site selection and pre-master planning analysis; endangered/threatened species surveys; seagrass surveys; environmental assessments (EA); and environmental impact statements (EIS) and stormwater treatment area (STA) planting plans. Also responsible for project execution of wetland delineation; wetland permitting; mitigation design; mitigation construction management; mitigation monitoring; 404(b)(1) compliance; environmental permitting and compliance monitoring for applications with Federal, State, regional, and local environmental agencies. Responsible for aspects of project management, graphic design, and technical writing. Holds Florida Fish and Wildlife Conservation Commission authorized gopher tortoise agent permit number GTA-09-00153D.

October 1993 to  
May 2012

#### **R. L. Weigt Environmental Consultants, Inc.**

##### ***Hobe Sound, Florida***

*Chief Executive Officer and Owner.* Responsible for project execution of environmental projects that require services including: comprehensive pre-permitting environmental site assessments and feasibility studies; site selection and pre-master planning analysis; endangered/threatened species surveys; seagrass surveys; environmental assessments (EA); and environmental impact statements (EIS). Also responsible for project execution of wetland delineation; wetland permitting; mitigation design; mitigation construction management; mitigation monitoring; 404(b)(1) compliance; environmental permitting and compliance monitoring for applications with Federal, State, regional, and local environmental agencies. Responsible for aspects of project management, graphic design, and technical writing.

January, 1986 to  
October 1993

#### **CZR Incorporated**

##### ***Jupiter, Florida***

*Environmental Manager.* Senior biologist responsible for wetland delineation, permitting, mitigation designs, monitoring, endangered species surveys, environmental assessments, water quality studies, siting of landfills, water and wastewater facilities, and DRI and PUD development assistance. Administrative responsibilities included scheduling 15 professional staff members and oversight of large company projects.

August 1983 to  
January 1986

#### **Stottler Stagg and Associates, Architects, Engineers, and Planners, Inc.**

##### ***Cape Canaveral, Florida***

*Senior Biologist.* Responsibilities included site assessments, water quality assessments, feasibility studies, DRI and PUD development assistance, wetland permitting, wetland mitigation and monitoring, and endangered species surveys.

January 1979 to  
August 1983

**Missimer and Associates, Inc.**

***Cape Coral, Florida***

*Hydrologist/Geologist/Senior Biologist.* Responsibilities included dredge and fill permitting, water quality studies, heavy metal and pesticide sampling of monitoring wells, and environmental assessments.

December 1976  
to January 1979

**Lee County Health Department, Environmental Laboratory**

***Fort Myers, Florida***

*Biologist III.* Responsible for the daily operation of the laboratory facility. Conducted water quality analysis of natural bathing beaches, public and private water treatment facilities, wastewater facilities, and studies of hazardous waste spills within Lee County. Analysis included heavy metals, bacteria, herbicides, pesticides, and other standard water quality procedures. Responsible for the laboratory quality assurance program and laboratory certification.

**Education**

1974 to 1976

***Florida Institute of Technology***

***Melbourne, Florida***

Masters of Science, Biology/Marine Biology

1971 to 1974

***Western Illinois University***

***Macomb, Illinois***

Bachelors of Science, Zoology/Biology

**Professional Affiliations**

*Florida Certified Environmental Assessor, License #CFEA 118*

*Registered Environmental Property Assessor, License #REPA 5572*

*National Association of Environmental Professionals*

*Florida Association of Environmental Professionals*

*American Fisheries Society*

*Florida Native Plant Society*

*Gopher Tortoise Council*

*Professional Association of Diving Instructors, License #641*

*Python Challenge, 2016, Florida Fish and Wildlife Conservation Commission*

*Authorized Gopher Tortoise Agent Number GTA-19-00153D*



**Hobe Sound Environmental Consultants Inc.**

**9512 SE Duncan Street**

**Hobe Sound, FL 33455**

**(772)545-3676, E-mail: bobhsenv@gmail.com**

**Freda R. Posin**

**Professional Experience**

May 2012 to  
present

**Hobe Sound Environmental Consultants, Inc.**

***Hobe Sound, Florida***

*Senior Environmental Specialist, Senior Project Manager.* Responsible for environmental site assessments and feasibility studies; endangered/threatened species surveys, wetland delineations; wetland permitting and mitigation monitoring. Specializes in Environmental Resource Permitting and 404(b)(1) issues and compliance. Additionally responsible for environmental permitting for applications with Federal, State, regional, and local environmental agencies, gopher tortoise relocation permitting, project management, graphic design, technical writing and quality control.

March 2004 to  
May 2012

**R.L. Weigt Environmental Consultants, Inc.**

***Hobe Sound, Florida***

*Senior Environmental Specialist, Project Manager.* Responsible for environmental site assessments and feasibility studies; endangered/threatened species surveys, wetland delineations; wetland permitting and mitigation monitoring. Specializes in Environmental Resource Permitting and 404(b)(1) issues and compliance. Additionally responsible for environmental permitting for applications with Federal, State, regional, and local environmental agencies, gopher tortoise relocation permitting, project management, graphic design, technical writing and quality control.

August, 1999 to  
November 2003

**C&N Environmental Consultants, Inc.**

***Jupiter, Florida***

*Senior Biologist/Project Manager/Quality Control.* Project manager/ senior biologist for all phases of local, state and federal environmental permitting, including environmental assessments, wetland determinations, submerged resource surveys and design and construction management of wetland restoration/creation/mitigation projects. Additionally responsible for coordination with government agencies, project management, and technical writing. Also responsible for quality control of written documentation for entire professional office staff.

September 1998 to  
August 1999

**Land Design South, Inc.**

***West Palm Beach, Florida***

*Biologist/Project Manager.* Responsibilities included site assessments,, wetland mitigation and monitoring, endangered species surveys, as well as all phases of local, state and federal environmental permitting. Also involved in mitigation, restoration and/ or enhancement of uplands and wetlands. Also designed and monitored littoral zones.

May 1989 to  
September, 1998

**Zuckerman Household**  
**Jupiter, Florida**

*Mother.* Responsibilities included care and raising of two lively sons. Also ran a small antiques business as well as a native wildflower nursery (Florida Wildflowers, Inc.).

February, 1987 to  
May 1989

**The Nature Conservancy's Blowing Rocks Preserve**  
**Tequesta, Florida**

*Director.* Responsible for overseeing the east side barrier island restoration, staff management and daily maintenance of the preserve. Designed and oversaw construction of new pathway and parking lot hammock. Obtained bids for and oversaw construction of dune crossovers and wrote language for signage. Also established and ran public education programs and volunteer programs which included office work, exotic plant species control, beach clean-ups and sea turtle walks and monitoring.

1985-1991

**Florida Wildflowers, Inc.**

*Lake Worth, Florida*

*President.* Locate, identify and propagate native Florida wildflowers.

1985-1987

**Plants for Tomorrow, Inc.**

*Boynton Beach, Florida*

*Botanist.* Responsible for locating, identifying and harvesting Florida native plants, running germination tests, developing Native Plant Information Sheet and planning public relations activities for promotion of native plant market. Editor of premier and second year issues of the Florida Native Plant Society's Plant and Service Locator.

1979-1983

**EDUCATION**

**Florida Atlantic University**

*Boca Raton, Florida*

Bachelors of Science, Botany/Ecology

1983-1985

**Florida Atlantic University**

*Boca Raton, Florida*

Completed course work for Masters of Science, Emphasis in Botany and Ecology

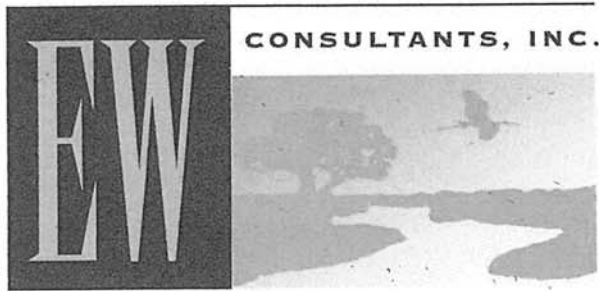
**PROFESSIONAL AFFILIATIONS**

*National Association of Environmental Professionals*

*Florida Association of Environmental Professionals*

*Environmental Professional of Florida*

*Florida Native Plant Society*



## Edward R. Weinberg

President

### Education

1987	Florida Institute of Technology Master of Science in Oceanography	Melbourne, FL
1985	St. Bonaventure University Bachelor of Science in Biology <i>cum laude</i>	St. Bonaventure, NY

### Certification

Certified Professional Wetland Scientist #000670  
U.S. Army Corps of Engineers Certified Wetland Delineator,  
Jacksonville District

### Experience

1997 – Present	EW Consultants President	Stuart, FL
1987-1997	Kimley-Horn and Associates Project Scientist, Project Manager, Associate, Shareholder Office Manager – Stuart Office	Stuart, FL

### Professional Affiliations

Florida Academy of Sciences  
Society of Wetland Scientists  
National Association of Environmental Professionals  
Florida Association of Environmental Professionals  
American Water Works Association  
American Membrane Technology Association  
Treasure Coast Builders Association

### Civic Activities

St. Lucie River Initiative, Board of Directors  
Business Development Board of Martin County, President 1999-2000  
Martin County Leadership, Class of 1992-93  
Economic Council of Martin County, 1995-present, Chairman 2007



## Arnaud C. Roux

## Environmental Scientist

### Education

2004	Florida Institute of Technology Master of Science in Environmental Resource Management	Melbourne, FL
2003	Florida Institute of Technology Bachelor of Science in Environmental Science	Melbourne, FL

### Experience

2005 – Present	EW Consultants, Inc. Environmental Scientist	Stuart, FL
2004 – 2005	Canaveral Port Authority Environmental Staff Intern	Cape Canaveral, FL

### Professional Affiliations

2005 – Present	Florida Association of Environmental Professionals Member - Treasure Coast Chapter
2012 – 2015	President - Treasure Coast Chapter
2005 – Present	Society of Wetland Scientists Member
2015 – Present	Certified Professional Wetland Scientist #2549
	PADI Open Water SCUBA Certified

### Relevant Training

2006 & 2013	Hydric Soils 3-day Course – University of Florida (Instructor: Wade Hurt)
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### Civic Activities

Martin County LEADERship, Class 20 – (2009-2010)



### Key Qualifications

Peter G. Andersen has 20 years of experience in the Geotechnical Engineering and Materials Testing field. Peter worked at an international Geotechnical and Environmental Consulting firm from 1997 through 2006 (Ardaman & Associates, Inc.) where he served as Project Engineer for the development of recommendations for site preparation and foundation design for projects throughout South Florida and outside of the United States including numerous low- and high-rise structures, bridges, piers, buried structures, transmission towers, silos, roadways, drainage structures, off-shore mooring facilities, sea walls, retaining walls, anchoring systems, excavation bracings, underpinning measures, dams and levees. From 2002 through 2006, he served as Senior Project Engineer and Assistant Branch Manager where in addition to the above listed responsibilities, he was in charge of planning and supervision of field and laboratory geotechnical exploration programs for both public and private sector clients. Currently, Peter serves as the Principal Geotechnical Engineer for Andersen Andre Consulting Engineers, Inc.

### Project Experience

Aside from traditional geotechnical projects, Peter has worked on several state mandated land condemnation projects on properties bordering the Everglades Stormwater Treatment Areas (STA's), performed quarry (ore) assessment studies, wetland mitigation projects, environmental assessments, and worked on forensic structural investigations using destructive and non-destructive testing techniques. Additionally, Peter has performed structural inspections of reinforcing steel and prestressed structural members (single/double keyway decks, piles, etc.). Peter also has significant experience providing geotechnical engineering consulting services on roadways. Below are a few representative Martin County projects on which Peter provided Geotechnical consulting:

- ☐ Green River Parkway (Southern Extension), from Jensen Beach Blvd. to S.R. 707
- ☐ Willoughby Boulevard, from Monterey Road north to U.S. Highway 1
- ☐ SR 714 Planned Improvements, from FL Turnpike to Citrus Boulevard
- ☐ Tropical Farms/Phipps Park Stormwater Treatment Areas (STAs)
- ☐ Council on Aging - Martin County
- ☐ Danforth Creek STA
- ☐ Kitching Creek STA
- ☐ Manatee Creek STA
- ☐ Martin County Administration Center Parking Lot Improvements
- ☐ Martin County Transit Depot
- ☐ Cove Road and Atlantic Ridge Intersection Signalization
- ☐ Windemere Drive at U.S. Hwy. 1 Intersection Signalization
- ☐ All American Ditch Drainage and Water Quality Improvements

### Education

- Master of Engineering in Geotechnical Engineering, University of Florida, 1997
- Bachelor of Science in Civil/Structural Engineering, Technical University of Denmark, 1995

### Professional Registrations

- Professional Engineer, State of Florida Registration No. 57956

### Professional Affiliations

- Florida Engineering Society
- Danish Engineering Society
- National Society of Professional Engineers
- Florida Institute of Consulting Engineers
- Geotechnical and Materials Engineering Council, Secretary 2005-2006

### Contact Information

Andersen Andre Consulting Engineers, Inc. (AACE)  
834 SW Swan Avenue  
Port St. Lucie, Florida 34983  
Ph. (772) 807-9191  
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website: [www.AACEinc.com](http://www.AACEinc.com)  
email: [PAndersen@AACEinc.com](mailto:PAndersen@AACEinc.com)



## Key Qualifications

David P. Andre has been performing Geotechnical Engineering, Construction Materials Testing and Environmental Consulting since 1993. David gained extensive and varied experience during his employment with an international Geotechnical and Environmental Consulting firm where he was Branch Manager for operations in the Port St. Lucie office from 2000 through 2006 (Ardaman & Associates). In addition to managing a staff of 19 engineers, environmental scientists, field and laboratory technicians and administrative personnel, David was responsible for all regional environmental and geotechnical engineering projects as well as construction materials testing services, and oversaw all office operations, including proposal preparation, report review (signing and sealing), invoicing and collections. David then co-founded Andersen Andre Consulting Engineers in 2006. He is currently responsible for construction materials testing programs, environmental consulting, supporting the geotechnical division, as well as invoicing and on-going business management (including the management of AACE's public sector clients and continuing service contracts).

## Project Experience

During his engineering career, David has served as contract manager for continuing service contracts for the Martin County, City of Port St. Lucie, Martin County School Board, St. Lucie County, Okeechobee County, Indian River County, Indian River State College and the City of Fort Pierce. Additionally, David has served as Project Engineer for the development of recommendations for site preparation and foundation design for projects throughout Southeast Florida including numerous publicly and privately owned structures, roadways and bridges. He has also served as senior geotechnical consultant on numerous public utility projects. Below are several projects within Martin County for which David has provided Geotechnical Engineering and/or testing services:

- ☐ Martin County Transit Depot
- ☐ Warner Creek/Leilani Heights Drainage Improvements
- ☐ Rio Stormwater Treatment Improvement Project
- ☐ Manatee Creek Drainage Improvements and Denitrification Bed Construction
- ☐ Willoughby Boulevard Extension (from Monterey Road to U.S. Hwy. 1) - Stuart, Florida
- ☐ Citrus Boulevard (a.k.a. Western Palm City Corridor) - Palm City, Florida
- ☐ Twin Rivers Public Park
- ☐ Viesel Bio-Fuel - Post Fire Remedial Services
- ☐ Beau Rivage Estates Emergency Culvert Replacement

## Education

- Bachelor of Science, Environmental Engineering, University of Florida, 1993
- Post Graduate Geotechnical Engineering Courses, University of Central Florida, 1997

## Professional Registrations

- Professional Engineer, State of Florida Registration No. 53969

## Professional Affiliations

- Florida Engineering Society (Member 1995 to Present)
- Treasure Coast Chapter Engineer of the Year (2006)
- Treasure Coast Chapter Young Engineer of the Year (2002)
- Chapter Secretary (2002)
- Chapter Vice President (2003-2004)
- Chapter President (2005)
- State Director (2008 - 2011)
- Member - National Society of Professional Engineers (1995 to Present)
- American Society of Civil Engineers (1995 to 2005)
- Florida Institute of Consulting Engineers (1998 to Present)
  - Membership Services Committee Member (2003-2005)
  - Professional Practices Committee Chairman (2005 to 2008)

## Contact Information

Andersen Andre Consulting Engineers,  
Inc. (AACE)  
834 SW Swan Avenue  
Port St. Lucie, Florida 34983  
Ph. (772) 807-9191  
Fx. (772) 807-9192  
website: [www.AACEinc.com](http://www.AACEinc.com)  
email: [Dandre@AACEinc.com](mailto:Dandre@AACEinc.com)

*Resumé of*  
**MITCH WALKER**



EDUCATION:

- A.A. Criminology - Miami Dade Community College 1980
- B.S. Zoology - Humboldt State University 1987
- M.S. Construction Management - Florida International University 2003
- Certified Commercial/Residential/Golf Irrigation Designer (CID) – Irrigation Association
- Certified Landscape Water Auditor (CLIA) – Irrigation Association
- Certified Golf Irrigation Auditor (CGIA) – Irrigation Association
- Certified Irrigation Contractor (CIC) – Irrigation Association

YEARS EXPERIENCE: 30+ years

WORK EXPERIENCE:

- 1995 TO PRESENT – President of Masuen Consulting LLC – An outdoor water management focused design, consulting, and management firm servicing the Golf, Landscape, and Agricultural Industries, worldwide.
- 1987 to 1995 – President of Walsuen Enterprises Inc., a Site, Landscape and Irrigation design/build/management/consulting company in Sacramento, CA.

PROFESSIONAL ORGANIZATIONS:

- Professional Member American Society of Irrigation Consultants (ASIC)
- Corporate Member of The Irrigation Association (IA)
- Environmental Protection Agency (EPA) Water Sense Partner
- American Rain Water Catchment Systems Association (ARCSA)
- Corporate Member of the U.S. Green Building Council (USGBC)

**Resumé of**  
**JUDY JENSEN**



**EDUCATION / PROFESSIONAL:**

- Associate of Arts in General Education, (with Honors), Daytona State College, 2003
- Associate of Applied Science in Architectural & Building Technology, (with Honors), Advanced Technology Center at Daytona State College, 2005
- Certified Landscape Irrigation Auditor (CLIA) – Irrigation Association, 2006
- Certified Golf Irrigation Auditor (CGIA) – Irrigation Association, 2008
- US Green Building Council LEED AP, 2008
- Certified Irrigation Designer, Commercial, 2011
- Licensed Irrigator, Texas #LI0023996, 2018

**WORK EXPERIENCE:**

- September 2005 – Present – Masuen Consulting, LLC
- Water Resource Consultant– Responsibilities include training new designers, water conservation consulting, LEED consulting and design, irrigation design, & project design coordination.

**PROJECTS:**

- Port St Lucie Botanical Gardens, Port St Lucie, FL
- Brickell Park, Miami, FL
- 1111 Lincoln Road Penthouse, Miami, FL
- Apogee, Miami, FL
- Jade Signature, Sunny Isles, FL
- Century Village East, Deerfield Beach, FL
- Talmadge Lofts, Savannah, GA
- Broward County Convention Center (LEED), Broward County, FL
- Element Hotel (LEED), Miami, FL
- Headquarters Honda (LEED), Clermont, FL
- Nova Southeastern University Oceanic Center (LEED), Dania Beach, FL
- City Furniture (LEED), Cutler Bay, FL
- Perry Hotel Remodel (LEED), Miami, FL
- Texas A & M Teaching Garden Complex, College Station, TX
- Tulsa Botanical Gardens, Tulsa, OK

**PROFESSIONAL ORGANIZATIONS:**

- Corporate Member of United States Green Building Council (USGBC)
- Professional Member of The Irrigation Association (IA)
- WaterSense Partner

**Water Resource Professionals    Design • Consult • Manage**  
642 Yates Rd., Newport, WA 99156  
866-928-1533 tel 800-928-1534 fax

**DANIEL K. DEIGHAN, MAI**  
**FLORIDA STATE-CERTIFIED GENERAL APPRAISER #RZ244**  
**PROFESSIONAL QUALIFICATIONS**

**Professional Designations**

**MAI** American Institute of Real Estate Appraisers [now known as the Appraisal Institute]  
Daniel K. Deighan has completed the requirements of the continuing education program of the Appraisal Institute including all ordinary, normal and required courses and seminars.

**Professional Experience**

State-Certified General Appraiser, Florida, #RZ244; Member of the Appraisal Institute

2004-Present Deighan Consultants, Stuart, Florida  
1982-2004 Licensed Broker and Owner of Deighan Appraisal Associates, Inc., Stuart, Florida  
1980-1982 Broker-Salesman and Appraiser, Geisinger Realty, Inc., Stuart, Florida  
1971-1981 President, Deighan Real Estate, Inc., Lake Placid, New York  
1967-1971 Chief Appraiser, John M. Wilkins, MAI, Lake Placid, New York  
1966-1971 Review Appraiser, NY State Dept. of Mental Hygiene  
1965-1966 Staff Appraiser, NY State Dept. of Transportation

**Qualified as Consultant Appraiser with the Following Agencies/Authorities and Utilities**

FL Dept. of Environmental Protection and FL Communities Trust; South Florida Water Management District; FL Dept. of Revenue; FL Dept. of Transportation; FHA; US GSA [General Services Admin.]; Veterans Admin.; Martin County; St. Lucie County; Palm Beach County; Florida Power & Light; US Bureau of Census; FL Turnpike Authority; BellSouth; Cities of Stuart, Port St. Lucie, and Fort Pierce; Treasure Coast Regional Planning Council

**Private-Industry Appraisal Clients [Partial List]**

**Local** – First Peoples Bank; Riverside National Bank; First National Bank & Trust; Coldwell Banker Co.; Bank of Indiantown; Wachovia; Harbor Federal; Palm Beach Bank & Trust; Martin Memorial Hospital

**National** -- American Oil Company; McDonald's Corp.; Mobil Oil Company; Walgreen's; Shell Oil Company; Texaco, U.S.A.

**Property Types Appraised [Partial List]**

Automobile dealerships, citrus groves, gas stations, power centers, mini-power centers, all forms of commercial space including restaurants and banks, all forms of residential uses including subdivisions, apartment complexes, mobile home parks, and condominiums, hospitals, resorts and hotels/motels, mines, numerous easements including conservation and power line, wetlands, batch plants and other heavy industrial uses, industrial subdivisions, schools, leasehold interests, and riparian rights.

**Expert Witness Testimony:** Circuit Courts of Volusia, Indian River, St. Lucie, Martin, Palm Beach, Broward, and Miami-Dade counties, Florida; New York State Court of Claims and Supreme Court; and before various Commissioners on tax assessment cases.

**Educational Background**

- ° Bachelor of Arts Degree, Siena College, Loudonville, NY, 1965
- ° All required and necessary continuing education courses to achieve and maintain MAI.° Taught Real Estate Principles, Practices and Law (REE 1000) course at Indian River Community College, Ft. Pierce, Florida.
- ° Guest Lecturer, University of Florida
- ° Guest Lecturer, Florida Association of Realtors

**Professional Association**

- ° MAI
- ° Former Chairman, Grievance Committee, Stuart Board of Realtors.
- ° Past President, Economic Development Council of Martin County
- ° Past President, Tri-County Tec, Martin County

# **Wojcieszak & Associates, Inc.**

Consulting Engineers

P.O. Box 2528  
Stuart, FL 34995

833 E. 5<sup>th</sup> St.  
Stuart, FL 34994

## **KEY PERSONNEL**

**DAVID A. WOJCIESZAK, P.E., CIAQP, LEED AP, QCS-P**

**PRESIDENT**

In 1982, David founded Wojcieszak & Associates, Inc. to fill a void on the Treasure Coast for engineering services. His mission is to improve communities by offering sound technical advice based on good engineering judgment and professional experience. His design philosophy is to design systems and offer solutions that are sustainable, energy efficient and maintainable.

**DARCEE A. MCANINLEY, P.E., CIAQP**

**SENIOR ENGINEER**

In 1995, Darcee joined Wojcieszak & Associates, Inc. to further her goal to do her part to reduce pollution. She strives to design systems that run at peak efficiencies, and have the flexibility to be modified with changing demands. Her business philosophy is to educate clients so that they have the tools to make responsible decisions that promote sustainability and owner satisfaction.

**TIMOTHY MCCONKEY**

**ELECTRICAL DESIGNER**

In 1995, Tim joined Wojcieszak & Associates, Inc. to enhance his architectural background with electrical design. He focuses on finding ways to comply with energy code. This requires knowledge of how to achieve the required energy efficiencies by proper fixture selection and the implementation of energy management systems.

**LYNNE D. CROSSAN**

**PLUMBING DESIGNER**

In 1998, Lynne joined Wojcieszak & Associates, Inc. to continue her career path in construction. She is continually looking for ways to improve system layout to achieve higher efficiency while keeping control of budgetary constraints.



## TAB 2: OPERATIONAL PLAN / TASK APPROACH

**CAPTEC Engineering, Inc** will approach the project in the following manner:

Upon project assignment by the Village of Indiantown, CAPTEC will **assign a Project Manager to research** the project to determine and provide an accurate Scope of Services for Village staff review. In the past, CAPTEC has gone as far as complete field reconnaissance and surveying by our inspectors to ensure an accurate scope of services is provided to our Clients. We recognize that requesting approval for additional services, after a contract is awarded, is not acceptable to any municipalities.

Staffing will depend on the civil engineering discipline for each project assigned. CAPTEC will utilize its full source of Project Managers and technicians to match the various expertise required for each project. **CAPTEC's Quality Control** will be completed by Mr. Joseph Capra, P.E.

**CAPTEC staff will be involved** with the roadway, signal, traffic, storm water, utility, marine and bridge design components of the projects. CAPTEC staff will provide our design and modeling services to our Sub-Consultants. We will utilize professional Sub-Consultants that we have worked with, in the past and are confident in their design capabilities and their commitment to complete the project on time and within budget. We have chosen sub-consultants that have also worked in Western Martin County and are familiar with FDOT requirements.

CAPTEC will utilize the services of the following local firms: Betsy Lindsay, Inc., GCY, Inc. and NorthStar Geomatics, Inc. for surveying services; Andersen Andre Consulting Engineers for geotechnical services; Hobe Sound Environmental Consultants, Inc. and EW Consultants, Inc. for environmental services; MacKenzie Engineering & Planning and Susan O'Rourke for traffic engineering services and TRC Worldwide Engineering, Inc. for structural engineering. We can use other local firms if desired by the Village. CAPTEC will choose Sub-Consultants that have the most knowledge of a project area and that will provide the best value for the Village.

**CAPTEC staff works in a professional environment with the latest technology** and updated hardware / software. Our firm constantly strives to provide a more efficient design and new state-of-the-art design and construction techniques. For example, in the past we have completed many storm water stabilization projects utilizing all types of geotechnical improvements. We learned how to qualify the specifications, to make sure the material works, thereby avoiding maintenance issues. Our designs always consider the maintenance aspects of a Client's project.

In our arrangement of office personnel, we always match experienced personnel with new employees. We recognize that experience and training is very important for the success of all projects. We also make sure that all work is Quality Controlled by separate experienced, registered, professional individuals.

**CAPTEC begins all projects start with a kick-off meeting** with the Village of Indiantown staff, CAPTEC staff and Sub-Consultants. All projects are monitored through our weekly staff meeting, and are tracked with a Project Status Report (attached), that records all work and communications on the project. This is completed by the Project Coordinators for each project. The project research is the first item of activity which is then followed by the conceptual designs and modeling and the review by the

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regulatory agencies. Once the improvements are recommended, CAPTEC will then confirm the cost is acceptable within the Village of Indiantown budget (see Financial Tab). Upon discussions with the Village of Indiantown, the final designs and permitting will be completed. We recognize the urgency to permit projects so they can be built to fix a problem, but also many grant funds require completion in a limited time frame. CAPTEC is experienced with local Municipal Bid procedures. In the contract preparation phase, CAPTEC will utilize its experienced staff of CEI personnel to make sure the specific projects are bid properly. During the Construction Phase, our staff will take pictures, prepare daily field reports, review all test results, review all payments and confirm all lien releases. **CAPTEC is familiar with local Municipal Contractual requirements** and procedures to make sure extra costs are not incurred by the Village. Upon completion of the project, CAPTEC is familiar with the certification requirements and works expeditiously to complete the grant close out for projects.

**CAPTEC's experience in working to complete projects on time and within budget is an achievement we consider a requirement of our services.** We will continually strive to exceed the Village of Indiantown's goals and requirements.

Relative to maintaining schedules and methods utilized to recover from Contractor delays, CAPTEC's constant engagement, weekly project review and documentation with reminders, help maintain the project schedule. CAPTEC has proven that **Constant Project Monitoring** is how we achieved the completion of the many projects like the Colorado Avenue Project, which was completed within a timeframe that did not significantly disrupt the public and within the project budget.

**CAPTEC is constantly involved with infrastructure improvements** on the Treasure Coast which allows CAPTEC to know accurate costs. During the design phase, CAPTEC will check cost with the Contractors, to make sure the project is accurately analyzed. All of CAPTEC's projects are value-engineered by our staff and the Contractor. During the design, permitting and construction phases, CAPTEC is constantly trying to save money on the completion of the project. During the Design phase, our staff discusses projects on a weekly basis with Gary Jones, our Director of Construction Services to confirm the project can be built properly and in the most efficient manner. Therefore, all projects receive a constructability review. Maintaining an open minded attitude, during the design and construction phases, help complete quality projects in a timely manner and within budget.


At our weekly meetings, all projects are documented with meeting minutes to help CAPTEC track and control project cost. CAPTEC has computer scheduling software to monitor the projects and in addition experienced personnel know the needs of a project. **All projects will have 20 to 30+ year experienced personnel on the job.** Relative to lines of communication, our design team which consist of a Project Manager, a Technician and a Project Coordinator will be constantly in communications with the Village Project Manager and staff.

At the beginning of the project, the Project Manager will establish the lines of communication preferred by the Village. **CAPTEC's Project Coordinators will complete weekly updates and complete Project Status Reports on all projects**, which monitor the initial research information provided by the Sub-Consultant, the technicians deadlines, the status of Permitting, the Bidding of the contract, the Pre-Con Meeting schedule, the shop drawing reviews, the Contractor inspections, the as-built completion, the final certifications, the final payments made to Contractors, and the collection of grant funds. CAPTEC's local office is located within 30 minutes of the Village of Indiantown's Office. We will provide prompt attention to all projects and be readily available to respond to all Village staff comments.




### TAB 3: EXPERIENCES REFERENCES / PAST PERFORMANCE

The following 5 projects illustrate various disciplines of which CAPTEC has completed for other Municipalities on the Treasure Coast. These projects entail Stormwater/ Roadway/ Transportation/ Utility and illustrate a wide variety of municipal work. CAPTEC provides Civil Engineering Services for small and rural Communities.

<b>Client</b>	<b>Martin County Engineering Dept.</b>
Contact Name	Dianne Hughes, Project Manager
Address	2401 SE Monterey Road, Stuart, FL 34996
Phone Number	772-419-4080 email: <a href="mailto:dhughes@martin.fl.us">dhughes@martin.fl.us</a>
Nature of Work	<p><b><u>Martin County Savannas Regional Restoration Project Phase 1, Martin County, FL:</u></b> CAPTEC recently completed the review, analysis, model, cost estimates, and a report that provides model simulations of the proposed scenarios, for improvements to the regional system, located in the Savannas Preserve located within both Martin and St. Lucie County. Phase I of this restoration project provided an existing condition hydrological model, in an effort to identify and define areas deficient in typical Level of Service standards; delineate hydrologic watershed and sub-basins; identify current operational schedules and develop alternatives for operational flexibility; define habitat restoration, hydrologic and water quality needs; provided model simulations on proposed scenarios for improvements to the regional system; and prepared preliminary cost estimates and evaluations for each alternative plan. Specifically, in this Phase I component, the Water Management and Natural Systems Evaluation report allowed Martin County and the other stakeholders (City of Port St. Lucie/ Fort pierce/ St. Lucie County/ SFWMD/ FDOT/ FDEP) to adequately understand how the system currently operates and where opportunities are available for optimized water operations, restoration needs, water quality improvements, and flood level of service projects. This phased project focused on 1) alleviating community flooding 2) optimizing water management operations, 3) improving natural habitats and 4) improving water quality in the Savannas and the associated Indian River Lagoon watershed. <b>Project Dates: Jan. 2017 to April 2018.</b></p>
Phase 1 Construction Cost	<p>Consultant Fee: \$291,500.00</p> <p>N/A – Study to operate the Savanna Preserve for Stormwater Management</p> 


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<b>Client</b>	<b>Town of Ocean Breeze</b>
Contact Name	Pam Orr, Town Clerk
Address	1508 NE Jensen Beach Boulevard, Jensen Beach, FL 34957
Phone Number	772-334-6826 email: <a href="mailto:townofocceanbreez@bellsouth.net">townofocceanbreez@bellsouth.net</a>
Nature of Work	<p><b>Indian River Drive/ Town of Ocean Breeze, Jensen Beach, FL:</b> This project consisted of several phases; Initially CAPTEC completed feasibility study for the replacement of 142 septic tanks with sanitary sewers. The roadway, water/ sewer lines and stormwater improvements included design, permitting, utilities and construction engineering and inspection services for Ocean Breeze, Indian River Drive, the Community Center and Fitness Center. Phase 2 services included redesign of the Entrances including AutoTurn analysis for Tractor Trailers and Fire/ Emergency vehicle access, regrading plans for the Pickelball Court and Parking Area and the redesign for rerouting of the East Sanitary Sewer Services. The Indian River Drive phase, within the Town of Ocean Breeze, is maintained by Martin County. CAPTEC suggested adding traffic calming features to the roadway along with a stormwater treatment train retrofit due to its adjacent proximity to the Indian River. CAPTEC secured four different grants to build this project. The roadway, traffic calming, sidewalks, curbing, seawalls and stormwater treatment train improvements are completed and have been built on-time and within budget. <b>Project dates: June 2014 to August 2018</b></p>
Construction Cost	<p>\$6 Million Consultant Fee: \$1,000,000.00</p> 

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<b>Client</b>	<b>Indian Trail Improvement District (ITID)</b>	
Contact Name	Jay Foy, PE, District Engineer	
Address	13476 61 <sup>st</sup> Street North, West Palm Beach, FL 33412	
Phone Number	561-242-0109	email: <a href="mailto:jfoystormj@gmail.com">jfoystormj@gmail.com</a>
Nature of Work	<p><b>Indian Trail improvement District Traffic Calming, West Palm Beach, FL:</b>  Performed a traffic calming study within the M-1 and M-2 Drainage Basin and reviewed conceptual traffic calming measures at intersection locations within the district boundaries. There are 71 intersections included in this area. Reviewed the most recent traffic accident data available (within past 5 years) on these intersections and performed a visual field review and obtained photo documentation of the existing conditions. Based on the findings, prepared a traffic calming plan and draft report with conceptual traffic calming and/or safety improvements in the vicinity of these intersections. CAPTEC utilized the Traffic Counters/ Velocity equipment to measure traffic volume/ speed of roadways and to monitor traffic calming improvements for the effectiveness. These improvements included mid-block island / speed tables, roundabouts and raised median approaches at intersections with pavement marking enhancement. Attended public meetings to obtain feedback for the development of the final traffic calming plan. Currently working with ITID and Palm Beach County to obtain FDOT / Federal Grants to pay for these improvements unique to rural communities.  <b>Project dates: April 2014 to Present</b></p>	
Construction Cost	\$ 1,250,000.00	Consultant Fee: \$190,000.00
<b>Client</b>	<b>City of Stuart</b>	
Contact Name	Sam Amerson, PE, Past City Engineer Tim Voelker, PE Current City Engineer	
Address	121 SW Flagler Avenue, Stuart, FL 34994	
Phone Number	772-288-5332	email: <a href="mailto:tvoelker@ci.stuart.fl.us">tvoelker@ci.stuart.fl.us</a>
Nature of Work	<p><b>City of Stuart Riverwalk Boardwalk Extension, Stuart, FL:</b> Prepared the design, permitting, bidding assistance and construction engineering inspection services of a 10-foot wide, 450 linear foot boardwalk extension, located approximately 15 feet off the adjacent seawall running along the shoreline, between St. Lucie Avenue and Colorado Avenue. FDEP and ACOE permits were obtained. CAPTEC assisted the City of Stuart in securing a "FIND" grant. Mr. Capra and Mr. Tourjee, both former employees of Keith &amp; Schnars and are currently employed at CAPTEC, have completed the majority of the boardwalk and seawalls for the City of Stuart along the Downtown Riverwalk. This work included FDEP / ACOE standard boardwalk permitting and also included FDOT and FEC railroad permits for the Riverwalk.  <b>Project dates: Feb. 2014 - Dec. 2015</b></p>	
Total Project Cost	\$1 Million	Consultant Fee: \$112,660.00

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<b>Client</b>	<b>Town of Sewall's Point</b>
Contact Name	Pamela Walker, Town Manager
Address	1 S. Sewall's Point Road, Stuart, FL 34996
Phone Number	772-287-2455 ext. 12 email: <a href="mailto:pwalker@sewallspoint.org">pwalker@sewallspoint.org</a>
Nature of Work	<p><b><u>Town of Sewall's Point Stormwater and Roadway Improvements – Mandalay/ Marguerita; FEMA – Hurricane Debris Services, Stuart, FL:</u></b></p> <p>The Mandalay/ Marguerita project includes construction of a three-part BMP treatment train that includes: 1) an exfiltration/underground storage component that will collect sheet flowing rainwater from the Mandalay and Marguerita neighborhoods; 2) two outfall baffle boxes that will receive any excess rainwater that does not percolate into the groundwater table; and 3) a stormwater diversion from the baffle boxes to a vegetated wet retention area/stormwater treatment area along South Sewall's Point Road adjacent to the Mandalay and Marguerita subdivisions. The wet vegetated retention area will provide 3.20 ac-ft. of retention storage plus sediment removal prior to discharge. This stormwater system will provide water quality treatment for the sheet flowing rainwater that has historically collected on the roadways causing nuisance to severe flooding during major storms.</p> <p>The Town has no public works or engineering staff, therefore, relies on CAPTEC to fill those roles. During the preparation for impending storms, members of CAPTEC staff participated in staff preparation meetings and assisted with inspections of town facilities, preparation for onslaught and essentially served as adjunct to staff. Additional pre-storm activities include: emergency contractors notified, front-end loader staging at Town Hall and landfill. Post-storm activities include, initial public safety clearance north/south, infrastructure inspections of bridges/ roads/ pipes/ inlets/seawalls/parks/signs, debris removal monitoring.</p> <p><b>Project Dates: 1996 to Present</b> (Joseph Capra, PE, has been the Town Engineer)</p>
Construction Cost	\$ 2.2 Million (current) Consultant Fee: \$200,000.00

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### TAB 3: PROJECTED WORKLOAD

CAPTEC Engineering, Inc. typically provides municipal Cities and Counties with engineering services. We recognize the need to maintain professional engineering talent with expertise in Roadway/ Storm water/ Water/ Sewer/ Drainage/ Planning and Design Services. Our firm also recognizes when we need to utilize the most experienced Sub-Consultants with consistent performance to meet our Clients needs.

CAPTEC is conscious of future work projections and prepares them on a regular basis. At CAPTEC we have always hired staff to serve Client needs with additional back-up individuals who help to meet emergency deadlines as they develop. We currently have more than enough staff to complete our current and projected workloads. Our reputation over the past 22 years of business has been to meet or exceed our Clients' requirements for on-time and under-budget projects.

CAPTEC's current workload includes:

**City of Port St. Lucie Public Works:** Currently we are providing construction engineering inspection services for the Oakridge Drive Sidewalk project.

**City of Port St. Lucie Utility Systems Dept.:** McCarty Ranch and Southport Backbone 24" Force Main projects are in the design phase.

**City of Stuart:** All design projects are now complete except we are in the negotiation stage for Architectural Engineering & Hydrogeological Services for the Landfill site.

**Martin County Utilities:** All design projects are complete.

**Martin County Engineering Dept:** CAPTEC has several stormwater/ neighborhood drainage and parking lot expansion projects and the Mapp Road Town Center Design project that are in different design phases.

**St. Lucie County Public Works:** Christensen Road Culvert Replacement design and permitting is complete, and St. Lucie County Permitting and Telecommunications Registration projects are in the permitting phase.

**Town of Sewall's Point:** CAPTEC has on-going projects relative to storm water and roadway maintenance.

The Following is a rough estimate of the **availability** for various staff:

Employee	4th Qtr 2018	1st Qtr 2019	2nd Qtr 2019	3rd Qtr 2019	4th Qtr 2019	1st Qtr 2020	2nd Qtr 2020
Joseph W. Capra, PE	20%	20%	20%	20%	20%	20%	20%
Harold Tourjee	50%	75%	75%	75%	75%	75%	75%
Teri Andre, PE	35%	50%	50%	50%	50%	50%	50%
Dylan O'Berry, EI	40%	50%	70%	75%	75%	75%	75%
TJ Shaw, EI	40%	50%	75%	75%	75%	75%	75%
Gina Colonna	50%	75%	75%	75%	75%	75%	75%



## TAB 4: FAMILIARITY

**CAPTEC** personnel has been involved with Martin County infrastructure improvements since 1985. Within the Village of Indiantown, CAPTEC has completed drainage studies on the Rowland and Indiantown East West Canals, completed the subdivision infrastructure improvements and obtained the grant funding for the Carter Park Improvements, CAPTEC completed the preliminary design/ cost estimates for the Indian Town DRI to help set up the CDD. CAPTEC has completed numerous site improvements in Indiantown including the McDonalds, Dollar General store and the Catholic church. CAPTEC has assisted ITS on several utility relocations. The principle of CAPTEC – Joseph W. Capra P.E. was a former Board Member on the Indiantown Chamber of Commerce. CAPTEC is currently a member of the Indiantown Chamber of Commerce.

**CAPTEC** has provided similar engineering services that the Village of Indiantown may encounter. First, CAPTEC and its President, Joseph W. Capra, P.E., has provided development review services for the City of Stuart since 1997 and the Town of Sewall's Point since 1988. CAPTEC has completed many Municipal infrastructure improvements throughout the Treasure Coast such as; designing the City of Stuart's original Osceola Street's parking improvements, assisted in the Downtown Stuart's revitalization, completed numerous infrastructure improvements to local neighborhoods, such as the Frazier Addition, Frazier Crescent, Eldorado and Woodland Park Subdivision improvements. CAPTEC has completed the sanitary sewer and water main extensions as well as the IQ Main design and construction through East Stuart, across the City; from Dixie Highway to US 1 and to Willoughby Boulevard. We have completed many of these same services for SMRU and Martin County Utilities. CAPTEC personnel has completed the design and permitting for the Downtown Stuart Boardwalks. Also, CAPTEC staff permitted the boat ramps at the Timer Powers Park.

In the past 5-10 years, **CAPTEC** has successfully completed the Colorado Avenue improvements, the Kindred Street signal removal, the Shepard Park Seawall and Walkway, the 2<sup>nd</sup> Street to Colorado Avenue Boardwalk, and the Kindred Street / Johnson Avenue roadway, parking, and sidewalk LAP improvement project. CAPTEC has completed the Amerigo Avenue and Martin Health System's improvements at the Martin Memorial north facility within the City of Stuart. CAPTEC designed the LAP project for the East Ocean Boulevard Traffic Calming feature adjacent to Memorial Park.

Throughout Martin County, **CAPTEC** has completed the Citrus Blvd improvements from Martin County into Port St. Lucie. We have completed the Green River Parkway improvements, the McArthur Blvd. improvements, numerous signal and roundabouts in the Community. Our staff designed the Martin Grade roadway improvements and the reconstruction of the Barber Swamp Boardwalk for FPL.

**CAPTEC** has completed Hydrologic/ Hydraulic studies for 75% of the Outfall Basin's within Martin County. Many of these studies included Final Retrofit Improvement Plans with Grant Funding Acquisition and Implementation.

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**CAPTEC** recognizes that the St. Lucie River is extremely important to the Community's economy, quality of life, health and welfare. Our staff is actively involved in the SFWMD and ACOE issues with the Lake Okeechobee discharges. CAPTEC has completed numerous Basin analyses throughout the Treasure Coast to minimize discharges to the St. Lucie Estuary and the Indian River Lagoon.

**CAPTEC** recently set up the development review standards for the St Lucie County Micro Telecommunication permitting where we set up the application/ licensing procedures. We also set up a company to provide a digital program to complete and monitor the review process. St Lucie County will use these programs for all their permitting reviews.

**CAPTEC** is familiar with the Village of Indiantown drainage conditions, soil conditions, and utilities. CAPTEC has followed the SR 710 redevelopment wishes of the community. The CAPTEC staff is experienced and ready to begin working for the Village of Indiantown.



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## TAB 5: FINANCIAL ASSESSMENT

**CAPTEC Engineering, Inc.** has always approached projects with the plan to provide the most cost effective solution to the problem and recommends improvements with cost as a major factor. First, working for many Municipalities, we realize that we are utilizing Public Funds for projects and their use must be fully vested and respected. CAPTEC's financial decision making and judgment is superior because of the vast experience of our staff having worked throughout the Treasure Coast / Martin County and within the Village of Indiantown on major infrastructure projects, since the 1980's.

At CAPTEC, we start a project, listening to the Village Staff and understanding the Apparent Village Budget. This happens by attending the Village of Indiantown Meetings and hearing what direction the Village Staff get from their Board.

In preparing the CAPTEC fee budget, we list the tasks and itemize our expected costs. In most Municipalities, this information is shared with the staff and then we can confirm CAPTEC truly understands the Scope of Services. In the Development of Study Budgets verses Final Plan Preparation Budgets, the Village will find that CAPTEC has a significant amount of experience, to allow the Village the option to provide a Scope of Service that fits their Budget.

As an example, the Village may want to complete a study to improve upon the Village's Stormwater Management program. The Scope of this work can address the major tributaries within the Village that affects the Houses/ Businesses and Roadways. This is the first step and a regional model would show how and why there may be flooding and the solution. Our first step in the study process is to research and find existing information. CAPTEC already has Basin models on 2 of the major Village tributaries. There are also existing SFWMD permits that should be reviewed. The stormwater models would need to be updated, but with proper research and knowledge of problem areas, solutions can be provided in short order and on a limited budget. The process after research will still require analysis/ modeling/ conceptual designing/ cost estimating. Also, a report would be provided and public meetings would be held through this process.

However, if the Residents want to address localized flooding in their neighborhoods; this will require more localized inspection and surveying. Sometimes we can use existing surveys and Lidar data but the more specific work will be needed. If the problems are in several areas we could determine the severity of the problems and rank the projects before we spend allot of final design time.

It appears that the Village of Indiantown will want to be conservative with their initial engineering expenses and create CIP's and then resolve as finding becomes available.

CAPTEC works for many small Municipalities and cash flow is always a consideration in our planning. CAPTEC is very aggressive in pursuing grants to assist and leverage Village funds.

Once CAPTEC has a Contract, we will then prepare a conceptual plan to determine a cost estimate. CAPTEC is regularly bidding projects on the Treasure Coast and has current bid results that we utilize to provide the most recent cost. Current challenges in the Construction Cost Estimating have been due to a lack of Contractors with adequate staff. Therefore, recent projects have had limited bidders and the prices have escalated by over 20% in the past 5 years.

CAPTEC's Project Coordinator staff has also been aggressively pursuing bidders from around the Treasure Coast to attempt to get multiple bidders on projects.

CAPTEC will then review the cost estimates with the Village Staff to confirm what they want and can afford for the projects. Our spread sheets are prepared in Task Order whereby quantities and costs can be interchanged to determine the most efficient cost for the project. CAPTEC also will utilize its Construction staff to help Value Engineer projects during this phase of work, to give the Village options on the type of material and/or methods of construction.



On most Village projects, CAPTEC and Village Staff will have a Stakeholder meeting with Residents/ Business Owners to review the project. During these meetings, there may be comments provided by the attendees on adding project improvements. Again, CAPTEC will remind the Attendees that the project has a budget and there will need to be a follow-up meeting to discuss the additional work. From this meeting, CAPTEC will complete a conceptual sketch and digital cost estimate.

Again, as a result of this meeting, the Village Staff and CAPTEC can discuss the additional cost and consider phasing the project or look into Grant opportunities. Sometimes the Cost cannot be escalated and we determine a priority of specific items and present the program to the Stakeholders, making sure it fits into the Village Budget.

CAPTEC prepares final Design/ Permitting and Bidding Services with; constant Price updates, Quality Control reviews, Constructability reviews and Value Engineering to make sure the project is completed within Budget and on-Time. CAPTEC prefers staying involved with our projects from the design through post design phases to confirm projects meet the Project budgets. CAPTEC reviews all bid Tabulations to see how a project has been bid and compare what is the true cost of a Project. CAPTEC believes meetings with Contractors prior to signing a Contract is an important part of successful projects. This meeting will confirm that the Contractor knows, what will be expected on a project. Keeping "Cost in Check" during the construction phase is also very important and CAPTEC sometimes utilizes Shop Drawing Reviews and Regular Inspections on projects to help Value Engineer a project during the Construction Phase. All of these reviews and adjustments are completed with the Village Staff involvement.



## TAB 6: INSURANCE



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/22/2018

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

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

<b>PRODUCER</b> R V Johnson Agency, Inc. 2041 SE Ocean Blvd Stuart, FL 34996	<b>CONTACT NAME:</b> Katherine Nguyen - Ext. 206 <b>PHONE (A/C, No, Ext):</b> (772) 287-3366 <b>FAX (A/C, No):</b> (772) 287-4255 <b>E-MAIL ADDRESS:</b> knguyen@rvjohnson.com														
<b>INSURED</b>  Captec Engineering Inc 301 NW Flagler Avenue Stuart, FL 34994	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Argonaut Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Argonaut Insurance Company		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Argonaut Insurance Company															
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			121AE000003400	12/19/2017	12/19/2018	EACH OCCURRENCE	\$ 2,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input checked="" type="checkbox"/> Professional Liab						MED EXP (Any one person)	\$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY	\$
	AUTOMOBILE LIABILITY						GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PRODUCTS - COMP/OP AGG	\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						COMBINED SINGLE LIMIT (Ea accident)	\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
							PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
REI #02-2018 Professional Engineering Services

## CERTIFICATE HOLDER

## CANCELLATION

Village of Indiantown Village Offices  
16550 SW Warfield Blvd.  
Indiantown, FL 34956

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/22/2018

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

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

<b>PRODUCER</b> Tequesta Insurance Advisors, a Marsh & McLennan Agency 218 S US Hwy 1, Ste 300 Tequesta FL 33469		<b>CONTACT NAME:</b> James Gandour <b>PHONE (A/C, No, Ext):</b> (561) 746-4546 <b>FAX (A/C, No):</b> (561) 746-9599 <b>E-MAIL ADDRESS:</b> jgandour@MMA-FL.com	
<b>INSURED</b> Captec Engineering, Inc. 301 NW Flagler Avenue Suite 101 Stuart FL 34994		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Transportation Insurance Co. NAIC # 20494 <b>INSURER B:</b> Continental Casualty Co. 20443 <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** 18 GL**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			2071695956	02/28/2018	02/28/2019	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			2071695956	02/28/2018	02/28/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 0			6020199220	02/28/2018	02/28/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Village of Indiantown shall be listed as additionally insured for General Liability as required in written contract for the Professional Engineering Services (except for professional liability and workers comp insurance).

**CERTIFICATE HOLDER****CANCELLATION**

Village of Indiantown  
Village Offices  
16550 SW Warfield Blvd.  
Indiantown FL 34956

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

© 1988-2015 ACORD CORPORATION. All rights reserved.

**IMPORTANT: THIS ENDORSEMENT CONTAINS DUTIES THAT APPLY TO THE ADDITIONAL INSURED IN THE EVENT OF OCCURRENCE, OFFENSE, CLAIM OR SUIT. SEE PARAGRAPH C., OF THIS ENDORSEMENT FOR THESE DUTIES.**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**BLANKET ADDITIONAL INSURED ENDORSEMENT  
WITH PRODUCTS-COMPLETED OPERATIONS COVERAGE  
&  
BLANKET WAIVER OF SUBROGATION  
Architects, Engineers and Surveyors**

This endorsement modifies insurance provided under the following:

**BUSINESSOWNERS LIABILITY COVERAGE FORM  
BUSINESSOWNERS COMMON POLICY CONDITIONS**

**A. WHO IS AN INSURED (Section C.)** of the Businessowners Liability Coverage Form is amended to include as an insured any person or organization whom you are required to add as an additional insured on this policy under a written contract or written agreement; but the written contract or written agreement must be:

1. Currently in effect or becoming effective during the term of this policy; and
2. Executed prior to the "bodily injury," "property damage," or "personal and advertising injury."

**B.** The insurance provided to the additional insured is limited as follows:

1. That person or organization is an additional insured solely for liability due to your negligence specifically resulting from "your work" for the additional insured which is the subject of the written contract or written agreement. No coverage applies to liability resulting from the sole negligence of the additional insured.
2. The Limits of Insurance applicable to the additional insured are those specified in the written contract or written agreement or in the Declarations of this policy, whichever is less. These Limits of Insurance are inclusive of, and not in addition to, the Limits of Insurance shown in the Declarations.
3. The coverage provided to the additional insured within this endorsement and section titled **LIABILITY AND MEDICAL EXPENSE DEFINITIONS – "Insured Contract" (Section F.9.)** within the Businessowners Liability Coverage Form, does not apply to "bodily injury" or "property damage" arising out of the "products-completed operations hazard" unless required by the written contract or written agreement.

**4.** The insurance provided to the additional insured does not apply to "bodily injury," "property damage," "personal and advertising injury" arising out of an architect's, engineer's, or surveyor's rendering of or failure to render any professional services including:

- a. The preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications by any architect, engineer or surveyor performing services on a project of which you serve as construction manager; or
- b. Inspection, supervision, quality control, engineering or architectural services done by you on a project of which you serve as construction manager.

**5.** This insurance does not apply to "bodily injury," "property damage," or "personal and advertising injury" arising out of:

- a. The construction or demolition work while you are acting as a construction or demolition contractor. This exclusion does not apply to work done for or by you at your premises.

**C. BUSINESSOWNERS GENERAL LIABILITY CONDITIONS – Duties In The Event of Occurrence, Offense, Claim or Suit (Section E.2.)** of the Businessowners Liability Coverage Form is amended to add the following:

An additional insured under this endorsement will as soon as practicable:

1. Give written notice of an occurrence or an offense to us which may result in a claim or "suit" under this insurance;

50020005620716959565585



2. Tender the defense and indemnity of any claim or "suit" to us for a loss we cover under this Coverage Part;
3. Tender the defense and indemnity of any claim or "suit" to any other insurer which also has insurance for a loss we cover under this Coverage Part; and
4. Agree to make available any other insurance which the additional insured has for a loss we cover under this Coverage Part.

We have no duty to defend or indemnify an additional insured under this endorsement until we receive written notice of a claim or "suit" from the additional insured.

**D. OTHER INSURANCE (Section H. 2. & 3.)** of the Businessowners Common Policy Conditions are deleted and replaced with the following:

2. This insurance is excess over any other insurance naming the additional insured as an insured whether primary, excess, contingent or on any other basis unless a written contract or written agreement specifically requires that this insurance be either primary or primary and noncontributing to the additional insured's own coverage. This insurance is excess over any other insurance to which the additional insured has been added as an additional insured by endorsement.
3. When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured against any "suit" if any other insurer has a duty to defend the additional insured

against that "suit" If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- (b) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

**E. TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (Section K.2.)** of the Businessowners Common Policy Conditions is deleted and replaced with the following:

2. We waive any right of recovery we may have against any person or organization against whom you have agreed to waive such right of recovery in a written contract or agreement because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included within the "products-completed operations hazard."



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
08/23/2018

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

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

<b>PRODUCER</b> PAYCHEX INSURANCE AGENCY, INC. 150 SAWGRASS DRIVE ROCHESTER, NY 14620	<b>CONTACT</b> NAME: Paychex Insurance Agency Inc PHONE (A/C, NO. EXT): 877-266-6850 E-MAIL ADDRESS: Certs@paychex.com		<b>FAX</b> (A/C, No): 585-389-7426
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>SURED</b> Paychex Business Solutions LLC CAPTEC ENGINEERING INC 911 PANORAMA TRAIL SOUTH ROCHESTER, NY 14625-0397	INSURER A: ILLINOIS NATIONAL INSURANCE COMPANY		23817
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

**OVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
							\$
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	039713730	06/01/2018	06/01/2019	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER	
						E.L. EACH ACCIDENT	\$ 1,000,000.00
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000.00
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Worker's Compensation coverage is provided to only those employees leased to, but not subcontractors of the named insured.

<b>CERTIFICATE HOLDER</b> Village of Indiantown Village Offices 16550 SW Warfield Blvd. Indiantown, FL 34956	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
	<b>AUTHORIZED REPRESENTATIVE</b> 



## TAB 7: SUBMITTAL FORMS & REQUESTED INFORMATION

**CAPTEC Engineering, Inc.** consistently upgrades equipment throughout the office to ensure staff can maintain the highest rate of production at the highest level of quality. All our design staff including our Project Engineers are regularly trained and extremely proficient in using AutoCAD Civil 3D, for our design needs. Our storm water experts utilize ICPR Version 4 for storm water modeling and ASAD for pipe and inlet sizing. Using the latest versions of software offered to us increases our consistency, improves production rates, and reduces the risk of making costly mistakes. The 3D modeling features, allow us to develop more accurate earthwork quantities, to easily identify underground conflicts, and to visualize the tie-in locations between existing and proposed features. CAPTEC utilizes their own spreadsheets with manufacturer pump curves to design sanitary sewer lift stations and storm water pump stations.

The CAPTEC team is always improving on all productivity and increasing their knowledge in the variety of Civil Engineering projects. We recognize that working for municipalities requires accuracy, constant documentation, planning, and public participation to complete projects in the most efficient manner. We utilize the Ajera accrual cost accounting software system for maintaining time management tracking and costs for each project.

**Quality Records:** CAPTEC will maintain appropriate records of the quality assurance actions performed, (including subcontractors and vendors), in providing services and products under this Contract. All records will indicate the nature and number of observations made, the number and type of deficiencies found, and corrective actions taken. These records shall be available to the Village of Indiantown upon request, during the contract term. All records will be kept at CAPTEC will be subject to audit review.

CAPTEC performs Quality Control checks on all documents before releasing to our Clients. These checks are performed on all Contract Plans, Reports, Permits and Bid Documents.

The following attachments include our Ajera Accounting System Project Snapshot Detail, a Project Status Report, Timesheet tracking, Florida Licenses, QC manual cover, IRS W-9 form and Inspection forms.

# Weekly Production Schedule

CAPTEC Engineering, Inc.					Action Items Week of June 4, 2018	
Project / Task #	Project Name	Task	Due Date	Staff		
1444.1	The Palms at Hobe Sound (Greenland Palms)	Clearing Crews completed work - no activity start in July		Gary		
1456.3	Veterans Memorial Park	Report sent to Tracy - final due at the end of June. All equipment and materials removed from Veterans. Advised Client of need to clean out pipes into pond	TMDL and 319 Draft Report due May 1 and Final due on June 28th	Harold/Gary		
1514.1	Loggerhead Subdivision	Perimeter Berm corrected. Need Asbuilts corrected. Poured slab. Erosion needs to be corrected		Gary		
1514.4	Driftwood Cay, Cove Road Parcel	06/06/18: Post Approval Documents submitted to Ella waiting for Pre-Construction Meeting to be scheduled (will need to change plans to AFC Plans)		Gary		
1522.025.1	Traffic Calming Pilot Program	Responded to Station 26 Concerns regarding speed hump.		Gary / Dylan		
1543	Ocean Breeze Jensen Beach - Park Redevelopment	Development: - Gary clarifying Phase 1 certifications for Gary Timmons (Bond Issue)  - Tentative Construction Schedule: Sewer Phase 2B Water Phase 2B Force Main Phase 2B Sewer Phase 2A Drainage 2A - Contractor completed Drainage on Phase 2B (need density reports and as-builts).		Gary	Mark R / TJ	
1543.1	Ocean Breeze Jensen Beach - Park Redevelopment Phase II	Eddie Huggins working on Roadway Phase 2A Waterfront Paving - Confirm Plans for Gary Timmons (requested 05/30/18) need more survey info for waterfront area prior to paving 06/04/18: 9am to 11am Water Pressure Test 06/12/18: 9am to 11am Tie-In and Pig Placement 06/13/18: 9am to 11am Piggging	June 4, 2018 form 9am to 11 am - Water Pressure Test	Gary	Gary TJ	
1580.13.1	Shepard Park	CEI ongoing - forming and pouring concrete cap and sidewalk.		Gary	Ken	
1626.4	Loblolly Fitness Center Expansion	Construction - FDEP Permits Issued - SFWMD Mod Issued - MC Excavation and Fill Permit Issued - resolved issue on Man Hole cover - Water Pressure Test 10:00 am, June 5, 2018 - Bacteriological Testing scheduled for June 11 / June 12 - Resubmit Sewer Plans to Monica Shaner		Steve	Mark B	
1652	Dunkin Donuts/Mobil - Palm City	- silt fence reinspection, followed up 6/6 - check for placing CAPTEC sign on property, agreed, fwd to Gary - provide location for sign. Contractor installed silt fence		Harold	Dylan	
1662	Kanner 5601 (Remediation)	Needs to stabilize dewatering berms, use water truck daily, stop work by 4. Need to see if MC can extend working hours on extended Permit. Discussed placement of sorted material in bottom of lake. No discharge this week. - Pay App 10 submitted	Progress Meeting 10am, June 4, 2018	Gary	Ken	
1668	The Tech Center (Dutcher site)	on-going - Contractor to receive design changes for building. New completion date of August 2018		Gary	Ken	
1674.4	CPSL Oakridge Sidewalk CEI / GEO	Bids Due 05/21/18 10:00 am, June 19, 2018 Pre-Con		Gary	Ken	

## General Recent Activity – 30 days

## GRANTS / INDIAN RIVER DRIVE CONSTRUCTION

06/29/17: Pre-Con Meeting  
 10/18/17: Aziz Site Visit  
 02/02/18: Joe to call Rob Morris regarding down guy pole wire in sidewalk; address raising of inlets coming out of Phase 1 – Rhett to speak to Gary Timmons  
 02/23/18: Submitted Final Draft QAPP to Aziz for Approval  
 02/26/18: Aziz approved Draft QAPP; asked for Final QAPP signed; Karen began routing for signatures  
 02/27/18: Amy submitted LPG close out documents to Kathy LaMartina  
 02/28/18: Kathy needs a revised table from Amy  
 03/01/18: Final QAPP accepted by Aziz  
 03/16/18: Received copy of CO 3 (Unsigned by Terry)  
 04/09/18: Gave Draft LPA Final Report to Gary for review  
 04/16/18: Amy Adams submitted LPA Final Report to Kathy LaMartina; Emailed Marilyn Gavitt a coordination request email (check documents)  
 04/20/18: Logan scheduling Substantial Completion Walkthrough on 04/26/18 at 9:00 am  
 04/26/18: Substantial Completion Walkthrough 9:00 am  
 06/01/18: Amy will request Change Order; Erosion problem being reviewed by AACE  
 06/13/18: Joe emailed Logan and Mike Dexter new plans for bioswale erosion; coordination with Amy on how much money is leftover  
 06/22/18: Justin to take picture with drone of bioswale

**CONSTRUCTION STATUS:**

Waiting for plants and miscellaneous punchlist items

## Action Items

## GRANTS:

**LICENSE PLATE GRANT (\$66,171.00)**

Original Contract Executed: 08/12/14  
 Amendment 1 Executed: 03/03/15  
 Extended Expiration: 01/11/16  
 Amendment 2 Executed: 09/09/15  
 Extended Expiration: 09/30/16  
 Amendment 3 Executed: 08/08/16  
 Extended Expiration: 09/30/17  
 Amendment 4 Executed: 10/04/17  
 Extended Expiration: 03/31/18

**DEP AGREEMENT NO. NS012**

Line Item 1662A of the FY15-16 General Appropriations Act (\$150,000.00)  
 Line Item 1641 of the FY15-16 General Appropriations Act (TMDL) (\$315,000.00)  
 Additional TMDL:  
 IRLC \$90,000.00  
 Additional TMDL \$150,000.00  
 Agreement NS012 Executed 01/04/17;  
 Amendment 1 Executed 12/20/17  
 Aziz - FDEP (850) 245-2950

## DEADLINES:

**Completed:**

TASK 1: Design and Permitting (N/A)  
 TASK 2: Bidding and Contractor Selection  
 2017-0922 Resubmitted Tasks 1 and 2 to Aziz  
 TASK 5A / 5B – QAPP

**Outstanding:**

TASK 3: Project Management 04/30/19  
 TASK 4: Construction of Project Final Deliverables 03/31/18  
 TASK 6: Monitoring 04/30/19  
 TASK 7A: Public Education Draft Materials 11/30/18  
 TASK 7B: Public Education Final Materials 12/31/18  
 TASK 8A: Final Report (Draft) 04/30/19  
 TASK 8B: Final Report (Final) 05/31/19

**LICENSE PLATE GRANT - COMPLETE:**

TASK 1: Design and Permitting - Completed  
 TASK 2: Construction Bid Documents (includes Bid Specifications, Bid Results, Contract Award) - Completed  
 TASK 3: Construction of Improvements (Exfiltration) - Completed  
 TASK 4: Project Closeout Documents due 03/31/18; Amy submitted 02/27/18

## Timesheet

CAPTEC Engineering Inc



<b>Thomas J. Shaw</b> Timesheet date: 5/12/2018 Target percent billable 95.00% Timesheet percent billable 92.50%												
Project	Phase	Activity	Employee Type	Sun-06	Mon-07	Tue-08	Wed-09	Thu-10	Fri-11	Sat-12	Employee Status: Active	
Ocean Breeze Resort Jensen Beach - Phase II 1543.1	Task 6: Design of East Sewer & Water Services-NW Sewer/WMM Design & Permitting	CADD work	Project Design Engineer / EI		5.00							5.00
City of PSL - Sagamore Basin STA's 1682.3	Task 3: Permitting Services	Pre-Application Meeting	Project Design Engineer / EI			1.00						1.00
Haney Creek Watershed Restoration Project - Gibson Property 1477.35	Task 3: Permitting Services	Design	Project Design Engineer / EI				3.00		2.00			5.00
City of PSL - McCarty Ranch Water Impoundment Improvements 1682.2	Task 9A: Construction Plan Preparation 100% & Bid Revisions (Revised Piping)	Design	Project Design Engineer / EI		2.00	3.00	2.00	2.00	5.00			14.00
LTC Ranch Development of Regional Impact - Due Diligence 1731	Task 1A: Preliminary Engineering Services	Meeting Minutes	Project Design Engineer / EI						1.00			1.00
Haney Creek Watershed Restoration Project - Gibson Property 1477.35	Task 4: Bidding / AFC Plans	Final Review	Project Design Engineer / EI			1.00	1.00					2.00
Martin County Cypress Creek Weir Improvements 1477.7.1	Reimbursables	Bid coordination	Project Design Engineer / EI				2.00					2.00
City of PSL - Sagamore Basin STA's 1682.3	Task 3: Permitting Services	CADD work	Project Design Engineer / EI					3.00				3.00
Fernlea Nursery - 200+ Acre Site Development, Martin County, FL 1718	Task 2: Final Engineering Design	Plan review	Project Design Engineer / EI			2.00	1.00	1.00				4.00
<b>Direct Total</b>				<b>0.00</b>	<b>7.00</b>	<b>7.00</b>	<b>9.00</b>	<b>6.00</b>	<b>8.00</b>	<b>0.00</b>		<b>37.00</b>
<b>Overhead</b>												
* Continuing Education/Training					1.00	1.00		1.00				1.00
General Office												2.00
<b>Overhead Total</b>				<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>		<b>3.00</b>
<b>Regular Total</b>				<b>0.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>7.00</b>	<b>8.00</b>	<b>0.00</b>		<b>40.00</b>
<b>Timesheet Total</b>				<b>0.00</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>7.00</b>	<b>8.00</b>	<b>0.00</b>		<b>40.00</b>



Timesheet

CAPTEC Engineering Inc

Employee Signature	Date	Name	Date
		Thomas J. Shaw	5/14/2018
Supervisor Signature	Date	Employee submitted	
		Supervisor approved	
		Accounting approved	

*Notes			
Thomas J. Shaw Timesheet date: 5/12/2018			
Overhead			
Continuing Education/Training			
5/10/2018	1.00	Regular	Employee Note: Septic to Sewer Meeting

Page 92

**CAPTEC ENGINEERING, INC.**  
**BASE FIELD INSPECTION REPORT**

PROJECT:	DATE:
INSPECTOR:	STREET:
TYPE OF BASE MATERIAL:	WIDTH OF PAVEMENT:
BASE CORING DEPTH:	TEMPLATE:

[illegible]

[illegible]



301 NW Flagler Avenue, Stuart, FL 34994  
(772) 692-4344 \* (772) 692-4341 fax \* gocaptec.com

### GRAVITY SEWER INFILL / EXFILTRATION TEST REPORT

PROJECT NAME / NUMBER	DATE:

Allowable Leakage Formula:

$50 / 24 \times \text{*per inch diameter} / 5280 = \text{_____}$  (constant)

\* per inch diameter of the structure

Constant X Structure Depth (in feet) = Allowable per hour X 2 = Total Allowable

Structures Tested	Structure Diameter	Structure Depth	Allowable Per Hour	Test Allowable

$50 / 24 \times \text{*per inch diameter} / 5280 = \text{_____}$  (constant)

\* per inch of main diameter

Constant X Main Length (in feet) = Allowable per hour X 2 = Total Allowable

Mains Tested	Main Diameter	Main Length	Allowable Per Hour	Test Allowable

$50 / 24 \times \text{*per inch diameter} / 5280 = \text{_____}$  (constant)

\* per inch of diameter of services by size

Constant X Service length (in feet) = Allowable per hour X 2 = Total Allowable

Services Tested	Service Diameter	Service Length	Allowable Per Hour	Test Allowable

Total Test Allowable: \_\_\_\_\_

Start Time: \_\_\_\_\_

Actual Leakage: \_\_\_\_\_

End Time: \_\_\_\_\_

☐ Passed    ☐ Failed    ☐ Exfiltration    ☐ Infiltration

Field Reprehensive: \_\_\_\_\_



301 NW Flagler Avenue, Stuart, Florida 34994  
(772) 692-4344 \* Fax: (772) 692-4341 \* e-mail: [captecinfo.com](mailto:captecinfo.com)

### LIFT STATION START-UP WORKSHEET

PROJECT NAME / NUMBER	DATE:

A = The measurement from the top of the water to the rim of the station after ending the draw down test.  
 B = The measurement from the top of the water to the rim of the station before starting the draw down test.  
 C = The measurement from the rim of the station to the center of the pressure gauge.  
 D = The diameter of the station.  
 PSI = Reading of the pressure gauge.

Formula: 1.  $(A \text{ ft} - B \text{ ft}) \times (D \text{ ft} \times D \text{ ft}) \times 7.481 \times 0.7854 = \text{Volume Displaced in gallons.}$   
 2.  $A \text{ ft} - C \text{ ft} = \text{Total Static Lift (TSL).}$   
 3.  $\text{PSI} \times 2.31 = \text{Dynamic Head Pressure (DHP).}$   
 4.  $\text{TSL} + \text{DHP} = \text{Total Dynamic Head Pressure (TDHP).}$

**Pump #1**

A = \_\_\_\_\_ inches \_\_\_\_\_ feet  
 B = \_\_\_\_\_ inches \_\_\_\_\_ feet  
 C = \_\_\_\_\_ inches \_\_\_\_\_ feet  
 D = \_\_\_\_\_ inches \_\_\_\_\_ feet  
 PSI = \_\_\_\_\_

**Pump #2**

A = \_\_\_\_\_ inches \_\_\_\_\_ feet  
 B = \_\_\_\_\_ inches \_\_\_\_\_ feet  
 C = \_\_\_\_\_ inches \_\_\_\_\_ feet  
 D = \_\_\_\_\_ inches \_\_\_\_\_ feet  
 PSI = \_\_\_\_\_

#### **Pump #1**

1.  $\left( \frac{\text{_____}}{(A \text{ ft})} - \frac{\text{_____}}{(B \text{ ft})} \right) \times \left( \frac{\text{_____}}{(D \text{ ft})} \times \frac{\text{_____}}{(D \text{ ft})} \right)$   
 $\frac{\text{_____}}{(A-B \text{ ft})} \times \frac{\text{_____}}{(D \times D \text{ ft})} \times 7.481 \times 0.7854 = \text{_____ Volume Displaced}$
2.  $\frac{\text{_____}}{(A \text{ ft})} -/+ \frac{\text{_____}}{(C \text{ ft})} = \text{_____ Total Static Lift (A-C if pressure gauge is below rim, A+C if above)}$
3.  $\frac{\text{_____}}{(\text{PSI})} \times 2.31 = \text{_____ Dynamic Head Pressure}$
4.  $\frac{\text{_____}}{(\text{TSL})} + \frac{\text{_____}}{(\text{DHP})} = \text{_____ Total Dynamic Head Pressure}$

#### **Pump #2**

1.  $\left( \frac{\text{_____}}{(A \text{ ft})} - \frac{\text{_____}}{(B \text{ ft})} \right) \times \left( \frac{\text{_____}}{(D \text{ ft})} \times \frac{\text{_____}}{(D \text{ ft})} \right)$   
 $\frac{\text{_____}}{(A-B \text{ ft})} \times \frac{\text{_____}}{(D \times D \text{ ft})} \times 7.481 \times 0.7854 = \text{_____ Volume Displaced}$
2.  $\frac{\text{_____}}{(A \text{ ft})} -/+ \frac{\text{_____}}{(C \text{ ft})} = \text{_____ Total Static Lift (A-C if pressure gauge is below rim, A+C if above)}$
3.  $\frac{\text{_____}}{(\text{PSI})} \times 2.31 = \text{_____ Dynamic Head Pressure}$
4.  $\frac{\text{_____}}{(\text{TSL})} + \frac{\text{_____}}{(\text{DHP})} = \text{_____ Total Dynamic Head Pressure}$

Field Representative \_\_\_\_\_



301 N.W. Flagler Avenue, Stuart, Florida 34994  
 (772) 692-4344 \* Fax: (772) 692-4341 \* E-mail: captec1@gocaptec.com

### PRESSURE TEST REPORT

Date:	Project:	Project No:	Contractor:
Martin County Util	Engineer of Record Captec Engineering, Inc.		Inspector:

Allowable Leakage Formula: $L = \frac{N \times D \sqrt{P}}{7400}$				
N = No. of Joints (each)	D = Pipe Diameter (Inches)	P = Sq. Root Test Pressure PSI	Allowable Leakage ( 1 Hour)	Allowable Leakage ( 2 Hours)
Total Allowable Leakage				
Actual Leakage				
Location / Limits of Test: _____ _____ _____				
<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div> <input type="checkbox"/> Water         </div> <div> <input type="checkbox"/> Sewer         </div> <div> <input type="checkbox"/> Pass         </div> <div> <input type="checkbox"/> Fail         </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>Start Time: _____</div> <div>End Time: _____</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>Contractor _____</div> <div>Engineer _____</div> <div>Utility _____</div> </div>				



301 N.W. Flagler Avenue, Stuart, Florida 34994  
 (772) 692-4344 \* Fax: (772) 692-4341 \* E-mail: captec1@gocaptec.com

### PRESSURE TEST REPORT

Date:	Project:	Project No:	Contractor:
Engineer of Record: Captec Engineering, Inc.		Inspector:	

Allowable Leakage Formula:  $L = \frac{S \times D \times \sqrt{P}}{148,000}$

S = Length Pipe (Feet)	D = Pipe Diameter (Inches)	P = Sq. Root Test Pressure PSI	Allowable Leakage ( 1 Hour)	Allowable Leakage ( 2 Hours)

Total Allowable Leakage

Actual Leakage

Location / Limits of Test: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

☐ Water      ☐ Sewer      ☐ Pass      ☐ Fail

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Contractor \_\_\_\_\_

Engineer \_\_\_\_\_

Utility \_\_\_\_\_

# *State of Florida*

## *Department of State*

I certify from the records of this office that CAPTEC ENGINEERING, INC. is a corporation organized under the laws of the State of Florida, filed on November 27, 1996.

The document number of this corporation is P96000097677.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 2, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Second day of January, 2018*



*Ken Reifner*  
**Secretary of State**

Tracking Number: CC8733634523

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

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



Florida Board of Professional Engineers  
2639 North Monroe Street, Suite B-112  
Tallahassee, FL 32303-5268

CAPTEC Engineering, Inc.  
301 NW FLAGLER AVE.  
STUART, FL 34994

Each licensee is solely responsible for notifying the Florida Board of Professional Engineers in writing the licensee's current address.

Name changes require legal documentation showing name change. An original, a certified copy, or a duplicate of an original or certified copy of a document which shows the legal name change will be accepted unless there is a question about the authenticity of the document raised on its face, or because the genuineness of the document is uncertain, or because of another matter related to the application.

At least 90 days prior to the expiration date shown on this license, a notice of renewal will be sent to your last known address. If you have not yet received your notice 60 days prior to the expiration date, please call (850) 521-0500, or write, Florida Board of Professional Engineers, 2639 North Monroe Street, Suite B-112, Tallahassee, FL 32303-5268 or e-mail: [board@fbpe.org](mailto:board@fbpe.org). Our website address is <http://www.fbpe.org>.

# State of Florida

## Board of Professional Engineers

Attests that  
**CAPTEC Engineering, Inc.**



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

Is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019

Audit No: 228201902629 R

CA Lic. No:

7657

MARTIN COUNTY  
BUSINESS TAX RECEIPT ORIGINAL

Honorable Ruth Pietruszewski CFC, Tax Collector  
3485 S.E. Willoughby Blvd., Stuart, FL 34994  
(772) 288-5604

Account 1997-112-0001 Cert EB0007657  
Phone (772)692-4344 Sic No 541330  
Location 950 E PARKWAY DR MAR



Prev Yr	\$ .00	Lic Fee	\$26.25
	\$ .00	Penalty	\$ .00
	\$ .00	Coll-Fee	\$ .00
	\$ .00	Transfer	\$ .00

TOTAL \$26.25

Has satisfied requirements to engage in the business, profession  
or occupation of CIVIL ENGINEERING  
at location listed for the period beginning on the  
25 Day of JULY

CAPRA, JOSEPH  
CAPTEC ENGINEERING, INC.  
301 NW FLAGLER AVENUE  
STUART, FL 34994

AND ENDING SEPTEMBER 30 2019

11 2017 54015.0001 PAID

THIS FORM BECOMES A RECEIPT ONLY WHEN VALIDATED BY RECEIPTING MACHINE.

ANYONE DOING BUSINESS WITHOUT A VALID BUSINESS TAX RECEIPT IS  
SUBJECT TO A \$250 FINE. IF NOT PAID BY SEPT. 30th, A DELINQUENT PENALTY OF 10%  
FOR THE MONTH OF OCTOBER, PLUS A 5% PENALTY FOR EACH MONTH THEREAFTER  
UP TO 25%, PLUS COLLECTION COSTS WILL APPLY.

NOTE: A PENALTY IS IMPOSED FOR FAILURE TO KEEP THIS BUSINESS TAX RECEIPT  
EXHIBITED CONSPICUOUSLY AT YOUR ESTABLISHMENT OR PLACE OF BUSINESS.



**CITY OF STUART**  
**LOCAL BUSINESS TAX RECEIPT**  
2018-2019

RECEIPT NO.	ACCOUNT NO.	CATEGORY NO.
2030	17285	170340

TAX YEAR BEGINS OCTOBER 1 AND ENDS SEPTEMBER 30.  
PAYMENT OCTOBER 1 CONSTITUTES VIOLATION  
OF CITY CODE OF ORDINANCES

BUSINESS TYPE	ENGINEER - CIVIL
OWNER AND LOCATION	CAPRA, JOSEPH W 950 SE PARKWAY DR
ST/CTY LICENSE	EB-0007657
DESCRIPT	

This local business tax receipt does not permit the holder to operate in violation of any City law, ordinance, or regulation. Any changes in location or ownership must be approved by the City License Section, subject to zoning restrictions. This receipt does not constitute an endorsement, approval, or disapproval of the holder's skill or competence or of the compliance or non-compliance of the holder with other laws, regulations, or standards.

Local Business Taxing Questions 772-288-5319

FEE	PENALTY	TRANSFER	MISCELLANEOUS	PAID
100.00	0.00	0.00	0.00	100.00

BUSINESS NAME AND MAILING ADDRESS	CAPTEC ENGINEERING INC CAPRA, JOSEPH W 301 NW FLAGLER AVE STUART FL 34994
-----------------------------------	--

DATE
07/20/2018

CHERYL WHITE

CITY CLERK

**KEEP THIS RECEIPT - NO TRANSFER WITHOUT ORIGINAL RECEIPT**



## Detail by Entity Name

Florida Profit Corporation

CAPTEC ENGINEERING, INC.

### Filing Information

Document Number P96000097677 FEI/EIN Number 65-0709247 Date Filed 11/27/1996 State FL

Status ACTIVE

### Principal Address

301 NW FLAGLER AVE.

STUART, FL 34994

Changed: 01/23/2007

### Mailing Address

301 NW FLAGLER AVE.

STUART, FL 34994

Changed: 01/08/2008

Registered Agent Name & Address CAPRA, PATRICIA D

950 EAST PARKWAY

STUART, FL 34996

Name Changed: 01/10/2006

### Officer/Director Detail **Name & Address**

Title PRES

CAPRA, JOSEPH W

950 EAST PARKWAY

STUART, FL

Title VP

CAPRA, PATRICIA D

950 E PKWY

STUART, FL

### Annual Reports

Report Year Filed Date

2016 02/23/2016

2017 01/31/2017

2018 01/02/2018

# State of Florida

## Board of Professional Engineers

Attests that

**Joseph William Capra , P.E.**



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

**Is licensed as a Professional Engineer under Chapter 471, Florida Statutes**

**Expiration: 2/28/2019**

**Audit No: 228201918894 R**

**P.E. Lic. No:**

**37638**

# State of Florida

## Board of Professional Engineers

Attests that

**Teresa Laureen Andre , P.E.**



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

**Is licensed as a Professional Engineer under Chapter 471, Florida Statutes**

**Expiration: 2/28/2019**

**Audit No: 228201906571 R**

**P.E. Lic. No:**

**54695**

# State of Florida

## Board of Professional Engineers

Attests that

**Gary L.S. Jones , P.E.**



**FBPE**  
FLORIDA BOARD OF  
PROFESSIONAL ENGINEERS

**Is licensed as a Professional Engineer under Chapter 471, Florida Statutes**

**Expiration: 2/28/2019**

**Audit No: 228201919627 R**

**P.E. Lic. No:**

**51985**

# State of Florida

## Board of Professional Engineers

Arthur Dylan O'Berry

*Has satisfactorily demonstrated qualifications in engineering, fundamentals, technical subjects, mathematics and basic sciences and is hereby recognized as an:*

*Engineer Intern*

*In Testimony whereof, witness the signature of  
the Chair under the seal of the Board  
this 19 day of May, 2015.*

No. 1100019173



Audit No. 22820170382

A handwritten signature in cursive script, appearing to read "William C. Bracken".

William C. Bracken, Chairman



# State of Florida

## Board of Professional Engineers

Thomas James Shaw

*Has satisfactorily demonstrated qualifications in engineering,  
fundamentals, technical subjects, mathematics and basic sciences  
and is hereby recognized as an:*

*Engineer Intern*

No. 1100020751



*In Testimony whereof, witness the signature of  
the Chair under the seal of the Board  
this 22nd day of June, 2017*

*Anthony Fiorillo*

Anthony Fiorillo, Chair

Audit No. 22820172042



# Request for Taxpayer Identification Number and Certification

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

Print or type  
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>CAPTEC Engineering, inc.</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) <b>301 NW Flagler Avenue</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Stuart, FL 34994</b>	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-			-		
or								
Employer identification number								
6	5	-	0	7	0	9	2	4

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ <b>8/28/18</b>
-----------	--	-----------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

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

## ATTACHMENT B

### REQUEST FOR INFORMATION TO SUBMIT WITH IRS W-9 FORM

Federal Income Tax Law requires a Form 1099 with a valid taxpayer identification number to be filed for payments made in the course of conducting a trade or business. Further, these payments may be subject to Backup Federal Income Tax Withholding for all payees who have not submitted a correct Federal Tax Identification Number at the time of payment.

Please read this form and complete the information thereon before signing and **returning with a copy of your IRS W9 Form**. If you are a corporation, we will not issue you a Form 1099 (Reference: 1.6401-3(c)). However, kindly return this form to document your corporate status.

In order to avoid the possibility of future payments being held subject to Backup Withholding at a rate of 31%, please complete the form printed below and return this letter to the above address or E-mail request to: [tsarno@indiantown.org](mailto:tsarno@indiantown.org).

**VENDOR NAME** CAPTEC Engineering, Inc.

**DBA:** CAPTEC Engineering, inc.

**CORPORATE ADDRESS:**  
301 NW Flagler Avenue

**CITY:** Stuart **STATE:** FL **ZIP:** 34994

**TELEPHONE:** ( 772 ) 692-4344 **FAX:** ( 772 ) 692-4341 **ALTERNATE PHONE:** ( 772 ) 215-0330

**"THE ABOVE INFORMATION WILL BE USED FOR PURCHASE ORDERS"**

**REMIT TO ADDRESS:**  
301 NW Flagler Avenue

**CITY:** Stuart **STATE:** FL **ZIP:** 34994

**TELEPHONE:** ( 772 ) 692-4344 **FAX:** ( 772 ) 692-4341 **ALTERNATE PHONE:**  
( 772 ) 215-0330

**COMPANY CONTACT NAME:**  
Joseph W. Capra

**COMPANY/CONTACT EMAIL ADDRESS:**  
jcakra@gocaptec.com

#### TYPE OF ORGANIZATION

- |  |   |   |
|--|---|---|
| 1. <input checked="" type="checkbox"/> Corporation | 3. <input type="checkbox"/> Sole Proprietor | 5. <input type="checkbox"/> Government Agency |
| 2. <input type="checkbox"/> Partnership            | 4. <input type="checkbox"/> Individual      | 6. <input type="checkbox"/> Other: _____      |

**1099 REPORTING STATUS (Check One):** ☐ Yes ☒ No

#### TAXPAYER IDENTIFICATION NUMBER:

Employer Identification Number: 65 - 0709247 (Or) Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Print name of Taxpayer if using SS#: \_\_\_\_\_

**Under penalties of perjury, I certify that this statement is accurate and complete.**

Signature:  Title: President

Date: 8/23/18 Phone: ( 772 ) 692-4344



## Tab 8: PROHIBITION NON-COLLUSION/CONFLICT OF INTEREST DISCLOSURE STATEMENTS

State of Florida  
County of Martin

**Joseph W. Capra/ CAPTEC Engineering, Inc.** hereby warrants that he has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, Council, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement.

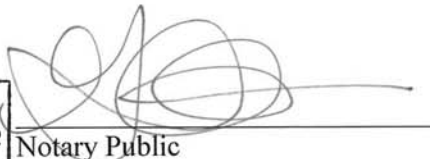
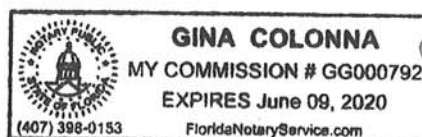
**Joseph W. Capra/ CAPTEC Engineering, Inc.** certifies, and in this case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena.

In addition, **Joseph W. Capra/ CAPTEC Engineering, Inc.** certifies that there are no known potential conflict of interest, real or apparent, that the Respondent, employee, officer, or agent of the firm may have due to Ownership, other Clients, Contracts, or interests associated with this project.

  
Signature

Joseph W. Capra, PE, President  
Name and Title

The foregoing Affidavit of Bidder regarding Conflict of Interest Statement was acknowledged before me this 28 day of August, 2018, who is personally known to me X or who has produced \_\_\_\_\_ as identification and who did / did not take an oath.

  
Notary Public

Commission No. GG000792



## TAB 9: OPTIONAL INFORMATION

**CAPTEC Engineering, Inc.** maintains a Prequalification Certification with the Florida Department of Transportation (FDOT) and has Advanced Maintenance of Traffic (MOT) and LAP certifications and experience. Also, **CAPTEC** is a Small Business Enterprise.

301 NW Flagler Avenue, Stuart, FL 34994 \* 772.692.4344 phone \* 772.692.4341 fax



***Florida Department of Transportation***

**RICK SCOTT  
GOVERNOR**

605 Suwannee Street  
Tallahassee, FL 32399-0450

**MIKE DEW  
SECRETARY**

June 14, 2018

Joseph Capra, President  
CAPTEC ENGINEERING, INC.  
301 NW Flagler Avenue, Suite 201  
Stuart, Florida 34994

Dear Mr. Capra:

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 3      - Highway Design - Roadway
  - 3.1      - Minor Highway Design
- Group 7      - Traffic Operations Design
  - 7.1      - Signing, Pavement Marking and Channelization
  - 7.3      - Signalization
- Group 10     - Construction Engineering Inspection
  - 10.1     - Roadway Construction Engineering Inspection
- Group 13     - 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 in the referenced work types with fees of any dollar amount. This status shall be valid until June 30, 2019 for contracting purposes.

Approved Rates

Home/ Branch Overhead	Facilities Capital Cost of Money	Premium Overtime	Reimburse Actual Expenses	Home Direct Expense
72.88%	0.118%	Reimbursed	No	0.00%



# SOUTH FLORIDA WATER MANAGEMENT DISTRICT

REGISTERED VENDOR NO.: 102666

July 11, 2016

Mr. Joseph W. Capra, President  
Captec Engineering, Inc.  
301 NW Flagler Avenue  
Stuart, FL 34994

CERTIFICATION EXPIRATION DATE  
July 11, 2019

Dear Mr. Capra:

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

## **Professional Engineering Consulting Services**

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

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

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

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

We look forward to a mutually beneficial working relationship.

Sincerely,

A handwritten signature in cursive script that reads "Sandra Hammerstein".

Sandra Hammerstein  
Sr. Compliance Specialist  
Procurement Bureau

/sh



## **TAB 10: ADDENDA**

### **QUESTION #1 (NOTIFIED BY EMAIL ON 8/14/18 – SEE ATTACHED)**

Please provide scope clarification regarding “Preparation of land acquisition documents”.  
Will legal services be needed as part of this scope?

**The answer to this question is that legal services are not needed as part of this scope.  
The Village Attorney will prepare those documents.**

**Cherie McCarthy**

---

**From:** Teresa Lamar-Sarno [tsarno@indiantown.org]  
**Sent:** Tuesday, August 14, 2018 7:42 PM  
**To:** Cherie McCarthy  
**Subject:** Question #1 REI#02-2018 Professional Engineering Services - The Village of Indiantown

Cherie,  
The following question was posed:

Please provide scope clarification regarding "Preparation of land acquisition documents".

Will legal services be needed as part of this scope?

The answer to this question is that legal services are not needed as part of this scope. The Village Attorney will prepare those documents.

Sent from my iPad

On Jul 31, 2018, at 2:55 PM, Cherie McCarthy <[cmccarthy@gocaptec.com](mailto:cmccarthy@gocaptec.com)> wrote:

Good afternoon,

I would like to request a copy of the RFP Package for the Professional Engineering Services proposal.  
Thanking you in advance for your assistance with this request. Have a good afternoon!

*Cherie McCarthy, Office Manager*

CAPTEC Engineering, Inc.  
301 NW Flagler Avenue  
Stuart, FL 34994  
(772) 692-4344  
[cmccarthy@gocaptec.com](mailto:cmccarthy@gocaptec.com)

<image002.jpg>



LEGAL NOTICE FOR REI# 02-2018

**PROFESSIONAL ENGINEERING SERVICES**

The Village of Indiantown Council, Indiantown, Florida, in compliance with Florida Statute 287.055, Consultants' Competitive Negotiation Act (CCNA), invites qualified, experienced, licensed engineers to provide Civil Engineering Services to the Village of Indiantown on an "as needed" basis, for an initial term of two (2) years, effective October 1, 2018, with three one year renewal options.

A complete RFP package can be requested the Village Office at 772-597-9900 or by email at [tsarno@indiantown.org](mailto:tsarno@indiantown.org). The Village of Indiantown is not responsible for the content of any package received through any 3<sup>rd</sup> party service or the Village of Indiantown Village Office.

Firms desiring to provide the services described above shall submit one (1) original and six (6) copies with **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of their proposals, containing all of the required information **no later than 2:00 pm, August 21, 2018**. Submittals will be accepted by hand delivery at Village Offices located at 65500 SW Warfield Blvd. Indiantown, FL 34956, overnight delivery, or U.S. Mail to Village of Indiantown PO Box 398, Indiantown, FL 34956. Submittals received after that date and time will not be accepted or considered and will be retained unopened. Submittals will be opened as soon as practicable thereafter.

In compliance with the Americans with Disabilities Act (ADA), anyone desiring to attend this proposal opening who needs a special accommodation should contact the Village of Indiantown at 772-597-9900 at least 48 hours in advance of the meeting, excluding Saturday and Sunday.

**Mail/Overnight Submittal Responses to:**

**Village of Indiantown  
PO Box 398  
Indiantown, 2018**

**Hand Deliver Submittal Responses to:**

**Village of Indiantown  
Village Offices  
16550 SW Warfield Blvd.  
Indiantown, FL 34956**

Mark outside of envelope: **REI# 02-2018 "Professional Engineering Services"**

Publish Date: July 21, 2017

Village Council  
Village of Indiantown

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PROFESSIONAL ENGINEERING SERVICES

PART I GENERAL INFORMATION

1.1 **OVERVIEW**

The Village of Indiantown is seeking qualified experienced, licensed Professional Engineering services to the Village of Indiantown on an “as needed basis”. Civil Engineering services shall include, but are not limited to, design, build, supervise, operate, roadway improvements, irrigation, stormwater, water and sewer systems.

1.2 **DEFINITIONS**

"Proposer" shall mean vendors, contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this REI.

**Request for Expressions of Interest (also known as a Request for Qualifications):** A formal solicitation for professional services as defined in Florida State Statute (engineering, architecture, survey/mapping, landscape architecture) accomplished in accordance with Florida State Statute 287.055, the Consultant’s Competitive Negotiation Act (CCNA).

A Professional Engineer (PE) is an engineer certified by a state board of registration to practice engineering. The PE license is the engineering profession's highest standard of competence, a symbol of achievement and assurance of quality.

**DBPR:** Department of Business and Professional Regulation

**FBPE:** Florida Board of Professional Engineers

**NSPE:** National Society of Professional Engineers

**ASCE:** American Society of Civil Engineers

1.3 **ISSUING OFFICE AND LOCATION OF PROPOSAL OPENING**

Village of Indiantown  
PO Box 398  
16500 SW Warfield Blvd.  
Indiantown, FL 34956-0398

1.4 **QUALIFICATION PROCESS**

This REI shall qualify respondents based on such factors as the ability of professional personnel; past performance, willingness to meet time and budget requirements; current and projected workloads of the firms; and the volume of work previously awarded to each firm. After the solicitation responses are opened, the submittals will be deemed responsive and responsible; reviewed, rated, ranked, and qualified to provide the work as specified. Proposer should submit a complete package to be considered responsive in order for the Village to fully evaluate the firm’s qualifications.

Village Council shall authorize staff to negotiate with the qualified firms ranked 1-5. The Village will determine based on the ranking, if a minimum of three (3) firms up to a maximum of five (5) firms will be awarded for equal distribution of services. In the event the parties are unable to negotiate terms acceptable to the Village, the Village may determine to enter negotiations with the next, most responsive and responsible proposer determined by the selection committee, or it may re-solicit proposals.

The Village reserves the right to reject all proposals, to waive non-material, technical variances in the proposal, to abandon the project or to solicit and re-advertise for other proposals. The Village may in its discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

## **1.5 DEVELOPMENT COSTS**

Neither the Village, nor its' representatives shall be liable for any expenses incurred in connection with preparation of a response to this REI. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the REI.

## **1.6 INQUIRIES**

The Village will not respond to oral inquiries. Interested proposers may contact the Village Manager, Village Offices, 65500 SW Warfield Blvd., Indiantown, FL 34956, email: [tsarno@indiantown.org](mailto:tsarno@indiantown.org) regarding questions about this solicitation. The Village Office will also receive written requests for clarification concerning the meaning or interpretation of this REI, until (14) days prior to the submittal date. Questions shall be faxed or emailed with reference to the REI number. All proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the Village through written communication with the Village prior to opening of the responses.

Respondents may not contact any member of the selection committee, Village employee or Village elected official during this solicitation process. All questions or requests for clarification must be routed through the Village Manager.

## **1.7 DELAYS**

The Village may delay scheduled due dates, if it is to the advantage of the Village to do so. The Village will notify proposers of all changes in scheduled due dates by written addenda submitted to the Village.

## **1.8 QUALIFICATION SUBMISSION AND WITHDRAWAL**

The Village will receive all proposals at the following addresses:

**Village of Indiantown  
Village Offices  
16500 SW Warfield Blvd.  
Indiantown, FL 34956**

To facilitate processing, please mark the outside of the envelope as follows: **REI# 02-2018 "Professional Engineering Services"** The envelope shall also include the proposer's return address.

Respondents shall submit one (1) original and six (6) copies with **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of their proposal submittal in a sealed envelope marked as noted above. A proposer may submit the proposal by personal delivery, mail, or express shipping service.

***THE VILLAGE MUST RECEIVE ALL PROPOSALS BY  
2:00 P.M. ON TUESDAY, AUGUST 21, 2017***

Due to the irregularity of mail service, the Village cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the Village Office, as specified above, prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (772) 597-9900, before proposal closing time. A proposal received by the Village Office after the established deadline will be refused or retained unopened.

Proposers may withdraw their proposal submissions by notifying the Village in writing at any time prior to the deadline for proposal submittal. Proposers may withdraw their submissions in person or by an authorized representative. Proposers and authorized representatives must provide the letter of withdrawal, picture identification, proof of authorization (in the case of authorized representatives), and provide the Village with a signed receipt for the withdrawn proposal. After the deadline, proposals once opened, become a public record of the Village and are subject to the provisions of the Florida Public Records Law. As such they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

## **1.9 ADDENDA**

If revisions become necessary, the Village will provide written addenda to all respondents who received the Request for Expressions of Interest. All addenda issued by the Village of Indiantown in regard to this REI shall be acknowledged. Failure to acknowledge all addenda may result in disqualification.

The Village will make every effort to notify registered Proposers by email that an addendum has been made to the REI. The Village shall not be responsible for providing notice of addenda to potential proposers who receive a REI package from sources other than the Village.

All addenda issued by the Village must be acknowledged within the proposal at the time it is submitted to the Village.

## **1.10 EQUAL OPPORTUNITY**

The Village recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises.

## **1.11 INSURANCE**

The respondent shall provide proof of insurance coverage reflecting the minimum amounts and coverages as required by the Village (Attachment A).

## **1.12 PUBLIC ENTITY CRIMES**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit proposals or contract with the Village for

construction of a public building or public works; may not submit bids for leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided for in s. 287 for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list. Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (850) 488-8440.

### **1.13 SUSPENDED VENDOR**

An entity or affiliate who has been placed on the State of Florida Suspended Vendor List will not be considered for award. The Suspended Vendor List is available on the State's website at: [http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information)

### **1.14 PROPOSAL AS PUBLIC DOMAIN**

All documents and other materials made or received in conjunction with this project will be subject to public disclosure requirements of chapter 119, Florida Statutes. The proposal will become part of the public domain upon opening. **Vendors shall not submit pages marked "proprietary" or otherwise "restricted".**

### **1.15 PUBLIC RECORDS: Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action**

**Note: If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the Village Clerk as the custodian of Public Records for the Village of Indiantown, and all the respective departments at 772-597-9900 or [cwhite@indiantown.org](mailto:cwhite@indiantown.org), Village of Indiantown, Village Clerk 65500 SW Warfield Blvd., Indiantown, FL 34956 per F.S. 119.12.**

In compliance with F.S. 119.0701 the Contractor shall:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required

by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

- E. A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
- F. If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
- G. A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.
- H. If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
  - 1. ??The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
  - 2. ??At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.
- I. A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.
- J. A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

## **1.16 LICENSES & REGISTRATION**

- A. **Licenses:** Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of REI receipt. The proposal of any Proposer that is not fully licensed and certified shall be rejected.

- B. **Sunbiz:** Proposers, both corporate and individual, must provide proof that their firm is registered with the Division of Corporations for the State of Florida.
- C. **Business Tax Receipt:** Proposer shall comply with Business Tax Receipt requirements for **their** business location. A copy of the business tax receipt or proof of exemption shall be included with the submittal package.

#### **1.17 BACKGROUND INFORMATION**

As part of the evaluation process, the Village reserves the right, to require a Proposer to submit such evidence of his/her qualifications as it may deem necessary, and may consider any evidence available to it as to the qualifications and abilities of the Proposer, including past performance (experience) with the Village by the Proposer or any of their Owners.

#### **1.18 REFERENCES/RECORD CHECK**

As part of the evaluation process, the Village may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Proposer's submission of their REI constitutes acknowledgment of the process and consent to investigate. Village is the sole judge in determining Proposer's qualifications.

#### **1.19 COMPETENCY OF RESPONDENTS**

Proposals will be considered only from firms which are regularly engaged in the business of providing the services as described in this REI and who can provide evidence that they have established a satisfactory record of performance to insure that they can satisfactorily execute the services under the terms and conditions stated herein. The term "equipment and organization" as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the Village.

#### **1.20 CONTRACT TERM**

At all times during the term of the contract, the successful Contractor shall act as an independent Contractor and at no time shall be considered an agent or partner of the Village.

- A. **Contract Period:** This contract shall be awarded for an initial term of two (2) years subsequent to approval by the proper Village authorities. The contract may be renewed for three (3) additional one year periods provided both the successful proposer and the Village agree and all terms and conditions remain the same. Any contract or amendment resulting from this solicitation shall be subject to fund availability and mutual written agreement between the Village and the successful proposer. Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.
- B. **Option to Extend:** The performance period of any contract resulting from this solicitation may be extended upon mutual agreement between the contractor and the Village of Indiantown with no change in terms or conditions. Any extension of performance period under this provision shall be in one-year increments. The contract may be renewed for three (3) additional one-year periods, provided both parties are in agreement. Total contract length, including individual one-year extensions, shall not exceed five (5) years. Consideration of price increases at each renewal period will be

given provided such escalations are justified, reasonable and acceptable to the Village. Any price increases must be documented and approved by the Village of Indiantown. It is also expected that de-escalation of prices will be extended to the Village if the market so reflects.

- C. At the option of the Village, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is defined in Section 287.055, et seq, Florida Statutes, Consultant's Competitive Negotiating Act (CCNA).

## **1.21 PERFORMANCE EVALUATION**

Throughout the contract period the vendor(s) performance will be monitored by Village staff. If vendor performance fails to meet the standards specified and receives an unacceptable rating, the Village may without cause and without prejudice to any other right or remedy, terminate the contract whenever the Village determines that such termination is in the best interest of the Village. Vendor's receiving an unacceptable rating will be notified by certified mail. Contract termination shall be served by written notice by the Village Manager.

## **PART II STATEMENT OF WORK**

### **2.1 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

The exact scope of work shall be identified by work authorization on an "as needed basis (see attachment D). Qualified Engineers or firms must be registered with DBPR, FBPE and possess affiliations with NSPE and/or ASCE; and experienced Engineers to provide engineering and construction management, drafting, surveying, geotechnical engineering, roads, bridges, and infrastructure, buildings and structures, transportation engineering, stormwater, water and sewer systems, including but not limited to the following: .

- Preparation of roadway location or alignment studies
- Preparation of roadway design
- Preparation of land acquisition documents
- Preparation of a hydrologic & hydraulic studies
- Preparation of storm drainage system design
- Preparation of new or retrofit storm water management design
- Preparation of floodplain studies
- Preparation and procurement of requisite environmental permits
- Performance of traffic counts
- Preparation of traffic studies and analysis
- Preparation of maintenance of traffic design
- Preparation of structural studies and design for bridges, culverts and retaining walls
- Preparation of construction documents
- Preparation of cost estimates

- Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Preparation of as-built plans and surveys
- Review of plans, specifications and estimates developed by others
- Other customary Professional Engineering Services

## 2.2 **TIMETABLES**

The Village and respondents shall adhere to the following schedule in all actions concerning this REI:

- On July 20, 2017 the Village issues the REI.
- From July 20, 2017 to August 10, 2017, the Village will receive and answer all inquiries received by mail, facsimile transmission or email.
- The Village must receive response submittals by no later than 2:00 p.m. on Monday, August 20, 2017.
- The Village will review, evaluate, and rank the proposals in a timely manner.
- The ranked firms will be presented to the Village Council as the most qualified firms and request authorization to negotiate with the firms.
- The Village may enter into a contract after obtaining appropriate approvals effective October 1, 2018.

## **PART III INSTRUCTIONS FOR PREPARING SUBMISSIONS**

### 3.1 **RULES FOR SUBMISSIONS**

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to the REI. The interested firm or individual must submit one (1) original and six (6) copies of their proposal, including **one (1) electronic copy (PDF format preferred) on a CD** of the requested qualification data for evaluation. Please tab all support documents or attachments according to the order established in the following paragraph.

### 3.2 **PROPOSAL FORMAT**

Proposers should prepare their proposals using the following format. Proposers shall label, tab and organize proposal submittal documents utilizing the following format as outlined below. All attachments as requested shall be inserted in the back of each corresponding section.

In preparing your proposal, proposer should assume that the Village has no previous knowledge of their product or capabilities. Proposals should clearly describe the services, specifying where it meets, exceeds or does not comply with the general specifications.

**Letter of Transmittal:** The response format shall contain a letter of transmittal. The Letter of Transmittal will summarize in a brief and concise manner the Professional's understanding of the REI.

An agent authorized to negotiate for the respondent must sign the letter of transmittal. This signature shall certify the Village of the contents of the submittal and bind the firm to this response to the Village of Indiantown's Request for Expressions of Interest. The transmittal letter shall not exceed two (2) pages in length.

**Tab 1 ~ Company Qualifications:** Firms shall provide a brief profile of their company, which should include their history, and corporate structure, ownership interest, and the length of company's existence. Professional must identify all of their offices, including the location of the main office that will be responsible for the actual production of the work and the key personnel in that office who will be responsible for the completion of the work, including the resumes of the primary (key) individuals. Resumes of proposed key personnel shall include (name, company address, phone number, e-mail address) job skills, education, training, experience and professional affiliations/membership.

Provide a list of disciplines offered by the firm (i.e. mechanical, electrical, hydrogeologic, geotechnical, structural, land surveying, etc.).

All proposed sub-consultants shall be identified for disciplines, and the working relationship between the respondent and the sub-consultant shall be explained. Sub-consultants shall also provide key personnel resumes.

**Tab 2 ~ Operational Plan/Task Approach:** Submit a demonstrated thorough understanding of the concepts, principles, and procedures of Engineering services and its applicability to the Village.

Provide an outline of proposed manner in which a scope of work by work authorization will be addressed and the manner in which the approach shall demonstrate the firm's capability to work within the Village's budget and time constraints. Describe all quality control implementation procedures, sub-consultant supervision, contract compliance and enforcement of industry standards. Discuss ways to maintain schedules and ways to recover. Discuss cost control and value engineering. Describe any project management systems used to track and control project issues. Describe the communication procedures to be employed throughout the contract term and the plan to establish and maintain clear lines of communication with the Village's Project Manager and Village staff.

**Tab 3 ~ Experience References/Past Performance:** Provide a list of similar type projects which include a brief description of the project, cost, date the project was completed, and final construction cost and time. Owner of the project, including name, email address, and telephone number of a contact person, and as follows:

- Two (2) recent or current projects within the past year
- Three (3) projects with a Governmental entity within the past five years

- Provide a list of projected workloads. The volume of work previously awarded, with the intent of effecting equitable distribution of work among qualified firms.

**Tab 4 ~ Familiarity:** Provide a description of the firm's familiarity with local conditions, community goals, etc., in the Stuart/Martin County area.

**Tab 5 ~ Financial Assessment:** Describe a model for assessing financial decisions using principles of approaches as it relates to financial decision making, financial judgment with respect to Village projects in determining estimates of probable costs.

**Tab 6 ~ Insurance:** Provide proof of ability to obtain insurance coverages as detailed in Attachment A. A certificate of insurance indicating that the firm has coverage in accordance with the requirements herein set forth may be furnished by the firm to the Village along with their qualification data. A properly completed Accord Form is preferable. The Village of Indiantown being named as additional insured for General Liability shall be required prior to entering into a contract. The awarded firm shall either cover any sub-consultants on its policy or require the sub-consultants to conform to all requirements for insurance contained herein.

**Tab 7 ~ Submittal Forms & Requested Information:** This section shall include samples of project management reports, inspection forms used by the field personnel, record keeping procedures, and other information the respondent wishes to include.

Florida license / certified for the type of work to be performed in the State of Florida; Florida registration with the Division of Corporations; and affiliations; Business Tax Receipt w/copy of IRS W-9 form or proof of exemption as identified in Item 1.16.

Request for Information to submit with IRS W-9 Form as identified in Attachment B.

**Tab 8 ~ Prohibition Non-Collusion/Conflict of Interest Disclosure Statements:** In accordance with Florida Statute 287.055(6)(a), the following statement must be included in each submittal: "The respondent warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, Council, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement."

Include the following Statement of Non-Collusion: "The respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena."

Include a disclosure statement advising the Village of any potential conflict of interest, real or apparent, that the Respondent, employee, officer, or agent of the firm may have due to ownership, other clients, contracts or interests associated with this project.

Signature on the transmittal letter shall certify the Village of these statements.

**Tab 9 ~ Optional Information:** Provide any information pertinent to this project that will provide insight to the evaluators about the qualifications, fitness and abilities of the Respondent (please limit this information to two pages).

**Tab 10 ~ Addenda (if applicable):** All addenda issued pursuant to this solicitation must be acknowledged and submitted as part of the proposal package.

## **PART IV EVALUATION OF SUBMISSIONS**

### **4.1 EVALUATION METHOD AND CRITERIA**

- A. General:** The Village of Indiantown reserves the right to request clarification on information submitted and to request additional information from one or more firms. The Village will select the firms which it feels are most qualified and best serves the interests of the Village. The Village shall be the sole judge and final arbiter of its own best interests; and the evaluation of submissions. In all instances the Village's decisions will be final. Proposals will be reviewed, evaluated, and ranked as to the qualification to perform the services required by a Selection Committee, which shall consist of Village staff. This criterion shall be utilized in the evaluation of the proposals.

#### **EVALUATION CATEGORIES**

#### **POINTS POSSIBLE**

Qualifications, Knowledge	
Engineering Disciplines List	30 pts
Operational Plan/Task Approach	25 pts
Experience/ References / Past Performance	20 pts
Familiarity	15 pts
Financial Assessment	10 pts

- B. Selection:** Proposals will be evaluated using the above criteria scored and ranked. The Village will assign this task to a Selection Committee appointed by the Village Manager. The Selection Committee will make a recommendation for qualification to the Village Council for authorization to negotiate with the qualified firms ranked 1-5. The Village will determine based on the ranking, if a minimum of three (3) firms up to a maximum of five (5) firms will be awarded for equal distribution of services. The Village of Indiantown reserves the right to qualify individuals/firms solely from review of the packages which meets the best interests of the Village. By submitting a proposal, the respondent agrees to this selection and evaluation procedure.
- C. Interviews:** The Village may require oral and visual interviews from firms. This shall be done at the Village's sole discretion when it feels interviews are essential as part of the evaluation process and are in the best interests of the Village. The Village shall be the sole judge and final arbiter of its own best interests in this matter. Individuals/firms will be notified in writing if they are selected for interview. Notices for interviews will contain explicit instructions concerning location, date, time and length of interviews.
- D. Negotiations:** After staff concludes negotiations with the respondent(s) selected by the Village Council, staff will present the results of the negotiations to the Village

Council with its recommendation. If the Village Council determines that staff is unable to negotiate a satisfactory contract with the respondents considered to be the most qualified at a price the Village determines to be fair, competitive, and reasonable, negotiations with that respondent(s) shall be formally terminated. Should the Village be unable to negotiate a satisfactory contract with the selected respondent(s), the Village may select additional respondent(s) in order of their original ranking, competence and qualification; and will continue negotiations until an agreement is reached. However, as stated in Item 1.4 above, the Village reserves the right to reject all proposals, to waive any irregularities, and to re-advertise and solicit for other proposals.

- E. Contact Person:** Questions or requests for additional information shall be directed to the Village Office, at (772) 597-9900, or email: [tsarno@indiantown.org](mailto:tsarno@indiantown.org) between the hours of 9:00 a.m. and 5:00 p.m., local time, weekdays.

## **4.2 TERMS AND CONDITIONS**

All prospective Contractors are hereby cautioned not to contact any member of the Stuart Village Council, the Village Manager, the Village Attorney (except to discuss grievance matters) or any member of the selection committee. All questions and contacts must be made through the Procurement Office. Attempts to lobby or persuade through other channels will result in disqualification.

Any actual or prospective Contractor who disputes the reasonableness, necessity or competitiveness of the terms and conditions of this request for proposals; selection or award recommendation shall file such dispute in writing with the Village Manager, not later than close of business on the proposal opening date, as to the terms and conditions, and within ten (10) days of Council action as to the selection or award recommendation.

The Village reserves the right to reject any or all proposals without recourse, to waive technicalities and informalities or to accept the proposal which in its sole judgment best serves the interest of the Village.

As required by FS Section 287.133; “A person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or a Contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount as stated in FS Section 287.017, for Category Two, for a period of thirty six months from the date of being placed on the convicted vendor list.” Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (904) 488-8131.

## **4.3 PROPOSED AGREEMENT**

Qualified firms may enter into a master agreement for services with the Village based on the negotiated hourly rate schedule of personnel rates for the services, which may be ordered by work authorization under this agreement. These rates will be valid for the initial term of the

agreement.

Please review Attachment C, Professional Services Agreement, and note any objections, or revisions that would be required within the submittal. Should no revisions be noted, the Village will assume and the contractor agrees that the terms and conditions of agreement are acceptable. The proposed Agreement does not authorize the performance of any work. The Village makes no covenant or promise as to the number of available projects or that the firm shall perform any project for the Village during the life of the Agreement.

Professional(s) shall not assign or transfer any or all of its rights, duties or obligations under the contract without the prior, written consent of the Village.

All work product, including but not limited to reports, plans, drawings, tracings, sketches, photographs, videos, illustrations, presentations, PowerPoint, specifications, models, maps, computer files, electronic data, and other documents (electronic or paper) prepared or created in the course of the performance of the services or obtained in the performance of the contract, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and shall be the exclusive property of the Village upon their creation without restriction or limitation on their use and will be made available, upon request, to the Village at any time during the performance of the services. Proposer will not copyright any material or work product developed under the contract. Any reuse of Proposer's prepared documents by the Village, except for the specific purpose intended hereunder, will be at Village's sole risk and without liability or legal exposure to Proposer or its sub-proposers.

The agreement shall be construed and interpreted, and the rights of the parties hereto determined, in accordance with Florida law without regard to conflicts of law provisions. The Village and Proposer shall submit to the jurisdiction of Florida courts and federal courts located in Florida. The parties shall agree that proper venue for any suit concerning this Agreement shall be Martin County, Florida, or the Federal Southern District of Florida. Proposer shall agree to waive all defenses to any suit filed in Florida based upon improper venue or *forum nonconveniens*. To encourage prompt and equitable resolution of any litigation, each party shall waive its rights to a trial by jury in any litigation related to the contract

#### **4.3 ATTACHMENTS**

**Attachment A:** Insurance Requirements

**Attachment B:** Request for Information to Submit With IRS W-9 Form

**Attachment C:** Professional Services Agreement

**Attachment D:** Sample Work Authorization

**ATTACHMENT A**  
**INSURANCE REQUIREMENTS**

1. The successful professional shall not commence any work in connection with this agreement until it has obtained all of the following types of insurance and the Village has approved such insurance. Nor shall the successful professional allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers licensed and authorized to do business in the State of Florida. The successful professional shall maintain required insurance coverage for the full term of this agreement or for such longer periods as may be specifically required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and rated no less than "B" as to management and no less than Class "VIII" as to strength in accordance with the A.M. Best Company Insurance Guide, or its equivalent as determined by the Village in its sole discretion.
2. **Loss Deductible Clause:** The Village shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the professional and/or subcontractor providing such insurance.
3. **Worker's Compensation Insurance:** The professional/service provider shall maintain during the life of this Agreement, Worker's Compensation Insurance for all of its employees connected with the work of this project that complies fully with the State of Florida Worker's Compensation Law, SS 440.
4. **General Liability:** The Professional shall, during the life of this agreement take out and maintain broad form Commercial General Liability [including premises/operations; products/completed operations with the XCU hazards; personal /advertising injury; and fire damage (minimum \$100,000)] for limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate relative to any agreement resulting from a solicitation with the Village of Indiantown.
5. **Business Automobile:** The professional/service provider shall during the life of this agreement take out and maintain Business Automobile Liability form with coverage for symbol I (any auto) with limits of not less than \$1,000,000.00 combined single limit or \$500,000.00 per person/ \$1,000,000.00 per accident bodily injury and \$250,000.00 per accident property damage.
6. **Professional Liability:** The professional shall during the life of this agreement take out and maintain Professional Liability coverage with limits of not less than \$1,000,000.00 per claim /\$2,000,000.00 per job, per year aggregate relative to any agreement resulting from this solicitation for the Village of Indiantown. The professional further agrees to maintain like coverage for a minimum of five (5) years following the completion of the agreement.
7. **Owner's Protective Liability Insurance:** The Owner shall be responsible for purchasing and maintaining his own liability insurance and, at his option, may purchase and maintain such insurance as will protect him against claims which may arise from his operations under the Contract.

8. **Certificates of Insurance:** the Contractor, upon notice of award, will furnish Certificate of Insurance Forms. These shall be completed by the authorized Resident Agent and returned to the Purchasing Office. This certificate shall be dated and show:
- (a) The name of the insured contractor, the specified job by name and job number, the name of insurer, the number of the policy, its effective date, and its termination date.
  - (b) Statement that the Insurer will mail notice to the Village at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
  - (c) Village shall be named or additional named insured on General Liability Insurance and Business Automobile Liability Insurance.

**NOTE:** The Village can decrease or increase these limits, depending on the project, in its sole discretion.

**ATTACHMENT B**  
**REQUEST FOR INFORMATION TO SUBMIT WITH IRS W-9 FORM**

Federal Income Tax Law requires a Form 1099 with a valid taxpayer identification number to be filed for payments made in the course of conducting a trade or business. Further, these payments may be subject to Backup Federal Income Tax Withholding for all payees who have not submitted a correct Federal Tax Identification Number at the time of payment.

Please read this form and complete the information thereon before signing and **returning with a copy of your IRS W9 Form**. If you are a corporation, we will not issue you a Form 1099 (Reference: 1.6401-3(c)). However, kindly return this form to document your corporate status.

In order to avoid the possibility of future payments being held subject to Backup Withholding at a rate of 31%, please complete the form printed below and return this letter to the above address or E-mail request to: [tsarno@indiantown.org](mailto:tsarno@indiantown.org).

**VENDOR NAME** \_\_\_\_\_

**DBA:**

\_\_\_\_\_

**CORPORATE ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_ **ALTERNATE PHONE:** (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_

***“THE ABOVE INFORMATION WILL BE USED FOR PURCHASE ORDERS”***

**REMIT TO ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_ **ALTERNATE PHONE:**  
(\_\_\_\_) \_\_\_\_\_

**COMPANY CONTACT NAME:**

\_\_\_\_\_

**COMPANY/CONTACT EMAIL ADDRESS:**

\_\_\_\_\_

**TYPE OF ORGANIZATION**

- |   |   |   |
|---|---|---|
| 1. <input type="checkbox"/> Corporation | 3. <input type="checkbox"/> Sole Proprietor | 5. <input type="checkbox"/> Government Agency |
| 2. <input type="checkbox"/> Partnership | 4. <input type="checkbox"/> Individual      | 6. <input type="checkbox"/> Other: _____      |

**1099 REPORTING STATUS (Check One):** ☐ **Yes** ☐ **No**

**TAXPAYER IDENTIFICATION NUMBER:**

Employer Identification Number: \_\_\_\_\_ - \_\_\_\_\_ (Or) Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Print name of Taxpayer if using SS#: \_\_\_\_\_

**Under penalties of perjury, I certify that this statement is accurate and complete.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_



**ATTACHMENT C**  
**STANDARD AGREEMENT**  
**BETWEEN**  
**VILLAGE OF INDIANTOWN AND PROFESSIONAL**  
**FOR ENGINEERING SERVICES**

**PROJECT:** REI #02-2018: PROFESSIONAL ENGINEERING SERVICES

**CONSULTANT:**

**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, hereinafter "Contract," made and entered into the \_\_\_\_ day of \_\_\_\_\_, 2018 by and between \_\_\_\_\_, hereinafter referred to as "CONSULTANT" and the Village of Indiantown, Florida, a municipal corporation, 65500 SW Warfield Blvd., Indiantown, FL 34956, hereinafter referred to as "VILLAGE", for and in consideration of the following terms, conditions and covenants.

**I. PURPOSE OF AGREEMENT**

Village intends to enter into a contract with Professional for provision of Engineering Services by the Professional and the payment for those services by Village as set forth below.

**II. SCOPE OF SERVICES**

The Professional shall provide Professional Engineering Services in all phases of any project for which a Work Authorization has been issued by the Village pursuant to this Agreement as hereinafter provided. These services will include serving as Village's professional consulting representative for the Project, providing professional consultation, advice, and furnishing customary engineering as described in the Work Authorization. The detailed scope of services to be performed and schedule of fees for those services shall be detailed in each Work Authorization.

**Section 1. Scope of Service**

Professional shall work with the Village Manager, Village Attorney, or other Village staff in advising the Village and the Village Council regarding Professional Engineering Services. The services will be those customarily attendant to Professional Engineering Services including, but not limited to the following:

- A. Preparation of roadway location or alignment studies
- B. Preparation of roadway design
- C. Preparation of land acquisition documents
- D. Preparation of a hydrologic & hydraulic studies
- E. Preparation of storm drainage system design
- F. Preparation of new or retrofit storm water management design
- G. Preparation of floodplain studies
- H. Preparation and procurement of requisite environmental permits
- I. Performance of traffic counts

- J. Preparation of traffic studies and analysis
- K. Preparation of maintenance of traffic design
- L. Preparation of structural studies and design for bridges, culverts and retaining walls
- M. Preparation of construction documents
- N. Preparation of cost estimates
- O. Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- P. Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Q. Preparation of as-built plans
- R. Review of plans, specifications and estimates developed by others
- S. Other customary Professional Civil Engineering Services

### **III. AGREEMENT PROVISIONS**

#### **Section 1. Term of Agreement**

Upon award of this Agreement, the effective date of this Agreement shall be the date of execution of this Agreement by both Village and Professional. Term of this agreement shall be for an initial period of two (2) years with the option of three (3) additional one-year renewal periods, upon the mutual agreement of the parties. At the option of the Village, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is used in Section 287.055, et seq, Florida Statutes (CCNA).

Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.

#### **Section 2. Work Authorization**

Each "Work Authorization" shall specify the Period of Service agreed to by the Village and the Professional for services to be rendered under said "Work Authorization".

VILLAGE will compensate Professional for services under each Work Authorization. The fee due to the Professional shall be set forth in each Work Authorization and shall be in accordance with Professional's personnel hourly rate schedule formalized in "**Exhibit C**" to this Agreement. Professional's personnel hourly rate schedule may be updated prior to each optional renewal period.

#### **Section 3. Compensation and Method of Payment**

##### **3.1 Fee Schedule**

Professional's personnel hourly rate schedule formalized in "**Exhibit C**" shall include all services, material, supplies and any other items or requirements necessary to complete the work as described herein, including but not limited to out of pocket expenses, such as, identifiable communication expenses, reproduction costs, postage, printing, copying, and long distance telephone, etc.

##### **3.2 Invoices**

CONSULTANT shall submit an invoice to the VILLAGE upon completion of the Scope of Service as defined by the work authorization. Each invoice shall be detailed and include, but not be

limited to, hours worked by each person assigned to the work authorization, date worked and all ancillary expenses incurred and by whom.

### **3.3 Payment**

Payment for services rendered is due within thirty days of receipt and approval of invoice by Village. Payment is delinquent 30 days following receipt and approval of invoice by Village.

## **Section 4. Use of Documents**

### **4.1 Ownership of Original Documents**

All deliverable analysis, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the CONSULTANT'S services or have been created during the course of the CONSULTANT'S performance under this Contract shall become the property of and shall be delivered to the VILLAGE after final payment is made to the CONSULTANT.

## **Section 5. Termination**

### **5.1 Termination for Convenience**

Either party upon a thirty (30) day written notice to the other party may terminate this Contract. In the event of any termination, CONSULTANT shall be paid for all services rendered to the date of termination including all reimbursable expenses.

### **5.2 Termination for Cause**

The performance of the Agreement may be terminated by the Village of Indiantown in accordance with this clause, in whole or in part, in writing, whenever the VILLAGE shall determine that the CONSULTANT has failed to meet performance requirement(s) of the Agreement. If the successful bidder should be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail to provide properly skilled personnel or proper service in the sole discretion of the VILLAGE, then the VILLAGE can, after giving the successful proposer seven (7) days written notice, and without prejudice to any other right or remedy, terminate this agreement.

## **Section 6. VILLAGE'S Obligations**

### **6.1 Data to be Furnished**

VILLAGE shall provide the following information or services as required by CONSULTANT to complete the terms of the Agreement:

### **6.2 Designated Representative**

The Designated Representative of the VILLAGE to act with authority on the VILLAGE's behalf with respect to all aspects of the Project is \_\_\_\_\_. This designation may be delegated by the \_\_\_\_\_ Director to another person.

## **Section 7.     Persons Bound by Agreement**

### **7.1     Parties to the Agreement**

The persons bound by this Contract are the CONSULTANT and the VILLAGE and their respective partners, successors, heirs, executors, administrators, assigns and other legal representatives.

### **7.2     Assignment of Interest in Agreement**

This Contract and any interest associated with this Contract may not be assigned, sublet or transferred by either party without the prior written consent of the other party. The Village may grant consent based upon the following factors: The qualifications of the assignee, the financial stability of the assignee, the likelihood of time to complete the contract, And other applicable factors as they relate to the service. Nothing contained herein shall be construed to prevent CONSULTANT from employing such independent consultants, associates and subcontractors as CONSULTANT may deem appropriate to assist in the performance of the services hereunder.

### **7.3     Rights and Benefits**

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than CONSULTANT and the VILLAGE.

## **Section 8.     Indemnification of VILLAGE**

The CONSULTANT and any of its agents, employees, subcontractors, sub-consultants, or anyone for whose act or acts any of them may be liable in the performance of the services under this Contract shall indemnify and hold harmless VILLAGE, its agents, employees, elected officers and representatives from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of this Contract.

The CONSULTANT agrees to hold the VILLAGE harmless from loss, damage, injury or liability arising directly from the negligent acts or omission of the CONSULTANT, its employees, agents, subcontractors and their employees and agents.

## **Section 9.     Insurance.**

### **9.1.     General**

CONSULTANT assumes the entire responsibility and liability for all damages or injury to all persons, and to all property, arising out of or in any manner connected with the execution of the work under this Contract by CONSULTANT, and to the fullest extent permitted by law, CONSULTANT shall defend and indemnify the VILLAGE from all such claims including without limitation claims for which the VILLAGE may be, or may be claimed to be, liable in whole or in part and legal fees and disbursements paid or incurred to defend any such claims, as well as legal fees paid or incurred in connection with enforcing the provisions of this paragraph. CONSULTANT assumes the entire responsibility and liability for all damages and injury to all persons, whether their employees or otherwise, and to all property arising out of or in any manner connected with the execution of the work by CONSULTANT under this Contract. CONSULTANT shall obtain, maintain and pay for general

liability insurance coverage as will insure the provisions of this paragraph and any other contractual indemnities assumed by CONSULTANT in this specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by CONSULTANT.

## **9.2 Workers' Compensation**

The CONSULTANT shall procure and maintain, during the life of this Contract, Worker's Compensation insurance as required by Florida Statutes for all of employees of the CONSULTANT engaged in work on the Project under this Contract.

## **9.3 Insurance Policy Limits**

CONSULTANT shall procure and maintain insurance policies as specified in Attachment A of the solicitation, (REI# 02-2018) and designated in Exhibit B.

## **9.4 Insurance Cancellation**

The CONSULTANT shall furnish to the VILLAGE Certificates of Insurance stating the Insurer will grant the Village the same notification rights that it provides to the first named insured as respects cancellation and nonrenewal. If the insurance policies expire during the terms of the Contract, a renewal certificate or binder shall be filed with the VILLAGE fifteen (15) days prior to the renewal date.

## **9.5 VILLAGE to be Named Additional Insured**

The amounts of insurance shall be determined by the VILLAGE. The VILLAGE shall be named as "additional insured" with regard to the coverage of General Liability and Automobile Liability policies.

## **9.6 Status of Claim.**

The CONSULTANT shall be responsible for keeping the VILLAGE currently advised as to the status of any claims made for damages against the CONSULTANT resulting from services performed under this Contract. The CONSULTANT shall send notice of claims related to work under this Contract to the Village. Copies of the notices shall be sent by fax, hand delivery or regular mail to:

Village Attorney  
Village of Indiantown  
PO Box 398  
Indiantown, FL 34956

## **Section 10. Professional Standards**

### **10.1 Other Agreements**

CONSULTANT is entering into this Contract with the understanding that the VILLAGE has no agreements, either written or oral, for professional services relating to this specific Project which include any of those services within the Scope of Services defined herein.

## **10.2 Approvals Not Guaranteed**

All work performed by Professional will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations. However, Professional does not warrant or represent that any governmental approval will be obtained, only that the Professional will exercise its best efforts to obtain all such approvals contemplated under this Contract.

## **10.3 Governmental Regulations**

Professional shall assure that work performed under each Project Authorization shall be in accordance with all applicable governmental regulations.

## **Section 11. Opinions of Cost**

Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding, or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified CONSULTANT, familiar with the construction industry. The CONSULTANT cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable cost. If at any time the VILLAGE wishes greater assurance as to the amount of any cost, the VILLAGE shall employ an independent cost estimator to make such determination. Consulting services required to bring cost within any limitation established by the VILLAGE will be paid for as additional services hereunder by the VILLAGE.

## **Section 12. General Conditions**

### **12.1 Venue in Martin County**

Venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

### **12.2 Laws of Florida**

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

### **12.3 Attorney's Fees and Costs**

In the event the CONSULTANT defaults in the performance of any of the terms, covenants and conditions of this Contract, the CONSULTANT agrees to pay all damages and costs incurred by the VILLAGE in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

#### **12.4 Mediation as Condition Precedent to Litigation**

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The party shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the VILLAGE shall select the mediator who, if selected solely by the VILLAGE, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

#### **12.5 Contract Amendment**

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. No verbal agreement by the VILLAGE or the VILLAGE's representative identified herein shall be binding or enforceable against the VILLAGE.

#### **12.6 Contractual Authority**

**By signing this Contract the Contractor swears or affirms, under penalty of perjury, that this is a valid act of the Contractor,** and that no later claim shall be made by the CONTRACTOR that the Contract is invalid or an *ultra vires* act, by reason of a failure to have the proper authority to execute the Contract. In the event that a court of competent jurisdiction later determines that the Contract is or would be null and void for failure of the signatory to have proper or complete authority, this Contract shall nonetheless be deemed valid under the theory of "apparent authority," or in the sole alternative of the Village, shall be deemed to be the act of the signatory, as an individual, who shall be fully responsible for its complete performance.

#### **12.7 Sovereign Immunity**

Nothing contained herein shall be construed or interpreted as a waiver of the sovereign immunity liability limits established under chapter 768.20 Florida Statutes as amended.

#### **12.8 Competitive Negotiation**

CONSULTANT shall execute a truth-in-negotiation certificate stating that wage rates and other factual costs supporting the compensation are accurate, complete, and current. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the Village determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual costs. All such contract adjustments must be made within one (1) year following the end of the contract.

#### **12.9 Prohibition Against Contingent Fees**

CONSULTANT warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT any fee, Council, percentage, gift, or other consideration contingent upon or resulting from the award or

making of this agreement. For the breach or violation of this provision, the Village shall have the right to terminate the agreement without liability and, at its discretion to deduct from the contract price, or otherwise recover, the full amount of such fee, Council, percentage, gift, or consideration.

CONSULTANT or partnership thereof, who offers to pay, or pays any fee, Council, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of any Village contract for professional services shall, upon conviction in a state court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in F.S. 775.082 or F.S. 775.083.

### **Section 13. Public Records**

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the Village Clerk as the custodian of Public Records for the Village of Indiantown, and all the respective departments at 772-597-9900 or [cwhite@indiantown.org](mailto:cwhite@indiantown.org), Village of Indiantown, Village Clerk 65500 SW Warfield Blvd. Indiantown, FL 34956 per F.S. 119.12.**

Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action with F.S. 119.0701 the Contractor shall:

Keep and maintain public records required by the public agency to perform the service.

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

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

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

#### **Section 14. Exhibits**

The following Exhibits are attached to and made a part of this Contract:

**"Exhibit A"** - "Proposal as Submitted by Professional and Accepted by Village"

**"Exhibit B"** - "Original Request for Proposal as Issued by Village, including all Addenda"

**"Exhibit C"** - "Professional's Personnel Hourly Rate Schedule"

**"Exhibit D"** - "Insurance and Indemnification"

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**Signatures are on following page**

IN WITNESS WHEREOF, the VILLAGE has hereunto subscribed and the PROFESSIONAL has signed his, its, or their name, or names the date aforesaid.

**VILLAGE OF INDIANTOWN, FLORIDA**

**ATTEST:**

\_\_\_\_\_  
**CHERYL WHITE**  
**VILLAGE CLERK**

\_\_\_\_\_  
**SUSAN GIBBS THOMAS**  
**MAYOR**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
**PAUL J. NICOLETTI**  
**VILLAGE ATTORNEY**

WITNESSES:

**PROFESSIONAL**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## ATTACHMENT D

### **“SAMPLE”**

WORK AUTHORIZATION  
TO THE  
AGREEMENT FOR CIVIL ENGINEERING SERVICES  
BETWEEN THE VILLAGE OF INDIANTOWN AND  
THE FIRM OF  
XXXXXXXX

PROJECT DESCRIPTION: *NAME OF PROJECT*

#### I. PURPOSE

This is an attachment to the Master Agreement for Civil Engineering Services dated XXXXX between the Village of Indiantown (VILLAGE) and the firm of XXXXX. (PROFESSIONAL) and made a part thereof. The purpose of this Project Authorization is to specify the required services of the PROFESSIONAL to design xxxx, prepare Construction documents, provide Bidding Phase services, and to provide Construction Phase services for the *Project Name*.

#### II. PROFESSIONAL'S SERVICES

The PROFESSIONAL shall design xxxx, prepare Construction documents, provide Bidding Phase services, and Construction Phase services for the *Project Name*.

#### III. GENERAL SCOPE OF WORK

The PROFESSIONAL's services shall include, but not be limited to, the following items:

##### A. TASK A: DESIGN AND PERMITTING

1. Data Collection
2. Analysis of xxxxxx
3. Design of xxxxx
4. Preparation of Technical Specifications
5. Monthly meetings with VILLAGE staff
6. The PROFESSIONAL shall procure the necessary permits required for the items described in this Project Authorization.
7. Prepare minutes and agendas for all meetings and submit to the VILLAGE.

##### B. TASK B: CONSTRUCTION DOCUMENTS

1. The PROFESSIONAL shall prepare complete Construction Drawings (100% drawings) and specifications for the work as described in III.A. (above).
2. Drawings shall be furnished to the VILLAGE in reproducible form and to a satisfactory scale. They shall be accurate, legible, complete and suitable for bidding purposes. The PROFESSIONAL shall furnish, when requested, all necessary prints, sepia and other information during the design process, for review by the VILLAGE, utility suppliers and

other parties having jurisdiction and to fulfill requests by other government agencies and the public. The construction drawings must meet the following minimum plans and design documentation packaging requirements:

Plan sets:

- a. Cover / Key Sheet
- b. Summary of Pay Items
- c. Reference Points
- d. Typical Sections
- e. Miscellaneous Detail Sheet

3. Based upon the final Construction Documents, the PROFESSIONAL shall prepare and submit an estimate of probable cost for construction.

C. TASK C: BIDDING PHASE SERVICES

The PROFESSIONAL shall:

1. Attend Pre-Bid Conference.
2. Prepare Pre-Bid Meeting Minutes.
3. Respond to questions during bidding, as needed.
4. Review bid submittals for compliance with the plans and specifications, and prepare a comparative bid analysis.
5. Make a recommendation for award based on bids received and reference checks.

D. TASK D: CONSTRUCTION PHASE SERVICES

1. The PROFESSIONAL's responsibility to provide Construction Phase Services under this agreement commences with the award of each Contract for Construction and terminates at the earlier of the issuance by the VILLAGE of the final Certificate for Payment or 30 days after the date of Substantial Completion of the Work, but may be extended.
2. The PROFESSIONAL shall attend and administer the preconstruction conference.
3. Visits to Site and Observation of Construction: In connection with observations of the work of Contractor(s) while it is in progress, PROFESSIONAL shall make visits to the site at intervals appropriate to the various stages of construction as PROFESSIONAL deems necessary in order to observe as an experienced and qualified design professional the progress of the various aspects of Contractor(s)' work.
4. Defective Work: During such visits and on the basis of such observations, PROFESSIONAL may disapprove or reject Contractor(s)' work while it is in progress if PROFESSIONAL believes that such work will not produce a completed PROJECT that conforms to the Contract Documents or that it will prejudice the integrity of the design concept of the PROJECT as reflected in the Contract Documents.
5. Interpretations and Clarifications: PROFESSIONAL shall issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and change orders as required.

6. Shop Drawings: PROFESSIONAL shall review and approve (or take other appropriate action in respect of) Shop Drawings, samples and other data which Contractor(s) are required to submit, but only for conformance with the design concept of the PROJECT.
7. Substitutes: PROFESSIONAL shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s).
8. Inspections and Tests: PROFESSIONAL shall have authority, as VILLAGE's representative, to require special inspection or testing of the work, and shall receive and review all certificates of inspections, testings and approvals required by laws, rules, regulations, ordinances, codes orders or the Contract Documents (but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents).
9. Disputes between VILLAGE and Contractor: PROFESSIONAL shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of VILLAGE and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.
10. Applications for Payment: Based on PROFESSIONAL's on-site observations as an experienced and qualified design professional, and on review of applications for payments and the accompanying data and schedules:
  - a. PROFESSIONAL shall verify the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment will constitute a representation to VILLAGE, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of PROFESSIONAL's knowledge, information and belief, the quality of such work is in accordance with the Contract Documents (subject to an evaluation of such work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation). In the case of unit price work, PROFESSIONAL's verifications of payment will include determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).
11. Contractor(s)' Completion Documents: PROFESSIONAL shall receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents and shall transmit them to the VILLAGE with written comments.
12. Inspections: PROFESSIONAL shall conduct an inspection to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable to the VILLAGE and other governing agencies so that PROFESSIONAL may recommend, in writing, final payment to Contractor(s) that the work is acceptable (subject to any conditions therein expressed).
13. Closeout: PROFESSIONAL shall provide assistance in the closing of any financial or

related transaction for the PROJECT (project closeout book, summary of testing, rectifying change orders, final pay estimate, summary of Resident Project Representative (RPR) time, PROFESSIONAL and owner certification letter).

14. As-Built Drawings: PROFESSIONAL shall prepare a set of mylar record prints of Drawings (3 sets of prints and 1 CD) showing those changes made during the construction process, based on the marked-up prints, drawings and other data furnished by Contractor(s) to PROFESSIONAL and which PROFESSIONAL considers significant, including ALP Update.

#### IV. VILLAGE RESPONSIBILITIES

The VILLAGE will provide specific data for *project*.

#### V. WARRANTY

The PROFESSIONAL warrants that the plans and specifications produced as a result of this contract are complete, correct and suitable for the purpose intended.

#### VI. AMERICANS WITH DISABILITIES

The PROFESSIONAL shall ensure compliance with all applicable governmental accessibility standards, including without limitation those applicable under Section 35.151 CFR.

#### VII. DELIVERABLES

The PROFESSIONAL shall supply 60%, 90%, and 100% Plans and Specifications to the VILLAGE for review. Each draft submittal shall include two copies of the draft Plans and Specifications. The PROFESSIONAL shall submit to the VILLAGE the final Plans and Specifications in the following amounts:

1. Unsealed Copy of Final Plans – 1 set
2. Sealed Copy of Final Plans – 1 set
3. Digital Copy of Final Plans – 1 copy
4. Unbound set of Technical Specifications – 1 set
5. Digital Copy of Technical Specifications – 1 copy

#### VIII. PLAN AND SPECIFICATIONS REPRODUCTION

The PROFESSIONAL will provide two (2) sets of the plans and specifications for bidding purposes. One set is to be a signed and sealed record set. The cost of these sets is included in the design costs paid the PROFESSIONAL as compensation for services required under this Project Authorization. If additional sets of Construction Documents are required by the Village, the PROFESSIONAL shall furnish such sets at cost. Payment for such additional sets shall be promptly made by the VILLAGE, upon properly supported invoices, submitted by PROFESSIONAL.

#### IX. PLANS AND DOCUMENT OWNERSHIP

The original plans and specifications will become the property of the VILLAGE upon

completion of this Project. Computer systems (CADD) are to be used in the preparation of the construction plans; a copy of all electronic data and drawing files are to be submitted on CD media. These will utilize AutoCAD version 14.0 or 2000 software. If other software is used, it is to be translated to the aforementioned software. The supplied disks are to include all point and working files.

## **X. SCHEDULES AND TIME CONSTRAINTS**

Within ten (10) days after receiving the Notice to Proceed, the PROFESSIONAL shall provide a schedule and an anticipated payment schedule. The total time allowed for the PROFESSIONAL's services required under this Project Authorization shall be XXXX (XX) months from the date of the Notice to Proceed. The construction documents shall be completed within XXX (X) months from the date of the Notice to Proceed.

## **XI. COMPENSATION**

Payment for all services will be in accordance with the Standard Agreement for Civil Engineering Services. Total compensation shall, based on the man hours shown in Exhibit A, for all services, material, supplies and any other items or requirements necessary to complete the work as described herein to include actual salary costs, overhead, out of pocket expenses, and profit shall not exceed XXXXXX dollars (\$XXXX).

### **Section 4. Additional Services**

#### **4.1 Requests for Additional Services**

The undertaking by the Professional to perform professional services defined within this Contract extends only to those services specifically described herein. If upon the request of the Village, the Professional agrees to perform additional services hereunder, the Village shall pay the Professional for the performance of such additional services an amount (in addition to all other amounts payable under this Agreement) based on an hourly fee in accordance with Professional's current personnel fee schedule, plus reimbursable expenses so incurred by the Professional; unless a lump sum addendum to this Contract is executed by the parties to this Contract which addresses the additional services.

#### **4.2 Changes in Scope/Conditions**

Additional Services shall include revisions to work previously performed that are required because of a change in the data or criteria furnished to the Professional, or a change in the scope of concept of the Project initiated by the Village, or services that are required by changes in the requirements of public agencies, after work under this Contract has commenced.

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IN WITNESS WHEREOF, the parties have made and executed this Agreement, the day and year first above written.

PROFESSIONAL: *FIRM*

(SEAL)

By: \_\_\_\_\_  
(Signature)

BY \_\_\_\_\_  
Corporate Officer Name & Title

Date \_\_\_\_\_

ATTEST:

\_\_\_\_\_

TECHNICAL PROVISIONS OF CONTRACT APPROVED:

\_\_\_\_\_

\_\_\_\_\_

BY: - \_\_\_\_\_

Date

=====

VILLAGE OF INDIANTOWN, FLORIDA

BUDGETARY PROVISIONS OF CONTRACT APPROVED:

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date

=====

APPROVED AS TO FORM & LEGALITY FOR THE USE AND BENEFIT OF VILLAGE ONLY

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Date

=====

PUBLIC RECORDS HOLDER ACCEPTS CONTRACT DOCUMENTS:

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Date

EXHIBIT 'A'

Position	Hours	Hourly Rate	Total Fee
Principal			
Project Manager			
CAD Technician			
Clerical			
Subconsultants			
Hydrogeologic			
Electrical			
Surveying			
<b>TOTAL COMPENSATION</b>			



## CAPTEC 2018 HOURLY RATES

Principle / Expert Witness.....	\$ 195.00/hour
PE / Construction Director .....	\$ 175.00/hour
PE / Quality Control Manager.....	\$ 175.00/hour
PE / Engineering Managers.....	\$ 150.00/hour
Sr. Project Managers.....	\$ 135.00/hour
Project Design Managers / El.....	\$ 120.00/hour
Construction Project Manager.....	\$ 110.00/hour
Project Design Engineers / El.....	\$ 110.00/hour
Assistant Project Designers.....	\$ 100.00/hour
Field Representative/Sr. Inspector .....	\$ 90.00/hour *
Civil Design Technician.....	\$ 85.00/hour
Office Manager .....	\$ 65.00/hour
Production Coordinator .....	\$ 55.00/hour

\*Includes travel / mileage costs

## TYPICAL REIMBURSABLE EXPENSES CHART

Reimbursable Expense	Actual/Estimated Cost	Cost
Mileage	Actual	\$.325/mile
Tolls	Actual	varies
Overnight Deliveries	Estimated*	Ground: \$5 Letter: \$20 Pak: \$25 Tube: \$30 Box: \$35
Printing (in-house): B/W Xeroxing Color: Letter Legal Ledger  Blueprints Color Half-size B/W Blueprints Half-size Color Blueprints Mylars	Actual	\$.05 per page  \$.25 per page \$.50 per page \$1 per page  \$2.00 per sheet \$4.00 per sheet \$.50 per sheet \$1.50 per sheet \$5.00 per sheet
Printing (outside source)	Actual	
CD	Actual	\$1/ea.

\*Actual cost depends upon package weight: provider – UPS.



# CERTIFICATE OF LIABILITY INSURANCE

 DATE(MM/DD/YYYY)  
08/23/2018

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

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

<b>PRODUCER</b> PAYCHEX INSURANCE AGENCY, INC. 150 SAWGRASS DRIVE ROCHESTER, NY 14620	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT</b> Paychex Insurance Agency Inc</td> </tr> <tr> <td><b>NAME</b></td> <td></td> </tr> <tr> <td><b>PHONE (A/C, NO. EXT):</b> 877-266-6850</td> <td><b>FAX (A/C, No):</b> 585-389-7426</td> </tr> <tr> <td colspan="2"><b>E-MAIL ADDRESS:</b> Certs@paychex.com</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: ILLINOIS NATIONAL INSURANCE COMPANY</td> <td>23817</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	<b>CONTACT</b> Paychex Insurance Agency Inc		<b>NAME</b>		<b>PHONE (A/C, NO. EXT):</b> 877-266-6850	<b>FAX (A/C, No):</b> 585-389-7426	<b>E-MAIL ADDRESS:</b> Certs@paychex.com		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: ILLINOIS NATIONAL INSURANCE COMPANY	23817	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
<b>CONTACT</b> Paychex Insurance Agency Inc																							
<b>NAME</b>																							
<b>PHONE (A/C, NO. EXT):</b> 877-266-6850	<b>FAX (A/C, No):</b> 585-389-7426																						
<b>E-MAIL ADDRESS:</b> Certs@paychex.com																							
INSURER(S) AFFORDING COVERAGE	NAIC #																						
INSURER A: ILLINOIS NATIONAL INSURANCE COMPANY	23817																						
INSURER B:																							
INSURER C:																							
INSURER D:																							
INSURER E:																							
INSURER F:																							
<b>SURED</b> Paychex Business Solutions LLC CAPTEC ENGINEERING INC 911 PANORAMA TRAIL SOUTH ROCHESTER, NY 14625-0397																							

<b>OVERAGES</b>	<b>CERTIFICATE NUMBER:</b>	<b>REVISION NUMBER:</b>
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			039713730	06/01/2018	06/01/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Worker's Compensation coverage is provided to only those employees leased to, but not subcontractors of the named insured.						

<b>CERTIFICATE HOLDER</b> Village of Indiantown Village Offices 16550 SW Warfield Blvd. Indiantown, FL 34956	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES. <b>AUTHORIZED REPRESENTATIVE</b> <div style="text-align: right; margin-top: 10px;"> </div>
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## **VILLAGE OF INDIANTOWN, FLORIDA AGENDA MEMORANDUM**

MEETING DATE: October 25, 2018

MEETING TYPE:

AGENDA ITEM TITLE: RESOLUTION 056-2018 A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, APPROVING AN AGREEMENT PURSUANT TO REI 02-2018 FOR PROFESSIONAL ENGINEERING SERVICES WITH BOWMAN CONSULTING GROUP, LTD.; AND PROVIDING AN EFFECTIVE DATE.

SUMMARY OF ITEM: The Village of Indiantown advertised a Request for Expression of Interest, REI 02-2018, for qualified experienced, licensed Professional Engineering services to the Village of Indiantown on an “as needed basis”.

On September 27, 2018, the Village Council adopted the recommendations of the selection committee established pursuant to the REI, and authorized the Village Manager, as advised by the Village Attorney, to enter into contract negotiations with the top three ranked firms: CAPTEC Engineering, Inc., Kimley-Horn and Associates, Inc., and Bowman Consulting Group Ltd., with an alternate being The MilCor Group; all in accordance with Section 287.055, Florida Statutes (Consultants Competitive Negotiations Act).

Contract terms have been successfully negotiated with Bowman Consulting Group, Ltd., as set forth herein.

RECOMMENDATION: Approve Res. No. 056-2018 Approving a Agreement for Professional Engineering Services with Bowman.

PREPARED BY: Wade C. Vose, Village Attorney

DATE: 10/15/2018

REVIEWED BY: Teresa Lamar-Sarno, Village Manager

DATE: 10/10/2018

APPROVED BY:

DATE:

ATTACHMENTS:

Description

R056-2018 Approving a Agreement for Professional Engineering Services with Bowman  
Complete Bowman Agreement



## **RESOLUTION No. 056-2018**

### **A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, APPROVING AN AGREEMENT PURSUANT TO REI 02-2018 FOR PROFESSIONAL ENGINEERING SERVICES WITH BOWMAN CONSULTING GROUP, LTD.; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Village of Indiantown advertised a Request for Expression of Interest, REI 02-2018, for qualified experienced, licensed Professional Engineering services to the Village of Indiantown on an “as needed basis”; and

WHEREAS, on September 27, 2018, the Village Council adopted the recommendations of the selection committee established pursuant to the REI, and authorized the Village Manager, as advised by the Village Attorney, to enter into contract negotiations with the top three ranked firms: CAPTEC Engineering, Inc., Kimley-Horn and Associates, Inc., and Bowman Consulting Group Ltd., with an alternate being The MilCor Group; all in accordance with Section 287.055, Florida Statutes (Consultants Competitive Negotiations Act); and

WHEREAS, contract terms have been successfully negotiated with Bowman Consulting Group, Ltd.

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Indiantown, Florida, as follows:

SECTION 1. AGREEMENT APPROVED. The Standard Agreement between Village of Indiantown and Professional for Engineering Services with Bowman Consulting Group, Ltd, a copy of which is attached, is hereby approved, and the Mayor is hereby authorized to execute the same.

SECTION 2. EFFECTIVE DATE. This resolution shall take effect immediately upon adoption.

[THIS SPACE INTENTIONALLY LEFT BLANK.]

RES. 056-2018 Approving an Agreement for Professional Engineering Services with Bowman Consulting Group, Ltd.

Council Member \_\_\_\_\_ offered the foregoing resolution and moved its adoption. The motion was seconded by Council Member \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

VILLAGE COUNCIL	YES	NO	ABSENT	ABSTAIN
SUSAN GIBBS THOMAS, MAYOR				
GUYTON STONE, VICE MAYOR				
JACKIE GARY CLARKE, COUNCIL MEMBER				
ANTHONY J. DOWLING, COUNCIL MEMBER				
JANET HERNANDEZ, COUNCIL MEMBER				

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

VILLAGE OF INDIANTOWN, FLORIDA

\_\_\_\_\_  
CHERIE WHITE  
VILLAGE CLERK

\_\_\_\_\_  
SUSAN GIBBS THOMAS  
MAYOR

REVIEWED FOR FORM AND  
CORRECTNESS:

\_\_\_\_\_  
WADE C. VOSE  
VILLAGE ATTORNEY



**STANDARD AGREEMENT  
BETWEEN  
VILLAGE OF INDIANTOWN AND PROFESSIONAL  
FOR ENGINEERING SERVICES**

**PROJECT:** REI #02-2018: PROFESSIONAL ENGINEERING SERVICES

**CONSULTANT:**

**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, hereinafter "Contract," made and entered into the 25<sup>th</sup> day of October, 2018 by and between Bowman Consulting Group, Ltd., hereinafter referred to as "CONSULTANT" and the Village of Indiantown, Florida, a municipal corporation, 65500 SW Warfield Blvd., Indiantown, FL 34956, hereinafter referred to as "VILLAGE", for and in consideration of the following terms, conditions and covenants.

**I. PURPOSE OF AGREEMENT**

Village intends to enter into a contract with Professional for provision of Engineering Services by the Professional and the payment for those services by Village as set forth below.

**II. SCOPE OF SERVICES**

The Professional shall provide Professional Engineering Services in all phases of any project for which a Work Authorization has been issued by the Village pursuant to this Agreement as hereinafter provided. These services will include serving as Village's professional consulting representative for the Project, providing professional consultation, advice, and furnishing customary engineering as described in the Work Authorization. The detailed scope of services to be performed and schedule of fees for those services shall be detailed in each Work Authorization.

**Section 1. Scope of Service**

Professional shall work with the Village Manager, Village Attorney, or other Village staff in advising the Village and the Village Council regarding Professional Engineering Services. The services will be those customarily attendant to Professional Engineering Services including, but not limited to the following:

- A. Preparation of roadway location or alignment studies
- B. Preparation of roadway design
- C. Preparation of land acquisition documents
- D. Preparation of a hydrologic & hydraulic studies
- E. Preparation of storm drainage system design
- F. Preparation of new or retrofit storm water management design
- G. Preparation of floodplain studies
- H. Preparation and procurement of requisite environmental permits
- I. Performance of traffic counts

- J. Preparation of traffic studies and analysis
- K. Preparation of maintenance of traffic design
- L. Preparation of structural studies and design for bridges, culverts and retaining walls
- M. Preparation of construction documents
- N. Preparation of cost estimates
- O. Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- P. Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Q. Preparation of as-built plans
- R. Review of plans, specifications and estimates developed by others
- S. Other customary Professional Civil Engineering Services

### **III. AGREEMENT PROVISIONS**

#### **Section 1. Term of Agreement**

Upon award of this Agreement, the effective date of this Agreement shall be the date of execution of this Agreement by both Village and Professional. Term of this agreement shall be for an initial period of two (2) years with the option of three (3) additional one-year renewal periods, upon the mutual agreement of the parties. At the option of the Village, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is used in Section 287.055, et seq, Florida Statutes (CCNA).

Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.

#### **Section 2. Work Authorization**

Each "Work Authorization" shall specify the Period of Service agreed to by the Village and the Professional for services to be rendered under said "Work Authorization".

VILLAGE will compensate Professional for services under each Work Authorization. The fee due to the Professional shall be set forth in each Work Authorization and shall be in accordance with Professional's personnel hourly rate schedule formalized in "**Exhibit C**" to this Agreement. Professional's personnel hourly rate schedule may be updated prior to each optional renewal period.

#### **Section 3. Compensation and Method of Payment**

##### **3.1 Fee Schedule**

Professional's personnel hourly rate schedule formalized in "**Exhibit C**" shall include all services, material, supplies and any other items or requirements necessary to complete the work as described herein, including but not limited to out of pocket expenses, such as, identifiable communication expenses, reproduction costs, postage, printing, copying, and long distance telephone, etc.

##### **3.2 Invoices**

CONSULTANT shall submit an invoice to the VILLAGE upon completion of the Scope of Service as defined by the work authorization. Each invoice shall be detailed and include, but not be limited to, hours worked by each person assigned to the work authorization, date worked and all ancillary expenses incurred and by whom.

### **3.3 Payment**

Payment for services rendered is due within thirty days of receipt and approval of invoice by Village. Payment is delinquent 30 days following receipt and approval of invoice by Village.

## **Section 4. Use of Documents**

### **4.1 Ownership of Original Documents**

All deliverable analysis, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the CONSULTANT'S services or have been created during the course of the CONSULTANT'S performance under this Contract shall become the property of and shall be delivered to the VILLAGE after final payment is made to the CONSULTANT.

## **Section 5. Termination**

### **5.1 Termination for Convenience**

Either party upon a thirty (30) day written notice to the other party may terminate this Contract. In the event of any termination, CONSULTANT shall be paid for all services rendered to the date of termination including all reimbursable expenses.

### **5.2 Termination for Cause**

The performance of the Agreement may be terminated by the Village of Indiantown in accordance with this clause, in whole or in part, in writing, whenever the VILLAGE shall determine that the CONSULTANT has failed to meet performance requirement(s) of the Agreement. If the successful bidder should be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail to provide properly skilled personnel or proper service in the sole discretion of the VILLAGE, then the VILLAGE can, after giving the successful proposer seven (7) days written notice, and without prejudice to any other right or remedy, terminate this agreement.

## **Section 6. VILLAGE'S Obligations**

### **6.1 Data to be Furnished**

VILLAGE shall provide the following information or services as required by CONSULTANT to complete the terms of the Agreement:

### **6.2 Designated Representative**

The Designated Representative of the VILLAGE to act with authority on the VILLAGE's behalf with respect to all aspects of the Project is \_\_\_\_\_. This designation may be delegated by the \_\_\_\_\_ Director to another person.

## **Section 7.      Persons Bound by Agreement**

### **7.1      Parties to the Agreement**

The persons bound by this Contract are the CONSULTANT and the VILLAGE and their respective partners, successors, heirs, executors, administrators, assigns and other legal representatives.

### **7.2      Assignment of Interest in Agreement**

This Contract and any interest associated with this Contract may not be assigned, sublet or transferred by either party without the prior written consent of the other party. The Village may grant consent based upon the following factors: The qualifications of the assignee, the financial stability of the assignee, the likelihood of time to complete the contract, And other applicable factors as they relate to the service. Nothing contained herein shall be construed to prevent CONSULTANT from employing such independent consultants, associates and subcontractors as CONSULTANT may deem appropriate to assist in the performance of the services hereunder.

### **7.3      Rights and Benefits**

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than CONSULTANT and the VILLAGE.

## **Section 8.      Indemnification of VILLAGE**

The CONSULTANT and any of its agents, employees, subcontractors, sub-consultants, or anyone for whose act or acts any of them may be liable in the performance of the services under this Contract shall indemnify and hold harmless VILLAGE, its agents, employees, elected officers and representatives from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of this Contract.

The CONSULTANT agrees to hold the VILLAGE harmless from loss, damage, injury or liability arising directly from the negligent acts or omission of the CONSULTANT, its employees, agents, subcontractors and their employees and agents.

## **Section 9.      Insurance.**

### **9.1.      General**

CONSULTANT assumes the entire responsibility and liability for all damages or injury to all persons, and to all property, arising out of or in any manner connected with the execution of the work under this Contract by CONSULTANT, and to the fullest extent permitted by law, CONSULTANT shall defend and indemnify the VILLAGE from all such claims including without limitation claims for which the VILLAGE may be, or may be claimed to be, liable in whole or in

part and legal fees and disbursements paid or incurred to defend any such claims, as well as legal fees paid or incurred in connection with enforcing the provisions of this paragraph. CONSULTANT assumes the entire responsibility and liability for all damages and injury to all persons, whether their employees or otherwise, and to all property arising out of or in any manner connected with the execution of the work by CONSULTANT under this Contract. CONSULTANT shall obtain, maintain and pay for general liability insurance coverage as will insure the provisions of this paragraph and any other contractual indemnities assumed by CONSULTANT in this specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by CONSULTANT.

## **9.2 Workers' Compensation**

The CONSULTANT shall procure and maintain, during the life of this Contract, Worker's Compensation insurance as required by Florida Statutes for all of employees of the CONSULTANT engaged in work on the Project under this Contract.

## **9.3 Insurance Policy Limits**

CONSULTANT shall procure and maintain insurance policies as specified in Attachment A of the solicitation, (REI# 02-2018) and designated in Exhibit B.

## **9.4 Insurance Cancellation**

The CONSULTANT shall furnish to the VILLAGE Certificates of Insurance stating the Insurer will grant the Village the same notification rights that it provides to the first named insured as respects cancellation and nonrenewal. If the insurance policies expire during the terms of the Contract, a renewal certificate or binder shall be filed with the VILLAGE fifteen (15) days prior to the renewal date.

## **9.5 VILLAGE to be Named Additional Insured**

The amounts of insurance shall be determined by the VILLAGE. The VILLAGE shall be named as "additional insured" with regard to the coverage of General Liability and Automobile Liability policies.

## **9.6 Status of Claim.**

The CONSULTANT shall be responsible for keeping the VILLAGE currently advised as to the status of any claims made for damages against the CONSULTANT resulting from services performed under this Contract. The CONSULTANT shall send notice of claims related to work under this Contract to the Village. Copies of the notices shall be sent by fax, hand delivery or regular mail to:

Village Attorney  
Village of Indiantown  
PO Box 398  
Indiantown, FL 34956

## **Section 10. Professional Standards**

### **10.1 Other Agreements**

CONSULTANT is entering into this Contract with the understanding that the VILLAGE has no agreements, either written or oral, for professional services relating to this specific Project which include any of those services within the Scope of Services defined herein.

### **10.2 Approvals Not Guaranteed**

All work performed by Professional will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations. However, Professional does not warrant or represent that any governmental approval will be obtained, only that the Professional will exercise its best efforts to obtain all such approvals contemplated under this Contract.

### **10.3 Governmental Regulations**

Professional shall assure that work performed under each Project Authorization shall be in accordance with all applicable governmental regulations.

## **Section 11. Opinions of Cost**

Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding, or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified CONSULTANT, familiar with the construction industry. The CONSULTANT cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable cost. If at any time the VILLAGE wishes greater assurance as to the amount of any cost, the VILLAGE shall employ an independent cost estimator to make such determination. Consulting services required to bring cost within any limitation established by the VILLAGE will be paid for as additional services hereunder by the VILLAGE.

## **Section 12. General Conditions**

### **12.1 Venue in Martin County**

Venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

### **12.2 Laws of Florida**

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

### **12.3 Attorney's Fees and Costs**

In the event the CONSULTANT defaults in the performance of any of the terms, covenants and conditions of this Contract, the CONSULTANT agrees to pay all damages and costs incurred by the VILLAGE in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

#### **12.4 Mediation as Condition Precedent to Litigation**

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The party shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the VILLAGE shall select the mediator who, if selected solely by the VILLAGE, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

#### **12.5 Contract Amendment**

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. No verbal agreement by the VILLAGE or the VILLAGE's representative identified herein shall be binding or enforceable against the VILLAGE.

#### **12.6 Contractual Authority**

**By signing this Contract the Contractor swears or affirms, under penalty of perjury, that this is a valid act of the Contractor,** and that no later claim shall be made by the CONTRACTOR that the Contract is invalid or an *ultra vires* act, by reason of a failure to have the proper authority to execute the Contract. In the event that a court of competent jurisdiction later determines that the Contract is or would be null and void for failure of the signatory to have proper or complete authority, this Contract shall nonetheless be deemed valid under the theory of "apparent authority," or in the sole alternative of the Village, shall be deemed to be the act of the signatory, as an individual, who shall be fully responsible for its complete performance.

#### **12.7 Sovereign Immunity**

Nothing contained herein shall be construed or interpreted as a waiver of the sovereign immunity liability limits established under chapter 768.20 Florida Statutes as amended.

#### **12.8 Competitive Negotiation**

CONSULTANT shall execute a truth-in-negotiation certificate stating that wage rates and other factual costs supporting the compensation are accurate, complete, and current. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the Village determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual costs. All such contract adjustments must be made within one (1) year following the end of the contract.

## **12.9 Prohibition Against Contingent Fees**

CONSULTANT warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT any fee, Council, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the breach or violation of this provision, the Village shall have the right to terminate the agreement without liability and, at its discretion to deduct from the contract price, or otherwise recover, the full amount of such fee, Council, percentage, gift, or consideration.

CONSULTANT or partnership thereof, who offers to pay, or pays any fee, Council, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of any Village contract for professional services shall, upon conviction in a state court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in F.S. 775.082 or F.S. 775.083.

## **Section 13. Public Records**

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the Village Clerk as the custodian of Public Records for the Village of Indiantown, and all the respective departments at 772-597-9900 or [cwhite@indiantown.org](mailto:cwhite@indiantown.org), Village of Indiantown, Village Clerk 65500 SW Warfield Blvd. Indiantown, FL 34956 per F.S. 119.12.**

Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action with F.S. 119.0701 the Contractor shall:

Keep and maintain public records required by the public agency to perform the service.

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored

electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

#### **Section 14. Exhibits**

The following Exhibits are attached to and made a part of this Contract:

**"Exhibit A"** - "Proposal as Submitted by Professional and Accepted by Village"

**"Exhibit B"** - "Original Request for Proposal as Issued by Village, including all Addenda"

**"Exhibit C"** - "Professional's Personnel Hourly Rate Schedule"

**"Exhibit D"** - "Insurance and Indemnification"

IN WITNESS WHEREOF, the VILLAGE has hereunto subscribed and the PROFESSIONAL has signed his, its, or their name, or names the date aforesaid.

**VILLAGE OF INDIANTOWN, FLORIDA**

ATTEST:

\_\_\_\_\_  
**CHERYL WHITE**  
**VILLAGE CLERK**

\_\_\_\_\_  
**SUSAN GIBBS THOMAS**  
**MAYOR**

APPROVED AS TO FORM  
AND CORRECTNESS:

\_\_\_\_\_  
**PAUL J. NICOLETTI**  
**VILLAGE ATTORNEY**

WITNESSES:

  
(Signature)

  
(Signature)

**PROFESSIONAL**  
**Bowman Consulting Group LTD**

  
(Signature)

Jerry Compton  
Printed Name

Principal / Branch Manager  
Title

## Professional Engineering Services for the Village of Indiantown

REI# 02-2018



### Submitted to:

Village of Indiantown  
Village Offices  
16550 SW Warfield Blvd.  
Indiantown, Florida 34956

### Submitted by:

Bowman Consulting Group, Ltd.  
301 SE Ocean Boulevard  
Suite 301  
Stuart, Florida 34994

Due: Thursday, August 30, 2018 at 2:00 pm

August 30, 2018

Village of Indiantown  
16500 SW Warfield Boulevard  
Indiantown, Florida 34956

**RE: REI #02-2018 Professional Engineering Services**

Ladies and Gentlemen:

We are pleased to have this opportunity to submit our response to the REI for Professional Engineering Services contract with the **Village of Indiantown**. Please find Bowman Consulting Group, Ltd qualifications and relevant experience concerning the **Village of Indiantown REI**. The Village will find working with the Bowman Team to be an advantage to the **Village of Indiantown** for the successful completion of tasks under this proposed contract.

We have the experienced management and technical staff on board to start projects immediately as well as have the capacity to commit our staffing through the duration of the contract. The primary contacts for the **Village of Indiantown** during the performance of our services will be Jerry Compton serving as the Principal in Charge, Eric Flavell, P.E., Project Manager and William Archebelle along with G. Mark Brockway P.E. providing technical expertise and Quality Assurance/Quality Control as Chief Engineer for Bowman Consulting's Florida operations and with the resources of our plus or minus 550 person firm.

The Bowman Team has the professional qualifications to assist the Town with the categories of work selected from the list in the RFQ. We have a history of performing our services on time working within the budget, and will require minimal direction from Town staff to perform these services. We understand that in performance of these services we become, in a sense, an extension of the Town. With this in mind, we have assembled a seasoned and well qualified team so these services are handled both professionally and expeditiously. These qualifications include experience in the preparation of roadway location or alignment studies, preparation of roadway design, preparation of land acquisition documents, preparation of a hydrologic & hydraulic studies, preparation of storm drainage system design, preparation of new or retrofit storm water management design, preparation of floodplain studies, preparation and procurement of requisite environmental permits, performance of traffic counts, preparation of traffic studies and analysis, preparation of maintenance of traffic design, preparation of structural studies and design for bridges, culverts and retaining walls, preparation of construction documents, preparation of cost estimates, preparation of construction plans for waterfront and marine facilities (docks, seawalls, river walks, upland support facilities), presentation to the council, staff, and the public of reports, plans, and exhibits, preparation of as-built plans and surveys, and the review of plans, specifications & estimates developed by others.

We are proud to present our team members as having decades of combined experience in the planning, permitting, design, traffic and transportation engineering, water and wastewater projects, stormwater management, construction observation services, surveying and mapping, and geodetic services. In addition to our extensive in-house engineering capabilities, we have **Cardno, Inc.**, hydrologic and hydraulic assessment and modeling, floodplain studies, environmental permitting; and **HJA Design Studio**, landscape architectural and urban design should the **Village of Indiantown** find a need for their services. These proactively developed relationships will provide the Village comprehensive project resources centralized around our Teams' decades of experience.

Bowman Consulting is a focused supplier of consultancy, engineering, planning, project management, and inspection services to our customers throughout Florida. From our 23 years in business, Bowman Consulting has acquired extensive experience in addressing clients' needs through: **superior Project management capabilities** – each team member has completed multiple projects; **expert design and permitting capabilities** – each member has significant experience in projects similar to the proposed list in the REI; **adaptability** – we understand “change” is a constant and team members are prepared to bring the project in on-time and within budget; **enthusiasm** – team members enjoy these types of projects and are committed to helping better their Florida communities; and **superior service** – our superior service is confirmed by maintaining continuing services for our recurring clients (municipalities, state agencies, and Fortune 500 companies).

Bowman Consulting is dedicated to the development and economic prosperity of local communities. Our commitment to the Florida communities we serve is reinforced through our active participation in various professional and civic organizations including: Economic Development Council, Treasure Coast Regional League of Cities, Florida Engineering Society, Florida Homebuilders Association, Florida Storm Water Association, the Southeast Stormwater Association (SESWA), American Public Works Association, the Florida Institute of Consulting Engineers, Society of Women Engineers, Florida Chamber of Commerce and the Florida Surveying and Mapping Society. Besides giving to organization's charities listed above, we are also a big supporter of several local charity groups including: Visiting Nurses Association, Martin County Humane Society, Friends in Pink, Children's Home Society, SPAM, Jensen Beach Soccer Club and many others. The commitment to our professions and communities extends to our professional and technical staff as well. We encourage, sponsor and support training classes in sound business practices, project management and advanced emerging approaches and technologies. Moreover, we remain on the leading edge of our professions by teaching approved academic programs and providing education seminars to our staff and peers. This type of effort by our staff reflects the initiative and innovative thinking that makes our projects successful.

Bowman is currently listed for Continuing Services for Martin County Public Works, Martin County CRA, City of Stuart Public Works, Town of Jupiter Island Public Works, St. Lucie County Storm Water, St. Lucie County Public School Board, Indian River County Public Works, City of Palm Bay Public Works, City of West Melbourne Engineering, Florida Department of Transportation, South Florida Water Management District, Florida Fish and Wildlife Conservation, Army Core of Engineers, Port of Palm Beach, and Kennedy Space Center.

The enclosed information describes our background and experience, and how knowledge gained from our performance with similar projects will be applied to accomplish and deliver the contract documents for Capital Improvement Projects assigned to us. It includes a discussion of our approach to work, our philosophy, our integrated QA/QC program, and how we apply scheduling and cost control to work we perform.

We look forward to the next step in the selection process. We have worked diligently over the last 23 years to cultivate our current relationships within the Treasure Coast and have been involved in a variety of projects throughout the local community. Bowman Consulting Group Ltd looks forward to serving the **Village of Indiantown** through our Stuart office.

Sincerely,

Jerry Compton  
Principal

**Bowman Consulting Group Ltd**

[jcompton@bowmanconsulting.com](mailto:jcompton@bowmanconsulting.com)

301 SE Ocean Boulevard, Suite 301  
Stuart, Florida 34994

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# Tab 1

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## Company Qualifications

Bowman Consulting provides civil engineering, planning, surveying, environmental, landscape architecture, pipeline design, water/wastewater engineering, and transportation services to a variety of public and private markets throughout the United States. It also offers particular expertise in zoning, economic development and in land development/building regulations at the local, state and federal levels. The work of the firm includes commercial, industrial, educational, residential, retail, health care, recreational, utility, municipal, and federal projects.

Additional areas of expertise include:

- Master and Land Use Planning
- Development Feasibility Analysis
- Landscape Architecture
- Streetscape Design
- Design Guidelines and Development Standards
- Threatened and Endangered Species Evaluations and Surveys
- Economic Development Advising
- Preparation of roadway location or alignment studies
- Preparation of roadway design
- Preparation of land acquisition documents
- Preparation of a hydrologic & hydraulic studies
- Preparation of storm drainage system design
- Preparation of new or retrofit storm water management design
- Preparation of floodplain studies
- Preparation and procurement of requisite environmental permits
- Performance of traffic counts
- Preparation of traffic studies and analysis
- Preparation of maintenance of traffic design
- Preparation of structural studies and design for bridges, culverts and retaining walls
- Preparation of construction documents
- Preparation of cost estimates
- Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Preparation of as-built plans and surveys
- Review of plans, specifications and estimates developed by others
- Other customary Professional Engineering Services
- Stream Assessment and Restoration Design
  - • Water and Wastewater Engineering
- Construction Phase Services
- Surveying and Mapping / GPS
- ALTA Surveys
- 3D Laser Scanning and BIM Technologies
- Construction Stake-Out

Over its 23 year history, Bowman Consulting has grown from a 5-person company to an award-winning 500 plus person firm stretching across more than 12 states. Bowman would not be the firm we are today without the strong and trusting relationships we have with our teaming partners.

Bowman Consulting Florida Region consists of offices located in Stuart, Port St. Lucie, Melbourne, Fort Lauderdale, Tallahassee, Jacksonville, Orlando, and Tampa providing Professional Civil Engineering and Surveying and Mapping services across the State of Florida. In the past 23 years, we have completed successful projects in 51 of Florida's 67 counties. Bowman Consulting's clients benefit from a balance of deep resources, often associated with large firms, and the flexibility and quick response associated with smaller boutique firms. Our national experience results in the regional jurisdictional knowledge that our clients need to move projects through intricate approval processes. Although Bowman provides a multitude of services in-house for many of our contracts, we pride ourselves on presenting the strongest team possible for all of our projects which may require us to team with other consultants.

Since the company's inception in 1995, we have enjoyed sustainable growth and strength that are practically unrivaled in the industry. This growth provides professional opportunities for our staff and dedicates remarkable resources to projects of any size. Bowman Consulting's progressive culture attracts the industry's best and brightest people. Our focus, however, has remained on our clients and on providing them with high-quality, innovative, cost-effective, and efficient solutions to site and design challenges. From personnel to technology, we continue to offer and provide the best resources available in the industry.

Bowman Consulting has attracted national recognition, winning the 2010 GreenGov Presidential Award for the Fort Belvoir Residential Communities project, the Fairfax County Exceptional Design Award for the Fairfax Village Neighborhood Center at Fort Belvoir, a 'Project of the Year' award from Mid-Atlantic Construction for Cougar Upper Elementary School in Manassas Park, and a 2010 Fairfax County Land Conservation Award. Recognition has also come from publications and entities that include: Civil Engineering, Urban Land, Builder, the Washington Business Journal, ENR, Virginia Business, Point of Beginning, The Zweig Letter, Inc., and the Virginia Chamber of Commerce. For additional information, please visit [bowmanconsulting.com](http://bowmanconsulting.com). Bowman Consulting Florida Region has earned a multitude of local awards, for dedicated service to clients, community and educational involvement, for outstanding projects, and for individual achievements by our Engineers.

**2016 - Metropolitan Builders & Contractors Assoc. of New Jersey Award of Excellence**

**2016 - Chesterfield County – Outstanding Achievement Award**

**2015 - HCCA Safety Award Winner**

**2010 - Construction Owners Associate of America – Project Leadership Silver Award for LCPS Tuscarora HS**

**2009 - Fairfax County Tree Conservation Award**

**2008 – Southeast Construction Best of 2008 Award** "The Best Governmental Project in the Southeast United States for the Wakulla Correctional Institution in Crawfordville, Florida

**2008 - Fort Belvoir Green Business Award**

**2006 – Lowe's Companies, Inc., "Excellence in Service"** "Excellence in Service" Award for continuing civil engineering services

**2005 – Florida Education Foundation** "Diamond and Denim" Award for Outstanding Support of Education, Martin County School District Applicant

**2004 - Florida Institute of Consulting Engineers (FICE), "Grand Award for Engineering Excellence"** in the water resources category for the Salerno Creek Retrofit Facility which was the creation of a 23-acre regional stormwater detention pond and passive park to not only resolve stormwater issues in one of Martin County's oldest communities but help to promote redevelopment and revitalization of the area. The project also received a "National Recognition Award" from the American Council of Engineering Companies (ACEC) during the Engineering Excellence Awards Competition.

**1998 - Florida Institute of Consulting Engineers (FICE), "Grand Award for Engineering Excellence"** for our engineering and survey work on the East Fork Creek/Manatee Creek project located in Martin County, Florida, which included the restoration of an environmentally damaged waterway that drains approximately 3,000 acres of residential and recreational lands.

## **Bowman Team Members**

**Cardno, Inc.** is a full service environmental consulting and infrastructure services organization with over 6,000 staff globally including over 2,500 staff and 100 offices in the United States. For more than 30 years, Cardno has provided services to a broad range of clients. Their staff includes a wide range of experienced, industry-specific experts in project management, environmental engineering and permitting, regulatory compliance, geology and geophysics, risk management, health and safety, remediation and restoration, toxicology, and environmental risk assessment. Cardno's team of experts takes pride in our reputation to provide straightforward solutions that address the complex challenges of project development and operation.

**HJA Design Studio (HJA)** is an award winning landscape architecture and land planning firm founded by Michael Houston, ASLA in 2010 located in Stuart, Florida. HJA has a wide array of expertise in areas of planning as broad as local government approvals, park design, eminent domain expert witness, resort and community planning and detailed landscape architecture. The firm has worked with hundreds of clients on all types and scales of projects throughout Florida and the Treasure Coast as well as around the world.

Since our founding, HJA has established a reputation for collaboration and achieving outstanding results through creative planning and design excellence whether in project approvals or physical design and construction. HJA provides clients with professional services that integrate planning and design with practical knowledge of project implementation. Our goal is to always add value to our client's projects and the communities they are located in. Assisting City and County clients to plan and design successful and memorable parks, streetscapes and green spaces has been a key part of HJA landscape architecture since our founding. We take great care to design both landscapes and hardscapes that meet all state and local codes and standards but are also attractive and maintenance sensitive.



The Cardno team brings extensive experience in a variety of environmental services including:

- Water resource and environmental engineering
- Hydrologic and hydraulic assessment and modeling
- Surface and groundwater quality enhancement
- Geomorphic assessments
- Watershed and stormwater management
- Environmental monitoring
- Terrestrial and wildlife biology
- Environmental, ecological, and wetland survey
- Federal and state Endangered Species Act compliance and conservation planning
- Habitat restoration
- Water quality, spill prevention and cleanup, erosion control, and site restoration
- Natural resource damage assessment
- Archaeology and cultural resources
- National Environmental Policy Act/ state equivalent compliance
- Environmental permitting and management
- Land use and recreational resources analysis
- FERC environmental resource reports
- Air quality and noise modeling/ assessment
- GIS services
- Pre- and post- construction monitoring
- Stakeholder engagement, community involvement, and public participation



[www.hjadesignstudio.com](http://www.hjadesignstudio.com)

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## TECHNICAL SERVICES

HJA Design Studio has the expertise and ability to take every design through a detailed process that can be divided into the following:

- Master Planning
- Conceptual Design
- Schematic Design
- Design Development
- Construction Documentation

We also provide additional expertise in the Bidding process and Construction Administration if requested by the Client.

**Professional Education**

AS Engineering Technology, Palm  
Beach Junior State College

AA Pre-Engineering, Indian River  
State College

**Professional Registrations**

FDEP Qualified Stormwater  
Management Inspector #16735

LAP Training Certification

**Professional Affiliations**

- Florida Stormwater Association (FSA)
- Economic Development Council,
- Treasure Coast Regional League of Cities
- Florida Engineering Society, Florida Homebuilders Association,
- Florida Storm Water Association, The Southeast Stormwater Association
- American Public Works Association,
- The Florida Institute of Consulting Engineers
- Florida Chamber of Commerce

**Principal Areas of Expertise**

- Team Management
- Budgets
- Quality Assurance
- Quality Control
- Project Management
- Roadway Design
- Water & Wastewater Distribution & Design
- Water & Wastewater Permitting & Construction Services
- Erosion Control
- Project Permitting
- Construction Administration
- Land Development

Mr. Compton serves as Branch Manager of our Stuart office with more than 30 years of experience in the civil engineering discipline. He has successfully led the Stuart office for 8 years. His experience includes planning, design, water and wastewater calculations, stormwater management system design, permitting, project management and construction management of multi-disciplined municipal, State, and private development projects throughout the State of Florida.

**Stuart Avenue and Australian Street Drainage Improvements**

Supervising Principle in charge for drainage improvements. The project will provide residential flooding relief for the City of Stuart residences adjacent to the intersection of Australian Street and Stuart Avenue. The project consists of 750 LF of roadway and drainage improvements. Specific tasks include: Design, Survey, Construction Service and As-Builts.

**Downtown Streetscape, City of Stuart, FL**

Supervising Principle in Charge for the work included upgrading two blocks of Flagler Avenue and one block of Osceola Street. The work on Flagler Avenue was performed first and involved eliminating planters to add parking and upgrade the landscaping in the existing planters. This provided additional parking to offset the parking lost on Osceola Street. Osceola Street included outside dining areas, raised mid-block crosswalk and landscape enhancements with seating wall to provide resting area with a very small foot print. Along with aesthetics, drainage problems were corrected, geometrics improved, and HC ramps were brought up to current ADA standards.

**Baker Road Sidewalk, City of Stuart, FL**

Supervising Principle in Charge for the sidewalk improvements as part of an FDOT ARRA funded project.

**Dixie Highway Sidewalk Extension; City of Stuart, Martin County, FL**

Supervising Principle in Charge for the sidewalk improvements as part of an FDOT ARRA funded project. Martin County managed the project through FDOT's Local Agency Program.

**Booker Park Neighborhood Restoration, Martin County, FL**

Supervising Principle in Charge for the Design for drainage improvement for Booker Park / New Hope Subdivision consists of approximately ~ 33,000 lf or 6.25+/- miles of roadways. Project includes the replacement of drainage structures, adding drainage conveyance structures, drainage swales that need to be regraded, the existing driveway culverts cleaned/desilted and all of the existing "main line" corrugated metal pipes, within the County right of way (ROW) replaced with reinforced concrete pipes, pavement milling and resurfacing, and replacement of sidewalk and other ancillary items within the neighborhood. Specific tasks include: Design, Survey, Construction Service and As-Builts.

**Stuart Pavement Condition Evaluation, City of Stuart**

Supervising Principle in Charge for the project which included a pavement condition survey, and an independent visual assessment that evaluated PCI (Pavement Condition Index), estimated area of point repairs and selected maintenance treatments for each reach of streets identified in the pavement condition survey. We worked with the city to select the maintenance treatments that were appropriate for the city. This information was presented to City Council and the plan was adopted.

**Sailfish Splash Water Park; Stuart, Martin County, FL**

Supervising Principle in Charge for site civil engineering for the County Aquatic Center consisting of four pools and associated pool and recreational amenities.

**Professional Education**

BS Civil Engineering, Oregon State University

BS Industrial Engineering, Oregon State University

**Professional Registration**

Professional Engineer

Florida #76826

California #33000

Nevada #6506

Oregon #15394

**Professional Affiliations**

American Society of Civil Engineers

- Past Business Practice Committee Chair
- Past Immerging Issues Chair
- Past President Santa Barbara/Ventura Branch

American Public Works Association

- Member

California Shore and Beach Preservation Association

- Past Member Board of Directors

**Professional Achievements**

- American Society of Civil Engineers, Fellow
- Institute for the Advancement of Engineers, Fellow

Mr. Flavell is conversant in facility planning, design, and construction management for site, road, water, sewer and drainage projects. Knowledge gained from these projects allows him to assemble effective project teams. Over his 35+ years, he has managed, designed, and was the EOR for over 100 projects.

**Adjunct City Engineer, City of West Melbourne, FL**

Mr. Flavell is acting City Engineer and responsible for review of development within the city, assisting with response to the various issues that come up for the city's infrastructure (water, sewer, roads and drainage) and handling the various tasks of the City Engineer.

**Public Site Development**

City of Santa Barbara CA, the award winning 8 acre Santa Barbara Railroad Station Historical Renovation and site development, award winning Santa Paula Railroad Station site renovation, Cater water treatment plant site improvements, Santa Barbara Fire Station No. 2, and the Santa Barbara Naval Reserve Center Site Improvements.

**Public Street Improvements**

Significant street reconstruction projects Mr. Flavell has designed and managed include, award winning Lower State Street a (3 block) design of the gateway to Santa Barbara CA and the waterfront, Main Street Revitalization (20 blocks) for the City of Santa Paula CA, Pancho Road Reconstruction (1 mile) for City of Camarillo CA, Las Posas Road and Intersection Reprofilling (3 blocks) correcting deficiencies for the most heavily traveled intersection in the City of Camarillo CA, Miller and Cook Streets Revitalization (3 blocks) at City Hall for the City of Santa Maria CA, Old Town Sidewalks Project (6 blocks) conforming to existing street and yards in a 50 year old subdivision in Thousand Oaks CA, Carrillo Hill Sidewalks (1 mile) master planned and broken into phases due to budget constraints for City of Santa Barbara CA. Downtown Streetscape project (3 blocks) and Drainage Improvements at Australia Street for City of Stuart, FL.

Mr. Flavell has substantial experience with the street construction services. He managed the three phase \$4.4 Million Airport Street Infrastructure project from design through construction, \$2.4 million Rancho Arroyo Street infill project and the \$1.8 million Downtown Area Streets Project for the City of Santa Barbara CA.

**Pavement Maintenance**

Pavement maintenance (surface treatments and in-place reconstruction) is a recognized area of Mr. Flavell's expertise. This experience includes road slurry seal, Micro Surfacing chip seal, cape seal, rejuvenating cape seal, large aggregate overlay, targeted point repairs (2' wide mill), and pulverization to name a few. He also has extensive experience with visual pavement evaluation, pavement repair, field marking, evaluation of alternative treatment methods, opinion of construction costs, scheduling, bid document preparation, life cycle cost evaluation and construction observation and testing. He completed a full evaluation of pavement condition and developed a long term pavement maintenance strategy for the City of Stuart, FL in 2016. He has designed a 3.6 mile Full Depth Reclamation Project for Indian River County, FL.

**Utilities**

Significant street reconstruction projects Mr. Flavell has designed and managed for the City of Santa Barbara, CA include: Evaluation of 8 Reservoirs, Cater WTP Sludge Beds, Cater WTP Slide Gates, Skofield Reservoir Replacement and P.S. upgrade, Sheffield Reservoir Alternatives Study and Temporary Reservoir Design and Final Reservoir Design, Via Lucero L.S. Upgrade, Linda Road L.S. Replacement, Braemar L.S. Replacement, Airport Sewer Master Plan; Projects for County of Santa Barbara, CA include: Goleta Beach Fire Line, Cachuma Water System Master Plan and multiple upgrade projects, Cachuma Reservoir No. 2, Lift Station No. 3 Replacement

**Professional Education**

BS Civil Engineering, University of  
Florida

**Professional Registration**

Professional Engineer Florida  
#61737

**Professional Affiliations**

Florida Engineering Society  
Society of Women Engineers  
(SWE)

**Areas of Expertise**

- Project Management
- Land Development
- Master Site Planning
- Stormwater & Water/Sewer  
Design
- Stormwater Management
- Roadway Design
- Water & Wastewater
- Erosion Control
- Project Permitting
- Construction Management
- Construction Administration

Ms. Leonard has over 17 years of experience in all phases of civil engineering design, permitting and project management associated with residential, commercial and industrial land development projects. Her experience includes stormwater management systems, roadway and pavement design, water distribution systems, wastewater collection/transmission systems, construction cost analysis, construction observation, general contracting and construction management.

**Dixie Highway Sidewalk Extension; City of Stuart, Martin County, FL**

Sr. Project Manager for the sidewalk improvements as part of an FDOT ARRA funded project. Martin County managed the project through FDOT's Local Agency Program.

**Booker Park Neighborhood Restoration, Martin County, FL**

Sr. Project Manager for the design for drainage improvement for Booker Park / New Hope Subdivision consists of approximately ~ 33,000 lf or 6.25+/- miles of roadways. Project includes the replacement of drainage structures, adding drainage conveyance structures, drainage swales that need to be regraded, the existing driveway culverts cleaned/desilted and all of the existing "main line" corrugated metal pipes, within the County right of way (ROW) replaced with reinforced concrete pipes, pavement milling and resurfacing, and replacement of sidewalk and other ancillary items within the neighborhood. Specific tasks include: Design, Survey, Construction Service and As-Builts.

**Chasewood Plaza Redevelopment, Jupiter, FL**

Project Manager and Engineer of Record for the design, permitting and construction of the redevelopment of an existing commercial plaza. The project entailed assessment of client requirements and objectives, due diligence research, site planning, demolition, stormwater management, utility design and coordination and erosion control design. Ms. Leonard supervised the design of the horizontal control, demolition, striping and marking, traffic circulation with the site stormwater and utility improvements, cross sections, erosion control and driveway connection plans to the commercial redevelopment.

**SW 288th Street and SW 137th Avenue, Miami-Dade County, FL**

Ms. Leonard served as Project Manager and Engineer of Record for the design of utility and roadway improvements to SW 137th Avenue, a four-lane urban roadway. The improvements include one signalized and two non-signalized driveway connections to SW 137th Avenue, median modifications to lengthen the northbound left turn lane and to create two south bound left turn lanes, utility extensions through the intersection and along the roadway including 1,400 LF of 16" water main and 430 LF of 16" force main, sidewalk widening, power pole relocation, additional curb and gutter, milling and resurfacing the roadway and intersection and landscaping/tree relocations from the affected medians.

**NW 79th Street, Miami-Dade County, FL**

Ms. Leonard served as Project Manager and Engineer of Record for the design and permitting of utility and roadway improvements to NW 79th Street, a four-lane urban roadway located beneath an elevated rail system for the Miami-Dade Metrorail. The improvements include one signalized driveway connection to NW 79th Street, an eastbound right turn lane to the new driveway connection, various median modifications to lengthen two eastbound left turn lanes and a westbound left turn lane, close a median opening to lengthen another westbound left turn lane, 1,400 LF extension of the 12" water main through the intersection and along the roadway, additional curb and gutter, milling and resurfacing a portion of the roadway and intersection and landscaping/tree relocations

**Professional Education**

BS Agricultural Engineering, Cornell University

ME Agricultural Engineering, Cornell University

MBA Auckland University

**Professional Registration**

Professional Engineer  
Florida #65661

FDEP Qualified Stormwater Management Inspector Registration #19505

LEED AP New Construction  
Registration # CEE834D050

FDOT Advanced Maintenance of Traffic (MOT) Certification

**Professional Affiliations**

- Florida Engineering Society
- National Society of Professional Engineers

Mr. Reis has more than 26 years of local and international engineering and project management experience for both government and private clients, including a variety of utility infrastructure, roadway, and stormwater projects for residential, municipal, commercial, and agricultural sites.

**Hobe Heights Neighborhood Drainage and Pavement Restoration**

Sr. Project Manager for the design for drainage improvement for Hobe Heights Subdivision consists of 10.97+/- miles of roadway that are in need of being milled and overlaid. Project includes the replacement of drainage structures, adding drainage conveyance structures, drainage swales that need to be regraded, the existing driveway culverts cleaned/desilted and all of the existing “main line” corrugated metal pipes, within the County right of way (ROW) replaced with reinforced concrete pipes, pavement milling and resurfacing, and replacement of sidewalk and other ancillary items within the neighborhood.

**SR 707 / Wright Boulevard Turn Lane, City of Stuart, FL**

Engineer of Record for the turn lane improvements for SR 707 as part of an FDOT ARRA funded project. Martin County managed the project through FDOT’s Local Agency Program.

**Community Rating System (CRS), St Lucie County, FL**

Project undertaken as part of a St. Lucie County stormwater continuing services contract and included the CRS certification through FEMA to set flood insurance rates for County residents. Project included updating flood elevation certifications, identification of Flood prone areas, and public information outreach program through the County’s web site.

**Jensen Beach Community Center, Martin County, FL**

Engineer of Record for the civil engineering infrastructure portion for the new County building.

**Seven Community Redevelopment Areas, Martin County, FL**

These projects were completed for Martin County BOCC and involved the development of stormwater, water, and wastewater master plans to address existing deficiencies and future development for seven (7) different CRAs (totaling 7,351 acres). For the stormwater portion of the project, each CRA required review of existing data, analysis of existing conditions, and modeling of the stormwater systems which had little to no stormwater treatment and sometimes discharged into Florida Outstanding Waterways, presentation to Neighborhood Advisory Committees (NACs) and Martin County, and an analysis of the costs and possible funding mechanisms, a planning tool for the County to determine budget needs for the future Capital Improvement Plan, a 25 year maximum build-out plan, and identified improvements to be included in future redevelopment projects.

**S.R. 707 / Wright Boulevard Turn Lane, City of Stuart, FL**

Sr. Project Manager for the turn lane improvements for S.R. 707 as part of an FDOT ARRA funded project

**Sailfish Splash Water Park; Stuart, Martin County, FL**

Sr. Project Manager for site civil engineering for the County Aquatic Center consisting of four pools and associated pool and recreational amenities.

**Sneed Road C66 & Sneed Road C64 Culvert Replacements, Fort Pierce, FL**

Project undertaken as part of a St. Lucie County stormwater continuing services contract and included the replacement of two collapsed 60” culverts under Sneed Road for NSLRWCD canals 64 and 66.

**Paradise Park Paving and Drainage, Fort Pierce, St. Lucie County, FL**

Engineer of Record for a St. Lucie County project to renovate an existing subdivision in Fort Pierce by paving local roads, relocating utilities and constructing a stormwater system to provide water quality, runoff attenuation and flood control.

**Professional Education**

BS Civil Engineering, North  
Carolina State University

Master of Civil Engineering, North  
Carolina State University

Master of Business Administration,  
University of North Florida

**Professional Registration**

Professional Engineer  
Florida #30236

**Professional Affiliations**

American Society of Civil  
Engineers

- Past Jacksonville Branch  
President
- Past Florida Section President

Institute of Transportation  
Engineers

- Member, First Coast Chapter

Urban Land Institute

- Member
- Past Member Northeast  
Florida Board of Directors

Boys & Girls Club of Northeast  
Florida

- Board Member

**Professional Achievements**

- American Society of Civil  
Engineers, Fellow
- Institute of Transportation  
Engineers, Fellow
- Northeast Florida Young  
Engineer of the Year
- Northeast Florida Engineer of  
the Year
- Leadership Jacksonville Class  
of 2007

Mr. Robinson has over 40 years of experience with a broad range of public and private projects. This experience includes master planning, entitlements, studies, design, and construction services for a variety of infrastructure improvements. His principal expertise has been in the traffic engineering and transportation planning disciplines. Early in his career he developed and taught a 2-day workshop on Traffic Engineering to over 250 Department of Defense employees

**Director of Public Works, City of Jacksonville, FL**

Mr. Robinson served as Director of a 520-person Department with a total operating and capital budget of over \$200 million per year. Divisions under his direct supervision included: Engineering; Public Buildings; Right-of-Way & Stormwater Maintenance; Mowing & Landscape Maintenance; Solid Waste; Real Estate; and, Traffic Engineering. The Traffic Engineering Division was responsible for maintenance of over 1,500 traffic signals and was a participant in the review and approval of land development proposals.

**Developments of Regional Impact, Statewide, FL**

Mr. Robinson served as Project Manager and Principal-in-Charge of over 35 Applications for Development Approval and Substantial Deviations in various parts of Florida. While many of these engagements were full service, the majority focused on the evaluation of transportation and air quality impacts. These analyses were also coupled with extensive local government and regional staff reviews and public presentations.

**Mobility Plan, Jacksonville, FL**

Mr. Robinson served on the original Mobility Plan Task Force in 2011. This task force was responsible for developing the framework for the transition from concurrency to mobility planning as part of the Comprehensive Plan process.

**Traffic Signal Design & Timing, Northeast FL**

Over Mr. Robinson's career in Northeast Florida he has served as Design Engineer, Project Manager, and Principal-in-Charge for the design/re-design of over 1,500 traffic signals. These designs have included plan layout, structural design of pole systems, and initial timing plans.

**Traffic Impact Studies, Northeast FL**

Mr. Robinson has served as Project Engineer, Project Manager, and Principal-in-Charge of hundreds of traffic impact studies throughout Northeast Florida. These studies supported rezoning applications, FDOT driveway permit applications, and traffic concurrency evaluations associated with land development proposals.

**Interchange Component Evaluation Study, Jacksonville, FL**

Mr. Robinson was the Principal-in-Charge of analyzing the prioritization of interchange improvements earlier selected to be part of the Better Jacksonville Plan. This \$2.25 billion public infrastructure investment was approved by public referendum and included major modifications to 7 poor performing at-grade intersections to become grade separated.

**Professional Education**

BCE Civil Engineering, Auburn  
University

**Professional Registration**

Professional Engineer Florida  
#28331

**Areas of Expertise**

- Project Management
- Water Distribution System Design
- Wastewater Collection & Transmission System Design
- Permitting & Construction Services
- Lift Station Design
- Stormwater & Surface Water Management
- Roadway Design
- Land Development
- Agricultural Development

Mr. Brockway has over 35 years of experience in all phases of civil engineering design, permitting and approval associated with residential, commercial, industrial parks, recreational land development projects and water management capital facilities. His design and permitting experience includes surface water management systems, roadways, water distribution systems, wastewater collection/transmission systems, marine and recreational facilities, gated water control structures, canals and levees.

**Leighton Park, Martin County, FL**

Design of new boat ramps and parking area.

**Oak Hammock Park, City of Port St. Lucie, FL**

Design of a boat ramp and parking area on the C-25 Canal off of SW Villanova Road in western Port St. Lucie.

**Cabana Point Water Main Extension, Stuart, FL**

Design of a water main extension through the existing Cabana Point development.

**Pinelake Village, Martin County, FL**

Design of a water main extension through the existing Pinelake Village, mobile home community.

**South Florida Water Management District**

Section Leader for a design team consisting of civil, structural, electrical, mechanical and geotechnical engineers for design of new and repairs to existing District infrastructure. These projects included culvert replacements, new and existing gated water control structures, canal dredging and maintenance, canal bank armoring and repairs, levee design and repairs and habitat construction and restoration. Representative projects include:

- C-4 Canal Flood Protection Berm (Palmetto and Sweetwater Segments) – Design of two (2) segments of a flood protection berm along the north side of the Tamiami Canal (C-4 Canal) in Miami-Dade County.
- L-8 Divide Structure (G-541) – Design of a (3) barrel, gated water control structure in the L-8 Canal in Palm Beach County, to assist in the operation of the L-8 Flow Equalization Basin (L-8 FEB).
- Corbett Levee – Design of Phase 1 of a flood protection berm along the southerly boundary of the Corbett Wildlife Management Area to help alleviate high water levels and bank erosion in the adjoining Indian Trails Water Management District canal.
- Corbett Mitigation – Design of (3) low-water road crossings to help in re-establishing historic hydro-periods in an area adjacent to the Corbett Levee project.
- Independent Western Flow-way – Design of a flow diversion berm to eliminate flow short-circuiting through one of the STA's.
- Sam Jones/Abaki Prairie (C-139 Annex) Restoration – Phase 1A, design converting approximately 2,600 acres of former citrus grove area to historic Everglades habitat.
- C-51 Canal Bank Stabilization – Design of bank stabilization measures on the C-51 Canal to accommodate anticipated increased flows through the S-5AE Structure resulting from operation of the L-8 FEB.

**Professional Education**

BS Civil Engineering, Virginia  
Military Institute

MS Systems Management,  
University of Southern California

**Professional Registration**

Professional Engineer

Florida #82856

Virginia #028257

Maryland #32730

Texas #114710

Arizona #55478

Colorado #48689

North Dakota #9713

Mr. Baybutt has more than 36 years of knowledge and experience to the project management, design and construction processes. In addition to serving as a Branch Manager, Mr. Baybutt is the Manager of the Water/Wastewater Division serving all of Bowman's offices across the Country with Water and Wastewater Design Services. He is ultimately responsible for the production of all design documents, specifications, engineering reports, studies and analyses for projects developed by the Water/Wastewater Group. Mr. Baybutt leads the efforts on projects to include water treatment plants, water pumping and storage systems, elevated storage tanks and water distribution systems. In the area of wastewater systems these projects include wastewater treatment plants, pump stations and force mains, gravity sewer collection systems and vacuum sewer collection systems.

**Riverland/Kennedy Water/Wastewater Study, St. Lucie County, FL**

Mr. Baybutt serves as Project Director for this project. Bowman Consulting is providing a water and sewer analysis and hydraulic model for the proposed 3,845 acre development, consisting of approximately 11,700 residential dwellings. The water feasibility study will identify the peak hour demands, fire flow demands and pipe sizing for the site using the proposed location tie-ins to the City water system as shown on the Master Conceptual utility plan provided by the Owner. The sewer feasibility study will determine the peak wastewater flow rates, number of pump stations will be required to convey the wastewater offsite to the existing system. The study will determine the size and route of the pump station force mains using the hydraulic criteria established by the local jurisdiction. The WaterCAD software will be utilized for water hydraulic model. The SewerCAD will be utilized for sewer hydraulic model. The study will also present preliminary cost information for the proposed infrastructure.

**Deltaville Sewer System, Middlesex County, VA**

Mr. Baybutt serves as Project Director for the project to provide a central sewer collection treatment and disposal system for this waterfront community on the Chesapeake Bay. The system will be owned and operated by the Hampton Roads Sanitation District (HRSD). The project includes over 15 miles of collection system pipe lines. The planned collection system is a vacuum sewer system designed to ultimately serve over 1500 residential units within the community. The project includes the design of the vacuum system, including three independent vacuum pumping stations, approximately 5 miles of trunk forcemain piping, a wastewater treatment plant and subsurface disposal system.

**Town of White Stone New Wastewater System, Lancaster County, VA**

Mr. Baybutt, as Project Director led effort to conduct water and wastewater systems master planning to assist the community in planning for future needs of the community. Services included determining service areas; calculations of flows, projections and rates; evaluation of existing facilities and capacities; development of options for collection and treatment of wastewater to include vacuum sewer system low pressure collection system, gravity collection; construction estimates for options; and identifying funding options. Bowman is in the design phase of the project including the collection system, the wastewater treatment system and the subsurface disposal system.

**Professional Education**

Environmental Engineering  
Coursework, University of Central  
Florida

**Professional Affiliations**

WEF / FWEA

**Principal Areas of Expertise**

- A Stormwater Management
- Water and Wastewater Treatment & Collection/Distribution
- Hydraulic Modeling & Analysis of Vacuum & Low Pressure Sewer Systems
- Horizontal Directional Drilling
- Pump Station Design & Hydraulics
- Asset Management

Mr. Archebelle has over 24 years experience in civil engineering design and project management experience in civil engineering design including stormwater management, parking and sidewalk design, utilities, permitting and construction management. Mr. Archebelle is uniquely experienced in balancing the imperatives of local municipalities and civil design issues due to his extensive municipal and consulting experience. Mr. Archebelle has served as a utility engineer for Indian River County Utilities, and as the Commercial Development Manager for the City of Port St. Lucie.

**Baker Sidewalk - City of Stuart, FL**

Project management and Design of over 2,000 LF of pedestrian sidewalk ranging from 5' to 8' to provide safe pedestrian access and accentuate the Baker Street corridor. The project was an FDOT LAP funded project and was designed to meet FDOT, City, Martin County and ADA criteria due to overlapping jurisdictional responsibilities. Challenges included tight rights of way, existing drainage patterns and pedestrian routing through heavy traffic areas. Sidewalk locations, landscaping and lighting were designed to maximize pedestrian safety in both daylight and low light situations.

**58<sup>th</sup> Avenue Full Depth Reclamation (FDR) Project, Indian River County, FL**

Part of the design team for the rehabilitation of the existing pavement section of 3.5 miles of 58th Avenue (Kings Highway – CR613) between 57th Street and CR-510 utilizing an FDR process of recycling and reusing the existing roadway materials. The project included safety widening and constructing five-foot paved shoulders. The project also included design of left turn lanes on all approaches to the intersection of 69th Street and design of a new signalization of multiple intersections. Existing drainage and culvert extensions and replacement were designed as needed. Utility relocations were designed to accommodate the roadwork.

**Development Reviews**

Has provided and has been responsible for development reviews for numerous municipalities on both the Space and Treasure Coasts. Mr. Archebelle has provided development reviews for the City of Stuart, City of Port St. Lucie, Indiantown, Town of Sewall's Point, Indian River County, and the City of Palm Bay over the past 20 years. He has an in-depth knowledge of both design and stormwater management issues and knows how to work as part of the development process.

**Park Manor and High Point Subdivisions, Martin County, FL**

Prepared an in depth hydrological storm water analysis of the Park Manor and High Point drainage systems for Martin County to analyze and alleviate flooding throughout the subdivisions. The project included analysis of underlying permitting, topographical survey analysis and onsite evaluation of existing infrastructure, as well as recommendations for replacement or renovation of existing stormwater facilities.

**St. Lucie County Administration Building, St. Lucie County, FL**

Mr. Archebelle was responsible for storm water modeling and SFWMD coordination for the retrofit of the St. Lucie County Administration building parking lot to alleviate flooding. The project reconciled SFWMD discrepancies and involved municipal, FDOT, and ERP approvals.

**Professional Education**

BS Business Administration and  
MBA from Robert Morris University

**Professional Registrations**

Florida Broker License Sept. 2018

PA Salesperson License

PA Notary

**Professional Affiliations**

- IRWA, SRWA Region 5 Vice Chair
- Ohio Chapter 13 and Pittsburgh Chapter 55 Past President
- Assoc. Member in all Northeast and Southeast Chapters
- ASHE Southwest Pennsylvania
- AAPL
- NALA

Dan Bucan has nearly 30 years experience in all aspects of the right of way process including eminent domain for state and local government, pipeline, electric, outdoor advertising and property management. He is active in real estate and maintains a salespersons license in Pennsylvania and is completing his broker requirements for Florida. He is knowledgeable of the real estate market along the east coast and central Florida.

Dan is an effective communicator and understands the need to coordinate with engineering, maintenance and construction on projects and works daily with permitting, environmental, utility and survey. He is able to use his understanding of municipal requirements to ensure compliance with state and federal laws and regulations.

He is a strong team leader and develops constructive relationships in order to meet milestones and deliver projects on schedule. His education and financial management skills allow him to work with the team to effectively budget and control costs while maximizing opportunities.

**Multiple Pipeline, Electric, and Transportation Projects, Northeast U.S.**

Responsible for the oversight, quality and coordination of multiple pipeline, electric and transportation projects in the Northeast for nearly 5 years with growth of over 800%. Duties included represent the company to various clients, customers, teaming partners and other industry professionals including project cost estimates and proposal preparation.

**Marcellus & Utica Gas Development Projects, Multiple Locations, Pennsylvania**

Responsible for real estate activities related to right-of-way projects, Marcellus and Utica gas development, right-of-way design-build activities and title report services. Provided coordination with PennDOT, ODOT, WVDOT, and VDOT processes related to highway occupancy permits, right-of-way plan development/interpretation and research/resolution of mineral title under highways.

**Pennsylvania Department of Transportation, District 12, Pennsylvania**

Responsible for the scheduling, planning, and directing of all right-of-way activities for the District and local municipalities in a four (4) county area. Supervised a staff of 10, employees and right-of-way consultants working in the District and coordinated with the Office of Chief Counsel, Central Office Right-of-Way Section and project engineers on right-of-way claims and litigation. Worked with local elected officials to advance project acquisitions and settle damage claims.

**Multiple Acquisition/ Relocation Projects, Uniontown, Pennsylvania**

Supervised acquisition, relocation, title services, property management/disposition and outdoor advertising activities within the District. Monitored, reviewed and provided training to employees and right-of-way consultants operating within the District. Provided acquisition, relocation, settlement, title, property management/disposition and outdoor advertising services within the District.

**Professional Education**

BS Geomatics, University of  
Florida

BA Liberal Studies, University of  
Central Florida

**Professional Registrations**

Professional Surveyor & Mapper  
Florida #6841

**Professional Certifications**

- Intermediate FDOT  
Maintenance of Traffic
- OSHA 10 Construction  
Safety & Health NSC  
CPR/First Aid

**Professional Affiliations**

- Florida Surveying &  
Mapping Society – Indian  
River Chapter
- Treasure Coast Builders  
Association – Board of  
Directors

Mr. Brickley has over 15 years of surveying experience including ALTA boundary surveys, PLSS retracement surveys, mean high water line surveys, right-of-way control survey and maps, GPS-RTK topographic surveys, Digital Terrain Models (DTM), contours and profiles, GIS mapping projects, and maintenance mapping. Mr. Brickley is a Past President of the Indian River and UF Student Chapters of the Florida Surveying and Mapping Society.

**Southwood Topographic Survey, Martin County, FL**

Bowman Consulting completed a topographic survey of the neighborhood drainage system for drainage improvements. This project included as-building the existing drainage features. Locating all improvements located within the right of way and establishing finish floor elevations of the structures.

**Old Jupiter Grade Road, Martin County, FL**

This Specific Purpose Survey of Jupiter Grade Road was performed in support of efforts to create an alignment for the centerline of the physical trail from the south county line to the western right-of-way line of CR-711/ Pratt-Whitney Road and continuing north and west to Kanner Highway. The survey was approximately 13.5 miles.

**Bathtub Beach Boundary & Topographic Survey, Martin County, FL**

Bowman Consulting completed a boundary and topographic survey of Bathtub Beach. This survey included establishing the mean high water line of the Atlantic Ocean and the maintenance limits of MacArthur Boulevard. A static GPS network was completed. All improvements were located and mapped. The erosion control line, coastal construction lines and FEMA flood zone lines were all shown on the survey.

**County Road 714 Utility Relocation, Martin County, FL**

While employed with a previous firm, Mr. Brickley was responsible for the supervision of construction layout and as-builts of utility relocations for on-going roadway widening and improvement projects on CR 714.

**FDOT District IV, Jensen Beach Causeway Control Survey, Martin County, FL**

Mr. Brickley was the Project Manager for this 2 mile right-of-way control project located in Martin County. Surveying services included setting control utilizing static GPS observations, developing the historic baseline alignment and existing right of way corridor with subdivision calculations, and development of a control survey.

**Professional Education**

AS Land Surveying, Palm Beach  
State College

**Professional Registration**

Professional Surveyor & Mapper  
Florida #5173

**Professional Affiliations**

- Florida Surveying &  
Mapping Society – Indian  
River Chapter
- National Society of  
Professional Surveyors  
(NSPS)

Mr. Barnes has 40 years of surveying experience including boundary surveys, topographic surveys, hydrographic surveys, as-built surveys, control surveys, right of way surveying and mapping, preparing legal descriptions and expert witness testimony. Prior to joining Bowman Consulting, Mr. Barnes was employed at the South Florida Water Management District (SFWMD) for 38 years managing the Survey and Mapping Section. During his time at SFWMD Mr. Barnes was ultimately responsible for surveying mapping services throughout the SFWMD's 16 counties. Since he commenced his employment at Bowman Consulting Mr. Barnes assumed the role of client service manager to Martin County in support of the current continuing survey and mapping services contract.

**NW Australian Street & Stuart Avenue Drainage, Martin County, FL**

Bowman Consulting is currently providing surveying services in support of the NW Australian Street & Stuart Avenue Drainage Improvements project. Surveying services include construction staking and as-built drawings, including control verification; benchmarks; and stakeout of silt fence, grade and off-set storm drain structures, and off-set swale bottom; as well as the preparation of as-built drawings.

**Bathtub Beach Boundary & Topographic Survey, Martin County, FL**

Bowman Consulting completed a boundary and topographic survey of Bathtub Beach. This survey included establishing the mean high water line of the Atlantic Ocean and the maintenance limits of MacArthur Boulevard. A static GPS network was completed. All improvements were located and mapped. The erosion control line, coastal construction lines and FEMA flood zone lines were all shown on the survey.

**Bathtub Beach Specific Purpose Survey, Martin County, FL**

As part of an on-call contract with Martin County, Bowman Consulting performed a specific purpose survey at Bathtub Beach. Bowman performed medium resolution scans with photos using the internal Leica C10 camera. Challenges with this project included obstructions from on-site construction equipment. Water also presented a challenge because its return is a void or a scattering of data points. Bowman Consulting is contracted to conduct additional surveys at Bathtub Beach utilizing the eBee Unmanned Aerial System (UAS) platform to document beach improvements. This survey will result in producing high resolution digital imagery, a 3 dimensional point cloud, ground contours and associated digital files.

**Pratt Whitney Road 40 Acre Boundary Survey, Martin County, FL**

Bowman Consulting performed surveying services to establish and monument the boundary of this 40-acre parcel of land. Bowman also located external improvements including Seminole Pratt-Whitney Road, power lines and fences within 5 feet of the boundary.

**Education**

- BS, Accounting, Penn State University

**Professional Certifications**

- Intermediate FDOT Maintenance of Traffic
- OSHA 10 Construction Safety & Health NSC CPR/First Aid
- Veriforce Operator Qualifications
- CSX Contractor Safety and Roadway Worker Protection Certification

Mr. Bachman has over 30 years of SUE and surveying experience including designating, locating and surveying of underground utilities, field crew training and coordination, processing of raw data, review of field notes and reports and preparation of client deliverables. His experience includes DOT contracts, design/builds, and county/municipal continuing service contracts.

**Solid Waste Authority of Palm Beach County, Pam Beach County, Florida**

Mr. Bachman was responsible for the designating and surveying of all SWA owned underground utilities within the property limits of the main landfill location on Jog Rd. and six strategically placed transfer stations throughout Palm Beach County. His duties also included responding to all Sunshine State 811 dig tickets within the allotted 48 hours to ensure that all private facilities were clearly identified and protected against damage from construction activities. His dedicated efforts in responding to over six hundred dig tickets resulted in zero damages to all SWA owned underground utilities.

**FTE Sawgrass Expressway Design Project**

Mr. Bachman was responsible for the designating and surveying of all underground utilities, including Turnpike ITS between Sunrise Blvd and Atlantic Blvd for the addition of express lanes and interchange improvements. Other improvements along this corridor included drainage, signing, signalization, sound walls and guardrail.

**FDOT District IV, Flagler Memorial Bridge Replacement**

Mr. Bachman participated in and oversaw all field operations with regards to the designating and locating of all existing underground utilities in the design phase of plans to replace the existing bridge with a new bascule bridge connecting the Town of Palm Beach with the City of West Palm over the Lake Worth Lagoon and Intracoastal Waterway. Another key component to this project was the removal of the Flagler Dr. overpass which was to be replaced with an at-grade intersection. Critical existing conflict information was provided for utility relocation, drainage improvements, traffic signalization and intersection design.

**FDOT District IV, I 75 Express Lanes**

Mr. Bachman completed comprehensive SUE/Survey designating and locating for underground utilities for Segments A/B, C & D along I 75 in Broward County. The purpose of this project is to improve mobility, relieve congestion, provide additional travel options and accommodate future growth along this corridor. Approximately 12 miles in length, this project included design and construction of travel lanes, drainage relocation and improvements, Turnpike ITS upgrades and relocation, sound walls, lighting and signage.

**FTE, Homestead Extension of Florida Turnpike**

Mr. Bachman was responsible for all SUE operations involving the design and construction of improvements along the Turnpike Extension from SW 40th St north to NW 106th in Miami-Dade County. This 12.5-mile corridor is part of the overall plan to provide motorists with additional travel options within Florida's Turnpike System. Upgrades include, widening, express lanes, electronic tolling, sound walls, improved drainage, signage, signalization and interchange improvements along the mainline and arterial roadways.

# Ananda Kelley, PE

## Current Position

Structures Practice  
Group Manager

## Discipline Areas

- > Structural Engineering
- > Transportation

## Years' Experience

16

## Joined Cardno

2016

## Education

- > MS, Civil Engineering,  
University of Texas,  
2003
- > BS, Civil Engineering,  
University of Texas,  
2001

## Professional Registrations

- > Professional Engineer, Florida

## Affiliations

- > Florida Engineering Society's Florida Engineering Leadership Institute Class of 2015 Graduate
- > FDOT Mutual Gains Negotiations Training
- > FDOT Critical Structures Construction Issues Training

## Summary of Experience

Ms. Kelley has 16 years of extensive experience in structural engineering. Her vast experience with bridge design includes the design of continuous steel girder bridges, pre-stressed concrete girder bridges, and cast-in-place concrete bridges for multi-level interchanges, grade-separation interchanges, and coastal and riverine water crossings. In addition to bridge design, she also has experience with miscellaneous structures design, bridge rehabilitation, and existing bridge load ratings. Her miscellaneous structures design experience includes signal structures, retaining walls, box culverts, and additional marine structures. In Ms. Kelley's consultant experience, she has served municipal clients throughout the State of Florida and all seven Districts of FDOT including the Turnpike.

## Significant Projects

### *Project Manager – Gordon River Connector Bridge and Boardwalk – Florida*

Ms. Kelley managed the design of the bridge and boardwalks that provide a connection for the area's beaches, parks, rowing community, environmentalist, and trail users. This overpass provides a continuation of the Greenway Trail to Freedom Park and beyond to the north. The design requested by the City was for both the east and west boardwalks to be composed of 10-foot spans. The west boardwalk was modified to reflect the lighter vehicle load. The east side of the boardwalk was constructed utilizing the top-down construction technique to minimize construction impacts to surrounding conservation area. Ipê wood was used to create decorative rails and decking for the boardwalks.

### *Project Manager – Moore's Creek Seawall Replacement – Florida*

Ms. Kelley managed the design plans and preparing final construction plans for replacement of the seawalls along both sides of Moore's Creek. She oversaw seawall design, construction plans development, supplemental geotechnical investigation and analysis, permitting, coordinating with various utilities owners, and construction engineering and inspection.

### *Project Manager – Bayport Pier Replacement – Florida*

Ms. Kelley led the design services and construction plans preparation for the demolition and reconstruction of the Bayport Pier. A Structural Condition Assessment was made of the pier and it has been deemed to be non-reparable. The County has received approval from the Federal Emergency Management Agency to move forward with tearing down and replacing the Bayport Pier, in kind, with a new timber structure.

### *Project Manager/ Engineer of Record – Chokoloskee Bridge Project – Florida*

Ms. Kelley led a Cost Savings Initiative for the CR 29 over Chokoloskee Bay bridge replacement in Collier County. The Cost Savings Initiative includes redesigning the bridge to resist the wave forces in a more efficient manner than the originally designed structure. The project is anticipated to save a total of \$1 million from the original bridge design.

### *Project Manager/ Engineer of Record – Rye Road Bridge Widening – Florida*

Ms. Kelley managed the bridge widening of the North – South Corridor connecting SR 64 to SR 70. Manatee County tasked Cardno with widening the two bridge structures along the corridor, Bridge No. 134025 and Bridge No. 134026 over Branches of Mill Creek. The bridges are precast flat slab unit structures supported on 12 inch pile foundations of

unknown depth. The bridge widenings will be supported on steel H-piles in an effort to minimize vibrations on the adjacent existing bridge foundations during construction.

*Deputy Project Manager – No Name Key Bridge Repairs – Florida*

Ms. Kelley helped lead this project included repairs to the bridge over Bogie Channel connecting Deer Island to No Name Key in the Florida Keys. The bridge had suffered extensive corrosive damage to its location in this extremely aggressive environment. Bridge rehabilitation included concrete deck repairs, bent cap repairs, and pile jacketing. There was also an emergency repair involving bridge jacking due to loss of bearing area under an exterior beam. Permitting of the project was a key issue due to the bridge's location in the Florida Keys National Marine Sanctuary.

*Project Manager – Citywide Seawall Inspection – Florida*

Ms. Kelley is leading the inspection and categorization of the length of the City-owned seawall. Currently Cardno is inspecting Phase I of the seawall project, which includes approximately 13,000 linear feet of the City's overall 75,000 linear feet of seawall. Cardno structural engineers are collaborating with its in-house asset management staff to provide the City with a GIS-based data set of the wall assessments.

*Senior Project Manager – Roser Park Downtown Creek Wall Replacement – Florida*

Ms. Kelley managed the creek wall evaluation and design. Performed the inspection and assessment of the existing deteriorating walls and developed replacement plans for the downstream section of the channel. The walls will be replaced with sheet pile walls to limit excavation, reduce impacts to adjacent utilities, and maintain traffic. Due to the proximity of residences, sheet installation will only be allowed with the press-in method. Vibrating and driving methods will be prohibited. The final construction of the walls will match the existing geometry and aesthetics in order to fit within the historic neighborhood. Specific tasks included condition assessment/evaluation and detailed design of demolition and construction. Also providing bidding, on-site monitoring, and construction phase services.

*Senior Structural Engineer – Marina Dredging and Dock Structural Timber Piling Evaluation and Design – Florida*

Ms. Kelley managed the structural design, plans and specifications for timber piling replacement, timber pier replacement, and floating dock replacement. Maintenance dredging efforts and proper siltation controls were also included.

*Structural Project Manager – Shore Boulevard Vinyl Wall and Streetscape – Florida*

Ms. Kelley managed seawall design improvements and complete streetscape along Shore Boulevard. She provided full structural design services and is currently overseeing construction and installation of the vinyl sheet piling. This wall will be used to extend the existing concrete sheet pile walls for roadway approach embankment control proposed in the construction plans. This vinyl sheet pile wall has a concrete cap with corrosion resistant MMFX reinforcing steel.

*Structures Engineer – Whitcomb Bayou Revetment Evaluation – Florida*

Ms. Kelley evaluated the feasibility of installing a multi-use path along Whitcomb Bayou to serve as a vital link in the planned connection of the Pinellas Trail to the beaches of Tarpon Springs. This task intended to identify alternatives for confronting the challenges of installing a path around Whitcomb Bayou, and included an evaluation with recommendations. Scope included site visits, data collection, report preparation, and presentation of findings.

# Christopher Knox, PE

**Current Position**  
Drainage Engineer

**Discipline Areas**  
> Drainage Engineering  
> Transportation  
> Roadway Design

**Years' Experience**  
14

**Joined Cardno**  
2015

**Education**  
> BS, Civil Engineering,  
University of South  
Florida, 2001

**Professional Registrations**  
> Professional Engineer, Florida

## Summary of Experience

Mr. Knox has 14 years of experience serving as a drainage engineer for transportation projects in Florida. His responsibilities and expertise include development of drainage design concepts and alternatives; analysis, preparation, and design for pond siting reports; stormwater collection system design for open and closed conveyance systems; and hydrology and hydraulic analysis and computer modeling. He also specializes in permitting including Environmental Resource Permits, drainage connection permits, driveway connection permits, and the US Army Corps of Engineer permits; roadway design including horizontal and vertical alignments; pavement design; access management; signing and pavement marking; traffic control design; and coordination of plans production. Mr. Knox is proficient with Florida Department of Transportation standards and indices, and design tools such as Interconnected Channel and Pond Routing Model, POND5, MicroStation, Projectwise, GeoPak, AutoTurn, and the Florida Department of Transportation bar menu and QC File Checker.

## Significant Projects

### *Project Engineer – SR 688 from 49<sup>th</sup> Street to the East Roosevelt Interchange – Florida*

Mr. Knox provided key engineering support for drainage modifications, typical cross sections, maintenance-of-traffic plans, and roadway construction plans for milling and resurfacing of this six-lane to eight-lane facility.

### *Drainage Engineer – Bryan Dairy Road from Starkey Road to 72<sup>nd</sup> Street N – Florida*

Mr. Knox oversaw the design and analysis of the widening/ reconstruction of 1.5 miles of Brian Dairy Road from four lanes to six lanes urban section with turning lanes in this industrial/residential mix district. The drainage design included storm sewer system, hydrology and hydraulic analysis, stormwater management facilities, and environmental permitting.

### *Engineer – SR 590 from West of Graham Drive to Marilyn Street – Florida*

Mr. Knox investigated flooding complaint concerning offsite flooding adjacent to SR 590. Runoff from the roadway was discharging directly into offsite residential properties. Analysis of the surrounding drainage patterns was performed and alternatives were presented to minimize the roadway runoff from discharging offsite while also providing calculations verifying no adverse impacts to existing stormwater facilities.

### *Engineer – SR 590 from West of Fern Terrace Drive to Oak Haven Drive – Florida*

Mr. Knox investigated a flooding complaint concerning offsite flooding within an adjacent residential property. Analysis of the surrounding drainage patterns discovered that this residential property had been vacant and been recently developed. It was verified that this property had been the historic low point within the basin and found that offsite flooding was not occurring as a result of Florida Department of Transportation activities and recommended no action.

### *Drainage Engineer – Columbus Drive Extension – Florida*

Mr. Knox served as the engineer for this design-build project involving design and construction for a new 0.9-mile-long, four-lane divided urban roadway. The project includes four-foot bicycle lanes in each direction and a six-foot sidewalk along both sides of the roadway. The project also includes underground drainage, stormwater treatment

ponds, floodplain compensation, signing and pavement marking, roadway lighting and traffic signals, and an environmental mitigation area. This is a design-build project with a very aggressive schedule. The project received the American Public Works Association, Florida Chapter Project of the Year Award for 2010.

*Drainage Engineer – Metro Parkway Project – Florida*

Mr. Knox provided key support in the design of a 235-foot double-barrel box culvert extension using Load Factor Design. The culvert extension falls beneath 30 feet of fill as it passes under the approach mechanically stabilized earth walls. Assisted with design and analysis of the superstructure and substructure of this three-span bridge over Seminole Gulf Railroad and Ten Mile Canal using Conspan and RC Pier software. He also assisted with the alignment and geometry of the bridge to accommodate right-of-way restrictions and was involved with preparation of Utility Adjustments plans in Sections One and Two.

*Project Engineer – SR 70 from 80<sup>th</sup> Avenue to St. Lucie County Line – Florida*

Mr. Knox oversaw the analysis for the pond siting report. His drainage design included hydrology and hydraulic analysis for stormwater management facilities and floodplain mitigation design for the widening a local facility.

*Project Engineer – CR 578 Project – Florida*

Mr. Knox was responsible for assisting in the roadway design, including side street vertical and horizontal alignments, driveway design, directional median openings / access management and proposed utility relocations. The project included widening and reconstruction of the existing two-lane rural section to a four-lane suburban section.

*Project Engineer – Edgewood Drive Project – Florida*

Mr. Knox served as the engineer for the design of a horizontal and vertical alignment for this 1.1-mile roadway project including reconstruction of an existing roadway and alley as well as connection of roadway. The drainage design includes open and closed conveyance systems, hydrology and hydraulic analysis, stormwater management facilities and environmental permitting.

*Drainage Engineer – SR 50 from US 19 to Mariner Boulevard – Florida*

Mr. Knox was responsible for analysis for the pond siting report. The drainage design included hydrology and hydraulic analysis for stormwater management facilities and preparation of Environmental Resource Permit package. The project included the implementation of percolation effects into a complex model, which incorporated the project limits. The watershed model contained over 100 subbasins and 400+ reaches as well as coordination with an adjacent project draining to our facilities.

*Drainage Engineer – Brandon Parkway Project – Florida*

Mr. Knox served as the drainage engineer for design of a reinforced concrete drainage inlet structure cap using ACI requirements. He also designed footing for a 24-foot landscape column at the crossing of Brandon Parkway and Lumsden Road.

*Project Engineer – 15<sup>th</sup> Street East/ 26<sup>th</sup> Avenue East Intersection Improvements – Florida*

Mr. Knox served as the project engineer for a Conceptual Design Report to develop and evaluate traffic circulation alternatives. Services include final design, permitting, construction phase services and replacement of existing asbestos-cement water lines along 26th Avenue.

# David Kelly, PG

## Current Position

Senior Consultant

## Discipline Areas

- > Project Management
- > Hydrogeologic/Water Resource Supply Planning/ Investigations
- > Groundwater Flow Modeling and Analysis
- > MFL Impact Analysis
- > Resource Vulnerability Analyses
- > Water Quality Monitoring
- > Alternative Water Supply Planning Site Suitability Analysis and Modeling
- > Water Quality/ Flow Modeling
- > Groundwater Flow Modeling and Integration with GIS
- > Environmental/ Contamination Assessments
- > Sustainability Analysis
- > GIS/GPS Technology
- > Water Use Permitting

## Years' Experience

20

## Joined Cardno

2007

## Education

- > BS, Geosciences, State University College of New York at Buffalo, 1995

## Professional Registrations

- > Professional Geologist, Florida

## Summary of Experience

Mr. Kelly is a senior project manager with 20 years of hydrologic and hydrogeologic experience. He has extensive experience in water quality data collection, development of monitoring plans, collection, compilation, and interpretation of rainfall data and river stage and spring discharge measurements. Mr. Kelly has expertise in water supply planning, hydrogeologic investigations, groundwater modeling, minimum flow and level (MFL) impact analysis, production and monitoring well network design, aquifer performance tests, aquifer storage and recovery systems, underground injection control permitting and water use permitting. As a senior project manager, Mr. Kelly is proficient in project and personnel management, the preparation of work breakdown structures and budgets, technical writing, report preparation, summary documentation and presentations. Mr. Kelly is a licensed professional geologist in the states of Florida, North Carolina, and Texas.

## Significant Projects

*Senior Project Manager – City of North Port Aquifer Storage and Recovery Permitting and Cycle Test – Florida*

Mr. Kelly is the project manager oversee hydrogeologic, engineering and permitting services for the development of the City of North Port Utilities Aquifer Storage and Recover system. Cardno is helping the City develop an alternative water supply which will allow for the storage of raw surface water into an underground source of drinking water. The surface water will be stored underground until needed to supply the City's Myakkahatchee Creek water treatment plant during the dry season or peak demands. Cardno will design and oversee construction of the surface water intake, filtration, well recharge, and recovery systems. Mr. Kelly will conduct operational testing of the system which will include the recharge of 120 million gallons of surface water with initial recovery of 60 million gallons in the summer-fall of 2018. This is an innovative project as it is the first aquifer storage and recovery system in the southeast to use raw surface water for recharge of an underground source of drinking water. This project has provided opportunities for Cardno to bring state-of-the-art approaches to utilizing a highly urbanized watershed with excessive fluctuations in flow as a source of recharge water. Cardno is also providing innovative solutions to the challenge of arsenic mobilization that occurs due to the introduction of oxygenated surface water into the carbonate based aquifer storage zone.

*Senior Project Manager – Sarasota County Deep Injection Well Permit Renewal – Florida*

Mr. Kelly is the project manager oversee the renewal for a 5-year underground injection control operating permit of a Class I, deep injection well, for IW-2 at the Venice Gardens Water Reclamation Facility, in Sarasota County. This work involved conducting an area of review evaluation, review and document IW-2 operational data in graphical outputs, review and evaluation of mechanical integrity testing, updating plug and abandonment plans and review and evaluation of all groundwater monitoring data.

*Senior Project Manager – Northwest Florida Water Management District Saltwater Intrusion – Florida*

The Northwest Florida Water Management District contracted with Cardno to develop strategies to minimize the impact of saltwater intrusion in the Floridian aquifer in the

- > Professional Geologist, North Carolina
- > Professional Geologist, Texas

#### Affiliations

- > Water Environmental Federation
- > American Institute of Professional Geologists

western portion of the Florida Panhandle. In this effort, Mr. Kelly was the project overseeing the development of a regional integrated groundwater and surface water flow model using MODFLOW-Unstructured Grid, and model report documentation. The model domain expanded from Florida panhandle thru south Alabama. The model will be used for MFL development as well as regulatory permitting purposes. Mr. Kelly is also overseeing the effort to design and construct four deep Floridian aquifer long term monitoring well stations and associated shallow zone monitoring wells, geophysical logging, conducting aquifer performance testing and project reporting documentation. The development of the model and long term monitoring well network will help the District monitor saltwater intrusion, while optimizing groundwater withdrawals and minimizing deleterious effects from the inland movement of saltwater in the aquifer.

#### *Senior Project Scientist – Northwest Florida Water Management District MFLs Development Plan – Florida*

Mr. Kelly assisted in the development of a planning-level design and cost estimates for a groundwater monitoring network and data collection plan focused on the coastal region of Franklin County. The purpose of the project is to develop the data needed to set a saltwater intrusion MFL for the Floridian aquifer within the County. Mr. Kelly helped design a saltwater intrusion monitor well network entailing 18 well pairs, consisting of one Floridian aquifer and one surficial aquifer well. Mr. Kelly helped to provided well construction specifications for each of the monitor well pairs based on review of hydrogeologic data collected by the District, as well as, helped to provide well construction cost estimates for the installation of the monitoring well network.

#### *Senior Project Scientist – Withlacoochee Regional Water Supply Authority 2015-2035 Water Supply Plan – Florida*

Mr. Kelly worked as a team member to help develop the WRWSA 2015-2035 Water Supply Plan. This work included developing 20-year population and water use projections for the entire service area which includes portions of Southwest Florida and St. Johns River Water Management Districts. These projections were incorporated into the expanded North District regional groundwater flow model to determine availability of groundwater supplies and evaluate impacts to established and proposed MFLs for springs and rivers. Mr. Kelly also used the expanded North District model to delineate where Upper and Lower Floridian aquifer wellfields could be developed without violating MFLs. Mr. Kelly helped evaluate the use of alternative water supplies such as reclaimed water, river water, and seawater in addition to the use of the Upper and Lower Floridian aquifer.

#### *Project Manager – Latt Maxcy Corporation Ranch Hydrogeologic Investigations and Water Use Permitting – Florida*

Mr. Kelly was the project manager of a contract with the Latt Maxcy Corporation to provide water supply planning and permitting for a large-scale agricultural operations on a 43,000-acre property located in Osceola County. The water supply planning for this property proposed unique challenges since it is located within the Central Florida Water Initiative Area of the South Florida Water Management District. Mr. Kelly oversaw the development of a monitoring well network, production well development, water quality and water level monitoring, aquifer performance testing, and development of a multilayer calibrated MODFLOW groundwater model, as well as utilizing the newly developed South Florida Water Management District East Central Florida Transient model. The water supply planning, aquifer performance testing, and groundwater modeling resulted in the successful issuance of a 25-year permit with a Floridian groundwater allocation of 28.5 million gallons per day (mgd) and a total allocation of 48.9 mgd from the SFWMD.

# Drew Sanders

## Current Position

Senior Consultant

## Discipline Areas

- > Project Management
- > Wetland Delineations
- > Wetland Impact Permitting
- > Listed Species Surveys and Permitting
- > Wetland Functional Assessment
- > Wildlife Ecology
- > Wellfield Monitoring

## Years' Experience

24

## Joined Cardno

1994

## Education

- > BS, Biology, University of South Florida, 1991

## Professional Registrations

- > Florida Association of Environmental Professionals
- > Tampa Bay Association of Environmental Professionals

## Affiliations

- > Enter Organizations

## Summary of Experience

Mr. Drew Sanders has extensive experience in environmental permitting encompassing a wide range of development projects. Mr. Sanders' areas of specialization include ecological assessments of coastal wetlands and uplands, plant and wildlife surveys, listed species surveys, photo interpretation and vegetation mapping, wetland delineation and hydroperiod elevation assessment, wetland mitigation design, data analysis, environmental permitting, and project management. He is respected for his organizational capabilities, willingness to go beyond the call of duty to serve his clients, and for coordinating with project staff to complete projects on time and within budget.

## Significant Projects

### *Project Manager – Mira Bay – Florida*

Mr. Sanders completed wetland delineations, listed species surveys, and provided environmental permitting assistance, including the design of a 59-acre mitigation plan that included a mix of fresh and salt water wetland creation and enhancement of both upland and wetland communities. As a part of this effort, Mr. Sanders also assisted in the preparation of a canal enhancement plan that included the maintenance dredging of approximately 5 miles of residential canals in Apollo Beach, Florida. Mr. Sanders also assisted in the development and implementation of a Manatee Protection Plan for the adjacent Tampa Bay waters.

### *Project Manager – Bexley Ranch – Florida*

Mr. Sanders completed wetland delineations and listed species surveys for the 6,900-acre Bexley Ranch. In addition, Mr. Sanders assisted with the environmental permitting and land use mapping for this project. Mr. Sanders was also responsible for the design of a mitigation plan that included the creation and restoration of 220 acres of wetlands that serve as the headwaters for the Anclote River.

### *Project Manager – County Line Farms – Florida*

Mr. Sanders completed wetland delineations, listed species surveys, and provided environmental permitting assistance for this 420-acre proposed industrial project. As a part of the project, Mr. Sanders was responsible for the design of a 20-acre mitigation plan consisting of herbaceous wetland creation.

### *Project Manager – Visions Golf – Florida*

Mr. Sanders assisted with a due diligence assessment, wetland delineations, and preliminary listed species surveys for this 137-acre project. Assistance was also provided in support of rezoning request and a public hearing.

### *Project Manager – Westshore Beach Club – Florida*

Mr. Sanders assisted the client with regulatory agency permitting, listed species services, water quality services, and seagrass mapping for a 189-slip, mixed-use residential development and private marina located on Old Tampa Bay which also included maintenance dredging of residential canals and navigational channels. As a part of this project, Mr. Sanders was also responsible for the design of mitigation plan consisting of 7.5 acres of wetland creation, enhancement, and restoration.

*Project Manager – Westshore Yacht Club – Florida*

Mr. Sanders assisted the client with permitting, listed species services, water quality services, and seagrass mapping for the conversion of an abandoned industrial complex into a 255-slip marina and residential housing development.

*Project Manager – Andalucia Marina – Florida*

Mr. Sanders assisted the client with environmental permitting and water quality studies in support of a planned expansion of an existing private marina. Mr. Sanders also assisted with water quality sampling, seagrass surveys, and wetland functional assessments.

*Project Manager – Little Harbor Marina – Florida*

Mr. Sanders assisted the client with environmental permitting services in support of site redevelopment, including the complete refurbishment of an antiquated 212-slip marina in Ruskin, Florida. Mr. Sanders assisted with water quality sampling, seagrass surveys, and wetland functional assessments.

*Project Manager – Sunset Park Boat Ramp – Florida*

Mr. Sanders assisted the client with the environmental permitting for the repair of a public boat ramp and maintenance dredging at a public park in Tarpon Springs, Florida. As a part of this project, Mr. Sanders provided seagrass surveys and wetland functional assessments.

*Project Manager – Seawall Repair – Florida*

Mr. Sanders is assisting the client with securing permits to allow for the repair of 7.5 miles of seawalls. As a part of this repair effort, Mr. Sanders was responsible for completing a survey of the shoreline to locate and map seagrasses and mangroves.

*Project Manager – Little Manatee Environmental Lands Acquisition and Protection Program – Florida*

Mr. Sanders was responsible for delineating wetlands, wildlife surveys, and development of an ecological enhancement plan for the 79-acre Little Manatee Environmental Lands Acquisition and Protection Program parcel in Ruskin, Florida. The enhancement plan prepared by Mr. Sanders consisted of a mix of upland and wetland enhancement and preservation. The primary focus of the enhancement plan focused on the removal of exotic species within the upland and wetland communities and planting the cleared land with appropriate native vegetation.

*Project Manager – Pithlachascotee River Vegetation Mapping – Florida*

Mr. Sanders assisted the client with mapping vegetative communities along 15.5 miles of river shoreline. All vegetation mapping was completed at a level sufficient to provide the client with a vegetation characterization to allow for detection in vegetative shifts in response to modeled changes in river salinity in support of establishing minimum flows levels for the Pithlachascotee River.

# Ed Call

## Current Position

Senior Project Scientist

## Discipline Areas

- > Project Management
- > ERP Permitting
- > Aquatic Restoration
- > Ecological Evaluations
- > River walk Design and Permitting

## Years' Experience

15

## Joined Cardno

2017

## Education

- > BS, Wildlife and Fisheries Sciences, University of Eastern New Mexico, 2004

## Affiliations

- > American Fisheries Society
- > American Water Resource Association
- > Florida Stormwater Association

## Summary of Experience

Mr. Ed Call is a senior project scientist with more than 15 years' experience developing and implementing science-based environmental projects that has encompassed studies, planning, permitting, and construction support for complex design and construction projects including; living shorelines, docks, river walks and mooring field support facilities. His professional development has progressed from managing grant funded fisheries and aquatic research projects to developing local and inter-agency partnerships that support strategic municipal plans and developing policy for elected officials. He brings a wide range of experience developing client relationships, managing business operations, and strategy.

## Significant Projects

### *Senior Project Scientist – Eagle Liquid Natural Gas Project – Florida*

Mr. Call assisted the client with meeting regulatory requirements from Federal Energy Regulatory Commission (FERC) in relation to marine and freshwater resources at and near the project site. Mr. Call also coordinated responses to FERC requests for additional information on potential marine resource impacts including coordinating pre-application meetings with National Oceanic and Atmospheric Administration to identify specific marine permitting requirements in order to streamline the proposed ichthyoplankton study.

### *Senior Project Scientist/Project Manager – Naples Water Quality Analysis Project – Florida*

The Naples Water Quality Analysis Project is a comprehensive analysis trend in water quality and biological data collected in Naples Bay over the last ten years. Mr. Call's primary role was to oversee the project and ensure project remained on schedule and budget. Mr. Call also providing oversight on data compilation and analysis of the water quality and quantity data. Additionally, Mr. Call provided final QA/QC of all data and reports.

### *Director of Waterfronts and Community Services – City of Crystal River – Florida*

Mr. Call oversaw a 25-member city department serving a population of 4,400. He devised short- and long-range action plans to address a variety of municipal needs, propose and present budgetary documents, and manage a multimillion dollar operating budget. He developed bid documents, technical specifications, and design plans for a wide variety of projects within the City of Crystal River. Mr. Call was involved in the design and review of design documents for the Cities River walk and was responsible for reviewing environmental reports and project deliverable to ensure concurrency with environmental policy and rules. He developed and managed multi-year large-scale restoration projects involving complex multi-agency funding sources.

### *Environmental Scientist – Southwest Florida Water Management District – Florida*

Mr. Call was responsible for the design and implementation of habitat restoration and improvement projects, Mr. Call provided project management and technical oversight for four aquatic restoration projects, including Three Sisters Springs Shoreline Stabilization and Restoration Project, Hunter Cove Park Living Shoreline Creation Project, and Hunter Cove Submerged Aquatic Vegetation Restoration Project. He developed and managed a five-year comprehensive fisheries, vegetation, and benthic study of five spring fed riverine

systems. Mr. Call provided both technical expertise and project management of a multi-year research study that encompassed fifteen estuaries across the gulf of Mexico to identify biological response to freshwater inflows. In addition, he was a subject matter expert on riverine ecology and served on an interdisciplinary team to address biological assessments and environmental assessments, including fisheries community structure and habitat availability and usage. He coordinated the development of minimum flows and levels (MFLs) using biological and hydrological data and writing technical documents in support of MFL recommendations. Mr. Call was responsible for developing and executing technical work plans for District projects and for the development and management of biological studies. Mr. Call was responsible for compiling and writing a water quality reasonable assurance plan for Shell, Prairie, and Joshua creeks, and presented the findings to stakeholders, Florida Department of Environmental Protection and U.S. Environmental Protection Agency.

#### *Biological Scientist – Florida Fish and Wildlife Conservation Commission – Florida*

Mr. Call was responsible for the development and administration of state wildlife grants for two consecutive fisheries community assessments grants. Assessments focused on quantified habitat use by fisheries community in the imperiled Peace River basin. Mr. Call was responsible for hiring and supervising four biologists. Duties also included: data collection, analysis of data (using Primer, Excel, and Sigma plot software), design, and implementation of new financial processes to encumber outside funding. He served on interdisciplinary teams to review environmental assessments, biological assessments, and develop protective stipulations and rule recommendations. He was also responsible for the review of biological data, data input, and analysis to provide resource recommendations. Mr. Call was responsible for the development and execution of: study design; fisheries data collection; population data analysis for management decisions; and recommendations, report writing, fresh water fishing regulation assessment, creel surveys, and equipment upkeep and repair. He represented the agency to the public and other agencies, including technical support and membership in: American Water Resource Association, American Fisheries Society Warm Water Stream Committee, Peace River Advisory Committee, and Charlotte Harbor National Estuary Technical Advisory Committee.

#### **Peer-Reviewed, Books, and Published Papers**

- > Call, M.E., D.R. Sechler, P.W. Stevens, D.A. Blewett, S. Canter, and T.R. Champeau. 2013. Freshwater fish communities and habitat use in the Peace River, Florida. *Florida Scientist* 76:150-164.
- > Blewett, D.A., P.W. Stevens, and M.E. Call. 2013. Comparative ecology of eurhyaline and fresh water predators in a subtropical river. *Florida Scientist* 76:166-190.
- > Peace River Fish Community Assessment, State Wildlife Grant Report January 2011. Florida Fish and Wildlife Conservation Commission, Bryant Building 620 Meridian St, Tallahassee, FL 32399.
- > Shell Creek and Prairie Creek Watershed Management Plan, 4th Bi-Annual Performance Monitoring Summary. [http://www.swfwmd.state.fl.us/files/database/site\\_file\\_sets/2477/SPCC\\_RAPlan\\_4thbiannual\\_20102012\\_Final\[1\].pdf](http://www.swfwmd.state.fl.us/files/database/site_file_sets/2477/SPCC_RAPlan_4thbiannual_20102012_Final[1].pdf).
- > An Assessment of Fish Communities in Four Anthropogenically Impacted Peace River Tributaries, State Wildlife Grant 6405, Final Report. Florida Fish and Wildlife Conservation Commission, Bryant Building 620.

# Martin Griffin, PE

## Current Position

Project Engineer

## Discipline Areas

- > Civil Engineering
- > Water Resources

## Years' Experience

7

## Joined Cardno

2011

## Education

- > BE, Civil Engineering, University of New South Wales, 2010

## Professional Registrations

- > Professional Engineer, Florida
- > SWCC Level II, Georgia

## Affiliations

- > Enter Organizations

## Summary of Experience

Mr. Martin Griffin is a professional engineer with 7 years of experience specializing in water resources. He has experience supporting a wide range of water-related projects in Florida and across the southern US. His expertise includes surface water modeling, including hydrologic/hydraulic modeling and assessment; geomorphology studies and erosion control design; and Low Impact Development and water quality treatment design including water quality modeling. He also specializes in irrigation design for agricultural projects; detailed hydraulic assessment of a range of drainage structure designs; community consultation including face-to-face meetings; and policy writing and review of Council's procedures in development assessment. Mr. Griffin has experience in modeling for numerous regional Flood Studies for local councils in Australia as well as recent experience updating large catchment surface water models for projects here in Florida.

## Significant Projects

### *Drainage Engineer/ Modeler – Mosaic Green Bay Six Mile Creek Drainage Study – Florida*

Mr. Griffin served as the main drainage engineer and water surface modeler for the study, which was prepared as part of a Multi-Sector Group Permit application to the Florida Department of Environmental Protection that assessed the impacts of new discharge to Peace River, adopting the regional Upper Peace River Homeland Study model from South-West Florida Water Management District. A detailed review of the large-scale Interconnected Channel and Pond Routing surface water model was conducted to establish existing conditions. Based on topographical survey and survey of existing drainage structures along Six Mile Creek, numerous updates were made to improve the level of detail in the modeling. The updated model was validated and verified against the results of the original study. The model was used to analyze impacts of post-development discharge from the Mosaic site including a preliminary design of drainage infrastructure for the site. The impacts of these post-development discharges were analyzed through water level and flow hydrograph model results along Six Mile Creek.

### *Drainage Engineer – Latt Maxcy Northern Everglades Public Private Partnership Drainage Study – Florida*

Mr. Griffin served as the primary project drainage engineer for drainage study. The intent of the project was to divert flows from Kissimmee River and its tributary Blanket Bay Slough to a series of detention storage basins to be constructed on ranch land. The drainage study was prepared as part of an Environmental Resource Permit for submission to the South Florida Water Management District. The study involved use of Interconnected Channel and Pond Routing hydrology and hydraulic modeling to assess the stormwater runoff and flooding from Blanket Bay Slough and the local catchment. The project also involved design of the network of berms, outlet weir structures, pump systems, and conveyance channels related to the project.

### *Project Manager/ Design Engineer – Mississippi Gas Pipeline Erosion and Sediment Control Plan – Mississippi*

Mr. Griffin managed and designed the erosion and sediment erosion control plans for a series of six project sites in Mississippi. The project involved review of site characteristics, proposed soil disturbance and the development of suitable measures to address the risk of sediment and erosion control.

*Project Engineer – Various Projects – Florida*

Mr. Griffin works on a range of projects including surface water modeling including hydrology and hydraulic modeling, sediment erosion control design and planning, irrigation design, environmental assessments and stormwater infrastructure design. Mr. Griffin is involved in both project management and project delivery including design, modeling, planning, and reporting tasks.

*Project Engineer – Various Projects – Florida, Tennessee, Alabama*

Mr. Griffin provided key technical support in the areas of surface water modeling, erosion and sediment control, environmental assessment, and regional flood studies. Some additional project experience includes:

- > Solomon Landfill Stormwater Permitting – Florida
- > Hillabee Gas Pipeline Corridor Stabilization – Alabama
- > Escambia Pipeline Stormwater Pollution Prevention Plan – Florida
- > Cutrale Farm Drip Irrigation Design – Florida
- > Tennessee Valley Authority Environmental Assessment – Tennessee

*Project Engineer – Various Projects – Australia*

Mr. Griffin worked on a range of projects including hydrology and hydraulic modeling, water quality modeling, water sensitive urban design, and stormwater infrastructure design. He also managed a number of projects facilitating coordination with a diverse range of clients from the public sector, at both local and state level, as well as a diverse range of private sector clients in the development industry.

*Quality Management Systems Representative – Australia*

Mr. Griffin contributed to the review of existing Quality Management Systems for the Water and Environment Business Unit and the formulation and rollout of an updated system. His role involved preparation of work instructions for documentation processes, discussion of quality management processes with the water engineering section, roll-out of the new system in several training course, and management of internal auditing processes.

# Paul Jones, RPA

## Current Position

Principal/ Technical  
Director/ Archaeology

## Discipline Areas

- > NEPA/EIS/ESA
- > Cultural Resource Management
- > Archaeology
- > History
- > Historic Preservation
- > Section 106 NHPA
- > Section 4(f) DOT
- > FERC 7(c)
- > 33 CFR Part 325

## Years' Experience

29

## Joined Cardno

2012

## Education

- > MA, University of Florida, 1992
- > BA, University of Florida, 1989

## Professional Registrations

- > Register of Professional Archaeologists (RPA# 10704) 1998
- > Meets the Secretary of the Interior's Standards & Guidelines for Archaeology & Historic Preservation, 48 CFR 44716

## Affiliations

- > Immediate Past President, Florida Archaeological Council
- > Board of Directors, Florida Public Archaeology Network

## Summary of Experience

Mr. Jones has nearly 30 years of cultural resource management experience in the eastern US. He has experience with projects involving Section 106 of the National Historic Preservation Act, National Environmental Policy Act, and 33 CFR Part 325, while interacting with Federal Highway Administration, Department of Defense, U.S. Army Corps of Engineers (USACE), and the Federal Energy Regulatory Commission directly for agencies and applicants. Mr. Jones has led cultural resource projects relating to energy, environmental restoration, pipelines, and highways, and has worked with large private landholders, public parks, and managed state-owned lands. As an archaeologist, Mr. Jones specializes in the prehistory of the southeastern United States, with experience ranging from inventory surveys, long-term construction monitoring projects, and large-scale data recovery projects. He is also a certified witness, adept in master planning, developing strategic plans, and preparing non-excavation mitigation strategies.

## Significant Projects

### *Project Consultant – Proposed Cam Milani Park, Town of Highland Beach – Florida*

Mr. Jones served as an archaeological consultant for Palm Beach County's proposed development of the oceanfront Cam Milani Park, which includes a prehistoric archaeological site considered eligible for the National Register of Historic Places. He assisted the town during the permitting process for the park, with the goal of minimizing impacts to the site and avoiding disturbances to prehistoric burials. His tasks included development of a research design approved by the Florida Division of Historical Resources, a management plan for archaeological resources, consultation with tribes and the state archaeologist, and expert witness testimony at public hearings.

### *Project Manager – Architectural Survey of the Harborview Neighborhood Project Area in Tampa – Florida*

Mr. Jones produced a historic overview of residential development in south Tampa from the late nineteenth century to the mid twentieth century. He completed archival research for specific historic structures, leading to the identification of several structures as being related to persons significant in Tampa's history.

### *Project Manager – City of DeBary Archaeological Survey – Florida*

Mr. Jones managed the identification, documentation, and evaluation of known archaeological sites within the City of DeBary city limits. The archaeological resources within the context of this project included both historic and prehistoric period sites. From the information collected, a site predictive model was developed.

### *Project Manager – Archaeological and Historical Survey of the Indian River Lagoon State Park Project Area – Florida*

Mr. Jones led archaeological and historical resource identification and evaluation studies, completed consultation with state historic preservation officers, and prepared technical reports for review. The project included evaluation of cultural resource impacts of proposed improvements to the Indian River Lagoon State Park.

### *Cultural Resources Lead – Nicodemus Slough Water Management Project – Florida*

Mr. Jones managed the permitting prior to construction of a regional water storage project on approximately 15,905 acres of land immediately west of Lake Okeechobee; this project is a public/private venture. Mr. Jones is responsible for oversight of archaeological

- > Hillsborough County Historic Resources Review Board
- > Court-certified Archaeologist
- > Qualified Professional Archaeologist in Florida, Georgia, Alabama, Mississippi, Louisiana, North Carolina, South Carolina, Virginia, US Virgin Islands, and Cayman Islands

studies, and coordination with the USACE, state Historic Preservation Officer, and the Seminole Tribe of Florida. The purpose of the archaeological studies, agency coordination, and tribal consultation is to avoid impacts to culturally significant resources related to construction, or resulting from operations.

*Project Manager/ Lead Archaeologist – Archaeological Monitoring at Site 1 Impoundment – Florida*

Mr. Jones developed resource management protocols, conducted equipment operator training, and supervised full-time archaeological monitors at the construction site, which was part of the Comprehensive Everglades Restoration Plan being completed by USACE and the South Florida Water Management District. Mr. Jones implemented the inadvertent discoveries protocol in cooperation with USACE, including long-term monitoring of impact avoidance for a culturally sensitive find.

*Project Manager – Archaeological Reconnaissance Survey of Shoreline Stabilization Impact Areas at US Coast Guard Jupiter Inlet Light Station – Florida*

Mr. Jones led archaeological and historical resource identification and evaluation studies, completed consultation with state historic preservation officers, and prepared technical reports for review. The project included evaluation of cultural resource impacts of proposed improvements to the Jupiter Inlet Light Station.

*Project Manager – Phase I and II Cultural Resource Survey for the Buccaneer Gas Pipeline Project Corridors and Alternates – Florida*

Mr. Jones managed the cultural resources survey of an area that included 465 miles of proposed pipeline right-of-way, alternate routes, and work/staging areas. Phase I investigations of the proposed loops involved site file research in four states, archival investigations, pedestrian reconnaissance, and excavation. Phase I cultural resource assessment survey of the proposed Natural Gas Pipeline, Brevard, Lake, Orange, Osceola, Pasco, and Polk counties, Florida. Phase II testing included 14 potentially eligible sites on alternate routes for the pipeline in Lake, Pasco, and Polk counties.

*Project Manager – Cultural Resource Survey for the Riverside Drive Pavement Rehabilitation – Florida*

Mr. Jones worked with the Florida Department of Transportation to revise research design and work plan for Federal Highway Administration to allow paving and curbing project to proceed using American Recovery and Reinvestment Act funding. The project corridor passed through a National Register historic district within an archaeological site with sensitive prehistoric and British Colonial era components. Mr. Jones worked with the Florida Department of Transportation and paving contractor to devise alternative curb removal strategy that drastically reduced the amount of soil disturbed, avoiding the majority of impacts to archaeological resources. Provided archaeological monitoring during construction.

# Rick Bowers, PE, GISP

## Current Position

Principal

## Discipline Areas

- > Water Resource Engineering
- > Floodplain/Watershed Evaluations
- > Stormwater master Drainage Plans

## Years' Experience

28

## Joined Cardno

1998

## Education

- > PhD Candidate, Water Resources, Ongoing
- > MBA, University of South Florida, 2004
- > BS, Civil Engineering, University of South Florida, 1991

## Professional Registrations

- > Professional Engineer, Florida

## Affiliations

- > Institute of Transportation Engineers
- > American Society of Civil Engineers
- > Association of American Geographers

## Summary of Experience

Mr. Rick Bowers is the Director of GIS/Asset Management Services. He provides management services, including WAM implementations. He has extensive national and international experience for such engineering applications as floodplain and watershed evaluations, sanitary sewers system evaluations, potable water master plans, rate studies, stormwater master drainage plans, and roadway right-of-way corridor preservation studies. Mr. Bowers has directed and managed multi-million dollar to small-scale GIS, asset management and engineering projects. His project management experience includes GIS and asset management implementations; administration of consulting and application development services; monitoring customer issues; client representation at council/commission meetings; planning, managing, coordinating a large number of projects from inception to completion, and extensive coordination of project activities with users, consultants, regulatory agencies, and contractors.

## Significant Projects

*Project Manager – Southwest Florida Waste Management District Cooperative Funding Program, General Engineering Services – Florida*

Mr. Bowers managed GIS geodatabase management, ArcHydro tools implementation, GWIS compliance, ERP data collection and category definitions, and all other engineering and GIS functions for the watershed management program on several major watersheds within the Southwest Florida Water Management District jurisdiction. Each watershed management plan was developed in accordance with the District's Guidance Documents and incorporated into the District's Geographic Watershed Information System for final deliverables. Under this program, watersheds undergo various stages of development from Digital Topographic Data Development, Watershed Evaluation to Watershed Management Plan development. Tasks included LiDAR data processing, data collection for ERPs, As-Built, and other existing data from District, County, City, and the Florida Department of Transportation sources. GIS database development and development of automated ArcHydro Tools greatly assisted with the quick, effective and accurate means to automate the geodatabase, data parameterizations and model migration schema. The watershed update involved new approaches to watershed evaluations with automated field data collection procedures and development of GIS tools to facilitate watershed parameterization, floodplain justification and GWIS compliance. Interconnected Channel and Pond Routing modeling for verification event, no rain, 2.33, 10, 25, 50, 100 and 500-year storm events, daily and multi-day. Cardno worked closely with the District to research various methodologies that are now used District-wide for floodplain mapping processes and parameterization. Watersheds performed under this contract included Blue Sink, Wiscon, Weeki Wachee Prairie, Chassahowitzka River, Little Withlacoochee, Croom, McKethan, Powell, Peck Sink, Bushnell, and Jumper Creek.

*Project Manager – Faulkenburg Project – Florida*

Mr. Bowers managed the design and permitting of a 50-acre multi-family site. The project consisted of the development of a concept plan and preparation of the site drainage, utility and grading plans. Other responsibilities included permitting, construction document preparation and construction administration services. The complexity of the project was increased by the special requirements for the Delaney Creek Basin criteria required by SWFWMD and Hillsborough County. Included modeling with the County's HCSWMM model for final approval.

*Project Manager – Tampa Telecom Park – Florida*

Mr. Bowers managed this 326-acre project consisted of the designed, permitting and preparation of construction documents for the parks site grading, roadway, utility, stormwater, and environmental mitigation system. His responsibilities included design, construction documentation preparation, and construction administration. He also developed a drainage master plan including site grading, water, sewer, drainage, stormwater, control structures, environmental permitting, wetlands mitigation permitting, retaining wall systems design, site lighting, and construction management.

*Quality Assurance/ Quality Control Manager – C-51 Basin Rule Project – Florida*

Mr. Bowers oversaw the quality assurance and control of the C-51 Basin Rule project. The reevaluation of the Basin Rule was based on the proposed condition hydraulics and used modern topographic survey techniques to develop the computer model. The new Basin Rule will protect residents from flooding, provide appropriate discharge limitations for new development and improve the water quality in and around the Basin. The hydrologic and hydraulic models (Environmental Protection Agency's Storm Water Management Model) were calibrated against the actual conditions during Hurricane Irene that caused significant flooding in Florida. The basin reevaluation included addressing the concerns of ten other governments and agencies within or downstream of the Basin.

*Quality Assurance/ Quality Control Manager – Flatwoods Recreational Park – Florida*

Flatwoods Park is one of five parks making up the Wilderness Park system consisting mostly of pine Flatwoods and cypress swamps. Mr. Bowers oversaw the quality assurance of the finalization of USACE construction documents for the final phase of recreational park amenities using industry standard specification and other criteria tailored for this specific project. He managed a FEMA "No Rise" evaluation by utilizing the Hillsborough River HCSWMM Model to evaluate the project impact on the river and submitted to the County for approval. The construction documents were prepared and included final cost estimates.

*Quality Assurance/ Quality Control Manager – Curlew Creek Project – Florida*

Mr. Bowers provided quality assurance support to this major creek channel improvement project for a critical section of Curlew Creek that is located in a highly urbanized residential area. This project combined the two previous models, updated model parameters and collected survey data necessary for detailed hydraulic.

*Project Manager – Hillsborough County Corridor Preservation Study – Florida*

Mr. Bowers managed the development of the customized Roadway Corridor Analysis Application which provided a unique GIS overlay analysis to easily identify and map planning-level future roadway corridors and alignments per sub-area and countywide. The application incorporated existing land development regulations, community goals and objectives as well as physical and environmental constraints.



**MICHAEL HOUSTON, AICP, RLA**  
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## **PROFESSIONAL REGISTRATIONS**

1983 Registered Landscape Architect, State of Florida; 1993 American Institute of Certified Planners

## **EDUCATION**

Bachelor of Landscape Architecture, 1981, Louisiana State University

## **EXPERIENCE**

**HJA Design Studio, LLC (HJA) - President** 2010 to Present **Stuart, Florida**

With thirty years of experience in the broad field of Landscape Architecture, Mr. Houston founded HJA Design Studio, LLC (HJA) with the goal of providing the firm's clients with a level of design and planning expertise comparable to the best Landscape Architectural firms in the U.S. HJA specializes in Landscape Architecture, land planning, plan and development review. HJA Design Studio projects are as diverse as Martin County's first planned corporate and marine commerce park to Cairo Egypt's newest and most sophisticated new town located within view of the Great Pyramids. The firm is driven to help its clients achieve their vision with creativity and a focus on sustainable development principles with a collaborative approach to problem solving.

**Houston Cuozzo Group, Inc. (HCG) – Co-Founder, Principal** 1993 to 2010 **Stuart, Florida**

Michael co-founded Houston Cuozzo Group along with Don Cuozzo in late 1993. Over sixteen years, the firm became one of the leading planning and design firms in southeast Florida. The firm's clients included some of the largest homebuilders in the U.S., as well as boutique developers and local governments. The firm won numerous awards for both planning and design work and was considered a leader in sustainable community design.

## **RELEVANT EXPERIENCE**

Stuart Downtown CRA Streetscape  
Martin County Golf Course Redesign  
10<sup>th</sup> Street Community Park  
Avonlea North Stuart Streetscape  
Rio Roundabout Sculpture  
St Lucie County Environmental Parks Prototype  
Eastern Watershed Improvement Plan  
Taylor Creek Park  
Martin County Capital Projects  
Vero Beach Hotel & Club  
Okeechobee Hwy 441  
Jensen Beach CRA

## **CLIENT**

City of Stuart CRA  
Martin County  
City of Stuart  
City of Stuart CRA  
Martin county CRA/ Engineering  
St. Lucie County ERD  
City of Port St. Lucie  
Okeechobee City  
Martin County BOCC  
Heaton Companies  
The City of Okeechobee, Florida  
Martin County BOCC

## **PROFESSIONAL AFFILIATIONS**

American Planning Association; American Institute of Certified Planners; American Society of Landscape Architects; Association of Eminent Domain Professionals; Urban Land Institute.

## **AWARDS**

Salerno Creek Retrofit, Martin County, FL - Florida Engineering Society; Loxahatchee Club, Jupiter, FL – Florida Builders Association; Vero Beach Hotel & Club, Vero Beach, FL – Florida Chapter, American Society of Landscape Architects.



**TODD A. TROXELL, ASLA**  
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## **EDUCATION**

Bachelor of Science in Landscape Architecture, 2008  
West Virginia University, Morgantown, WV

## **EXPERIENCE**

### **HJA Design Studio, LLC (HJA)**

### **Project Manager / Designer**

**Stuart, FL**

An integral member of the design team, Todd supervises and coordinates the development and delivery of multiple projects including residential, resort, commercial, and municipal projects, as well as community planning and government approvals.

Project Manager - Landscape Architecture, Planning and Graphic Representation

**HJA Design Studio, LLC** 2010-Current

**Houston Cuozzo Group, Inc.**, 2008-10

### **Designer**

**Stuart, FL**

**Houston Cuozzo Group, Inc.**, 2007 & 2006

**Landscape Architect Intern**

**Stuart, FL**

**Rettew, Inc.** 2005

**Landscape Architect Intern**

**Camphill, PA**

**Chronister Landscaping, Inc.**, 2004

**Landscape Architect Intern**

**Harrisburg, PA**

## **RELEVANT EXPERIENCE**

## **CLIENT**

Stuart Downtown CRA Streetscape  
Avonlea North Stuart CRA  
Eastern Watershed Improvement Plan  
St. Lucie Environmental Parks  
Sweetwater Street Improvement Plan  
10<sup>th</sup> Street Community Park  
Taylor Creek Park  
City of Stuart Riverfront Boardwalk  
Martin County Golf Course Redesign  
Jensen Beach CRA  
Okeechobee 441 Streetscape  
Willoughby Golf & Country Club  
WVU Downtown Campus  
Ruby Memorial Hospital

City of Stuart CRA  
City of Stuart CRA  
City of Port St. Lucie, FL  
St. Lucie County, FL  
City of Sweetwater, FL  
City of Stuart  
Okeechobee City  
City of Stuart  
Martin County BOCC  
Martin County BOCC  
City of Okeechobee/FDOT  
Michelle Riley  
Morgantown, WV  
Morgantown, WV

## **PROFESSIONAL MEMBERSHIPS AND CIVIC PARTICIPATION**

American Society of Landscape Architects  
USGBC South Florida - Palm Beach Branch



**Erika Smith, ASLA**  
50 East Ocean Boulevard, Ste 101  
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## **EDUCATION**

Bachelors of Landscape Architecture May 2016  
University of Florida, Gainesville, FL 32608

Associates of Arts May 2012  
Indian River State College, Fort Pierce, FL. 34981

## **EXPERIENCE**

<b>HJA Design Studio, LLC (HJA)</b>	<b>Landscape Designer</b>	<b>Stuart, FL</b>
Landscape Architecture, Planning and Graphic Representation		
HJA Design Studio, LLC May 2016-Current		
<b>HJA Design Studio, LLC (HJA) 2014 &amp; 2015</b>	<b>Landscape Architect Intern</b>	<b>Stuart, FL</b>

## **RELEVANT EXPERIENCE**

Taylor Creek Park  
Baker Road Beautification  
10<sup>th</sup> Street Community Park  
City of Stuart Streetscape Master Plan  
Martin County Golf Course Redesign  
Jensen Beach CRA  
Willoughby Golf & Country Club

## **CLIENT**

City of Okeechobee, FL  
City of Stuart, FL  
City of Stuart, FL  
City of Stuart, FL  
Martin County BOCC  
Martin County BOCC  
Michelle Riley

## **PROFESSIONAL MEMBERSHIPS AND CIVIC PARTICIPATION**

American Society of Landscape Architects – Florida Chapter  
ASLA Student Chapter at the University of Florida, Gainesville, FL

- Class Representative  
August 2012 – May 2016
- Service Chair  
August 2014 – May 2015

Bicycle Pedestrian Advisory Board – Gainesville, FL  
January 2014 – December 2015

- Metropolitan Transportation Planning Organization Board Member

Bob Gram Civic Scholar for Public Service – University of Florida, Gainesville, FL

- Recipient of a Civic Scholar research position on aging infrastructure in Florida counties  
Spring 2014
- Recipient of a Civic Scholar research position on Florida's water quality and resources  
Spring 2013

Tremron Hardscape Design Competition – University of Florida, Gainesville, FL

- Recipient of the Hardscape Design Award  
Spring 2014



## Tab 2

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### Operational Plan/Task Approach

## Approach Overview

The Bowman Consulting Team has worked together within Martin County area for many years. We understand the issues that the County and the newly formed Village of Indiantown faces. It is understood, that the Village of Indiantown's primary objective in hiring a firm experienced with these types of designs is to obtain knowledge gained from the consultant's experience on similar projects, under various conditions and settings, in order to lower total project cost, reduce problems during design and construction, and anticipate problems during the course of the project to avoid any potential issues. This section will describe in detail how we will approach the Village projects; discuss how we will perform the work, why we will perform it in a particular way, what the benefit of our approach is, and why the Bowman Team is the best choice for the Village of Indiantown.

Upon selection to a specific project, we will assemble the team and attend a start-up meeting with the Village. We will prepare, in consultation with the Village, a detailed written scope of the project requirements, deliverables, and deadlines. A project schedule will clearly define the milestones. The work will be broken down into tasks, each with its budget so that they can be tracked. We will document any changes to the scope of the project. We will obtain sign-off approval on the project scope and any changes to the scope before executing any work, so that all parties are clear on their responsibilities and mutual expectations. Clearly establishing the scope and deliverables of the project and establishing a budget and work schedule are key factors in ensuring the projects are performed within the Village's budget and time constraints.

Once we have compiled all the base information, we evaluate what controls the project. This allows us to move ahead with the overall layout of the project, set control grades, evaluate the conforms required to interface with existing features, confirm drainage patterns, identify the key issues and impacts, and develop order of magnitude opinion of construction cost for the various elements, and assess the project. This can all be done for a fraction of the total design cost of detailed final design, and if portions of the project are identified as too expensive, alternatives can be looked at or portions eliminated prior to investing in the cost of full detailed design.

Project cost is almost always an issue. We recommend that at least two cost estimates are included in the scope of services. Depending on the project, we like the first one to be prepared at the 20-30% complete milestone. This allows us to adjust a project, if required, early in the design process. If the budget is really tight, we will work with the Village of Indiantown to sort through the proposed improvements and amenities of the project and make recommendations on what to include and what not to include based on a first-cut assessment of the project and our experience doing this kind of work. It is typically easier to add to the project later—if there is additional budget or the budget goes further—than to cut portions out of the project at the end.

As we move into detailed design it is very important that the topographic mapping is up to our level of detail. Having our own in-house survey team trained for our level of detail is essential. Project conform areas are always a difficult part of any design. A quality design blends the new with the existing in such a way that the junction of the two in the end product is indiscernible. That means no unsightly grade breaks or broken back curves or discontinuities. To accomplish this, we get survey shots where we think we are going to conform to existing features. This way a minimum of interpolation is done at the conform points and this reduces conflicts in the field during construction. Bowman Consulting offers in-house Subsurface Utility Engineering (SUE) and is committed to providing our clients with accurate utility designating and locating services in accordance with high industry standards. Our field staff is trained to use up-to-date and high quality electromagnetic designating and ground penetrating radar technologies.

We also look at what the issues are with each project so that they can be taken into account with the development of the solution. In short, we pay attention to detail as we have found that detail is the difference between design and a good design.

We look at impact to the public and how to mitigate it. We will prepare the appropriate additional drawings such as phasing plans, maintenance of traffic plans, and work sequencing plans.

Bowman Consulting understands the need for thorough drawings and details along with the specifications and how the two are necessary and interrelated to result in a complete set of bid documents. We give thought to the bid schedule and are a proponent of bid descriptions to clarify the work. We include a section on project sequencing, we discuss survey monument protection, we place control on how much work can be opened up at any one time, maintaining access to business and residence, we consider deliveries and circulation, and we discuss protection of existing facilities to remain. We know all these things are important because of our construction experience with public improvement projects.

Through our private sector experience we know how to present information in a public setting. Part of the job is getting projects accepted. Bowman Consulting can prepare simulations, renderings and other materials that will do the best job of presenting the positive aspects of a project.

The design and approach for each of the proposed capital improvement projects will be similar; however each will have its own nuance. To design these projects is not complicated engineering, but it does take understanding, organization, time, and the discipline to identify and address all the interface points and details. Process plays a key role in the performance of our work, and our work approach. This is further expanded in the Section "QA/QC" to show how process, quality and attention to detail are all integrated into our design program.

### **Responsiveness**

We have acted on behalf of public and private clients in this capacity for years and understand that as an extension of your staff, the Village's schedule and priorities are our own. Immediate response is often a priority, and the ability to react quickly to your needs is essential. Bowman Consulting is accustomed to meeting intense deadlines for our clients. We know the only constant is change and we always remain prepared to switch gears as soon as necessary. This constant awareness and attention to our projects has allowed us to complete our projects on schedule and within budget. Our intent is to exceed the expectations of our clients and provide solutions in technology and/or approach that no other firm puts together so that we may enable the client to achieve successful projects.

### **Corporate Commitment to Quality**

The Bowman Consulting QA/QC program is founded on consistent and continual communication throughout the course of project delivery. Effective project management, together with quality assurance / quality control measures, is paramount to our objective of achieving project success. Bowman Consulting operates with the understanding that Quality is built in, not added on.

### **Project Assurance Team**

The Project Assurance Team, composed of the Principal in Charge, Project Manager and Quality Control Professional, will directly oversee a series of quality control reviews of the project at each designated milestone, ensuring that all client needs and requirements are being met in compliance with the scope of services. The Project Assurance Team is responsible for the successful implementation of the Bowman Consulting Quality Control / Quality Assurance program that includes the following key elements:

### **Document Control**

The Project Manager works with the Client to develop a communication and distribution matrix for all documents ensuring that copies of each delivered document are dated and recorded to eliminate duplication and inadvertent release of incorrect material or release to unauthorized individuals.

### **Communication Management**

Accurate, up-to-date information is a key to satisfaction and completeness. The Project Manager will work with the Client to develop a communication and distribution matrix to ensure information gets to the right people. The Project Manager will work directly with designated Client representative(s) to establish clear lines of authority and oversee all issues related to the project by preparing the project directory, lines of authority chart, and communications protocol.

### **On-Going Quality Reviews**

During the life of the project, the Project Manager ensures that all aspects of the Quality By Design (QBD) program are adhered to. The QBD program elements are as follows:

- Kick off meeting with Client and with internal design team
- Site visit
- Early Design Review Meeting
- Pre-Submission Review
- Constructability Review
- Redline Backcheck
- Bowman's QBD plan review team are all industry veterans with minimum experience level of 20 years.
- Quality review comments are written and discussed with the team. Responses are recorded and included in the project file to document decisions and direction
- All significant issues are discussed with the Client's project manager for concurrence before being implemented
- Decisions are recorded to complete the project record

### **Final Delivery**

Before final delivery, a final technical and editorial review of each work product is made to ensure that the standard set at the beginning of the project has been achieved and the goals have been reached. The review is conducted independently and the results recorded and placed in the project record.

### **Monitoring Project Expenses**

The project budget and schedule is discussed at all significant milestones in the Bowman QA/QC process, and these frequent check ins ensure that the Project Manager is continuously monitoring project expenses, and managing the schedule, and lessens the likelihood that the project will get off track.

### **Schedule Control and Management**

Bowman Consulting Group has a proven history of consistently meeting clients' schedules. Timely execution of work is one of the most influential factors for obtaining repeat work from both government and commercial clients.

### **Monitoring Project Expenses**

The project budget and schedule is discussed at all significant milestones in the Bowman QA/QC process, and these frequent check-ins ensure that the Project Manager is continuously monitoring project expenses, and managing the schedule, and lessens the likelihood that the project will get off track.

### **Scheduling**

Scheduling is a very important aspect of delivery of services. We take our deadlines very seriously and deadlines are particularly important, because time is money. Bowman Consulting will work with you at the beginning of each project to develop the scope, identify what the issues are, determine what the milestones are and with this information we will develop a project schedule. We typically include the project schedule with the proposal, as this is part of the preparatory work we do for each project.

A typical project will have three or more project meetings. The purpose of these meetings is to exchange information, discuss the issues affecting the project and where we are on both the schedule and the budget. An updated schedule is typically presented at each meeting to show what has been accomplished and what work remains. Using this approach we have a running dialogue about the project, and if something occurs that can impact the project it can be discussed as soon as it is identified. Depending on the issue, mitigating action may be taken or the schedule could be adjusted. Whatever the action is, it will be discussed with the Village and agreed upon to be the best approach for the situation.

Projects are dynamic efforts on everyone's part. Schedules are put together based on the available information when they are created and past experience with similar projects. Schedule development is a key component of project development. If it is too short, the work will need to be accelerated and this leads to omissions / errors and can inhibit the development of good project solutions. A short schedule induces additional costs to accelerate it as well. A long schedule can also be a problem. In this scenario work is done and then it is put down while something more important is attended to. Each time a project is put down and picked up, things are forgotten, momentum is lost and errors are made and cost goes up with each handling of the project. As with most things there is an optimum time for performance that balances cost, and momentum, allowing for proper information development and flow and overall project development. We will work with you to develop a realistic schedule at the beginning of the project and this promotes project success.

That said, each project is unique and will experience its own issues and circumstance. We stress open communications so that everyone involved with the project is well informed about the issues and the developments as they occur. As professionals we all know that things happen, sometimes beyond our control, during the course of a project. Our job is to work with you in a timely manner to develop solutions that are consistent with your desires for the proper development of the project, the use of a schedule promotes this higher level of communications, involvement and follow through.

The following highlights Bowman's standard QA/QC procedures for plan reviews:

## Kick Off Meeting with Client

- Determine scope
- Determine schedule
- Gain additional background
- Understand Client's goals
- Task Order negotiation

## Kick Off Meeting with Design Team

- Project Manager assembles the design team
- Subject matter expert (SME) required to attend
- Author of contract required to attend
- Project scope and deliverables are discussed
- Project strategy is discussed
- Discuss overall project issues
- Discuss potential risks and bottlenecks
- Discuss Client expectations with respect to scope/schedule/budget
- Ensures continuity of project from start to finish
- Design staff gets benefit of senior staff's experience

## Meeting With Regulatory Agencies

- Confirm procedures & requirements
- Discuss unique project features
- Understand preferences
- Initiate "Buy In" with Agencies

## Site Visit

- Discretionary based on size and complexity of project

- Review existing utility maps and as-builts prior to visit
- Review base mapping
- Review layout based on existing site features
- Review adjacent properties for impact

## Early Design Review Meeting (approx. 30%)

- Review preliminary layout
- Review preliminary grading and utilities
- Review stormwater management and BMP design
- Review required landscape buffers and setbacks
- Review impact of environmental features
- Review Erosion & Sediment Control concept
- Review project schedule & budget
- Any additional discussions or updates with Client

## Pre-Submission Review

- Plan substantially complete
- Project team performs jurisdictional checklist review
- PE performs internal QBD checklist review
- Design staff addresses PE comments
- and submits the plan for agency review

## Constructability Review

- During 1st submission a QCP reviews plan for constructability using a QBD checklist
- Quality Control Professional (QCP) is a staff member with over 20 years' experience
- Redline comments are discussed with design team

## Comment Review Meeting

- Review comments with SME or QCP
- Decide on strategy
- Contact Client to discuss strategy
- Follow up meeting with review agencies

## Redline Backcheck Review

- During 2nd submission a QCP re-reviews plan
- Ensure that all constructability review comments have been addressed
- Final constructability and value engineering review

## Lessons Learned

- Review project costs against budget
- Review major project issues
- Discuss what can be done better
- Meet with Client for input on performance

## Working with Budget Constraints

Funding is almost always an issue on projects. We have developed several approaches to dealing with this challenge. As outlined in our approach we like to perform a detailed cost evaluation of a project somewhere around the 20-30% complete milestone to see where we are on the budget. On some projects we recommend doing a preliminary design with cost estimate for the same reason. The goal is to get a realistic appraisal of the project as early as possible, but far enough along in the design process so the major issues can be quantified. This approach limits the expense to get the project properly bracketed. At this point, with minimal investment, adjustments can be made to the scope of the project, the project can be phased, additional money can be sought, or the project could be put on hold.

We have worked with others that know there is insufficient money to construct the project, but want to proceed with design and a phased approach. One example is a mile of sidewalk that had not been constructed due to the terrain and cost, but

public pressure was calling for the sidewalk to be completed. We worked with the agency and designed the entire project and prepared the cost estimate by plan sheet. The bid schedule was set up by plan sheet as well. This approach allowed us to wait to the last moment to determine actual funding and adjust the project to the available budget for the first phase. The rest of the project could be constructed in phases, based on how the money became available, and the plan set and bid schedule could be assembled to the available budget by adding or deleting sheets. A similar approach was used for water distribution system upgrades. The system was master planned and designed to make it easy to implement in phases. Having substantial construction experience is essential to developing these types of approaches to balance flexibility and cost of improvements.

### Constructability Review

All designs should be reviewed from the perspective of how they will be constructed. This can be done internally through the course of design or as an independent review. Bowman Consulting has experience performing independent constructability reviews for agencies on road, utility, site improvements and water and wastewater treatment plant designs. Our philosophy on engineering is that you cannot be a good design engineer if you do not have construction experience. Conversely you cannot be a good construction engineer if you do not have design experience. As you can see our team is staffed with people who can perform all of these tasks. Designs that are well thought out will make it easier for the contractor to build, cost less, have fewer problems, and take less time to construct. The discussion on "Maintenance Issues" will expand on the types of things that we can look for in our constructability reviews.

### Maintenance Issues

Maintenance issues are often overlooked during the design process. Bowman Consulting has been involved with small projects to improve treatment plant operations such as adding gates to sedimentation basin inlets to balance flows, and adding mobile pumps to clarifiers to dewater them faster. These types of projects, and being involved with start-ups and troubleshooting have all made an impression on the client about the need for consideration of maintenance during design. This particular example would be in a treatment plant or pump station, but the same principle applies for all engineering design. Things that are looked for in a design are flange separation from walls, adequate flex couplers to easily breakdown piping, working space between pumps and other equipment, directing drain and spill water away from maintenance work areas, additional pipe supports to facilitate holding piping in place while it is broken apart but not inhibiting the removal of key components, by-passes, plenty of valves to redirect or shut off flows, ARV drain lines extended to the drain, plenty of hose bibs and electrical outlets, proper lighting of work areas, cranes to assist the operator's breakdown and handling of system components, ease of access to all work areas, setting piping at a good height to work on with proper clearance all around, to name a few. We will apply our knowledge and work closely with operations and maintenance personnel to make sure their pet peeves are addressed at the design level.

### Commitment

The most important qualification Bowman Consulting brings to the Village of Indiantown is the commitment of the firm, at all levels, to successfully complete all task assignments on this contract; assignments that are technically sound and delivered on schedule. Bowman Consulting has a strong commitment to South Florida and the Village of Indiantown. The importance of this contract to us, and building our successful relationship with the Village of Indiantown staff, cannot be overstated. Our firm's over 20-year history in South Florida is indicative of a long-standing commitment to all clients, on all levels, to deliver a quality product. These assignments are no different, and you are assured that our best efforts will be directed to your satisfaction on every assignment, without exception. We look forward to further detailing our qualifications and commitment to your success as one of the shortlisted firms.

## Land Surveying

Accurate land surveying can make the difference between a successful project and months of wasted time and money. Bowman Consulting's land surveying team is comprised of knowledge and experienced professionals who are experts in their field. Our team possesses a profound portfolio of knowledge and experience from thousands of surveying projects, from routine boundary surveys to complicated aerial surveys utilizing the latest drone technology.

Our professional Land Surveyors routinely perform boundary and ALTA/ACSM land title surveys for both public and private clients. Bowman land surveying professionals are experts in boundary surveys, plat and legal description preparation, topographic surveys, mapping and construction layout staking, and professional and expert consulting. Our team is thoroughly experienced in preparing subdivision and easement plats, and improvement plans for clients with properties ranging in size from 4,000 square feet to over 20,000 acres, with terrain ranging from flat farmlands to the hills of San Francisco.

### Land Surveying Services

- ALTA/ACSM surveys
- Boundary and topographic surveys
- GPS/geodetic control surveys
- Route/corridor surveys
- Construction layout/staking
- Utility location and as-builts
- Aerial mapping/photography/LiDAR
- Terrestrial LiDAR
- Full platting services
- Bathymetric surveys
- Subdivisions
- Easements
- Expert witness testimony
- Condemnation surveys

### Additional Services

- GIS mapping CAD and support
- Land acquisition services with web portal

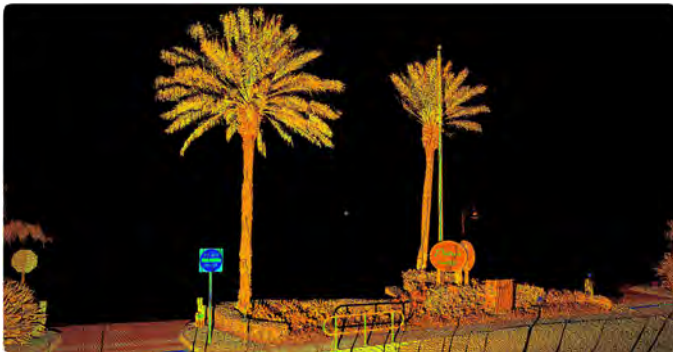


## 3D Laser Scanning

With the increasing demand for more efficient ways to provide innovation and added value for clients, Bowman Consulting has approached the technology arena with renewed vigor to enhance their client relationships with additional, industry-leading technology solutions.

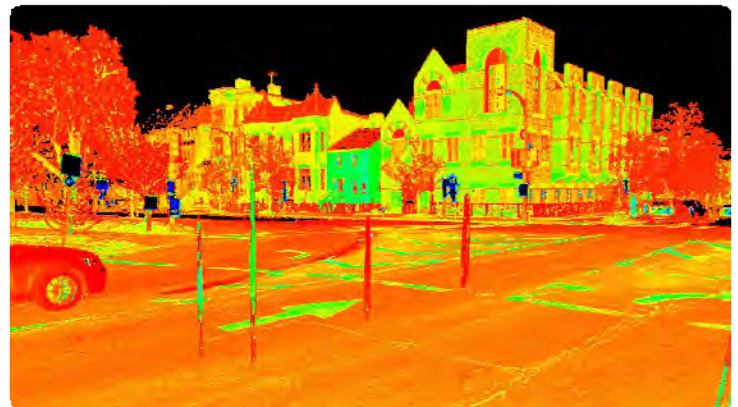
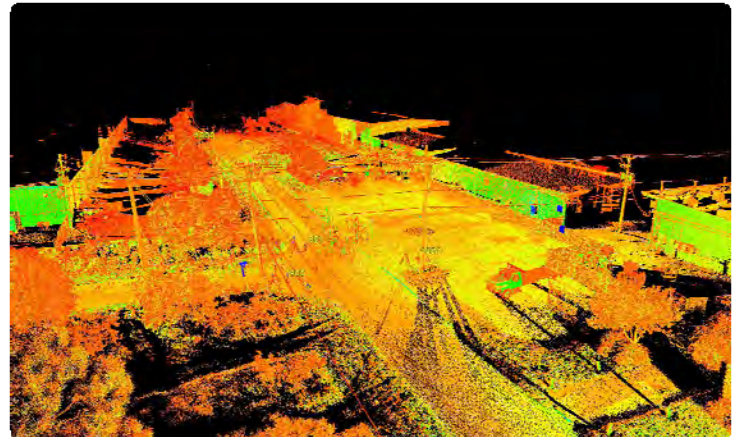
Bowman offers the most advanced experience and methodology to 3D Laser Scanning, allowing our team to deliver the most detailed and precise data to our clients. By using scanning techniques, we can minimize the field time and costs of your project, create interactive models which can be reviewed, assessed and planned for future development, and collect and archive data for future use and reference.

Bowman has invested in best-in-class equipment while building a team of the most seasoned professionals who are experts in their field.



### 3D Laser Scanning Technology

- Time of Flight and Phase-Based Scanners
- Highly Trained and Certified Staff
- Building Façade Inspection Services
- Mechanical and Electrical As-Builts
- Historic Architecture As-Builts
- Monitoring, Sheeting and Shoring, and Existing Buildings/walls
- Highway, Bridge, and Railroad As-Builts
- Safe Data Capture
- Data Capture Range of 350+ Feet



### Capabilities

- 3D Modeling & 2D Plans
- Building Information Modeling (BIM)
- Historic Architecture As-Builts
- Building Façade Inspection Services
- Interior Building Scans
- Highway, Bridge and Railroad As-builts
- Interior and Exterior Mechanical and Electrical As-Builts
- Pre and Post Construction Condition Surveys
- Volumetric Surveys
- Project Animation Capabilities
- Fly-Through Video Presentations
- Brownfield Engineering Design
- Accident and Crime Scene Documentation

## UAS Mapping

Bowman Consulting invests in the latest technology to ensure that our clients receive the highest quality service and exceptional value. Using an Unmanned Aircraft System (UAS), the Bowman Consulting team is leveraging current technologies to streamline conventional data collection processes. Our UAS mapping service provides deliverables that rival that of traditional photogrammetry and LiDAR data services, particularly for small to medium size projects.

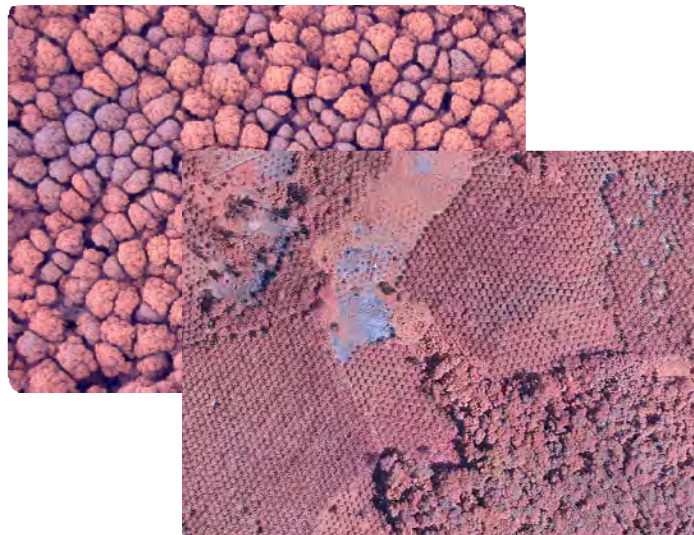
Client service is important to us. We strive to ensure that projects are delivered on time and that all parties are happy with the final product.

### UAS Photogrammetry

- Construction Progress Documentation
- Capture Key Project Benchmarks During Construction
- Regular Volumetric Surveys
- Standard Ortho Imagery
- Planimetric Data Extraction
- Near-Infrared Sensing Capabilities
- 3D Terrain Extraction as a DTM, TIN or Point Cloud

### Traditional Ortho Images (RGB)

- Up to 3cm Orthomosaic Accuracy
- Covers areas up to 10 Square Kilometers
- 45 Minute Flight Time per Battery



### Near Infrared (NIR) Images

Near Infrared (NIR) images are used for the detection of environmentally sensitive areas, include those with dense vegetation. Additionally, NIR can be used for crop yield estimates, irrigation and fertilization program analysis.



## Tab 3

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### Experience References/Past Performance

**Downtown Stuart Streetscape, City of Stuart**

**Client:** City of Stuart  
121 SW Flagler Avenue  
Stuart, Florida 34994  
Phone: (772) 288-5331

**Contact Person:** Tim Voelker, PE  
(772) 288-5332  
[tvoelker@ci.stuart.fl.us](mailto:tvoelker@ci.stuart.fl.us)

**Project Description:**

This project was set up as a one contract, two phase project. The work included upgrading two blocks of Flagler Avenue and one block of Osceola Street. The work on Flagler Avenue was performed first and involved eliminating planters to add parking and upgrade the landscaping in the existing planters. This provided additional parking to offset the parking lost on Osceola Street. Osceola Street included outside dining areas, raised mid-block crosswalk and landscape enhancements with seating wall to provide resting area with a very small foot print. Starfish skateboard stoppers were identified to conform to the ocean theme. The cross walks were paved with a product to incorporate a wave effect mural. Along with aesthetics, drainage problems were corrected, geometrics improved, and HC ramps were brought up to current ADA standards. The City worked closely with the Downtown Merchants to provide desired improvements and to develop a construction schedule that would reduce the impact of construction to the businesses.

Begin date: September 2017  
End date: September 2018

**Principal in Charge:**  
Jerry Compton.

**Project Manager:**  
Eric Flavell, P.E.

**Project Engineer:**  
Eric Flavell, P.E.  
William Archebelle

**Consultant Role:**  
Civil Engineering

**Consultant Cost:**  
\$38,900

**Change Orders:**  
N/A



### Booker Park Neighborhood Drainage and Pavement Restoration

**Client:** **Martin County**  
2401 SE Monterey Road  
Stuart, FL 34996

**Contact Person:** Logan Huberer, PE  
(772) 288-5932  
[lhuber@martin.fl.us](mailto:lhuber@martin.fl.us)

#### **Project Description:**

Design for drainage improvement for Booker Park / New Hope Subdivision consists of approximately ~ 33,000 lf or 6.25+/- miles of roadways. Project includes the replacement of drainage structures, adding drainage conveyance structures, drainage swales that need to be regraded, the existing driveway culverts cleaned/desilted and all of the existing "main line" corrugated metal pipes, within the County right of way (ROW) replaced with reinforced concrete pipes, pavement milling and resurfacing, and replacement of sidewalk and other ancillary items within the neighborhood. Specific tasks include: Design, Survey, Construction Service and As-Builts.

**Begin date:** February 2018  
**End date:** TBD

**Principal in Charge:**  
Jerry Compton.

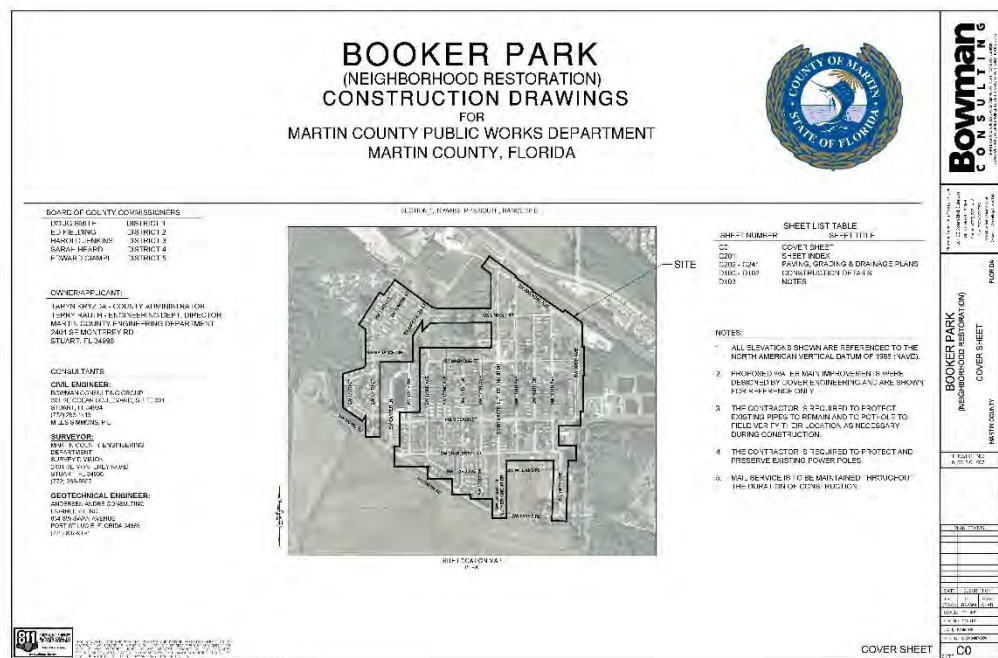
**Project Manager:**  
Lisa Leonard, P.E.

**Project Engineer:**  
Mark Brockway P.E.

**Consultant Role:**  
Civil Engineering

**Consultant Cost:**  
\$190,440.00

**Change Orders:**  
N/A



## Indian River County - 58 Avenue Full Depth Reclamation Project, Indian River Co.

**Client:** Indian River County  
1800 27<sup>th</sup> Street, Building B  
Vero Beach, FL 32960

**Contact Person:** James Ennis, County Engineer  
Phone: (772) 563-7666

### **Project Description:**

Project design was for the rehabilitation of the existing pavement section of 58th Avenue (Kings Highway – CR613) between 57th Street and CR-510 utilizing a full depth reclamation process of the existing roadway materials. The project included safety widening, constructing five-foot paved shoulders. The project included design of left turn lanes on all approaches to the intersection of 69th Street and design of a new traffic signal at 69th Street and replacement of the traffic signal at 58th Avenue and CR-510. Existing drainage and culvert extensions and replacement were designed as needed. Utility relocations were designed to accommodate the roadwork. The length of the project is approximately 3 ½ miles.

Many FDR projects leave the design up to the contractor. On this project, the design team evaluated the existing roadway materials and designed a hybrid FDR mix utilizing asphalt emulsion and cement to achieve the desired strength. A full analysis was performed to evaluate what materials were being produced and where they could be used. Quantities were tracked on the drawings, so the contractor would have material totals on a per station basis. The work was broken into phases to reduce the impacts to the motoring public. Utility relocations included the design of 600 lineal feet of 24" directional drilled waterline.

**Begin date:** January 2018 (Design)  
**End date:** Const. TBD

### **Principal in Charge:**

Erik Juliano, P.E., P.S.M.

### **Project Manager:**

Eric Flavell, P.E.

### **Project Engineer:**

Eric Flavell, P.E.  
William Archebelle

### **Consultant Role:**

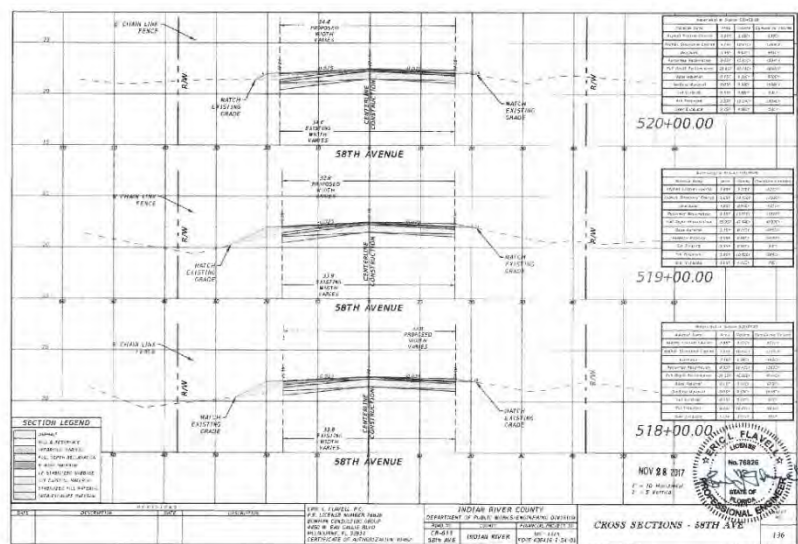
Civil Engineering,  
Prime

### **Consultant Cost:**

\$498,824

### **Change Orders:**

CO pending for Agency added work.



**Stuart Avenue and Australian Street Drainage Improvements, City of Stuart**

**Client:** City of Stuart  
121 SW Flagler Avenue  
Stuart, Florida 34994  
Phone: (772) 288-5331

**Contact Person:** Tim Voelker, PE  
(772) 288-5332  
[tvoelker@ci.stuart.fl.us](mailto:tvoelker@ci.stuart.fl.us)

**Project Description:**

Design for drainage improvements. The project provides residential flooding relief for the City of Stuart residences adjacent to the intersection of Australian Street and Stuart Avenue. The project consists of 750 LF of roadway and drainage improvements. Specific tasks include: Design, Survey, Construction Service and As-Builts.

**Begin date:** March 2016  
**End date:** January, 2017

**Principal in Charge:**  
Jerry Compton.

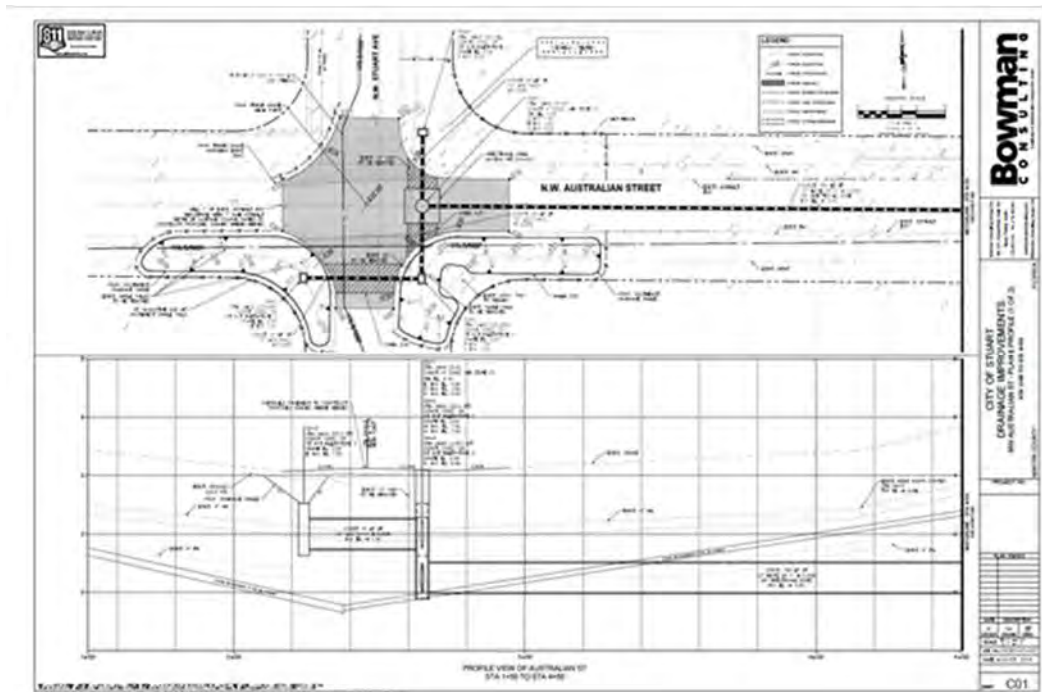
**Project Manager:**  
Eric Flavell, P.E.

**Project Engineer:**  
Eric Flavell, P.E.

**Consultant Role:**  
Civil Engineering

**Consultant Cost:**  
\$28,368

**Change Orders:**  
N/A



**Stuart Pavement Condition Evaluation, City of Stuart**

**Client:** City of Stuart  
121 SW Flagler Avenue  
Stuart, Florida 34994  
Phone: (772) 288-5331

**Contact Person:** Tim Voelker, PE  
(772) 288-5332  
[tvoelker@ci.stuart.fl.us](mailto:tvoelker@ci.stuart.fl.us)

**Project Description:**

This project which included a pavement condition survey in accordance with ASTM D6433-11, and an independent visual assessment that evaluated PCI (Pavement Condition Index), estimated area of point repairs and selected maintenance treatments for each reach of streets identified in the pavement condition survey. The pavement maintenance treatments were selected from a pallet that included rejuvenators, Micro Surfacing, double Micro Surfacing, slurry seal (Types I, II and III), chip seal, cape seal, and rejuvenating cape seal and overlay. We worked with the city to select the maintenance treatments that were appropriate for the city. Based on the field work a total cost to maintain streets in their current condition was calculated. From this, a recommended sustaining annual cost was determined to allow the city to properly budget for street maintenance work. The city was then broken into five maintenance zones to simplify implementation of the annual maintenance work. This information was presented to City Council and the plan was adopted.

Begin date: May 2015  
End date: August 2016

**Principal in Charge:**  
Jerry Compton.

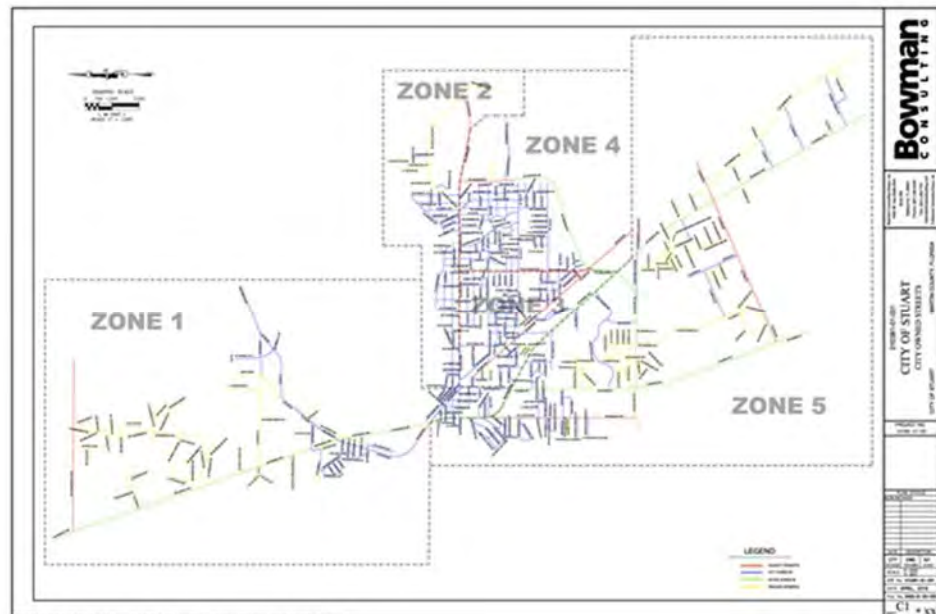
**Project Manager:**  
Eric Flavell, P.E.

**Project Engineer:**  
Eric Flavell, P.E.

**Consultant Role:**  
Civil Engineering

**Consultant Cost:**  
\$35,125

**Change Orders:**  
N/A



## Hobe Heights Neighborhood Drainage and Pavement Restoration

**Client:** Martin County  
2401 SE Monterey Road  
Stuart, FL 34996

**Contact Person:** Paul Bangs, PE  
(772) 463-2848  
[pbangs@martin.fl.us](mailto:pbangs@martin.fl.us)

### Project Description:

Design for drainage improvement for Hobe Heights Subdivision consists of 31,500 lf or 10.97+/- miles of roadway that are in need of being milled and overlaid. Project includes the replacement of drainage structures, adding drainage conveyance structures, drainage swales that need to be regraded, the existing driveway culverts cleaned/desilted and all of the existing "main line" corrugated metal pipes, within the County right of way (ROW) replaced with reinforced concrete pipes, pavement milling and resurfacing, and replacement of sidewalk and other ancillary items within the neighborhood. Specific tasks include: Design, Survey, Construction Service and As-Builts..

**Begin date:** May 2017  
**End date:** June 2018

**Principal in Charge:**  
Jerry Compton.

**Project Manager:**  
Octavio Reis, P.E.

**Project Engineer:**  
Mark Brockway P.E  
Miles Simmons, EIT

**Consultant Role:**  
Civil Engineering

**Consultant Cost:**  
\$58,900

**Change Orders:**  
N/A



## **Baker Road Sidewalk Extension & Landscape Beautification, City of Stuart**

**Client:** City of Stuart  
121 SW Flagler Avenue  
Stuart, Florida 34994  
Phone: (772) 288-5331

**Contact Person:** Tim Voelker, PE  
(772) 288-5332  
[tvoelker@ci.stuart.fl.us](mailto:tvoelker@ci.stuart.fl.us)

### Project Description:

Bowman Consulting provided the design for sidewalk and landscape improvements, beautification, and buffering. The project provided for pedestrian connectivity along Baker Road and SR 707. The project consisted of 3450 LF of 8 ft wide sidewalks and 2570 LF of native and drought tolerant landscaping improvements. The project was FDOT funded through the Local Agency Program (LAP) program, with design coordination with City of Stuart, Martin County and FDOT.

Bowman also provided conceptual design, quantity takeoffs, construction estimates, contract document assistance, design exhibits and coordination for design review and funding approval.

Begin date: February 2014  
End date: January 2016

**Principal in Charge:**  
Jerry Compton.

**Project Manager:**  
Howard Ehram, P.E.

**Project Engineer:**  
William Archebelle  
Howard Ehrsam

**Consultant Role:**  
Civil Engineering

**Consultant Cost:**  
\$41,467

**Change Orders:**  
N/A



**Stuart Pavement Maintenance FY 2018 Improvements, City of Stuart**

**Client:** City of Stuart  
121 SW Flagler Avenue  
Stuart, Florida 34994  
Phone: (772) 288-5331

**Contact Person:** Tim Voelker, PE  
(772) 288-5332  
[tvoelker@ci.stuart.fl.us](mailto:tvoelker@ci.stuart.fl.us)

**Project Description:**

This is the first year of the implementation of the Pavement Maintenance Program developed with the evaluation in 2016 which will be in Zone 1. This year's project will include Rejuvenation, Crack Sealing, Micro Surfacing, Point Repairs on the proposed Micro streets, and mill and Overlay. Two sets of contract documents will be prepared, one for the crack sealing and Micro Surfacing and a second for the point repairs, and mill and overlay. Rejuvenation will be on a piggy back contract and handled by the City, but we will select the streets and put the bidding list together.

This work includes using the evaluation to perform a pre selection of streets, reviewing with the City, then field review to confirm condition and proposed treatments. The work will be broken out on a block by block basis with all work by square footage and MOT requirements listed in the work spreadsheet.

Begin date: June 28, 2018 (Design)  
End date: TBD

**Principal in Charge:**  
Jerry Compton.

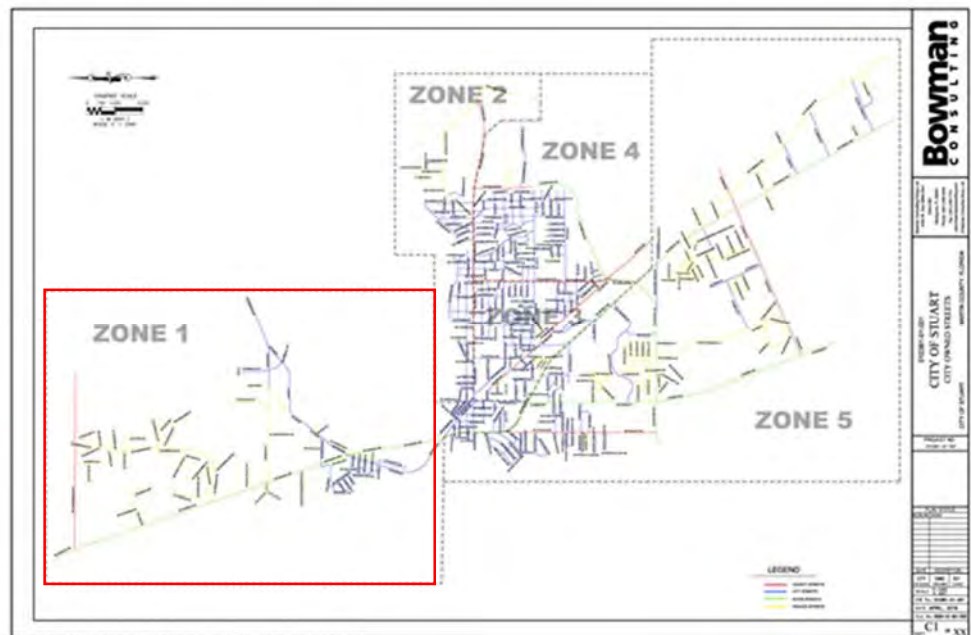
**Project Manager:**  
Eric Flavell, P.E.

**Project Engineer:**  
Eric Flavell, P.E.  
William Archebelle

**Consultant Role:**  
Civil Engineering

**Consultant Cost:**  
\$59,905

**Change Orders:**  
N/A



**Martin County Sailfish Splash Water Park (fka Aquatic Center)**

**Client:** Martin County Parks & Recreation Department  
2401 SE Monterey Road  
Stuart, FL 34996

**Contact Person:** Kevin Landry, Project Manager  
(772) 221-1376  
(772) 288-5332  
[klandry@martin.fl.us](mailto:klandry@martin.fl.us)

**Project Description:**

Project includes the site civil engineering for the County Aquatic Center consisting of four pools and associated pool and recreational amenities. Civil engineering services are part of the design-build team with Bayview Construction for Martin County.

Design and permitting of site civil engineering features including pool decking and drainage, access roadways and parking, stormwater management conveyance facilities, stormwater storage and treatment, site grading, water and wastewater utilities including coordination between Martin County and the City of Stuart Utilities Departments for the onsite and offsite utility improvements required for the project.

Begin date: February 2012

End date: August 2014

**Principal in Charge:**

Jerry Compton.

**Project Manager:**

Octavio Reis, P.E.

**Project Engineer:**

Adam Schildmeier EIT

**Consultant Role:**

Civil Engineering

**Consultant Cost:**

\$90,000

**Change Orders:**

N/A



**Jumper Creek Watershed Management Plan – Sumter County, Florida****Client:** Southwest Florida Water Management District**Start and Completion:** 2014-Ongoing

Cardno, as an approved watershed management program consultant, is assigned to complete the Watershed Evaluation, Watershed Management Plan and Alternative Analysis for the Jumper Creek Watershed, a 58.6-square-mile basin. Cardno has performed dozens of similar evaluations with the Southwest Florida Water Management District and Suwannee River Water Management District. This is a challenging watershed as it contains many natural and man-made connections to the primary conveyance, Jumper Creek, which has been heavily modified over time. The initial data collection, GIS processing, field data collection and parameterization tasks are complete with the floodplain delineation as the next step. Upon completion of the Floodplain Justification Report, a comprehensive and detailed geodatabase is developed, providing for the foundation of the Interconnected Channel and Pond Routing model, along with the floodplain polygons for the 100-year event. This information will be used by the County in their land use zoning and planning, CIP, and if desired, revisions to the existing FEMA DFIRMs. Following the development of floodplains and related flow and duration information, Cardno staff will perform a level of service assessment for roads and structures within the watershed. Based on these findings, the County can identify and prioritize capital improvement projects. As part of this project, Cardno assessed and provided design drawings and construction management plans for the replacement of the 25th Street crossing of Jumper Creek. This crossing had previously failed and was subject to future failure. Cardno designed a more stable structure, and one that can be easily modified to provide additional conveyance if upon the conclusion of the project, this crossing is causing upstream flooding.

**Six Mile Creek Drainage Study, Green Bay Outfall – Bartow, Florida****Client:** Mosaic Fertilizers**Start and Completion:** 2017-2018

Cardno prepared a surface water drainage modeling analysis as part of the closure plan for a Mosaic site near Bartow, Florida. The site lies on the upper reaches of Six Mile Creek, a tributary of the Peace River. The study was prepared as part of a Multi-Sector Group Permit application to the Florida Department of Environmental Protection (FDEP). Cardno was tasked with assessing the flooring potential from rerouting storm water discharges to Peace River basin post facility closure. A detailed review of a large scale Interconnected Pond Routing surface water model was conducted to establish existing conditions. Cardno conducted field topographical surveys and surveyed existing drainage structures along Six Mile Creek basin. Numerous updates were made to improve the level of detail in the Interconnected Pond Routing model. The Southwest Florida Water Management District reviewed the updates and have adopted the model improvements to the Upper Peace River Homeland Interconnected Pond Routing model domain. The updated Interconnected Pond Routing model was validated and verified to the original study results. The model was used to analyze the impacts of post-closure stormwater discharge to the Peace River basin as well as design on-site stormwater drainage infrastructure. A detailed drainage study report was prepared for FDEP and Southwest Florida Water Management District approval. The detailed stormwater modeling approach allowed Mosaic to save significant resources and time in the development of on-site stormwater drainage infrastructure. Prior to Cardno's involvement, it had been assumed new on-site stormwater detention would require, but the field surveying and modeling demonstrated the existing on-site stormwater detention can attenuate rerouting of stormwater discharges to Peace River basin.

**Comprehensive Plan, Community Rating System, and Stormwater Fee Study – Temple Terrace, Florida****Client:** City of Temple Terrace**Start and Completion:** 2015-2016

Cardno assisted the City in preparing the Stormwater Management Element of its Comprehensive Plan, the Community Rating System (CRS) recertification application and Stormwater Fee Study. Cardno staff amended the City's Goals, Objectives and Policies in the Stormwater Management Element and reviewed/ compiled supporting documentation into the proper format for documenting creditable CRS activities as listed in the CRS Manual (Section 200 and CC-213 Recertification Form). Cardno used the CRS Calculation application provided by the Federal Emergency Management Agency, which calculates credits for each Section of the Manual and provided the City with the appropriate forms required as referenced in the CRS Manual. Cardno staff assisted City staff complete forms and initiated the recertification process on behalf of the City. The phases of the Stormwater Rate Study included Phase 1 – fact finding and initial decisions, Phase 2 – stormwater utility formulate, Phase 3 – stormwater utility implementation, and Phase 4 – initial rates implementation and final report.

**Old Pioneer Park Cemetery Water Main Replacement Survey – City of Pahokee, Florida****Client:** A.D.A. Engineering, Inc.**Start and Completion:** 2014

During the planning stages of a water main replacement in Pahokee, the Palm Beach County Archaeologist reviewed the project in accordance with county ordinances and found that the Old Pioneer Park Cemetery had been previously recorded within the project area. Since there was the potential for unmarked burials, the county requested that additional studies be completed. Old Pioneer Park Cemetery dates to ca. 1918 – 1928, with 34 people thought to be buried here, mostly in unmarked graves. The earliest burial occurred soon after Pahokee was first platted, and the last was just one month before the hurricane of 1928 swept across South Florida. Still ranking among the worst natural disasters to befall the United States, the September 1928 storm is believed to have killed more than 2,000 people. It also washed out a portion of the cemetery, which is located on the east shore of Lake Okeechobee; some remains were reinterred once the waters subsided. Palm Beach County residents established a new cemetery north of Pahokee after the hurricane, and no longer used the Old Pioneer Park Cemetery for burials. In the 1930s, the federal government built the Herbert Hoover Dike around Lake Okeechobee and immediately adjacent to the cemetery, separating it from the lake. Cardno archaeologists used a combination of interviews with longtime residents, historic maps, local and state records, and ground-penetrating radar survey to demonstrate that there was no evidence of burials along State Road 714 where the water main was to be replaced.

**The Withlacoochee Regional Water Supply Authority 20-Year Water Supply Plan – Central Florida****Client:** Withlacoochee Regional Water Supply Authority**Start and Completion:** 2012-2014, 2018-Ongoing

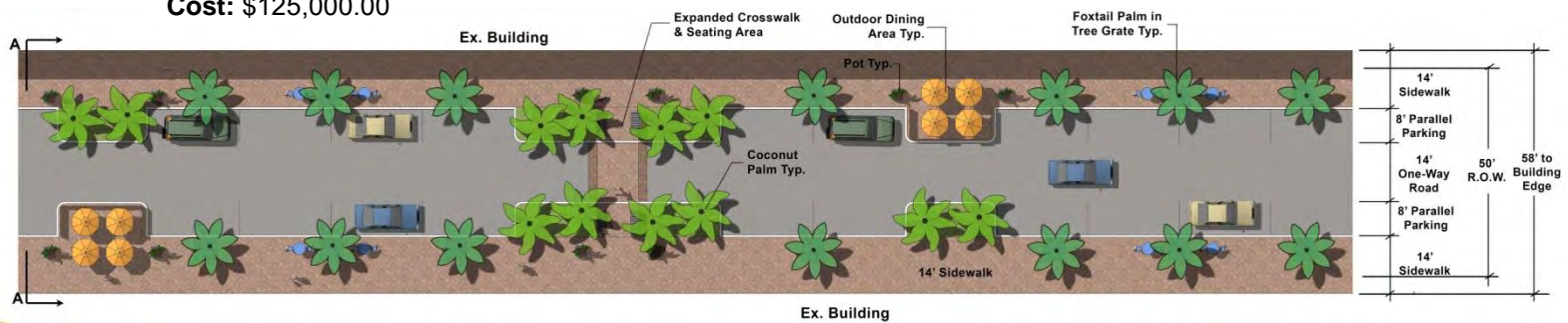
The Withlacoochee Regional Water Supply Authority is charged with planning for and developing cost-efficient, high-quality water supplies and promoting environmental stewardship through its water conservation programs for its four-county service area in central Florida. Cardno was contracted by the Authority in 2012 to develop a water supply plan that included a 20-year assessment of water demands and potential sources of water available to meet these demands. The objective was to assist water supply utilities in the Authority's service area by developing implementable water supply options and strategies to meet future demands. Cardno completed the 2015 plan and was recently selected to provide the 2020 water supply plan update for the Authority. One of the most important tasks was to assess the quantity of groundwater that remains to be obtained from the Upper Floridan aquifer; the region's principal water supply source. The aquifer has been over-pumped to the degree that surface water resources such as springs, rivers, lakes, and wetlands are being impacted. Cardno used a sophisticated groundwater flow model to identify several locations where additional quantities of groundwater could be developed without tripping state-mandated minimum flows and levels. Since the remaining groundwater supplies were not sufficient to meet projected public supply demands, Cardno completed a comprehensive analysis to identify and quantify the potential yield/savings of alternative water supplies, including water conservation, brackish groundwater and seawater desalination, surface water, and reclaimed water. Cardno also completed a feasibility assessment for water supply options that included environmental concerns according to location and potential yield; water quality and treatment requirements; and economic considerations for transmission, pumping, operation, and maintenance costs. Finally, Cardno completed an analysis of issues associated with the sharing and interconnection of water supply sources between the four-member counties that included recommendations for governance, wholesale pricing of water supplies and water allocations between members, and potential funding sources for developing new supplies.

**Client:** City of Stuart - Teresa Sarno- Lamar, CRA & Special Assistant to the City Manager  
(772) 288-5300

**Project Description:** HJA worked with CRA staff to create a revitalized streetscape that will add seating to Osceola Street and establish a uniform street tree theme. Parking needs were also addressed by eliminating unused small landscape islands along Flagler Avenue. Public participation and support graphics, as shown here were a key element of the project's success.

**Project Completion Date:** Construction planned for summer 2018

**Cost:** \$125,000.00



Street Tree Pattern & Outdoor Dining



Expanded Midblock Crosswalk & Seating Area



SW Osceola St. - Section A-A



**Client:** City of Stuart - William Reinert, 772-221-4700

**Project Description:** Design for sidewalk and landscape improvements, beautification, and buffering. The project will provide for pedestrian connectivity along Baker Road and SR 707. The project consists of 3450 LF of sidewalks that are eight feet wide and 2570 LF of landscaped plant material. All plant material will be native and drought tolerant. Specific tasks include: Local Agency Program (LAP) documents and coordination for funding approval, construction estimates, and conceptual design and exhibits.

**Project Completion Date:** 2015

**Cost:** \$5,660





## Tab 4

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### Familiarity

## ***Familiarity***

With Florida offices in Stuart, Port St. Lucie, Melbourne, Orlando, Tallahassee, Fort Lauderdale, Jacksonville and Tampa; Bowman Consulting continually provides unique, creative and cost effective solutions to all of our valued clients.

Bowman Consulting is based out of Virginia with over 35 offices and over 600 staff members throughout the United States. Jerry Compton, Principal and Branch Manager of the Stuart Office, has also been a long time resident of Stuart and Martin County for 34 plus years. Mr. Compton's continuous dedication to the health and welfare of the surrounding Martin County area will only be surpassed by the dedication needed to assist in any manner necessary to get Village of Indiantown Staff started on the right track.

Other professional staff members besides Eric Flavell, PE who will be assigned to the project: Octavio "Oats" Reis, PE; Lisa Leonard, PE; Howard Ehram, PE, William Archebelle and G. Mark Brockway, PE, are also members of the Treasure Coast community. They have all worked extensively within Martin County on previous projects and are familiar with expectations and requirements of local agencies, and have established professional working relationships. The staff at the Stuart Bowman office wants to be a part of their community and take pride and ownership in what they do professionally and personally.

## **Local Conditions**

Revenue and limited resources for projects for the newly established Village of Indiantown will be most likely contested. With that, any proposed capital improvement project will be met with scrutiny by the public. The Village is tasked with meeting the demands for future population and must plan for it now according to governing agencies. The Bowman Team is aware of the constraints and understands significant public outreach will be required to assist the Village of Indiantown in obtaining their goals to address community improvements, as well as meeting regulatory requirements.

Our team has worked in all seven of the individual community redevelopment areas from both a public sector support perspective as well as private sector developments; each with their own unique development patterns and zoning regulations. As stated previously, Team Bowman is a combination of local firms that live and work locally and have a vested interest in the success of the CRAs because it is OUR community as well.

The prior Indiantown Community Redevelopment Area (CRA) was created in response to years of urban areas developing without planned infrastructure. We partnered with specialized consultants for the land use planning, water and wastewater systems, and funding/costs solutions. Through a charrette process, a vision plans was adopted. The plan was the result of a collaborative effort between the County, their planning consultant, Neighborhood Advisory Committees (NACs), and the public (stakeholders of the community). Bowman Consulting's role was to develop stormwater, water, and wastewater master plans with varying physical conditions, socio-economical conditions, topography, historical development patterns, and vision plan of their future. The CRA required review of the existing data, analysis of existing conditions, and modeling of the stormwater systems. The Indiantown CRA is 4,800 acres. It has limited stormwater infrastructure consisting of drainage canals and relies on highly permeable soils.



## Tab 5

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### Financial Assessment

## ***Financial Assessment***

Bowman Consulting understands the amount of planning and fiscal responsibility that it takes for the Village to serve its residents and achieve the goals of the Village of Indiantown. We realize the importance of keeping projects on schedule and within budget to enable the staff to meet milestones tied to funding and complete critical Village projects. Based on our experience, all design requires attention to detail, big and small. It starts with the accumulation of base information. We want to accumulate information on all facilities that can impact the proposed projects.

### **Working with Budget Constraints**

Funding is almost always an issue on projects. We have developed several approaches to dealing with this challenge. As outlined in our approach we like to perform a detailed cost evaluation of a project somewhere around the 20-30% complete milestone to see where we are on the budget. The goal is to get a realistic appraisal of the project as early as possible, but far enough along in the design process so the major issues can be quantified. This approach limits the expense to get the project properly bracketed. At this point, with minimal investment, adjustments can be made to the scope of the project, the project can be phased, additional money can be sought, or the project could be put on hold.

We have worked with others that know there is insufficient money to construct the project, but want to proceed with design and a phased approach. One example is a mile of sidewalk that had not been constructed due to the terrain and cost, but public pressure was calling for the sidewalk to be completed. We worked with the agency and designed the entire project and prepared the cost estimate by plan sheet. The bid schedule was set up by plan sheet as well. This approach allowed us to wait to the last moment to determine actual funding and adjust the project to the available budget for the first phase. The rest of the project could be constructed in phases, based on how the money became available, and the plan set and bid schedule could be assembled to the available budget by adding or deleting sheets. A similar approach was used for water distribution system upgrades. The system was master planned and designed to make it easy to implement in phases. Having substantial construction experience is essential to developing these types of approaches to balance flexibility and cost of improvements.

### **Working with Man Hour Constraints**

Bowman Consulting utilizes Deltek's Vision Software which provides its Project Managers with a number of reports from detailed cost analysis to project-to-date summaries. Bowman Consulting also incorporates electronic timesheets, in which all employees log in their time daily. The Project Manager accesses this data each week to evaluate cost, production rates, schedules, invoicing, and accounts receivable. This effectively allows the Project Manager to make required actions before task budgets go over.

Furthermore, Bowman Consulting tracks the hourly use of time versus the budgeted time for each project. We have accumulated enough typical man-hour data to schedule tasks and establish an accurate budget forecast. The Project Manager utilizes this information and Microsoft Project to identify tasks, resources, project milestones, key client due dates and task coordination. With respect to project schedules and control, the Project Manager reviews deliverable deadlines and schedules the necessary work efforts and review periods with staff to ensure the deadlines are met and costs are maintained. Utilizing software and procedures, Bowman Consulting is able to help clients reduce costs and maintain schedules on a daily and weekly basis.

## QA/QC

There is no measurement for good design. By its nature, Quality by Design (Quality Assurance and Quality Control (QA/QC)) is updated procedures coupled with monitoring and checking that is incorporated within the overall design process. As such, it is continually evolving to address changes in market demands, philosophy, and new technologies. We will perform independent in-house review of the drawings and specifications. In addition to the office plan check, we perform a field review of the drawings to confirm that the drawings are consistent with field conditions. Integration of our QA/QC procedures into the design process is a holistic approach to design. It is continually refined, adjusted for change with a focus on accuracy and completeness to remain on budget. See Tab 7 Quality by Design procedure, also included is one of the many forms we use as part of our renewed initiative.

## Scheduling

We take our deadlines very seriously and deadlines are particularly important, because time is money. We will work with the Village at the beginning of each project to develop the scope, identify what the issues are, determine what the milestones are and with this information we will develop a project schedule. As professionals we all know that things happen, sometimes beyond our control, during the course of a project. Our job is to work with you in a timely manner to develop solutions that are consistent with your desires for the proper development of the project and the use of a schedule promotes this higher level of communications, involvement and follow through.

## Constructability Review

All designs should be reviewed from the perspective of how will they be constructed prior to going to construction. This can be done internally through the course of design or as an independent review. Bowman has experience performing independent constructability reviews. This process allows for the “fine tooth comb review” and the elimination of change orders based on design that could cost budget overruns if not completed.

## Commitment

The most important qualification Bowman Consulting brings to the Village is the commitment of the firm, at all levels, to successfully complete all task assignments on this contract; assignments that are technically sound and delivered on schedule. Bowman Consulting has a strong commitment to South Florida and the Village of Indiantown. The **importance of this contract to us**, and building our successful relationship with the Village staff, **cannot be overstated**. Our firm’s over 20-year history in South Florida is indicative of a long-standing commitment to all clients, on all levels, to deliver a quality product. These assignments are no different, and you are assured that our best efforts will be directed to your satisfaction on every assignment, without exception. We look forward to further detailing our qualifications and commitment to your success as one of the shortlisted firms.



## Tab 6

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## Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/16/2017

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

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

<b>PRODUCER</b> Klein Agency, LLC. P.O. Box 219  Timonium MD 21094		<b>CONTACT NAME:</b> Mitchell Bowers <b>PHONE (A/C, No, Ext):</b> (410)832-7600 <b>FAX (A/C, No):</b> (410)832-1849 <b>E-MAIL ADDRESS:</b> mbowers@kleinagencyllc.com															
<b>INSURED</b> Bowman Consulting Group, Ltd. 3863 Centerview Drive, Suite 300 Chantilly VA 20151-3287		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Charter Oak Fire Insurance Co</td> <td>25615</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Co. of America</td> <td>25674</td> </tr> <tr> <td>INSURER C: Travelers Indemnity Co. of Am</td> <td>25666</td> </tr> <tr> <td>INSURER D: RLI Insurance Company</td> <td>13056</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Charter Oak Fire Insurance Co	25615	INSURER B: Travelers Property Casualty Co. of America	25674	INSURER C: Travelers Indemnity Co. of Am	25666	INSURER D: RLI Insurance Company	13056	INSURER E:		INSURER F:	
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INSURER F:																	

**COVERAGES** **CERTIFICATE NUMBER:** 17-18 No Endt **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6306J047645	08/31/2017	08/31/2018	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liability						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COM/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b>			8109J024883	08/31/2017	08/31/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			CUP6J395074 (Follows Form)	08/31/2017	08/31/2018	EACH OCCURRENCE \$ 18,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 18,000,000
	DED RETENTION \$						\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			UB006J317115	08/31/2017	08/31/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional & Pollution Liability			RDP0030127	08/31/2017	08/31/2018	Each Claim \$5,000,000
							Aggregate \$8,000,000

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

See Attachment for specific additional insured wording.

### CERTIFICATE HOLDER

For Proposal Purpose	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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COMMENTS/REMARKS
<p>If required under an insured written contract, executed prior to any loss, Certificate Holder is an Additional Insured under the General Liability Policy, but only with respects to liability arising from work performed by or on behalf of Bowman Consulting Group, Ltd.</p> <p>If required under an insured written contract, executed prior to any loss, Certificate Holder is an Additional Insured under the Automobile Policy, but only with respects to liability arising from the operation of vehicles by employees of Bowman Consulting Group, Ltd.</p> <p>If required under an insured written contract, executed prior to any loss, Waiver of Subrogation is provided for the certificate holder under the General Liability, Automobile Liability and Workers Compensation Policies.</p> <p>It is further understood that coverage provided the Additional Insured under the General Liability and Automobile Liability shall be primary and non-contributory to any other coverage available to the Additional Insured.</p>
OFREMARK




## Tab 7

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### Submittal Forms & Requested Information


Bowman Consulting Group, Ltd., Inc.  
State of Charter, Department of State


**State of Florida**  
  
**Department of State**

I certify the attached is a true and correct copy of the application by BOWMAN CONSULTING GROUP, LTD., INC., a Virginia corporation, authorized to transact business within the State of Florida on November 30, 2012 as shown by the records of this office.

The document number of this corporation is F12000004832.

Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this the  
Thirtieth day of November, 2012

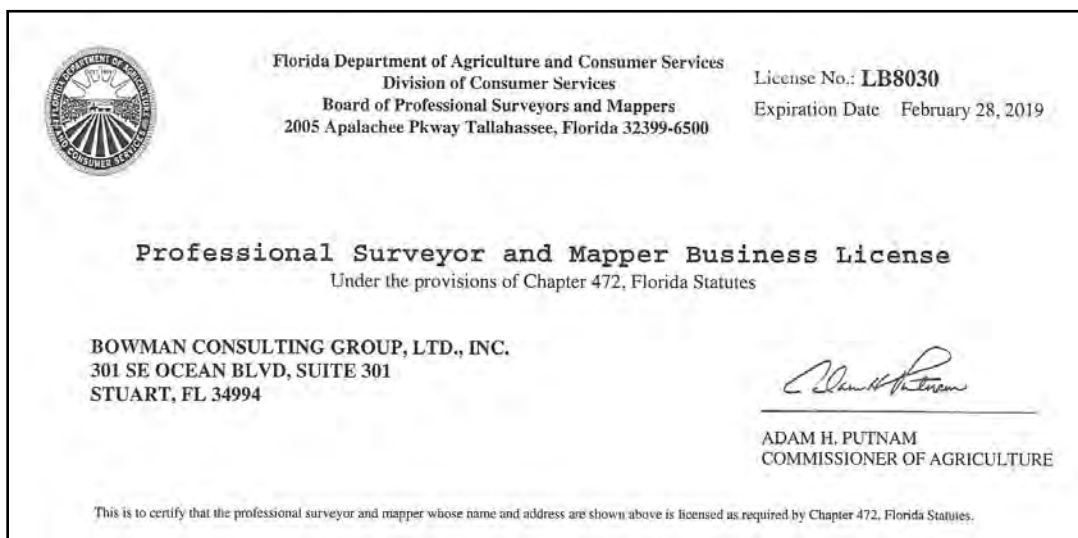
  
**Ken Detzner**  
Secretary of State

  
CR2EO22 (1-11)

Bowman Consulting Group Ltd. Inc.  
**Professional ENGINEERING FIRM License**



Bowman Consulting Group, Ltd., Inc.  
**Professional SURVEYING FIRM License**



## City of Stuart Business Tax Receipt - Engineering

CITY OF STUART LOCAL BUSINESS TAX RECEIPT 2017-2018		RECEIPT NO.	ACCOUNT NO.	CATEGORY NO.
		11609	27973	120020
BUSINESS TYPE	ENGINEERING FIRM	TAX YEAR BEGINS OCTOBER 1 AND ENDS SEPTEMBER 30. PAYMENT OCTOBER 1 CONSTITUTES VIOLATION OF CITY CODE OF ORDINANCES		
OWNER AND LOCATION	COMPTON, JEROME A. 301 SE OCEAN BLVD STE 300	This local business tax receipt does not permit the holder to operate in violation of any City law, ordinance, or regulation. Any changes in location or ownership must be approved by the City License Section, subject to zoning restrictions. This receipt does not constitute an endorsement, approval, or disapproval of the holder's skill or competence or of the compliance or non-compliance of the holder with other laws, regulations, or standards.		
ST/CITY LICENSE	C/A 30462 LB8030	Local Business Taxing Questions 772-288-5319		
DESCRIPT	NRAI SERVICES INC			
		FEE	PENALTY	TRANSFER
		100.00	0.00	0.00
		MISCELLANEOUS		PAID
		0.00		100.00
BUSINESS NAME AND MAILING ADDRESS	BOWMAN CONSULTING GROUP LTD COMPTON, JEROME A. 301 SE OCEAN BLVD STE 300 STUART FL 34994	DATE 10/04/2017		
		CHERYL WHITE CITY CLERK		
KEEP THIS RECEIPT - NO TRANSFER WITHOUT ORIGINAL RECEIPT				

## City of Stuart Business Tax Receipt – Survey

CITY OF STUART LOCAL BUSINESS TAX RECEIPT 2017-2018		RECEIPT NO.	ACCOUNT NO.	CATEGORY NO.
		11610	27973	170370
BUSINESS TYPE	SURVEYOR	TAX YEAR BEGINS OCTOBER 1 AND ENDS SEPTEMBER 30. PAYMENT OCTOBER 1 CONSTITUTES VIOLATION OF CITY CODE OF ORDINANCES		
OWNER AND LOCATION	COMPTON, JEROME A. 301 SE OCEAN BLVD STE 300	This local business tax receipt does not permit the holder to operate in violation of any City law, ordinance, or regulation. Any changes in location or ownership must be approved by the City License Section, subject to zoning restrictions. This receipt does not constitute an endorsement, approval, or disapproval of the holder's skill or competence or of the compliance or non-compliance of the holder with other laws, regulations, or standards.		
ST/CITY LICENSE	C/A 30462 LB8030	Local Business Taxing Questions 772-288-5319		
DESCRIPT	NRAI SERVICES INC			
		FEE	PENALTY	TRANSFER
		100.00	0.00	0.00
		MISCELLANEOUS		PAID
		0.00		100.00
BUSINESS NAME AND MAILING ADDRESS	BOWMAN CONSULTING GROUP LTD COMPTON, JEROME A. 301 SE OCEAN BLVD STE 300 STUART FL 34994	DATE 10/04/2017		
		CHERYL WHITE CITY CLERK		
KEEP THIS RECEIPT - NO TRANSFER WITHOUT ORIGINAL RECEIPT				

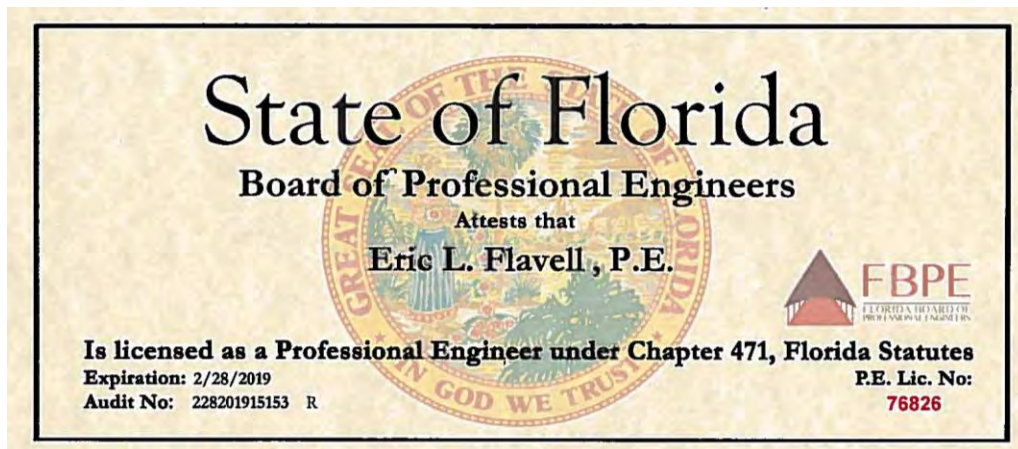
**Martin County**  
Business Tax Receipt – Engineering

<p><b>MARTIN COUNTY ORIGINAL</b> <b>BUSINESS TAX RECEIPT</b> Honorable Ruth Pietruszewski CFC, Tax Collector 3485 S.E. Willoughby Blvd., Stuart, FL 34994 (772) 288-5604</p>				<p>Account 2015-125-0771 Cert 27973 Phone (772)283-1413 Sic No 813920 Location 301 SE OCEAN BLVD 300 STU</p>	
Prev Yr	\$0.00	Lic Fee	\$26.25		
	\$0.00	Penalty	\$0.00		
	\$0.00	Coll-Fee	\$0.00		
	\$0.00	Transfer	\$0.00		
<b>TOTAL</b>		<b>\$26.25</b>		<p>COMPTON JEROME A BOWMAN CONSULTING GROUP LTD 301 SE OCEAN BLVD STE 300 STUART, FL 34994</p>	
<p>Has satisfied requirements to engage in the business, profession or occupation of <b>ENGINEERING FIRM</b> at location listed for the period beginning on the 26 Day of <b>SEPTEMBER</b> AND <b>ENDING SEPTEMBER 30 2018</b></p>					
91 2016 7266.0001 PAID					

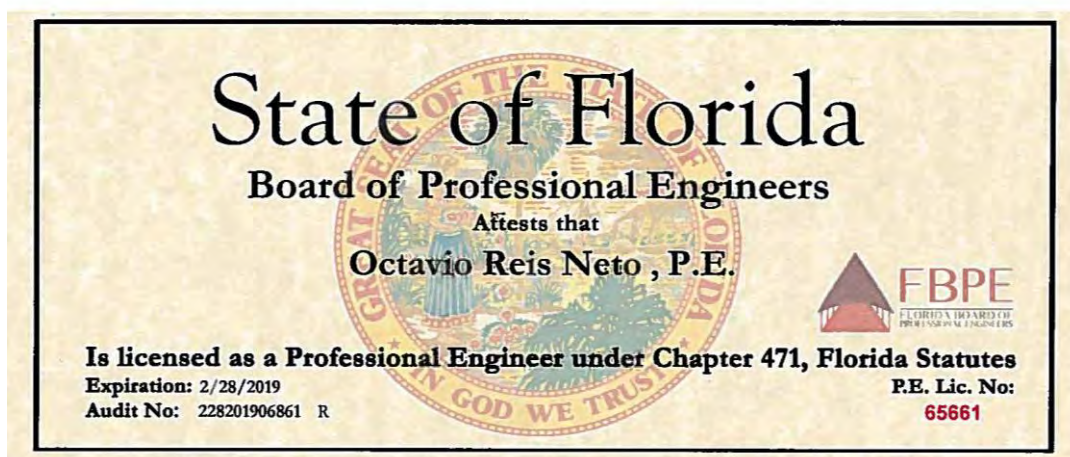
**Martin County**  
Business Tax Receipt – Survey

<p><b>MARTIN COUNTY ORIGINAL</b> <b>BUSINESS TAX RECEIPT</b> Honorable Ruth Pietruszewski CFC, Tax Collector 3485 S.E. Willoughby Blvd., Stuart, FL 34994 (772) 288-5604</p>				<p>Account 2015-125-0773 Cert 27973 Phone (772)283-1413 Sic No 334519 Location 301 SE OCEAN BLVD 300 STU</p>	
Prev Yr	\$0.00	Lic Fee	\$26.25		
	\$0.00	Penalty	\$0.00		
	\$0.00	Coll-Fee	\$0.00		
	\$0.00	Transfer	\$0.00		
<b>TOTAL</b>		<b>\$26.25</b>		<p>COMPTON JEROME A BOWMAN CONSULTING GROUP LTD 301 SE OCEAN BLVD STE 300 STUART, FL 34994</p>	
<p>Has satisfied requirements to engage in the business, profession or occupation of <b>SURVEYOR</b> at location listed for the period beginning on the 26 Day of <b>SEPTEMBER</b> AND <b>ENDING SEPTEMBER 30 2018</b></p>					
91 2016 7266.0002 PAID					

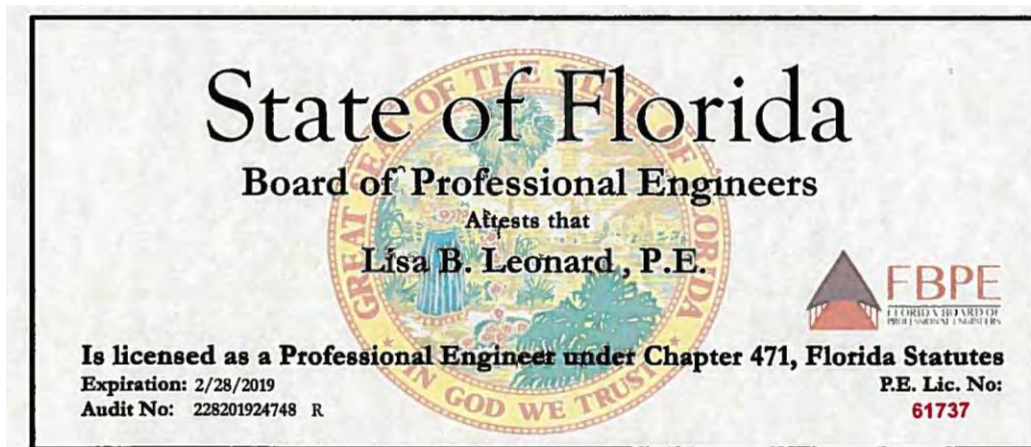
Eric L. Flavell, P.E.  
Professional Engineer License



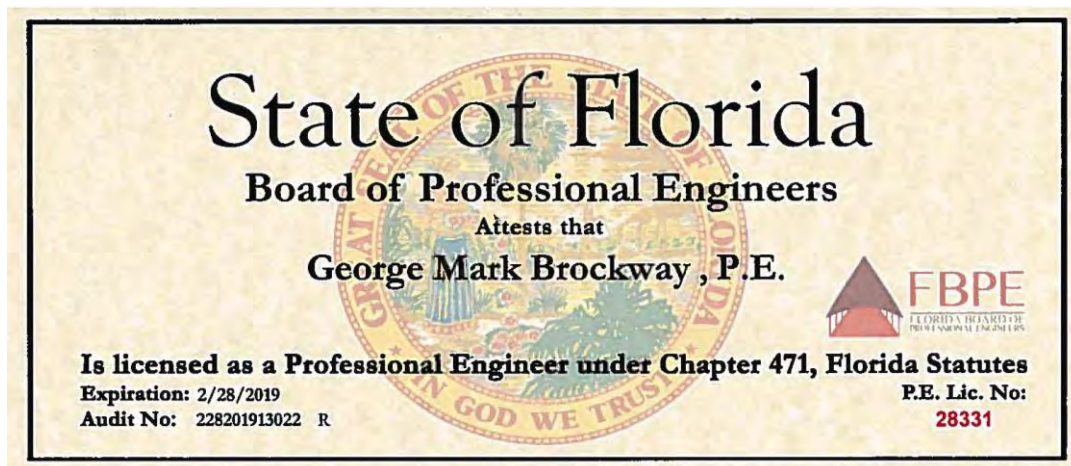
Octavio Reis Neto, P.E.  
Professional Engineer License



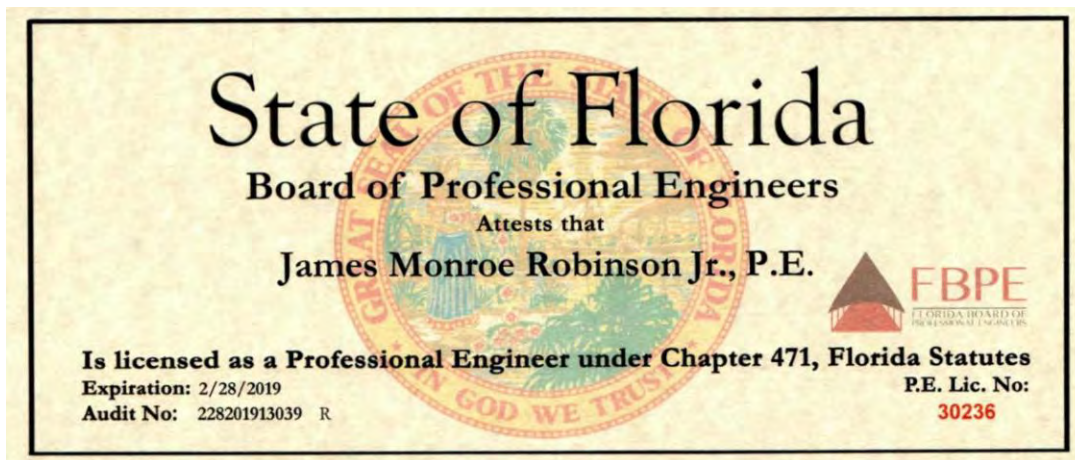
Lisa B. Leonard, P.E.  
Professional Engineer License



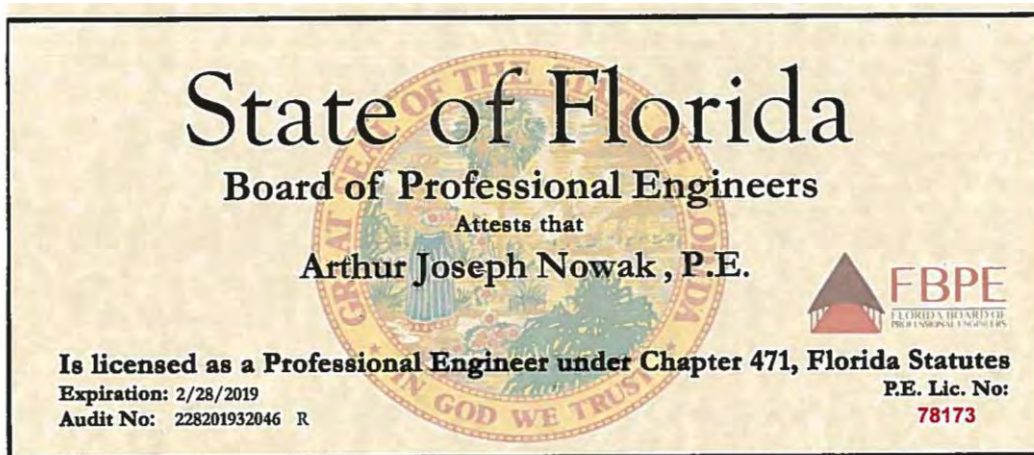
George Mark Brockway, P.E.  
Professional Engineer License



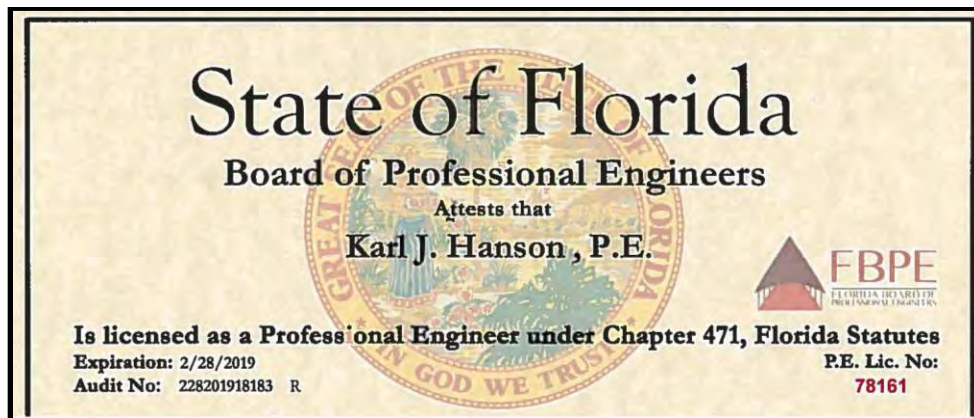
James Monroe Robinson Jr., P.E.  
Professional Engineer License



Arthur Joseph Nowak, P.E.  
Professional Engineer License



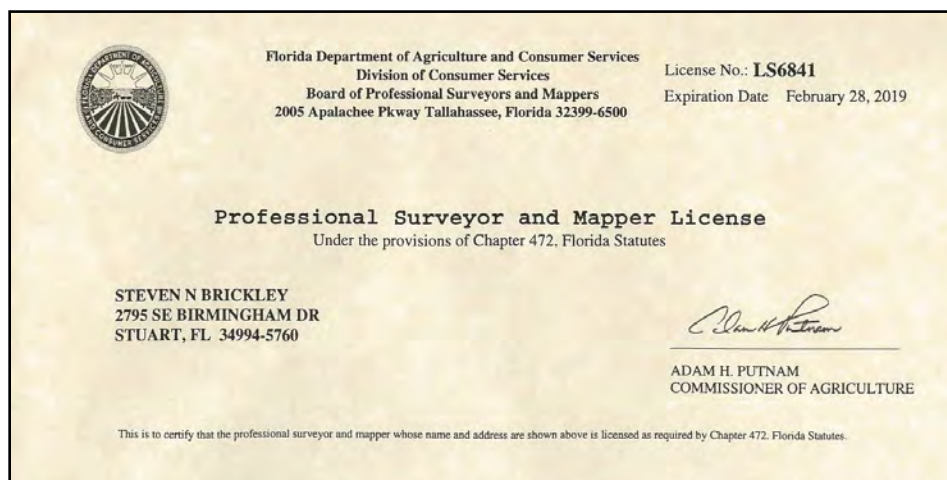
Karl J. Hanson, P.E.  
Professional Engineer License



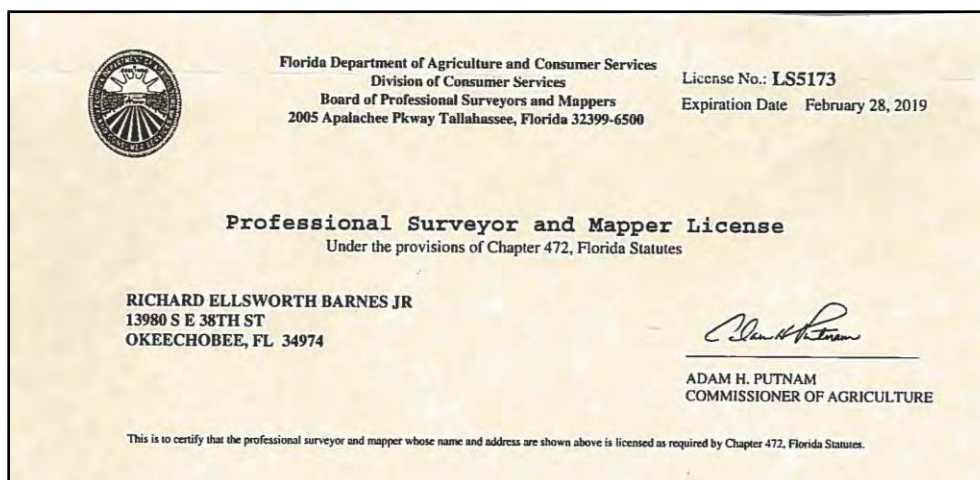
Kenneth M. Baybutt, P.E.  
Professional Engineer License



Steven Nicholas Brickley, P.S.M.  
**Professional Surveyor License**





Richard Ellsworth Barnes Jr, P.S.M.  
**Professional Surveyor License**







HJA Design Studio LLC  
Professional Landscape Architecture Firm License

RICK SCOTT, GOVERNOR		JONATHAN ZACHEM, SECRETARY	
<b>STATE OF FLORIDA</b> <b>DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION</b> <b>BOARD OF LANDSCAPE ARCHITECTURE</b>			
<b>LICENSE NUMBER</b> LC26000413		  	
The LANDSCAPE ARCHITECT BUSINESS Named below HAS REGISTERED Under the provisions of Chapter 481 FS. Expiration date: NOV 30, 2019			
HJA DESIGN STUDIO LLC 50 E OCEAN BOULEVARD SUITE 101 STUART FL 34994			
ISSUED: 10/25/2017	DISPLAY AS REQUIRED BY LAW	SEQ # L1710250003272	

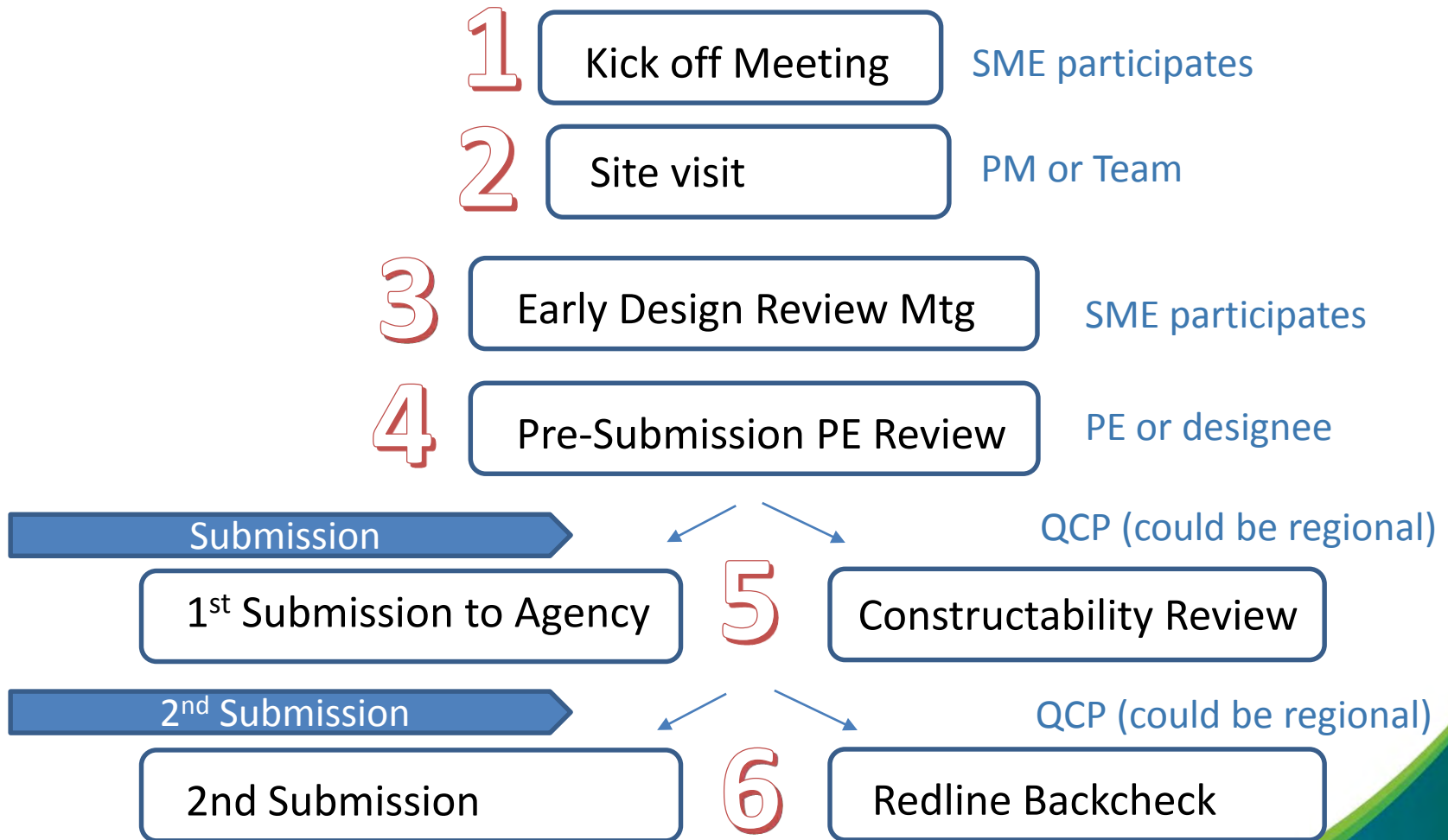


Cardno, Inc.  
Professional Engineering Firm License

<b>State of Florida</b> <b>Board of Professional Engineers</b>	
Attests that <b>Cardno, Inc.</b>	
	
Is authorized under the provisions of Section 471.022, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.	
<b>Expiration:</b> 2/28/2019 <b>Audit No:</b> 228201900972 R	 <b>CA Lic. No:</b> <b>29915</b>

# Quality-By-Design Initiative

## The Flow Chart, a 6 step process



# Quality-By-Design Initiative

## Live Demonstration of QBD Web Portal

Bowman Intranet   Sales   Collections Goals   Backlog   Utilization   Team Leader   Project Manager   NPS   Xray   Billing Review   Projections   VCP

Help | Feedback

### Quality By Design

**Project**

**Project Manager**

**Office**

**Regional Manager**

**Branch Manager**

**QC Professional**

**Show Only**

Actions	Project Number	Project Name	Project Manager	Regional Manager	Meetings	Submissions	Constructability Review	Hours	Redline Backcheck	QC Professional
	Project Number	Project Name	Office	Branch Manager	Kickoff	First	Due Date	Budget	Due Date	
					Early Design	Second	Complete Date		Complete Date	
	005033-04-002	South King Street Multi-Family (Mixed) King Street Station Site Plan	Dove, Jerry Leesburg	Quante, Patrick Quante, Patrick	05/03/2017 06/01/2017	06/29/2017	09/17/2017 <b>10/25/2017</b> 10/27/2017	23 \$2,736		Tagg, Daren
	005073-11-001	Morley Corner Daycare Site Plan (Mixed) Morley Corner Daycare Site Plan	Sell, Michael Leesburg	Quante, Patrick Quante, Patrick		07/06/2017	08/18/2017 08/15/2017 08/15/2017	6 \$768		Tagg, Daren
	005124-01-013	Evergreen Com Ctr Lots 11A 12A 14A Mixed	Eisenhower, John Leesburg	Quante, Patrick Quante, Patrick				0 \$0		Tagg, Daren
	006742-04-005	Shenandoah Final Design (Mixed) Lake Frederick Phase 4 Section 3	Dove, Jerry Leesburg	Quante, Patrick Quante, Patrick		06/01/2017	07/03/2017 <b>07/13/2017</b> 07/13/2017	22 \$2,592		Tagg, Daren
	008282-01-006	LCPS ES-31 Tillett Property Site (Mixed) ES-31 Site Plan	Heck, Todd Leesburg	Quante, Patrick Quante, Patrick	08/01/2017	10/17/2017	11/17/2017 11/14/2017 11/15/2017	18 \$2,208		Tagg, Daren



## *Quality by Design*

### Pre-Submission PE Review Checklist

Project Name: \_\_\_\_\_

Project Number: \_\_\_\_\_ Date: \_\_\_\_\_

PE Performing the Review: \_\_\_\_\_

Item #	Items to be reviewed:	Complete	Revision Required	N/A
	<b>General:</b>			
1	Print out a complete set on paper (full size).			
2	Flip through each sheet for obvious omissions.			
3	Complete agency review checklists.			
4	Read the general notes to make sure all are applicable to the project.			
5	Ensure notes exist for outside studies utilized (i.e. wetlands, geotechnical, traffic etc.)			
6	Review all tabulations (zoning, site, parking etc.).			
7	Review details. Remove any that are not applicable.			
	<b>Geometric Plan</b>			
1	Show the entire property boundary with bearings and distances.			
2	Show proposed internal parcel/lot lines.			
3	Label curb radii.			
4	Provide curve data for all centerline curves.			
5	Label travelway widths.			
6	Label existing and proposed roadways.			
7	Label parking/loading space dimensions.			
8	Double check that the number of parking/loading spaces match the tabulation.			
9	Confirm that all parking/loading spaces are feasible for ingress and egress.			
10	Confirm ADA parking spaces have been provided.			
11	Label existing and proposed sidewalks and trails.			
12	Label size and type of storm sewer.			
13	Label size and type of sanitary sewer.			

Item #	Items to be reviewed:	Complete	Revision Required	N/A
14	Label size and type of waterline.			
15	Provide structure labels for storm sewer.			
16	Provide structure labels for sanitary sewer.			
17	Provide waterline name and stationing.			
18	Label waterline appurtenances.			
19	Label proposed easements (storm, sanitary, waterline)			
20	Label existing storm sewer.			
21	Label existing sanitary sewer.			
22	Label existing waterline.			
23	Label retaining wall type.			
24	Label proposed signs			
25	Label buffer yards.			
26	Label setbacks.			
27	Verify that the correct building footprint is being used.			
28	Label building use, height, square footage, and FF elev.			
	<b>Demolition Plan</b>			
1	Clearly indicate which trees are to be removed.			
2	Clearly indicate which utilities are to be removed or abandoned.			
3	Clearly indicate which easements are to be vacated.			
4	Clearly indicate which buildings are to be removed.			
5	Clearly indicate the extent of pavement removal.			
6	Clearly indicate which wells/septic fields are to be abandoned.			
7	Ensure the demolition activities are within the limits of disturbance.			
8	Note that Contractor is to coordinate all utility shut offs with the utility company.			
	<b>Grading Plan</b>			
1	Check that all contours are labeled (existing & proposed).			
2	Check that each contour ties into the correct existing contour.			
3	Check for offsite grading.			
4	Ensure spot elevations are shown at all:			
	a. Building corners			
	b. Building entrances			
	c. Parking lot corners			
	d. PC/PT/PCR			
	e. Low points			
	f. High points			

Item #	Items to be reviewed:	Complete	Revision Required	N/A
	g. Structure tops			
	h. Key points on the accessible route			
5	Check for low points that don't drain.			
6	Check grade drop from FF of the building to outside grade.			
	a. 6"-8" for slab on grade			
	b. 18"-24" for structures with wooden joists			
7	Check minimum slope of grade adjacent to the building.			
	a. Minimum 5% for 10 feet in grass areas			
	b. Minimum 2% for 10 feet for impervious areas			
8	Check for 1% minimum pavement grade.			
9	Check for 2% minimum grade in grassy areas.			
10	Check for 2:1 or 3:1 maximum grade.			
11	Provide top of wall and bottom of wall grade on retaining walls.			
12	Ensure grading of the HC parking spaces is no more than 2% in any direction.			
13	Check overland relief.			
	<b>Storm Sewer Profiles</b>			
1	Check to see that all proposed storm sewer has been profiled.			
2	Check to see that the outfalls have an appropriate structure called out.			
3	Check to see that the outfalls have appropriate outlet protection called out.			
4	Check to see that the outfall ties into the existing grade.			
5	Check to see that each outfall ties into an adequate receiving channel or pipe.			
6	Label the structure top elevation.			
7	Label the structure type.			
8	Label the structure inverts.			
9	Label the length, size, slope and pipe material for every pipe.			
10	Show location and elevation of all utility crossings.			
11	Label all clearances using pipe thickness at utility crossings.			
12	Label cover.			
13	Ensure pipe material is appropriate for the cover.			
14	Label controlled fill.			
	<b>Storm Sewer Computations</b>			
1	Ensure all proposed pipes have storm sewer comps.			
2	Ensure all proposed curb inlets have inlet comps.			

Item #	Items to be reviewed:	Complete	Revision Required	N/A
3	Ensure all grate inlets have grate computations.			
4	Provide HGL computations (if required).			
5	Check that drainage areas add properly in the storm sewer computations.			
6	Ensure all storm sewer has capacity.			
7	Ensure inlets do not exceed allowable spread.			
8	Provide computations for open channels.			
9	Provide outlet protection design computations.			
10	Provide culvert computations for all culverts.			
11	Provide special storm sewer details if required.			
	<b>Drainage Area Map</b>			
1	Ensure any offsite drainage area flowing onto the site is accommodated properly.			
2	Check areas, C-factors and Tc's for reasonableness.			
3	Ensure the structure labels are turned on.			
4	Check drainage divides for accuracy.			
5	Ensure roof areas are properly accounted for.			
	<b>Sanitary Sewer</b>			
1	Check to see that all proposed sanitary sewer has been profiled.			
2	Check to make sure each building has a sewer connection.			
3	Provide a sanitary lateral schedule for townhouse & single-family projects (if required).			
4	Profile the sanitary lateral for each building for site plans (if required).			
5	Label the structure top elevation.			
6	Label the structure type.			
7	Label the structure inverts.			
8	Label the length diameter, slope and pipe material for every pipe.			
9	Show location and elevation of all utility crossings.			
10	Label all clearances using pipe thickness at utility crossings.			
11	Label minimum cover.			
12	Label controlled fill.			
13	Label maximum cover.			
14	Provide sanitary sewer computations.			
	a. Check flow generation methodology			
	b. Check capacity			
	c. Check velocity			

Item #	Items to be reviewed:	Complete	Revision Required	N/A
15	Check for required horizontal separation between sanitary sewer and water main.			
16	Include appropriate details.			
	<b>Waterline</b>			
1	Check to see that all the proposed waterline has been profiled.			
2	Check to make sure each building has a water service connection.			
3	Call out test pits at all connection points to the existing waterline.			
4	Label the minimum cover provided.			
5	Show location and elevation of all utility crossings.			
6	Label all clearances using pipe thickness at utility crossings.			
7	Label controlled fill.			
8	Label all appurtenances.			
9	Check that junctions (tees and crosses) are at the same elevation in both profiles.			
10	Label the pipe material and size.			
11	Check fire hydrant coverage.			
12	Fire lines and Fire Department Connection (FDC) shown where required.			
	<b>Stormwater Management (SWM)</b>			
1	Read the SWM/Adequate Outfall narrative.			
2	Label drainage area (DA) to each facility.			
3	Ensure all area is accounted for.			
4	Compare DA on map to DA used in pond comps and storm sewer comps.			
5	Make sure DA, Tc, CN, etc. on map matches what is show in the comps.			
6	Check the SWM details.			
7	Check orifice/weir sizes in comps and details to make sure they are the same.			
8	Ensure that water surface elevations from routings/computations are shown on grading plans and storm profiles.			
	<b>Best Management Practices (BMP)</b>			
1	Read the BMP narrative.			
2	Label drainage area (DA) to each facility.			
3	Ensure all area is accounted for.			
4	Compare DA on map to DA used in the computations.			
5	Check the BMP facility details.			

Item #	Items to be reviewed:	Complete	Revision Required	N/A
6	Check the BMP facility computations.			
7	PE is responsible for checking designs provided by vendors and manufacturers.			
	<b>Erosion Control</b>			
1	Confirm that the disturbed area to each device does not exceed the max allowable.			
2	Construction entrance (CE) provided			
3	Ensure all disturbed areas have some sort of protection.			
4	Check required E&S computations			
5	Read the project specific components of the narrative.			
6	Ensure the construction sequence is site specific.			
7	Check to make sure that all measures used have a detail on the plan.			
	<b>Landscape Plan</b>			
1	Check to make sure that plantings are not within the utility easements.			
2	Label all buffer yards.			
3	Ensure labels used match the legend.			
4	Check landscape tabulations.			
	<b>Lighting Plan</b>			
1	Check to make sure that light poles are not in conflict with utilities.			
2	Ensure that light poles are protected from vehicle contact.			
3	Ensure that illumination levels shown are consistent with the local requirements.			
4	Ensure light pole spacing is consistent with local requirements.			
5	Provide a detail for each type of light used.			
	<b>Road Plan/Profile</b>			
1	Label the road name, category, traffic count and design speed.			
2	Check the typical section to make sure it agrees with the plan view.			
3	Confirm that centerline elevations match at all intersecting streets.			
4	Profile the proposed grade at CL, ex grade at CL.			
5	Label the PC, PT, PRC, PVC, PVT, PVI			
6	Provide Curve Table.			
7	Label K values.			
8	Label the length of vertical curves.			
9	Label road slope for each tangent segment.			

Item #	Items to be reviewed:	Complete	Revision Required	N/A
10	Provide top of curb elevation or offset from CL.			
11	Provide a stakeout table for any median divided road.			
12	Show future profile beyond the tie in point.			
13	Provide sight distance profiles for site entrances.			
14	Provide horizontal sight distance.			
15	Label horizontal transitions for lane shifts			
16	Label tapers and storage lengths for left and right turn lanes			
17	Label cross slope transitions for superelevation.			
18	Label cul-de-sac geometry and slope.			
19	Label handicapped ramps.			
20	Proposed curb tying into existing EP requires field topo.			
21	Check pavement design to make sure all roads and parking areas are covered.			
<b>The PE Reviewer is responsible for scanning a copy of the checklist and the reviewed plan set with all reviewers' comments/annotations and placing them in the Project's QC Folder on the Project Drive.</b>				
<b>The PE Reviewer is also responsible to add the date of the Pre-Submission Review to the QBD Web Portal.</b>				

# Bowman

CONSULTING

Stuart • Port St. Lucie • Melbourne • Jacksonville • Fort Lauderdale • Tallahassee

Stuart Office  
301 SE Ocean Blvd.  
Stuart, Florida 34994  
(772) 283-1413 Fax: (772) 220-7881  
[www.bowmanconsulting.com](http://www.bowmanconsulting.com)

## FIELD REPORT

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Project No. \_\_\_\_\_ Time arrived at site: \_\_\_\_\_ Time left site: \_\_\_\_\_  
Location: \_\_\_\_\_  
Weather: \_\_\_\_\_ Temp: \_\_\_\_\_

Owner / Developer: \_\_\_\_\_  
General Contractor: \_\_\_\_\_  
Site Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Sub- Contractor(s): \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

### Present at Site:

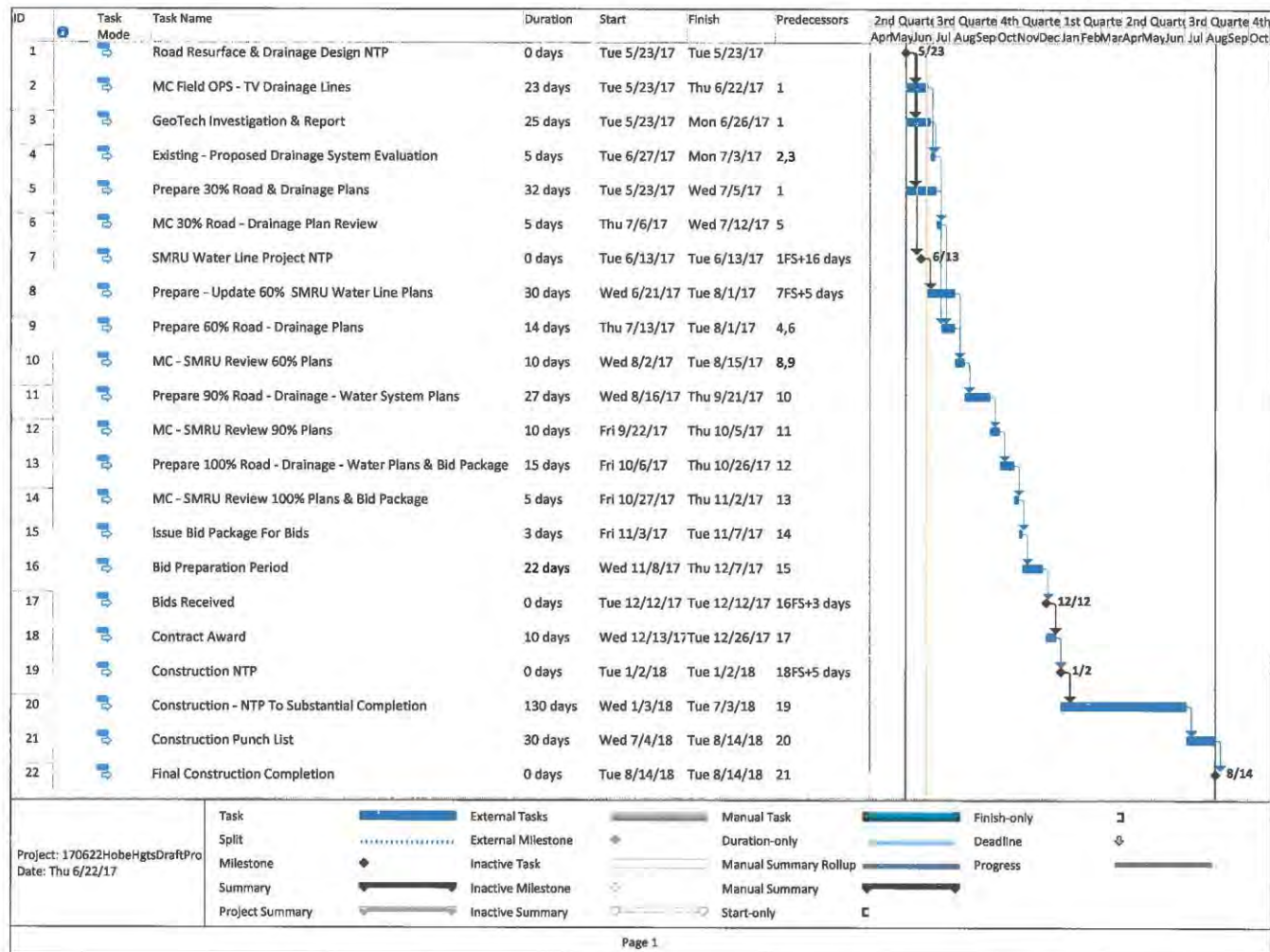
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: FILE \_\_\_\_\_ Signed: \_\_\_\_\_  
CC: \_\_\_\_\_

THE FOLLOWING WAS NOTED OR OBSERVED:

Field Report Stuart

# Project Milestone Schedule



## ***Record Keeping Procedures***

**Bowman Consulting** understands the amount of planning and fiscal responsibility that it takes for the Village of Indiantown to serve its residents and achieve the goals. We realize the importance of keeping projects on schedule and within budget to enable the staff to meet milestones tied to funding and complete critical Village projects.

**Bowman Consulting** utilizes Deltek's Vision Software which provides its Project Managers with a number of reports from detailed cost analysis to project-to-date summaries. **Bowman Consulting** also incorporates electronic timesheets, in which all employees log in their time daily. The Project Manager accesses this data each week to evaluate cost, production rates, schedules, invoicing, and available resources. This effectively allows the Project Manager to make required actions before task budgets go over.

Furthermore, **Bowman Consulting** tracks the hourly use of time versus the budgeted time for each project. We have accumulated enough typical man-hour data to schedule tasks and establish an accurate budget forecast. The Project Manager utilizes this information and Microsoft Project where applicable/beneficial to identify tasks, resources, project milestones, client due dates and key task coordination. With respect to project schedules and control, the Project Manager reviews deliverable deadlines and then schedules the necessary work efforts and review periods with staff to ensure the deadlines are met and costs are maintained.

Utilizing the above-mentioned software and procedures, **Bowman Consulting** is able to help clients reduce costs and maintain schedules on projects that are to be completed not just on daily and weekly basis but also those that require months of attention to accomplish the related surveying services.

**Bowman Consulting** is accustomed to meeting intense deadlines for our clients. We know ***the only constant is change*** and we always remain prepared to switch gears as soon as necessary. This constant awareness and attention to our projects has allowed us to complete our projects on schedule and within budget. Our intent is to exceed the expectations of our clients and provide solutions in technology and/or approach that no other firm puts together so that we may enable the client to achieve successful projects.

August 30, 2018  
Bowman Project Number

**RE: PROJECT NAME**  
**Status Memorandum**

This site is located in the Village of Indiantown, Martin County, at the southeast corner of Any Street and Any Street. The Site Plan has been designed to comply with the Village of Indiantown and the Martin County development codes. We offer the information below as a brief history and status memorandum of the project:

- General

1. The site is zoned....
  - a. Permitted use....
  - b. Conditional Use....
2. The site has a land use of....
3. The site lies within....

The Plan recommends the following items pertaining to the existing site:

  - a. A land use change should be sought to change the existing site to a new Mixed Use land use.
  - b. Improvements such as shelters, boardwalk, benches, landscaping, lighting, etc. could be incorporated into the....
  - c. Improvements to Any Street.
  - d. Major Intersection Improvements at....
4. Landscape
  - a. The minimum open space requirement is....
  - b. All setbacks shall be landscaped and pervious.
  - c. Each row of parking shall be separated by a landscape strip at least....
  - d. A landscaped area having a minimum width of....shall separate the vehicular use area from the walls of a building.
5. Building
  - a. The building setbacks in the Community Business District are as follows:  
Front =  
Side =  
Rear =
  - b. The maximum building height is....
6. Parking
  - a. The current site plan provides....parking spaces (....Ratio)
  - b. The Village of Indiantown code requires....parking spaces (....Ratio) for the proposed project
  - c. Parking aisles shall not intersect any access driveway within....feet of the right-of-way line.

- Environmental and Geotechnical

1. There is an existing building located at....
2. A Phase I Environmental Site Assessment is being conducted for the project site to investigate any potential environmental issues. This investigation is anticipated to be completed by....
3. It is also anticipated that a Phase I Environmental Site Assessment will be necessary. This investigation is also anticipated to be completed by....
4. A subsurface geotechnical exploration is being conducted at the site to verify subsurface soil conditions. This investigation is anticipated to be completed by....

- Survey

1. An ALTA boundary survey and title commitment are being prepared for the project site. Any encumbrances on the property will be depicted on the survey. The survey is anticipated to be completed by....
2. The site topography is relatively flat. The site is lying at the approximate same elevation of the adjacent streets.
3. Based on the recently updated FEMA Maps, the flood zone for the entire site is Flood Zone..... The flood insurance rate map (FIRM) is panel number....

- Access, Roadway Infrastructure and Traffic

1. There are existing right in right out driveway connections....In addition, there are existing driveway connections to....
2. The proposed site plan indicates proposed access points into the site.
3. An access location has been provided within the project site to connect to the existing commercial site located adjacent to the project site.
4. There are no signalized access points proposed or existing for the site. However, an existing signal is located at the intersection of....
5. The existing right-of-way (ROW).....The FDOT ROW map confirms that the ROW for....
6. It is our understanding that if the project is required to be re-platted....
7. Traffic concurrency is reviewed by..... Concurrency is based on how many new trips are proposed for the project site. The trips are calculated based on the area of the building.

- Stormwater

1. The proposed stormwater management system will consist of....
2. It is anticipated that....

- Utility Infrastructure

1. According to as-built drawings from the Village of Indiantown utilities department, the following utilities are available at the project site:
  - a. Water
    - One 16" water main.....
    - Two 6" water mains....
    - One 8" water main....
  - b. Wastewater
    - An existing sanitary manhole (labeled "GREASE" on the lid) exists behind the existing....
    - We also found two additional sewer manholes located on the east side....
    - Based on the as-builts, there should also be an existing gravity sewer system along....

- Permitting

The following agencies are anticipated to have jurisdiction over the project and therefore may require a permit:

1. Village of Indiantown
  - a. Site Plan Approval
    - Developmental Review Committee (DRC)
    - Planning and Zoning Division
    - Village Commission
  - b. Engineering/Public Works Department
  - c. Utilities Department
  - d. Fire Rescue Department
2. Martin County
  - a. Development and Environmental Regulation (DER)
    - Stormwater
    - Water
    - Wastewater
  - b. Health Department – Water Sample Points
  - c. Transit Review
3. Florida Department of Transportation
  - d. Driveway Connection
  - e. Drainage Connection
  - f. Utility Connections
4. South Florida Water Management District (SFWMD)
5. Army Corps of Engineers (ACOE)
6. US Coast Guard
7. Florida Inland Navigation District (FIND)
8. Florida Department of Environmental Protection (FDEP) – NPDES Notice of Intent

**ATTACHMENT B**  
**REQUEST FOR INFORMATION TO SUBMIT WITH IRS W-9 FORM**

Federal Income Tax Law requires a Form 1099 with a valid taxpayer identification number to be filed for payments made in the course of conducting a trade or business. Further, these payments may be subject to Backup Federal Income Tax Withholding for all payees who have not submitted a correct Federal Tax Identification Number at the time of payment.

Please read this form and complete the information thereon before signing and **returning with a copy of your IRS W9 Form**. If you are a corporation, we will not issue you a Form 1099 (Reference: 1.6401-3(c)). However, kindly return this form to document your corporate status.

In order to avoid the possibility of future payments being held subject to Backup Withholding at a rate of 31%, please complete the form printed below and return this letter to the above address or E-mail request to: [tsarno@indiantown.org](mailto:tsarno@indiantown.org).

**VENDOR NAME** Bowman Consulting Group Ltd

**DBA:**

**CORPORATE ADDRESS:** 301 SE Ocean Boulevard Suite 301

**CITY:** Stuart **STATE:** FL **ZIP:** 34994

**TELEPHONE:** ( 772 ) 283-1413 **FAX:** ( 772 ) 220-7881 **ALTERNATE PHONE:** ( )

***"THE ABOVE INFORMATION WILL BE USED FOR PURCHASE ORDERS"***

**REMIT TO ADDRESS:** PO Box 222534

**CITY:** Chantilly **STATE:** VA **ZIP:** 20153

**TELEPHONE:** ( 703 ) 464-1000 **FAX:** ( ) **ALTERNATE PHONE:** ( )

**COMPANY CONTACT NAME:**  
Jerry Compton

**COMPANY/CONTACT EMAIL ADDRESS:**  
jcompton@bowmanconsulting.com

**TYPE OF ORGANIZATION**

- |   |   |   |
|---|---|---|
| 1. <input type="checkbox"/> Corporation | 3. <input type="checkbox"/> Sole Proprietor | 5. <input type="checkbox"/> Government Agency               |
| 2. <input type="checkbox"/> Partnership | 4. <input type="checkbox"/> Individual      | 6. <input checked="" type="checkbox"/> Other: <u>S-Corp</u> |

**1099 REPORTING STATUS (Check One):** ☒ **Yes** ☐ **No**

**TAXPAYER IDENTIFICATION NUMBER:**

Employer Identification Number: 54 - 1762351 (Or) Social Security Number:        -        -

Print name of Taxpayer if using SS#: \_\_\_\_\_

**Under penalties of perjury, I certify that this statement is accurate and complete.**

Signature: \_\_\_\_\_ Title: Principal

Date: 8/14/2018 Phone: (772) 283-1413

**Form W-9**  
(Rev. November 2017)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Bowman Consulting Group, Ltd.**

2 Business name/disregarded entity name, if different from above

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

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):

Exempt payee code (if any) **N/A**

Exemption from FATCA reporting code (if any) **N/A**

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**3883 Centerview Dr., Suite 300**

6 City, state, and ZIP code  
**Chantilly, VA 20151**

7 List account number(s) here (optional)

8 Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number

Or

Employer identification number

5 4 - 1 7 6 2 3 5 1

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ► *Cynthia Tremean*

Date ► *1/4/2018*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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



## Tab 8

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# Prohibition Non-Collusion Conflict of Interest Disclosure Statements

## *Prohibition Non-Collusion/ Conflict of Interest Disclosure Statement*

"The respondent warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, Council, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement."

"The respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena."

**Bowman Consulting Group Ltd** discloses that there is no potential conflict of interest, real or apparent, that the Respondent, employee, officer, or agent of the firm may have due to ownership, other clients, contracts or interests associated with this project.

By: \_\_\_\_\_

  
Jerry Compton  
Principal



## Tab 9

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### Optional Information

### Letters of Recommendations

 <p><b>City of Stuart</b> Public Works Department 121 NW Eagle Avenue • Stuart • Florida 34994 Telephone: (772) 288-5331 Fax: (772) 288-5331</p> <p>Samuel T. Amerson, P.E. Public Works Director</p> <p>April 11, 2018</p> <p>Bowman Consulting Group Ltd 301 SE Ocean Boulevard Suite 301 Stuart, Florida 34994</p> <p><b>Re: Letter of Recommendation</b></p> <p>To Whom It May Concern:</p> <p>Bowman Consulting Group Ltd communicates well with all staff at all levels, and is fully committed to producing outstanding work products on time and in budget. Their overall quality of work is thorough and complete.</p> <p>We have full confidence in Bowman Consulting to perform the required civil engineering services for your projects.</p> <p>If you have any further questions or need any additional information, please don't hesitate to contact me at (772) 288-5331.</p> <p>Sincerely,</p>  <p>Samuel T. Amerson, P.E. Public Works Director</p> <p>Page 67</p>	 <p><b>MARTIN COUNTY</b> BOARD OF COUNTY COMMISSIONERS 301 S.E. MONTEREY ROAD • STUART, FL 34994</p> <p>Telephone: 772-221-2179 Email: Board@martin.fl.us</p> <p>April 12, 2018</p> <p>Bowman Consulting Group Ltd 301 SE Ocean Boulevard Suite 301 Stuart, Florida 34994</p> <p><b>Re: Letter of Recommendation</b></p> <p>To Whom It May Concern:</p> <p>Please accept this Letter of Recommendation of the Bowman Consulting Group Ltd. In the last 8 years, we have engaged Bowman Consulting to perform and provide engineering design and permitting services for several projects. Their overall quality of work is thorough and complete and has always met our expectations. We would not hesitate to hire them again in future projects.</p> <p>Sincerely,</p>  <p>Mark L. Dwyer Park Planner &amp; Dev Administrator Martin County BOCC</p> <p>Page 68</p>	 <p><b>Florida Department of Transportation</b> 2400 West Colonial Boulevard Fort Lauderdale, FL 33395</p> <p>April 17, 2018</p> <p>Bowman Consulting Group Ltd 301 SE Ocean Boulevard Suite 301 Stuart, Florida 34994</p> <p><b>Re: Letter of Recommendation</b></p> <p>To Whom It May Concern:</p> <p>Bowman Consulting Group Ltd has served the Florida Department of Transportation - District Four as a client for many years. This ongoing relationship has been extremely beneficial to this Florida Department of Transportation District and is a testament to Bowman Consulting's commitment to providing quality results through their professional and technical expertise. We have successfully collaborated on many complex and demanding projects.</p> <p>With their unique balance of resources and services, the knowledge and experience of Bowman's staff enables them to respond professionally and expeditiously while meeting the challenging demands of this Florida Department of Transportation District. Their staff is skilled; they communicate well, produce a high-quality survey and mapping product and provide exceptional customer service.</p> <p>Bowman Consulting comes highly recommended by the Florida Department of Transportation - District Four as professionals in survey and mapping and overall project management.</p> <p>Sincerely,</p>  <p>Robert D. Smith, P.S.M. District Surveyor &amp; Mapper Florida Department of Transportation, District Four</p> <p>Page 69</p>
 <p><b>MARTIN COUNTY</b> BOARD OF COUNTY COMMISSIONERS 301 S.E. MONTEREY ROAD • STUART, FL 34994</p> <p>Telephone: 772-288-5932 Email: Board@martin.fl.us</p> <p>April 19, 2018</p> <p>Bowman Consulting Group Ltd 301 SE Ocean Boulevard Suite 301 Stuart, Florida 34994</p> <p><b>Re: Letter of Recommendation</b></p> <p>To Whom It May Concern:</p> <p>Please accept this Letter of Recommendation for Bowman Consulting Group Ltd. The last 8 years, we have worked well with Bowman Consulting on several Martin County projects for engineering design and permitting services. Their work is thorough and complete and has always met our standards and expectations. We would not hesitate to hire them again in future projects.</p> <p>Sincerely,</p>  <p>Logan Huber, P.E. Project Manager, Capital Projects Dept. Martin County BOCC</p> <p>Page 69</p>	 <p><b>SOUTH FLORIDA WATER MANAGEMENT DISTRICT</b></p> <p>April 17, 2018</p> <p><b>Re: Letter of Recommendation Surveying &amp; Mapping Contractual Services</b></p> <p>To Whom It May Concern:</p> <p>Bowman Consulting Group Ltd has served the South Florida Water Management District as a client for many years. Their staff is skilled, they communicate well, produce a high-quality Survey and Mapping product and provide exceptional customer service.</p> <p>We have full confidence in Bowman Consulting to perform the required Survey and Mapping services for your projects.</p> <p>If you have any questions, contact:</p> <p>Michael O'Brien</p> <p>Michael O'Brien PSM, CFM South Florida Water Management District Surveying &amp; Mapping Section Administrator (561) 682-6688 <a href="mailto:mobrien@sfwmcd.gov">mobrien@sfwmcd.gov</a></p> <p>Page 69</p>	 <p><b>MANN RESEARCH CENTER, LLC</b></p> <p>March 24, 2015</p> <p>Bowman Consulting Group, Ltd. 301 SE Ocean Blvd Suite 301 Stuart, FL 34994</p> <p><b>Re: Letter of Reference</b></p> <p>To Whom It May Concern:</p> <p>Bowman Consulting Group, Ltd. has provided Mann Research Center with professional surveying services on a variety of projects, including the development of a state of the art medical office building and subdivision platting. We have been extremely pleased with the services provided and would consider them for additional work in the future. In fact, we will only consider them. Their team is beyond great. Their work has included:</p> <ul style="list-style-type: none"> <li>• Boundary &amp; Topographic Surveys</li> <li>• ALTA Land Title Surveys</li> <li>• Title Document Review</li> <li>• Legal Descriptions &amp; Sketches</li> </ul> <p>We strongly believe that Bowman Consulting Group, Ltd. is able to deliver a professional product on time and within budget. Going the extra mile for their client is actually standard practice for Bowman. We highly recommend their services for your surveying and mapping projects.</p> <p>Sincerely,</p>  <p>Andy Favata General Manager</p> <p>Mann Research Center, LLC 10490 SW Village Center Drive Port St. Lucie, FL 34987 772-345-5335</p> <p>Page 69</p>

**Other Relevant Projects****Riverland / Kennedy DRI; Port St Lucie, St. Lucie County, Florida**

The DRI includes 3,845 acres east of Range Line Road just north of the St. Lucie/Martin County Line. Entitled uses are 11,700 residential units, 892,668 SF of retail, 1,361,250 SF of Research and Office, 1,361,250 SF of light Industrial and 327,327 of private, non-residential. Bowman Consulting has been contracted for water and wastewater master plan design studies for the various parcels of the DRI. This includes, but not limited to, feasibility studies, system layout design, system sizing, design criteria, modeling, pump system design, jurisdictional coordination and cost studies

**16" Water Main and Force Main Extension -13600 SW 288<sup>th</sup> Street Homestead, Miami-Dade County, Florida**

Miami-Dade Water and Sewer Department (MDWASD) required an extension of approximately 1300 linear feet of 16" DIP water transmission main be constructed within the SW 137<sup>th</sup> Avenue right-of-way under the existing pavement. The connection point for the new water main was on an existing 48" concrete water main location in the intersection of SW 137<sup>th</sup> Avenue and SW 288<sup>th</sup> Street which presented some challenges for coordination of construction. The MDWASD also required the installation of approximately 400 linear feet of 16" DIP sewer force main within the SW 137<sup>th</sup> Avenue roadway. In addition to the extensive offsite utility improvements, this project included approximately 2500 linear feet of 12" DIP onsite water/fire distribution mains along with onsite gravity sewer mains, an regional lift station.

**12" Water Main within US Highway 1 - Travel Lanes - 21151 S Dixie Hwy, Miami-Dade County, Florida**

As part of this project it was necessary to relocate approximately 750 linear feet of an existing 12" DIP water transmission main for MDWASD that was located on the project site. The new location of the water main was within the existing travel lanes of Federal Highway and SW 211<sup>th</sup> Street. Due to the location in existing pavement and conflicts with existing underground facilities, this project required detailed coordination between FDOT, MDWASD, Miami-Dade Public Works Department and other utilities for design and installation of the new water main. This project also called for an extensive detailed Maintenance of Traffic plan to accommodate construction activities. In addition to the offsite utility improvements, this project included approximately 1250 linear feet of 12" DIP onsite water/fire distribution mains along with onsite gravity sewer service, an onsite lift station and onsite force main.

**12" Water Main within NW 79<sup>th</sup> Street - Travel Lanes -3200 NW 79<sup>th</sup> St, Miami, FL 33147, Miami-Dade County, Florida**

The water distribution system consisted of approximately 3100 linear feet of 12" DIP water/fire main. In addition as part of the project construction, MDWASD required an offsite water main extension of approximately 1400 linear feet of 12" DIP water main within the travel lane and right-of-way of NW 79<sup>th</sup> Street which also included an elevated public transit system. This project also included approximately 1500 linear feet of onsite gravity sewer main.

**Relocation of Existing Utilities - 2500 W Broward Blvd, Fort Lauderdale, Broward County, Florida**

The project will include a Big Box Retail anchor store and multiple parcels for other commercial use. This project is in the final stages of permitting and is scheduled to begin construction within the next few months. In order to accommodate the redevelopment of this area, an existing City of Fort Lauderdale sewer force main must be relocated. This will require the installation of approximately 700 linear feet of new 10" DIP sewer force main within a new easement on the project site. The existing force main will need to remain in service while the new force main is constructed.

**Village at Midway; Fort Pierce, St. Lucie County, Florida**

Village at Midway is a Planned Development (PD) in the City of Fort Pierce which includes about 517 acres at the area just west of I95 and north of Midway Road. Entitled uses are 2.7M sf of warehouse/industrial/flex, 200k sf of retail/mixed use and 650 units of multifamily. Bowman Consulting is the lead consultant for team of specialty consultants that include planning, traffic, environmental, geotech and others. Bowman has coordinated with local utility departments for water and waste water infrastructure on a regional scale. Bowman's responsibility includes, but not limited to, feasibility studies, entitlements, design of water, wastewater, drainage, roadway and other systems, system sizing/detailing, design criteria, modeling, jurisdictional coordination and cost studies.



# Tab 10

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## Addenda

The Village of Indiantown did not issue Addenda for REI #02-2018.



LEGAL NOTICE FOR REI# 02-2018

**PROFESSIONAL ENGINEERING SERVICES**

The Village of Indiantown Council, Indiantown, Florida, in compliance with Florida Statute 287.055, Consultants' Competitive Negotiation Act (CCNA), invites qualified, experienced, licensed engineers to provide Civil Engineering Services to the Village of Indiantown on an "as needed" basis, for an initial term of two (2) years, effective October 1, 2018, with three one year renewal options.

A complete RFP package can be requested the Village Office at 772-597-9900 or by email at [tsarno@indiantown.org](mailto:tsarno@indiantown.org). The Village of Indiantown is not responsible for the content of any package received through any 3<sup>rd</sup> party service or the Village of Indiantown Village Office.

Firms desiring to provide the services described above shall submit one (1) original and six (6) copies with **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of their proposals, containing all of the required information **no later than 2:00 pm, August 21, 2018**. Submittals will be accepted by hand delivery at Village Offices located at 65500 SW Warfield Blvd. Indiantown, FL 34956, overnight delivery, or U.S. Mail to Village of Indiantown PO Box 398, Indiantown, FL 34956. Submittals received after that date and time will not be accepted or considered and will be retained unopened. Submittals will be opened as soon as practicable thereafter.

In compliance with the Americans with Disabilities Act (ADA), anyone desiring to attend this proposal opening who needs a special accommodation should contact the Village of Indiantown at 772-597-9900 at least 48 hours in advance of the meeting, excluding Saturday and Sunday.

**Mail/Overnight Submittal Responses to:**

**Village of Indiantown  
PO Box 398  
Indiantown, 2018**

**Hand Deliver Submittal Responses to:**

**Village of Indiantown  
Village Offices  
16550 SW Warfield Blvd.  
Indiantown, FL 34956**

Mark outside of envelope: **REI# 02-2018 "Professional Engineering Services"**

Publish Date: July 21, 2017

Village Council  
Village of Indiantown

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PROFESSIONAL ENGINEERING SERVICES

PART I GENERAL INFORMATION

1.1 **OVERVIEW**

The Village of Indiantown is seeking qualified experienced, licensed Professional Engineering services to the Village of Indiantown on an “as needed basis”. Civil Engineering services shall include, but are not limited to, design, build, supervise, operate, roadway improvements, irrigation, stormwater, water and sewer systems.

1.2 **DEFINITIONS**

"Proposer" shall mean vendors, contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this REI.

**Request for Expressions of Interest (also known as a Request for Qualifications):** A formal solicitation for professional services as defined in Florida State Statute (engineering, architecture, survey/mapping, landscape architecture) accomplished in accordance with Florida State Statute 287.055, the Consultant’s Competitive Negotiation Act (CCNA).

A Professional Engineer (PE) is an engineer certified by a state board of registration to practice engineering. The PE license is the engineering profession's highest standard of competence, a symbol of achievement and assurance of quality.

**DBPR:** Department of Business and Professional Regulation

**FBPE:** Florida Board of Professional Engineers

**NSPE:** National Society of Professional Engineers

**ASCE:** American Society of Civil Engineers

1.3 **ISSUING OFFICE AND LOCATION OF PROPOSAL OPENING**

Village of Indiantown  
PO Box 398  
16500 SW Warfield Blvd.  
Indiantown, FL 34956-0398

1.4 **QUALIFICATION PROCESS**

This REI shall qualify respondents based on such factors as the ability of professional personnel; past performance, willingness to meet time and budget requirements; current and projected workloads of the firms; and the volume of work previously awarded to each firm. After the solicitation responses are opened, the submittals will be deemed responsive and responsible; reviewed, rated, ranked, and qualified to provide the work as specified. Proposer should submit a complete package to be considered responsive in order for the Village to fully evaluate the firm’s qualifications.

Village Council shall authorize staff to negotiate with the qualified firms ranked 1-5. The Village will determine based on the ranking, if a minimum of three (3) firms up to a maximum of five (5) firms will be awarded for equal distribution of services. In the event the parties are unable to negotiate terms acceptable to the Village, the Village may determine to enter negotiations with the next, most responsive and responsible proposer determined by the selection committee, or it may re-solicit proposals.

The Village reserves the right to reject all proposals, to waive non-material, technical variances in the proposal, to abandon the project or to solicit and re-advertise for other proposals. The Village may in its discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

## **1.5 DEVELOPMENT COSTS**

Neither the Village, nor its' representatives shall be liable for any expenses incurred in connection with preparation of a response to this REI. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the REI.

## **1.6 INQUIRIES**

The Village will not respond to oral inquiries. Interested proposers may contact the Village Manager, Village Offices, 65500 SW Warfield Blvd., Indiantown, FL 34956, email: [tsarno@indiantown.org](mailto:tsarno@indiantown.org) regarding questions about this solicitation. The Village Office will also receive written requests for clarification concerning the meaning or interpretation of this REI, until (14) days prior to the submittal date. Questions shall be faxed or emailed with reference to the REI number. All proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the Village through written communication with the Village prior to opening of the responses.

Respondents may not contact any member of the selection committee, Village employee or Village elected official during this solicitation process. All questions or requests for clarification must be routed through the Village Manager.

## **1.7 DELAYS**

The Village may delay scheduled due dates, if it is to the advantage of the Village to do so. The Village will notify proposers of all changes in scheduled due dates by written addenda submitted to the Village.

## **1.8 QUALIFICATION SUBMISSION AND WITHDRAWAL**

The Village will receive all proposals at the following addresses:

**Village of Indiantown  
Village Offices  
16500 SW Warfield Blvd.  
Indiantown, FL 34956**

To facilitate processing, please mark the outside of the envelope as follows: **REI# 02-2018 "Professional Engineering Services"** The envelope shall also include the proposer's return address.

Respondents shall submit one (1) original and six (6) copies with **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of their proposal submittal in a sealed envelope marked as noted above. A proposer may submit the proposal by personal delivery, mail, or express shipping service.

***THE VILLAGE MUST RECEIVE ALL PROPOSALS BY  
2:00 P.M. ON TUESDAY, AUGUST 21, 2017***

Due to the irregularity of mail service, the Village cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the Village Office, as specified above, prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (772) 597-9900, before proposal closing time. A proposal received by the Village Office after the established deadline will be refused or retained unopened.

Proposers may withdraw their proposal submissions by notifying the Village in writing at any time prior to the deadline for proposal submittal. Proposers may withdraw their submissions in person or by an authorized representative. Proposers and authorized representatives must provide the letter of withdrawal, picture identification, proof of authorization (in the case of authorized representatives), and provide the Village with a signed receipt for the withdrawn proposal. After the deadline, proposals once opened, become a public record of the Village and are subject to the provisions of the Florida Public Records Law. As such they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

## **1.9 ADDENDA**

If revisions become necessary, the Village will provide written addenda to all respondents who received the Request for Expressions of Interest. All addenda issued by the Village of Indiantown in regard to this REI shall be acknowledged. Failure to acknowledge all addenda may result in disqualification.

The Village will make every effort to notify registered Proposers by email that an addendum has been made to the REI. The Village shall not be responsible for providing notice of addenda to potential proposers who receive a REI package from sources other than the Village.

All addenda issued by the Village must be acknowledged within the proposal at the time it is submitted to the Village.

## **1.10 EQUAL OPPORTUNITY**

The Village recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises.

## **1.11 INSURANCE**

The respondent shall provide proof of insurance coverage reflecting the minimum amounts and coverages as required by the Village (Attachment A).

## **1.12 PUBLIC ENTITY CRIMES**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit proposals or contract with the Village for

construction of a public building or public works; may not submit bids for leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided for in s. 287 for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list. Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (850) 488-8440.

### **1.13 SUSPENDED VENDOR**

An entity or affiliate who has been placed on the State of Florida Suspended Vendor List will not be considered for award. The Suspended Vendor List is available on the State's website at: [http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information)

### **1.14 PROPOSAL AS PUBLIC DOMAIN**

All documents and other materials made or received in conjunction with this project will be subject to public disclosure requirements of chapter 119, Florida Statutes. The proposal will become part of the public domain upon opening. **Vendors shall not submit pages marked "proprietary" or otherwise "restricted".**

### **1.15 PUBLIC RECORDS: Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action**

**Note: If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the Village Clerk as the custodian of Public Records for the Village of Indiantown, and all the respective departments at 772-597-9900 or [cwhite@indiantown.org](mailto:cwhite@indiantown.org), Village of Indiantown, Village Clerk 65500 SW Warfield Blvd., Indiantown, FL 34956 per F.S. 119.12.**

In compliance with F.S. 119.0701 the Contractor shall:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required

by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

- E. A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
- F. If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
- G. A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.
- H. If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
  - 1. ??The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
  - 2. ??At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.
- I. A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.
- J. A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

## **1.16 LICENSES & REGISTRATION**

- A. **Licenses:** Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of REI receipt. The proposal of any Proposer that is not fully licensed and certified shall be rejected.

- B. **Sunbiz:** Proposers, both corporate and individual, must provide proof that their firm is registered with the Division of Corporations for the State of Florida.
- C. **Business Tax Receipt:** Proposer shall comply with Business Tax Receipt requirements for **their** business location. A copy of the business tax receipt or proof of exemption shall be included with the submittal package.

#### **1.17 BACKGROUND INFORMATION**

As part of the evaluation process, the Village reserves the right, to require a Proposer to submit such evidence of his/her qualifications as it may deem necessary, and may consider any evidence available to it as to the qualifications and abilities of the Proposer, including past performance (experience) with the Village by the Proposer or any of their Owners.

#### **1.18 REFERENCES/RECORD CHECK**

As part of the evaluation process, the Village may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Proposer's submission of their REI constitutes acknowledgment of the process and consent to investigate. Village is the sole judge in determining Proposer's qualifications.

#### **1.19 COMPETENCY OF RESPONDENTS**

Proposals will be considered only from firms which are regularly engaged in the business of providing the services as described in this REI and who can provide evidence that they have established a satisfactory record of performance to insure that they can satisfactorily execute the services under the terms and conditions stated herein. The term "equipment and organization" as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the Village.

#### **1.20 CONTRACT TERM**

At all times during the term of the contract, the successful Contractor shall act as an independent Contractor and at no time shall be considered an agent or partner of the Village.

- A. **Contract Period:** This contract shall be awarded for an initial term of two (2) years subsequent to approval by the proper Village authorities. The contract may be renewed for three (3) additional one year periods provided both the successful proposer and the Village agree and all terms and conditions remain the same. Any contract or amendment resulting from this solicitation shall be subject to fund availability and mutual written agreement between the Village and the successful proposer. Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.
- B. **Option to Extend:** The performance period of any contract resulting from this solicitation may be extended upon mutual agreement between the contractor and the Village of Indiantown with no change in terms or conditions. Any extension of performance period under this provision shall be in one-year increments. The contract may be renewed for three (3) additional one-year periods, provided both parties are in agreement. Total contract length, including individual one-year extensions, shall not exceed five (5) years. Consideration of price increases at each renewal period will be

given provided such escalations are justified, reasonable and acceptable to the Village. Any price increases must be documented and approved by the Village of Indiantown. It is also expected that de-escalation of prices will be extended to the Village if the market so reflects.

- C. At the option of the Village, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is defined in Section 287.055, et seq, Florida Statutes, Consultant's Competitive Negotiating Act (CCNA).

## **1.21 PERFORMANCE EVALUATION**

Throughout the contract period the vendor(s) performance will be monitored by Village staff. If vendor performance fails to meet the standards specified and receives an unacceptable rating, the Village may without cause and without prejudice to any other right or remedy, terminate the contract whenever the Village determines that such termination is in the best interest of the Village. Vendor's receiving an unacceptable rating will be notified by certified mail. Contract termination shall be served by written notice by the Village Manager.

## **PART II STATEMENT OF WORK**

### **2.1 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

The exact scope of work shall be identified by work authorization on an "as needed basis (see attachment D). Qualified Engineers or firms must be registered with DBPR, FBPE and possess affiliations with NSPE and/or ASCE; and experienced Engineers to provide engineering and construction management, drafting, surveying, geotechnical engineering, roads, bridges, and infrastructure, buildings and structures, transportation engineering, stormwater, water and sewer systems, including but not limited to the following: .

- Preparation of roadway location or alignment studies
- Preparation of roadway design
- Preparation of land acquisition documents
- Preparation of a hydrologic & hydraulic studies
- Preparation of storm drainage system design
- Preparation of new or retrofit storm water management design
- Preparation of floodplain studies
- Preparation and procurement of requisite environmental permits
- Performance of traffic counts
- Preparation of traffic studies and analysis
- Preparation of maintenance of traffic design
- Preparation of structural studies and design for bridges, culverts and retaining walls
- Preparation of construction documents
- Preparation of cost estimates

- Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Preparation of as-built plans and surveys
- Review of plans, specifications and estimates developed by others
- Other customary Professional Engineering Services

## 2.2 **TIMETABLES**

The Village and respondents shall adhere to the following schedule in all actions concerning this REI:

- On July 20, 2017 the Village issues the REI.
- From July 20, 2017 to August 10, 2017, the Village will receive and answer all inquiries received by mail, facsimile transmission or email.
- The Village must receive response submittals by no later than 2:00 p.m. on Monday, August 20, 2017.
- The Village will review, evaluate, and rank the proposals in a timely manner.
- The ranked firms will be presented to the Village Council as the most qualified firms and request authorization to negotiate with the firms.
- The Village may enter into a contract after obtaining appropriate approvals effective October 1, 2018.

## **PART III INSTRUCTIONS FOR PREPARING SUBMISSIONS**

### 3.1 **RULES FOR SUBMISSIONS**

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to the REI. The interested firm or individual must submit one (1) original and six (6) copies of their proposal, including **one (1) electronic copy (PDF format preferred) on a CD** of the requested qualification data for evaluation. Please tab all support documents or attachments according to the order established in the following paragraph.

### 3.2 **PROPOSAL FORMAT**

Proposers should prepare their proposals using the following format. Proposers shall label, tab and organize proposal submittal documents utilizing the following format as outlined below. All attachments as requested shall be inserted in the back of each corresponding section.

In preparing your proposal, proposer should assume that the Village has no previous knowledge of their product or capabilities. Proposals should clearly describe the services, specifying where it meets, exceeds or does not comply with the general specifications.

**Letter of Transmittal:** The response format shall contain a letter of transmittal. The Letter of Transmittal will summarize in a brief and concise manner the Professional's understanding of the REI.

An agent authorized to negotiate for the respondent must sign the letter of transmittal. This signature shall certify the Village of the contents of the submittal and bind the firm to this response to the Village of Indiantown's Request for Expressions of Interest. The transmittal letter shall not exceed two (2) pages in length.

**Tab 1 ~ Company Qualifications:** Firms shall provide a brief profile of their company, which should include their history, and corporate structure, ownership interest, and the length of company's existence. Professional must identify all of their offices, including the location of the main office that will be responsible for the actual production of the work and the key personnel in that office who will be responsible for the completion of the work, including the resumes of the primary (key) individuals. Resumes of proposed key personnel shall include (name, company address, phone number, e-mail address) job skills, education, training, experience and professional affiliations/membership.

Provide a list of disciplines offered by the firm (i.e. mechanical, electrical, hydrogeologic, geotechnical, structural, land surveying, etc.).

All proposed sub-consultants shall be identified for disciplines, and the working relationship between the respondent and the sub-consultant shall be explained. Sub-consultants shall also provide key personnel resumes.

**Tab 2 ~ Operational Plan/Task Approach:** Submit a demonstrated thorough understanding of the concepts, principles, and procedures of Engineering services and its applicability to the Village.

Provide an outline of proposed manner in which a scope of work by work authorization will be addressed and the manner in which the approach shall demonstrate the firm's capability to work within the Village's budget and time constraints. Describe all quality control implementation procedures, sub-consultant supervision, contract compliance and enforcement of industry standards. Discuss ways to maintain schedules and ways to recover. Discuss cost control and value engineering. Describe any project management systems used to track and control project issues. Describe the communication procedures to be employed throughout the contract term and the plan to establish and maintain clear lines of communication with the Village's Project Manager and Village staff.

**Tab 3 ~ Experience References/Past Performance:** Provide a list of similar type projects which include a brief description of the project, cost, date the project was completed, and final construction cost and time. Owner of the project, including name, email address, and telephone number of a contact person, and as follows:

- Two (2) recent or current projects within the past year
- Three (3) projects with a Governmental entity within the past five years

- Provide a list of projected workloads. The volume of work previously awarded, with the intent of effecting equitable distribution of work among qualified firms.

**Tab 4 ~ Familiarity:** Provide a description of the firm's familiarity with local conditions, community goals, etc., in the Stuart/Martin County area.

**Tab 5 ~ Financial Assessment:** Describe a model for assessing financial decisions using principles of approaches as it relates to financial decision making, financial judgment with respect to Village projects in determining estimates of probable costs.

**Tab 6 ~ Insurance:** Provide proof of ability to obtain insurance coverages as detailed in Attachment A. A certificate of insurance indicating that the firm has coverage in accordance with the requirements herein set forth may be furnished by the firm to the Village along with their qualification data. A properly completed Accord Form is preferable. The Village of Indiantown being named as additional insured for General Liability shall be required prior to entering into a contract. The awarded firm shall either cover any sub-consultants on its policy or require the sub-consultants to conform to all requirements for insurance contained herein.

**Tab 7 ~ Submittal Forms & Requested Information:** This section shall include samples of project management reports, inspection forms used by the field personnel, record keeping procedures, and other information the respondent wishes to include.

Florida license / certified for the type of work to be performed in the State of Florida; Florida registration with the Division of Corporations; and affiliations; Business Tax Receipt w/copy of IRS W-9 form or proof of exemption as identified in Item 1.16.

Request for Information to submit with IRS W-9 Form as identified in Attachment B.

**Tab 8 ~ Prohibition Non-Collusion/Conflict of Interest Disclosure Statements:** In accordance with Florida Statute 287.055(6)(a), the following statement must be included in each submittal: "The respondent warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, Council, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement."

Include the following Statement of Non-Collusion: "The respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena."

Include a disclosure statement advising the Village of any potential conflict of interest, real or apparent, that the Respondent, employee, officer, or agent of the firm may have due to ownership, other clients, contracts or interests associated with this project.

Signature on the transmittal letter shall certify the Village of these statements.

**Tab 9 ~ Optional Information:** Provide any information pertinent to this project that will provide insight to the evaluators about the qualifications, fitness and abilities of the Respondent (please limit this information to two pages).

**Tab 10 ~ Addenda (if applicable):** All addenda issued pursuant to this solicitation must be acknowledged and submitted as part of the proposal package.

## **PART IV EVALUATION OF SUBMISSIONS**

### **4.1 EVALUATION METHOD AND CRITERIA**

- A. General:** The Village of Indiantown reserves the right to request clarification on information submitted and to request additional information from one or more firms. The Village will select the firms which it feels are most qualified and best serves the interests of the Village. The Village shall be the sole judge and final arbiter of its own best interests; and the evaluation of submissions. In all instances the Village's decisions will be final. Proposals will be reviewed, evaluated, and ranked as to the qualification to perform the services required by a Selection Committee, which shall consist of Village staff. This criterion shall be utilized in the evaluation of the proposals.

#### **EVALUATION CATEGORIES**

#### **POINTS POSSIBLE**

Qualifications, Knowledge	
Engineering Disciplines List	30 pts
Operational Plan/Task Approach	25 pts
Experience/ References / Past Performance	20 pts
Familiarity	15 pts
Financial Assessment	10 pts

- B. Selection:** Proposals will be evaluated using the above criteria scored and ranked. The Village will assign this task to a Selection Committee appointed by the Village Manager. The Selection Committee will make a recommendation for qualification to the Village Council for authorization to negotiate with the qualified firms ranked 1-5. The Village will determine based on the ranking, if a minimum of three (3) firms up to a maximum of five (5) firms will be awarded for equal distribution of services. The Village of Indiantown reserves the right to qualify individuals/firms solely from review of the packages which meets the best interests of the Village. By submitting a proposal, the respondent agrees to this selection and evaluation procedure.
- C. Interviews:** The Village may require oral and visual interviews from firms. This shall be done at the Village's sole discretion when it feels interviews are essential as part of the evaluation process and are in the best interests of the Village. The Village shall be the sole judge and final arbiter of its own best interests in this matter. Individuals/firms will be notified in writing if they are selected for interview. Notices for interviews will contain explicit instructions concerning location, date, time and length of interviews.
- D. Negotiations:** After staff concludes negotiations with the respondent(s) selected by the Village Council, staff will present the results of the negotiations to the Village

Council with its recommendation. If the Village Council determines that staff is unable to negotiate a satisfactory contract with the respondents considered to be the most qualified at a price the Village determines to be fair, competitive, and reasonable, negotiations with that respondent(s) shall be formally terminated. Should the Village be unable to negotiate a satisfactory contract with the selected respondent(s), the Village may select additional respondent(s) in order of their original ranking, competence and qualification; and will continue negotiations until an agreement is reached. However, as stated in Item 1.4 above, the Village reserves the right to reject all proposals, to waive any irregularities, and to re-advertise and solicit for other proposals.

- E. Contact Person:** Questions or requests for additional information shall be directed to the Village Office, at (772) 597-9900, or email: [tsarno@indiantown.org](mailto:tsarno@indiantown.org) between the hours of 9:00 a.m. and 5:00 p.m., local time, weekdays.

## **4.2 TERMS AND CONDITIONS**

All prospective Contractors are hereby cautioned not to contact any member of the Stuart Village Council, the Village Manager, the Village Attorney (except to discuss grievance matters) or any member of the selection committee. All questions and contacts must be made through the Procurement Office. Attempts to lobby or persuade through other channels will result in disqualification.

Any actual or prospective Contractor who disputes the reasonableness, necessity or competitiveness of the terms and conditions of this request for proposals; selection or award recommendation shall file such dispute in writing with the Village Manager, not later than close of business on the proposal opening date, as to the terms and conditions, and within ten (10) days of Council action as to the selection or award recommendation.

The Village reserves the right to reject any or all proposals without recourse, to waive technicalities and informalities or to accept the proposal which in its sole judgment best serves the interest of the Village.

As required by FS Section 287.133; “A person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or a Contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount as stated in FS Section 287.017, for Category Two, for a period of thirty six months from the date of being placed on the convicted vendor list.” Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (904) 488-8131.

## **4.3 PROPOSED AGREEMENT**

Qualified firms may enter into a master agreement for services with the Village based on the negotiated hourly rate schedule of personnel rates for the services, which may be ordered by work authorization under this agreement. These rates will be valid for the initial term of the

agreement.

Please review Attachment C, Professional Services Agreement, and note any objections, or revisions that would be required within the submittal. Should no revisions be noted, the Village will assume and the contractor agrees that the terms and conditions of agreement are acceptable. The proposed Agreement does not authorize the performance of any work. The Village makes no covenant or promise as to the number of available projects or that the firm shall perform any project for the Village during the life of the Agreement.

Professional(s) shall not assign or transfer any or all of its rights, duties or obligations under the contract without the prior, written consent of the Village.

All work product, including but not limited to reports, plans, drawings, tracings, sketches, photographs, videos, illustrations, presentations, PowerPoint, specifications, models, maps, computer files, electronic data, and other documents (electronic or paper) prepared or created in the course of the performance of the services or obtained in the performance of the contract, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and shall be the exclusive property of the Village upon their creation without restriction or limitation on their use and will be made available, upon request, to the Village at any time during the performance of the services. Proposer will not copyright any material or work product developed under the contract. Any reuse of Proposer's prepared documents by the Village, except for the specific purpose intended hereunder, will be at Village's sole risk and without liability or legal exposure to Proposer or its sub-proposers.

The agreement shall be construed and interpreted, and the rights of the parties hereto determined, in accordance with Florida law without regard to conflicts of law provisions. The Village and Proposer shall submit to the jurisdiction of Florida courts and federal courts located in Florida. The parties shall agree that proper venue for any suit concerning this Agreement shall be Martin County, Florida, or the Federal Southern District of Florida. Proposer shall agree to waive all defenses to any suit filed in Florida based upon improper venue or *forum nonconveniens*. To encourage prompt and equitable resolution of any litigation, each party shall waive its rights to a trial by jury in any litigation related to the contract

#### **4.3 ATTACHMENTS**

**Attachment A:** Insurance Requirements

**Attachment B:** Request for Information to Submit With IRS W-9 Form

**Attachment C:** Professional Services Agreement

**Attachment D:** Sample Work Authorization

**ATTACHMENT A**  
**INSURANCE REQUIREMENTS**

1. The successful professional shall not commence any work in connection with this agreement until it has obtained all of the following types of insurance and the Village has approved such insurance. Nor shall the successful professional allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers licensed and authorized to do business in the State of Florida. The successful professional shall maintain required insurance coverage for the full term of this agreement or for such longer periods as may be specifically required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and rated no less than "B" as to management and no less than Class "VIII" as to strength in accordance with the A.M. Best Company Insurance Guide, or its equivalent as determined by the Village in its sole discretion.
2. **Loss Deductible Clause:** The Village shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the professional and/or subcontractor providing such insurance.
3. **Worker's Compensation Insurance:** The professional/service provider shall maintain during the life of this Agreement, Worker's Compensation Insurance for all of its employees connected with the work of this project that complies fully with the State of Florida Worker's Compensation Law, SS 440.
4. **General Liability:** The Professional shall, during the life of this agreement take out and maintain broad form Commercial General Liability [including premises/operations; products/completed operations with the XCU hazards; personal /advertising injury; and fire damage (minimum \$100,000)] for limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate relative to any agreement resulting from a solicitation with the Village of Indiantown.
5. **Business Automobile:** The professional/service provider shall during the life of this agreement take out and maintain Business Automobile Liability form with coverage for symbol I (any auto) with limits of not less than \$1,000,000.00 combined single limit or \$500,000.00 per person/ \$1,000,000.00 per accident bodily injury and \$250,000.00 per accident property damage.
6. **Professional Liability:** The professional shall during the life of this agreement take out and maintain Professional Liability coverage with limits of not less than \$1,000,000.00 per claim /\$2,000,000.00 per job, per year aggregate relative to any agreement resulting from this solicitation for the Village of Indiantown. The professional further agrees to maintain like coverage for a minimum of five (5) years following the completion of the agreement.
7. **Owner's Protective Liability Insurance:** The Owner shall be responsible for purchasing and maintaining his own liability insurance and, at his option, may purchase and maintain such insurance as will protect him against claims which may arise from his operations under the Contract.

8. **Certificates of Insurance:** the Contractor, upon notice of award, will furnish Certificate of Insurance Forms. These shall be completed by the authorized Resident Agent and returned to the Purchasing Office. This certificate shall be dated and show:
- (a) The name of the insured contractor, the specified job by name and job number, the name of insurer, the number of the policy, its effective date, and its termination date.
  - (b) Statement that the Insurer will mail notice to the Village at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
  - (c) Village shall be named or additional named insured on General Liability Insurance and Business Automobile Liability Insurance.

**NOTE:** The Village can decrease or increase these limits, depending on the project, in its sole discretion.

**ATTACHMENT B**  
**REQUEST FOR INFORMATION TO SUBMIT WITH IRS W-9 FORM**

Federal Income Tax Law requires a Form 1099 with a valid taxpayer identification number to be filed for payments made in the course of conducting a trade or business. Further, these payments may be subject to Backup Federal Income Tax Withholding for all payees who have not submitted a correct Federal Tax Identification Number at the time of payment.

Please read this form and complete the information thereon before signing and **returning with a copy of your IRS W9 Form**. If you are a corporation, we will not issue you a Form 1099 (Reference: 1.6401-3(c)). However, kindly return this form to document your corporate status.

In order to avoid the possibility of future payments being held subject to Backup Withholding at a rate of 31%, please complete the form printed below and return this letter to the above address or E-mail request to: [tsarno@indiantown.org](mailto:tsarno@indiantown.org).

**VENDOR NAME** \_\_\_\_\_

**DBA:** \_\_\_\_\_

**CORPORATE ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_ **ALTERNATE PHONE:** (\_\_\_\_) \_\_\_\_\_

***“THE ABOVE INFORMATION WILL BE USED FOR PURCHASE ORDERS”***

**REMIT TO ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_ **ALTERNATE PHONE:** (\_\_\_\_) \_\_\_\_\_

**COMPANY CONTACT NAME:** \_\_\_\_\_

**COMPANY/CONTACT EMAIL ADDRESS:** \_\_\_\_\_

**TYPE OF ORGANIZATION**

- |   |   |   |
|---|---|---|
| 1. <input type="checkbox"/> Corporation | 3. <input type="checkbox"/> Sole Proprietor | 5. <input type="checkbox"/> Government Agency |
| 2. <input type="checkbox"/> Partnership | 4. <input type="checkbox"/> Individual      | 6. <input type="checkbox"/> Other: _____      |

**1099 REPORTING STATUS (Check One):** ☐ **Yes** ☐ **No**

**TAXPAYER IDENTIFICATION NUMBER:**

Employer Identification Number: \_\_\_\_\_ - \_\_\_\_\_ (Or) Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Print name of Taxpayer if using SS#: \_\_\_\_\_

**Under penalties of perjury, I certify that this statement is accurate and complete.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_



**ATTACHMENT C**  
**STANDARD AGREEMENT**  
**BETWEEN**  
**VILLAGE OF INDIANTOWN AND PROFESSIONAL**  
**FOR ENGINEERING SERVICES**

**PROJECT:** REI #02-2018: PROFESSIONAL ENGINEERING SERVICES

**CONSULTANT:**

**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, hereinafter "Contract," made and entered into the \_\_\_\_ day of \_\_\_\_\_, 2018 by and between \_\_\_\_\_, hereinafter referred to as "CONSULTANT" and the Village of Indiantown, Florida, a municipal corporation, 65500 SW Warfield Blvd., Indiantown, FL 34956, hereinafter referred to as "VILLAGE", for and in consideration of the following terms, conditions and covenants.

**I. PURPOSE OF AGREEMENT**

Village intends to enter into a contract with Professional for provision of Engineering Services by the Professional and the payment for those services by Village as set forth below.

**II. SCOPE OF SERVICES**

The Professional shall provide Professional Engineering Services in all phases of any project for which a Work Authorization has been issued by the Village pursuant to this Agreement as hereinafter provided. These services will include serving as Village's professional consulting representative for the Project, providing professional consultation, advice, and furnishing customary engineering as described in the Work Authorization. The detailed scope of services to be performed and schedule of fees for those services shall be detailed in each Work Authorization.

**Section 1. Scope of Service**

Professional shall work with the Village Manager, Village Attorney, or other Village staff in advising the Village and the Village Council regarding Professional Engineering Services. The services will be those customarily attendant to Professional Engineering Services including, but not limited to the following:

- A. Preparation of roadway location or alignment studies
- B. Preparation of roadway design
- C. Preparation of land acquisition documents
- D. Preparation of a hydrologic & hydraulic studies
- E. Preparation of storm drainage system design
- F. Preparation of new or retrofit storm water management design
- G. Preparation of floodplain studies
- H. Preparation and procurement of requisite environmental permits
- I. Performance of traffic counts

- J. Preparation of traffic studies and analysis
- K. Preparation of maintenance of traffic design
- L. Preparation of structural studies and design for bridges, culverts and retaining walls
- M. Preparation of construction documents
- N. Preparation of cost estimates
- O. Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- P. Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Q. Preparation of as-built plans
- R. Review of plans, specifications and estimates developed by others
- S. Other customary Professional Civil Engineering Services

### **III. AGREEMENT PROVISIONS**

#### **Section 1. Term of Agreement**

Upon award of this Agreement, the effective date of this Agreement shall be the date of execution of this Agreement by both Village and Professional. Term of this agreement shall be for an initial period of two (2) years with the option of three (3) additional one-year renewal periods, upon the mutual agreement of the parties. At the option of the Village, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is used in Section 287.055, et seq, Florida Statutes (CCNA).

Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.

#### **Section 2. Work Authorization**

Each "Work Authorization" shall specify the Period of Service agreed to by the Village and the Professional for services to be rendered under said "Work Authorization".

VILLAGE will compensate Professional for services under each Work Authorization. The fee due to the Professional shall be set forth in each Work Authorization and shall be in accordance with Professional's personnel hourly rate schedule formalized in "**Exhibit C**" to this Agreement. Professional's personnel hourly rate schedule may be updated prior to each optional renewal period.

#### **Section 3. Compensation and Method of Payment**

##### **3.1 Fee Schedule**

Professional's personnel hourly rate schedule formalized in "**Exhibit C**" shall include all services, material, supplies and any other items or requirements necessary to complete the work as described herein, including but not limited to out of pocket expenses, such as, identifiable communication expenses, reproduction costs, postage, printing, copying, and long distance telephone, etc.

##### **3.2 Invoices**

CONSULTANT shall submit an invoice to the VILLAGE upon completion of the Scope of Service as defined by the work authorization. Each invoice shall be detailed and include, but not be

limited to, hours worked by each person assigned to the work authorization, date worked and all ancillary expenses incurred and by whom.

### **3.3 Payment**

Payment for services rendered is due within thirty days of receipt and approval of invoice by Village. Payment is delinquent 30 days following receipt and approval of invoice by Village.

## **Section 4. Use of Documents**

### **4.1 Ownership of Original Documents**

All deliverable analysis, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the CONSULTANT'S services or have been created during the course of the CONSULTANT'S performance under this Contract shall become the property of and shall be delivered to the VILLAGE after final payment is made to the CONSULTANT.

## **Section 5. Termination**

### **5.1 Termination for Convenience**

Either party upon a thirty (30) day written notice to the other party may terminate this Contract. In the event of any termination, CONSULTANT shall be paid for all services rendered to the date of termination including all reimbursable expenses.

### **5.2 Termination for Cause**

The performance of the Agreement may be terminated by the Village of Indiantown in accordance with this clause, in whole or in part, in writing, whenever the VILLAGE shall determine that the CONSULTANT has failed to meet performance requirement(s) of the Agreement. If the successful bidder should be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail to provide properly skilled personnel or proper service in the sole discretion of the VILLAGE, then the VILLAGE can, after giving the successful proposer seven (7) days written notice, and without prejudice to any other right or remedy, terminate this agreement.

## **Section 6. VILLAGE'S Obligations**

### **6.1 Data to be Furnished**

VILLAGE shall provide the following information or services as required by CONSULTANT to complete the terms of the Agreement:

### **6.2 Designated Representative**

The Designated Representative of the VILLAGE to act with authority on the VILLAGE's behalf with respect to all aspects of the Project is \_\_\_\_\_. This designation may be delegated by the \_\_\_\_\_ Director to another person.

## **Section 7.     Persons Bound by Agreement**

### **7.1     Parties to the Agreement**

The persons bound by this Contract are the CONSULTANT and the VILLAGE and their respective partners, successors, heirs, executors, administrators, assigns and other legal representatives.

### **7.2     Assignment of Interest in Agreement**

This Contract and any interest associated with this Contract may not be assigned, sublet or transferred by either party without the prior written consent of the other party. The Village may grant consent based upon the following factors: The qualifications of the assignee, the financial stability of the assignee, the likelihood of time to complete the contract, And other applicable factors as they relate to the service. Nothing contained herein shall be construed to prevent CONSULTANT from employing such independent consultants, associates and subcontractors as CONSULTANT may deem appropriate to assist in the performance of the services hereunder.

### **7.3     Rights and Benefits**

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than CONSULTANT and the VILLAGE.

## **Section 8.     Indemnification of VILLAGE**

The CONSULTANT and any of its agents, employees, subcontractors, sub-consultants, or anyone for whose act or acts any of them may be liable in the performance of the services under this Contract shall indemnify and hold harmless VILLAGE, its agents, employees, elected officers and representatives from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of this Contract.

The CONSULTANT agrees to hold the VILLAGE harmless from loss, damage, injury or liability arising directly from the negligent acts or omission of the CONSULTANT, its employees, agents, subcontractors and their employees and agents.

## **Section 9.     Insurance.**

### **9.1.     General**

CONSULTANT assumes the entire responsibility and liability for all damages or injury to all persons, and to all property, arising out of or in any manner connected with the execution of the work under this Contract by CONSULTANT, and to the fullest extent permitted by law, CONSULTANT shall defend and indemnify the VILLAGE from all such claims including without limitation claims for which the VILLAGE may be, or may be claimed to be, liable in whole or in part and legal fees and disbursements paid or incurred to defend any such claims, as well as legal fees paid or incurred in connection with enforcing the provisions of this paragraph. CONSULTANT assumes the entire responsibility and liability for all damages and injury to all persons, whether their employees or otherwise, and to all property arising out of or in any manner connected with the execution of the work by CONSULTANT under this Contract. CONSULTANT shall obtain, maintain and pay for general

liability insurance coverage as will insure the provisions of this paragraph and any other contractual indemnities assumed by CONSULTANT in this specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by CONSULTANT.

## **9.2 Workers' Compensation**

The CONSULTANT shall procure and maintain, during the life of this Contract, Worker's Compensation insurance as required by Florida Statutes for all of employees of the CONSULTANT engaged in work on the Project under this Contract.

## **9.3 Insurance Policy Limits**

CONSULTANT shall procure and maintain insurance policies as specified in Attachment A of the solicitation, (REI# 02-2018) and designated in Exhibit B.

## **9.4 Insurance Cancellation**

The CONSULTANT shall furnish to the VILLAGE Certificates of Insurance stating the Insurer will grant the Village the same notification rights that it provides to the first named insured as respects cancellation and nonrenewal. If the insurance policies expire during the terms of the Contract, a renewal certificate or binder shall be filed with the VILLAGE fifteen (15) days prior to the renewal date.

## **9.5 VILLAGE to be Named Additional Insured**

The amounts of insurance shall be determined by the VILLAGE. The VILLAGE shall be named as "additional insured" with regard to the coverage of General Liability and Automobile Liability policies.

## **9.6 Status of Claim.**

The CONSULTANT shall be responsible for keeping the VILLAGE currently advised as to the status of any claims made for damages against the CONSULTANT resulting from services performed under this Contract. The CONSULTANT shall send notice of claims related to work under this Contract to the Village. Copies of the notices shall be sent by fax, hand delivery or regular mail to:

Village Attorney  
Village of Indiantown  
PO Box 398  
Indiantown, FL 34956

## **Section 10. Professional Standards**

### **10.1 Other Agreements**

CONSULTANT is entering into this Contract with the understanding that the VILLAGE has no agreements, either written or oral, for professional services relating to this specific Project which include any of those services within the Scope of Services defined herein.

## **10.2 Approvals Not Guaranteed**

All work performed by Professional will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations. However, Professional does not warrant or represent that any governmental approval will be obtained, only that the Professional will exercise its best efforts to obtain all such approvals contemplated under this Contract.

## **10.3 Governmental Regulations**

Professional shall assure that work performed under each Project Authorization shall be in accordance with all applicable governmental regulations.

## **Section 11. Opinions of Cost**

Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding, or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified CONSULTANT, familiar with the construction industry. The CONSULTANT cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable cost. If at any time the VILLAGE wishes greater assurance as to the amount of any cost, the VILLAGE shall employ an independent cost estimator to make such determination. Consulting services required to bring cost within any limitation established by the VILLAGE will be paid for as additional services hereunder by the VILLAGE.

## **Section 12. General Conditions**

### **12.1 Venue in Martin County**

Venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

### **12.2 Laws of Florida**

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

### **12.3 Attorney's Fees and Costs**

In the event the CONSULTANT defaults in the performance of any of the terms, covenants and conditions of this Contract, the CONSULTANT agrees to pay all damages and costs incurred by the VILLAGE in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

#### **12.4 Mediation as Condition Precedent to Litigation**

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The party shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the VILLAGE shall select the mediator who, if selected solely by the VILLAGE, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

#### **12.5 Contract Amendment**

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. No verbal agreement by the VILLAGE or the VILLAGE's representative identified herein shall be binding or enforceable against the VILLAGE.

#### **12.6 Contractual Authority**

**By signing this Contract the Contractor swears or affirms, under penalty of perjury, that this is a valid act of the Contractor,** and that no later claim shall be made by the CONTRACTOR that the Contract is invalid or an *ultra vires* act, by reason of a failure to have the proper authority to execute the Contract. In the event that a court of competent jurisdiction later determines that the Contract is or would be null and void for failure of the signatory to have proper or complete authority, this Contract shall nonetheless be deemed valid under the theory of "apparent authority," or in the sole alternative of the Village, shall be deemed to be the act of the signatory, as an individual, who shall be fully responsible for its complete performance.

#### **12.7 Sovereign Immunity**

Nothing contained herein shall be construed or interpreted as a waiver of the sovereign immunity liability limits established under chapter 768.20 Florida Statutes as amended.

#### **12.8 Competitive Negotiation**

CONSULTANT shall execute a truth-in-negotiation certificate stating that wage rates and other factual costs supporting the compensation are accurate, complete, and current. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the Village determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual costs. All such contract adjustments must be made within one (1) year following the end of the contract.

#### **12.9 Prohibition Against Contingent Fees**

CONSULTANT warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT any fee, Council, percentage, gift, or other consideration contingent upon or resulting from the award or

making of this agreement. For the breach or violation of this provision, the Village shall have the right to terminate the agreement without liability and, at its discretion to deduct from the contract price, or otherwise recover, the full amount of such fee, Council, percentage, gift, or consideration.

CONSULTANT or partnership thereof, who offers to pay, or pays any fee, Council, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of any Village contract for professional services shall, upon conviction in a state court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in F.S. 775.082 or F.S. 775.083.

### **Section 13. Public Records**

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the Village Clerk as the custodian of Public Records for the Village of Indiantown, and all the respective departments at 772-597-9900 or [cwhite@indiantown.org](mailto:cwhite@indiantown.org), Village of Indiantown, Village Clerk 65500 SW Warfield Blvd. Indiantown, FL 34956 per F.S. 119.12.**

Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action with F.S. 119.0701 the Contractor shall:

Keep and maintain public records required by the public agency to perform the service.

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

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

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

#### **Section 14. Exhibits**

The following Exhibits are attached to and made a part of this Contract:

**"Exhibit A"** - "Proposal as Submitted by Professional and Accepted by Village"

**"Exhibit B"** - "Original Request for Proposal as Issued by Village, including all Addenda"

**"Exhibit C"** - "Professional's Personnel Hourly Rate Schedule"

**"Exhibit D"** - "Insurance and Indemnification"

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**Signatures are on following page**

IN WITNESS WHEREOF, the VILLAGE has hereunto subscribed and the PROFESSIONAL has signed his, its, or their name, or names the date aforesaid.

**VILLAGE OF INDIANTOWN, FLORIDA**

**ATTEST:**

\_\_\_\_\_  
**CHERYL WHITE**  
**VILLAGE CLERK**

\_\_\_\_\_  
**SUSAN GIBBS THOMAS**  
**MAYOR**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
**PAUL J. NICOLETTI**  
**VILLAGE ATTORNEY**

WITNESSES:

**PROFESSIONAL**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## **ATTACHMENT D**

### **“SAMPLE”**

WORK AUTHORIZATION  
TO THE  
AGREEMENT FOR CIVIL ENGINEERING SERVICES  
BETWEEN THE VILLAGE OF INDIANTOWN AND  
THE FIRM OF  
XXXXXXXX

PROJECT DESCRIPTION: *NAME OF PROJECT*

#### **I. PURPOSE**

This is an attachment to the Master Agreement for Civil Engineering Services dated XXXXX between the Village of Indiantown (VILLAGE) and the firm of XXXXX. (PROFESSIONAL) and made a part thereof. The purpose of this Project Authorization is to specify the required services of the PROFESSIONAL to design xxxx, prepare Construction documents, provide Bidding Phase services, and to provide Construction Phase services for the *Project Name*.

#### **II. PROFESSIONAL'S SERVICES**

The PROFESSIONAL shall design xxxx, prepare Construction documents, provide Bidding Phase services, and Construction Phase services for the *Project Name*.

#### **III. GENERAL SCOPE OF WORK**

The PROFESSIONAL's services shall include, but not be limited to, the following items:

##### **A. TASK A: DESIGN AND PERMITTING**

1. Data Collection
2. Analysis of xxxxxx
3. Design of xxxxx
4. Preparation of Technical Specifications
5. Monthly meetings with VILLAGE staff
6. The PROFESSIONAL shall procure the necessary permits required for the items described in this Project Authorization.
7. Prepare minutes and agendas for all meetings and submit to the VILLAGE.

##### **B. TASK B: CONSTRUCTION DOCUMENTS**

1. The PROFESSIONAL shall prepare complete Construction Drawings (100% drawings) and specifications for the work as described in III.A. (above).
2. Drawings shall be furnished to the VILLAGE in reproducible form and to a satisfactory scale. They shall be accurate, legible, complete and suitable for bidding purposes. The PROFESSIONAL shall furnish, when requested, all necessary prints, sepia and other information during the design process, for review by the VILLAGE, utility suppliers and

other parties having jurisdiction and to fulfill requests by other government agencies and the public. The construction drawings must meet the following minimum plans and design documentation packaging requirements:

Plan sets:

- a. Cover / Key Sheet
- b. Summary of Pay Items
- c. Reference Points
- d. Typical Sections
- e. Miscellaneous Detail Sheet

3. Based upon the final Construction Documents, the PROFESSIONAL shall prepare and submit an estimate of probable cost for construction.

C. TASK C: BIDDING PHASE SERVICES

The PROFESSIONAL shall:

1. Attend Pre-Bid Conference.
2. Prepare Pre-Bid Meeting Minutes.
3. Respond to questions during bidding, as needed.
4. Review bid submittals for compliance with the plans and specifications, and prepare a comparative bid analysis.
5. Make a recommendation for award based on bids received and reference checks.

D. TASK D: CONSTRUCTION PHASE SERVICES

1. The PROFESSIONAL's responsibility to provide Construction Phase Services under this agreement commences with the award of each Contract for Construction and terminates at the earlier of the issuance by the VILLAGE of the final Certificate for Payment or 30 days after the date of Substantial Completion of the Work, but may be extended.
2. The PROFESSIONAL shall attend and administer the preconstruction conference.
3. Visits to Site and Observation of Construction: In connection with observations of the work of Contractor(s) while it is in progress, PROFESSIONAL shall make visits to the site at intervals appropriate to the various stages of construction as PROFESSIONAL deems necessary in order to observe as an experienced and qualified design professional the progress of the various aspects of Contractor(s)' work.
4. Defective Work: During such visits and on the basis of such observations, PROFESSIONAL may disapprove or reject Contractor(s)' work while it is in progress if PROFESSIONAL believes that such work will not produce a completed PROJECT that conforms to the Contract Documents or that it will prejudice the integrity of the design concept of the PROJECT as reflected in the Contract Documents.
5. Interpretations and Clarifications: PROFESSIONAL shall issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and change orders as required.

6. Shop Drawings: PROFESSIONAL shall review and approve (or take other appropriate action in respect of) Shop Drawings, samples and other data which Contractor(s) are required to submit, but only for conformance with the design concept of the PROJECT.
7. Substitutes: PROFESSIONAL shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s).
8. Inspections and Tests: PROFESSIONAL shall have authority, as VILLAGE's representative, to require special inspection or testing of the work, and shall receive and review all certificates of inspections, testings and approvals required by laws, rules, regulations, ordinances, codes orders or the Contract Documents (but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents).
9. Disputes between VILLAGE and Contractor: PROFESSIONAL shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of VILLAGE and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.
10. Applications for Payment: Based on PROFESSIONAL's on-site observations as an experienced and qualified design professional, and on review of applications for payments and the accompanying data and schedules:
  - a. PROFESSIONAL shall verify the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment will constitute a representation to VILLAGE, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of PROFESSIONAL's knowledge, information and belief, the quality of such work is in accordance with the Contract Documents (subject to an evaluation of such work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation). In the case of unit price work, PROFESSIONAL's verifications of payment will include determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).
11. Contractor(s)' Completion Documents: PROFESSIONAL shall receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents and shall transmit them to the VILLAGE with written comments.
12. Inspections: PROFESSIONAL shall conduct an inspection to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable to the VILLAGE and other governing agencies so that PROFESSIONAL may recommend, in writing, final payment to Contractor(s) that the work is acceptable (subject to any conditions therein expressed).
13. Closeout: PROFESSIONAL shall provide assistance in the closing of any financial or

related transaction for the PROJECT (project closeout book, summary of testing, rectifying change orders, final pay estimate, summary of Resident Project Representative (RPR) time, PROFESSIONAL and owner certification letter).

14. As-Built Drawings: PROFESSIONAL shall prepare a set of mylar record prints of Drawings (3 sets of prints and 1 CD) showing those changes made during the construction process, based on the marked-up prints, drawings and other data furnished by Contractor(s) to PROFESSIONAL and which PROFESSIONAL considers significant, including ALP Update.

#### IV. VILLAGE RESPONSIBILITIES

The VILLAGE will provide specific data for *project*.

#### V. WARRANTY

The PROFESSIONAL warrants that the plans and specifications produced as a result of this contract are complete, correct and suitable for the purpose intended.

#### VI. AMERICANS WITH DISABILITIES

The PROFESSIONAL shall ensure compliance with all applicable governmental accessibility standards, including without limitation those applicable under Section 35.151 CFR.

#### VII. DELIVERABLES

The PROFESSIONAL shall supply 60%, 90%, and 100% Plans and Specifications to the VILLAGE for review. Each draft submittal shall include two copies of the draft Plans and Specifications. The PROFESSIONAL shall submit to the VILLAGE the final Plans and Specifications in the following amounts:

1. Unsealed Copy of Final Plans – 1 set
2. Sealed Copy of Final Plans – 1 set
3. Digital Copy of Final Plans – 1 copy
4. Unbound set of Technical Specifications – 1 set
5. Digital Copy of Technical Specifications – 1 copy

#### VIII. PLAN AND SPECIFICATIONS REPRODUCTION

The PROFESSIONAL will provide two (2) sets of the plans and specifications for bidding purposes. One set is to be a signed and sealed record set. The cost of these sets is included in the design costs paid the PROFESSIONAL as compensation for services required under this Project Authorization. If additional sets of Construction Documents are required by the Village, the PROFESSIONAL shall furnish such sets at cost. Payment for such additional sets shall be promptly made by the VILLAGE, upon properly supported invoices, submitted by PROFESSIONAL.

#### IX. PLANS AND DOCUMENT OWNERSHIP

The original plans and specifications will become the property of the VILLAGE upon

completion of this Project. Computer systems (CADD) are to be used in the preparation of the construction plans; a copy of all electronic data and drawing files are to be submitted on CD media. These will utilize AutoCAD version 14.0 or 2000 software. If other software is used, it is to be translated to the aforementioned software. The supplied disks are to include all point and working files.

## **X. SCHEDULES AND TIME CONSTRAINTS**

Within ten (10) days after receiving the Notice to Proceed, the PROFESSIONAL shall provide a schedule and an anticipated payment schedule. The total time allowed for the PROFESSIONAL's services required under this Project Authorization shall be XXXX (XX) months from the date of the Notice to Proceed. The construction documents shall be completed within XXX (X) months from the date of the Notice to Proceed.

## **XI. COMPENSATION**

Payment for all services will be in accordance with the Standard Agreement for Civil Engineering Services. Total compensation shall, based on the man hours shown in Exhibit A, for all services, material, supplies and any other items or requirements necessary to complete the work as described herein to include actual salary costs, overhead, out of pocket expenses, and profit shall not exceed XXXXXX dollars (\$XXXX).

### **Section 4. Additional Services**

#### **4.1 Requests for Additional Services**

The undertaking by the Professional to perform professional services defined within this Contract extends only to those services specifically described herein. If upon the request of the Village, the Professional agrees to perform additional services hereunder, the Village shall pay the Professional for the performance of such additional services an amount (in addition to all other amounts payable under this Agreement) based on an hourly fee in accordance with Professional's current personnel fee schedule, plus reimbursable expenses so incurred by the Professional; unless a lump sum addendum to this Contract is executed by the parties to this Contract which addresses the additional services.

#### **4.2 Changes in Scope/Conditions**

Additional Services shall include revisions to work previously performed that are required because of a change in the data or criteria furnished to the Professional, or a change in the scope of concept of the Project initiated by the Village, or services that are required by changes in the requirements of public agencies, after work under this Contract has commenced.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have made and executed this Agreement, the day and year first above written.

PROFESSIONAL: *FIRM*

(SEAL)

By: \_\_\_\_\_  
(Signature)

BY \_\_\_\_\_  
Corporate Officer Name & Title

Date \_\_\_\_\_

ATTEST:

\_\_\_\_\_

TECHNICAL PROVISIONS OF CONTRACT APPROVED:

\_\_\_\_\_

\_\_\_\_\_

BY: - \_\_\_\_\_

Date

=====

VILLAGE OF INDIANTOWN, FLORIDA

BUDGETARY PROVISIONS OF CONTRACT APPROVED:

\_\_\_\_\_

Village Manager

\_\_\_\_\_

Date

=====

APPROVED AS TO FORM & LEGALITY FOR THE USE AND BENEFIT OF VILLAGE ONLY

\_\_\_\_\_

Village Attorney

\_\_\_\_\_

Date

=====

PUBLIC RECORDS HOLDER ACCEPTS CONTRACT DOCUMENTS:

\_\_\_\_\_

Village Clerk

\_\_\_\_\_

Date

=====

EXHIBIT 'A'

<b>Position</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total Fee</b>
Principal			
Project Manager			
CAD Technician			
Clerical			
Subconsultants			
Hydrogeologic			
Electrical			
Surveying			
<b>TOTAL COMPENSATION</b>			



**Hourly Rate Schedule "B"**  
January 2018

<u>CLASSIFICATION</u>	<u>HOURLY RATES</u>
Principal	\$255.00/HR
Department Executive	\$194.00/HR
Senior Project Manager	\$179.00/HR
Project Manager	\$153.00/HR
Senior Surveyor	\$163.00/HR
Project Surveyor	\$148.00/HR
Engineer I	\$ 92.00/HR
Engineer II	\$102.00/HR
Engineer III	\$117.00/HR
Designer I	\$ 92.00/HR
Designer II	\$102.00/HR
Designer III	\$112.00/HR
Construction Inspector	\$ 87.00/HR
CADD Drafter I	\$ 51.00/HR
CADD Drafter II	\$ 82.00/HR
CADD Drafter III	\$ 92.00/HR
Survey Technician I	\$ 71.00/HR
Survey Technician II	\$ 92.00/HR
Survey Technician III	\$112.00/HR
Survey Field Crew – 1 Man	\$112.00/HR
Survey Field Crew – 2 Man	\$138.00/HR
Survey Field Crew – 3 Man	\$168.00/HR
UAV Operation	\$168.00/HR
3D Scanning Crew	\$168.00/HR
3D Modeling Technician	\$122.00/HR
Machine Control Technician	\$128.00/HR
Survey Field Technician	\$ 61.00/HR
Administrative Professional	\$ 66.00/HR

Table 1812018 – DEFAULT 2018 Florida

[bowmanconsulting.com](http://bowmanconsulting.com)



# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 10/03/2018

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

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

<b>PRODUCER</b> Klein Agency, LLC P.O. Box 219  Timonium MD 21094	<b>CONTACT NAME:</b> PHONE (A/C, No. Ext): (410) 832-7600 FAX (A/C, No.): (410) 832-1849 E-MAIL: certs@kleinagencyllc.com ADDRESS:
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> Charter Oak Fire Insurance Co NAIC # 25615	
<b>INSURER B:</b> Travelers Property Casualty Co. of America 25674	
<b>INSURER C:</b> Travelers Indemnity Co. of Am 25666	
<b>INSURER D:</b> RLI Insurance Company 13056	
<b>INSURER E:</b>	
<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 16-19 w/Ends **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD YWVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		8306J047645	08/31/2018	08/31/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liability					MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/CPAGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY		8109J024883	08/31/2018	08/31/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		CUP6J395074	08/31/2018	08/31/2019	EACH OCCURRENCE \$ 18,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 18,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		UB8J317115	08/31/2018	08/31/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional & Pollution Liability		RDP0033695	08/31/2018	08/31/2019	Each Claim 5,000,000 Aggregate 8,000,000

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

REI# 02-2018

See attached for specific additional insured wording

<b>CERTIFICATE HOLDER</b>  Village Attorney Village of Indiantown PO Box 398  Indiantown FL 34956	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	--

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## COMMENTS/REMARKS

If required under an insured written contract, executed prior to any loss, The VILLAGE is an Additional Insured under the General Liability Policy, but only with respects to liability arising from work performed by or on behalf of Bowman Consulting Group, Ltd.

If required under an insured written contract, executed prior to any loss, The VILLAGE is an Additional Insured under the Automobile Policy, but only with respects to liability arising from the operation of vehicles by employees of Bowman Consulting Group, Ltd.

If required under an insured written contract, executed prior to any loss, Waiver of Subrogation is provided for The VILLAGE under the General Liability, Automobile Liability and Workers Compensation Policies.

It is further understood that coverage provided the Additional Insured under the General Liability and Automobile Liability shall be primary and non-contributory to any other coverage available to the Additional Insured





## **RESOLUTION No. 057-2018**

### **A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF INDIANTOWN, FLORIDA, APPROVING AN AGREEMENT PURSUANT TO REI 02-2018 FOR PROFESSIONAL ENGINEERING SERVICES WITH KIMLEY-HORN AND ASSOCIATES, INC.; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Village of Indiantown advertised a Request for Expression of Interest, REI 02-2018, for qualified experienced, licensed Professional Engineering services to the Village of Indiantown on an “as needed basis”; and

WHEREAS, on September 27, 2018, the Village Council adopted the recommendations of the selection committee established pursuant to the REI, and authorized the Village Manager, as advised by the Village Attorney, to enter into contract negotiations with the top three ranked firms: CAPTEC Engineering, Inc., Kimley-Horn and Associates, Inc., and Bowman Consulting Group Ltd., with an alternate being The MilCor Group; all in accordance with Section 287.055, Florida Statutes (Consultants Competitive Negotiations Act); and

WHEREAS, contract terms have been successfully negotiated with Kimley-Horn and Associates, Inc.

NOW, THEREFORE BE IT RESOLVED, by the Village Council of the Village of Indiantown, Florida, as follows:

SECTION 1. AGREEMENT APPROVED. The Standard Agreement between Village of Indiantown and Professional for Engineering Services with Kimley-Horn and Associates, Inc., a copy of which is attached, is hereby approved, and the Mayor is hereby authorized to execute the same.

SECTION 2. EFFECTIVE DATE. This resolution shall take effect immediately upon adoption.

[THIS SPACE INTENTIONALLY LEFT BLANK.]

RES. 057-2018 Approving an Agreement for Professional Engineering Services with Kimley-Horn and Associates, Inc.

Council Member \_\_\_\_\_ offered the foregoing resolution and moved its adoption. The motion was seconded by Council Member \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

VILLAGE COUNCIL	YES	NO	ABSENT	ABSTAIN
SUSAN GIBBS THOMAS, MAYOR				
GUYTON STONE, VICE MAYOR				
JACKIE GARY CLARKE, COUNCIL MEMBER				
ANTHONY J. DOWLING, COUNCIL MEMBER				
JANET HERNANDEZ, COUNCIL MEMBER				

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2018.

ATTEST:

VILLAGE OF INDIANTOWN, FLORIDA

\_\_\_\_\_  
CHERIE WHITE  
VILLAGE CLERK

\_\_\_\_\_  
SUSAN GIBBS THOMAS  
MAYOR

REVIEWED FOR FORM AND  
CORRECTNESS:

\_\_\_\_\_  
WADE C. VOSE  
VILLAGE ATTORNEY



**STANDARD AGREEMENT  
BETWEEN  
VILLAGE OF INDIANTOWN AND PROFESSIONAL  
FOR ENGINEERING SERVICES**

**PROJECT:** REI #02-2018: PROFESSIONAL ENGINEERING SERVICES

**CONSULTANT:**

**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, hereinafter "Contract," made and entered into the 25<sup>th</sup> day of October, 2018 by and between Kimley-Horn and Associates, Inc., hereinafter referred to as "CONSULTANT" and the Village of Indiantown, Florida, a municipal corporation, 65500 SW Warfield Blvd., Indiantown, FL 34956, hereinafter referred to as "VILLAGE", for and in consideration of the following terms, conditions and covenants.

**I. PURPOSE OF AGREEMENT**

Village intends to enter into a contract with Professional for provision of Engineering Services by the Professional and the payment for those services by Village as set forth below.

**II. SCOPE OF SERVICES**

The Professional shall provide Professional Engineering Services in all phases of any project for which a Work Authorization has been issued by the Village pursuant to this Agreement as hereinafter provided. These services will include serving as Village's professional consulting representative for the Project, providing professional consultation, advice, and furnishing customary engineering as described in the Work Authorization. The detailed scope of services to be performed and schedule of fees for those services shall be detailed in each Work Authorization.

**Section 1. Scope of Service**

Professional shall work with the Village Manager, Village Attorney, or other Village staff in advising the Village and the Village Council regarding Professional Engineering Services. The services will be those customarily attendant to Professional Engineering Services including, but not limited to the following:

- A. Preparation of roadway location or alignment studies
- B. Preparation of roadway design
- C. Preparation of land acquisition documents
- D. Preparation of a hydrologic & hydraulic studies
- E. Preparation of storm drainage system design
- F. Preparation of new or retrofit storm water management design
- G. Preparation of floodplain studies
- H. Preparation and procurement of requisite environmental permits
- I. Performance of traffic counts

- J. Preparation of traffic studies and analysis
- K. Preparation of maintenance of traffic design
- L. Preparation of structural studies and design for bridges, culverts and retaining walls
- M. Preparation of construction documents
- N. Preparation of cost estimates
- O. Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- P. Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Q. Preparation of as-built plans
- R. Review of plans, specifications and estimates developed by others
- S. Other customary Professional Civil Engineering Services

### **III. AGREEMENT PROVISIONS**

#### **Section 1. Term of Agreement**

Upon award of this Agreement, the effective date of this Agreement shall be the date of execution of this Agreement by both Village and Professional. Term of this agreement shall be for an initial period of two (2) years with the option of three (3) additional one-year renewal periods, upon the mutual agreement of the parties. At the option of the Village, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is used in Section 287.055, et seq, Florida Statutes (CCNA).

Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.

#### **Section 2. Work Authorization**

Each "Work Authorization" shall specify the Period of Service agreed to by the Village and the Professional for services to be rendered under said "Work Authorization".

VILLAGE will compensate Professional for services under each Work Authorization. The fee due to the Professional shall be set forth in each Work Authorization and shall be in accordance with Professional's personnel hourly rate schedule formalized in "**Exhibit C**" to this Agreement. Professional's personnel hourly rate schedule may be updated prior to each optional renewal period.

#### **Section 3. Compensation and Method of Payment**

##### **3.1 Fee Schedule**

CONSULTANT's personnel hourly rate schedule is attached hereto and incorporated herein as "**Exhibit C**". Direct reimbursable expenses, including, but not limited to large format plotting, express delivery services, out of town mileage, or other direct expenses shall be billed at 1.04 times the cost to the CONSULTANT.

##### **3.2 Invoices**

CONSULTANT shall submit an invoice to the VILLAGE monthly based on the percentage complete of the Scope of Service as defined by the work authorization. Each invoice shall be detailed and include, but not be limited to, hours worked by each person assigned to the work authorization, date worked and all direct expenses incurred and by whom.

### **3.3 Payment**

Payment for services rendered is due within thirty days of receipt and approval of invoice by Village. Payment is delinquent 30 days following receipt and approval of invoice by Village.

## **Section 4. Use of Documents**

### **4.1 Ownership of Original Documents**

All deliverable analysis, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the CONSULTANT'S services or have been created during the course of the CONSULTANT'S performance under this Contract shall become the property of and shall be delivered to the VILLAGE after final payment is made to the CONSULTANT.

## **Section 5. Termination**

### **5.1 Termination for Convenience**

Either party upon a thirty (30) day written notice to the other party may terminate this Contract. In the event of any termination, CONSULTANT shall be paid for all services rendered to the date of termination including all reimbursable expenses.

### **5.2 Termination for Cause**

The performance of the Agreement may be terminated by the Village of Indiantown in accordance with this clause, in whole or in part, in writing, whenever the VILLAGE shall determine that the CONSULTANT has failed to meet performance requirement(s) of the Agreement. If the CONSULTANT should be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail to provide properly skilled personnel or proper service in the sole discretion of the VILLAGE, then the VILLAGE can, after giving the CONSULTANT seven (7) days written notice, and without prejudice to any other right or remedy, terminate this agreement.

## **Section 6. VILLAGE'S Obligations**

### **6.1 Data to be Furnished**

VILLAGE shall provide the following information or services as required by CONSULTANT to complete the terms of the Agreement:

### **6.2 Designated Representative**

The Designated Representative of the VILLAGE to act with authority on the VILLAGE's behalf with respect to all aspects of the Project is \_\_\_\_\_. This designation may be delegated by the \_\_\_\_\_ Director to another person.

## **Section 7.      Persons Bound by Agreement**

### **7.1      Parties to the Agreement**

The persons bound by this Contract are the CONSULTANT and the VILLAGE and their respective partners, successors, heirs, executors, administrators, assigns and other legal representatives.

### **7.2      Assignment of Interest in Agreement**

This Contract and any interest associated with this Contract may not be assigned, sublet or transferred by either party without the prior written consent of the other party. The Village may grant consent based upon the following factors: The qualifications of the assignee, the financial stability of the assignee, the likelihood of time to complete the contract, And other applicable factors as they relate to the service. Nothing contained herein shall be construed to prevent CONSULTANT from employing such independent consultants, associates and subcontractors as CONSULTANT may deem appropriate to assist in the performance of the services hereunder.

### **7.3      Rights and Benefits**

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than CONSULTANT and the VILLAGE.

## **Section 8.      Indemnification of VILLAGE**

In accordance with FS 725.08, the CONSULTANT and any of its agents, employees, subcontractors, sub-consultants, or anyone for whose act or acts any of them may be liable in the performance of the services under this Contract shall indemnify and hold harmless VILLAGE, its agents, employees, elected officers and representatives from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of this Contract.

## **Section 9.      Insurance.**

### **9.1.      General**

CONSULTANT shall obtain, maintain and pay for general liability insurance coverage as will insure the provisions of this paragraph and any other contractual indemnities assumed by CONSULTANT in this specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by CONSULTANT.

### **9.2      Workers' Compensation**

The CONSULTANT shall procure and maintain, during the life of this Contract, Worker's Compensation insurance as required by Florida Statutes for all of employees of the CONSULTANT engaged in work on the Project under this Contract.

### **9.3 Insurance Policy Limits**

CONSULTANT shall procure and maintain insurance policies as specified in Attachment A of the solicitation, (REI# 02-2018) and designated in Exhibit B.

### **9.4 Insurance Cancellation**

The CONSULTANT shall furnish to the VILLAGE Certificates of Insurance stating the Insurer will grant the Village the same notification rights that it provides to the first named insured as respects cancellation and nonrenewal. If the insurance policies expire during the terms of the Contract, a renewal certificate or binder shall be filed with the VILLAGE fifteen (15) days prior to the renewal date.

### **9.5 VILLAGE to be Named Additional Insured**

The amounts of insurance shall be determined by the VILLAGE. The VILLAGE shall be named as "additional insured" with regard to the coverage of General Liability and Automobile Liability policies.

### **9.6 Status of Claim.**

The CONSULTANT shall be responsible for keeping the VILLAGE currently advised as to the status of any claims made for damages against the CONSULTANT resulting from services performed under this Contract. The CONSULTANT shall send notice of claims related to work under this Contract to the Village. Copies of the notices shall be sent by fax, hand delivery or regular mail to:

Village Attorney  
Village of Indiantown  
PO Box 398  
Indiantown, FL 34956

## **Section 10. Professional Standards**

### **10.1 Other Agreements**

CONSULTANT is entering into this Contract with the understanding that the VILLAGE has no agreements, either written or oral, for professional services relating to this specific Project which include any of those services within the Scope of Services defined herein.

### **10.2 Approvals Not Guaranteed**

All work performed by Professional will be in accordance with the standard of care of a qualified professional performing similar work in the similar location under similar

circumstances at a similar time and in accordance with all applicable governmental regulations. However, Professional does not warrant or represent that any governmental approval will be obtained, only that the Professional will exercise its best efforts to obtain all such approvals contemplated under this Contract.

### **10.3 Governmental Regulations**

Professional shall assure that work performed under each Project Authorization shall be in accordance with all applicable governmental regulations.

## **Section 11. Opinions of Cost**

Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding, or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified CONSULTANT, familiar with the construction industry. The CONSULTANT cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable cost. If at any time the VILLAGE wishes greater assurance as to the amount of any cost, the VILLAGE shall employ an independent cost estimator to make such determination. Consulting services required to bring cost within any limitation established by the VILLAGE will be paid for as additional services hereunder by the VILLAGE.

## **Section 12. General Conditions**

### **12.1 Venue in Martin County**

Venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

### **12.2 Laws of Florida**

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

### **12.3 Attorney's Fees and Costs**

In the event the CONSULTANT defaults in the performance of any of the terms, covenants and conditions of this Contract, the CONSULTANT agrees to pay all damages and costs incurred by the VILLAGE in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

### **12.4 Mediation as Condition Precedent to Litigation**

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a

written request for same on the other party. The party shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the VILLAGE shall select the mediator who, if selected solely by the VILLAGE, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

### **12.5 Contract Amendment**

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. No verbal agreement by the VILLAGE or the VILLAGE's representative identified herein shall be binding or enforceable against the VILLAGE.

### **12.6 Contractual Authority**

**By signing this Contract the CONSULTANT swears or affirms, under penalty of perjury, that this is a valid act of the CONSULTANT,** and that no later claim shall be made by the CONSULTANT that the Contract is invalid or an *ultra vires* act, by reason of a failure to have the proper authority to execute the Contract. In the event that a court of competent jurisdiction later determines that the Contract is or would be null and void for failure of the signatory to have proper or complete authority, this Contract shall nonetheless be deemed valid under the theory of "apparent authority," or in the sole alternative of the Village, shall be deemed to be the act of the signatory, as an individual, who shall be fully responsible for its complete performance.

### **12.7 Sovereign Immunity**

Nothing contained herein shall be construed or interpreted as a waiver of the sovereign immunity liability limits established under chapter 768.20 Florida Statutes as amended.

### **12.8 Competitive Negotiation**

CONSULTANT shall execute a truth-in-negotiation certificate stating that wage rates and other factual costs supporting the compensation are accurate, complete, and current. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the Village determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual costs. All such contract adjustments must be made within one (1) year following the end of the contract.

### **12.9 Prohibition Against Contingent Fees**

CONSULTANT warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT any fee, Council, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. For the breach or violation of this provision, the Village shall have the right to terminate the agreement without liability and, at its discretion to deduct form the

contract price, or otherwise recover, the full amount of such fee, Council, percentage, gift, or consideration.

CONSULTANT or partnership thereof, who offers to pay, or pays any fee, Council, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of any Village contract for professional services shall, upon conviction in a state court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in F.S. 775.082 or F.S. 775.083.

### **Section 13. Public Records**

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the Village Clerk as the custodian of Public Records for the Village of Indiantown, and all the respective departments at 772-597-9900 or cwhite@indiantown.org, Village of Indiantown, Village Clerk 65500 SW Warfield Blvd. Indiantown, FL 34956 per F.S. 119.12.**

Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action with F.S. 119.0701 the Contractor shall:

Keep and maintain public records required by the public agency to perform the service.

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

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

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

#### **Section 14. Exhibits**

The following Exhibits are attached to and made a part of this Contract:

**"Exhibit A"** - "Proposal as Submitted by Professional and Accepted by Village"

**"Exhibit B"** - "Original Request for Proposal as Issued by Village, including all Addenda"

**"Exhibit C"** - "Professional's Personnel Hourly Rate Schedule"

**"Exhibit D"** - "Insurance and Indemnification"

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**Signatures are on following page**

IN WITNESS WHEREOF, the VILLAGE has hereunto subscribed and the PROFESSIONAL has signed his, its, or their name, or names the date aforesaid.

**FLORIDA**

**VILLAGE OF INDIANTOWN,**

**ATTEST:**

\_\_\_\_\_  
**CHERYL WHITE**  
**VILLAGE CLERK**

\_\_\_\_\_  
**SUSAN GIBBS THOMAS**  
**MAYOR**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
**PAUL J. NICOLETTI**  
**VILLAGE ATTORNEY**

**WITNESSES:**

**KIMLEY-HORN AND ASSOCIATES,**  
**INC.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title



# Professional Engineering Services

REI# 02-2018

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August 30, 2018

Village of Indiantown  
Village Offices  
16550 SW Warfield Blvd.  
Indiantown, FL 34956

**RE: Professional Engineering Services; REI# 02-2018**

Dear Members of the Selection Committee:

**Kimley-Horn** understands the Village of Indiantown needs to retain a local, reliable, and efficient partner to provide continuing engineering services. Kimley-Horn has the depth of talent, local knowledge, diversity of expertise, and pledges to serve as your partner. The information below showcases our detailed knowledge and understanding of the Request for Expressions of Interest (REI). We offer the following key advantages to the Village of Indiantown to ensure successful completion of this project.

**Project manager uniquely qualified to serve the Village of Indiantown.** As your project manager, I have a strong personal passion and commitment to serve as the on-call Engineer for the Village. Growing up near the community and attending South Fork High School has allowed me to develop over 10 years of relationships with residents of Indiantown. This has provided me the insight to better understand the unique needs and mindset of the close knit community.

**Minimum learning curve.** Kimley-Horn is familiar with the Village's standards, procedures, processes, and preferences. Kimley-Horn's current work and collaboration with the Village has resulted in strong working relationships with key staff. Our team has extensive experience with and excels in these types of contracts. We have served on similar contracts for the Cities of Stuart, Martin County, West Palm Beach, Belle Glade, Palm Beach Gardens, Greenacres, Vero Beach, the Florida Department of Transportation, Indian River County, and others. Our collective experience with planning and design tasks for local governments shapes our ability to streamline our approach to similar individual tasks. With more than 193 public sector clients in Florida and over 45 continuing contracts, you can be confident our qualifications and history of providing quality services is unmatched.

**Location and responsiveness.** Our West Palm Beach office will serve as the primary office to provide a dependable local partnership with the Village of Indiantown staff. Our West Palm Beach office has been in existence for over 50 years and has 132 staff members centrally located to meet the Village's needs. The team will be supported by staff from our Boca-Delray, Vero Beach, and Fort Lauderdale offices. From these locations, we will work diligently, encouraging open communication to keep you informed about project activity and primary schedule achievements. We are committed to working as your partner, offering you the most effective level of communication to relay project issues, progress, and results that best serve your needs in a timely manner.

**A team you can count on.** Kimley-Horn has a reputation for excellent client service, and we offer a team of experts who can assist you on a broad range of assignments. It is our commitment to the Village of Indiantown that we will provide creative, technical solutions coupled with exceptional client service on every assignment we are tasked with. At Kimley-Horn we have high expectations of our staff to serve you on this contract. Kimley-Horn is not focused on the short-term result, but is devoted to maintaining a long-term relationship founded on trust, respect, and teamwork. We look forward to a continued relationship with the Village of Indiantown.

Finally, my desire to serve you is based on my commitment to and a passion for a community that was once overlooked, but now has the ability to control its own destiny. Having a deep local connection to this area is further personal motivation to be vested in the success of all projects moving forward on this contract.

Sincerely,

**KIMLEY-HORN**

  
Jordan Haggerty, P.E.  
Project Manager

  
Michael Schwartz, P.E.  
Principal-in-Charge

*Note: As a Vice President of the firm, Michael Schwartz, P.E. is authorized to bind the firm.*



## 1. Company Qualifications

Kimley-Horn is a full-service multidisciplinary consulting firm offering a broad range of engineering, planning, landscape architecture, and environmental services to clients in both the public and private sectors.

We have more than 3,300 employees in 83 offices nationwide, offering a full range of consulting services to local, regional, national, and international clients. In Florida alone, there are more than 650 employees in 13 offices. Additionally, many employees are former municipal engineers and planners who have been on our clients' side of the table and are familiar with local government procedures.

We are recognized for the outstanding work of our consulting staff, the quality of our work environment, and our stature as a business enterprise. In 2018, *FORTUNE* named Kimley-Horn one of its "100 Best Companies to Work For" for the 11th time. This year, we ranked #10. Much of our growth extends from the confidence and trust that clients have in us.

We offer you an impeccable record of quality, creativity, and the drive required to excel in our assignments, as well as the aptitude to maintain effective communication and responsiveness with all parties involved. We take pride in our staff's willingness to fulfill the high expectations our firm requires and our clients expect.

We will take on any assignment with the attention it deserves—resulting in improved community infrastructure for the residents of Indiantown.

## History of Kimley-Horn

Founded in 1967 by transportation engineers in Raleigh, North Carolina, Kimley-Horn became well known for its expertise in transportation planning and traffic engineering. In the early 1970s, the firm built an impressive track record in regional and urban area transportation planning, traffic impact analysis, parking planning and design, traffic control system design, as well as statewide and local traffic operations and safety studies. During this period, the firm also added practices in structural, highway, and bridge design, as well as airport planning and design.

Kimley-Horn entered the Florida market in 1968 and then merged with Hutcheon Engineers of West Palm Beach, Florida in 1983 to enhance its general civil and surveying practices. Further diversification of Kimley-Horn's services and geographic practice followed over the years through key acquisitions and mergers, as well as the hiring and development of our own practice builders. The firm's commitment to growth, and reliance on practice builders to fuel that growth by taking advantage of niche markets has enabled Kimley-Horn to become one of the premier consulting firms in the nation.

## Corporate Structure

Kimley-Horn is a privately-held corporation, fully owned by individuals who are current employees of the firm. Our employee owners are the sole stockholders of the company and are the professionals who directly serve our clients. The operations of the firm are not influenced by non-employee owners whose interests may conflict with client service. Since ownership is spread throughout key professionals, and no single individual or small group owns controlling interest of the firm, the company is positioned for long-term stability.

The firm is divided into seven geographic regions: Florida, Southeast, Atlantic, Midwest, Texas, Mountain, and California. Each region is managed by a team of representatives from production, marketing, administration, and practice building. Setting overall direction

*Engineering News-Record (ENR)* annually compiles and publishes the rankings of the 500 largest U.S. design firms (architectural and engineering firms), measured by gross revenues. Kimley-Horn's growth over the years is reflected in its steady rise on *ENR*'s top 500 list. The firm first appeared on the list in 1981, when it ranked 421st.

Today, Kimley-Horn ranks 20th overall and 7th among the top 100 "pure design firms."





and policy for the firm is the firmwide management committee—also composed of representatives from production, marketing, administration, and practice building that assists the regional teams as needed. The primary responsibility of the regional teams and management committee is to provide support to our project managers who are responsible for every facet of a project from beginning to end—contracting, planning, scheduling, production, quality control, client contact/relationships, and project accounting.

## Ownership Interest

Kimley-Horn does not have any ownership interest in other entities involved in these services which might reasonably be selected to perform work under the scope of services set forth in this Request for Expressions of Interest.

## Length of Company's Existence

Kimley-Horn was founded in 1967 in Raleigh, North Carolina and has been providing consulting services for 51 years.

## Office Locations

Kimley-Horn first opened its doors to Florida 50 years ago with a general services contract for West Palm Beach. Since then we have grown to 13 Florida offices with continuing services contracts with over 45 local municipalities. Over these years we have grown an exceptionally strong consulting team that has a depth of experience, local knowledge and commitment to help you successfully complete each project.

Your project manager, **Jordan Haggerty, P.E.**, shifts his time between Kimley-Horn's Boca-Delray and West Palm Beach offices, working alongside the key personnel assigned to this team on a daily basis. Our local West Palm Beach office will serve as the primary office responsible for the production of the majority of work related to this contract. This office will provide a strong local presence and maximize the use of our local staff. From this location, we will work diligently, encouraging open communication to keep you informed about project activity and primary schedule achievements.

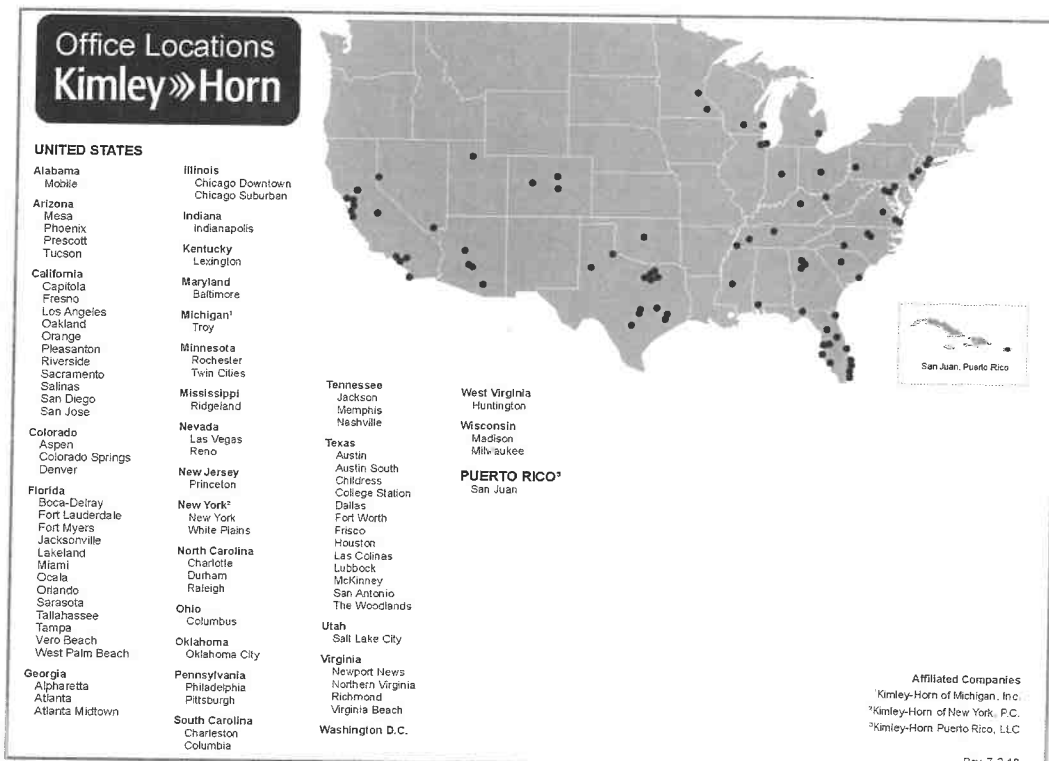
### Kimley-Horn and Associates, Inc.

1920 Wekiva Way, Suite 200

West Palm Beach, FL 33411

561.845.0665

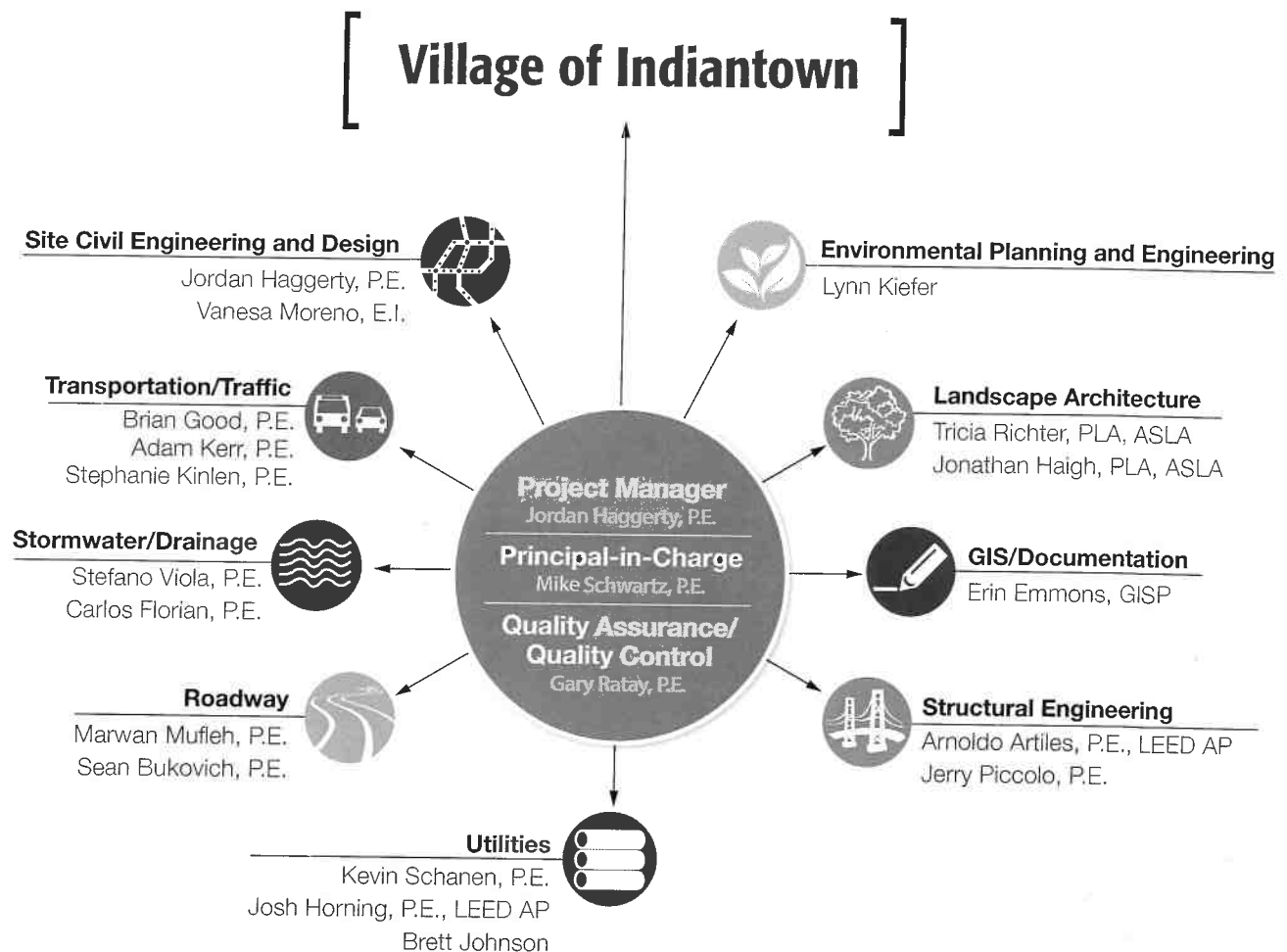
In addition, we have our Vero Beach, Boca-Delray, and Fort Lauderdale offices immediately to the north and south to assist with any needs that may arise. We are committed to working as your partner, offering you the most effective level of communication to relay project issues, progress, and results that best serve your needs. There is no doubt that Kimley-Horn has the experience and expertise to rapidly respond to the Village of Indiantown's needs and the ability to draw on additional statewide and, even national resources, if needed. The map shown here illustrates the location of Kimley-Horn offices nationwide.





## Key Personnel

Kimley-Horn understands the value of assembling a strong project team; consequently, the following team members have been strategically selected to serve the Village. Project manager **Jordan Haggerty, P.E.**, and his staff are capable of providing all the necessary continuing engineering services required for REI# 02-2018. In addition, if necessary, Jordan can call upon the services of more than 600 Florida professionals to help with production needs as necessary to maintain project schedules and to take on the largest projects. Our team of professionals, office locations, and their specific roles for this contract are outlined in the organizational chart below.



## SUBCONSULTANTS

**Survey & Mapping**  
George Young, Jr., PSM  
Mark Wendt, PSM  
GCY, Inc.

**Geotechnical**  
Raj Krishnasamy, P.E.  
Kumar Vedula, P.E.  
Tierra South Florida



## Resumes

The resumes provided at the end of this section include name, firm address, contact information, job skills, education, training, experience, and professional affiliations and memberships of all key team members, including subconsultants.

## Disciplines Offered by the Firm

Kimley-Horn provides an integrated spectrum of services designed to best meet client's immediate needs, but also their big picture priorities. Our experience is unsurpassed as one of the largest and most diverse utilities, structural, roadway, stormwater/drainage, traffic, transportation, landscape architecture, and environmental specialty firms in the country. Listed below are outlines of just a few of the specialty discipline areas we can provide as creative solutions for the Village of Indiantown's Professional Engineering Services contract.

- Civil engineering
- Land planning
- Roadway design
- Utilities engineering
- Water/wastewater engineering
- Traffic signal design
- Intelligent transportation system (ITS) design
- Maintenance of traffic plans
- Stormwater, drainage design and master planning
- Hydrologic and hydraulic studies
- Development Application and Consulting Reviews
- Floodplain studies
- Permitting
- Structural design
- Public involvement
- Agency coordination and liaison
- Pedestrian and bicycle facilities design
- Environmental services
- Water and reclaimed water systems
- Waterfront and marine facilities
- Construction engineering inspection services
- Environmental, permitting, assessment, and remediation
- Utility development
- Construction administration, coordination, and observation
- Cost estimates
- Quality control/quality assurance
- Site civil engineering
- Transit operations
- Traffic counts, traffic studies, and analysis
- Grant funding, loan, and other

## Subconsultants

In addition, we have teamed with two subconsultant firms to supplement and enhance our project team. Kimley-Horn's emphasis on dynamic teamwork and quality performance serves as the foundation from which we select our subconsultants for each distinct project effort. We work diligently to pursue firms who are revered and accomplished in their respective fields and demonstrate enthusiasm to be a part of our team. We have a responsibility to provide the best possible customer service to the Village of Indiantown and expect the same level of commitment from each of our subconsultants. These team members operate as a seamless addition to our staff, providing superior technical skills with a balanced focus on client needs, goals, and concerns.

Kimley-Horn can offer clients the right solution when it comes to completing engineering tasks for a continuing contract although occasionally will need to augment our services with subconsultants. These are firms we work with frequently and have an excellent report. We are proud of our outstanding subconsultant partners and present their qualifications and experience in further detail below and subconsultant resumes can be found at the end of this section.



PROFESSIONAL SURVEYORS & MAPPERS  
INCORPORATED

### GCY, Inc. Surveying

GCY, Inc. has been providing professional surveying services in the state of Florida since 1984. GCY's corporate headquarters is located in Palm City (Martin County). Surveying services include: boundary surveys, large acreage surveys, topographic surveys, GPS surveys, expert witness

services, as-built surveys, plat preparation, land development, right-of-way surveys, and hydrographic surveying. George Young, PSM is a professional surveyor and mapper with more than 31 years of experience who founded GCY in 1984.



GCY's project experience in Martin County includes, but is not limited to, the following:

- **McArthur Boulevard** – GCY provided emergency surveying services following Hurricane Jean for the reconstruction of McArthur Boulevard from North of the House of Refuge to the entrance of Sailfish Point.
- **American Towers Corporation** – GCY provided expert witness testimony to American Tower's lead counsel in successfully defending their riparian rights as the owners of a waterfront piece of commercial real estate.
- **Witham Field** – GCY prepared a Boundary and Topographic Survey of Witham Field. Incorporated in this survey, under separate contract with Martin County, was an aerial photography and planimetrics survey provided by Woolpert.



## Tierra South Florida Geotechnical

Tierra South Florida, Inc. (TSF) is a full-service consulting geotechnical and construction materials testing engineering firm with capabilities to provide test borings, engineering analyses and reports, AutoCAD and Microstation plan sheets, laboratory soils testing, and construction materials testing. Our organization is committed to providing quality, responsive service establishing a reputation for sound approaches and professional competence in a wide range of technically demanding areas. Our services also include threshold/special inspection and roofing inspection services. TSF is a certified Minority Business Enterprise (MBE) with the State of Florida's Office of Supplier Diversity and certified Small/Community Disadvantage Business Enterprise (SBE/CDBE) by Broward County.

Our main office is located in West Palm Beach, Florida with operational satellite offices in Fort Lauderdale and Hialeah Gardens, Florida. Our staff includes principal engineers with more than 20 years of experience in geotechnical, construction, laboratory and field materials testing and inspection services.

TSF's principals have served as geotechnical engineering consultants to a large variety of clients, both public and private, in the course of our experience. These clients include architects, engineers, contractors, developers, utilities, institutions, schools, military, municipalities, and private enterprise covering commercial and residential entities. Our collective project experience is broad based covering: airport construction, pavement design of municipal airports, buildings, highways, bridges, communication towers, dams and levees, sinkhole remediation, ground improvement projects, water supply projects, landfills, slope stabilities analyses, and distressed structure/foundation studies.

TSF's project experience in Martin County includes, but is not limited to, the following:

- **Florida Community Health Center, 15858 SW Warfield Boulevard, Indiantown** – TSF performed a geotechnical exploration for the addition to Florida Community Health Center at 15858 SW Warfield Boulevard in Indiantown, Florida. The purpose of the study was to explore the subsurface conditions at the site to enable an evaluation of acceptable foundation systems for the construction
- **Monitoring Well Installation and Well Plug/Abandonment Plan, SFWMD Lakeside Ranch STA-South, Okeechobee and Martin County** – TSF provided geotechnical engineering services for the project which consisted of several monitoring wells to be installed and abandoned within SFWMD Lakeside Ranch property, in Martin and Okeechobee Counties, Florida.
- **Hosanah Lane from SW Martin Highway to a Dead-end, Martin County** – Completed a pavement evaluation for Hosanah Lane from SW Martin Highway to a Dead-end in Martin County, Florida. The project involved performing pavement cores to evaluate the existing asphalt pavement road for hauling large pipes on a short period of time.

# Jordan Haggerty, P.E.

*Project Manager, Site Civil Engineering and Design*

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## Relevant Experience

**Davenport General Engineering and Related Services, Davenport, FL** — Project analyst for the Kimley-Horn team that was selected in 2010 to provide consulting services to the City of Davenport, including general planning, engineering, and construction administration. Our team has worked with the City on projects that include preparing opinions of probable cost and exhibits for Wilson Park to help the City successfully obtain Community Development Block Grant (CDBG) funding for the project. Our team has also worked with the City to evaluate the structural integrity of the City's old water tower. In 2011, the Kimley-Horn team began providing engineering services for improvements to Wilson Park; this project is being funded by a FY 2011 CDBG for neighborhood revitalization. Specifically involved with the preparation of a septic tank design for Wilson Park.

**Polk TPO Complete Streets Program, Polk County, FL** — Project analyst. Kimley-Horn developed a Complete Streets Manual based on a survey of the broad spectrum of strategies, elements, and treatments that have been successfully implemented in Polk County, throughout areas within Florida, and across the country. The manual was presented in a detailed graphical and illustrative manner and included a portfolio or menu of treatments, along with an evaluation of the variability and feasibility of using them within Complete Streets Corridors identified by the Polk TPO. Kimley-Horn also conducted Complete Streets evaluations for four Complete Streets corridors representative of typical corridors across the County, including corridors governed by cities, Polk County, and FDOT. Each Complete Streets evaluation was summarized in a four-page graphic document (brochure format) evaluating the characteristics of the corridor and emphasizing its role to provide travel options for various users. The Polk TPO received a 2012 planning award from the Heart of Florida/Florida American Planning Association for this Complete Streets Program project.

**Posner Village Shopping Center, Polk County, FL** — Project manager for all development services associated with a retail shopping center including 123,600 SF of a main anchor store plaza, and multiple outparcels. Services include preparation of construction documents to support the onsite site development and infrastructure, construction documents for a Polk County 24" and 30" forcemain capital improvement project, and construction documents for FDOT roadway improvements including the addition of two right turn lanes and signalized intersection adjustments. Kimley-Horn coordinated and partnered with Polk County throughout the design and development process.

**Amazon Distribution and Fulfillment Facility, Orange County, FL** — Lead Project Engineer for all development services associated with a 120-acre warehouse fulfillment center consisting of an 855,000 SF building with 2.3 million internal SF. Civil Engineering services included preparation of development plans, construction documents, stormwater management system design, utility infrastructure, including a lift station, and all associated permitting and construction phase services.

**Bowling Green Utility GIS Mapping, Bowling Green, FL** — Project analyst. Kimley-Horn provided geographical information systems (GIS) services related to providing maps prepared in a GIS format to locate and identify the City's existing utility infrastructure. Kimley-Horn accumulated information on the City's existing utility system (water, sewer, and stormwater). Kimley-Horn then prepared GIS maps of the City's water, sewer, and stormwater systems that can be used from both desktop and mobile applications. This project was Authorization #3 under the City of Bowling Green Agreement for Continuing Engineering Services contract.

## Special Qualifications

- Has over six years of experience in all phases of civil engineering for both private and public land development projects
- Performed detailed analysis and design of numerous stormwater management systems, including above ground exfiltration, above ground retention/detention systems, and below ground stormwater vaults
- Has engineered utility line extensions, sanitary sewer pump stations, and roadway improvements associated with land development projects
- Experienced with land development projects including single family residential, multi-family, mixed-use communities, commercial, industrial, renewable energy, and medical offices

## Professional Credentials

- Master of Engineering, Civil Engineering, University of Florida
- Bachelor of Civil Engineering, Technology, Georgia Southern University
- Professional Engineer in Florida, #80511
- Stormwater Management Inspector, #32184
- 2016 Florida Engineering Society Ridge Chapter Young Engineer of the Year
- American Society of Civil Engineers (ASCE), Associate Member
- Florida Engineering Society, Member

*Relevant Experience continued*

**City of Lakeland Solar Field Projects, Lakeland, FL** — Lead Project Engineer for all development services associated with solar field energy projects. Services include preparation of construction documents, stormwater management system design, flood plain analysis, utility infrastructure design and all associated permitting and construction phase services.

**Facilities Management Multidisciplinary Continuing Contract/Polk County Sheriff's Office, Bartow, FL** — Project analyst for the Kimley-Horn team that provided civil engineering and master site planning (including construction plans) for improvements at the 72-acre, Polk County-owned Sheriff's Training Facility off of Old Bartow-Eagle Lake Road. The site contained a number of existing improvements, including portable buildings, a concrete sidewalk network, paved parking, shooting ranges, and storage areas. Kimley-Horn provided long-term master planning and design documents that consisted of a new tactical area with an earth berm for safety, a driving pad that is more than four acres in size, a one-mile paved driving course, a new access road, a five-story training simulator, a new observation tower, a canine administration building, and a new 5,000-square-foot storage building. Four wet stormwater ponds were designed and permitted to discharge to an impaired water body. The property was almost entirely reclaimed phosphate land—with parts within the 100-year flood zone—and had numerous wetland and marsh areas that were impacted. Kimley-Horn coordinated and contracted with surveyors, geotechnical engineers, and environmental engineers to help process this important project through Polk County Development Services, U.S. Army Corps of Engineers (USACE), Southwest Florida Water Management District (SWFWMD), and Florida Department of Environmental Protection (FDEP).

**Bellewood Commons, Daytona, FL** — Project manager for all development services associated with a mixed-use development including retail and multifamily uses. Planning services include rezoning the property, preparing a small scale comprehensive plan amendment, preparing a Planned Development plan, and attending various public improvement meetings. Civil Engineering services include preparation of construction documents, stormwater management system design, roadway improvements design, utility infrastructure design and all associated permitting and construction phase services.

**Lake Hollingsworth Roundabout Improvements, Lakeland, FL** — Project analyst. As part of the continuing services contract with the City of Lakeland, Kimley-Horn was selected as project engineer for the design of the City of Lakeland's first roundabout along Lake Hollingsworth Drive. The tasks included a feasibility analysis and conceptual design, final design as well as construction phase services. Design considerations included pedestrian safety, traffic calming, improved intersection functionality and constructability for an existing roadway.

**Orlando Airport Park, Orange County, FL** — Lead Project Engineer for all development services associated with a 62 acre business park that consists of two distribution centers, with associated office space, totaling 830,982 square feet. Civil Engineering services include preparation of development plans, construction documents, stormwater management system design, utility infrastructure including a lift station to support the entire business park, and all associated permitting and construction phase services.

**Surgical Center of Central Florida, Lakeland, FL** — Project manager for all development services associated with medical office projects. Planning services include preparing a conditional use application and attending various public involvement and planning commission hearings. Civil Engineering services include preparation of construction documents, utility infrastructure design and all associated permitting and construction phase services.

**DaVita Dialysis Medical Offices, Multiple Locations, FL** — Project manager for all development services associated with medical office projects. Services include preparation of construction documents, stormwater management system design, roadway improvements design, utility infrastructure design and all associated permitting and construction phase services.

**Discount Tire Store, Multiple Locations, FL** — Project manager for all development services associated with retail tire store office projects. Services include preparation of construction documents, stormwater management system design, roadway improvements design, utility infrastructure design and all associated permitting and construction phase services.

**Streamsong Resort (fka Stillwater Preserve), Polk County, FL** — Project analyst on the Kimley-Horn team providing engineering services for this 16,000-acre, resource-based destination development in southwest Polk County. The project includes 36 holes of golf and a six-story hotel with a planned spa and high-end restaurant. The development will cater to sporting and outdoor activities, including sporting clays, fishing, hunting, bird watching, kayaking, and canoeing, with numerous multi-purpose trails for hiking, running and biking. Tasks include preparation of conceptual site plan for sales trailer and preliminary as-builts for a wastewater treatment facility, emergency access road, clubhouse, and lodge. In addition, Kimley-Horn is providing construction phase services.

# Mike Schwartz, P.E.

*Principal-in-Charge*

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## Relevant Experience

**Lake Worth Beach Redevelopment, Lake Worth, FL** — Project engineer for the Kimley-Horn team assisting the City of Lake Worth for site plan exhibits, associated cost estimates, public presentations, and City and Palm Beach County coordination on this project. Assisted the City in developing design criteria and site plan alternatives for a proposed redevelopment of its public beach. Proposed improvements included boardwalks, parking lots, roads, utility and drainage infrastructure, walkways, landscaping, street furnishings, pavilions, beach lockers, playground equipment, lighting, restrooms, and other site amenities. Our team also assisted City in negotiating a new interlocal agreement with Palm Beach County to secure up to \$5 million in funding for the public improvements. The Kimley-Horn team is also assisting with LEED certification of the Casino building.

**Las Olas Boulevard Corridor Improvements, Fort Lauderdale, FL** — Project engineer. Kimley-Horn is providing preliminary design, evaluation, and due diligence services for this mixed-use project for the City of Fort Lauderdale Community Redevelopment Agency. The project consists of the redevelopment of several pieces of City property from existing surface parking lots to a new multi-story parking garage; active park and plaza areas; and general open space to enhance the pedestrian and beachgoer experience in the Fort Lauderdale beach area. Las Olas Boulevard is being improved to provide a "Complete Streets" design to better connect the shops, restaurants, and other businesses with the new Oceanside Plaza on the south side of Las Olas Boulevard. The design of Oceanside Plaza includes space for special events such as festivals and concerts; play areas for children; and a convenient porte-cochere drop off. Kimley-Horn is providing the initial site civil engineering design, roadway design, permitting coordination, stormwater, utility, franchise utility coordination, and other services.

**24th and 25th Street Improvements, West Palm Beach, FL** — Project engineer. Kimley-Horn was retained by the City of West Palm Beach to provide streetscape improvements in the Northwood neighborhood area. This project was a joint effort between the City of West Palm Beach and the West Palm Beach Community Redevelopment Agency (CRA) to reconstruct each of the two-lane roadways with on-street parallel parking on both sides, thus creating a main street through the District. The project was envisioned as an impetus to spur redevelopment of that District. As such, it required an intensive public involvement program, which included residents, merchants, the CRA Advisory Board, and the CRA Board which is the City Commission. The project included extensive landscape and hardscape plans, renderings, decorative street lights, drainage, signing and marking, and traffic control plans. 24th and 25th Streets were also designated as SR 5 and were owned and maintained by FDOT. Therefore, permitting and close coordination with FDOT were necessary. Due to a Local Agency Program (LAP), funding was provided by state and federal governments.

**Broward Avenue and Volusia Street Signal Design, Boca Raton, FL** — Project engineer. Kimley-Horn designed a traffic signal at the intersection of Broward Avenue and Volusia Street on the FAU Boca Raton campus. The signal is a trombone-style mast arm. The signal serves a busy intersection with a significant amount of pedestrian traffic. Kimley-Horn worked closely with the trombone-style mast arm manufacture to ensure that the design would meet the wind loading requirements for coastal Florida.

## Special Qualifications

- Has 22 years of design and regulatory agency permitting experience in South Florida
- Significant experience in preliminary planning, master planning, infrastructure planning, design, and regulatory agency permitting for educational and healthcare campuses (expansions and new facilities) in Florida
- Experience in construction contract administration, including preparation of certification packages; preparation of bond release packages; coordination with clients, contractors, and local agencies; review of as-built and shop drawings; and on-site inspection
- Computer software experience includes RC4, SDOT, Hydroflow, Autocad Versions 13 and 14, and Softdesk

## Professional Credentials

- Bachelor of Science, Civil Engineering, University of Florida
- Professional Engineer in Florida, #56200
- American Society of Civil Engineers (ASCE)
- Florida Engineering Society, Member

**Relevant Experience continued**

**South Shore Boulevard Design, Phase II from Lake Worth Road to Pierson Road, Wellington, FL** — Drainage engineer for the design of a two-lane divided roadway with curbed median and flush shoulders, including transitions required to transition from dual southbound lefts at the intersection of Lake Worth Road to a single lane. The transition construction included approximately 1,000 feet of widening on Lake Worth Road from the intersection of South Shore Boulevard. The project also included regulatory agency permitting with SFWMD, USACE, Palm Beach County Traffic Division (for signalization), and the Village of Wellington. Services also included landscape and irrigation design and utility design for utility extensions for the corridor.

**Florida Atlantic University (FAU) Continuing Minor Civil Engineering (Multiple Projects), FL** — Project manager for the Kimley-Horn team that is providing a variety of services for FAU at its multiple Florida campuses. To date, we have worked on more than 100 projects in conjunction with this continuing services contract. Projects include:

- **FAU Florida Atlantic Boulevard Northern Four Lane Design and Permitting, Boca Raton Campus, Boca Raton.** Project manager of the Kimley-Horn team responsible for design and regulatory agency permitting for the construction of one mile of four-lane divided roadway (from Spanish River Boulevard to North University Drive) on FAU's Boca Raton Campus. The plans included paving, grading and drainage, reclaimed water main, signing and striping, signalization, and landscape/irrigation. Kimley-Horn was also responsible for the traffic control and operations design for the project. This included maintenance of traffic, evaluation of the intersections for proper design, storage and turning movements, signalization design, and coordination with the City of Boca Raton. The project also included significant South Florida Water Management District (SFWMD) permitting. Kimley-Horn was responsible for the SFWMD calculations for multiple basins and coordination with SFWMD to achieve permitting with no comments. 100% construction documents were completed ahead of schedule with construction beginning in June 2011 and completed in January of 2012.
- **FAU Boca Raton Campus Broward Avenue and Volusia Street Traffic Signal, Boca Raton.** Kimley-Horn designed a new traffic signal for the very busy intersection of Broward Avenue and Volusia Street, which also includes a significant amount of pedestrian traffic. Kimley-Horn worked closely with the trombone-style mast arm manufacturer to ensure that the design would meet the wind loading requirements for coastal Florida.
- **FAU Boca Raton Campus Lee Street Sidewalk, Boca Raton.** Design and construction of 1,800 linear feet of 8-foot-wide sidewalk from the Engineering Building to the Recreation Center. Project included filling of existing adjacent swales and modification to existing SFWMD permits.

**Belvedere Road from East of Jog Road to Military Trail, West Palm Beach, FL** — Project engineer. Kimley-Horn prepared a traffic study for the expansion of a four-lane facility to six lanes. We then provided services for an alignment and right-of-way study to add one additional lane and assess the impacts and costs associated with it.

**NASA – Kennedy Space Center Miscellaneous Surveying Projects, Cape Canaveral, FL** — Project manager of the Kimley-Horn team that is serving as a subconsultant to another firm and providing engineering and surveying services for various projects at the Kennedy Space Center. To date, we have completed the following:

- **Second Street and NASA Parkway East Topographic and Utility Location Survey.** This project consisted of the horizontal and vertical location of the proposed route beginning at the intersection of Second Street and C Avenue SE and terminating at the Communications Distribution and Switching Center (CD&SC). The topographic survey was performed in accordance with the Florida Minimum Technical Standards and will be referenced to the Florida State Plane Coordinate System East Zone. All elevations were referenced to NAVD 88. Cross sections were obtained at 50-foot intervals along the proposed route. Surface evidence of underground improvements were located and shown on the digital base map.

# Gary Ratay, P.E.

Quality Assurance/Quality Control

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## Relevant Experience

**General Civil Engineering Consultant, Bay Harbor Islands, FL** — Project engineer providing wastewater flow analysis; system modeling; pneumatic lift station, wastewater pump analysis, and design for the Town's wastewater system; and roadway engineering services for citywide street improvements and rehabilitation.

**Miscellaneous General Civil Engineering Services, Lauderhill, FL** — On the project team to assist the City on a series of roadway and drainage improvement projects established by Lauderhill in key areas throughout the City. One of the primary projects under this contract involved improvements to Inverrary Boulevard, a main spine through the City. Kimley-Horn provided master planning services for this section of roadway, including drainage improvements, design for the addition of bike lanes, striping, and meeting ADA compliance for sidewalks. Kimley-Horn provided the City with suggestions to maximize the existing roadway and sidewalk to best accommodate the bike lane. Our design for the drainage improvements provided a more positive collection system to convey the excess stormwater runoff to the lake/canal system at a higher rate than the current swale system. Kimley-Horn produced design and construction plans for the improvements to Inverrary Boulevard.

**City of Lauderdale Lakes Roadway, Traffic, and Stormwater Engineering Services, Lauderdale Lakes, FL** — Project engineer on the Kimley-Horn team that is working with the City of Lauderdale Lakes under a general services contract for roadway, traffic, and stormwater improvements. To date, we have started several projects:

- **NW 29th Street Traffic Calming.** Anticipating increased through traffic on NW 29th Street resulting from the construction of the new Wal-Mart on the west side of SR 7, the City contracted with Kimley-Horn to implement traffic calming measures at this location. We completed a conceptual traffic calming layout for the Lauderdale Lakes CRA that served as the basis for the new design.
- **NW 21st Street Improvements.** Kimley-Horn is currently designing a drainage system on NW 21st Street, from SR 7 to Willie Webb Park. The City plans to add bicycle and pedestrian facilities on this roadway segment; a profile correction is also intended for this segment. The new drainage system is needed to accommodate these new facilities. This new system will drain into the City's canal system.
- **NW 41st Street Traffic Calming.** Kimley-Horn worked with the City to install alternate traffic calming measures. Our roadway improvements included the design and construction of a roundabout, installation of new curbing, landscaping, irrigation, and other enhancement features.

**City of Plantation General Engineering Services, Plantation, FL** — Project manager providing general consulting services for the City of Plantation. Worked closely with the City on numerous roadway, drainage, and community enhancement projects, as well as traffic studies associated with the proposed improvements. Services have included general planning to develop cost-effective streetscape and beautification approaches and a traffic calming program. Also assist the City in implementing those visions with thorough, cost-effective roadway, traffic, lighting, landscaping, irrigation, and drainage designs followed by construction phase services.

## Special Qualifications

- Has 32 years of civil engineering experience, with particular expertise in general municipal engineering, stormwater management, project permitting, and construction phase services
- Principal areas of practice include water distribution, wastewater collection, force main and associated pump station design, water treatment plant design, well pump design and site piping, and feasibility and engineering reports
- Has State Revolving Fund (SRF) loan experience

## Professional Credentials

- Bachelor of Science, Mechanical Engineering, University of Florida
- Professional Engineer in Florida, #46682
- Florida Engineering Society
- National Society of Professional Engineers (NSPE)

*Relevant Experience continued*

**General Engineering and General Traffic and Transportation Services, South Miami, FL** — Project team member. Kimley-Horn provided a variety of services for the City of South Miami. Projects intersection improvements to SW 64th Street and SW 59th Place and SW 74th Street and SW 59th Avenue. Services provided included downtown traffic analysis, water main improvements, miscellaneous drainage improvements, roadway beautification along sections of US 1, new asphalt, traffic calming elements to narrow the intersection by adding landscape medians, construction phase services; design services for Murray Park, and north end drainage improvements.

**Royal Palm Boulevard Improvements (Royal Palm Blvd. Bridge over Margate Canal), Margate, FL** — Project manager for this project that involved realignment of the roadway, eastbound and westbound left-turn lanes, access management modifications, renovation of an existing bridge and medians, construction of pedestrian bridges, base enhancements, milling and resurfacing, providing new asphalt areas, swale improvements, drainage improvements, landscaping, irrigation, and lighting improvements. The work included design of a roadway bridge and two pedestrian bridges, roadway and turn lanes, drainage, signing and pavement markings, government agency approvals, coordinating with utility providers for adjustments and/or relocations, preparing detailed quantity calculations and engineer estimates of probable costs, and providing resident project representation and incidental items.

**Miramar Parkway Streetscape from SW 64th Avenue to SW 68th Avenue, Miramar, FL** — Principal-in-charge for this FDOT LAP funded project that involves roadway, landscape, irrigation, and lighting improvements on Miramar Parkway. Additional project improvements include bicycle lanes, drainage modifications, landscaping, lighting, hardscaping, driveway apron regrading, sidewalk replacement, ADA improvements at the intersections, and a mid-block pedestrian crossing/emergency signal modification.

**SW 67th Avenue Design, Davie, FL** — Principal-in-charge. The Town of Davie's SW 67th Avenue project was an extension of the Town's existing roadway from NW 41st Court south to Orange Drive. The expansion provided approximately 1,400 linear feet of a new 2-lane roadway that included roadway swales and exfiltration trench for drainage. Along with the roadway and drainage improvements, the project included an 8-foot-wide sidewalk addition to improve pedestrian and equestrian traffic through the Town. Once completed the project will provide additional access to the area schools and help alleviate the traffic on Davie Road extension.

**Town of Palm Beach Storm Sewer, Sanitary Sewer, Water Main Replacement, and Roadway, Palm Beach, FL** — Project engineer for the design and construction phase services for this project consisting of utility replacement (storm sewers, sanitary sewers, and water mains) and full roadway width rebuilding of five residential streets in upscale residential neighborhoods. The firm worked under a strict design and construction schedule because all construction within the Town had to occur between the months of May and November. Construction was challenging as both the storm and sanitary sewers were replaced live.

**Continuing Stormwater Services, Cutler Bay, FL** — Project manager for the creation of a stormwater master plan for Cutler Bay to address flood protection activities for its residents and protect the environmental quality of its canals. Kimley-Horn also developed a stormwater management report to assist the client in creating a stormwater utility, which generates a dedicated stream of revenue to implement capital improvements and maintain an operation and maintenance program associated with the stormwater system. The project tasks included compiling data, developing a stormwater master plan, developing a stormwater management report, and assisting Cutler Bay in joining the National Flood Insurance Program (NFIP) so that federally-funded flood insurance is available to the community. Specific projects have included drainage improvement projects for Cutler Ridge Elementary School and Saga Bay.

**Continuing Engineering Services, Miramar, FL** — Principal-in-charge for Kimley-Horn's general civil engineering, traffic engineering, landscape architecture and park design consulting services to the City of Miramar on an ongoing basis. Areas of assistance include review of traffic impact analyses and parking studies specific to development applications, park design services for the Police Benevolent Association Civic Center Park Expansion, reclaimed water line design, water main design, and site civil engineering. Additional services include involvement as a member of the City of Miramar's land development staff to provide traffic and transportation input to the Planning and Zoning Board and the City Commission for traffic operation issues and proposed development site plans.

**Tropical Farms Reverse Osmosis (RO) Water and Wastewater Treatment Plant, Stuart, FL** — Project engineer for developing a water and wastewater system master plan for the Tropical Farms Water and Sewer District. Project included sizing the water and wastewater plants for the district's service area, locating the plant sites, and sizing the water, wastewater, and reuse transmission mains. Prepared and obtained the County FDEP permits for the project. The wastewater plant permit also included 100 percent reuse of the wastewater plant effluent, as well as the concentrate generated from the Tropical Farms membrane plant.

# Vanesa Moreno, E.I.

Site Civil Engineering and Design

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## Relevant Experience

**Las Olas Boulevard Corridor Improvements, Fort Lauderdale, FL** — Project analyst. Kimley-Horn is providing preliminary design, evaluation, and due diligence services for this mixed-use project for the City of Fort Lauderdale Community Redevelopment Agency. The project consists of the redevelopment of several pieces of City property from existing surface parking lots to a new multi-story parking garage; active park and plaza areas; and general open space to enhance the pedestrian and beachgoer experience in the Fort Lauderdale beach area. Las Olas Boulevard is being improved to provide a "Complete Streets" design to better connect the shops, restaurants, and other businesses with the new Oceanside Plaza on the south side of Las Olas Boulevard. The design of Oceanside Plaza includes space for special events such as festivals and concerts; play areas for children; and a convenient porte-cochere drop off. Kimley-Horn is providing the initial site civil engineering design, roadway design, permitting coordination, stormwater, utility, franchise utility coordination, and other services.

**JFK Medical Center Bed Tower and Parking Garage Additions, Atlantis, FL** — Project analyst. Kimley-Horn has been selected to provide professional civil engineering services for the addition of a new bed tower and the development of a parking garage that will serve the JFK Medical Center in Atlantis, FL. Part of this project involves a significant addition to the existing emergency department, requiring the relocation of the ambulance drive, 18 intensive care beds, and 54 acute care beds. This project also involves the construction of a new eight-floor, 940-space parking garage.

**Kendall Regional Medical Center Bed Tower Vertical Expansion and Parking Garage, Plantation, FL** — Project analyst. Kimley-Horn provided professional civil and traffic engineering services for the development of a two-floor, 130,000-square-foot bed tower and parking garage. The firm provided master planning services, including onsite design development, project phasing, temporary helipad evaluation, and construction documents for the construction of the new bed tower that added 60 beds to the licensed bed count. Additionally, the team met with Miami-Dade County DOT and Public Works to determine requirements for a traffic impact analysis (TIA) that included methodology determination, traffic data collection, trip generation, capacity analysis, and maneuverability analysis.

**Westside Regional Medical Center, Atlantis, FL** — Project analyst. Kimley-Horn is providing professional engineering consulting services for this 224-bed hospital located in Atlantis, FL. This project includes the construction of a new, approximately 190,000-square-foot, five-story bed tower along with a new ground floor lobby. The services provided include on-site design, landscape architecture and irrigation design, construction observation services, stormwater management, coordination with the City of Atlantis, plans review, and analyses of existing drainage.

## Special Qualifications

- Civil analyst with more than four years of technical and field experience
- Specializes in healthcare development
- Experienced with civil design services, including site design, grading, stormwater management, drainage design, sewage collection design, water distribution systems, regulatory agency permitting and construction phase services
- Experience with preparation of construction documents, permitting, and opinion of probable costs
- Experience with Civil 3D, Autoturn, and ICPR3

## Professional Credentials

- Bachelor of Science, Civil Engineering, Florida State University
- Engineering Intern in Florida, #1100019602

# Lynn Kiefer

*Environmental Planning and Engineering*

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## Relevant Experience

### ***Martin County Utilities, Tropical Farms Wetland Monitoring, Martin County, FL***

Project manager for the wetland monitoring for the Consumptive Use Permits associated with the Tropical Farms Water Treatment Plant. Also responsible for the consultant oversight for the North County Water Treatment Plant wetland monitoring and Haney-Tilton wetland enhancement project. Responsible for overseeing the monitoring and annual compliance report submittals.

### ***Tropical Farms Reverse Osmosis (RO)/Water and Wastewater Treatment Plant Expansion, Stuart, FL***

Environmental scientist for the expansion of Tropical Farms \$25-million water treatment plant (WTP). Kimley-Horn has teamed with another firm for the expansion of Martin County's water and wastewater treatment plant. Kimley-Horn provided all phases of design, permitting, construction, and SCADA system integration for the brackish RO WTP expansion.

***Carroll Street Final Design, Kissimmee, FL*** — Environmental scientist. Kimley-Horn was selected to provide final design services for the 1.5-mile segment of Carroll Street that extends from John Young Parkway to Michigan Street in Osceola County. The primary purpose of this project is to widen the existing roadway from three lanes (center turn lane) to a five-lane section with center turn lane and is funded through the FDOT LAP program. Elements of this project include roadway design, drainage, permitting, signalization, signing/pavement markings, and roadway lighting. Final design services are underway with an anticipated completion of April 2018.

***SE 31st Street Design and Right-of-Way (ROW) Mapping, Ocala, FL*** — Environmental scientist that assisted the County with the engineering and design of SE 31st Street from SE 19th Avenue to SR 464 to connect SE 31st Street to SR 464 and an appropriate four-lane roadway through the residences on SE 31st Street. This project was accomplished in two phases. Phase I involved a preliminary engineering and conceptual layout phase that determined the alignment of the roadway and the locations for the required stormwater treatment ponds. The second phase was authorized by Marion County and includes the preparation of final engineering plans and contract documents for construction and will include pursuing permits from the CSX Railroad and the St. Johns River Water Management District. Based on the significant growth occurring in southeast Marion County, this connection was needed more than ever to allow traffic to take advantage of SE 31st Street as a parallel arterial to SR464.

### ***Fern Street Streetscape and Complete Streets Design, West Palm Beach, FL***

Environmental scientist. Kimley-Horn provided civil engineering and landscape architectural design services for this project, which features complete street pedestrian and bicycle enhancements within portions of the Fern Street corridor between Tamarind Avenue and Flagler Drive in Downtown West Palm Beach. The design program includes curbside bioswale planters, pedestrian-level lighting, replacement of portions of existing sidewalk to remediate pedestrian hazards, restriping of the roadway to better organize parking and add a combination of dedicated bike lane and shared-use bicycle markings (sharrows), and decorative crosswalks.

***Broadway Avenue and Adjacent Side Street Streetscape Improvements, Programmatic Categorical Exclusion, Kissimmee, FL*** — Environmental scientist.

## Special Qualifications

- Has 28 years of experience conducting environmental studies and coordinating environmental permits related to transportation projects
- Extensive experience working with the U.S. Army Corps of Engineers (USACE), state permitting agencies, Florida Department of Environmental Protection (FDEP), and water management districts
- Responsible for the natural, social and physical environment data collection, analysis and documentation for more than 30 PD&E Studies
- Responsible for numerous projects that involved endangered and threatened species coordination and/or surveys
- Experience in environmental analysis, including freshwater ecosystems, marine ecosystems, and terrestrial habitats
- Responsible for NEPA documents (EIS, EA, FONSI documented Categorical Exclusions) for FDOT, FAA, and FTA

## Professional Credentials

- Master of Science, Coastal Zone Management/Oceanography, Florida Institute of Technology
- Bachelor of Science, Marine Biology, Auburn University
- U.S. Army Corps of Engineers Wetland Delineator Certification (Jacksonville District)
- Gopher Tortoise Agent (Permit No. GTA-10-00008)
- Certified, Embry-Riddle Aeronautical University: Airport Wildlife Hazard Management Workshop
- Hazardous Materials Health and Safety Certification, Occupational Safety and Health Administration
- Society of Wetland Scientists

*Relevant Experience continued*

Kimley-Horn completed the programmatic categorical exclusion checklist and documentation for this Local Agency Program funded project. This project was part of the implementation of Phase II of the City of Kissimmee's Master Redevelopment Plan developed by the Community Redevelopment Agency (CRA). The CRA proposed to convert Broadway Avenue from a four-lane, divided roadway to a two-lane, divided roadway from Ruby Avenue to Drury Avenue. The project also includes streetscape improvements on the side streets of Stewart, Darlington, Monument, and Dakin Avenues and Sproule Street. Services included evaluating the site for wetlands, listed species and contamination involvement and completing the documentation to demonstrate that the project impacts were minor and could meet the requirements to categorically exclude the project from the National Environmental Policy Act. Because the project is located in historic downtown Kissimmee, coordination was required regarding the potential adverse effects to historic properties. We were able to demonstrate that there would not be an adverse effect.

**Kings Highway Design and Construction, Vero Beach, FL** — Environmental scientist responsible for obtaining the environmental resource permit and Section 404 dredge and fill permit for this 4.5-mile roadway widening project. Also prepared mitigation plans for the wetland impacts associated with College Lane (a side street leading from Kings Highway to Indian River Community College).

**Midway Road (CR 712) Design and Reconstruction, FDOT District Four** — Environmental manager responsible for environmental permitting for the reconstruction of Midway Road from a two-lane, rural roadway to a four-lane, divided urban roadway from west of South 25th Street to east of SR 5 (US 1), for a length of two miles. The project includes replacement of the existing bridge over the North Fork of the St. Lucie River (Aquatic Preserve and Outstanding Florida Water) and also includes retaining walls, drainage ponds, signing, lighting, signalization, landscaping, irrigation, and wetland mitigation. The corridor is within a historic area and our design will consider right-of-way impacts, impacts to parks and schools, concerns of White City residents, access management changes, flooding and environmental concerns, 4(f) properties, utilities and, possibly, decorative lighting within the historic limits.

**Lennard Road PD&E Study, St. Lucie County, FL** — Environmental task manager responsible for all data collection, data analysis, and environmental document preparation for the proposed widening and extension of this approximately four-mile roadway. The project includes evaluation of alternative corridors in the vicinity of the Savannas State Preserve Park and also includes extension of a majority of the road along undeveloped corridor. Several issues are associated with the project, including evaluating impacts to several listed species (gopher tortoise, bald eagle, sandhill crane, listed wading birds, wood stork, and Eastern indigo snake). Completed the Environmental Assessment and Finding of No Significant Impact for the project.

**C-468 Widening from US 301 to CR 505, Sumter County, FL** — Environmental scientist for the design and permitting for the milling, resurfacing, widening and re-construction of C-468 from an existing two-lane, undivided rural roadway to a four lane, divided urban roadway. The project limits are from US 301 to CR 505, approximately 1.9 miles. To minimize construction cost, the existing two-lanes of pavement were milled, resurfaced and overbuilt for a majority of the project. Portions of the project required re-construction. The project also included milling, resurfacing and widening approximately 0.4 miles of US 301 for turn lanes. The C-468 intersection with US-301 was re-configured as a T-intersection as a safety improvement. The disciplines involved in this project included roadway, drainage, temporary traffic control, signing and pavement markings and permitting. This project is being permitted through SWFWMD and FDOT.

**SW 49th Avenue S Phase Preliminary Engineering Report, Marion County, FL** — Environmental scientist for the Kimley-Horn team that evaluated alternative alignments of a proposed 2.6 mile four-lane roadway extension to support increasing development growth in southwest Marion County. The project included project traffic forecasting, pond siting analysis, engineering analysis, environmental analysis, geotechnical analysis, utility coordination, cost estimates, alternatives analysis, and significant public involvement. Project included significant coordination with Marion County, Board of County Commissioners, Ocala/Marion TPO, community stakeholders, and the public. The project was complete in February 2018 and Kimley-Horn will be preparing design plans for the recommended alternative.

**SW 49th Avenue/SW 40th Avenue, Phases 2 and 3, Marion County, FL** — Environmental scientist. Kimley-Horn was retained to provide full design and permitting services for SW 49th Avenue/SW 40th Avenue, Phases 2 and 3. Kimley-Horn provided full surveying services, environmental field work, full roadway design, permitting services, and bid administration. The project is a four-lane divided highway with two signalized intersections just west of I-75 that will provide an important north-south collector roadway in this part of Marion County. As part of our services, Kimley-Horn will present the final design plans at a public meeting and to the Board of County Commissioners. Value is being added by Kimley-Horn's suggestion that horizontal and vertical curvature be designed for a higher design speed so that in the future if the County elects to perform a speed study and raise the speed limit, the roadway design will support it.

# Brian Good, P.E.

Transportation/Traffic

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## Relevant Experience

### ***Martin County Continuing Transportation Engineering Services, Martin County, FL***

Project manager. In 2011, Kimley-Horn was selected by the Martin County Board of County Commissioners for a continuing service contract for engineering services related to transportation design and studies. Our services include roadway design, signal design, bridge design, traffic studies, and streetscaping. Specific work orders under this contract include:

- ***Bridge Road Corridor Improvements, Hobe Sound, FL.*** Kimley-Horn evaluated corridor improvements along the Bridge Road between US 1 and SR A1A. The Bridge Road corridor is a commercial corridor in the Hobe Sound CRA. The corridor improvements included urban streetscape design elements, parking alternative configuration evaluations, evaluations relative to undergrounding the existing franchise utility services, development of illustrative concept plans, construction cost estimating, and public workshop presentations. Based on the community's positive response to the conceptual corridor plans, this project is scheduled to move into construction document development in 2012.
- ***Bridge Road Design, Hobe Sound, FL.*** With the evaluation of the Bridge Road corridor complete, Kimley-Horn is now working on the roadway and drainage design and permitting elements of this project.

***CR 707 Sidewalk Project - Phase I and Phase II, Martin County, FL*** — Project manager for the development of construction documents that provided for pedestrian improvements along CR 707 between N.E. Eleanor Avenue and N.E. Palmer Street. The design consisted of transitioning CR 707 within the existing right-of-way to provide space to construct the proposed sidewalk improvements, introduction of raised landscape islands to improve access management, and drainage improvements to address stormwater runoff from the corridor. Kimley-Horn successfully met the County's challenging project schedule having project design documents completed within 30 days of notice to proceed.

***Monterey Road Design, Stuart, FL*** — Project engineer on the Kimley-Horn team contracted by Martin County to expedite the design of approximately 1.5 miles of Monterey Road (SR 714). The improvement entailed designing a four-lane roadway that would be consistent with the approved PD&E study conducted by FDOT that was accepted by the Martin County Metropolitan Planning Organization. The nature of the work included roadway design, storm sewer design retention calculations, offsite drainage, coordination with the Martin County Airport Authority, landscaping design, and lighting design. The project is currently under design and nearing completion. Anticipated construction date is 2006 as programmed by the Martin County MPO.

***Railroad Avenue Corridor Improvement Project, Martin County, FL*** — Project manager. Kimley-Horn was tasked with developing improvements that would increase access to the existing numerous commercial land uses along the corridor, address water quality discharges, safely address the handling and disposal of the existing contaminated soils from within the corridor, improve potable water service, and design a xeriscape landscape plan that will improve the aesthetics of the corridor all within a defined project budget from inception.

## Special Qualifications

- Has 22 years of experience related to transportation design projects, including roadway geometric design, hydrologic and hydraulic analyses, plans preparation, and bridge hydraulics
- Has performed drainage designs and provided solutions for transportation, aviation, residential, and retail projects
- Stormwater management experience includes hydrological and hydraulic analysis on drainage basins and floodplains from 10 to 50,000 acres, floodway analysis on Federal Emergency Management Agency (FEMA) regulated floodways, and bridge hydraulic backwater analysis for numerous Florida Department of Transportation (FDOT) structures

## Professional Credentials

- Bachelor of Science, Environmental Engineering, University of Central Florida
- Professional Engineer in Florida, #56939
- American Society of Civil Engineers (ASCE), Member
- California Water Environment Association, Member
- Toastmasters International

*Relevant Experience continued*

**CR 707/Dixie Highway Roadway Improvements and Streetscape Design, Stuart, FL** — Project manager. Kimley-Horn prepared construction documents to support the development of the Rio Town Center Streetscape. The existing two-lane rural roadway was visualized to be reconstructed into a two-lane, divided urban corridor with on-street parking, a community featured roundabout to accommodate a future art installation, 10-foot-wide sidewalks along either side, landscaping/hardscape improvements, and street lighting. The corridor will serve as the backbone of the Rio Town Center master development plan. Consulting services included construction document development, agency permitting, public involvement workshops, coordination with franchise utility operators to support undergrounding of overhead utilities, and post-design construction phase services. Roadway construction was completed in June 2012, and we completed the design for the sidewalk improvements in 2014.

**Aviation Boulevard Improvements (43rd Avenue to US 1), Vero Beach, FL** — Project manager on the Kimley-Horn team for the 3.1 miles of streetscape roadway improvements. Our services on this project included topographic survey, right-of-way mapping, roadway design, signal design, public involvement and stormwater design. This project required extensive permitting with FEC railroad, SJRWMD, IRFWCD, ACOA, FAA, IRCO, the City, and property owners along the corridor.

**Lakefront Park Redevelopment, Kissimmee, FL** — Project manager on Kimley-Horn team that provided roadway improvements and site civil improvements for the Lakefront Park Redevelopment Master Plan. The scope of services included roadway design, drainage design, signing and pavement markings plans, lighting design, landscape design, hardscape design, planning, environmental consulting and permitting, and utility design for the roadway improvements within the Lakefront Park Redevelopment. The project also included site civil construction documents, utility design, and structural design to support the implementation of the approved Lakefront Park Redevelopment Master Plan Phase II Improvements.

**66th Avenue/41st Street Bridge Replacement, Vero Beach, FL** — Project manager for the Kimley-Horn team that provided survey, roadway design, structural design and permitting services to replace the existing two-lane vehicular bridge on 41st Street and improve the 66th Avenue/41st Street intersection to provide auxiliary turn lanes on all intersection approaches. The bridge was designed as a three-lane structure with the option of expanding to a five-lane structure should the future need arise. The challenging components associated with this project related to addressing the significant grade change required to meet Indian River Farms Water Control District criteria, while designing the bridge structure and associated roadway improvements to have a minimal impact on the water control district's canal system.

**Miscellaneous SR A1A and CR 510 Roadway Improvements, Indian River County, FL** — Project manager involved in the design of seven separate auxiliary turn lane improvements to SR A1A and three auxiliary turn lane improvements to SR 510. The improvements were developed with the County based upon their capacity related benefits. The scope of services included survey, roadway design, wetland impact mitigation, and permitting. Due to the varied locations associated with the projects, multiple permit applications were made to SJRWMD and FDOT. This project required extensive coordination with Indian River County Public Works Department, SJRWMD, Indian River Mosquito Control, and FDOT.

**Old Boynton Road/Congress Avenue Intersection Improvements, Boynton Beach, FL** — Project engineer for roadway improvements at the intersection of Old Boynton Road and Congress Avenue. Responsible for drainage design, roadway design, and permitting.

**Darwin Boulevard Roadway and Drainage Improvements, Port St. Lucie, FL** — Member of the Kimley-Horn team retained by the City of Port St. Lucie to provide engineering design services associated with the roadway and drainage improvements for Darwin Boulevard from S.W. Port St. Lucie Boulevard to Landale Boulevard. Darwin Boulevard used to pond water during heavy storms. The prolonged water on the pavement was deteriorating the asphalt and causing the roadway surface to fail. The project included conducting permit research at SFWMD; obtaining a full topographic survey of the 100-foot right-of-way; evaluating the existing drainage patterns for the corridor; analyzing the existing drainage structures; adding two turn lanes at an elementary school entrance and a proposed sidewalk along the south side of the corridor; and providing geotechnical evaluation, permitting, and roadway and drainage construction plans. The construction plans were prepared for 4,100 feet of the corridor.

# Adam Kerr, P.E.

Transportation/ Traffic

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## Special Qualifications

- Has 16 years of experience in transportation planning and traffic engineering gained through a variety of transportation planning projects, including traffic impact analyses, Florida Department of Transportation (FDOT) action plan analysis, developments of regional impact (DRIs), data collection coordination, and computer modeling
- Experience in traffic signal design across multiple jurisdictions in Florida
- Experienced in development of regional impact (DRI) analysis and project management throughout the state
- Proficient in highway capacity software, Synchro, Florida Standard Urban Transportation Model System (FSUTMS) traffic modeling

## Professional Credentials

- Bachelor of Science, Civil Engineering, Clemson University
- Professional Engineer in Florida, #64773
- Professional Engineer in Alabama, #35546
- Congress for the New Urbanism
- President – Palm Beach Planning Congress

## Relevant Experience

**Worth Avenue Restoration Project, Palm Beach, FL** — Provided traffic engineering expertise for this roadway beautification project along one of the Town's most prestigious roadways. The project included the construction of a new roadway section, replacement and modification of various underground utilities, replacement of sidewalks with decorative tabby concrete, and the introduction of many landscaping and architectural elements throughout the corridor.

**Boynton Beach Boulevard Design from East of I-95 to US-1, Boynton Beach, FL** Project engineer providing design services for this multi-stage project in the City of Boynton Beach. The design improvements to the project area (east of I-95 to US-1) include landscape architecture enhancements and Complete Streets features. Design features include narrowed lanes and expanded sidewalks to encourage pedestrian mobility and landscape/hardscape upgrades within the corridor. Our services include roadway and landscape design; signing and marking; signal plans; lighting; traffic analysis; utility coordination; permitting assistance; and public involvement services.

**Glades Road and Butts Road Intersection Improvements, Boca Raton, FL** — Traffic engineer for design of a signal replacement and second southbound turn lane on Butts Road at the intersection of SR 808/Glades Road as part of our countywide miscellaneous services contract for Palm Beach County. Kimley-Horn's services included signal plans and design to replace the existing mast-arm assembly, signing and pavement marking plans, roadway and intersection design, drainage design, and environmental permitting with South Florida Water Management District and Lake Worth Drainage District.

**Greenacres Transportation Element – Comprehensive Plan Amendment, Greenacres, FL** — Project engineer. Kimley-Horn performed the update to the Transportation Element for the City of Greenacres Comprehensive Plan. The WPBUSA FSUTMS planning model was used to forecast future traffic conditions in order to determine future roadway levels of service. The WPBUSA FSUTMS planning model was modified to determine the short- and long-range needs for the City roadway network and identify mitigation measures. Kimley-Horn also provided direction to the City regarding its designation of future motorized and non-motorized traffic circulation systems with the improvement to those existing systems throughout the City of Greenacres.

**Jupiter Inlet Colony Neighborhood Rehabilitation, Jupiter Inlet Colony, FL** Project engineer. Kimley-Horn is providing construction management/engineer of record services for the Jupiter Inlet Colony Neighborhood Rehabilitation. The project consists of a new gravity sewer system and lift station; replacement of existing cement asbestos potable water main; a new stormwater drainage system consisting of 5,500 linear feet of exfiltration trench; and roadway reconstruction. This project is a joint project (developed through an Interlocal Agreement) between the Loxahatchee River District (sewer authority), the Village of Tequesta (water utility), and Jupiter Inlet Colony. Tom was instrumental in getting two grants from the FDEP and SFWMD totaling \$825,000, which will assist in offsetting the total assessment amount paid by the residents for these improvements.

**Kings Highway (SR 713) from Okeechobee Road (SR 70) to US 1 (SR 5) PD&E Study, FDOT District Four** — Project engineer. Kimley-Horn performed a PD&E study to widen an existing two-lane roadway to a four- or six-lane divided roadway. This 10-mile project

***Relevant Experience continued***

included all environmental and engineering reports necessary to evaluate alternative corridors and alternative alignments within the selected corridor. The project also included public information meetings and public workshops with local residents and elected officials. Additional services included the preparation of a detailed concept plan, right-of-way maps, and a pond siting report to determine additional right-of-way needs.

***Lyons Road from Clint Moore Road to Atlantic Avenue, Boca Raton, FL*** — Project engineer. As a subconsultant to another firm, Kimley-Horn provided structural design for a new bridge, utility coordination, coordination with Lake Worth Drainage District, and permit coordination services for roadway construction and improvements for Lyons Road. The project resulted in plans for a four-lane divided typical section with provisions for an ultimate six-lane section for Clint Moore Road to Linton Blvd. and a five-lane section from Linton Blvd. to Atlantic Avenue.

***Wiles Road Design from Riverside Drive to Rock Island Road, Broward County, FL*** — Project engineer for complete contract plans for the widening of Wiles Road to a 6-lane divided urban arterial from Riverside Drive to Rock Island Road. One of the major accomplishments of this segment's design was to work with all stakeholders to avoid issues related to private property impacts given the narrow corridor and proximity of private features. Another major accomplishment was an innovative drainage solution that added new outfalls through City owned property to an existing undersized drainage system to avoid reconstructing the entire Wiles Road system. We coordinated closely with the County to tackle issues related to the narrow areas of the corridor, including a balance between traffic lane, sidewalk and bike lane widths. This segment had grant funding from FDOT and the improvements included roadway design, Complete Streets design, drainage, lighting, landscaping, irrigation, bicycle lanes, signalization, utility coordination, permitting coordination with the City of Coral Springs and detailed traffic control plans. The project required extensive landscape plans and coordination to resolve issues related to private landscape encroachments into County right of way. Our team provided tree mitigation permit services and coordinated with both County and City forester. We incorporated the Broward Complete Streets guidelines on this project (also prepared by Kimley-Horn), which were endorsed by the Broward MPO.

***Boca Raton Continuing Traffic Engineering Services, Boca Raton, FL*** — Transportation engineer for traffic engineering review services on an ongoing basis. Services include review of traffic concurrency studies, parking studies, and technical deviation requests. Kimley-Horn has reviewed traffic and parking studies for a large student housing complex proposed to serve Florida Atlantic University students, a redevelopment of the Glades Plaza Shopping Center, and the redevelopment of a convenience store along Glades Road. Also provides assistance to City staff, meets with applicants, and supports City staff at public hearings.

***General Traffic Services, Jupiter, FL*** — Project manager responsible for the preparation of reviews and comments of traffic studies and site plans as part of the Town's development review process. Performed a study to determine the effects of adding the Bush Road connector. Prepared signal design plans and specifications package for the traffic signal at Toney Penna Drive and Pennock Lane.

***Lake Worth Comprehensive Plan Transportation Element Update, Lake Worth, FL*** — Project manager for the Kimley-Horn team currently working to update the Transportation Element of the City of Lake Worth's Comprehensive Plan. As part of this process, we are revising the goals, objectives, and policies to incorporate Complete Streets principles; conducting a comprehensive City-wide parking analysis; and coordinating with future transit providers. We are collecting up-to-date traffic data on City streets to accurately provide a Data Inventory Analysis, short- and long-range projections, and a detailed map series outlining vehicular volumes, transit routes, and bicycle/pedestrian facilities.

***City of Miramar Continuing Engineering Services, Miramar, FL*** — Lead traffic engineer providing on call traffic engineering services. Areas of assistance include review of traffic impact analyses and parking studies specific to development applications. Additional services include involvement as a member of the City of Miramar's land development staff to provide traffic and transportation input to the Planning and Zoning Board and the City Commission for traffic operation issues and proposed development site plans.

***US 1 Corridor Modification Study, Delray Beach, FL*** — Prepared an analysis of conditions prior to and after a lane reduction on a major corridor through Delray Beach, Florida. Aspects of the study included traffic volumes at intersections and generally along the corridor, speeds, and accident data. The corridor study was part of a larger project which analyzed the qualitative effects of decreased number of travel lanes, increased sidewalk width, and increased landscaping. The project involved extensive public coordination with the City of Delray Beach, the Florida Department of Transportation, and the Delray Beach Community Redevelopment Association.

# Stephanie Kinlen, P.E.

Transportation/Traffic

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## Special Qualifications

- Has five years of experience as a civil analyst
- Software experience includes AutoCAD, HCS+, and Synchro
- Experienced in conducting traffic operational analyses, signal warrant analyses, all-way stop warrant analysis, and parking studies

## Professional Credentials

- Bachelor of Science, Civil Engineering, University of Florida
- Professional Engineer in Florida, #84302
- Palm Beach County Planning Congress

## Relevant Experience

**Hollywood US 1 Corridor Study, Hollywood, FL** — Project analyst of the Kimley-Horn team selected to design a new cross section for a portion of US 1 that would allow for wider medians, improved sidewalk plantings, and extended medians to control access and improve safety through the corridor. In order to accomplish the City's goals for the corridor, Kimley-Horn worked with FDOT to designate this section of the road under their Transportation Design for Livable Communities (TDLC) program. The TDLC designation allows for a more advantageous horizontal clearance that will allow for larger trees to be planted closer to the curbs and paves the way for allowing the design speed of the corridor to be lowered to match the designated speed, which will allow for a typical section to be approved with narrower drive lanes. Kimley-Horn also presented traffic and crash data analysis to determine where medians could be extended throughout the corridor, allowing for more landscape space in medians and creating less crossing turning movements through the corridor for safety. Renderings of proposed development scenarios were worked through with City staff for use in upcoming public presentations.

**SR A1A Complete Streets Design, Hollywood, FL** — Project analyst on the Kimley-Horn team serving the City of Hollywood to determine the feasibility of reducing the number of travel lanes and incorporate Complete Streets elements within the corridor. The concept plans included a reduction of speed, improving safety for vehicles, pedestrians, and bicyclists; wider sidewalks, buffered bicycle lanes, and designated loading zones; and improved street furniture, landscaping, and signage.

**Lake Worth Comprehensive Plan Transportation Element Update, Lake Worth, FL** Project analyst for the Kimley-Horn team serving the City of Lake Worth to provide an update to the transportation element of their comprehensive plan. Updated existing traffic data and map series, and analyzed goals, objectives, and policies updates to address deficiencies in the current plan.

**Canyon District Park, Boynton Beach, FL** — Project analyst. Kimley-Horn is providing civil engineering, traffic engineering, and environmental services for this new county park development for Palm Beach County. This development of this park will generally consist of the addition of new baseball and softball fields, flex-play multi-purpose fields, basketball courts, volleyball courts, picnic areas, and a playground. The loop road and stormwater design of the project will be critical to the development of this two-phase project to allow for immediate use of some of the amenities and the subsequent development of the second phase.

**Federal Highway/Dixie Highway One-Way Pair, Boca Raton, FL** — Project analyst for the Kimley-Horn team performing traffic data analysis and determining future traffic volumes of Boca Raton's downtown area. The team will develop estimated 2040 volumes for the proposed roadways and modify signal timing patterns to reflect conditions. The team will also prepare graphics depicting an overall system map, before and after conditions, construction typical sections, Complete Streets features, and benefits based on forecasted volumes.

**Boynton Beach Gateway Enhancements and Welcome Signage, Boynton Beach, FL** Project analyst. Kimley-Horn provided landscape architecture, structural engineering, signage design, construction plans preparation, and construction observation services to

***Relevant Experience continued***

design and construct two “Welcome to Boynton Beach” signs. One sign is located at the north city limits along Federal Highway (just west of Ocean Inlet Drive) and another sign at the south city limits in the median of Federal Highway (just north of Gulfstream Blvd). These beautification and general improvements are part of Boynton Beach CRA’s overall plan to improve the City’s aesthetic and provide enhanced gateways into the community. The signs were installed in January 2016.

***Boynton Beach Town Square Redevelopment and Infrastructure Improvements, Boynton Beach, FL*** — Project analyst. A small public school was built in the growing town of Boynton Beach in 1897 — and quickly outgrew it. In 1900, the town built a new school and following its incorporation in 1920, a bond was passed to build a new high school, which was designed by renowned architect William Manly King. The building retains important architectural design elements including the original gymnasium wooden floors. After the old high school spent the past three decades vacant, the City and CRA undertook a renovation project for this historic structure as part of a larger ‘Town Square’ public and private partnership effort. The building’s renovation is nearing completion. As lead engineering designer, Kimley-Horn is responsible for civil engineering design as it relates to stormwater infrastructure and utility improvements, along with miscellaneous consulting services on an as needed basis.

***Delray Square Plaza Redevelopment, Delray Beach, FL*** — Project analyst. Kimley-Horn is providing a full array of consulting services for the existing Delray Square Plaza located at the corner of Atlantic Avenue and Military Trail in Delray Beach. The redevelopment of the 35-acre site consists of the relocation of the Publix grocery store, construction of new retail spaces and two new outparcels, and the reconfiguration of the existing parking areas. Kimley-Horn was responsible for developing the site layout, stormwater and drainage design (StormTech underground chambers), and utility and grading design. Juliana also aided the project manager with obtaining approvals from the South Florida Water Management District (SFWMD), City of Delray Beach, Lake Worth Drainage District (LWDD), Palm Beach County Health Department, and the Florida Department of Transportation (FDOT) for turn lane design and permitting. The project team was also responsible for site planning and site plan processing with the City of Delray Beach, and landscape architecture services, and is currently providing construction phase services.

***City of Belle Glade Comprehensive Plan, Belle Glade, FL*** — Project analyst. Kimley-Horn worked with the City of Belle Glade on the review and update of the City’s Comprehensive Plan based on the evaluation and appraisal report also prepared by Kimley-Horn. Kimley-Horn completed the community review, preliminary land use and population analysis and a review of the current Goals, Objectives, and Policies as they relate to growth management changes, consistency across the various elements, and clarification of terms/strategies.

***Boynton Beach Police Headquarters - Phase 1 Design, Boynton Beach, FL*** — Project analyst. Kimley-Horn was retained by a local contractor to assist the City of Boynton Beach in conducting a Spatial Needs Assessment, develop a master plan, and design a Police Headquarters at a site on High Ridge Road. As part of the design team, we will develop 30% and 75% documents civil engineering needs, traffic assessment, and landscape architectural services.

***Boynton Trail Center, Boynton Beach, FL*** — Project analyst providing site planning and developmental services for this site located on the northeast corner of Boynton Beach Boulevard and Military Trail. Approximately 15,500 square feet of mixed retail was demolished to construct the most recent phase of work for this project. Per professional recommendation, the project is proceeding in three phases: Phase 1 — a zoning administrative amendment to vest and permit the building shown at the far corner of the intersection (previously occupied by wet retention area) and depict on the site plan the limits of a central stormwater lake that is currently shown on the plans, modified to reflect what can be permitted for the center; Phase 2 — a zoning administrative amendment for the Goodwill scope of site plan changes; and Phase 3 — addressing the remainder of the master plan with new retail buildings. Kimley-Horn is completing the stormwater management calculations in conjunction with SFWMD and PBCLD criteria.

***60-Acre Site Traffic Impact Analysis, West Palm Beach, FL*** — Optimized Palm Beach County signal timing along Southern Boulevard for arterial analysis and recommended future intersection improvements.

# Tricia Richter, PLA, ASLA

Landscape Architecture

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## Relevant Experience

### ***Town Hall Square Streetscape and Infrastructure Improvements, Palm Beach, FL***

Landscape architect for Kimley-Horn, retained by the Town of Palm Beach for this historic fountain restoration and roadway beautification project within the heart of the Town's commercial corridor. Phase I of the project included the restoration of the Mizner Memorial Fountain constructed in 1929. Phase II of the project included streetscape improvements consisting of landscaped nodes, decorative pedestrian crossings, updated urban park landscaping that creates a public gathering area in the median of a roadway where the fountain feature resides, modification of various underground utilities, replacement of sidewalks with decorative tabby concrete, and the introduction of many landscaping and architectural elements throughout the area.

### ***Altamonte Springs Gateway Drive Extension Final Design, Altamonte Springs, FL***

Landscape analyst on the Kimley-Horn team that provided design, permitting, bidding support, and construction phase services for the Gateway Drive Extension project. This project involved the new construction of approximately one mile of four-lane, divided urban roadway from east of Forest City Road to Keller Road. It also included construction of a new two-lane, urban roadway and widening for auxiliary lanes along Maitland Boulevard and Keller Road. The disciplines involved in this project included roadway, drainage, floodplain, utilities, traffic control, signing/pavement marking, signalization, structural, landscaping, permitting and right-of-way-mapping. This project was permitted through Seminole County, SJRWMD, USACE, FDEP, FEMA, FDOT, and the City of Maitland.

### ***Miramar Parkway Streetscape from SW 64th Avenue to SW 68th Avenue, Miramar, FL***

— Landscape architect for this FDOT LAP funded project that involves roadway, landscape, irrigation, and lighting improvements on Miramar Parkway. Additional project improvements include bicycle lanes, drainage modifications, landscaping, lighting, hardscaping, driveway apron regrading, sidewalk replacement, ADA improvements at the intersections, and a mid-block pedestrian crossing/emergency signal modification.

### ***Boynton Beach Boulevard Design from East of I-95 to US-1, Boynton Beach, FL***

Landscape architect providing design services for this multi-stage project in the City of Boynton Beach. The design improvements to the project area (east of I-95 to US-1) include landscape architecture enhancements and Complete Streets features. Design features include narrowed lanes and expanded sidewalks to encourage pedestrian mobility and landscape/hardscape upgrades within the corridor. Our services include roadway and landscape design; signing and marking; signal plans; lighting; traffic analysis; utility coordination; permitting assistance; and public involvement services.

***SW 67th Avenue Design, Davie, FL*** — Landscape architect for an extension of the Town's existing roadway from NW 41st Court south to Orange Drive. The expansion provided approximately 1,400 linear feet of a new 2-lane roadway that included roadway swales and exfiltration trench for drainage. Along with the roadway and drainage improvements, the project included an 8-foot-wide sidewalk addition to improve pedestrian and equestrian traffic through the Town. Once completed the project will provide additional access to the area schools and help alleviate the traffic on Davie Road extension.

### ***Fern Street Streetscape and Complete Streets Design, West Palm Beach, FL***

Landscape architect, civil engineering and landscape architectural design services for

## Special Qualifications

- Six years of experience with landscape design, construction document preparation, and in preparing presentation graphics
- Has developed landscape architectural plans at over 65 cell tower sites in Florida

## Professional Credentials

- Bachelor of Landscape Architecture, Landscape Architecture, University of Florida
- Professional Landscape Architect in Florida, #LA6667244
- American Society of Landscape Architects (ASLA)

***Relevant Experience continued***

this project, which features complete street pedestrian and bicycle enhancements within portions of the Fern Street corridor between Tamarind Avenue and Flagler Drive in Downtown West Palm Beach. The design program includes curbside bioswale planters, pedestrian-level lighting, replacement of portions of existing sidewalk to remediate pedestrian hazards, restriping of the roadway to better organize parking and add a combination of dedicated bike lane and shared-use bicycle markings (sharrows), and decorative crosswalks.

***Las Olas Boulevard Corridor Improvements, Fort Lauderdale, FL*** — Landscape architect. Kimley-Horn is providing preliminary design, evaluation, and due diligence services for this mixed-use project for the City of Fort Lauderdale Community Redevelopment Agency. The project consists of the redevelopment of several pieces of City property from existing surface parking lots to a new multi-story parking garage; active park and plaza areas; and general open space to enhance the pedestrian and beachgoer experience in the Fort Lauderdale beach area. Las Olas Boulevard is being improved to provide a "Complete Streets" design to better connect the shops, restaurants, and other businesses with the new Oceanside Plaza on the south side of Las Olas Boulevard. The design of Oceanside Plaza includes space for special events such as festivals and concerts; play areas for children; and a convenient porte-cochere drop off. Kimley-Horn is providing the initial site civil engineering design, roadway design, permitting coordination, stormwater, utility, franchise utility coordination, and other services.

***SR A1A Complete Streets Design, Hollywood, FL*** — Landscape architect of the Kimley-Horn team serving the City of Hollywood to help reduce the number of travel lanes and incorporate Complete Streets elements within the corridor between Hollywood Boulevard and Sheridan Street. The concept plans will include a reduction of speed, improving safety for vehicles, pedestrians, and bicyclists; wider sidewalks, buffered bicycle lanes, and designated loading zones; and improved street furniture, landscaping, and signage. The team will also provide traffic signal/roundabout analysis, driveway access review, emergency vehicle access review, meetings and coordination, and permitting services. Part of the project includes preparation of pilot plans/temporary implementation construction plans (to be permitted from FDOT) to allow the public to experience the lane reduction on a trial basis to test its effectiveness prior to making it permanent.

***Boynton Beach Gateway Enhancements and Welcome Signage, Boynton Beach, FL*** — Landscape architect. Kimley-Horn provided landscape architecture, structural engineering, signage design, construction plans preparation, and construction observation services to design and construct two "Welcome to Boynton Beach" signs. One sign is located at the north city limits along Federal Highway (just west of Ocean Inlet Drive) and another sign at the south city limits in the median of Federal Highway (just north of Gulfstream Blvd). These beautification and general improvements are part of Boynton Beach CRA's overall plan to improve the City's aesthetic and provide enhanced gateways into the community. The signs were installed in January 2016.

***15th Street Streetscape, West Palm Beach, FL*** — Landscape architect. Kimley-Horn is currently developing plans for streetscape improvements for 15th Street in West Palm Beach. This streetscape features a full complement of Complete Street elements, such as dedicated bike lanes, on street parking, improved accessibility, street furnishings, and new landscaping. The bike lanes are emphasized with a green performance asphalt coating. The street also features new bulb-out islands to help better define and organize parking as well as act as percolating bioswales that will take in stormwater from the existing gutter.

***Clematis Streetscape Improvements, West Palm Beach, FL*** — Landscape architect. Kimley-Horn is providing landscape architecture and civil engineering services as part of the team designing improvements to the 300 block of Clematis Street in downtown West Palm Beach. In partnership with the City, the team conducted public outreach so residents and visitors. After several public input meetings with Clematis Street merchants, other area merchants, stakeholders, residents and visitors, the City Commission voted to implement recommendations from the award-winning design team.

***Historic Miramar Complete Streets, Miramar, FL*** — Landscape architect for the development of design concepts and a phasing plan for the City to implement their Complete Streets vision utilizing a Broward County Redevelopment Program grant. Opinions of probable construction cost were developed in support of the phasing plan, along with a narrative detailing the design and cost differences between the initial grant application and current anticipated construction pricing. The Complete Streets improvements, designated for the 255-acre project area, include 7 miles of sidewalk improvements with accessible ramps and crosswalks, potential biking facilities, decorative crosswalk treatments, street trees, sodded swale improvements, irrigation, and pedestrian level lighting.

# Jonathan Haigh, PLA, ASLA

Landscape Architecture

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## Relevant Experience

**24th and 25th Street Improvements, West Palm Beach, FL** — Landscape architect for the Kimley-Horn team retained by the City of West Palm Beach to provide streetscape improvements in the Northwood neighborhood area. This project is a joint effort between the City of West Palm Beach and the West Palm Beach Community Redevelopment Agency (CRA) to reconstruct each of the two-lane roadways with on-street parallel parking on both sides, thus creating a main street through the District. The project included extensive landscape and hardscape plans, renderings, decorative street lights, drainage, signing and marking, and traffic control plans; 24th and 25th streets were also designated as SR 5 and are owned and maintained by the Florida Department of Transportation (FDOT). Therefore, permitting and close coordination with FDOT were necessary. Due to local agency participation, funding was provided by state and federal governments.

**Altamonte Springs Gateway Drive Extension Final Design, Altamonte Springs, FL** Landscape architect on the Kimley-Horn team that provided design, permitting, bidding support, and construction phase services for the Gateway Drive Extension project. This project involved the new construction of approximately one mile of four-lane, divided urban roadway from east of Forest City Road to Keller Road. It also included construction of a new two-lane, urban roadway and widening for auxiliary lanes along Maitland Boulevard and Keller Road. The disciplines involved in this project included roadway, drainage, floodplain, utilities, traffic control, signing/pavement marking, signalization, structural, landscaping, permitting and right-of-way-mapping. This project was permitted through Seminole County, SJRWMD, USACE, FDEP, FEMA, FDOT, and the City of Maitland.

**Boynton Beach Boulevard Design from East of I-95 to US-1, Boynton Beach, FL** Landscape architect providing design services for this multi-stage project in the City of Boynton Beach. The design improvements to the project area (east of I-95 to US-1) include landscape architecture enhancements and Complete Streets features. Design features include narrowed lanes and expanded sidewalks to encourage pedestrian mobility and landscape/hardscape upgrades within the corridor. Our services include roadway and landscape design; signing and marking; signal plans; lighting; traffic analysis; utility coordination; permitting assistance; and public involvement services.

**Mowry Drive Roadway Improvements, Homestead, FL** — Landscape architect for the Kimley-Horn team. This project consists of widening and resurfacing the existing two-lane road from SW 152nd Avenue to SW 157th Avenue in Homestead. The project includes landscape and hardscape plans, renderings, decorative street lights, drainage, signing and marking, and traffic control plans. Also designed a new irrigation system.

**Washington Avenue Roadway Improvements, Phase II, Homestead, FL** — Landscape architect for the Kimley-Horn team. This project consists of widening the existing two-lane road from NE 2nd Street to NE 8th Street in downtown Homestead. The project includes landscape and hardscape plans, renderings, decorative street lights, drainage, signing and marking, and traffic control plans. Also designed a new irrigation system.

**SW 67th Avenue Design, Davie, FL** — Landscape architect for an extension of the Town's existing roadway from NW 41st Court south to Orange Drive. The expansion provided approximately 1,400 linear feet of a new 2-lane roadway that included roadway swales and exfiltration trench for drainage. Along with the roadway and drainage improvements, the

## Special Qualifications

- Has 23 years of experience as a practicing professional landscape architect
- Skilled designer with park-related project experience throughout the Southeast United States: eight community parks of 60 acres and greater, more than 20 passive parks of varying size, and more than 50 miles of dedicated greenways
- Contributed, managed, and/or produced seven recreation master plans in five different states
- Directed the preparation of park-related construction drawings, detailing, and specifications
- Experienced in applying a practical and budget-friendly, yet creative design approach to each project
- Proficient in applying sustainable principles in project design and incorporating the design of Florida-friendly landscapes and water-efficient irrigation systems

## Professional Credentials

- Bachelor of Landscape Architecture, Landscape Architecture, University of Arkansas
- Professional Landscape Architect in Florida, #6666795
- American Society of Landscape Architects (ASLA), Past President
- Florida Recreation and Parks Association

## *Relevant Experience continued*

project included an 8-foot-wide sidewalk addition to improve pedestrian and equestrian traffic through the Town. Once completed the project will provide additional access to the area schools and help alleviate the traffic on Davie Road extension.

***Fern Street Streetscape and Complete Streets Design, West Palm Beach, FL*** — Project manager and landscape architect, civil engineering, and landscape architectural design services for this project, which features complete street pedestrian and bicycle enhancements within portions of the Fern Street corridor between Tamarind Avenue and Flagler Drive in Downtown West Palm Beach. The design program includes curbside bioswale planters, pedestrian-level lighting, replacement of portions of existing sidewalk to remediate pedestrian hazards, restriping of the roadway to better organize parking and add a combination of dedicated bike lane and shared-use bicycle markings (sharrows), and decorative crosswalks.

***10th Avenue North/6th Avenue South Roadway Enhancement Project, Lake Worth, FL*** — Landscape architect for construction phase. Kimley-Horn developed a series of streetscape beautification guidelines, as well as private sector setback and building massing guidelines for the two primary east/west corridors connecting downtown Lake Worth to I-95. The project consisted of more than 8 miles of streetscape design guidelines, including landscape material, decorative lighting, street furniture, hardscape palette gateway features, intersection layouts, and special signage. The blocks abutting the roadways were studied to provide appropriate setbacks to maximize pedestrian usage along the corridor. Construction for 6th Avenue South was completed in December 2009, 10th Avenue North was completed in April of 2010.

***Miramar Historic Downtown Revitalization, Miramar, FL*** — Landscape architect. The Historic Downtown Revitalization is a streetscape project on Miramar Parkway between SW 68th Avenue to SW 69th Way within the City of Miramar. The project improvements include landscaping, sidewalks, street lighting, ADA improvements at the intersections, and a mid-block pedestrian crossing. Additionally, SW 69th Way had minor flooding issues which were addressed during this project.

***Miramar Parkway Streetscape from SW 64th Avenue to SW 68th Avenue, Miramar, FL*** — Landscape architect for this FDOT LAP funded project that involves roadway, landscape, irrigation, and lighting improvements on Miramar Parkway. Additional project improvements include bicycle lanes, drainage modifications, landscaping, lighting, hardscaping, driveway apron regrading, sidewalk replacement, ADA improvements at the intersections, and a mid-block pedestrian crossing/emergency signal modification.

***Palmetto Park Road Improvements and Downtown Boca Raton Pedestrian Promenade, Boca Raton, FL*** — Landscape architect. For this retail district through the downtown area, Kimley-Horn provided full roadway and streetscape design and landscape architectural design to create a pedestrian friendly downtown with emphasis on a promenade connecting Plaza Real with Mizner Park. Intersections were redesigned to reduce pavement crossing width, minimize turn lanes, emphasize pedestrian crossings and modify signal timing to improve the pedestrian and downtown environment. Special emphasis was placed on providing an inviting pedestrian experience along retail businesses and providing on-street parking. Improvements include brick paved intersections, introduction of curbless streets along NE 1st Avenue, reconstruction of Boca Raton Road with an inverted crown roadway with wider sidewalks and on-street parking. Curbless streets were introduced to enable their use for special events when streets can be closed for fair events. Landscape and hardscape improvements include planter islands and wide brick paver sidewalks on both sides of the roadways. Improvements along Palmetto Park Road include construction of wider brick paver sidewalks, raised brick paver intersections, lighted bollards, and new decorative street lighting.

***Delray Beach CRA, Continuing Landscape Architecture Services, Delray Beach, FL*** — Project manager and landscape architect. Kimley-Horn has been repeatedly selected to provide on-call landscape architecture services to the Delray Beach CRA. In our many years of work for the CRA, Kimley-Horn's multi-disciplined staff of planners, landscape architects, engineers, and environmental scientists collaborated on several projects to complete multi-phased projects for the CRA. These projects included various studies and development of concept plans that involved public involvement programs to build consensus within the community, along with successful collaboration between CRA and City staff. Kimley-Horn has successfully taken a variety of landscape architecture and streetscape design projects to the final design phase to help the City realize its vision.

***Delray Beach CRA, Federal Highway (US 1) Interim and Final Enhancements, Delray Beach, FL*** — Landscape architect. Kimley-Horn was retained by the Delray Beach CRA to design permanent improvements to reduce north- and southbound US 1 (NE 6th Ave. and NE 5th Ave.) to two lanes each way and provide on-street parking on both avenues. The improvements encourage slower speeds and a safer, more pedestrian-friendly environment. The project included landscaping beautification and decorative, environmentally sensitive street lighting; irrigation design; bicycle lanes; and a new sense of continuity with the Downtown area with pavers and decorative crosswalks.

# Stefano Viola, P.E.

Stormwater/Drainage

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## Relevant Experience

**Town Engineering Services, Miami Lakes, FL** — Kimley-Horn is currently serving the Town of Miami Lakes as their Town Engineer. Miami Lakes has contracted with our firm to provide all aspects of engineering associated with the Town, including providing staff to fill the positions of Public Works Director and Stormwater Utility Director. Specific projects have included:

- **Lake Elizabeth Drainage Improvements.** Roadway restoration/resurfacing and drainage improvements in a residential community including new drainage outfalls and permitting. Our team located proposed drainage infrastructure to minimize impacts to existing utilities and adjacent properties. The project also included close coordination with residential property owners and careful maintenance of traffic to minimize impacts to the community.

**Miscellaneous General Civil Engineering Services, Lauderhill, FL** — Project engineer. Also provided utility coordination. Kimley-Horn is serving the City of Lauderhill on various roadway/traffic and related storm drainage projects. We have worked with the City on a series of roadway and drainage improvements projects in key areas throughout the City. Specifically involved with the Inverrary Boulevard Resurfacing project; assisting with design and permitting with Broward County and the City of Lauderhill.

**Continuing Engineering Services, Miramar, FL** — Project manager for Kimley-Horn's general civil engineering, traffic engineering, landscape architecture and park design consulting services to the City of Miramar on an ongoing basis. Areas of assistance include review of traffic impact analyses and parking studies specific to development applications, park design services for the Police Benevolent Association Civic Center Park Expansion, reclaimed water line design, water main design, and site civil engineering. Additional services include involvement as a member of the City of Miramar's land development staff to provide traffic and transportation input to the Planning and Zoning Board and the City Commission for traffic operation issues and proposed development site plans.

**Roadway Resurfacing Program – Pavement Management System Update, Miramar, FL** — Project engineer. Kimley-Horn was retained by the City of Miramar to update the City's Roadway Resurfacing Program. The program consists of a network level evaluation of pavements, comprising of the development of pavement inventory, roadway network definition, pavement condition surveys of approximately 195 centerline miles of roadway pavement, development of a PAVER pavement management database, development of list of capital needs to allow budgeting for the City's roadway resurfacing program.

**General Services Contract, Aventura, FL** — Project engineer. Kimley-Horn is currently providing general traffic engineering and transportation planning services to City staff as a subconsultant to another firm. Team duties include peer review of traffic impact and parking studies, site plan review, representation at public hearings, and signal design. Additional duties include comprehensive study of various proposed infrastructure modifications, including Aventura Mall access and circulation, William Lehman Causeway interchange justification, US 1 median closure, extension of Miami Gardens Drive (east of US 1/Biscayne Boulevard) and evaluation of potential railroad crossings.

**Continuing Services Contract for Utilities and Infrastructure, Hollywood, FL** — Project engineer. Kimley-Horn has been serving the City of Hollywood since 2011 on a variety of

## Special Qualifications

- More than 12 years of engineering experience, including roadway restoration/resurfacing, drainage modeling, water/wastewater utility design, stormwater master planning, preparation of engineering drawings, permitting, and site/plan preparation and review
- Prior to joining Kimley-Horn, served as Sergeant in the United States Marine Corps for five years
- Experience with AutoCAD, WaterCAD, StormCAD, and Cascade

## Professional Credentials

- Bachelor of Science, Civil Engineering, Florida International University
- Professional Engineer in Florida, #74655
- American Society of Civil Engineers (ASCE)
- Florida Engineering Society

***Relevant Experience continued***

utility and infrastructure projects including: South Park Road 16-inch Force Main Upgrade; Water Main Replacement Program 11-5110 – Hollywood Blvd. to Pembroke Road, I-95 to S. 26th Avenue; Water Main Replacement Program 12-5114 – Hollywood Blvd. to Pembroke Road, S. 26th Avenue to S. Dixie Highway; and 6-inch to 16-inch Water Main Replacement Program 14-5122 – Hollywood Blvd. to Moffett Street, U.S.1 to Intracoastal Waterway (Phase III). Kimley-Horn's services include design and preparation of construction documents, regulatory assistance, assistance with bid and award of the construction contract, and construction administration services.

***Roadway, Traffic, and Stormwater Engineering Services, Lauderdale Lakes, FL*** — NW 37th Street and NW 33rd Avenue, Lauderdale Lakes, FL — Kimley-Horn is working with the City of Lauderdale Lakes under a general services contract to provide roadway, traffic, and stormwater improvements. To date, we have started several projects, including the NW 37th Street/NW 33rd Avenue project. Served as analyst responsible for the preparation of engineering drawings and the permitting process for this roadway enhancement project that also includes the addition of speed tables, walkway, and landscaping.

***SW 67th Avenue Design, Davie, FL*** — Project manager for an extension of the Town's existing roadway from NW 41st Court south to Orange Drive. The expansion provided approximately 1,400 linear feet of a new 2-lane roadway that included roadway swales and exfiltration trench for drainage. Along with the roadway and drainage improvements, the project included an 8-foot-wide sidewalk addition to improve pedestrian and equestrian traffic through the Town. Once completed the project will provide additional access to the area schools and help alleviate the traffic on Davie Road extension.

***Miami Lakes Downtown Phase I and II, and Lake Patricia Roadway/Drainage Improvement Projects, Miami Lakes, FL*** Project manager and provided permitting and construction phase services; also involved with preparation of construction documents and specifications. Kimley-Horn was involved with the design and permitting services to implement a large roadway and drainage improvement project located in Downtown Miami Lakes. The project area consisted of Bull Run Road from NW 67th Avenue south to Ludlum Road and Miami Lakeway North from NW 67th Avenue to Miami Lakes Drive. It also included Main Street and Meadow Walk from Bull Run to Miami Lakeway North. The capital project included approximately one mile of roadway restoration/resurfacing and drainage improvements in residential/business areas, curbing and sidewalk improvements, a new outfall pipe, swale restoration, signing and pavement markings, and site restoration. The drainage improvements consisted of approximately 3,000 linear feet of exfiltration trench, approximately 2,500 linear feet of HDPE piping, approximately 40 drainage structures and one outfall structure and headwall. Kimley-Horn also provided construction phase services to expedite the project, confirm the project was built in accordance with the design plans, and to minimize impacts to the community during construction.

***Miami Lakeway North Resurfacing and Drainage Improvements, A Federally-Funded Design-Build Project, Miami Lakes, FL*** Project engineer and provided drainage design and utility coordination. Kimley-Horn helped the Town obtain more than \$600,000 in stimulus funding to construct this roadway and drainage improvement project that includes a portion of Miami Lakeway North between Celebration Point and Miami Lakes Drive and NW 153rd Street from Miami Lakeway North to NW 60th Avenue. The project included drainage system improvements such as new stormwater inlets, a new outfall connection, exfiltration trench for water quantity and quality treatment, new sidewalk, and new pavement markings and signage. Kimley-Horn also provided construction phase services to expedite the project and to confirm that the project was built in compliance with the design criteria.

***Royal Palm Boulevard Improvements (Royal Palm Blvd. Bridge over Margate Canal), Margate, FL*** — Project engineer for the realignment of the roadway, east- and westbound left turn lanes, access management modifications, renovation of an existing bridge and medians, construction of pedestrian bridges, base enhancements, milling and resurfacing, providing new asphalt areas, swale improvements, drainage improvements, landscaping, irrigation, and lighting improvements. Also provided utility coordination. The work included design of a roadway bridge and two pedestrian bridges, roadway and turn lanes, drainage, signing and pavement markings, government agency approvals, coordinating with utility providers for adjustments and or relocations, preparing detailed quantity calculations and engineers estimates of probable costs, and providing resident project representation and incidental items.

***Miramar Parkway Streetscape from SW 64th Avenue to SW 68th Avenue, Miramar, FL*** — Project manager for this FDOT LAP funded project that involves roadway, landscape, irrigation, and lighting improvements on Miramar Parkway. Additional project improvements include bicycle lanes, drainage modifications, landscaping, lighting, hardscaping, driveway apron regrading, sidewalk replacement, ADA improvements at the intersections, and a mid-block pedestrian crossing/emergency signal modification.

# Carlos Florian, P.E.

## Stormwater/Drainage

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### Relevant Experience

#### **Margate City Center Stormwater Master Permit, Margate, FL** — Project engineer.

The Margate CRA selected Kimley-Horn to prepare a conceptual stormwater master plan for their 43.7-acre downtown area. The project area included a complete stormwater system re-design to incorporate the proposed development, which will include garden style apartments, townhomes, mid-rise condominiums, civic uses, and commercial developments. The project also included the preparation of a master drainage model (created using the ICPR software), an evaluation of the existing drainage system within this area, the creation of drainage basin delineations and maps, a complete hydraulic/hydrologic analysis of the area, and the proposed master conceptual drainage improvement plans. Kimley-Horn was successful in obtaining a new conceptual permit through the Broward County Surface Water Management Section, as well as a new conceptual ERP permit through the South Florida Water Management District.

**SW 67th Avenue Design, Davie, FL** — Project engineer for an extension of the Town's existing roadway from NW 41st Court south to Orange Drive. The expansion provided approximately 1,400 linear feet of a new 2-lane roadway that included roadway swales and exfiltration trench for drainage. Along with the roadway and drainage improvements, the project included an 8-foot-wide sidewalk addition to improve pedestrian and equestrian traffic through the Town. Once completed the project will provide additional access to the area schools and help alleviate the traffic on Davie Road extension.

**Welleby Park Expansion, Sunrise, FL** — Project engineer. The City of Sunrise retained Kimley-Horn for improvements to Welleby Park located at NW 44th Street and Hiatus Road within the City of Sunrise. Kimley-Horn will provide conceptual design for two options for the park redevelopment to be presented at a public presentation meeting. Our team will refine the concept design and prepare design plans, including paving and drainage plans, utility plans, and signing and marking plans.

**Fort Lauderdale Executive Airport (FXE) Master Drainage/Conceptual Environmental Resources Permit (ERP), Fort Lauderdale, FL** — Project engineer. Prior to this project, FXE did not have an ERO for its property. Without an ERP, each development requires a standalone permit which does not allow for the overall benefit and development of the FXE property as a whole. The purpose of the ERP is to conceptually approve the design concepts of a phased development mast plan for a surface water management system, so long as the general guidelines set forth in the ERP are upheld. The scope includes pre-design services, existing utility coordination, stormwater modeling, schematic plans, conceptual design permit plans, and permitting.

**Plantation Key Courthouse and Detention Center, Village of Islamorada, FL** — Project engineer for the demolition of four onsite buildings and the construction of an approximate 30,000-square-foot courthouse and a 12,000-square-foot detention center and associated surface parking on 2.2 acres. These improvements require onsite exfiltration trench and drainage retention areas as well as water and sewer improvements. The scope includes site plan processing assistance and design development. Additional services include environmental engineering and permitting, traffic engineering, and offsite improvements design.

**Civic Center Park Expansion, Miramar, FL** — Project engineer for Civic Center Park previously known as the Police Benevolent Association Park a 1 acre parcel that was given

### Special Qualifications

- Project engineer with more than seven years of on-site construction inspections experience in paving and grading, underground pipe installations, stormwater erosion and sedimentation control, and sanitary sewer lift stations
- Managed, updated, and successfully met design and permitting schedules with critical timeframes
- Experienced in bidding and contracting design work throughout South Florida
- Permitting experience in various agencies throughout South Florida
- Software experience includes AutoCAD, Stormwater modeling utilizing SFWMD Cascade Flood Routing and InterConnected Pond Routing (ICPR), and sanitary sewer lift station design and calculations

### Professional Credentials

- Bachelor of Science, Civil Engineering, Florida International University
- Professional Engineer in Florida, #80500

***Relevant Experience continued***

to the City as part of a Broward County Land Stewardship Program "Park for People" grant to redevelop the site while implementing "green construction" as a neighborhood park. The site is located adjacent to the City Aquatic Park West in Miramar, Florida. As part of the grant program it required that the redesign include green components such as recyclable material, environmentally beneficial landscape practices utilizing native plants, environmentally sound and water saving fixtures, irrigation technologies and interpretation/public education signage. The park improvements included a walking path with exercise stations, a pavilion, playground with tables, landscaping, irrigation, solar powered bollard lighting, a lighted parking lot and surface parking improvements.

***Harbour Lake Park, Miramar, FL*** — Project engineer for a 2.8-acre neighborhood park located adjacent to the Harbour Lake Estates residential development in Miramar, Florida. The project was designed with considerable input from the community and reflects the residents' desire to beautify and enhance a formerly vacant lot and to provide passive recreation opportunities. The project features a permeable surface walking track, solar powered bollard lighting, a lighted parking lot, well-fed irrigation system, landscaping, exercise stations, benches, and a drinking fountain.

***OB Johnson Park, Hallandale Beach, FL*** — Project analyst for master planning, landscape architecture, engineering design, and permitting services, as well as construction observation and administration for this 6.4-acre park. The park included a 42,000 SF multigenerational facility that included a teen center, indoor basketball courts, after school and senior programming, exercise room, administrative offices, and other accessory uses for computer and dance classes, food distribution, and other programming for all ages. The exterior park amenities included a walking trail, playground, tennis courts, a field house, and a football/soccer field. Additionally, the park improvements included a centrally located surface parking lot, site infrastructure and landscaping.

***Village of Palmetto Bay, Palmetto Bay General Consulting Services (includes Stormwater Master Plan, SW 164th St, SW 148th St, SW 89th St, SW 146th St Improvements), Palmetto Bay, FL*** — Project analyst. Kimley-Horn is working with the Village of Palmetto Bay as a general consultant to provide all types of engineering such as planning, general civil engineering, and transportation.

***Westside Blueway Trail Phase II, Miami Gardens, FL*** — Project analyst. Kimley-Horn performed all the necessary planning and design services for the development of the Westside Blueway Trail inclusive of the site amenities and furnishings. The firm was also tasked with providing full construction documents and specifications as required for the bidding, construction observations, and administration of the project.

# Erin Emmons, GISP

GIS/Documentation

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## Relevant Experience

***Moving Martin Forward, Martin MPO 2040 Long Range Transportation Plan (LRTP), Martin County, FL*** — Task manager. Responsibilities included database development and management of an interactive GIS tool used to engage the public at visioning workshops, to collect and store public comments, and to analyze proposed project needs received during the public involvement phase of the project. Our team's services included developing and executing a public involvement plan (PIP), well-attended visioning workshops, and technical analyses including travel demand modeling, Needs Plan development, financial resources analysis, cost estimates for needs plan projects, and developing the draft Cost Feasible Plan (CFP). The Martin MPO 2040 LRTP has been characterized by innovative public engagement techniques. Working in collaboration with MPO staff, the public meetings have consisted of fun and engaging techniques for gathering input including automated polling response games, Martin Mobility Bucks for residents to prioritize improvements, dot map games, and an interactive geographic information systems (GIS) map for residents to be able to see their comments mapped immediately. The draft cost feasible plan proposed to move project funding in a multimodal direction and includes flex funding for roadway maintenance.

***Professional Consulting Services (Transportation), Longwood, FL*** — Kimley-Horn was selected to perform professional engineering services (Transportation) to include design, planning, permitting and review in accordance with the City of Longwood's 5-Year Transportation Capital Improvement Plan. This project includes multimodal improvements, a bicycle and pedestrian master plan, public involvement (meetings, workshops, newsletters), sidewalk, re-construction of curb ramps and installing crosswalks to meet ADA standards, safe routes to schools, connections to the regional Sun Rail station, on-street parking plans, bicycle lanes and all related signing, signaling, path, milling and widening associated with each project.

***Town of Miami Lakes Complete Streets Program, Miami Lakes, FL*** — Assistant project manager. Kimley-Horn assisted the Town of Miami Lakes in developing a Complete Streets program consistent with the Miami-Dade County Complete Street Guidelines. The plan included an analysis of all town roads, development of roadway typologies including cross sections, recommended improvements along targeted corridors and preliminary cost estimates. The plan helped coordinate the Town's efforts with their comprehensive plan, strategic plan, and the trails master plan.

***Utility GIS Data Conversion, Town of Miami Lakes, FL*** — Project manager. Kimley-Horn assisted the Town with digitizing their existing utility CAD files and as-builts in a GIS format. Work included the conversion of available electronic CAD files and existing as-builts provided by the Town into GIS. Attribute information was updated using available survey data and detailed as-builts.

***Utility GIS Data Conversion, North Bay Village, FL*** — GIS specialist for the work associated with digitizing the existing North Bay Village sanitary system as-builts in a GIS format required by the Miami-Dade County (MDC) Code, enforced by DERM, and specified by the Miami-Dade Water and Sewer Department ("MDWASD"). Work included the conversion of available electronic CAD files and existing as-builts provided by the Village of the North Bay Village sanitary sewer into GIS. Attribute information was updated using updated survey data and detailed as-builts.

## Special Qualifications

- Has 13 years of experience years of experience as a transportation and long-range community planner, with a specialty focus in GIS, field surveying and GPS data configuration, and database development for asset management
- Project manager for the development and implementation of web and mobile, GIS based interactive applications
- Experience with Park+ software, a Kimley-Horn-developed software designed to dynamically model parking supply/demand
- Experience in socioeconomic assessments, market feasibility assessments, site selection and planning, including GIS administration, hazards planning, and support
- Experience in transit planning for both local circulators and regional transit networks, involving route development and modification, Origin-Destination analysis, and facility and amenity planning

## Professional Credentials

- Bachelor of Science, Urban and Regional Planning, Florida Atlantic University
- GIS Professional (GISP)
- Graduate Certificate in Geographic Information Science (GIS), University of West Florida
- American Planning Association (APA)
- Women's Transportation Seminar, (WTS)
- Florida Parking and Transportation Association (FPTA)
- Palm Beach GIS User Group

*Relevant Experience continued*

**St. Pete Beach Engineering Services, St. Pete Beach, FL** — Project analyst. Kimley-Horn was selected in 2012 to provide general engineering services to the City of St. Pete Beach for various public works projects. Potential projects include: roadway design/rehabilitation/reconstruction, sidewalk and curb design/construction, park improvements, lift station rehabilitation, sanitary sewer piping/structures, structural engineering, bridge inspections/design, stormwater drainage/improvements/inspection, permitting, and construction engineering inspection, among others. Work orders assigned to date include the following:

- **Pump Station No. 1.** The Kimley-Horn team is providing preliminary design for this project. Also performing site visits.
- **Pump Station No. 2.** The Kimley-Horn team is providing preliminary/final design and permitting for this project. Also performing site visits.

**St. Petersburg Complete Streets Implementation Plan, St. Petersburg, FL** — Project analyst. The Complete Streets Implementation Plan describes a set of procedures for prioritizing and implementing complete streets through a variety of methods. The plan will establish the project delivery process modifications needed to improve the evaluation, planning, design, construction, operation, and maintenance phases of all roadway development and redevelopment projects. The plan will also document existing conditions and barriers; identify corridors and districts that are prime for complete streets improvements; establish a network of low-stress bicycle routes; and identify additional facilities needed to make walking, bicycling, and transit safe and comfortable choices.

**Statewide Bicycle/Pedestrian Facilities Study, FDOT Central Office of Policy Planning, Statewide, FL** — Project analyst on the Kimley-Horn team that conducted an assessment of the status of bicycle and pedestrian facilities on SHS and SIS roadways across the state and putting the information in a geographic information systems (GIS) database. Working with the FDOT Central Office, Kimley-Horn developed a report detailing a series of recommendations for improvements that is provided to the state legislature and the governor.

**City of Miami Transportation Program Support Services, Miami, FL** — Project analyst for Transportation Program Support Services contract with the City of Miami. In this role, Kimley-Horn served as an extension of the City's staff assisting in the program management and administration of transportation and transit projects in the City's Capital Improvements Program (CIP). Kimley-Horn's responsibilities include providing oversight of projects encompassing planning, design, and construction activities.

**City of St. Marks Professional Planning and Engineering Consulting Services, St. Marks, FL** — Project analyst for the development of the City of St. Marks' master plan. The purpose of the plan was to provide an overall strategy for implementation of policies to support planned growth. The process involved collection of information on the current conditions of the City, such as housing, infrastructure, land use and relevant socio-economic data, as well as an extensive amount of public involvement and participation.

**Transportation Consulting Services for the City of Lynn Haven, Lynn Haven, FL** — In addition to working with the City to develop a concurrency management system (CMS), also serving as project analyst to update the capital improvements element of the comprehensive plan to reflect the existing deficiencies which have been identified through the development of the CMS. In addition, Kimley-Horn has reviewed traffic impact analyses for site plan approval and comprehensive plan amendments, and we assisted with a comprehensive plan amendment traffic study for large tract development within the City. This included completing the analyses and responding to comments from state review agencies.

**General On-Call Traffic Engineering Services, Fort Lauderdale, FL** — Project manager for general transportation planning services as part of an on-call contract with the City. Kimley-Horn serves as an extension of the City of Fort Lauderdale staff reviewing traffic impact studies and parking analyses. Projects to date have included parking concept plan development and site plan review.

**On-Call GIS Services, Okeechobee County, FL** — Project manager. Kimley-Horn has been Okeechobee County's on-call planning and engineering consultant for over 10 years and has provided GIS on-call support for the last five. Kimley-Horn provides on-site training to County staff and has assisted the County in the development and organization of their interagency database. Recent project support has included zoning and land use updates, website development coordination, County Commission and School Board redistricting.

# Arnoldo Artiles, P.E., LEED AP

## Structural Engineering

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### Special Qualifications

- Has 12 years of experience
- Experienced in steel design per load and resistance factor design (LRFD) method
- Experienced in concrete design per LRFD method
- Experienced in masonry design per allowable stress design (ASD) method
- Experienced in structural wood design per ASD method
- Experienced in modeling complex structures using finite elements computerized models

### Professional Credentials

- Master of Science, Civil Engineering, Florida Institute of Technology
- Bachelor of Science, Civil Engineering, Florida Institute of Technology
- Professional Engineer in Florida, #70645
- LEED® Accredited Professional
- American Institute of Steel Construction
- American Society of Civil Engineers (ASCE)
- Florida Engineering Society
- Chi Epsilon-Tau Beta Pi Engineering Society

### Relevant Experience

**Manatee Pocket Gateway, Port Salerno/Stuart, FL** — Project engineer. The Martin County CRA wanted to replace an existing concrete bridge rail along Old Dixie Highway in Port Salerno with something more transparent to open up views to the Manatee Pocket waterway and provide a gateway to the new pocket walk boardwalk. Kimley-Horn designed a beautiful new pedestrian plaza space that incorporated the existing sidewalk and adjacent parallel parking spaces. Working with a local artist, the project included sculptural fish inlaid into the sidewalk; a set of artist fabricated “gates” flanking the entrance to the pocket walk; new cable railing; enhanced access into an existing restaurant; benches; and shade sails. A space for outdoor restaurant seating was also created to activate the space and liven up the street.

**Boynton Beach Gateway Enhancements and Welcome Signage, Boynton Beach, FL** Structural engineer. Provided structural engineering services to assist with the signage design and construction of two “Welcome to Boynton Beach” signs. One sign is located at the north city limits along Federal Highway (just west of Ocean Inlet Drive) and another sign at the south city limits in the median of Federal Highway (just north of Gulfstream Blvd). Additional services included landscape architecture, signage design, and construction plans preparation and observation services. These beautification and general improvements are part of Boynton Beach CRA's overall plan to improve the City's aesthetic and provide enhanced gateways into the community. The signs were installed in January 2016.

**Dixie Highway Flyover Design-Build, FDOT District Four** — Structural engineer. Project consists of new roadway and bridge to connect Dixie Highway from north of Hillsboro Road along west side of FEC RR, over the FEC RR and Hillsboro Canal, and connecting into existing Dixie Highway north of Hillsboro Canal east of the FEC RR tracks. Lead bridge designer for the retaining walls, 3-span bridge over Hillsboro Canal, and substructure plans for the main bridge consisting of eight spans of curved steel box girders. Project is a design/build with only seven months to completely design project and release to construction.

**General Engineering and Related Services (including Wilson Park improvements), Davenport, FL** — Project engineer for the Kimley-Horn team that was selected in 2010 to provide consulting services to the City of Davenport, including general planning, engineering, and construction administration. Our team has worked with the City on projects that include preparing opinions of probable cost and exhibits for Wilson Park to help the City successfully obtain Community Development Block Grant (CDBG) funding for the project. Our team has also worked with the City to evaluate the structural integrity of the City's old water tower. In 2011, the Kimley-Horn team began providing engineering services for improvements to Wilson Park; this project is being funded by a FY 2011 CDBG for neighborhood revitalization.

**Pedestrian Bridge Design and Roadway Improvements (NW 175th Street and NW 42nd Avenue), Miami Gardens, FL** — Project engineer on the Kimley-Horn team selected by the City for the design and construction of a new pedestrian bridge. The purpose of this project was to provide pedestrian access along the north side of NW 175th Street and NW 173rd Drive—across a Miami-Dade County canal—between NW 42nd Avenue and NW 42nd Court. The current bridge is two lanes with a raised pedestrian sidewalk along the north side. Services our team provided included intersection improvements, signing/

***Relevant Experience continued***

pavement markings, sidewalk and ADA improvements, signal modifications, and structural engineering, including bridge evaluation, rehabilitation, design, permitting, and coordination with FDOT to comply with Local Agency Program (LAP) funding.

***Royal Palm Boulevard Improvements (Royal Palm Blvd. Bridge over Margate Canal), Margate, FL*** — Project engineer. Our services included the engineering design and development of construction documents for Royal Palm Boulevard Improvements beginning approximately 200 feet± east of the Margate Canal and extending east to the west half right-of-way of SR 7 (441), approximately one mile in total length. The project involved realignment of the roadway, east- and westbound left-turn lanes, access management modifications, renovation of an existing bridge and medians, construction of pedestrian bridges, base enhancements, milling and resurfacing, providing new asphalt areas, swale improvements, minor drainage improvements, and lighting improvements. Professional services included design, permitting, coordinating with utility providers for adjustments and/or relocations, preparing quantity calculations and engineers' estimates of probable costs, and limited construction phase services.

***SR 70 Design Services, from NE 34th Avenue to NE 80th Avenue, FDOT District One*** — Project engineer for this roadway design project. Kimley-Horn worked for FDOT District One, responding to the FHRS requirements of the SR 70 corridor across the northern portion of the District by implementing the design phase for the 3.6-mile roadway segment between the City of Okeechobee and St. Lucie County. The objective of the project was to widen and reconstruct the existing two-lane, rural roadway to a four-lane, divided suburban and rural roadway. Services included permitting of seven stormwater management facilities, design of bridges over two water crossings, maintenance of traffic plans, and public involvement.

***SW 42nd Street Flyover (SR 200 to SW 27th Avenue), Ocala, FL*** — Structural analyst for this east-west roadway corridor improvement project through the south side of Ocala. Under this project, SW 42nd Street was reconstructed as a four-lane urban collector roadway between SR 200 and SW 27th Avenue (1.60 miles) with a new flyover bridge over I-75, approximately 0.5 miles south of the SR 200 interchange.

***Dona Bay Watershed Environmental Restoration, Sarasota, FL*** — Project engineer. The Dona Bay Watershed Environmental Restoration project involved the design work to implement the results of the Dona Bay Watershed Management Plan. Kimley-Horn designed a 180-acre wetland restoration area, stormwater conveyance facilities from Cow Pen Slough to the Venice Minerals site, and a major water control structure. In addition, Kimley-Horn's engineers and technicians developed several proprietary GIS tools specifically designed to automate the stormwater modeling process and generate the specific GIS deliverables required by Sarasota County, including easement acquisition.

# Jerry Piccolo, P.E.

Structural Engineering

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## Relevant Experience

### ***Engineering Design Services for C-475 Small County Outreach Program (SCOP)***

**Project, Sumter County, FL** — Structural engineer. This project involves widening and other improvements for existing C-475 limits beginning approximately 600 feet north of Walker Avenue in Bushnell and ending at the current ramp improvement project at C-470. Improvements include: milling and resurfacing of the existing asphalt surface course along the length of the project; design and permitting of a potable water main extension; surveying and mapping services; geotechnical explorations; environmental assessments and permitting; roadway design and construction plans; hydrologic, hydraulic, and structural components of the proposed Jumper Creek bridge crossing; permitting; and bid documents and assistance.

**Apollo Beach Boulevard Extension/I-75 Flyover, Hillsborough County, FL** — Structural engineer for design of an extension of Apollo Beach Boulevard from US 41 to Paseo al Mar Boulevard that will result in a 4-lane facility including the bridge over I-75 to the eastern limits of the conservation easement or approach tie-down. Extending Apollo Beach from US 41 to US 301 will serve as an alternative east/west connection ultimately reducing traffic demands on Big Bend Road.

### ***Atlantic Boulevard Bridge Decorative Sails and Lighting, Delray Beach, FL***

Structural engineer for the design and construction of enhancements to the bridge façade, tender house, Jersey barriers, lighting, large tensioned sails at each end of the bridge (four total) and computerized uplighting, artwork on bridge façades, land-based lighting, and a pedestrian esplanade under the bridge connecting restaurants and buildings from the south to the north. The design/build team will be responsible for complete design, permitting and coordination with the Florida Department of Transportation (FDOT).

**Lyons Road from Clint Moore Road to Atlantic Avenue, Boca Raton, FL** — Structural engineer. As a subconsultant to another firm, Kimley-Horn is providing structural design services for a new Lyons Road bridge over the Lake Worth Drainage District (LWDD) L-38 Canal adjacent to the existing bridge. Careful attention needs to be maintained when working adjacent to existing large underground utilities and overhead electric lines that may interfere with bridge pile driving. Kimley-Horn is coordinating closely with LWDD for the design of the new bridge and consideration of canal access.

**Midway Road (CR 712) Design and Reconstruction, FDOT District Four** — Structural engineer for the reconstruction of Midway Road from a two-lane, rural roadway to a four-lane, divided urban roadway from west of South 25th Street to east of SR 5 (US 1), for a length of two miles. The project includes replacement of the existing bridge over the North Fork of the St. Lucie River and will also include retaining walls, drainage ponds, signing, lighting, signalization, landscaping, irrigation, and wetland mitigation. The corridor is within a historic area and our design will consider right-of-way impacts, impacts to parks and schools, concerns of White City residents, access management changes, flooding and environmental concerns, 4(f) properties, utilities and, possibly, decorative lighting within the historic limits.

**Old Dixie Highway, Yamato Road to Linton Boulevard, Boca Raton, FL** — Structural engineer of record. As a subconsultant to another firm, Kimley-Horn is providing structural design and signalization services for the construction of a new three-lane urban roadway

## Special Qualifications

- Five years of experience providing structural design support for roadway improvements in South Florida
- Experience includes bridge design, mast-arm design, overhead sign structures, retaining walls, noise walls, toll gantries, and construction phase services

## Professional Credentials

- Master of Engineering, Civil Engineering, University of Florida
- Bachelor of Science, Civil Engineering, University of Florida
- Professional Engineer in Florida, #80484, January 20, 2016

***Relevant Experience continued***

section from Yamato Road to Linton Boulevard. The project scope includes the design, permitting, and construction plans for 3.5 miles of Old Dixie Highway from north of Yamato Road to north of Linton Blvd. The structural component of the project includes the bridge replacement over the C-15 Canal. Our team is coordinating with Palm Beach County Utilities and South Florida Water Management District for relocation of existing utilities and ultimate design of the bridge replacement.

***NE 203rd Street and NE 215th Street Intersection PD&E Study, FDOT District Six*** — Structural engineer. Kimley-Horn is providing traffic and transportation engineering, grade separation analyses, design traffic, access management, roadway design, environmental analyses, and development of conceptual alternatives as part of our subconsultant services on this PD&E study. The study is analyzing potential improvements to the intersections of NE 203rd Street and NE 215th Street at West Dixie Highway. The objective is to eliminate vehicle conflicts with existing and future freight and passenger trains in the Florida East Coast (FEC) Rail Corridor while enhancing vehicular and pedestrian traffic flow and safety conditions in the area.

***Sand Lake Road Interchange Design, Florida's Turnpike Enterprise*** — Structural engineer for design of a new interchange for SR 91 (Turnpike Mainline) and SR 482 (Sand Lake Road) in Orange County. The Kimley-Horn team is providing roadway, drainage, and lighting design, traffic control, utility coordination, environmental services, and permitting services. Our team will also develop a Community Awareness Plan and lead one informational public meeting. Several alternatives are being considered for the design of the interchange.

***Wiles Road Design from Riverside Drive to Rock Island Road, Broward County, FL*** — Structural engineer for complete contract plans for the widening of Wiles Road to a 6-lane divided urban arterial from Riverside Drive to Rock Island Road. One of the major accomplishments of this segment's design was to work with all stakeholders to avoid issues related to private property impacts given the narrow corridor and proximity of private features. Another major accomplishment was an innovative drainage solution that added new outfalls through City owned property to an existing undersized drainage system to avoid reconstructing the entire Wiles Road system. We coordinated closely with the County to tackle issues related to the narrow areas of the corridor, including a balance between traffic lane, sidewalk and bike lane widths. This segment had grant funding from FDOT and the improvements included roadway design, Complete Streets design, drainage, lighting, landscaping, irrigation, bicycle lanes, signalization, utility coordination, permitting coordination with the City of Coral Springs and detailed traffic control plans. The project required extensive landscape plans and coordination to resolve issues related to private landscape encroachments into County right of way. Our team provided tree mitigation permit services and coordinated with both County and City forester. We incorporated the Broward Complete Streets guidelines on this project (also prepared by Kimley-Horn), which were endorsed by the Broward MPO.

***Lowson Boulevard Pedestrian Bridges, Delray Beach, FL*** — Project manager. Kimley-Horn was retained by Delray Beach to complete a set of construction plans for two pedestrian bridges for the proposed Lowson Blvd. pedestrian bridge over Lake Worth Drainage District's (LWDD) E-4 Canal. The bridges will be on either side of the canal. The bridge is part of the bicycle lane addition for Lowson Blvd. The project also includes the preparation of a Type 1 Categorical Exclusion environmental document with permitting and coordination with LWDD and the US. Army Corps of Engineers.

***St. Lucie County Kings Highway/Angle Road Intersection Improvements, FL*** — Structural analyst on the Kimley-Horn team provided roadway design for the intersection of Kings Highway and Angle Road in St. Lucie.

***Okeechobee Road (SR 25) from East of NW 87 Ave to NW 79 Ave, FDOT District Six*** — Structural engineer for final design services for the reconstruction of a ¾-mile section of Okeechobee Road in Miami-Dade County. Services include widening the existing road to 4 lanes in each direction; widening the NW 79th Avenue Bridge over the Miami (C-6) Canal; intersection modifications at NW 95th Street and Frontage Road; relocation of an existing BJs Wholesale Club entrance and addition of a new free-flow right-turn lane; and new access from the Frontage Road to westbound Okeechobee Road. Kimley-Horn is also responsible for all permitting; structural design; drainage design; signing and marking; signalization; lighting design; ITS system design; and landscaping along the corridor.

***Osceola Parkway Extension PD&E Study, Florida's Turnpike Enterprise, Orange/Osceola County Line, FL*** — Structural engineer assisting with development of a freeway facility that can be expanded in the future with provisions to accommodate a transit corridor and multiuse pedestrian facilities. The project includes a connection to provide direct access to and from SR 417, with interchanges at both ends of the connector road—one at SR 417 and the other at Osceola Parkway. Multiple alternatives are being considered at these two interchanges. The interchange at SR 417 is being developed so that it not only connects to SR 17, but it will also connect to the new Airport South Access Road currently being constructed by the Orlando/Orange County Express Authority (OOCEA), which will provide access to Orlando International Airport.

# Marwan Mufleh, P.E.

## Roadway

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### Relevant Experience

**Delray Beach General Engineering Consulting Services, Delray Beach, FL** — Project manager for on-call continuing services to the Cities of Delray Beach and Hollywood. Through responsive service, high quality, and our specialized expertise in a number of disciplines, we have been reselected for this contract multiple times and have been serving Delray Beach for several years. The contract allows us to provide a variety of services including updates to their master plans including traffic and water supply components of their comprehensive plans as well as design of CIP projects, utility design, drainage design, transportation and traffic studies, streetscape design, park design, parking analysis, roadway lane reduction studies and design, signal design, and FDOT LAP project design. Through our relationships with FDOT and the County, we have been the go-to firm for the Cities of Delray Beach and Hollywood to tackle complex projects, especially those requiring coordination with FDOT or intense public involvement.

**Boynton Beach Boulevard Design from East of I-95 to US-1, Boynton Beach, FL** Project manager providing design services for this multi-stage project in the City of Boynton Beach. The design improvements to the project area (east of I-95 to US-1) include landscape architecture enhancements and Complete Streets features. Design features include narrowed lanes and expanded sidewalks to encourage pedestrian mobility and landscape/hardscape upgrades within the corridor. Our services include roadway and landscape design; signing and marking; signal plans; lighting; traffic analysis; utility coordination; permitting assistance; and public involvement services.

**Congress Avenue Extension from Northlake Boulevard to Alternate A1A, Palm Beach Gardens, FL** — Project manager. Kimley-Horn was selected by Palm Beach County to provide professional engineering services to create a new alignment of Congress Avenue between Northlake Boulevard and Alternate A1A. The mission of the project is to alleviate the existing traffic congestion at the intersection of Northlake Boulevard and Alternate A1A. The new alignment will impact an existing water treatment plant, active and vacated mobile home communities, and businesses. Our team faces the challenge of developing a roadway geometry that will minimize these impacts while accommodating for varying area topography and the FEC railroad tracks adjacent to Alternate A1A.

**Las Olas Boulevard Corridor Improvements, Fort Lauderdale, FL** — Kimley-Horn provided final design, evaluation, and due diligence services for this mixed-use project for the City of Fort Lauderdale Community Redevelopment Agency. The project consists of the redevelopment of several pieces of City property from existing surface parking lots to a new multi-story parking garage; active park and plaza areas; and general open space to enhance the pedestrian and beachgoer experience in the Fort Lauderdale beach area. Las Olas Boulevard is being improved to provide a Complete Streets design to better connect the shops, restaurants, and other businesses with the new Oceanside Plaza on the south side of Las Olas Boulevard. Kimley-Horn also provided the initial site civil engineering design, roadway design, permitting coordination, stormwater, utility, franchise utility coordination, and other services.

**South Shore Boulevard Design, Phase II from Lake Worth Road to Pierson Road, Wellington, FL** — Project manager for the reconstruction of 1.1 miles of South Shore Boulevard from a two-lane, undivided roadway to a two-lane, divided roadway with sidewalks and equestrian trails. Responsibilities included horizontal and vertical design,

### Special Qualifications

- Has 31 years of civil engineering experience
- Principal areas of practice include project management from the design concept stage through the construction administration phase, roadway design, streetscape, Complete Streets, roadway lane re-purposing, traffic calming, neighborhood revitalization, drainage design, innovative pavement design, pavement marking, and maintenance of traffic
- Served as project manager on numerous successful highway design and construction projects for Palm Beach, Broward County and various municipalities and CRAs
- Served as project manager on Delray Beach's largest roadway and streetscape project (Federal Highway Enhancements and lane elimination, \$14 million construction cost)
- Highly experienced with neighborhood street redevelopment and lane elimination to repurpose streets for all modes of transportation
- Experienced in Microstation, Geopak, and Microsoft office programs

### Professional Credentials

- Bachelor of Science, Civil Engineering, University of Texas, Arlington
- Professional Engineer in Florida, #45329
- American Society of Civil Engineers (ASCE)
- American Society of Highway Engineers (ASHE)
- Florida Engineering Society

***Relevant Experience continued***

plans preparation, generating cross-sections, back-of-sidewalk profiles, preparing maintenance of traffic concepts, and signing and pavement marking plans. In addition to roadway design, the project also had landscape design elements.

***Wiles Road Design from Riverside Drive to Rock Island Road, Broward County, FL*** — Project manager for complete contract plans for the widening of Wiles Road to a 6-lane divided urban arterial from Riverside Drive to Rock Island Road. One of the major accomplishments of this segment's design was to work with all stakeholders to avoid issues related to private property impacts given the narrow corridor and proximity of private features. Another major accomplishment was an innovative drainage solution that added new outfalls through City owned property to an existing undersized drainage system to avoid reconstructing the entire Wiles Road system. We coordinated closely with the County to tackle issues related to the narrow areas of the corridor, including a balance between traffic lane, sidewalk and bike lane widths. This segment had grant funding from FDOT and the improvements included roadway design, Complete Streets design, drainage, lighting, landscaping, irrigation, bicycle lanes, signalization, utility coordination, permitting coordination with the City of Coral Springs and detailed traffic control plans. The project required extensive landscape plans and coordination to resolve issues related to private landscape encroachments into County right of way. Our team provided tree mitigation permit services and coordinated with both County and City forester. We incorporated the Broward Complete Streets guidelines on this project (also prepared by Kimley-Horn), which were endorsed by the Broward MPO.

***24th and 25th Street Improvements, West Palm Beach, FL*** — Project manager for the Kimley-Horn team retained by the City of West Palm Beach to provide streetscape improvements in the Northwood neighborhood area. This project is a joint effort between the City of West Palm Beach and the West Palm Beach Community Redevelopment Agency (CRA) to reconstruct each of the two-lane roadways with on-street parallel parking on both sides, thus creating a main street through the District. The project is envisioned as an impetus to spur redevelopment of that District. As such, it required an intensive public involvement program that included residents, merchants, the CRA Advisory Board, and the CRA Board, which is the City Commission. The project included extensive landscape and hardscape plans, renderings, decorative street lights, drainage, signing and marking, and traffic control plans; 24th and 25th Streets were also designated as SR 5 and are owned and maintained by the Florida Department of Transportation (FDOT). Therefore, permitting and close coordination with FDOT were necessary. Due to local agency participation, funding was provided by state and federal governments.

***Dixie Highway/21st Avenue Corridor Redesign Concept and Mobility Study, Hollywood, FL*** — Project engineer for the Kimley-Horn team that prepared a Redesign Concept Study for the Dixie Highway and 21st Avenue corridor throughout Hollywood between Pembroke Road and Sheridan Street. A vision for a "transit-ready corridor" along the FEC Railroad was created by designing Complete Streets solutions in anticipation of re-establishing passenger rail service through seamless integration of an anticipated Tri-Rail Coastal Link station. The Complete Streets approach recommended in this study includes a "road diet" lane reduction to repurpose excess automobile capacity for bicyclist, pedestrian, and transit improvements. In addition, the Complete Streets approach will establish a transit-ready corridor for seamless integration of an anticipated Tri-Rail Coastal Link station along the Florida East Coast (FEC) Railroad.

***Drew Street (SR 590) Milling and Resurfacing, FDOT District Seven*** — Project engineer. Kimley-Horn designed the milling and resurfacing of Drew Street from Myrtle Avenue to Mariva Avenue in Pinellas County. The project involved milling and resurfacing 1.2 miles of Drew Street to extend and preserve the life of the pavement, upgrade pedestrian features including curb ramps, pedestrian features at signalized intersections, rehabilitation of the existing bridge to remove the substandard bridge rails, and provide ADA-accessible sidewalk across the bridge.

***Gateway Boulevard Widening, Boynton Beach, FL*** — Project manager for the design, permitting, and construction phase for the widening of an urban arterial from four to six lanes. This one-mile stretch is located immediately to the west of Gateway Boulevard's interchange with I-95. The project included detailed longitudinal profile design as the roadway section was converted from flush outside shoulders to curb and gutter. It included detailed analysis of the roadway's drainage system and that of adjacent developments receiving a portion of the roadway's surface water runoff. Our team coordinated closely with the local drainage district and South Florida Water Management District and successfully negotiated compensating storage to avoid acquisition of property for stormwater ponds. We also coordinated closely with utility agencies to resolve a number of utility conflicts in a fully developed corridor. Kimley-Horn provided alternative designs to avoid the need for construction easements if property owners were not willing to cooperate to meet project schedules. We also coordinated with the City to address impacts to existing landscaping and irrigation and with a local improvement district to street lighting conduits. Project construction was completed in early 2009.

# Sean Bukovich, P.E.

## Roadway

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### Special Qualifications

- More than five years of engineering experience
- Responsibilities include roadway, drainage, signing and pavement marking and signalization design; developing roadway profiles; cutting cross-sections; performing calculations; coordinating plan preparation; creating OPC's and utilizing FDOT's LRE system; and assisting on project reports
- Provides support to senior engineers on projects that involve roadway and drainage design
- Projects based in Palm Beach and Broward County areas

### Professional Credentials

- Bachelor of Science, Civil Engineering, Florida Atlantic University
- Professional Engineer in Florida, #84287
- Florida Engineering Society

### Relevant Experience

**Las Olas Boulevard Corridor Improvements, Fort Lauderdale, FL** — Project engineer. Kimley-Horn is providing preliminary design, evaluation, and due diligence services for this mixed-use project for the City of Fort Lauderdale Community Redevelopment Agency. The project consists of the redevelopment of several pieces of City property from existing surface parking lots to a new multi-story parking garage; active park and plaza areas; and general open space to enhance the pedestrian and beachgoer experience in the Fort Lauderdale beach area. Las Olas Boulevard is being improved to provide a "Complete Streets" design to better connect the shops, restaurants, and other businesses with the new Oceanside Plaza on the south side of Las Olas Boulevard. The design of Oceanside Plaza includes space for special events such as festivals and concerts; play areas for children; and a convenient porte-cochere drop off. Kimley-Horn is providing the initial site civil engineering design, roadway design, permitting coordination, stormwater, utility, franchise utility coordination, and other services.

**Lyons Road from Clint Moore Road to Atlantic Avenue, Boca Raton, FL** — Project engineer assisting in the drainage design and permitting process. As a subconsultant to another firm, Kimley-Horn provided structural design for a new bridge, utility coordination, coordination with Lake Worth Drainage District, and permit coordination services for roadway construction and improvements for Lyons Road. The project resulted in plans for a four-lane divided typical section with provisions for an ultimate six-lane section for Clint Moore Road to Linton Blvd. and a five-lane section from Linton Blvd. to Atlantic Avenue.

**Congress Avenue Extension from Northlake Boulevard to Alternate A1A, Palm Beach Gardens, FL** — Project analyst for Palm Beach County to provide professional engineering services to create a new alignment of Congress Avenue between Northlake Boulevard and Alternate A1A. The mission of the project is to alleviate the existing traffic congestion at the intersection of Northlake Boulevard and Alternate A1A. The new alignment will impact an existing water treatment plant, active and vacated mobile home communities, and businesses. Our team faces the challenge of developing a roadway geometry that will minimize these impacts while accommodating for varying area topography and the FEC railroad tracks adjacent to Alternate A1A.

**East Atlantic Avenue Intersection Improvements, Delray Beach, FL** — Project engineer. Kimley-Horn was retained by Delray Beach to revise the design and provide construction plans and cost estimated for two intersections at Gleason Street and Venetian Drive at East Atlantic Avenue. FDOT requested the City not replace deteriorating existing pavers but install new concrete pavement at these intersections.

**SR 5/US 1 and SR A1A RRR Design Services, FDOT District Four** — Project analyst for this 3R project that includes two roadway segments under one contract. The SR 5 (US 1) segment is a 7.5 mile long, four-lane divided with urban and suburban sections spanning five municipalities. The SR A1A portion is 1/2 mile of two-lane roadway. Because of the length of the project, an expedited survey schedule was required. The project also involves adding missing sidewalk; widening pavement to provide bike lanes along the numerous existing right-turn lanes; evaluating and designing repairs to existing drainage problems; environmental permitting; signing and pavement markings; replacing a curbed section due to widening; and analyzing numerous signalized intersections against current standards. The project also includes preparing a number of design variations and coordination with more than a dozen utility companies.

***Relevant Experience continued***

and structural engineering design, water, sewer, and chemical piping design, stormwater drainage design, water quality testing and coordination, and plant maintenance observations and support.

***Worth Avenue Restoration Project, Palm Beach, FL*** — Project manager. Kimley-Horn served as site civil, traffic, and undergrounding engineer for this revitalization project within the Town that was brought to life by a group of property owners along Worth Avenue who wanted to revitalize the area and bring it back to its former glory. Kimley-Horn was responsible for the design of all the civil, traffic, and undergrounding of overhead utilities on the project. We provided the detailed design of the electrical, telephone, and cable utilities throughout the three-block corridor in the Mid-Town area. We partnered with Brannon & Gillespie and Shutts & Bowen to assist in the electrical and easement acquisition elements of the project. To date, this remains the most significant undergrounding effort ever successfully accomplished in the Mid-Town area. The project also included the construction of a new roadway section, replacement and modification of various other underground utilities, replacement of sidewalks with decorative tabby concrete, and the introduction of many landscaping and architectural elements throughout the corridor. The project was completed on-time and nearly \$1 million under its established budget.

***Town of Palm Beach Town Hall Square Streetscape and Infrastructure Improvements, Palm Beach, FL*** — Project manager for this historic fountain restoration and roadway beautification project within the heart of the Town's commercial corridor. Phase I of the project included the restoration of the Mizner Memorial Fountain that was originally constructed in 1929. This part of the project was partially funded by the State of Florida through a historic preservation grant. Phase II of the project includes streetscape improvements consisting of landscaped nodes, decorative pedestrian crossings, updated urban park landscaping that creates a public gathering area in the median of a roadway where the fountain feature resides, modification of various underground utilities, replacement of sidewalks with decorative tabby concrete, and the introduction of many landscaping and architectural elements throughout the area. Phase II of the project will be partially funded by the state of Florida through a historic preservation grant and through private citizen donations.

***Continuing Services Contract for Utilities and Infrastructure, Hollywood, FL*** — Project engineer. Kimley-Horn has been serving the City of Hollywood since 2011 on a variety of utility and infrastructure projects including: South Park Road 16-inch Force Main Upgrade; Water Main Replacement Program 11-5110 – Hollywood Blvd. to Pembroke Road, I-95 to S. 26th Avenue; Water Main Replacement Program 12-5114 – Hollywood Blvd. to Pembroke Road, S. 26th Avenue to S. Dixie Highway; and 6-inch to 16-inch Water Main Replacement Program 14-5122 – Hollywood Blvd. to Moffett Street, U.S.1 to Intracoastal Waterway (Phase III). Kimley-Horn's services include design and preparation of construction documents, regulatory assistance, assistance with bid and award of the construction contract, and construction administration services.

***Lake Towers Underground Utilities Conversion Project, Palm Beach, FL*** — Project manager for the undergrounding of overhead utilities for this project near Bradley Place and Wells Road. Kimley-Horn designed the conduit and pullbox infrastructure for the electric and cable utilities (telephone was already underground in this location) along with providing easement acquisition assistance, utility provider coordination, and infrastructure upgrade design services. Because this project was essentially an "island" of underground infrastructure, there was a need to coordinate the end conditions for the north and south limits of the project. Ultimately, the rear easement power lines were removed with the homes and condominium being served from new underground utility infrastructure.

***El Vedado Road Utility Improvements, Palm Beach, FL*** — Project manager for the design and permitting for the replacement of an existing forcemain, pressurized air line, and water main along this residential street in Palm Beach. The redesign of the roadway pavement grades was also performed to solve drainage issues.

***2000 Roadway Improvements Bond Program, Southeast/Southwest Area Infrastructure Improvements, Delray Beach, FL*** Project engineer for the Kimley-Horn team that provided detailed design and survey services for eight roadway improvement projects in Delray Beach as part of a general consulting engineering services agreement. The projects involved road reconstruction, traffic calming, water main improvements, and drainage improvements for eight residential areas. Funding for the project was provided by a Roadway Improvements Bond. The project included detailed design and permitting of both stormwater facilities and utilities, as well as bid phase services. The City administered the construction contract with no significant construction problems.

***Fern Street Streetscape and Complete Streets Design, West Palm Beach, FL*** — Quality assurance/quality control reviewer. Kimley-Horn is currently developing plans for streetscape improvements for Fern Street in West Palm Beach. This streetscape features new landscaping, roadway re-striping, the addition of bike lanes, bioswales that will take in stormwater from the existing gutter to support planting, and pedestrian level lighting.

# Josh Horning, P.E., LEED AP

Utilities

Kimley-Horn Boca-Delray Office • 1615 South Congress Avenue, Suite 201, Delray Beach, FL 33445  
561.404.7240 • Josh.Horning@kimley-horn.com



## Relevant Experience

**Boynton Beach Town Square Redevelopment and Infrastructure Improvements, Boynton Beach, FL** — Project engineer. A small public school was built in the growing town of Boynton Beach in 1897 — and quickly outgrew it. In 1900, the town built a new school and following its incorporation in 1920, a bond was passed to build a new high school, which was designed by renowned architect William Manly King. The building retains important architectural design elements including the original gymnasium wooden floors. After the old high school spent the past three decades vacant, the City and CRA undertook a renovation project for this historic structure as part of a larger 'Town Square' public and private partnership effort. The building's renovation is nearing completion. As lead engineering designer, Kimley-Horn is responsible for civil engineering design as it relates to stormwater infrastructure and utility improvements, along with miscellaneous consulting services on an as needed basis.

**Master Planning for Key Biscayne Village-Wide Undergrounding of Utilities Program, Key Biscayne, FL** — Project manager. The design and construction of the undergrounding program is anticipated to take multiple years to complete. The underground program will be broken into multiple phases that can be constructed on an annual basis. In order to balance potentially competing priorities such as cost, project duration, traffic impacts for this large-scale project, development of a Master Plan was recommended in order to evaluate these priorities ahead of any detailed design of any single undergrounding phase.

**Town-Wide Undergrounding of Utilities Program, Palm Beach, FL** — Project engineer. Subsequent to a state of Florida mandate that FPL "storm harden" all vital infrastructure and utility lines statewide, resulting in the installation of taller, concrete electric poles, the Town of Palm Beach chose instead to convert all aerial electric, communication, and cable lines to an underground location. Kimley-Horn serves as program manager and prime consultant designing and permitting the underground conversion process in close coordination with FPL, AT&T and Comcast. Kimley-Horn first developed a master plan to outline the schedule, sequencing, phasing, management of traffic impacts, project delivery methods, data collection, public outreach, design criteria, and projected costs. At the same time, Kimley-Horn performed the detailed design of Phase 1 of the program, which is now complete. Kimley-Horn and the Town also performed planning to address Town infrastructure needs (stormwater, gas, water and sewer) to determine if any renovation or replacement should occur while the underground utility work is underway. The benefits of undergrounding these utilities include improved neighborhood aesthetics, increased service reliability, and increased levels of safety as the lines are no longer exposed. The entire program, which began in 2016, is expected to take 10 years to complete.

**Colonial Manor Water Main Replacement, Holiday, FL** — Project engineer. This project entails the replacement of approximately 12,000 linear feet of water main in the Colonial Manor development in Holiday, Florida for the Florida Governmental Utility Authority (FGUA). The water mains are currently primarily located in the rear of the properties and will be relocated to within the public right-of-way. This project includes the replacement of the water mains, as well as the relocation of the service laterals as needed. Fire protection services will be provided under this contract, and all 4- and 6-inch piping will be replaced with 6-inch piping. Replacement of water mains within the Colonial Manor development will be completed in three phases and this project is considered Phase 1.

## Special Qualifications

- Has 15 years of civil engineering experience
- Extensive experience in project management of large and small land development and infrastructure projects
- Efficient design and construction administration
- Design of water, sewer, and drainage facilities

## Professional Credentials

- Bachelor of Science, Civil Engineering, Purdue University
- Professional Engineer in Florida, #67505, January 17, 2008
- Professional Engineer in California
- LEED Building Design + Construction, #10536265
- American Society of Civil Engineers (ASCE)

*Relevant Experience continued*

**Boynton Beach Fire Station #1, Boynton Beach, FL** — Project engineer. Kimley-Horn was retained by a local construction company to provide professional services for the proposed Fire Station generally located at the SE corner of Boynton Beach Boulevard and NE 1st Avenue, south of the existing funeral home in Boynton Beach. Services include Conceptual Documents for 15%, 30%, and 75% design plans, including utilities, permitting requirements, stormwater calculations, MEP requirements, master site plan, elevations and floor plans, and preliminary cost estimate. Landscape architectural services include defining the scope of plantings, irrigation, hardscape and site lighting, which shall be developed and coordinated in the execution of design and construction services.

**Boynton Beach Police Headquarters – Phase 1 Design, Boynton Beach, FL** — Project engineer. Kimley-Horn was retained by a local contractor to assist the City of Boynton Beach in conducting a Spatial Needs Assessment, develop a master plan, and design a Police Headquarters at a site on High Ridge Road. As part of the design team, we will develop 30% and 75% documents civil engineering needs, traffic assessment, and landscape architectural services.

**Boynton Trail Center, Boynton Beach, FL** — Project engineer providing site planning and developmental services for this site located on the northeast corner of Boynton Beach Boulevard and Military Trail. Approximately 15,500 square feet of mixed retail was demolished to construct the most recent phase of work for this project. Per professional recommendation, the project is proceeding in three phases: Phase 1 – a zoning administrative amendment to vest and permit the building shown at the far corner of the intersection (previously occupied by wet retention area) and depict on the site plan the limits of a central stormwater lake that is currently shown on the plans, modified to reflect what can be permitted for the center; Phase 2 – a zoning administrative amendment for the Goodwill scope of site plan changes; and Phase 3 – addressing the remainder of the master plan with new retail buildings. Kimley-Horn is completing the stormwater management calculations in conjunction with SFWMD and PBCLD criteria.

**Rybovich Riviera Beach Facility, Riviera Beach, FL** — Project engineer responsible for site plan cleanup and landscape coordination, PGD plan design, and design and survey coordination. Kimley-Horn is providing professional planning, landscape architecture, traffic engineering, and civil engineering services in support of the development of the Riviera Beach Facility. Rybovich wished to redevelop the existing boatyard and marina facilities including expansion of the facility into parcels north of the existing boatyard. Initially, Kimley-Horn is evaluating the bulkhead at the site versus new FEMA flood zones and the West Palm Beach facility bulkhead evaluation. Kimley-Horn is preparing a site plan submittal package for the office/shop building and parking lot based on the City of Riviera Beach Uniform Land Use Application. The scope also includes preparing a preliminary flood hazard assessment, dock permit site plan, site plan and concurrency compliance review, preliminary planning plans, traffic impact evaluation, and 50% drainage and utility plans.

# Brett Johnson, P.E.

## Utilities

Kimley-Horn West Palm Beach Office • 1920 Wekiva Way, Suite 200, West Palm Beach, FL 33411  
561.840.0843 • Brett.Johnson@kimley-horn.com



### Special Qualifications

- More than 12 years of civil engineering experience in Palm Beach County
- Focus on park and streetscape design with a special interest in bicycle/pedestrian facilities
- Extensive construction administration experience
- Proficient in Autodesk AutoCAD Civil 3D

### Professional Credentials

- Bachelor of Science, Mechanical Engineering, Virginia Polytechnic Inst. & State University
- Professional Engineer in Florida, #74005, January 12, 2012
- Engineer-of-Record for a 2017 American Public Works Association National Project of the Year
- American Society of Civil Engineers

### Relevant Experience

**Continuing Consulting Services, Jupiter, FL** — Project engineer. Kimley-Horn has served the Town of Jupiter Utilities Department on a variety of projects for many years. Our services have included pipeline projects, facility improvements, water treatment design and improvements, communication upgrades, facility demolition, repair and rehabilitation projects, structural engineering, construction administration, and a variety of other services both traditional and non-traditional. Our high level of service to the Town has allowed us to be a trusted advisor on many aspects of the Utilities' future growth and day-to-day operations. Specifically with the design-build criteria for the South Jupiter Community Park.

**Continuing Consulting Services, Palm Beach, FL** — Project engineer. Kimley-Horn has served as a general engineering consultant to the Town of Palm Beach for a period of time dating back to the 1960s. In this role, we have completed numerous projects and services, including: master planning; stormwater collection system planning and design; stormwater pumping station design; sanitary lift station design; sanitary collection and transmission system planning and design; hydraulic analysis and modeling; feasibility studies; recreational facility design for tennis, golf, and multipurpose field facilities; marine structures design and rehabilitation; bridge rehabilitation; fuel system upgrades; streetscape improvements; environmental assessment and contamination remediation; environmental permitting; structural and mechanical engineering; and traffic engineering. Presently involved with data collection and site plan preparation for the Legacy Project.

**Town Hall Square Streetscape and Infrastructure Improvements, Palm Beach, FL**  
Engineer-of-record for this historic fountain restoration and roadway beautification project within the heart of the Town's commercial corridor. Responsible for project design, construction phase services, and coordination of specialty sub-consultants. Phase I of the project included the restoration of the Mizner Memorial Fountain that was originally constructed in 1929. This part of the project was partially funded by the State of Florida through a historic preservation grant. Phase II of the project includes streetscape improvements consisting of landscaped nodes, decorative pedestrian crossings, updated urban park landscaping that creates a public gathering area in the median of a the roadway where the fountain feature resides, modification of various underground utilities, replacement of sidewalks with decorative tabby concrete, and the introduction of many landscaping and architectural elements throughout the area. Phase II of the project will also be partially funded by the state of Florida through a historic preservation grant and through private citizen donations.

**Town-Wide Undergrounding of Utilities Program, Palm Beach, FL** — Project engineer. Subsequent to a state of Florida mandate that FPL "storm harden" all vital infrastructure and utility lines statewide, resulting in the installation of taller, concrete electric poles, the Town of Palm Beach chose instead to convert all aerial electric, communication, and cable lines to an underground location. Kimley-Horn serves as program manager and prime consultant designing and permitting the underground conversion process in close coordination with FPL, AT&T and Comcast. Kimley-Horn first developed a master plan to outline the schedule, sequencing, phasing, management of traffic impacts, project delivery methods, data collection, public outreach, design criteria, and projected costs. At the same time, Kimley-Horn performed the detailed design of Phase 1 of the program, which is now complete. Kimley-Horn and the Town also performed planning to address Town infrastructure needs (stormwater, gas, water and sewer) to determine if any renovation

*Relevant Experience continued*

or replacement should occur while the underground utility work is underway. The benefits of undergrounding these utilities include improved neighborhood aesthetics, increased service reliability, and increased levels of safety as the lines are no longer exposed. The entire program, which began in 2016, is expected to take 10 years to complete.

**Northwood Railroad Corridor Phase 1A Utility Relocations, West Palm Beach, FL** — Assisted with the design of utility relocations associated with railway improvements in the Northwood industrial area in West Palm Beach. As part of a FDOT project to provide greater connectivity between the CSX and FEC railroads, Kimley-Horn was selected by the City of West Palm Beach to design multiple utility relocations for water, sewer, and stormwater infrastructure to meet strict vertical clearance requirements between the rails and the tops of the pipelines. This required rerouting multiple gravity sewers to new lift stations, adjacent sanitary basins, or lowering in place and rebuilding downstream infrastructure. It also involved lowering and rerouting multiple water and stormwater pipelines to avoid the new railroad infrastructure being proposed by the FDOT. The project included multiple jack and bore designs for casings ranging in size from 16 to 30 inches.

**FPL Reclaimed Water Facility at ECRWRF Safety Review, Palm Beach County, FL** — Project engineer. This project is part of Kimley-Horn's general water treatment plant engineering services contract. Kimley-Horn was retained by Palm Beach County Water Utilities Department to conduct a site visit to observe the existing conditions at the FPL Reclaimed Water Facility. The purpose was to identify any deficiencies that may exist in the gratings, guard railing, vertical access, elevated work platforms, confined space entry, safety eyewashes and showers for chemical areas that don't comply with OSHA requirements and local guidelines.

**NW 11th Avenue Reconstruction, Boynton Beach, FL** — Engineer-of-record for this local street reconstruction project. Responsible for project design and for coordinating with several City departments invested in the project. Elements of the reconstruction include adding a lane, providing an auxiliary lane for student drop-off/pick-up, and making a connection to an adjacent street. The project also includes the relocation and undergrounding of the utilities on the street.

**Bradley Park Improvements, Palm Beach, FL** — Project manager and engineer of record. Kimley-Horn served the Preservation Foundation of Palm Beach for landscaping and hardscaping improvements within Bradley Park. Services performed for this project included: replacing existing sidewalks along the park perimeter, regrading the interior of the park, addition of Lake Trail, addition or refurbishment of entry feature, new landscaping, new landscape lighting, fountain relocation, restroom replacement, and addition of overlook. Our team is providing construction document preparation, permitting assistance (SFWMD), Guaranteed Maximum Price Review with contractor, and construction observation. Ribbon cutting for the project occurred on December 12, 2017.

**Juno Beach Water Distribution System Improvements, Juno Beach, FL** — Project engineer for the design and permitting of new water distribution mains, installation of water main isolation valves, installation of new fire hydrants, and relocation and installation of replacement water services to 103 existing homes in Juno Beach. This project addressed localized fire protection, aging infrastructure, backyard asbestos cement mains, inoperative valves, additional isolation valves and hydrants in the areas between SRA1A, US 1, Donald Ross Road and Celestial Way. This project helped improve levels of service and reduce the frequency of line breaks and interruptions in service and improved and enhanced fire protection in the community.

**FY 2018 Signals, Palm Beach, FL** — Project manager. Kimley-Horn was retained for engineering and construction phase services for signalization and mast arm improvements at the intersection of Bradley Place and Sunrise Avenue and the intersection of Coconut Row and Clarke Avenue. Services include construction administration, field observation, and project certification.

**Southern Boulevard Bridge Subaqueous 16-inch Water Main Replacement and Route Study (14-inch pipeline), West Palm Beach, FL** — Project engineer. This project involves the design of a 16-inch HDPE pipeline under the Intracoastal Waterway between the City of West Palm Beach and the Town of Palm Beach. As a result of the Southern Blvd. Bridge reconstruction project, a 16-inch water main owned by the City of West Palm Beach needed to be relocated. Kimley-Horn provided an initial route study to identify potential pipeline routes and hydraulic modeling to determine that the pipe diameter could be reduced to lower construction costs. Kimley-Horn is now providing design, permitting, bidding, and construction phase services for the project. Permits are being obtained from the U.S. Army Corps of Engineers, Florida Department of Environmental Protection, and Florida Department of Transportation.

**Railing and Walkway Improvements, West Palm Beach, FL** — Project manager for this safety improvement project at the East Central Regional Water Reclamation Facility (ECRWRF). Kimley-Horn reviewed the existing conditions of various elements of the plant and created a report of maintenance recommendations. After the plant staff prioritized the repairs, construction documents were created in order to allow the projects to be put out for bid.



PROFESSIONAL SURVEYORS & MAPPERS  
I N C O R P O R A T E D

# George C. Young, Jr., PSM

## PROFESSIONAL REGISTRATIONS & CERTIFICATIONS

- Professional Surveyor & Mapper, State of Florida  
License No. 3066—Date of Registration: 1977
- Founded GCY, Inc. in 1984

## EDUCATION, CERTIFICATIONS & CONTINUING EDUCATION

- AA in Land Surveying, Palm Beach Community College
- Retracement & Restoration of Original Corners
- Trimble Navigation Real Time Surveying & Trimble GP Survey
- Advance Cyclone Training, Norcross, GA., 2006
- Riparian Rights Expert Witness in multiple counties in Florida

## AFFILIATIONS

- Florida Surveying & Mapping Society
- Florida Surveying & Mapping Society—Indian River Chapter
- Martin County Agricultural Landowners
- American Congress of Surveying & Mapping (A.C.S.M.)  
Member No. 18669
- Florida GPS User Group
- Alabama Society of Professional Land Surveyors
- Martin County Leadership Program Graduate—CLASS 01
- Florida Atlantic University—Adjunct Professor

## PROJECT EXPERIENCE

### **GRW, Osceola & Okeechobee Counties, Florida**

GCY Inc. collected topographic data every 50 feet for 90 miles of slough tributary to the Kissimmee River for the purpose of LIDAR truthing for hydrologic modeling and LIDAR measurement verification. We utilized airboats, a marsh master and woods buggies to navigate terrain of saw grass, wetland grasses, brush, wax myrtles and hard wood swamps. End user of the final product was Army Corps of Engineers, Jacksonville.

### **US Sugar - Palm Beach County, Florida**

GCY Inc. worked on this historic project since its inception. We completed Boundary Surveys for both the private owner and South Florida Water Management District Consultants. Surveys covered 108,000 acres of land and included review of all title work on all parcels.

### **City of West Palm Beach FL v Holy Trinity Episcopal Church**

Mr. Young was retained by the City of West Palm Beach as an expert in a dispute over a submerged land lease and riparian rights with Holy Trinity Church.

## PRINCIPAL AREAS OF PRACTICE

- *Boundary (Cadastral) Surveys*
- *Expert Testimony*
- *Riparian Rights*
- *Mean High Water Surveys*
- *Retracement Surveying*
- *Topographic Surveys*
- *GPS Surveys*
- *As Built Surveys*
- *Geodetic Surveys*
- *F.D.E.P. Submerged Land Lease Surveys*
- *Quantity Surveys*
- *Subdivision & Platting*

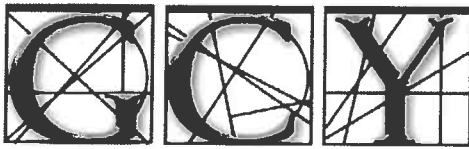


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Physical Address: 1505 SW Martin Hwy.,  
Palm City, FL 34990

Statewide: 800-386-1060



PROFESSIONAL SURVEYORS & MAPPERS  
I N C O R P O R A T E D

# Mark R. Wendt, PSM

## PROFESSIONAL REGISTRATIONS:

- Professional Surveyor & Mapper,  
State of Florida  
License No. 6163  
Date of Registration: 2001
- State of Maine  
License No. PLS2470  
Date of Registration: 2011
- Joined GCY in 1995 - 2012
- Returned to GCY in 2016 as Stockholder

## EDUCATION & CERTIFICATIONS:

- University of Florida,  
BS in Surveying & Mapping, 1995
- LEICA HDS 3000 High Definition Scanning
- GPSurvey Software by Trimble, Customer Site Training
- GLO Retracement & Restoration of Original Corners

## AFFILIATIONS

- Florida Surveying & Mapping Society—Indian River Chapter
- National Society of Professional Surveyors

## PRINCIPAL AREAS OF PRACTICE

- ♦ **Boundary (Cadastral) Surveys**
- ♦ **Topographic Surveys**
- ♦ **Retracement Surveying**
- ♦ **Mean High Water Surveys**
- ♦ **Geodetic Surveys**
- ♦ **GPS Surveys**
- ♦ **As Built Surveys**
- ♦ **F.D.E. P. Mapping Projects**
- ♦ **F.D.E.P. Acquisition Surveys**
- ♦ **Construction Layout Services**
- ♦ **Riparian Rights**
- **Submerged Land Lease Surveys**

## PROJECTS

### **RSBC Real Estate Company, Palm Beach County, Florida**

*Topographic survey of a 1/4 mile long wave attenuator structure lying in Lake Worth. Our client utilized the survey for engineering planning and permitting purposes. The spot elevations necessary to prepare the survey were obtained through the use of real time kinematic GPS positioning and out twenty-five foot Boston Whaler hydrographic survey boat.*

### **Caulkins Water Farm, Martin County, Florida**

*Initially a pilot project for water storage from the C-44, this successful Dispersed Water Management project is now almost complete. GCY provided construction layout services, and is completing the as-built survey of the project.*

### **Taylor Engineering, Martin County, Florida**

*GCY prepared a boundary survey of a parcel of land adjoining the St. Lucie Locks. During the course of the survey, extensive field work included searching for perpetuated evidence of lot corners within a subdivision which was recorded in 1911, searching for right-of-way monumentation along the St. Lucie Canal, and location of permanent reference monuments along modern plats whose origins traced back through St. Lucie Inlet Farms lots.*

#### Corporate Office:

Mailing: Post Office Box 1469, Palm City, FL 34991

Physical: 1505 SW Martin Highway, Palm City, FL 34990

Telephone: 772/286-8083 Statewide: 800-386-1066

## PROFESSIONAL EXPERIENCE

Mr. Vedula, a Florida-Registered Professional Engineer, has over 22 years of experience providing engineering services for a wide variety of geotechnical projects involving foundation design, slope stability analysis, WEAP analysis and interpreting PDA reports, excavation support, and construction inspection. His extensive experience includes foundation inspections (shallow and deep foundations), soil modification (dynamic compaction, stone columns), preloading, excavations, backfilling, and post construction monitoring. Mr. Vedula has served as a principal inspector on numerous surcharging and settlement evaluations of organic laden soils assignments. His project experience includes 300+ geotechnical engineering studies for various projects types including parks, piers, shoreline stabilization, dredging, bridges, roadways, utilities, high rise buildings, schools and government facilities. Mr. Vedula has authored and co-authored papers published in national and international publications.

## RELEVANT PROJECT EXPERIENCE

**Florida Community Health Center, 15858 SW Warfield Boulevard, Indiantown, Florida.** TSF performed a geotechnical exploration for the addition to Florida Community Health Center in Indiantown, Florida. The addition is single-story, will abut on the northwest corner of the existing building, and will cover an area of approximately 2,500 square feet, with shallow foundations, slab-on-grade, and reinforced masonry walls. Site improvements include new drainage. The purpose of the study was to explore the subsurface conditions at the site to enable an evaluation of acceptable foundation systems for the construction. Provided geotechnical engineering report outlining the testing procedures, the site and subsurface conditions, and geotechnical recommendations for foundation design, general site development and comments regarding factors that may impact construction and performance of the proposed construction. Additionally, TSF issued an estimate of the seasonal high groundwater.

**Addition to Florida Community Health Center, 15858 SW Warfield Boulevard, Indiantown, Florida.** TSF performed a geotechnical exploration for the addition to Florida Community Health Center at 15858 SW Warfield Boulevard in Indiantown, Florida. The addition will be a single-story and will abut on the northwest corner of the existing building. The addition will cover an area of approximately 2,500 square feet, with shallow foundations, slab-on-grade, and reinforced masonry walls. Site improvements include new drainage. The purpose of the study was to explore the subsurface conditions at the site to enable an evaluation of acceptable foundation systems for the construction. Field work included Standard Penetration Test (SPT) borings and percolation (BHP) test. Provided geotechnical engineering report outlining the testing procedures, describes the site and subsurface conditions, and presents geotechnical recommendations for foundation design, general site development and comments regarding factors that may impact construction and performance of the proposed construction. Additionally, TSF issued an estimate of the seasonal high groundwater.

**Hosanah Lane from SW Martin Highway to a Dead-end, Martin County, Florida.** Tierra South Florida (TSF), Inc. completed a pavement evaluation for Hosanah Lane from SW Martin Highway to a Dead-end in Martin County, Florida. The project involved performing pavement cores to evaluate the existing asphalt pavement road for hauling large pipes on a short period of time. The existing road is approximately 2 miles long. Provided pavement evaluation report that contained the data collected during initial site reconnaissance, presented pavement information from the asphalt cores and provided recommendations. TSF also completed a post hauling pavement evaluation for the project which involved performing pavement cores next to the previous study to observe the changes between pre-hauling and post-hauling condition. Additional pavement coring was performed. Provided evaluations and recommendations regarding data collected during initial site reconnaissance and pavement information from the asphalt cores sampled.

**KUMAR VEDULA,**  
**P.E.**  
**PRINCIPAL GEOTECHNICAL**  
**ENGINEER**  
**22 Years of Experience**



## EDUCATION

MS in Geotechnical Engineering, University of Memphis, 1995

BE in Civil Engineering, Andhra University, 1992

## PROFESSIONAL ORGANIZATION AND REGISTRATION

Professional Engineer: Florida, 54873

American Society of Civil Engineers, Past President (Broward Branch)

## RELEVANT PROJECT EXPERIENCE CONTINUED

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**Design Services for SR 5/ US 1 from South of SE Heritage Boulevard to North of Salerno Road, Martin County, Florida.** TSF performed a Geotechnical study for the milling and resurfacing (RRR) project for SR 5/ US 1 from south of SE Heritage Boulevard to North of Salerno Road in Martin County, Florida. The purpose of the study was to provide geotechnical (i.e. soils and groundwater) input to the design team to assist in the design and construction of the roadway widening at the south east quadrant of the SE Heritage Boulevard Intersection. The Geotechnical field study included auger borings. TSF also prepared a Roadway Soil Survey Report that included geotechnical recommendations and evaluations regarding cut and fill slopes, excavation, and on-site soil suitability. The project was completed on time and within budget.

## ABBREVIATED RELEVANT PROJECT EXPERIENCE

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- Treasure Coast Behavioral Health Facility, Martin County, Florida
- MastArms Signal Replacement Dixie Highway and Savannah Road Intersection, Martin County, Florida
- SR714/ Martin Downs Blvd. over Danforth Creek Bridge Repairs, Martin County, Florida
- Martin Health System North Campus Enhancement, Stuart, Florida
- Konover Site Development, Stuart, Florida
- The Empress Condos, Martin County, Florida
- Lighting Analysis and Design S-9/I-95 from South of Rest Area to South of Sr-714, Martin County, Florida
- Design Services for SR-5 (US-1), Martin County, Florida
- Dixie Highway Box Culvert Replacement, Martin County, Florida
- Checkers – Kanner Highway, Martin County, Florida
- MastArms along Southwest Matheson Avenue, Martin County, Florida
- Box-Culvert – Cove Road east of Dixie Highway, Martin County, Florida
- Martin County WWTP Accelerator Demolition, Martin County, Florida
- MCU North WWTP Headworks Improvements, Martin County, Florida
- Well Abandonment – Palm City, Martin County, Florida
- SR-A1A Lightning east of Lyons Bridge to SR-732/ Jensen Beach Boulevard, Stuart, Florida
- S-135 By-pass Culvert Abandonment Project, Stuart, Florida
- Proposed Retail at US-1 and Johnson Road, Stuart, Florida
- Highlands Reserve – Box Culvert Headwalls Analysis, Martin County, Florida
- Mack Dairy Road Improvements, Martin County, Florida
- Martin Downs Boulevard, Martin County, Florida
- Sand Trail and Martin Downs Boulevard Right Turn Lane, Martin County, Florida
- Murphy Road and Canoe Creek Terrace MastArms Analysis, Palm City, Florida
- Britt Road Bridge Replacement, Stuart, Florida
- Martin Health System Parking Garage, Stuart, Florida

## PROFESSIONAL EXPERIENCE

Mr. Raj Krishnasamy, P.E., President and Principal Engineer of Tierra South Florida, Inc. (TSF), is a Florida State Registered Geotechnical Engineer with over 31 years of experience. Mr. Krishnasamy oversees the geotechnical engineering, construction materials testing, and inspection services operations. His experience consists of successfully completing over 3,500 public and private projects. He serves as Project Manager for continuing contracts with over 20 Florida public agencies. He has a history of repeatedly retaining those contracts through successful, cost-effective and prompt execution of each task order. Mr. Krishnasamy's daily involvement with the in-house and field operations of the construction and geotechnical services departments provides him the "hands-on" experience and knowledge of current construction codes and construction practices throughout the State of Florida. Mr. Krishnasamy and his highly experienced team focus on providing the client with a consistently accurate, cost-effective quality product that is delivered on time and within budget.

## RELEVANT PROJECT EXPERIENCE

**Florida Community Health Center, 15858 SW Warfield Boulevard, Indiantown, Florida.** TSF performed a geotechnical exploration for the addition to Florida Community Health Center in Indiantown, Florida. The addition is single-story, will abut on the northwest corner of the existing building, and will cover an area of approximately 2,500 square feet, with shallow foundations, slab-on-grade, and reinforced masonry walls. Site improvements include new drainage. The purpose of the study was to explore the subsurface conditions at the site to enable an evaluation of acceptable foundation systems for the construction. Provided geotechnical engineering report outlining the testing procedures, the site and subsurface conditions, and geotechnical recommendations for foundation design, general site development and comments regarding factors that may impact construction and performance of the proposed construction. Additionally, TSF issued an estimate of the seasonal high groundwater.

**Addition to Florida Community Health Center, 15858 SW Warfield Boulevard, Indiantown, Florida.** TSF performed a geotechnical exploration for the addition to Florida Community Health Center at 15858 SW Warfield Boulevard in Indiantown, Florida. The addition will be a single-story and will abut on the northwest corner of the existing building. The addition will cover an area of approximately 2,500 square feet, with shallow foundations, slab-on-grade, and reinforced masonry walls. Site improvements include new drainage. The purpose of the study was to explore the subsurface conditions at the site to enable an evaluation of acceptable foundation systems for the construction. Field work included Standard Penetration Test (SPT) borings and percolation (BHP) test. Provided geotechnical engineering report outlining the testing procedures, describes the site and subsurface conditions, and presents geotechnical recommendations for foundation design, general site development and comments regarding factors that may impact construction and performance of the proposed construction. Additionally, TSF issued an estimate of the seasonal high groundwater.

**SFWMD Lakeside Ranch STA, Martin County, Florida.** TSF is currently providing construction material testing services for the SFWMD Lakeside Ranch STA South project. The purpose of the project is to construct a Stormwater treatment area and associated levees, water control structures, culverts, boat ramps, and control buildings. Laboratory services include Proctors, sieves, organic test on soil samples; concrete compressive strength testing on high strength cylinders. TSF is also providing QC services for all soils testing, embankment (levees and structures), subgrade, base (FDOT ROW), concrete testing sampling for water control structures, buildings and misc. structures. Our building inspectors are providing reinforcing steel inspections for all structures prior to concrete pours.

**Monitoring Well Installation and Well Plug / Abandonment Plan, SFWMD Lakeside Ranch STA-South, Okeechobee and Martin County, Florida.** TSF provided geotechnical engineering services for the project which consisted of several monitoring wells to be installed and abandoned within SFWMD Lakeside Ranch property, in Martin and Okeechobee Counties, Florida.

**RAJ  
KRISHNASAMY,  
P.E.  
PRESIDENT, PRINCIPAL  
ENGINEER  
31 Years of Experience**



## EDUCATION

MS in Geotechnical Engineering, University of Memphis 1995

BS in Civil Engineering, Christian Brothers University 1987

Diploma/1984/Electronic Engineering, Malaysian Air Force Institute

## PROFESSIONAL ORGANIZATION AND REGISTRATION

Professional Engineer: Florida, 53567

Certified OSHA Supervisor

Certified Environmental Consultant

## RELEVANT PROJECT EXPERIENCE CONTINUED

**Hosanah Lane from SW Martin Highway to a Dead-end, Martin County, Florida.** Tierra South Florida (TSF), Inc. completed a pavement evaluation for Hosanah Lane from SW Martin Highway to a Dead-end in Martin County, Florida. The project involved performing pavement cores to evaluate the existing asphalt pavement road for hauling large pipes on a short period of time. The existing road is approximately 2 miles long. Provided pavement evaluation report that contained the data collected during initial site reconnaissance, presented pavement information from the asphalt cores and provided recommendations. TSF also completed a post hauling pavement evaluation for the project which involved performing pavement cores next to the previous study to observe the changes between pre-hauling and post-hauling condition. Additional pavement coring was performed. Provided evaluations and recommendations regarding data collected during initial site reconnaissance and pavement information from the asphalt cores sampled.

## ABBREVIATED RELEVANT PROJECT EXPERIENCE

- Treasure Coast Behavioral Health Facility, Martin County, Florida
- Mast Arms Signal Replacement Dixie Highway and Savannah Road Intersection, Martin County, Florida
- SR714/ Martin Downs Blvd. over Danforth Creek Bridge Repairs, Martin County, Florida
- Martin Health System North Campus Enhancement, Stuart, Florida
- Konover Site Development, Stuart, Florida
- The Empress Condos, Martin County, Florida
- Lighting Analysis and Design S-9/I-95 from South of Rest Area to South of Sr-714, Martin County, Florida
- Design Services for SR-5 (US-1), Martin County, Florida
- Dixie Highway Box Culvert Replacement, Martin County, Florida
- Checkers – Kanner Highway, Martin County, Florida
- Mast Arms along Southwest Matheson Avenue, Martin County, Florida
- Box-Culvert – Cove Road east of Dixie Highway, Martin County, Florida
- Martin County WWTP Accelerator Demolition, Martin County, Florida
- MCU North WWTP Headworks Improvements, Martin County, Florida
- Well Abandonment – Palm City, Martin County, Florida
- SR-A1A Lightning east of Lyons Bridge to SR-732/ Jensen Beach Boulevard, Stuart, Florida
- S-135 By-pass Culvert Abandonment Project, Stuart, Florida
- Proposed Retail at US-1 and Johnson Road, Stuart, Florida
- Highlands Reserve – Box Culvert Headwalls Analysis, Martin County, Florida
- Mack Dairy Road Improvements, Martin County, Florida
- Martin Downs Boulevard, Martin County, Florida
- Sand Trail and Martin Downs Boulevard Right Turn Lane, Martin County, Florida
- Murphy Road and Canoe Creek Terrace Mast Arms Analysis, Palm City, Florida
- Britt Road Bridge Replacement, Stuart, Florida
- Martin Health System Parking Garage, Stuart, Florida



## 2. Operational Plan and Task Approach

### Thorough Understanding of Engineering Services

Kimley-Horn's understanding of Indiantown's needs under this contract position our firm as an easy selection for the Village. We know the Village, Village staff, and the challenges and opportunities ahead that new municipalities face. We have a proven history and track record of delivering projects to similarly positioned municipalities and as such, we've crafted an approach to facilitate these efforts.

The technical scope of services provides a variety of different task assignments. Therefore, the following descriptions provide a generalized understanding of the different types of tasks that may be assigned. Specific considerations will be noted when reviewing task assignments. The Kimley-Horn team assigned to the Village is well versed in all the service areas required for this project.

#### Civil Engineering

Civil engineering forms the backbone of our experience and qualifications to serve as your project engineer. With a single point of contact, we have the capability to serve the Village in a variety of disciplines. Any project can involve a multitude of different disciplines. At Kimley-Horn, we have experienced professionals in utility engineering, transportation planning, roadway design, site planning, coastal design, master planning, traffic operations, surface water management, hydraulic/hydrologic modeling, and storm drainage design, among others. We have the in-house capabilities to provide you with any civil engineering need that may emerge. Our multidisciplinary depth of resources means that you will receive unmatched service.



#### Hydrology/Stormwater Management

Kimley-Horn's stormwater management expertise includes hydrological and hydraulic analyses, surveying, planning, permitting, and the design of all water control structures ranging from pipes and culverts to major control and pump structures. We can address both stormwater quantity and quality issues. Our staff is familiar with all of the accepted state-of-the-art computer programs used in stormwater management engineering and also have key relationships with the relevant permitting agencies. We have worked closely with the U.S. Army Corps of Engineers Regulatory Branch in the permitting and design of stormwater facilities and with the Federal Emergency Flood Management Agency (FEMA) when coordinating floodplain revisions to FEMA's Flood Insurance Rate Maps.



We have served the Northwest, Southwest, and South Florida Water Management Districts. We also have served as the engineering consultant for 14 drainage subdistricts (including 11 in the Everglades Agricultural Area) spanning Palm Beach, Hendry, and Glades counties. Our services have encompassed drainage consultation and permit application preparation, including applications to regional water management districts and the Florida Department of Environmental Regulation. Representative projects include the design of canals, culvert crossings, water control structures, roads, levees, bridges, stormwater management facilities, stormwater treatment facilities, and pump structures. These project areas range in size from 400 to over 130,000 acres.

#### Site Civil Engineering

Our staff has experience investigating and solving complex design issues. Conducting field investigations, collecting and analyzing background data, and establishing meaningful goals and objectives are all prerequisite steps in the engineering process. We are aware of environmental and financial constraints normally associated with the development process and are committed to developing plans that work for the Village. Maximizing the use of existing facilities is also an important consideration when developing cost-effective plans.



## Roadway Design

Roadway design and planning is one of the mainstays of our firm's professional practice. Collectively, our engineers have been responsible for the design of more than 2,000 miles of roadway, much of it here in Florida. We have provided these services for urban, rural, primary, secondary, and interstate roadways for clients ranging from small municipalities to state departments of transportation. We are well equipped to address all related aspects of roadway design projects such as intersection geometrics, utility relocations, traffic control, signalization, structural/bridge design, and other features. Paving and drainage services are often an integral part of our roadway design projects, and our substantial experience in dealing with regulatory and other agencies enables us to secure the necessary permits and approvals for building and upgrading roadway facilities. In addition, Kimley-Horn has provided construction administration services on hundreds of miles of urban and rural roadways for projects ranging from limited-access arterials, to collector facilities for counties, cities, and state departments of transportation. Construction phase services include cost estimating, pre-bid services, and construction administration and observation.



## Traffic Operations and Transportation Planning

Our firm offers complete traffic operations and transportation planning services in-house. Kimley-Horn has completed thousands of traffic engineering projects, ranging from major areawide systems involving hundreds of intersections to single intersection designs. Our traffic engineering staff includes experts in the areas of signal system design; intersection design; signing and marking studies and plans; speed studies, safety and operations studies and plans; accident analysis and testimony; pedestrian safety programs; access, parking, and circulation studies; and general traffic engineering consultation. Clients for which we have provided traffic engineering services on an ongoing basis include the cities of West Palm Beach, Altamonte Springs, Miami Springs, Orlando, Greenacres, Coral Springs, Tampa, Tamarac, Cooper City, Titusville, and Melbourne, the towns of Jupiter and Palm Beach, Districts One, Two, Three, Four, Five, and Six of the Department of Transportation, and Indian River, St. Lucie, and Martin counties.

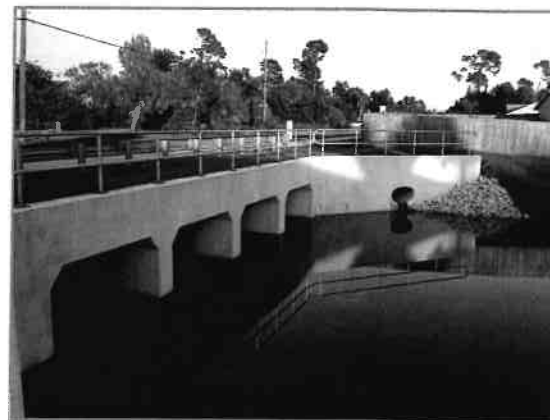


## Utility Engineering

Kimley-Horn's water resources engineers are internationally recognized experts in the latest technologies including reverse osmosis, membrane softening, ion exchange, and distillation. Our capabilities encompass utility studies, planning, design, permitting, and construction observation services. Staff professions have award-winning experience in the design of lime softening and reverse osmosis water treatment systems, including the design of wells, master pumping stations; water storage facilities; and water treatment, distribution, and transmission facilities. We also have extensive experience in planning, environmental assessment preparation, funding application preparation, rate studies, design, and construction of wastewater collection and treatment projects. Our services in this area include wastewater treatment plant design and expansion, collection and transmission system design, inflow/infiltration studies, pump station design, and force main design.

## Structural Engineering

Our firm offers you expertise in design, construction inspection, and evaluation of bridges, roadway structures, buildings, parking facilities, and water control structures. In addition, we provide hurricane preparedness and damage assessment services. Our structural experience includes the design of more than 700 bridges and inspection of nearly 3,000 bridges for programs in several states. We have also designed and modified water control structures for numerous agencies throughout the state, including the South Florida Water Management District, the Lake Worth Drainage District, the South Florida Conservancy District, and the Everglades Agricultural Area.





## Landscape Architectural Services

Our landscape architects and urban planners have varied public-sector experience ranging from corridor plans and downtown streetscape programs to parks and recreation planning. Our planners and landscape architects emphasize the development of a pleasing visual environment, meaningful theme, distinctive image, and strong sense of place. Our full-service consulting includes feasibility studies, master planning, design, permitting, public participation and consensus building, and construction administration. Our Kimley-Horn team are experts in conducting public involvement programs, including community workshops, to promote consensus.

## Environmental Permitting, Assessment, and Remediation

Kimley-Horn maintains an experienced team of senior environmental scientists, geologists, hydrogeologists, planners, and field technicians with expertise in a wide range of environmental planning and problem-solving services such as permitting, corridor location studies, environmental assessment reports, and environmental analyses.



Services we have provided include underground storage tank assessment, asbestos management, spill cleanup, and hazardous waste disposal. In addition, our firm is a leader in biological environmental issues, such as wetland delineation, critical habitat identification, and protected species conservation. Our professional environmental services include:

- Land use and development feasibility studies
- Environmental impact statements
- Contamination assessment/remediation for soils, ground water, and surface water
- Comprehensive environmental compliance evaluations
- Environmental audits (all phases)
- Environmental permitting (RCRA, clean air, NPDES, 404, incidental taking, coastal construction, U.S. Army Corps of Engineers, Water Management District, U.S. Coast Guard)
- Waste minimization/process optimization
- Wildlife/habitat studies and mitigation planning
- Aerial photo interpretation, mapping, and habitat evaluation using GIS systems and remote sensing imagery
- Wetland jurisdictional evaluations, mitigation plans, and monitoring

## Traffic Impact Analyses

Kimley-Horn has been involved in the development and application of traffic impact analyses (TIAs) for more than 30 years. The firm has conducted thousands of TIAs for projects of virtually all magnitudes and types, including mixed use, commercial, institutional, recreation, residential, industrial, and research developments. Our engineers and planners have also reviewed TIAs for local and regional agencies, developed impact analysis and impact fee systems, trained public agency staffs in TIA review and computer modeling techniques, and conducted transportation financing research for the federal government. Typical goals and responsibilities during these studies include:

- Maximizing the efficiency and use of existing roadways to promote use of alternative modes of transportation.
- Determining mitigation measures for adverse project impacts.
- Assuring a workable project.
- Pavement Evaluation and Management

Kimley-Horn has a successful track record of creating and maintaining effective pavement management systems throughout the U.S. and specializes in all aspects of pavement management, from roadways to parking lots to airports. We offer significant expertise in the latest methods, such as Full Depth Asphalt Recycling (FDAR), pulverization techniques, Asphalt Rubber and Aggregate Membrane (ARAM), as well as additional in-place pavement recycling techniques. We have significant expertise in citywide pavement management, MicroPAVER and computer applications, GIS, pavement design and rehabilitation design, and predictive life analysis. Our team has experience not only in pavement management programs, but also in roadway design and construction management, which means we understand the



issues from start to finish and will provide a common-sense approach to maintenance and rehabilitation. We evaluate what needs to be done and where to apply the right combination of cost-effective preventative maintenance, rehabilitation, and/or reconstruction repairs at the right time to extend the service life of the pavement. We offer fully developed programs including pavement evaluation, pavement restoration, pavement management, and ADA assessments with remediation recommendations and design.

## Construction Engineering and Inspection (CEI)

Kimley-Horn has provided CEI services on hundreds of miles of urban and rural roadways for projects ranging from limited-access arterials to collector facilities for counties, cities, and state departments of transportation throughout the United States. Our full-service consulting includes comprehensive construction administration services with experienced inspection staff in all types of construction across all disciplines. In addition to receiving the benefit of our inspectors' experience, our construction phase personnel can attend pre-construction conferences and regular project meetings, and provide review and approval of pay estimates, and all other activities required to achieve well-coordinated construction of proposed improvements. Our construction phase services can include providing a full-time or part-time construction observation representative, evaluating equipment delivered as compared to shop drawings, coordinating punch list observations and materials testing, or extended services that support your expectations.

## Public and Stakeholder Involvement

Kimley-Horn is sensitive to the pivotal role of meaningful public involvement programs that enable area residents to establish their priorities. Community involvement determines the overall design program, funding strategies, and implementation priorities. Our expertise in providing a broad range of services helps to ensure the successful implementation of your goals while addressing the specific challenges that each project entails. Our team's experience in coordinating and conducting public meetings and information sessions will relieve Village staff of a considerable burden.

We are known for developing innovative approaches to projects that involve neighborhood participation. We understand that some projects require community involvement and acceptance, and we have developed effective methods of bringing the community into the process. Kimley-Horn is strongly committed to conducting public participation programs that educate, inform, and build consensus for a particular solution. Each project is different in terms of the stakeholders and the critical issues involved; thus, each public involvement program is tailored to specifically address the project's needs. If any work assignment calls for public involvement, we can accomplish this through public meetings scheduled at critical points in the process, notifying the public of meetings, and communicating as often as needed with interested citizens. Local funding is generally easier to obtain if the public is in support of the project.

## Approach to Work Authorization

Kimley-Horn recognizes that a teamwork-based approach is critical to successfully serve the Village of Indiantown and exceed your expectations for each assignment. Our project management plan is centered on the combined efforts of our project manager, **Jordan Haggerty, P.E.**, and Village staff. Each assignment will be considered individually based on the Village's needs and a project team will be assigned to meet the Village's goals. This approach allows Indiantown a single point of contact over multiple assignments with Kimley-Horn's team. If needed, a deputy project manager will be temporarily assigned to maintain our high levels of client service and commitment to the Village. This will ensure a point of contact is *always* readily available – just a phone call or short drive away.

Our approach to project management is characterized by the following proven philosophies and policies, which are ingrained in Kimley-Horn's culture:

- Develop a clear understanding of the Village's vision for the project.
- Develop a comprehensive work plan and schedule to accomplish the project.
- Set milestones that support the schedule delivery.
- Production management for milestone delivery and staffing needs.
- Communicate with the Village regularly on project status and outstanding issues.
- Create an atmosphere that encourages teamwork and efficiency to successfully complete the project within budget and on schedule.



This approach brings a unified team in lock-step with the Village staff's vision for the project delivery. When a quick turnaround is needed on a large effort, Jordan has direct authority to allocate resources both internally from the West Palm Beach and Boca-Delray offices and externally by bringing in support staff from other offices to complete your assignments. The key is to make sure that the ongoing projects continue to progress along their schedules while new, rapid delivery projects are allocated additional resources to ensure that all of your projects move toward your expected deliverables on or before the due date. Resource sharing is not just something that we talk about—it is something that our project managers direct on a weekly basis. For the Village, that means urgent project demands can be completed quickly and efficiently with responsive staff allocation to your critical needs. Kimley-Horn has a no-nonsense, team-oriented, results-driven management approach

## Ability to Work Within Budget and Time Constraints

Based on our project team's collective experience, we have developed project management and reporting procedures that will allow our team to track Indiantown's projects with respect to schedules and budgets. We believe the system we have historically used for the successful completion on many projects will work effectively for the Village.

Our first step in schedule and budget control is to understand your vision for a project and then develop a realistic schedule and scope to make that vision a reality. This step requires immediate and clear communication and is a critical step in partnering for a successful project. We will define the project requirements, understand potential obstacles to success, identify potential opportunities to achieve more within the same project, and create a project work plan that allows us to accomplish your goals efficiently.

**Working Within Time Constraints.** Prior to beginning work on any project, we will prepare a detailed project schedule and monitor it against actual project milestone completion dates. Project schedules are evaluated at different frequencies depending on the magnitude of the project. We use several different software packages, including Microsoft Project and the Primavera scheduling programs to schedule our work. Schedule updates can also be sent in simple PDF formats to the project team throughout the life of a project. We can tailor our updates to the frequency you require. Paramount to the success of any project is a continued partnering throughout the project to adapt as necessary to unforeseen circumstances. We will include critical decision-making points in our work plans so the project team and the Village can agree upon the best course of action to keep projects on track. We know there will always be unexpected challenges unique to any given project, so it is critical to develop and follow an approach that controls what can be controlled while building in mechanisms for dealing with the unexpected. When required, our team can accelerate work to meet a change in project schedule. This process is used frequently when workloads require extra personnel. It allows our team to be flexible and be able to react to all types of scheduling changes.

**Budgetary Monitoring.** Our project manager actively monitors project charges posted to each work order on a bi-monthly timeframe, and will assess this expenditure using an S-Curve management approach to ensure our expenditure is progressing in accordance with the planned approach. All our project managers receive bi-weekly project details and monthly summary reports showing expenditures subdivided by task, as well as having continuous online access to our project accounting system. These are used to monitor progress on the project, prepare monthly invoices and progress reports, and assess budgets. This proactive monitoring procedure has had a consistent record of completing our projects within budget.

Kimley-Horn is confident in its ability to monitor project schedules to meet the Village's expectations and we have an exemplary record of performance. We are prepared to commit the necessary resources to ensure that your projects stay on schedule and within budget.

## Quality Control Procedures

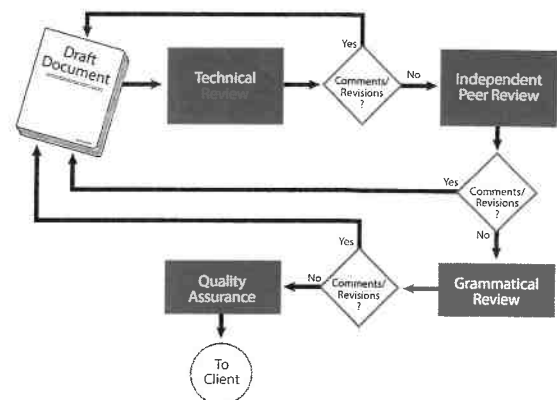
We understand quality must be built in from the beginning and can't be added as an afterthought. We have identified senior staff members to lead our quality control efforts for specific tasks. We understand the beginning of a successful QA/QC plan is having the right key professionals assigned to both produce and review project deliverables. Furthermore, the makeup of our project team and the independent strengths of Kimley-Horn will allow internal peer review as part of the QC process. **Jordan Haggerty, P.E.** will lead the day to day production efforts and be responsible for ensuring all production efforts are completed with an appropriate QA/QC process. Formal coordination reviews are completed to ensure coordination of conflicts, proposed design elements between component plan sets, and different disciplines. Typically, weekly status meetings and plan reviews are instituted once a project goes into production so that all members of the design team—engineers, landscape architects, and architects are working from the most current documentation and client direction. Information is disseminated from the project manager to the team via meeting minutes and status updates. This sets the

expectation of the team for scheduling their portions of the whole project. Also, these weekly meetings serve as a Quality Control check for the project manager since it will typically lead to productive discussion amongst the team during the design phase.

The Kimley-Horn Project QA/QC Plan is based on these principles:

- Quality is **achieved** by adequate planning, coordination, supervision, and technical direction; proper definition of job requirements and procedures; understanding the scope of services and deliverables; the use of appropriately skilled personnel; and by individuals performing work functions carefully, including paying strict attention to avoidance of errors and omissions.
- Quality is **assured** through checking, reviewing, and surveying of work activities by individuals who are not directly responsible for performing the initial efforts.
- Quality is **controlled** by assigning a manager to perform QC functions consisting of surveying and evaluating the work and the procedures followed while performing the services.
- Quality is **verified** through independent reviews of the processes, procedures, documentation, supervision, technical direction, and staffing associated with project development.

Prior to plans being sent to the client for procurement, the project manager will send a review set of plans and specifications to our in-house construction services experts to review for construction issues which may arise. Our internal resources provide us with a unique ability to identify issues during the QC process before they become issues in the field. Typically, these reviews take a few hours, but can provide critical insight and identify potential issues before the contractors have the chance to bid on the documents. This simplifies the bid process and the construction timeline. The result—projects brought in on time and budget.



## Subconsultant Supervision

Our Kimley-Horn team is highly experienced in large-scale projects that demand close coordination among multiple team members. We realize our clients expect a high level of responsiveness, communication, and quality. Consistent communication from project conception through completion allows our subconsultants to have a complete understanding of your expectations and ours. For day-to-day management, we coordinate regularly with our subconsultants to verify they are using the latest industry standards.

Our subconsultant team members were selected based on their proven abilities to follow through, superiority in their fields of expertise, and strong commitment to teamwork. We have previously teamed with these subconsultants in the past, are confident in their high quality of work and professionalism, and are confident that our collaboration will continue to be successful for any project services required by the Village. Project manager **Jordan Haggerty, P.E.** will coordinate with each firm to ensure that they adhere to Kimley-Horn's established QA/QC procedures.

## Contract Compliance and Enforcement of Industry Standards

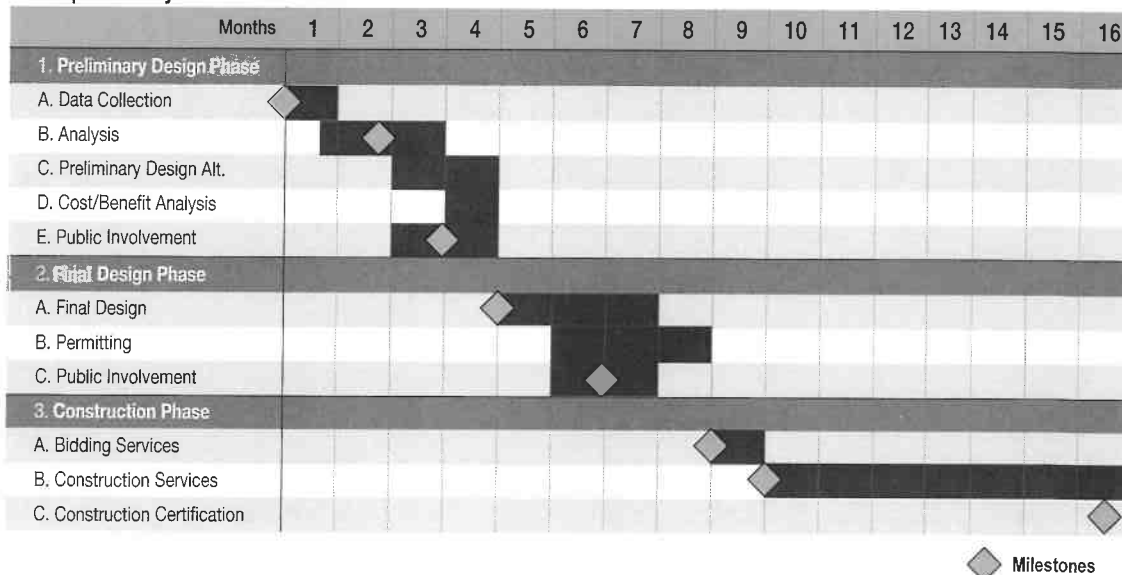
All successful design firms must remain abreast of changes to applicable codes, standards, and regulations as they apply to each specific discipline. Kimley-Horn is no exception. Our civil engineering and consulting professionals refer to FDEP, EPA, FDOT, and USACE (to name a few) codes, standards, and regulations pertaining to all site planning and design assignments we undertake. Administration of many of these applicable codes, standards, and regulations has been delegated to state and local regulatory agencies.

## Schedule Maintenance and Recovery

All schedules will be prepared using Microsoft Project using a Critical Path Method format to identify driving tasks. We will actively manage these driving tasks to ensure they are maintained on schedule to minimize impacts to our project schedule. Our project manager will establish an initial project schedule, showing all deliverables and milestones using Microsoft Project to prepare schedules and monitor project progress. Once the Village project manager has accepted the initial schedule, we will monitor progress and notify the Village of any deviations to the schedule, prepare schedule updates as needed, and communicate accordingly with the Village's project manager. In addition, we will use Microsoft Outlook to alert all team members and track milestone dates, deadlines, and related activities to enhance communication with Village staff.



## Sample Project Schedule



## Cost Control and Value Engineering

**Cost Control.** Kimley-Horn has a proven record of performing within budget. Meeting your expectation of project cost is not just a goal to us—it is a mandate. The key to our success in this area is managing the project elements at the right time. We routinely use reports from our internal Management Information System (MIS) to stay conscious of project budgets. These reports, which track all costs, are distributed to our project managers twice a month for their continual input. This information enables us to make mid-course corrections if the needs of the project change.

Possibly the largest potential area where we can maximize efficiency and control cost is in our designs. Kimley-Horn's deliverables directly affect construction cost, which is why it's not only essential to provide error-free, constructible designs, but also to ensure that appropriate measures of value engineering have been applied to the design. We work hard to prepare thorough plans and specifications that accurately and completely define the project requirements, and each project deliverable goes through a rigorous quality assurance/quality control review prior to finalization. We break down our project designs into discrete pay items with specific descriptions of what is included in order to avoid misunderstandings by the contractor during bidding and construction. We carefully monitor the contractors' progress during construction and assist them in interpreting the contract requirements whenever a question arises. We also review proposals from the contractor to modify elements of construction that may offer cost or schedule benefits to the client. This attention to detail throughout the project ensures that our clients receive the most value from our services.

**Value Engineering.** Kimley-Horn's value engineering philosophy is to provide constant value engineering by focusing on better decisions, better information, better analysis, cost reductions, increased productivity, and accurate deliverables throughout all project steps. Value engineering is a key factor for developing successful projects that transition from study to design and design to construction. The challenges associated with each project task are solved creatively and effectively and each step is reviewed by the most qualified professional to ensure the highest level of value. Kimley-Horn has also worked with many municipalities and governmental agencies to provide peer reviews and value engineering reviews. Our team's expertise can be applied to designs completed or partially completed by other engineering companies.

Our experience in all facets of municipal work can be applied to any existing project with positive results and added value to the Village. The common goal of the Kimley-Horn team is to provide the Village with the most value throughout every aspect of each project assignment.



Kimley-Horn understands your priorities and what you expect from the value engineering process. Construction projects face many challenges: budget constraints, environmental impacts, user expectations, and quality, just to name a few. Applying the value engineering methodology to the design and implementation of construction projects can provide the following benefits:

- Reduced project construction costs
- Decreased operation and maintenance costs
- Improved project schedules
- Increased effective use of resources

The process can be a separate independent formal review or integrated into the design process. During design or review of a project, decisions comparing issues of cost, constructability, longevity, and ease of installation and maintenance, among others, are always present.

Our role in reviewing plans focuses on asking questions that allow decisions to be made that will increase return on the owner's investment by improving the value of the project. The best value is provided by the solution that maximizes the benefits being provided at the best price (considering initial and long-term costs) while meeting the overall design intent and the client's expectations.

Implementing value engineering requires brainstorming, experience with similar decisions, and project understanding. The Kimley-Horn team presented to you in this proposal has the right tools to meet your needs. We recognize that value engineering is not an exact science—it comes from the experience earned from decades of hard work. It comes from “tried and true” experiences and finding a way to approach a project. Kimley-Horn's extensive experience with these types of projects provides us with the expertise required to maximize the benefits of the value engineering process.

## Project Management Systems

On-call contracts require a different approach from typical project-specific contracts. For the projects anticipated to develop from this contract, project manager Jordan Haggerty's approach will be specific and tailored to the necessary disciplines required to complete the assignment effectively. At Kimley-Horn, we understand that responsiveness is of the utmost importance. Kimley-Horn recognizes that strong project management techniques are necessary to successfully complete all the Village's projects.

Our standard management practices are outlined in a formal manual published by the firm entitled, Project Manager's Manual. This document clearly establishes the firm's policy, which requires the project manager to prepare a detailed work plan and management plan for each project, no matter the scale or complexity of the project. This includes a plan for controlling and directing all elements of the project, including schedule and budget.

Kimley-Horn is very proactive when it comes to understanding our current workload and the capacity to take on additional work without impacting our availability to our clients. We know the importance of meeting our clients' deadlines and we take the necessary steps so we can confidently commit to meeting the Village of Indiantown's. Our management process ensures the availability of resources for project staffing requirements through a proprietary program maintained on our computer network called “cast-aheads.” Our local West Palm Beach office is staffed to handle the type of projects anticipated to develop from this contract. However, the cast-aheads process ensures that sufficient staff and hours are available to meet project schedules, particularly on the large scale and long duration projects. Combined input from the project manager and deputy project manager is compiled and distributed in the form of a report to all project managers and regional management for review and discussion at the monthly cast-ahead meeting. Work overloads and/or shortfalls for specific personnel, individual offices, and disciplines are tabulated and addressed at the meeting. Where possible, these imbalances are resolved through internal shifts of personnel between offices, at no additional expense to the Village. This process is what separates Kimley-Horn from the other firms, we shift people in to complete the work, not shift work out; therefore, the Village can be assured that all the Village's work will be produced here in our local West Palm Beach office. Because of the level of effort we spend on understanding workload and on what projects staff are working on, Kimley-Horn can define on very short notice our ability to handle any task assignment and exactly who has the most availability to work on a project so it is completed on time.



## Communication Procedures

Effective communication begins with listening to Indiantown's ideas about, concerns regarding, and goals for each project. Communication is in all forms: face-to-face meetings, telephone, email, and written. Our team members use the same principles—communicate frequently, keep involved/responsible team members in the loop and, most importantly, keep the Village informed and involved. Making certain that our team and your staff are on the same page throughout the course of the project will help avoid or mitigate potential problems or issues that might arise. To do this, we will:

- Keep you informed through progress meetings and progress reports.
- Provide you with regular conference calls to keep you abreast of critical issues as they arise and assure your continued input throughout the process.
- Encourage ongoing electronic communications among all members of the project team. This will allow team members convenient and fast access to information and serve as a tool to keep everyone up to speed with the progress of the project and upcoming meetings and activities.

When task work is underway, all team members can communicate with the Village and within the team to work efficiently, keeping the project manager and Village project manager in the loop. The Kimley-Horn team will be responsible to all requests/correspondence from the Village. Our standard practice is to respond within 24 hours—even if the response is to say we do not have an answer or document yet, but to establish a time when it will be ready. We have demonstrated over the past 51 years that if the matter is urgent, we respond immediately and in person if it is appropriate.



### 3. Experience References and Past Performance

Kimley-Horn has a distinguished history of successfully completing projects. Our success is due to a combination of effective project management, strong technical expertise, and a steadfast quality control program. The following is a sampling of two recent or current projects within the past year and three projects with a governmental entity within the past five years that illustrate our team's qualifications and relevant experience pertinent to the Village of Indiantown's Professional Engineering Services REI #02-2018.

*Two recent or current projects within the past year:*

#### **Stormwater Master Plan Update #3**

##### ***Miami Lakes, Florida***

Kimley-Horn is currently providing all aspects of engineering assistance to the Town of Miami Lakes. When Miami Lakes incorporated in 2000, they obtained the responsibility and ownership of the roadway and drainage infrastructure within the Town limits. To develop Miami Lakes' own stormwater utility, Kimley-Horn prepared a stormwater master plan that outlined the deficiencies of their current stormwater system. The recommendations from this assessment included a prioritization of the improvements along with a five-year capital improvement program (CIP). Additionally, we developed the stormwater utility fee methodology and established the range of rates for the utility to implement improvements. A critical part of the planning efforts was to assist the Town in joining the National Flood Insurance Program (NFIP). Joining the NFIP is required for the community to obtain federally funded flood insurance and be part of the Community Rating System (CRS) to help reduce insurance rates for the community. Kimley-Horn was successful in helping the Town obtain an unprecedented CRS rating of 6 for a newly incorporated municipality.

Kimley-Horn has completed two updates to the Town's original stormwater master plan, and is currently working on a third update. The Stormwater Master Plan Updates provide the Town with a comprehensive look at completed stormwater improvements throughout the Town and provides an update to the CIP and a reprioritization of remaining stormwater work. Since incorporation, Kimley-Horn has also provided support to assess the condition of roads, sidewalks, signing, and striping throughout the Town limits. The recommendations from this assessment also included a prioritization of the improvements along with a five-year CIP. To facilitate implementing all identified Town improvements, Kimley-Horn provided construction documents, assisted in obtaining bids from contractors to implement the projects, and provided limited construction phase services.

**Client Contact:** Town of Miami Lakes, Alex Rey, Town Manager, [reya@miamilakes-fl.gov](mailto:reya@miamilakes-fl.gov), 305.364.6100

**Cost:** \$58,000

**Date completed:** 10/1/2018 (Anticipated)

**Final Construction Cost:** N/A

**Final Construction Time:** N/A

#### **Amazon Distribution and Fulfillment Facility**

##### ***Orange County, Florida***

Full development services associated with design, permitting, and construction phase services for a 2.4 million SF (855,000 SF footprint) industrial distribution warehouse. The project was located on 120-acre project area and created 1,500 full time jobs with available infrastructure to support an additional 1,000 seasonal jobs.

**Client Contact:** Seefried Properties, Paul Seefried, [PaulSeefried@seefriedproperties.com](mailto:PaulSeefried@seefriedproperties.com), 678.904.1917

**Cost:** \$315,800

**Date completed:** August 2018

**Final Construction Cost:** \$120,000,000

**Final Construction Time:** 13 Months



*Three projects with a Governmental entity within the past five years:*

## **Railroad Avenue Corridor Improvements**

### ***Martin County, Florida***

Kimley-Horn was selected by the Martin County CRA to develop construction plans to improve vehicular and pedestrian access along Railroad Avenue between Indian Street and Garden Street. Railroad Avenue was an unimproved County right-of-way that abutted railroad right-of-way along the western edge and has light industrial uses along its eastern edge. The corridor suffered from a lack of defined vehicular access, non-existent drainage facilities, contaminated soils and overall blight. Kimley-Horn was tasked with developing improvements that would improve access to the existing numerous commercial land uses along the corridor, address water quality discharges, safely address the handling and disposal of the existing contaminated soils from within the corridor, improve potable water service and design a xeriscape landscape plan that will improve the aesthetics of the corridor all within a defined project budget from inception.

**Client Contact:** Martin County, Terry Rauth, Deputy Engineering Director, [trauth@martin.fl.us](mailto:trauth@martin.fl.us), 772.419.6936

**Cost:** \$121,718

**Date completed:** October 2013

**Final Construction Cost:** \$1.3 million

**Final Construction Time:** N/A

## **Lake Hollingsworth Roundabout**

### ***Lakeland, Florida***

As part of the continuing services contract with the City of Lakeland, Kimley-Horn was contracted as project engineer for the design of the City of Lakeland's first roundabout along Lake Hollingsworth Drive. The tasks included a feasibility analysis and conceptual design, final design as well as construction phase services. Design considerations included pedestrian safety, traffic calming, improved intersection functionality and constructability for an existing roadway.

*This project was awarded Project of the Year 2015 by the Florida Engineering Society – Ridge Branch.*

**Client Contact:** City of Lakeland, Greg James, MBA, CPM, Assistant Public Works Director, [Greg.James@lakelandgov.net](mailto:Greg.James@lakelandgov.net), 863.834.8440

**Cost:** \$71,300

**Date completed:** July 2015

**Final Construction Cost:** \$600,000

**Final Construction Time:** 5 months



## **Continuing Professional Engineering Services (including D-4 Stormwater Pump Station)**

### ***Town of Palm Beach, FL***

During the past five decades, we have provided a wide variety of services for the Town of Palm Beach on numerous projects including stormwater collection and conveyance systems, stormwater pumping stations, gravity sewers, force mains, sanitary lift stations, water distribution systems, street improvement projects, coastal structures, facility upgrades, and recreational facilities. We worked on high profile projects such as the Town Square Streetscape and Improvements and the Bradley Park Renovation, as well as small-scale repairs and general consulting assignments on an as-needed basis.

The Town of Palm Beach asked Kimley-Horn to assume the role of successor engineer on the D-4 stormwater pump station project. In 2014, Kimley-Horn was called in to take over and update the plans on a very tight timeframe to get the project out to bid for the summer construction season. The Kimley-Horn team studied and modified another consultant's original design to make a few key changes that saved the Town over \$300,000, eliminating road work, minimizing traffic impacts, and reducing the project construction duration.

Noise has always been an issue at the site. The old design had a second generator being placed outside with the exhaust pointed right at a residence. The resident had been complaining about noise for years and this was going to make it worse. Kimley-Horn worked with



the Town's selected generator vendor to reconfigure the generator control panel location, which allowed the generator to be placed inside the existing pump station building---significantly reducing exterior generator noise.

There was a power cable run of nearly 1,000 feet to provide backup power to two other satellite pump stations. Kimley-Horn's project engineer was aware that conduits and wire already existed in this area, and devised a creative way to reuse the conduits with a custom automatic transfer switch. Kimley-Horn worked out the details with the electrical engineer and was able to tell the Town that this modification will save them \$300K worth of construction improvements, while completely eliminating roadwork and traffic impacts, which is probably worth more to them than the \$300K.

Kimley-Horn became the Town's trusted advisor for pump station construction, operation, and maintenance.



**Owner:** Town of Palm Beach, Patricia Strayer, P.E., pstrayer@townofpalmbeach.com, 561.838.5440

**Cost:** \$60,567

**Date completed:** 11/2014

**Final Construction Cost:** \$7,650,000 (was combined with D-10 stormwater pump station)

**Final Construction Time:** 9 months

## Projected Workloads

Our current workload projections for the Florida offices indicate continued growth yet show sufficient capacity to handle this contract for the Village of Indiantown. All individuals identified on the organization chart in this proposal are full-time employees available and committed to fulfilling their assigned roles for this contract. We will provide the Village with a strong local presence, local staff, and experts who can provide technical support to ensure all aspects of the project are covered. Based on current staffing levels and current workload being performed or expected annually, Kimley-Horn is immediately available to begin serving the Village.

Team Member	Percent Available	Team Member	Percent Available
Jordan Haggerty, P.E.	55	Carlos Florian, P.E.	40
Mike Schwartz, P.E.	30	Erin Emmons, GISP	30
Gary Ratay, P.E.	35	Arnoldo Artilles, P.E., LEED AP	25
Lynn Kiefer	25	Jerry Piccolo, P.E.	30
Adam Kerr, P.E.	35	Marwan Mufleh, P.E.	20
Brian Good, P.E.	25	Sean Bukovich, P.E.	30
Stephanie Kinlen, P.E.	30	Kevin Schanen, P.E.	20
Tricia Richter, PLA, ASLA	40	Josh Horning, P.E., LEED AP	35
Jonathan Haigh, PLA, ASLA	25	Brett Johnson	40
Stefano Viola, P.E.	30	Vanesa Moreno, E.I.	45

## Volume of Previous Work Awarded

The following table lists all projects that Kimley-Horn has been awarded by the Village of Indiantown.

Project Name	Project Start Date	Status
Indiantown Technical Assistant Grant	2018-04-16	Application submitted/Awaiting funding determination
Indiantown Competitive FL Grant	2018-04-16	Application submitted/Awaiting funding determination
Indiantown Roadway Assessment	2018-07-01	Completed



## 4. Familiarity

Kimley-Horn has been in Florida for 50 years and understands the importance of timely service, availability, and flexibility. Our philosophy for providing professional engineering services is based on a commitment to effective management and personal service. *We recognize the Village's desire to take advantage of strategic growth. We vow to not only be your full-service engineering firm, but your trusted advisor.* There are many aspects that community leaders should consider in growing the Village and preserving the community roots—infrastructure assessment and asset management, funding sources, and attracting high quality developments, to name a few. Kimley-Horn has guided several newly formed and similarly positioned municipalities such as Cutler Bay, Miami Lakes, and Palmetto Bay, and will endeavor to provide the same commitment to the Village of Indiantown. The ultimate goal of the Kimley-Horn team is to respond to the distinct needs of each locale we serve.

Kimley-Horn is invested in the Village of Indiantown, surrounding cities, and Martin County, and has maintained an office in the City of West Palm Beach for 50 years. There are nearly 250 Kimley-Horn professionals located within an hour of the Village. Our project manager, **Jordan Haggerty, P.E.** grew up in Martin County only 15 minutes from the Village, giving him the local knowledge and desire to enhance the community in which he was rooted. He is currently serving the Village on a roadway conditions assessment project which will qualitatively assess conditions of roadways, sidewalks, striping, and signage on roadways within the Village.

### Local projects have included:

- CR 707/Dixie Highway, Martin County
- CR 707/Dixie Highway Roadway Improvements and Streetscape Design, Martin County
- Indian River Drive Parking and Sidewalk Project, Martin County
- Martin County Metropolitan Planning Organization (MPO) On-Call Transportation, Martin County
- Railroad Avenue Corridor, Martin County
- S.E. Salerno Road Corridor, Martin County
- North Jensen Energy Recovery Implementation, Martin County Utilities and Solid Waste
- Reclaimed Storage (2 MG) and System Improvements at Martin Downs Facility, Martin County Utilities and Solid Waste
- Tropical Farms and Jensen Beach Reverse Osmosis (RO) Water Plant Floridan Well Evaluation, Martin County Utilities and Solid Waste
- Waste Water Treatment Plant Maintenance Building Upgrades and Electrical Room Hardening Design, City of Stuart
- Fire Station #2, City of Stuart
- Wastewater Treatment Plant (WWTP) Raw Sewage Piping, City of Stuart

We are proud of the work that our team has completed in the Village, surrounding cities, and the Treasure Coast over the past 50 years. These projects have afforded us the opportunity to work in and around the Village of Indiantown and have resulted in many significant improvements to the local community. We are also very proud of the level of employment that we have provided to your local economy. Our project team members are eager to serve you on this project; we know the high level of quality that you expect, and our team will work tirelessly to make that happen. We consider ourselves to be an extension of the Village's staff and are committed to the success of the Village's projects.

Jordan will serve as the single point of contact who the Village can call to discuss the status of any project at any time. Jordan will identify, establish, and maintain the project goals, scopes, budgets, and schedules consistent with the Village's expectation. Since Kimley-Horn's West Palm Beach office is located less than 45 miles from the Village, Jordan can mobilize the Kimley-Horn project team immediately when necessary to expertly coordinate project efforts and provide responsive service to the Village.

We believe our local team offers many clear beneficial separators for this project:

- Local project manager who knows the history of the area
- Local project team members who have a long history of working together and completing the projects in the area with unmatched technical depth
- Familiarity with the Village's standards, procedures, processes, and preferences



- We are accessible for staff meetings and work sessions on short notice, and we can offer knowledge of local conditions because we are a local team
- Our team's combined municipal experience in design, administration, and construction phase services gives us the specific understanding of how to work with regulatory agencies, elected officials, various stakeholders and the local community to negotiate support and buy-in, and effectively achieve your objectives.
- Worked closely with multiple agencies, elected officials, and stakeholders
- Most of all, we are also invested in the success of this project because we are a part of this community!



## 5. Financial Assessment

At each step of a project for the Village of Indiantown, Kimley-Horn will develop a list of pay-items and quantities based on the design at that stage of the project. We will update the opinion of probable construction cost to gauge where we are in relation to the Village's budgeted amount, and coordinate with the Village to adjust design elements in the subsequent phase of the project if needed. In today's atmosphere of ever-changing construction costs, it will be important to update the estimate throughout the design process. Kimley-Horn has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided will be based on the information known to the Consultant at that time. If the Village chooses to hire an independent Construction Cost Estimator, Kimley-Horn will work closely and provide any required information related to the design to the Estimator.

Kimley-Horn has a proven record of performing on time and within budget. The key to our success in this area is managing the right resources at the right time. We emphasize project management using bi-monthly effort reports that give our project managers up-to-date staffing and expense information related to their projects. This information enables them to continuously monitor the status of project cost, cost control effectiveness, and schedule.



## 6. Insurance

Kimley-Horn has coverage in accordance with the requirements as detailed in Attachment A. A copy of Kimley-Horn's certificate of insurance (Acord form) is provided below.

Client# 25320		KIMLHORN		DATE (MM/DD/YYYY) 3/25/2018		
<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>						
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Greyling Ins. Brokerage/EPIC 3780 Mansell Road, Suite 370 Alpharetta, GA 30022		CONTACT NAME: Jerry Noyola PHONE (A/C, No, Ext): 770-552-4225 FAX (A/C, No): 866-550-4082 E-MAIL ADDRESS: jerry.noyola@greyling.com				
INSURED Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601		INSURER(S) AFFORDING COVERAGE INSURER A: National Union Fire Ins. Co. NAIC # 19445 INSURER B: Aspen American Insurance Company 43460 INSURER C: New Hampshire Ins. Co. 23841 INSURER D: Lloyds of London 085202 INSURER E: INSURER F:				
COVERAGES		CERTIFICATE NUMBER: 18-19		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER		5268169	04/01/2018	04/01/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PROP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		4489663	04/01/2018	04/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0		CX005FT18	04/01/2018	04/01/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	015893685 (AOS) 015893686 (CA) 039326820 (ME)	04/01/2018 04/01/2018 04/01/2018	04/01/2019 04/01/2019 04/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liab		P070831800	04/01/2018	04/01/2019	Per Claim \$5,000,000 Aggregate \$5,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Proof of Insurance						
CERTIFICATE HOLDER Sample Certificate				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>D. N. Gilling</i>		
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ACORD 25 (2016/03) 1 of 1  
#S1021594/M1017419

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## **7 Submittal Forms and Requested Information**

The items listed below are provided on the following pages:

- Licenses
  - Firm Licenses
  - Individual Team Member Licenses
  - Subconsultant Licenses
  - Sunbiz Registration Report
  - Business Tax Receipts
- Attachment B and W9
- Work Samples



## Licenses

### Firm Licenses

## 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, 2018, that its most recent annual report/uniform business report was filed on March 15, 2018, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-fourth day of April,  
2018*



*Ken Detman*  
**Secretary of State**

Tracking Number: CU7486580346

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

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



**U.S. Green Building Council**

**Kimley-Horn and  
Associates, Inc.**

Member Since 2006

THE U.S. GREEN BUILDING COUNCIL IS THE NATION'S FOREMOST COALITION OF LEADERS WORKING TO TRANSFORM THE WAY BUILDINGS AND COMMUNITIES ARE DESIGNED, BUILT AND OPERATED. ENABLING AN ENVIRONMENTALLY AND SOCIALLY RESPONSIBLE, HEALTHY, AND PROSPEROUS ENVIRONMENT THAT IMPROVES THE QUALITY OF LIFE.

*Robert L. Horn*  
Chairman

*R.*  
S. Patrick Kimley-Horn, Esq., CLE and LEED Accredited Professional

## State of Florida

**Board of Professional Engineers**

Attests that

**Kimley-Horn & Associates, Inc.**



Is authorized under the provisions of Section 471.023, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019

Audit No: 228201901966 R

CA Lic. No:  
696

RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER

LCC000219

The LANDSCAPE ARCHITECT BUSINESS

Named below HAS REGISTERED

Under the provisions of Chapter 481 FS.

Expiration date: NOV 30, 2019

KIMLEY-HORN AND ASSOCIATES INC  
421 FAYETTEVILLE STREET  
SUITE 600  
RALEIGH NC 27601



ISSUED: 11/06/2017

DISPLAY AS REQUIRED BY LAW

SEQ # L1711CE0001566



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, 2019

**Professional Surveyor and Mapper Business License**  
Under the provisions of Chapter 472, Florida Statutes

KIMLEY-HORN AND ASSOCIATES, INC.  
3001 WESTON PKWY  
CARY, NC 27513-2301

*Adam H. Putnam*

ADAM H. PUTNAM  
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.



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

**BOARD OF PROFESSIONAL GEOLOGISTS**

THE GEOLOGY BUSINESS HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 492, FLORIDA STATUTES

**KIMLEY-HORN AND ASSOCIATES INC**

421 FAYETTEVILLE STREET  
SUITE 600  
RALEIGH NC 27601

LICENSE NUMBER: GB175

EXPIRATION DATE: JULY 31, 2020

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.



## Individual Team Member Licenses

**State of Florida**  
Board of Professional Engineers  
Attests that  
**Jordan Lee Haggerty, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 80511  
Audit No: 228201915450 R

**State of Florida**  
Board of Professional Engineers  
Attests that  
**Michael Frederick Schwartz, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 56200  
Audit No: 228201906610 R

**State of Florida**  
Board of Professional Engineers  
Attests that  
**Gary R. Ratay, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 64662  
Audit No: 228201903292 R

**State of Florida**  
Board of Professional Engineers  
Attests that  
**Brian A. Good, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 56939  
Audit No: 228201929253 R

**State of Florida**  
Board of Professional Engineers  
Attests that  
**Adam B. Kerr, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 64773  
Audit No: 228201925178 R

**State of Florida**  
Board of Professional Engineers  
Attests that  
**Stephanie Alexis Kinlen, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 84302  
Audit No: 228201936037 R

Do not alter this document in any form.  
-Always verify licenses online at [myFloridaLicense.com](http://myFloridaLicense.com).  
This is your license. It is unlawful for anyone other than the licensee to use this document.

RICK SCOTT, GOVERNOR JONATHAN ZACHEM, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER: LA6667244

The LANDSCAPE ARCHITECT  
Named below HAS REGISTERED  
Under the provisions of Chapter 481 FS  
Expiration date: NOV 30, 2019

RICHTER, TRICIA CHRISTINE  
4341 FUSCHIA CIRCLE SOUTH  
PALM BEACH GARDENS FL 33410

ISSUED: 10/11/2017 DISPLAY AS REQUIRED BY LAW SEQ # L1710110002495

RICK SCOTT, GOVERNOR JONATHAN ZACHEM, SECRETARY

STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION  
BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER: LA6666795

The LANDSCAPE ARCHITECT  
Named below HAS REGISTERED  
Under the provisions of Chapter 481 FS  
Expiration date: NOV 30, 2019

HAIGH, JONATHAN DAVID  
1520 WEKIVA WAY  
STE 200  
WEST PALM BEACH FL 33411

ISSUED: 09/05/2017 DISPLAY AS REQUIRED BY LAW SEQ # L1709050001267

**State of Florida**  
Board of Professional Engineers  
Attests that  
**Stefano F. Viola, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 74655  
Audit No: 228201907102 R

**State of Florida**  
Board of Professional Engineers  
Attests that  
**Carlos H. Florian, P.E.**

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes  
Expiration: 2/28/2019 P.E. Lic. No: 80500  
Audit No: 228201910492 R



## State of Florida

Board of Professional Engineers

Attests that

Arnoldo A. Artilles, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201914760 R

P.E. Lic. No:

70645

## State of Florida

Board of Professional Engineers

Attests that

Jerry Marcus Piccolo, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201907301 R

P.E. Lic. No:

80484

## State of Florida

Board of Professional Engineers

Attests that

Marwan Hashem Mufleh, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201916262 R

P.E. Lic. No:

45329

## State of Florida

Board of Professional Engineers

Attests that

Sean M. Bukovich, P.E.



Do not alter this document in any form.

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201935813 I

P.E. Lic. No:

84287

Always verify license online at MyFloridaLicense.com.  
This is your license. It is unlawful for anyone other than the licensee to use this document.

## State of Florida

Board of Professional Engineers

Attests that

Kevin M. Schanen, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201906709 R

P.E. Lic. No:

60251

## State of Florida

Board of Professional Engineers

Attests that

Joshua David Horning, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201925533 R

P.E. Lic. No:

67505

## State of Florida

Board of Professional Engineers

Attests that

Brett A. Johnson, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201926459 R

P.E. Lic. No:

74005

### Subconsultant Licenses

GCY, Inc.



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: LS3036

Expiration Date: February 28, 2019

#### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

GEORGE CHAPMAN YOUNG JR  
PO BOX 1469  
PALM CITY, FL 34991-6469

ADAM H. PUTNAM  
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 Agriculture and Consumer Services  
Division of Consumer Services  
Board of Professional Surveyors and Mappers  
2005 Apalachee Pkwy Tallahassee, Florida 32399-6500

License No: LS6163

Expiration Date: February 28, 2019

#### Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

MARK ROBERT WENDT  
909 LAUREL ROAD  
NORTH PALM BEACH, FL 33408

ADAM H. PUTNAM  
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.



## Tierra South Florida

### State of Florida Department of State

I certify from the records of this office that TIERRA SOUTH FLORIDA, INC. is a corporation organized under the laws of the State of Florida, filed on October 7, 2003, effective October 17, 2003.

The document number of this corporation is P03000110144.

I further certify that said corporation has paid all fees due this office through December 31, 2018, that its most recent annual report/uniform business report was filed on January 2, 2018, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Second day of January, 2018*



*Ken Detman*  
Secretary of State

Tracking Number: CC2804829417

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

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

### State of Florida Board of Professional Engineers

Attests that  
Tierra South Florida, Inc.



Is authorized under the provisions of Section 471.003, Florida Statutes, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019

Audit No: 228201902378 R

CA Lic. No:  
28073



## Sunbiz Registration Report

### 2018 FOREIGN PROFIT CORPORATION AMENDED ANNUAL REPORT

DOCUMENT# 821359

**Entity Name:** KIMLEY-HORN AND ASSOCIATES, INC.

**Current Principal Place of Business:**

421 FAYETTEVILLE STREET  
SUITE 600  
RALEIGH, NC 27601

**Current Mailing Address:**

421 FAYETTEVILLE STREET  
SUITE 600  
RALEIGH, NC 27601 US

**FEI Number:** 56-0885615

**Certificate of Status Desired:** No

**Name and Address of Current Registered Agent:**

CT CORPORATION SYSTEM  
1200 SOUTH PINE ISLAND ROAD  
PLANTATION, FL 33324 US

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

**SIGNATURE:**

Electronic Signature of Registered Agent

Date

**Officer/Director Detail :**

Title VP  
Name GOLDMAN, DAVID S.  
Address 12740 GRAN BAY PARKWAY WEST,  
SUITE 2350  
City-State-Zip: JACKSONVILLE FL 32258

Title SENIOR VICE PRESIDENT  
Name BARNES, R. RUSSELL III  
Address 1920 WEKIVA WAY, SUITE 200  
City-State-Zip: WEST PALM BEACH FL 33411

Title VP  
Name MINGONET, M. SCOTT  
Address 189 SOUTH ORANGE AVENUE, SUITE  
1000  
City-State-Zip: ORLANDO FL 32801

Title EXECUTIVE VICE PRESIDENT,  
DIRECTOR  
Name BARBER, BARRY L.  
Address 421 FAYETTEVILLE STREET  
SUITE 600  
City-State-Zip: RALEIGH NC 27601

Title SENIOR VICE PRESIDENT  
Name RAPP, BRYAN T.  
Address 1920 WEKIVA WAY, SUITE 200  
City-State-Zip: WEST PALM BEACH FL 33411

Title VP  
Name DEMETER, E. C.  
Address 445 24TH STREET, SUITE 200  
City-State-Zip: VERO BEACH FL 32960

Title CHAIRMAN  
Name ATZ, JOHN C.  
Address 1920 WEKIVA WAY, SUITE 200  
City-State-Zip: WEST PALM BEACH FL 33411

Title SENIOR VICE PRESIDENT,  
DIRECTOR  
Name HALL, JAMES R.  
Address 13455 NOEL ROAD, SUITE 700  
City-State-Zip: DALLAS TX 75240

**Continues on page 2**

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath, that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes, and that my name appears above, or on an attachment with all other like empowered.

**SIGNATURE:** RICHARD COOK

VP, SECRETARY

06/21/2018

Electronic Signature of Signing Officer/Director Detail

Date



## Sunbiz Registration Report (continued)

### Officer/Director Detail Continued :

Title	SENIOR VICE PRESIDENT, DIRECTOR	Title	PRESIDENT
Name	KERRY, NICOLE M.	Name	LEFTON, STEVEN E.
Address	660 SOUTH FIGUEROA STREET, SUITE 2050	Address	11400 COMMERCE PARK DRIVE, SUITE 400
City-State-Zip:	LOS ANGELES CA 90017	City-State-Zip:	RESTON VA 20191
Title	SENIOR VICE PRESIDENT, DIRECTOR	Title	EXECUTIVE VICE PRESIDENT, DIRECTOR
Name	MONTANYE, EMMELINE F.	Name	MURPHY, TERENCE T.
Address	817 WEST PEACHTREE STREET, NW, SUITE 601	Address	11400 COMMERCE PARK DRIVE, SUITE 400
City-State-Zip:	ATLANTA GA 30308	City-State-Zip:	RESTON VA 20191
Title	EXECUTIVE VICE PRESIDENT, DIRECTOR	Title	EXECUTIVE VICE PRESIDENT, DIRECTOR
Name	PEED, BROOKS H.	Name	SCHILLER, MICHAEL G.
Address	445 24TH STREET, SUITE 200	Address	7740 N 16TH STREET, SUITE 300
City-State-Zip:	VERO BEACH FL 32960	City-State-Zip:	PHOENIX AZ 85020
Title	SENIOR VICE PRESIDENT, DIRECTOR	Title	SENIOR VICE PRESIDENT, DIRECTOR
Name	SQUIRES, CHRISTOPHER A.	Name	TRIBBLE, G. BRADBURY
Address	421 FAYETTEVILLE STREET SUITE 600	Address	2201 WEST ROYAL LANE, SUITE 275
City-State-Zip:	RALEIGH NC 27601	City-State-Zip:	IRVING TX 75063
Title	SENIOR VICE PRESIDENT, DIRECTOR	Title	SENIOR VICE PRESIDENT, DIRECTOR
Name	BLAKLEY, STEPHEN W.	Name	DANIELSON, PAUL B.
Address	200 SOUTH TYRON STREET SUITE 200	Address	2550 UNIVERSITY AVENUE WEST SUITE 238N
City-State-Zip:	CHARLOTTE NC 28202	City-State-Zip:	SAINT PAUL MN 55114
Title	VP, SECRETARY	Title	VP, TREASURER
Name	COOK, RICHARD N.	Name	MCENTEE, DAVID L.
Address	421 FAYETTEVILLE STREET SUITE 600	Address	421 FAYETTEVILLE STREET SUITE 600
City-State-Zip:	RALEIGH NC 27601	City-State-Zip:	RALEIGH NC 27601



## Business Tax Receipts

**CITY OF DELRAY BEACH**  
 BUSINESS TAX RECEIPT  
 & CONTRACTOR REGISTRATION

106088

RESTRICTION:  
 OWNER/QUALIFIER: SCHARTZ MICHAEL  
 BUSINESS NAME: KIMLEY-HORN AND ASSOCIATES INC  
 LOCATION: 1690 S CONGRESS AVE #100  
 CLASSIFICATION: PROFESSIONAL-ENGINEERS

RECEIPT NO 18 00052186  
 CONTROL NO 130526  
 DATE ISSUED: 1/31/18  
 BUSINESS TAX FEE: 181.24  
 DELINQUENT FEE: .00  
 TRANSFER FEE: .00

**TOTAL AMOUNT PAID: 181.24**

KIMLEY-HORN AND ASSOCIATES INC  
 P O BOX 33068  
 RALEIGH NC 27636

BUSINESS TAX RECEIPT ISSUED FOR THE PERIOD  
 OCTOBER 1 2017 TO SEPTEMBER 30 2018

**BUSINESS TAX RECEIPT MUST BE  
 CONSPICUOUSLY DISPLAYED TO  
 PUBLIC VIEW AT BUSINESS LOCATION**

Notice: This business tax receipt becomes NULL and VOID if ownership, business name, or address is changed. Applicant must apply for Transfer.

**CITY OF WEST PALM BEACH**  
 2017 to 2018 BUSINESS RECEIPT

**NOT TRANSFERABLE**  
 CITY OF WEST PALM BEACH  
 P.O. BOX 3147, WEST PALM BEACH, FL 33402

WEST PALM BEACH  
 0865134620  
 KIMLEY HORN & ASSOC INC  
 1920 WEKIVA WAY # 200

BUSINESS OFFICE  
 LCC000219

BUS. TAX ID.	CATEGORY	DESCRIPTION	FEE
7522	541330	ENGINEERING SERVICES OFFICE	86.81
<b>TOTAL</b>			86.81
<b>** PAID</b>			86.81
<b>** BAL **</b>			0.00

**THIS DOCUMENT NOT VALID  
 UNTIL FUNDS ARE COLLECTED**

**EXPIRES  
 SEPTEMBER 30,  
 2018**

**ANNE M. GANNON**  
 CONSTITUTIONAL TAX COLLECTOR  
 Serving Palm Beach County  
 Serving you.

P.O. Box 3353, West Palm Beach, FL 33402-3353  
 www.pbctax.com Tel: (561) 355-2264

**\*\*LOCATED AT\*\***  
 1920 WEKIVA WAY  
 WEST PALM BEACH, FL 33411

TYPE OF BUSINESS	OWNER	CERTIFICATION #	RECEIPT #/DATE PAID	AMT PAID	BILL #
54-0064 ENGINEER	STEWART DAVID W	31180	B18.55334 - 11/03/17	\$37.95	B40143978

This document is valid only when receipted by the Tax Collector's Office.

KIMLEY HORN & ASSOCIATES INC  
 KIMLEY HORN AND ASSOCIATES INC  
 421 FAYETTEVILLE ST STE 600  
 RALEIGH, NC 27601

**STATE OF FLORIDA  
 PALM BEACH COUNTY  
 2017/2018 LOCAL BUSINESS TAX RECEIPT**  
**LBTR Number: 198701278**  
**EXPIRES: SEPTEMBER 30, 2018**

This receipt grants the privilege of engaging in or managing any business profession or occupation within its jurisdiction and MUST be conspicuously displayed at the place of business and in such a manner as to be open to the view of the public.

## ATTACHMENT B

### REQUEST FOR INFORMATION TO SUBMIT WITH IRS W-9 FORM

Federal Income Tax Law requires a Form 1099 with a valid taxpayer identification number to be filed for payments made in the course of conducting a trade or business. Further, these payments may be subject to Backup Federal Income Tax Withholding for all payees who have not submitted a correct Federal Tax Identification Number at the time of payment.

Please read this form and complete the information thereon before signing and **returning with a copy of your IRS W9 Form.** If you are a corporation, we will not issue you a Form 1099 (Reference: 1.6401-3(c)). However, kindly return this form to document your corporate status.

In order to avoid the possibility of future payments being held subject to Backup Withholding at a rate of 31%, please complete the form printed below and return this letter to the above address or E-mail request to: [tsarno@indiantown.org](mailto:tsarno@indiantown.org).

**VENDOR NAME** Kimley-Horn and Associates, Inc.

**DBA:**

**CORPORATE ADDRESS:** 421 Fayetteville Street, Suite 600

**CITY:** Raleigh **STATE:** NC **ZIP:** 27601

**TELEPHONE:** ( 919 ) 677-2000 **FAX:** ( 919 ) 677-2050 **ALTERNATE PHONE:** ( )

***"THE ABOVE INFORMATION WILL BE USED FOR PURCHASE ORDERS"***

**REMIT TO ADDRESS:** Kimley-Horn and Associates, Inc., P.O. Box 932520

**CITY:** Atlanta **STATE:** GA **ZIP:** 31193-2520

**TELEPHONE:** ( 407 ) 427-1688 **FAX:** ( 561 ) 863-8175 **ALTERNATE PHONE:** ( )

**COMPANY CONTACT NAME:** Mike Schwartz, P.E.

**COMPANY/CONTACT EMAIL ADDRESS:** mike.schwartz@kimley-horn.com

#### TYPE OF ORGANIZATION

- |  |   |   |
|--|---|---|
| 1. <input checked="" type="checkbox"/> Corporation | 3. <input type="checkbox"/> Sole Proprietor | 5. <input type="checkbox"/> Government Agency |
| 2. <input type="checkbox"/> Partnership            | 4. <input type="checkbox"/> Individual      | 6. <input type="checkbox"/> Other: _____      |

**1099 REPORTING STATUS (Check One):** ☒ Yes ☐ No

#### TAXPAYER IDENTIFICATION NUMBER:

Employer Identification Number: 56 - 0885615 (Or) Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Print name of Taxpayer if using SS#: \_\_\_\_\_

**Under penalties of perjury, I certify that this statement is accurate and complete.**

Signature: \_\_\_\_\_ Title: Vice President/Principal-in-Charge

Date: 8/28/18 Phone: ( 561 ) 330-2345

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Kimley-Horn and Associates, Inc.	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ►	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) <u>5</u>  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
<b>5</b> Address (number, street, and apt. or suite no.) See instructions. 421 Fayetteville Street, Suite 600	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code Raleigh, NC 27601	
<b>7</b> List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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

Social security number								
			-			-		
or								
Employer identification number								
5	6		-	0	8	8	5	6
							1	5

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

1/1/2018

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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



# Work Samples

## Cast Ahead Example

KimleyHorn

WEB CASTAHEADS

FLORIDA Castaheads Summary

FLORIDA Castaheads Summary

FLORIDA Castaheads Summary

FLORIDA Castaheads Summary

FLORIDA Castaheads Summary

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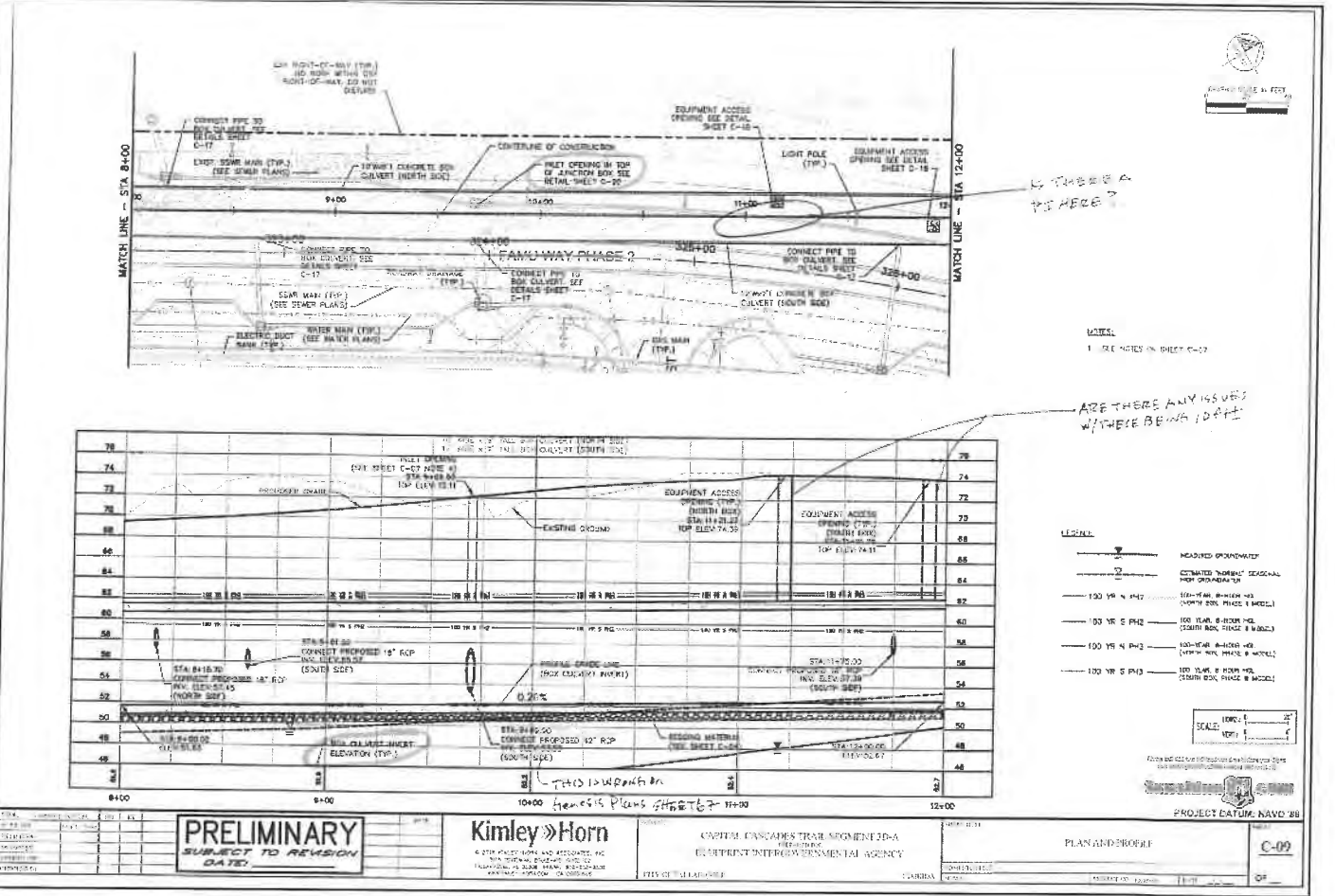
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## QA/QC Example





*Work Plan Example*

**PROJECT WORK PLAN (ACUTAL PROJECT EXAMPLE)**

**Prepared by:** Cameron Snipes – February 2016, Project Manager – Tallahassee, FL

**Location of Work Plan:** K:\TAL\_Civil\144124 - City of Tallahassee\036-EDD\_Preliminary\_Analysis\Work Plan

**Project Name:** Preliminary Analysis – Indianhead Creek and East Drainage Ditch FEMA LOMR (KH: Job Number - 144124036)

**Client:** City of Tallahassee – Water Resources Engineering – Stormwater CIP  
Thomas L. Napier, PE  
Program Engineer  
Phone: 850-891-6131 (office), 850-933-0219 (cell)  
tom.napier@talgov.com  
Secondary Contact - Richard Reinert, PE

**Assistant PM:** Kelsey Lewis - Tallahassee

**Senior QA/QC:** Todd Cochran - Atlanta

**Major Subs:** None (Future survey – Nobles Consulting Group – Chad Thurner, Fred Bermudez)

**Project Accountant:** Jennifer Carriker

**Contract Information:** Scope of Work – Date February 24, 2016 (City Contract #3090)  
PO – COTLH-0001054363, \$14,500 – Lump Sum, No Rate Schedule

**Project Objective:** Complete preliminary analysis that will support final approval of LOMR from FEMA. Help to clarify needed scope or work and approach for modeling and LOMR.

**Task 1:** Modeling Software Matrix – table comparing hydrology and hydraulic modeling software – qualitative attributes – advantages and disadvantages, 1D and 2D.

Task Manager – Todd Cochran - Atlanta  
Task Budget - \$4,000  
Deliverable – Software Matrix – PDF (11" x 17")  
Schedule – 2 weeks

**Task 2:** Survey Analysis – research available data within watershed – previous studies, projects as-built, LiDAR. Prepare list of survey needs for project. Prepare survey needs exhibit.

Task Manager – Kelsey Lewis - Tallahassee  
Task Budget - \$4,500  
Deliverable – Letter size – Survey needs list (8.5" x 11"), 11 x 17 Survey Needs Map – PDF (11" x 17")  
Schedule – 3 weeks



*Work Plan Example (continued)*

**Task 3:** Downstream Boundary Condition Evaluation – review gage data, frequency analysis for annual chance events, compare FEMA BFE's to frequency analysis, sensitivity analysis at Munson Slough – tie ins and backwater influences

Task Manager – Todd Cochran - Atlanta

Task Budget - \$6,000

Deliverable – Reports with analysis and maps to support evaluation - PDF

Schedule – 3 weeks

**Scope of Work:** Tallahassee Network – File Path - K:\TAL\_Civil\144124 - City of Tallahassee\036 EDD\_Preliminary\_Analysis\Accounting\Contract-JobStart

**Other Team Members:**

Connor Chambliss – Tallahassee

Lilian Haynes - Tallahassee

Greg Bowers – Atlanta

Bo Conerly – Lakeland

**Permitting Requirements/Submittals:** N/A

**Design Standards/Criteria:** N/A

**CADD Standards:** N/A

**Project Close-Out Requirements:** N/A

**Invoices:** When task is complete, brief description of work completed, no reimbursable expenses

**Workload in KH Castaheads System:** Yes

**Other Similar Projects:**

- XPSWMM CDD/SAB Consolidated Stormwater Model – boundary condition assessment at Munson Slough
- Gamble Street Bridge Restriction Evaluation – ICPR tailwater sensitivity analysis
- Northwind Floodplain Due Diligence – Survey needs, FEMA research, as-built research, existing model review
- Babcock Ranch Community – gage monitoring and analysis, frequency analysis

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**Work Plan Re-Visits:** March 2016

**Post Project Work Plan Evaluation:** July 2016



## Preliminary Estimate Example

### Metron Estates Drainage

#### PRELIMINARY ESTIMATE

PAGE 1 OF 1

Unit prices are attached for informational purposes. Change orders and progress payments will be based on unit prices provided. Quantities are engineer's **ESTIMATE** and are to be used as a guide. All quantities are in-place measure. Contractor should make their own adjustments to price to include labor, transportation, compaction, etc. Schedule of unit prices to be turned in with Bid Package.

#### BASE BID

No.	Item	Unit	Quantity	Unit Price	Extension
1	Mobilization (not to exceed 5% of bid)	LS	1		\$125,000.00
2	Demolition	LS	1	\$80,000.00	\$80,000.00
3	6" Graded Aggregate Base	SY	10,411.00	\$16.50	\$171,781.50
4	12" Stabilized Subgrade	SY	10,411.00	\$4.00	\$41,644.00
5	1-1/2" Type SP12.5 Asphalt	SY	10,411.00	\$10.25	\$106,712.75
6	Layback Curb and Gutter	LF	5,160	\$22.00	\$113,520.00
7	24" Thermoplastic Stop bar	LF	48	\$22.00	\$1,056.00
8	6" Double Yellow Stripe	LF	80	\$10.00	\$800.00
9	Replace Existing Residential Driveway	EA	60	\$3,000.00	\$180,000.00
10	Construct Roadside Swale	LF	4000	\$35.00	\$140,000.00
11	Trapezoidal Concrete Swale	LF	2600	\$55.00	\$143,000.00
12	15" Millered End Section	EA	74	\$1,200.00	\$88,800.00
13	15" RCP	LF	740	\$42.00	\$31,080.00
14	18" RCP	LF	680	\$46.00	\$31,280.00
15	24" RCP	LF	1120	\$64.00	\$71,680.00
16	30" RCP	LF	2680	\$85.00	\$227,800.00
17	36" RCP	LF	2618	\$105.00	\$274,890.00
18	42" RCP	LF	1000	\$126.50	\$126,500.00
19	Type 'C' Ditch Bottom Inlet w/ Traversable Slots	EA	9	\$4,000.00	\$36,000.00
20	Type 'D' Ditch Bottom Inlet w/ Traversable Slots	EA	1	\$5,000.00	\$5,000.00
21	Type 'E' Ditch Bottom Inlet w/ Traversable Slots	EA	13	\$5,500.00	\$71,500.00
22	Stormwater Junction Box	EA	6	\$8,000.00	\$48,000.00
23	Type A-1 Curb Inlet	EA	25	\$5,850.00	\$146,250.00
24	FDOT Energy Dissipator (36" pipe)	EA	3	\$8,000.00	\$24,000.00
25	Bahia Sodding	SY	21,513	\$4.00	\$86,052.00
26	Seed & Mulch	SY	7,100	\$1.25	\$8,875.00
27	Retention Pond Excavation (haul to landfill)	CY	18,326	\$10.00	\$183,260.00
28	Retention Pond Fencing	LF	1240	\$15.00	\$18,600.00
29	Retention Pond Overflow Weir	LS	1	\$20,000.00	\$20,000.00
30	Stormwater Lift Station and Forcemain (New Pond)	EA	1	\$125,000.00	\$125,000.00
31	Stormwater Underdrain	LF	310	\$45.00	\$13,950.00
32	Crushed Stone Rip-Rap	CY	400	\$105.00	\$42,000.00
33	Maintenance of Traffic	LS	1	\$25,000.00	\$25,000.00
34	Testing (Densities, Corings, etc.)	LS	1	\$18,000.00	\$18,000.00
35	Silt Fence	LF	6600	\$3.00	\$19,800.00
36	Survey Layout and Control	LS	1	\$20,000.00	\$20,000.00

SUBTOTAL BASE BID = \$2,866,831.25

15% CONTINGENCY = \$430,024.69

TOTAL BASE BID = \$3,296,855.94



## Opinion of Probable Cost Example

# Kimley»Horn

## PRELIMINARY OPINION OF PROBABLE CONSTRUCTION COST MASHES SANDS PARK

OCTOBER 2017

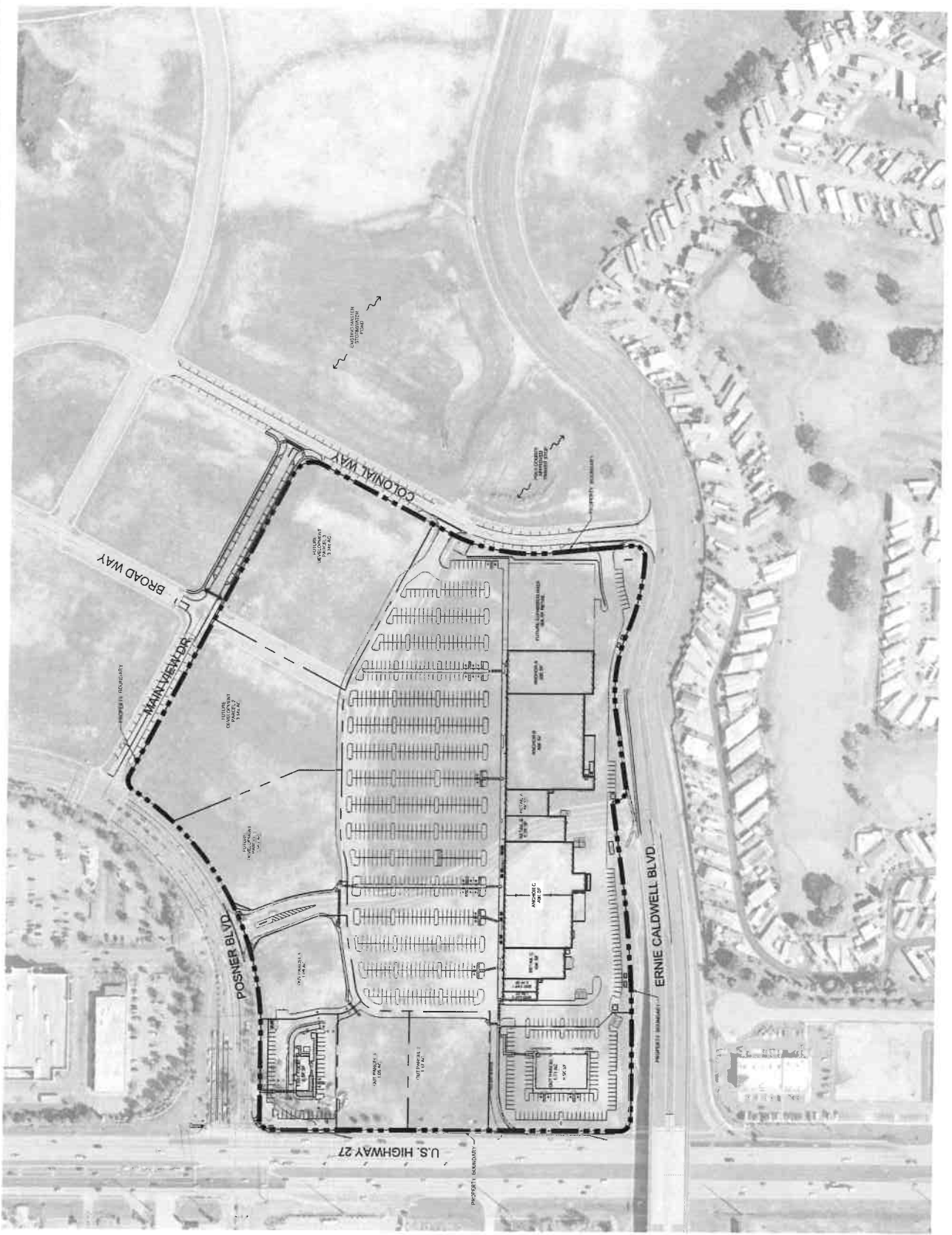
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
<b>General Items</b>					
101-1	Mobilization (10% of construction cost)	LS	1	\$ 92,172.00	\$ 92,172.00
102-1	Maintenance of Traffic	LS	1	\$ 10,000.00	\$ 10,000.00
110-1-1	Clearing & Grubbing	AC	1	\$ 30,000.00	\$ 30,000.00
SHEET C5.01	Tree Protection	LF	300	\$ 5.00	\$ 1,500.00
104-10-3	Sediment Barrier (Silt Fence)	LF	1,700	\$ 3.50	\$ 5,950.00
104-11	Floating Turbidity Barrier	LF	1,100	\$ 11.00	\$ 12,100.00
120-4	Subsoil Excavation	CY	230	\$ 20.00	\$ 4,600.00
120-6	Embankment	CY	200	\$ 20.00	\$ 4,000.00
	Dewatering	LS	1	\$ 15,000.00	\$ 15,000.00
530-3-3	Riprap - Rubble (Bank and Shore)	TN	900	\$ 185.00	\$ 166,500.00
570-1-2	Performance Turf (Sod)	SY	1,500	\$ 4.00	\$ 6,000.00
	Materials Testing	LS	1	\$ 5,000.00	\$ 5,000.00
	Construction Survey/As-built	LS	1	\$ 7,000.00	\$ 7,000.00
<b>Stormwater/Utilities</b>					
120-1	Regular Excavation (Stormwater Pond)	CY	240	\$ 10.00	\$ 2,400.00
<b>Shelters/Pedestrian Facilities</b>					
SHEET C12.01	Picnic Shelter (8' x 16')	EA	0	\$ 27,500.00	\$ -
SHEET C12.01	Picnic Shelter (16' x 24')	EA	1	\$ 30,000.00	\$ 30,000.00
SHEET C12.01	Picnic Shelter w/ Audubon Kiosk (8' x 16')	EA	1	\$ 30,000.00	\$ 30,000.00
285-701	Optional Base, Base Group 01 (Gravel 8' Natural Trail, #89 Stone)	SY	0	\$ 15.00	\$ -
522-1	Concrete Sidewalk, 4" Thick	SY	500	\$ 50.00	\$ 25,000.00
SHEET C9.00	Boardwalk (Over Channel)	SF	810	\$ 200.00	\$ 162,000.00
SHEET C9.00	Boardwalk (Over Wetlands)	SF	0	\$ 200.00	\$ -
SHEET C12.01	Overlook Pergola	EA	0	\$ 38,000.00	\$ -
<b>Amenities</b>					
	Park Bench	EA	4	\$ 1,600.00	\$ 6,400.00
	Entrance Signage & Landscaping	LS	1	\$ 5,000.00	\$ 5,000.00
	Picnic Table	EA	6	\$ 2,600.00	\$ 15,600.00
	Trash Receptacle	EA	0	\$ 1,200.00	\$ -
	Water Fountain	EA	1	\$ 5,000.00	\$ 5,000.00
	Signage	EA	10	\$ 300.00	\$ 3,000.00
SHEET C10.00	Restroom Renovations	LS	1	\$ 21,500.00	\$ 21,500.00
	Bike Rack	EA	0	\$ 2,500.00	\$ -
<b>Vehicular Use</b>					
700-1-11	Single Post Sign, F&I Ground Mount, Up to 12 SF (Stop Sign)	EA	2	\$ 350.00	\$ 700.00
285-704	Optional Base, Base Group 04 (Gravel Parking Lot, #57 Stone)	SY	4,100	\$ 18.00	\$ 73,800.00
160-4	Type B Stabilization (Driveway Entrance, ADA Spaces, Crosswalks, Sidewalks, Natural Trail, Gravel Parking Lot)	SY	5,050	\$ 5.00	\$ 25,250.00
SHEET C7.00	Heavy Duty Concrete (Driveway Entrance, ADA Spaces, Crosswalks, Dumpster Pad)	SY	450	\$ 100.00	\$ 45,000.00
SHEET C7.00	ADA Signage and Bollard	EA	3	\$ 200.00	\$ 600.00
SHEET C7.00	Concrete Bumper Guard for Parking Lot (Wheel Stop)	EA	27	\$ 90.00	\$ 2,430.00
519-78	Bollards (Wood, Sheet C7.00)	EA	13	\$ 30.00	\$ 390.00
710-90	Painted Pavement Markings, Final Surface	LS	1	\$ 5,000.00	\$ 5,000.00
<b>Marine Items</b>					
SHEET C8.00	Canoe/Kayak Launch w/ Gangway Ramp	EA	1	\$ 30,000.00	\$ 30,000.00
SHEET C12.02	Boat Ramp	LS	1	\$ 100,000.00	\$ 100,000.00
SHEET C12.00	Floating Dock	LS	1	\$ 65,000.00	\$ 65,000.00
<b>Mashes Sands Park Construction Subtotal</b>				<b>\$</b>	<b>1,013,892.00</b>
<b>Mashes Sands Contingency - 20%</b>				<b>\$</b>	<b>202,778.40</b>
<b>Mashes Sands Grand Total</b>				<b>\$</b>	<b>1,216,670.40</b>

The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

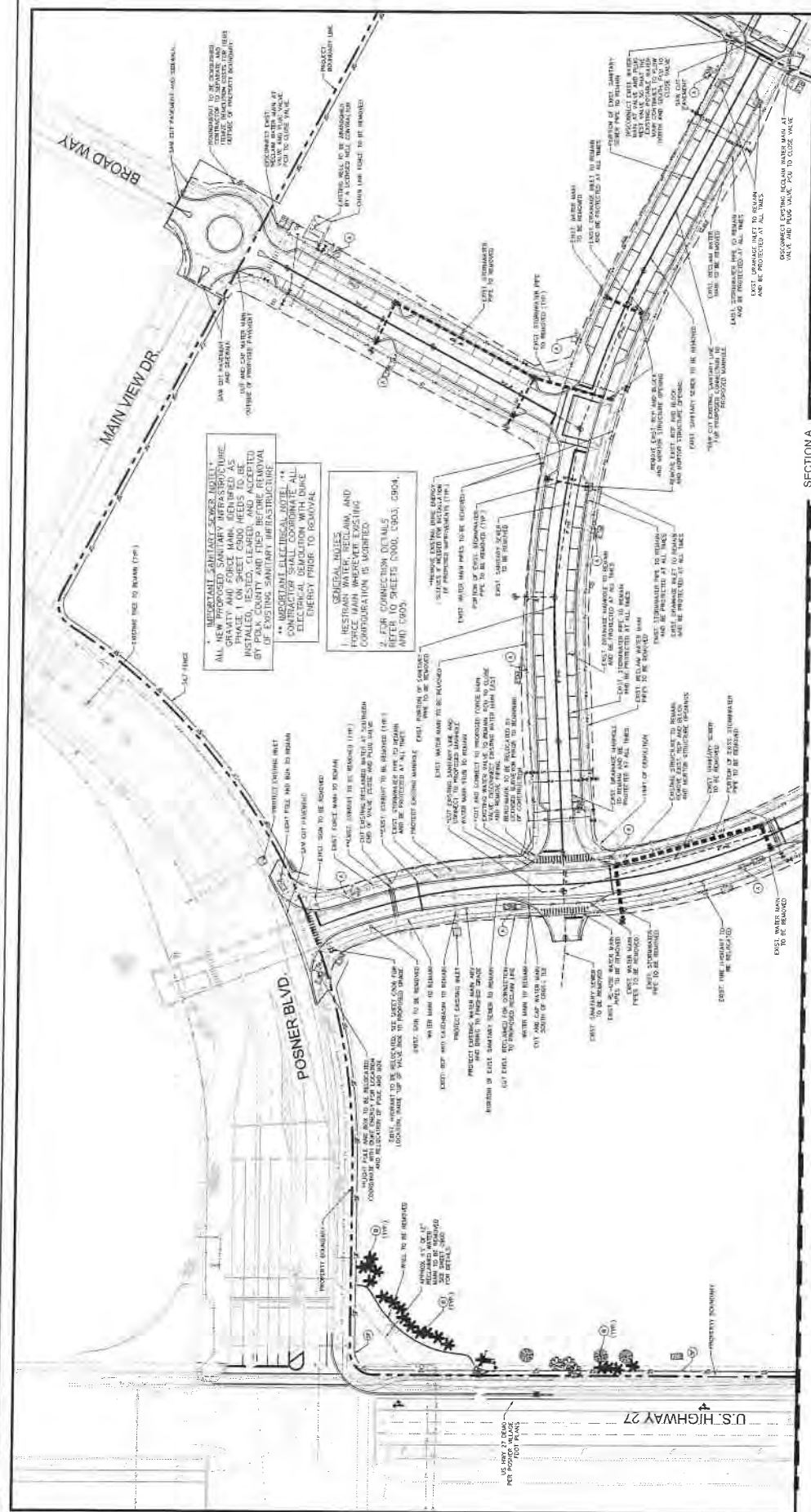
*The documents in the following pages are various work samples that Kimley-Horn staff has also produced.*



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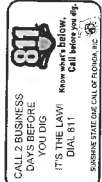
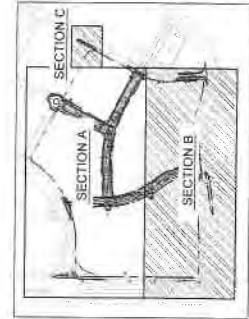
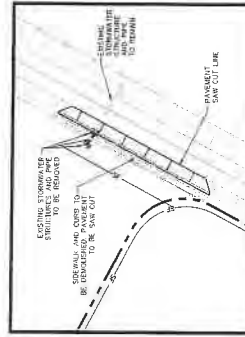
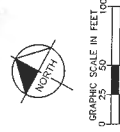
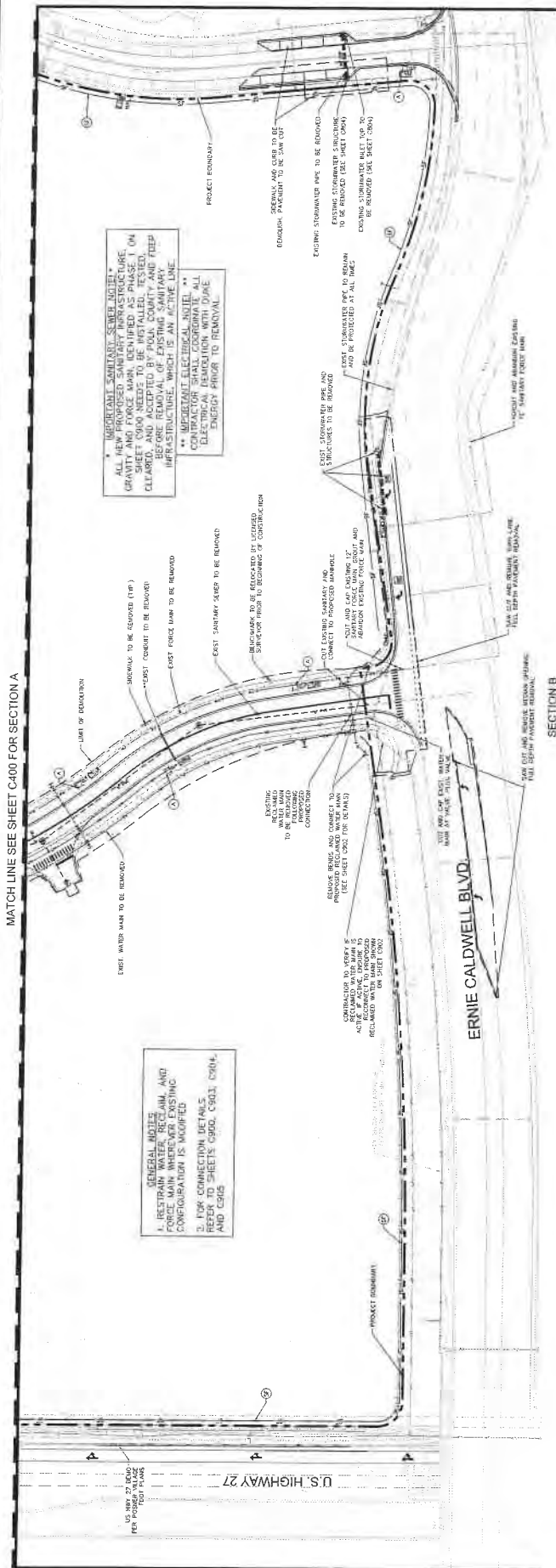


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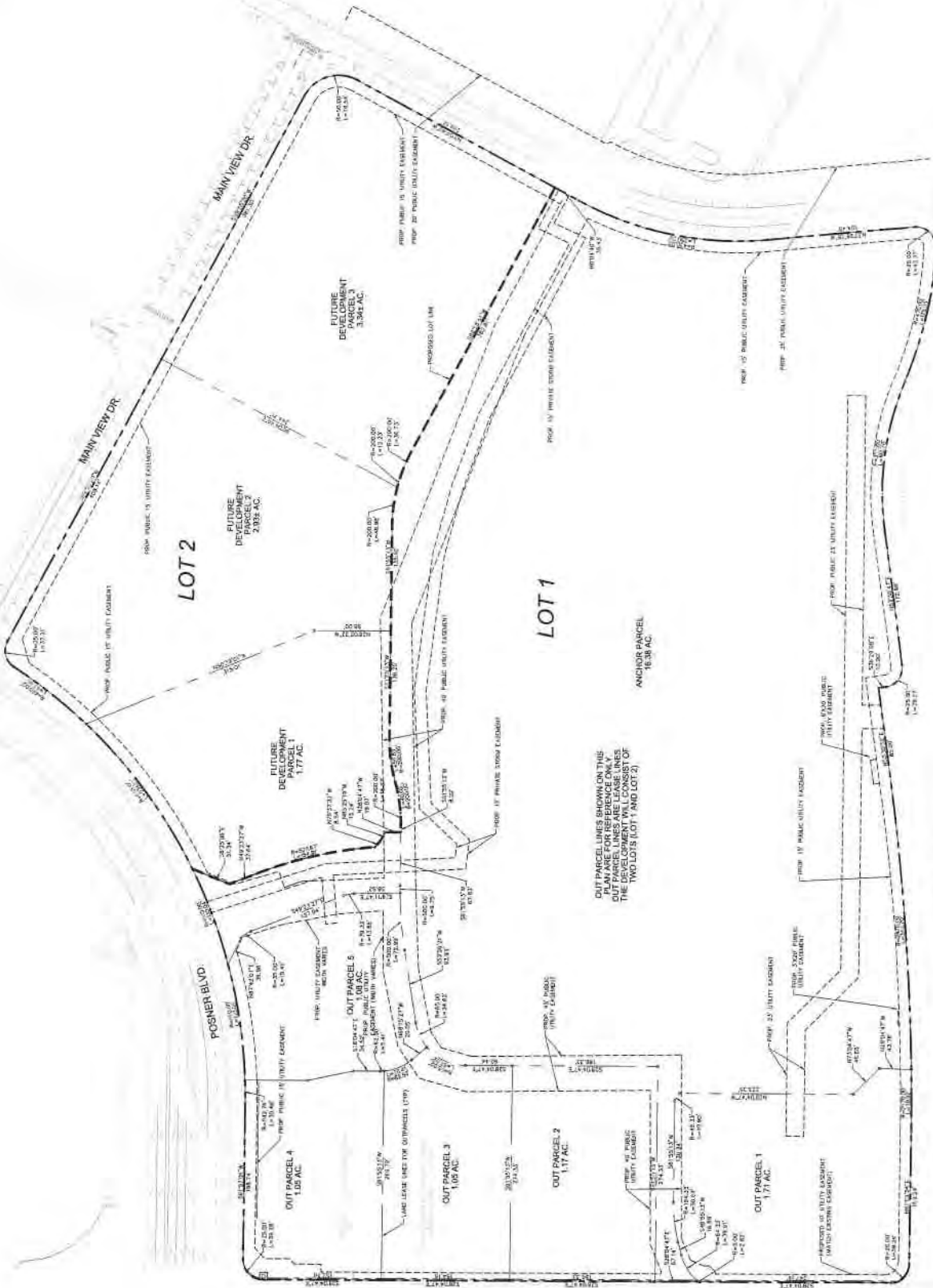
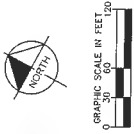
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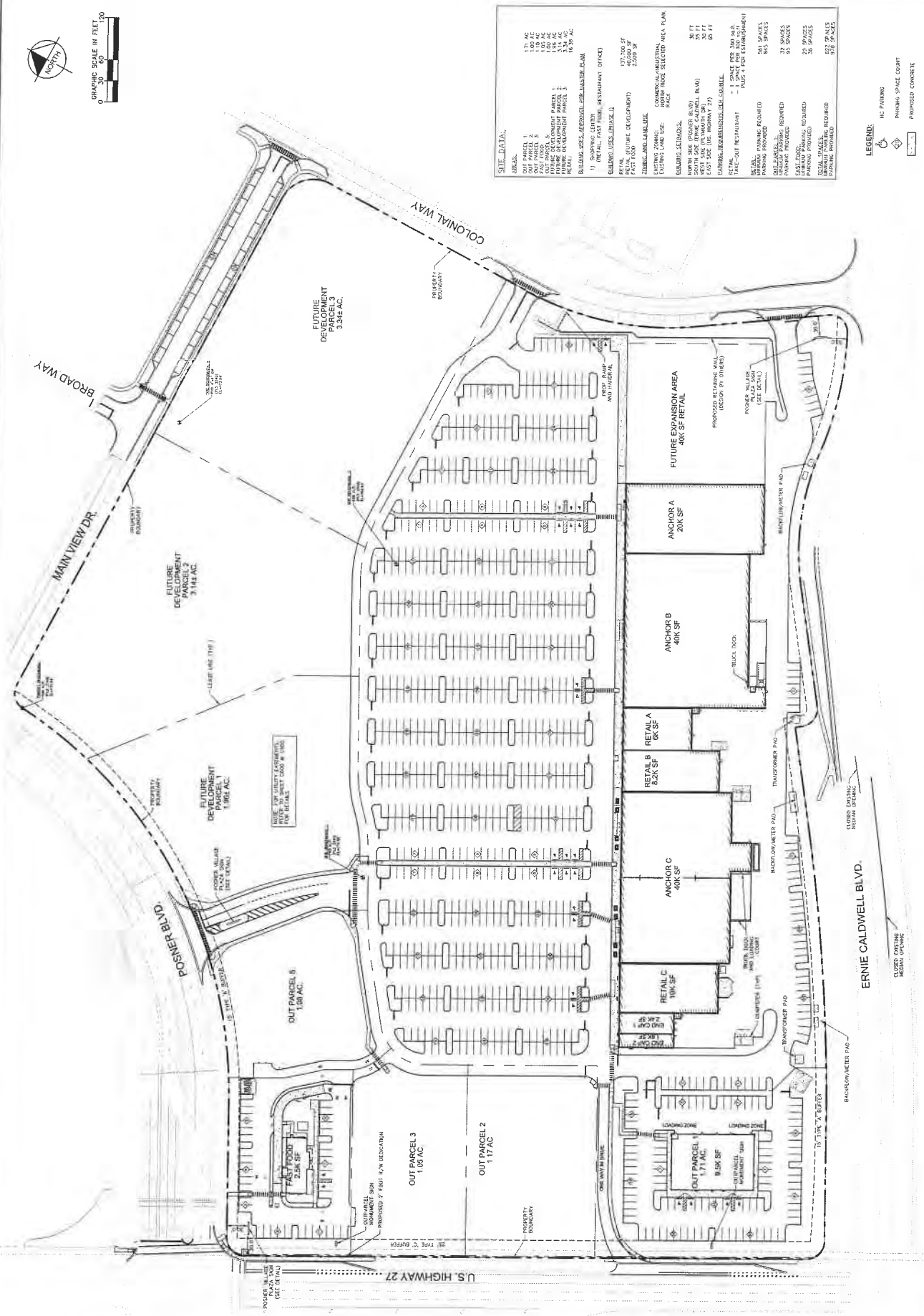
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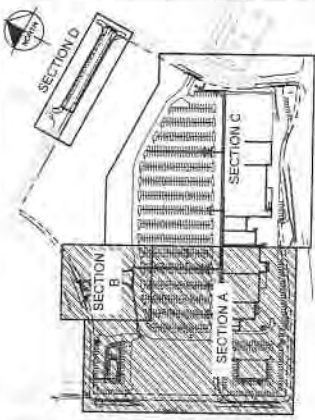
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OUT PARCEL 43	1.71 AC
OUT PARCEL 44	1.71 AC
OUT PARCEL 45	1.71 AC
OUT PARCEL 46	1.71 AC
OUT PARCEL 47	1.71 AC
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OUT PARCEL 52	1.71 AC
OUT PARCEL 53	1.71 AC
OUT PARCEL 54	1.71 AC
OUT PARCEL 55	1.71 AC
OUT PARCEL 56	1.71 AC
OUT PARCEL 57	1.71 AC
OUT PARCEL 58	1.71 AC
OUT PARCEL 59	1.71 AC
OUT PARCEL 60	1.71 AC
OUT PARCEL 61	1.71 AC
OUT PARCEL 62	1.71 AC
OUT PARCEL 63	1.71 AC
OUT PARCEL 64	1.71 AC
OUT PARCEL 65	1.71 AC
OUT PARCEL 66	1.71 AC
OUT PARCEL 67	1.71 AC
OUT PARCEL 68	1.71 AC
OUT PARCEL 69	1.71 AC
OUT PARCEL 70	1.71 AC
OUT PARCEL 71	1.71 AC
OUT PARCEL 72	1.71 AC
OUT PARCEL 73	1.71 AC
OUT PARCEL 74	1.71 AC
OUT PARCEL 75	1.71 AC
OUT PARCEL 76	1.71 AC
OUT PARCEL 77	1.71 AC
OUT PARCEL 78	1.71 AC
OUT PARCEL 79	1.71 AC
OUT PARCEL 80	1.71 AC
OUT PARCEL 81	1.71 AC
OUT PARCEL 82	1.71 AC
OUT PARCEL 83	1.71 AC
OUT PARCEL 84	1.71 AC
OUT PARCEL 85	1.71 AC
OUT PARCEL 86	1.71 AC
OUT PARCEL 87	1.71 AC
OUT PARCEL 88	1.71 AC
OUT PARCEL 89	1.71 AC
OUT PARCEL 90	1.71 AC
OUT PARCEL 91	1.71 AC
OUT PARCEL 92	1.71 AC
OUT PARCEL 93	1.71 AC
OUT PARCEL 94	1.71 AC
OUT PARCEL 95	1.71 AC
OUT PARCEL 96	1.71 AC
OUT PARCEL 97	1.71 AC
OUT PARCEL 98	1.71 AC
OUT PARCEL 99	1.71 AC
OUT PARCEL 100	1.71 AC

- LEGEND:
- HC PARKING
  - PARKING SPACE COURT
  - PROPOSED CONCRETE

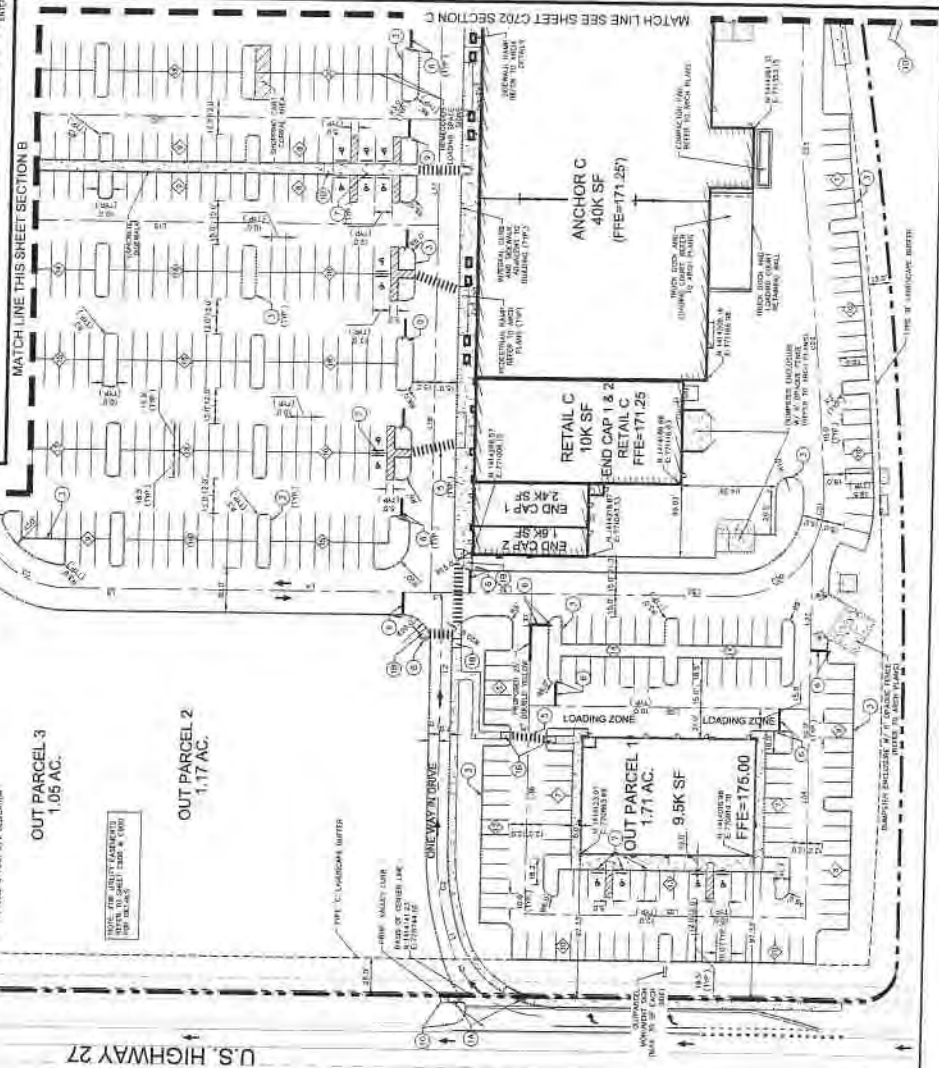
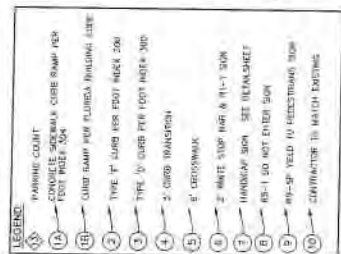
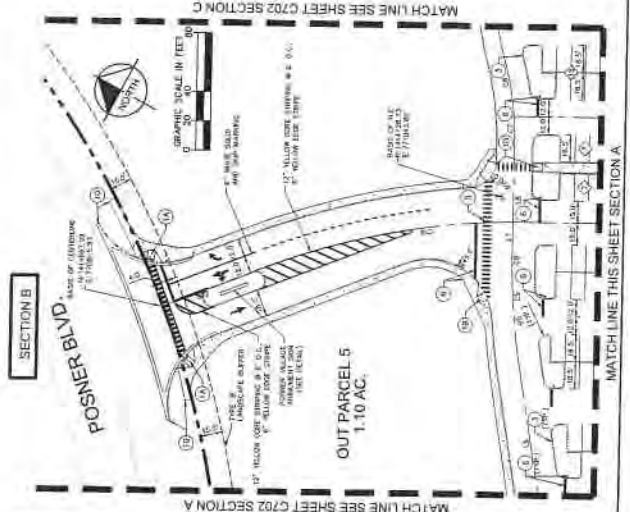
NOTE: SEE SHEET C700 FOR FURTHER INFORMATION.



## KEY PLAN

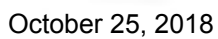
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92	14.0	95	14.0
93	14.0	96	14.0
94	14.0	97	14.0
95	14.0	98	14.0
96	14.0	99	14.0
97	14.0	100	14.0

CURVE	Radius	Length	Center Bearing	Station	Delta	Radius	Length	Center Bearing	Station	Delta
1	100.00	10.00	90.00	10.00	10.00	100.00	10.00	90.00	10.00	10.00
2	150.00	15.00	135.00	15.00	15.00	150.00	15.00	135.00	15.00	15.00
3	200.00	20.00	180.00	20.00	20.00	200.00	20.00	180.00	20.00	20.00
4	250.00	25.00	225.00	25.00	25.00	250.00	25.00	225.00	25.00	25.00
5	300.00	30.00	270.00	30.00	30.00	300.00	30.00	270.00	30.00	30.00
6	350.00	35.00	315.00	35.00	35.00	350.00	35.00	315.00	35.00	35.00
7	400.00	40.00	360.00	40.00	40.00	400.00	40.00	360.00	40.00	40.00
8	450.00	45.00	405.00	45.00	45.00	450.00	45.00	405.00	45.00	45.00
9	500.00	50.00	450.00	50.00	50.00	500.00	50.00	450.00	50.00	50.00
10	550.00	55.00	495.00	55.00	55.00	550.00	55.00	495.00	55.00	55.00
11	600.00	60.00	540.00	60.00	60.00	600.00	60.00	540.00	60.00	60.00
12	650.00	65.00	585.00	65.00	65.00	650.00	65.00	585.00	65.00	65.00
13	700.00	70.00	630.00	70.00	70.00	700.00	70.00	630.00	70.00	70.00
14	750.00	75.00	675.00	75.00	75.00	750.00	75.00	675.00	75.00	75.00
15	800.00	80.00	720.00	80.00	80.00	800.00	80.00	720.00	80.00	80.00
16	850.00	85.00	765.00	85.00	85.00	850.00	85.00	765.00	85.00	85.00
17	900.00	90.00	810.00	90.00	90.00	900.00	90.00	810.00	90.00	90.00
18	950.00	95.00	855.00	95.00	95.00	950.00	95.00	855.00	95.00	95.00
19	1000.00	100.00	900.00	100.00	100.00	1000.00	100.00	900.00	100.00	100.00
20	1050.00	105.00	945.00	105.00	105.00	1050.00	105.00	945.00	105.00	105.00
21	1100.00	110.00	990.00	110.00	110.00	1100.00	110.00	990.00	110.00	110.00
22	1150.00	115.00	1035.00	115.00	115.00	1150.00	115.00	1035.00	115.00	115.00
23	1200.00	120.00	1080.00	120.00	120.00	1200.00	120.00	1080.00	120.00	120.00
24	1250.00	125.00	1125.00	125.00	125.00	1250.00	125.00	1125.00	125.00	125.00
25	1300.00	130.00	1170.00	130.00	130.00	1300.00	130.00	1170.00	130.00	130.00
26	1350.00	135.00	1215.00	135.00	135.00	1350.00	135.00	1215.00	135.00	135.00
27	1400.00	140.00	1260.00	140.00	140.00	1400.00	140.00	1260.00	140.00	140.00
28	1450.00	145.00	1305.00	145.00	145.00	1450.00	145.00	1305.00	145.00	145.00
29	1500.00	150.00	1350.00	150.00	150.00	1500.00	150.00	1350.00	150.00	150.00
30	1550.00	155.00	1395.00	155.00	155.00	1550.00	155.00	1395.00	155.00	155.00
31										

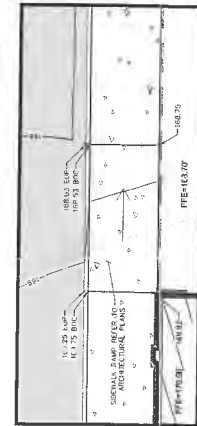








Kimley»Horn













1. CONTRACTOR TO ENSURE EXISTING WATER AND RECLAIMED MAINS MAINTAIN 3' OF COVER. NOTIFY EOR IF CHANGES TO GRADES NEED TO BE MADE TO

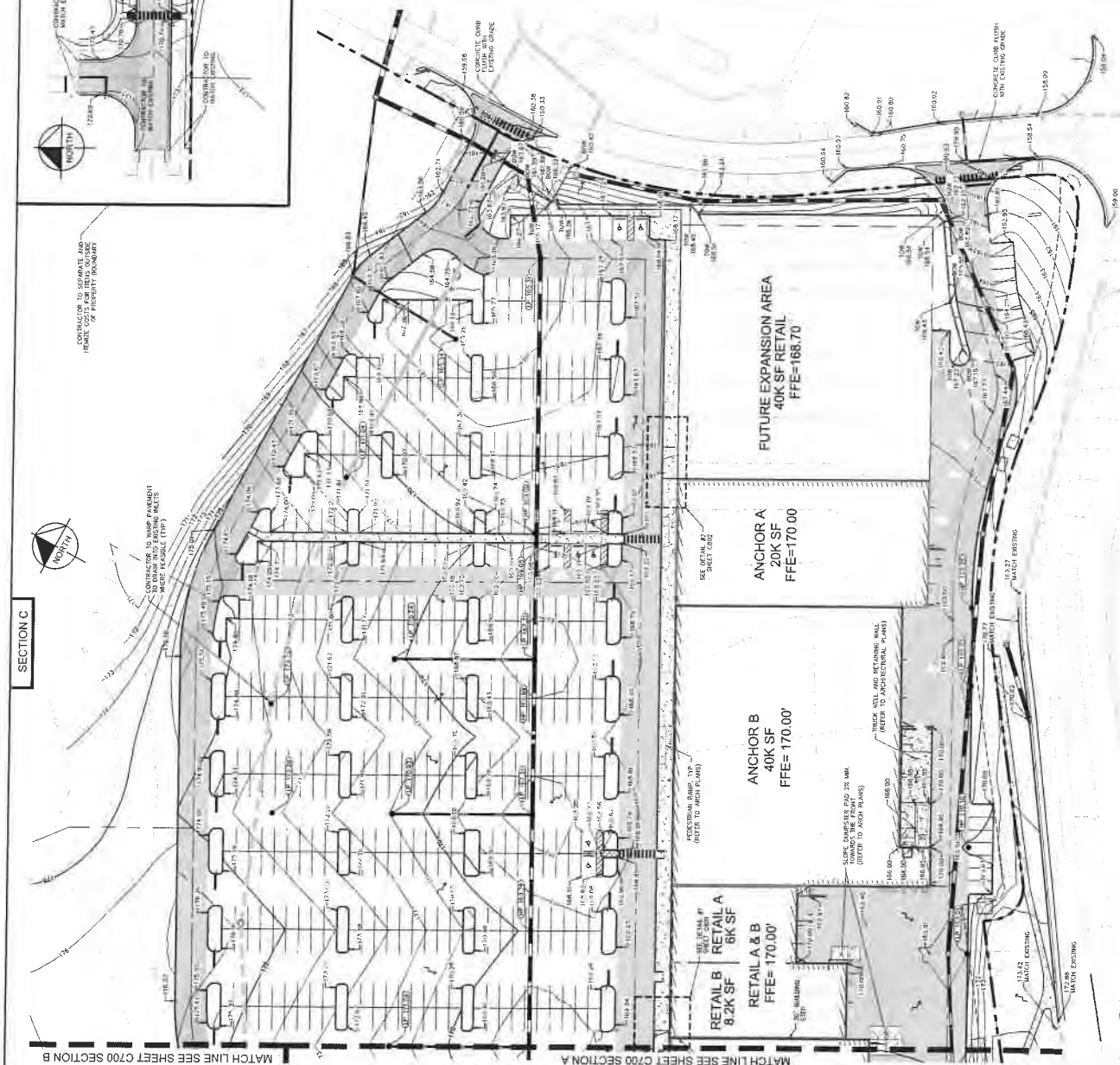
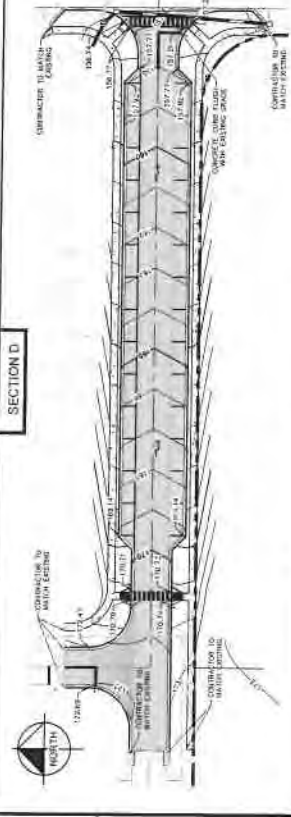
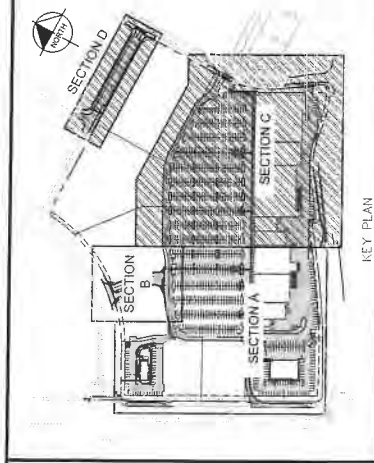
**TRADING NOTES**

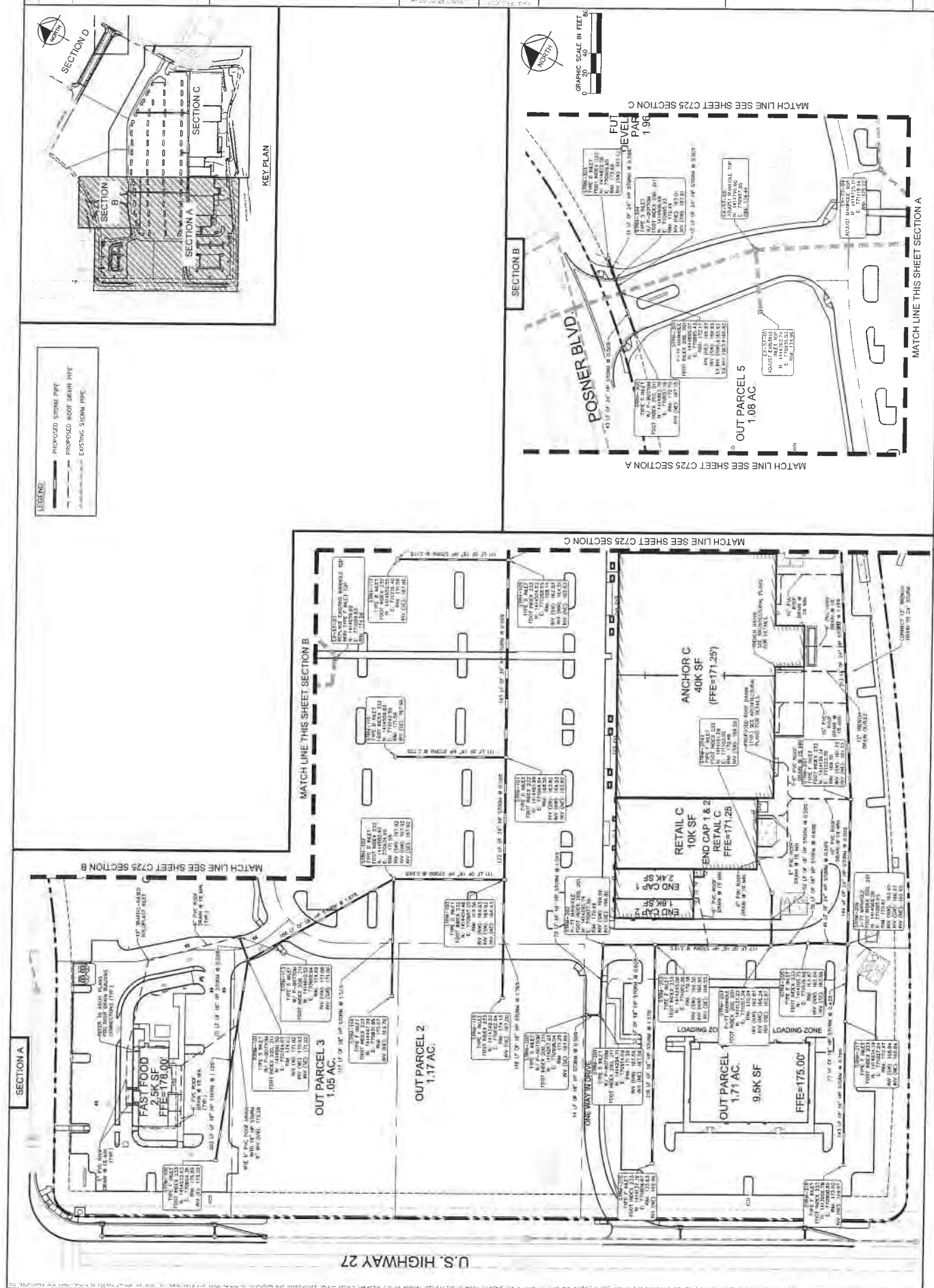
ALL FORTY-THREE BROWARD COUNTY PARKWAYS AND CROSSWAYS SHALL BE CONSTRUCTED TO COMPLY WITH A 0.4 PERCENT GRADE AND NOT TO EXCEED MAX. 1.00% CROSS SLOPE (1:100). MAX. 3% RUNNING SLOPE (1:33). WHERE SIDEWALKS TURN, A 5-7' FLAT (2% OR LESS)

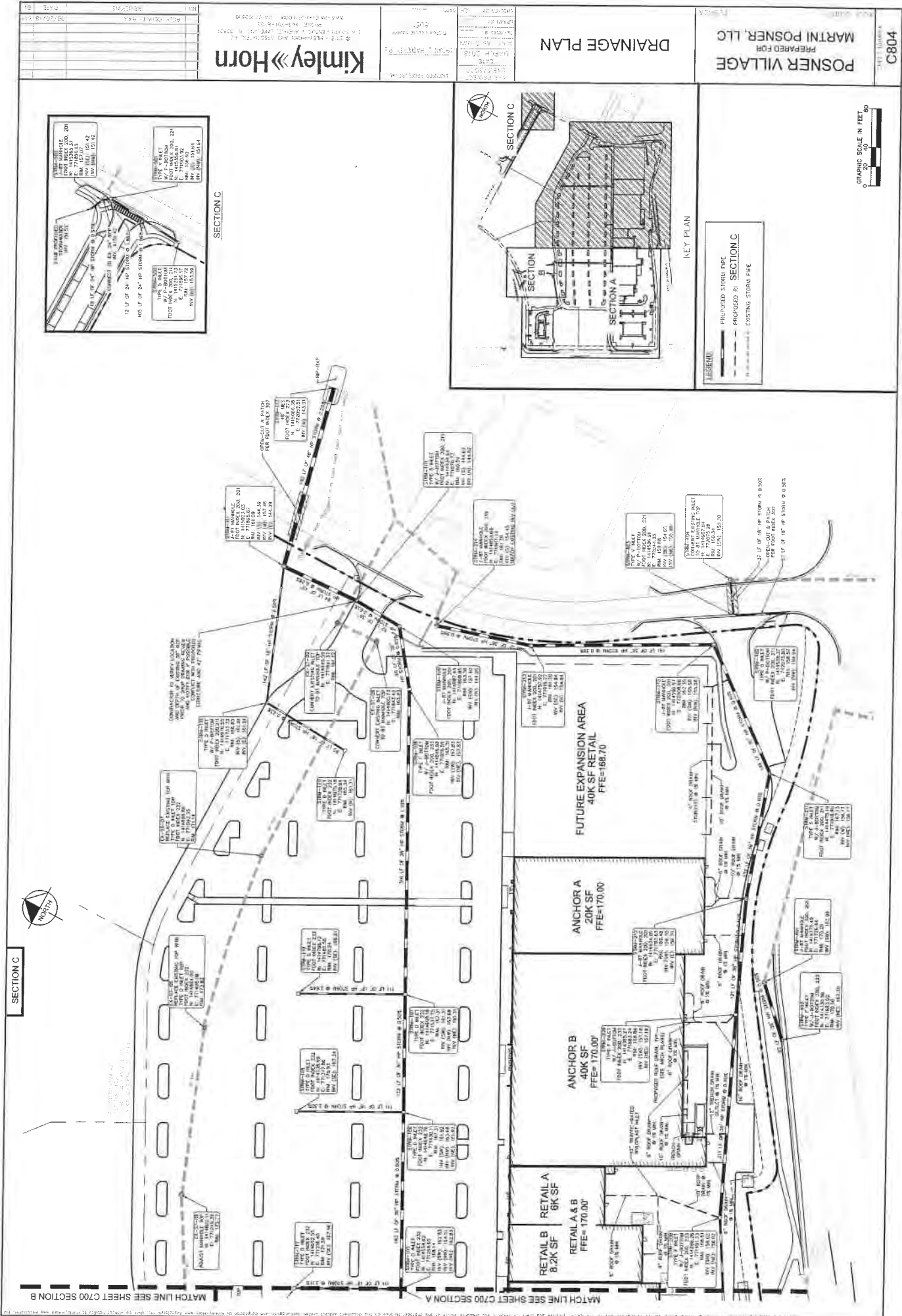
**LEGEND:**

	LOW POINT SPOT ELEVATION
	HIGH POINT SPOT ELEVATION
	SPOT ELEVATION AT EDGE OF PAVEMENT
	HEAVY DUTY ASPHALT
	LIGHT DUTY ASPHALT
	CONCRETE
	PAVERS
	PROPOSED MAJOR CONTOUR
	PROPOSED MINOR CONTOUR
	FLOW ARROWS

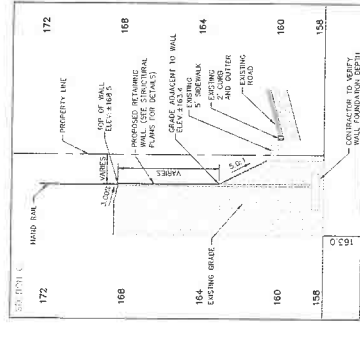
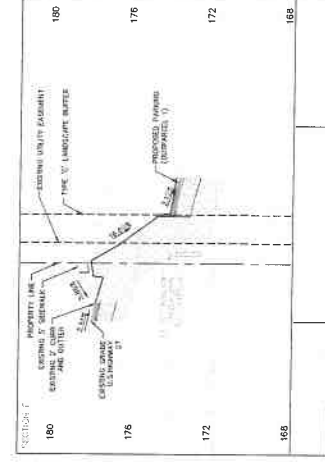
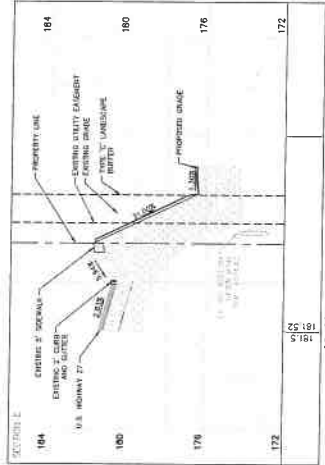
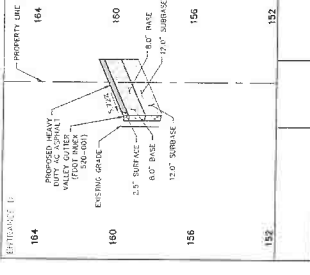
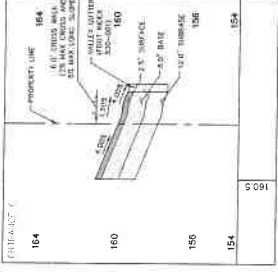
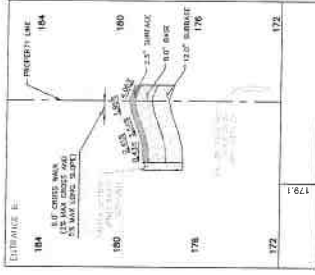
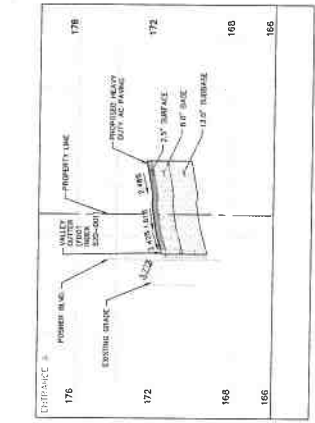
## KEY PLAN







THIS DRAWING AND ANY INFORMATION CONTAINED HEREIN ARE THE PROPERTY OF KIMLEY-HORN AND ASSOCIATES, INC. AND ARE NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF KIMLEY-HORN AND ASSOCIATES, INC.

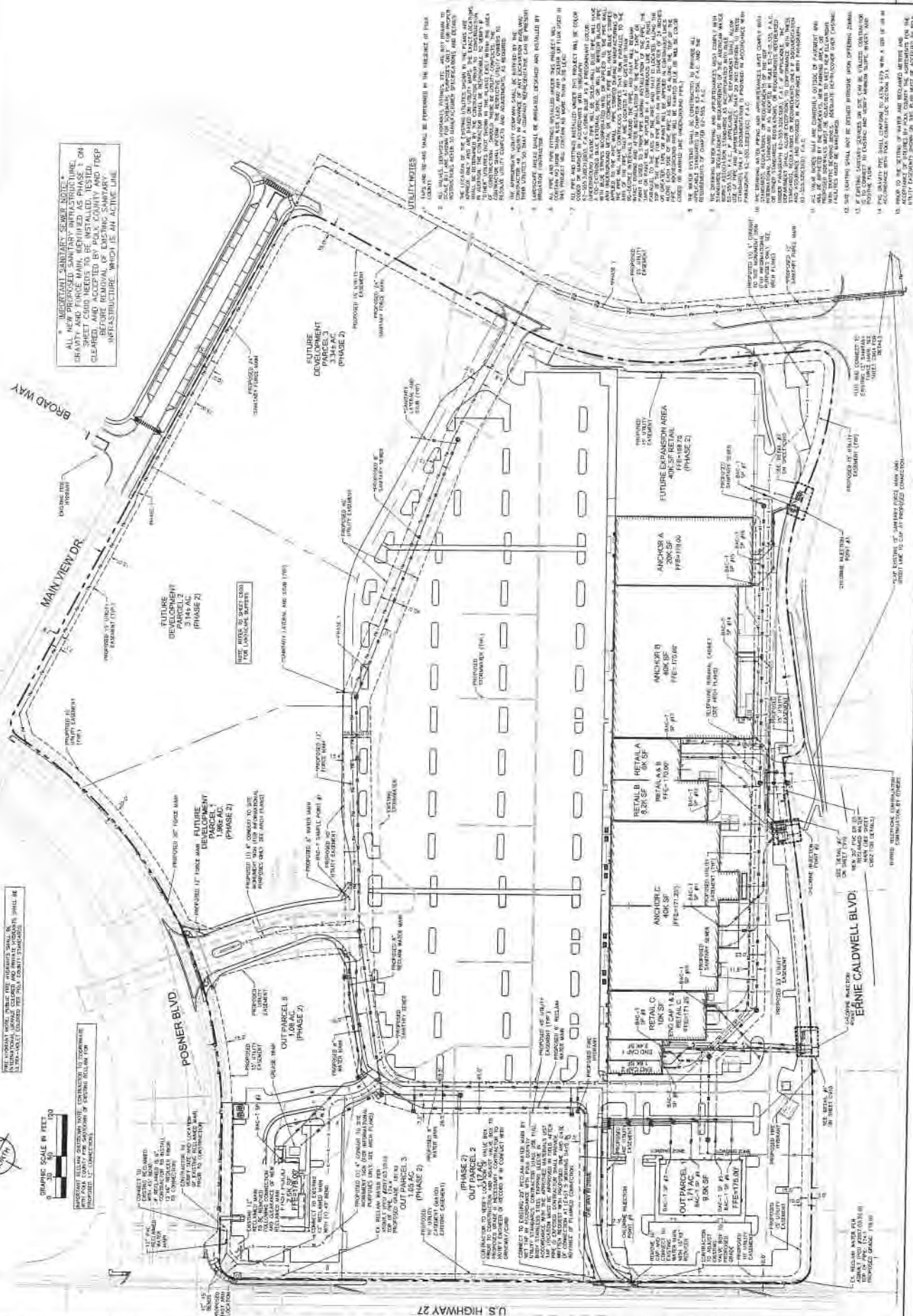


SECTIONS AND PROFILES PLAN

POSSNER VILLAGE  
PREPARED FOR  
MARTINI POSNER, LLC

C805

Kimley-Horn  
KIMLEY-HORN AND ASSOCIATES, INC.  
100 SOUTH HENRIETTA STREET, SUITE 200  
ANN ARBOR, MI 48106-1500  
TEL: 734.769.7000  
WWW.KIMLEY-HORN.COM







FUTURE EXPANSION GROUND SCALE IN FEET  
40K SF RET. 160  
FFE=168.70

ANCHOR A  
20K SF  
FFE=170.00

ANCHOR B  
40K SF  
FFE=170.00

RETAIL A  
82K SF  
FFE=170.00

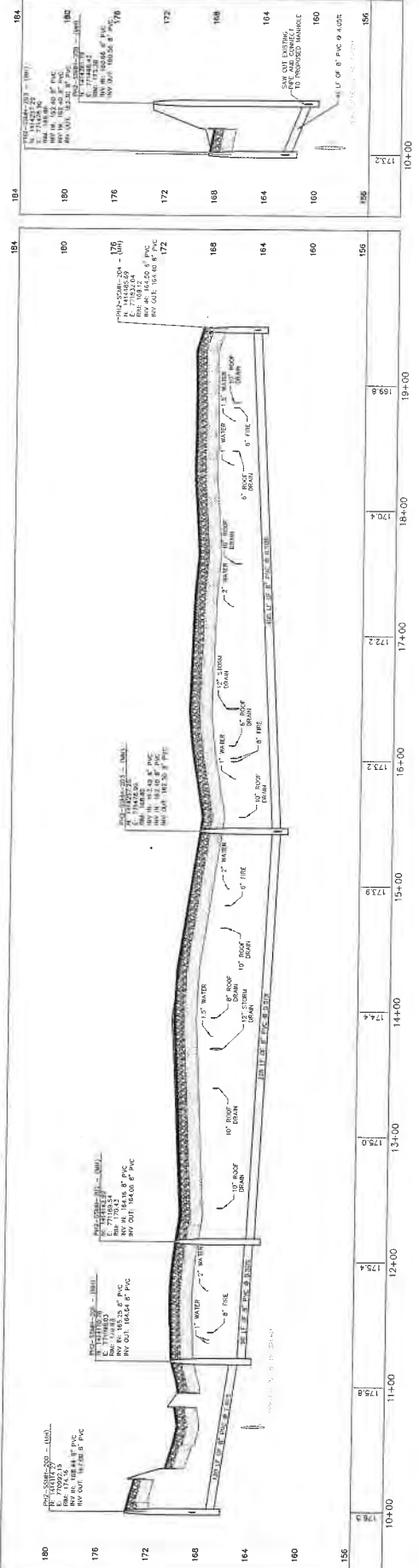
ANCHOR C  
40K SF  
FFE=171.25

END CAP 1 & 2  
RETAIL C  
FFE=171.25

RETAIL C  
10K SF  
FFE=171.25

OUT PARCEL  
1.71 AC  
FFE=175.00

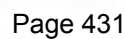
ERNIE CALDWELL BLVD.

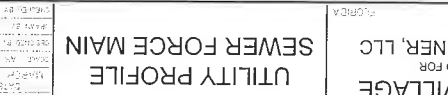
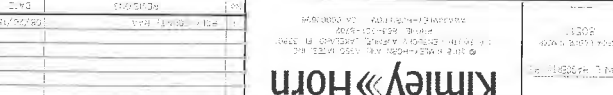


SAN SEWER LINE C

SAN SEWER LINE B

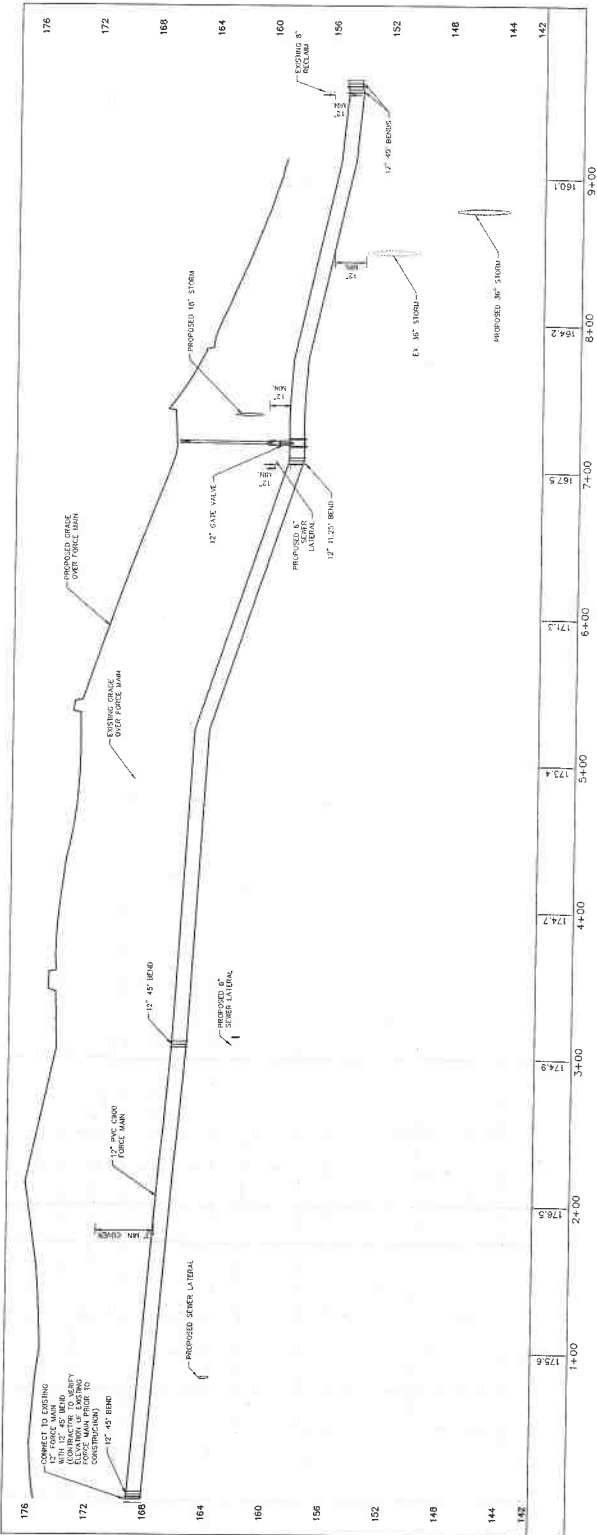
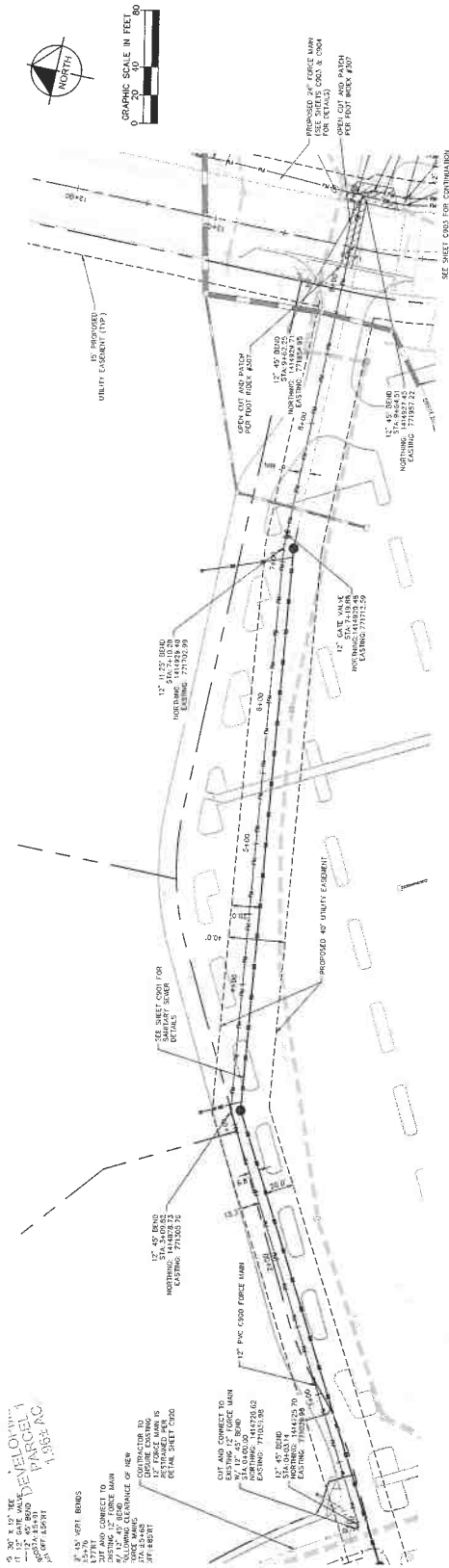
Kimley»Horn

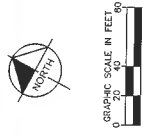




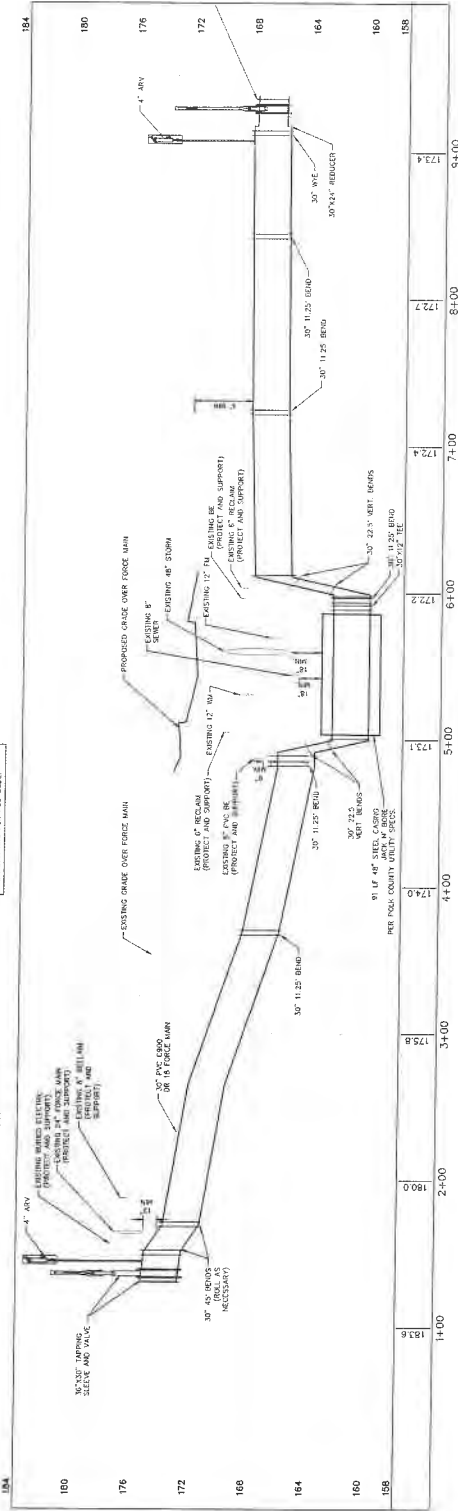
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BY	2/15/2018
PROJECT	POSNER VILLAGE
LOCATION	POSNER VILLAGE
SCALE	1" = 40'
PROJECT NO.	15555-0001
DATE	10/25/2018
BY	2/15/2018

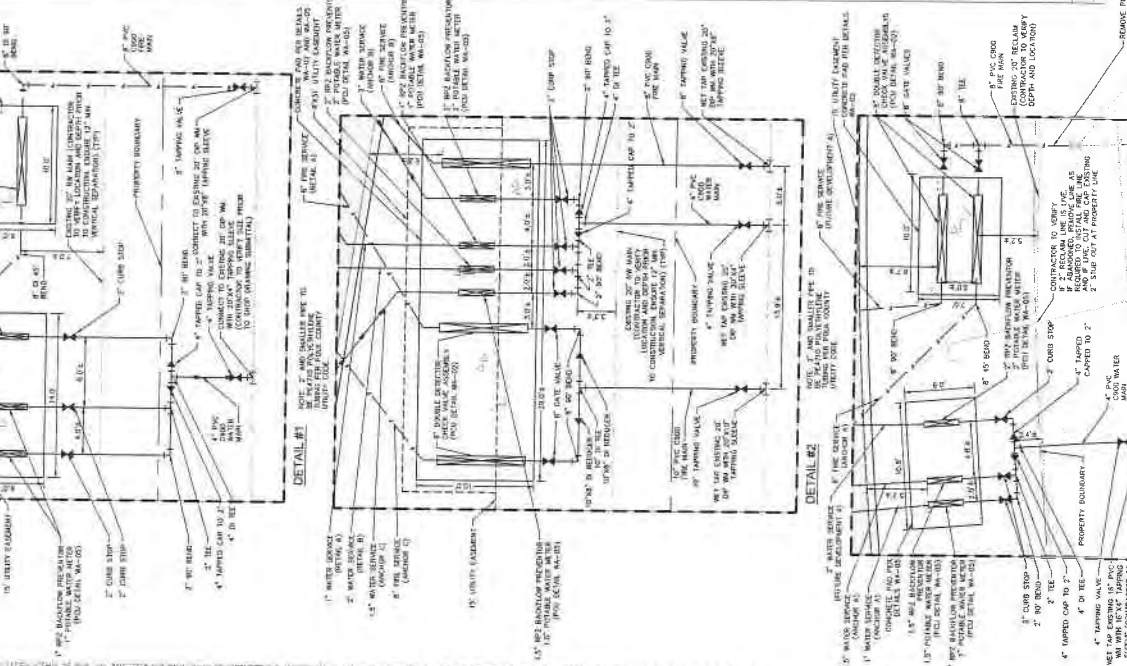
DATE	10/25/2018
BY	2/15/2018
PROJECT	POSNER VILLAGE
LOCATION	POSNER VILLAGE
SCALE	1" = 40'
PROJECT NO.	15555-0001
DATE	10/25/2018
BY	2/15/2018



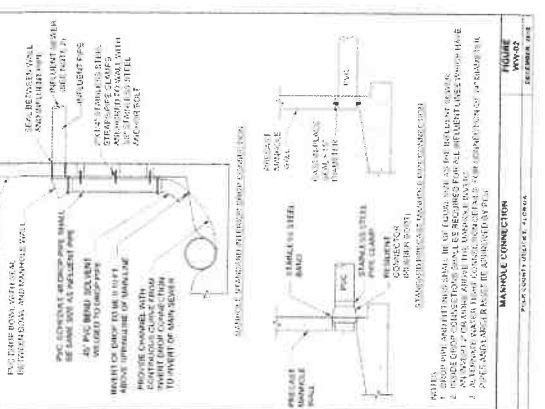
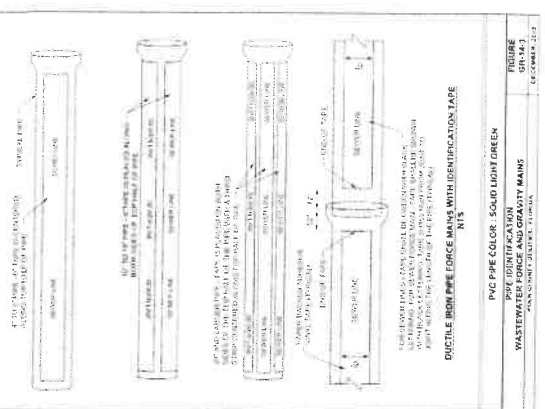
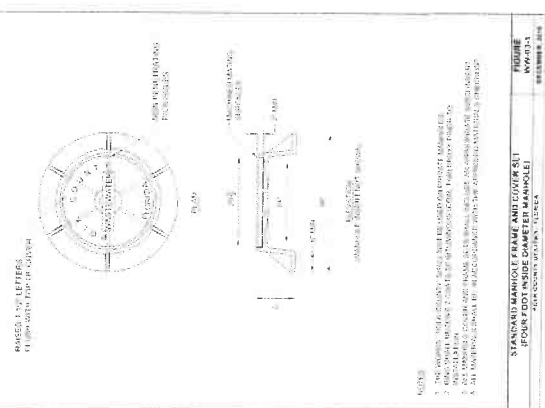
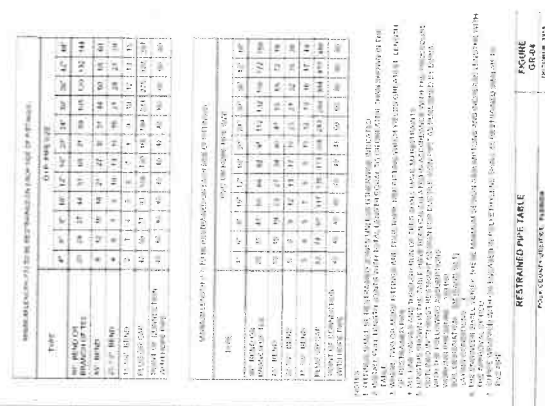
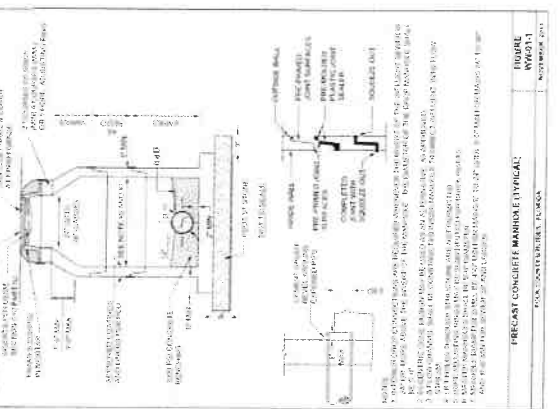
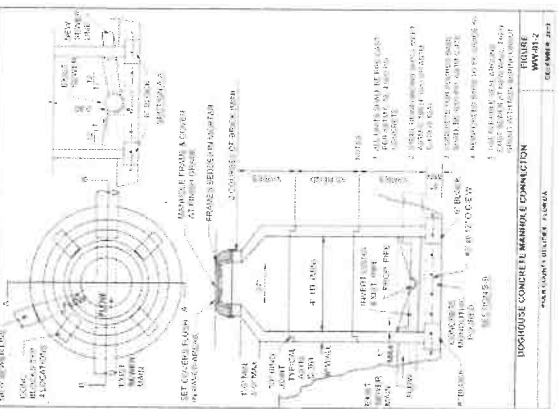
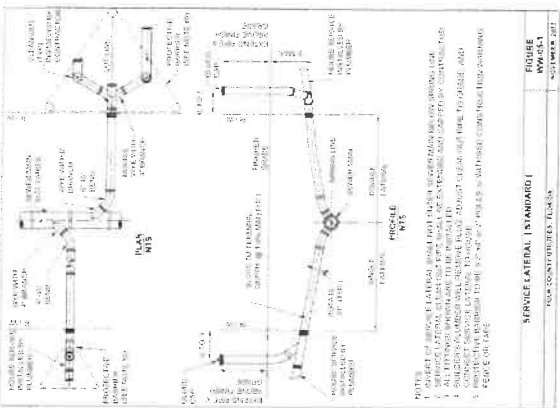
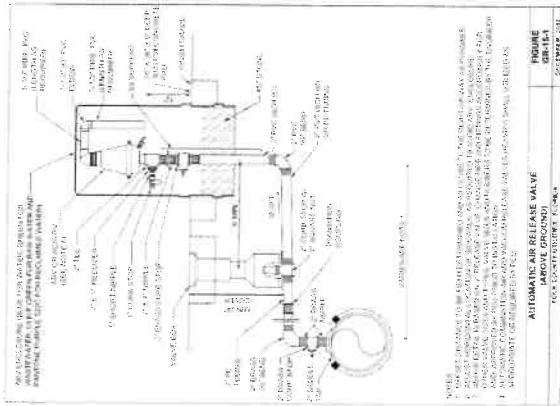
[illegible]

NOTE: CONTRACTOR TO SUBMIT CONSTRUCTION PHASING PLAN FOR APPROVAL BY PCU AND EOR PRIOR TO CONSTRUCTION











[illegible]

# Kimley»Horn

## TYPICAL SECTIONS AND DETAILS

POSNER VILLAGE  
PREPARED FOR  
MARTINI POSNER, LLC

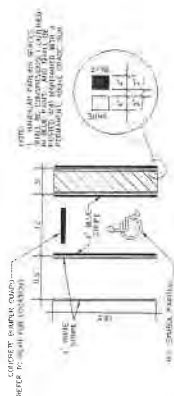
C1001

CALL 2 BUSINESS  
DAYS BEFORE  
YOU DIG

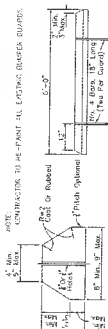
IT'S THE LAW!  
DIAL 811

**811**

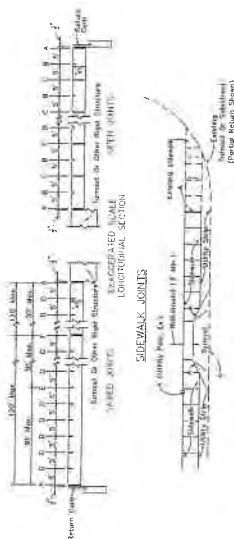
Know what's below.  
Call before you dig.



TYPICAL STANDARD/HANDICAPPED STRIPING



CONCRETE BUMPER GUARD

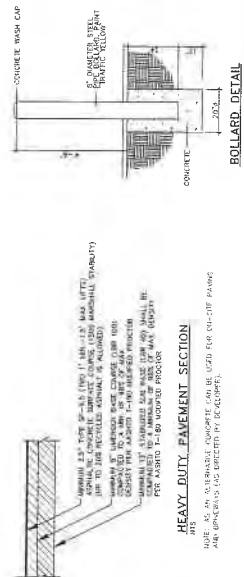


SIDEWALK WITH UTILITY STRIP

[illegible]

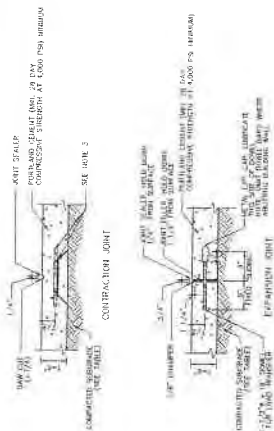
STANDARD NOTES

### CONCRETE SIDEWALK DETAIL



HEAVY DUTY PAVEMENT SECTION

NOTE: AS AN ALTERNATIVE PUMPCOTE (C) BL UNIT FOR COT-THE PAVING  
THE PUMPCOTE WAS COMPLETED BY PUMPCOTE.



CONTRACT JOINT

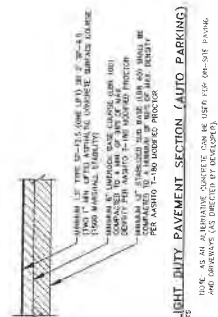
E/FAPRIL 2007

[illegible]

## CONCRETE PAVING DETAILS

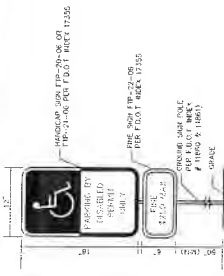


INTEGRAL CURB AND WALK



LIGHT DUTY PAVEMENT SECTION (AUTO PARKING)

NOTE: AS AN ALTERNATIVE, CONTRACTORS CAN BE USED FOR ON-SITE PAVING AND GROUVEWAYS (AS DIRECTED BY OWNER).



NOTES

ALL LETTERS ARE 1" SERIES "C" PER MUTCO OR AS SPECIFIED IN FOOT INDEX 13556.

TOP PORTION OF SIGN SHALL HAVE REFLECTORIZED LETTERS. BOTTOM PORTION OF SIGN SHALL BE FINISHED WITH WHITE-REFLECTORIZED LETTERS AND BACKGROUND.

A. BOTTOM PORTION OF SIGN SHALL HAVE A REFLECTORIZED BACKGROUND (INCLUDING TRAIL) BE BACKGROUNDED IN BLACK TRAIL LETTERS AND CONTEXT.

B. BOTTOM PORTION OF SIGN SHALL HAVE A REFLECTORIZED BACKGROUND (INCLUDING TRAIL) BE BACKGROUNDED WITH BLACK TRAIL LETTERS AND CONTEXT.

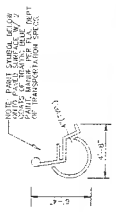
C. BOTTOM PORTION OF SIGN SHALL BE FINISHED WITH BLACK REFLECTORIZED LETTERS AND BACKGROUND.

ONE (1) SIGN REQUIRED FOR EACH PARKING SPACE.

COORDINATE WITH F.S. 553.901 (6).

INSTALLATION HEIGHT OF SIGN SHALL BE IN ACCORDANCE WITH F.S. 553.901 (6).

COMPLIANCE WITH THE 2015 FLORIDA BUILDING CODE (FBC) WITH SECTION 202.6.1.



TYPICAL SYMBOL FOR HANDICAP PKG.

TOP SECTION OF FIG. 25 & 26 SHALL HAVE A REFLECTIVE SYMBOL AND BORDER.

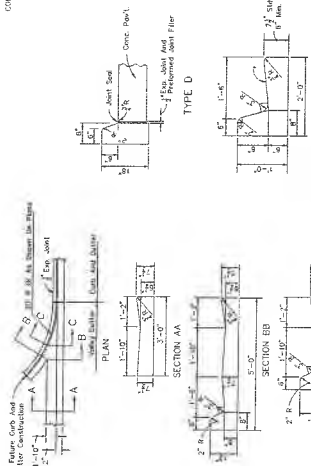
SECTION BOTTLES SHALL HAVE A REFLECTIVE WHITE SYMBOL AND BORDER.

SECTION BOTTLES WITH SLIPS SHOULD BE MARKED WITH BORDER.

FIG. 25 & 26 MAY BE FABRICATED ON ONE PANEL OR TWO.

FIG. 25 MAY BE SUBSTITUTED FOR THE FIG. 26 IN AREAS WHERE SPACE IS LIMITED.

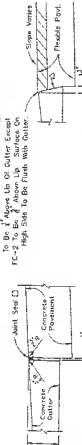
FIGS. ARE TO BE MOUNTED AT STANDARD HEIGHT (5" FROM PANEL) TO BOTTOM OF SIGN.



VALLEY GUTTER

For use different to illustrate in fields general, abstract, diagram, or other sections, use diagram only, see diagram right.

### CONCRETE CURB AND GUTTER

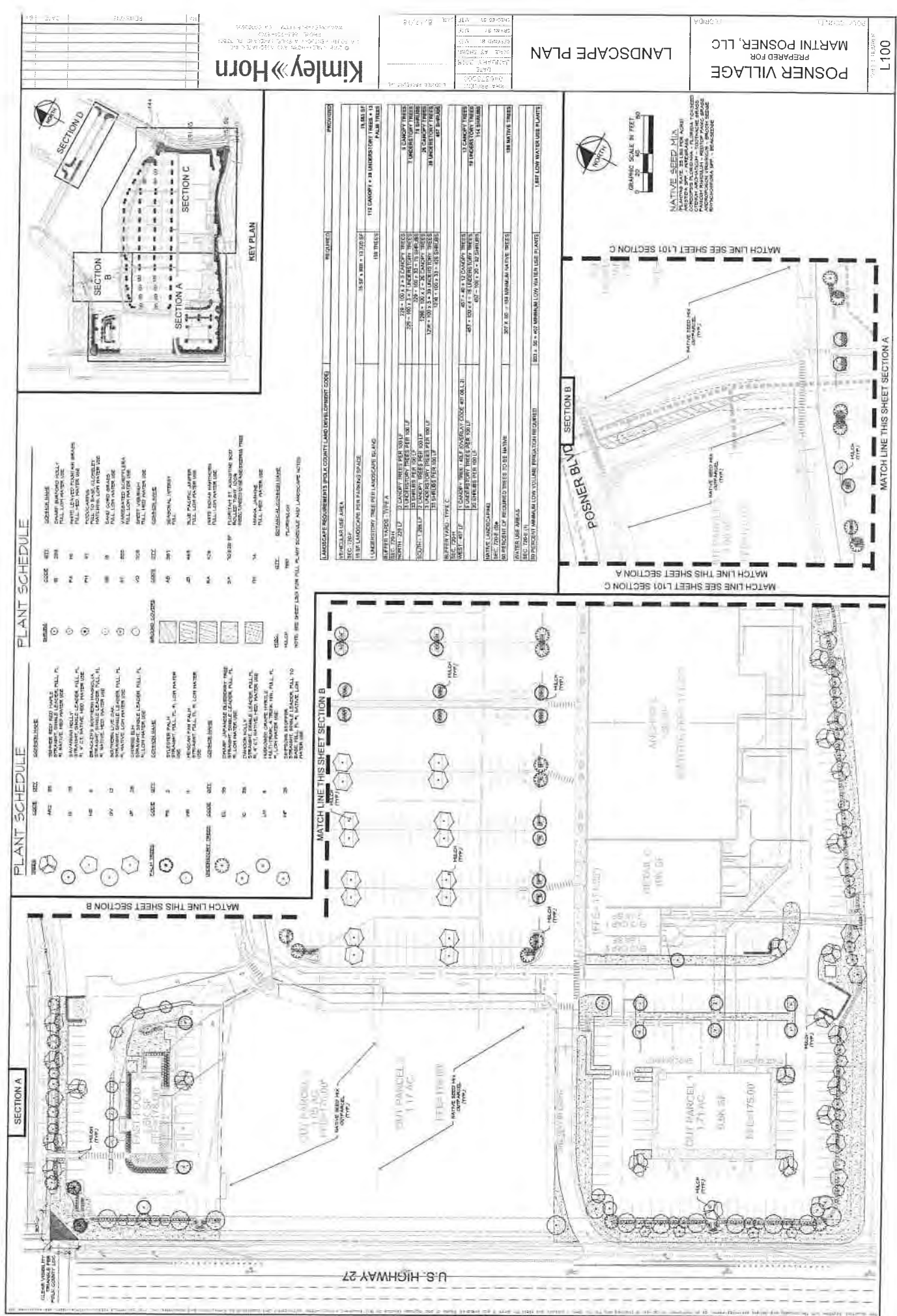


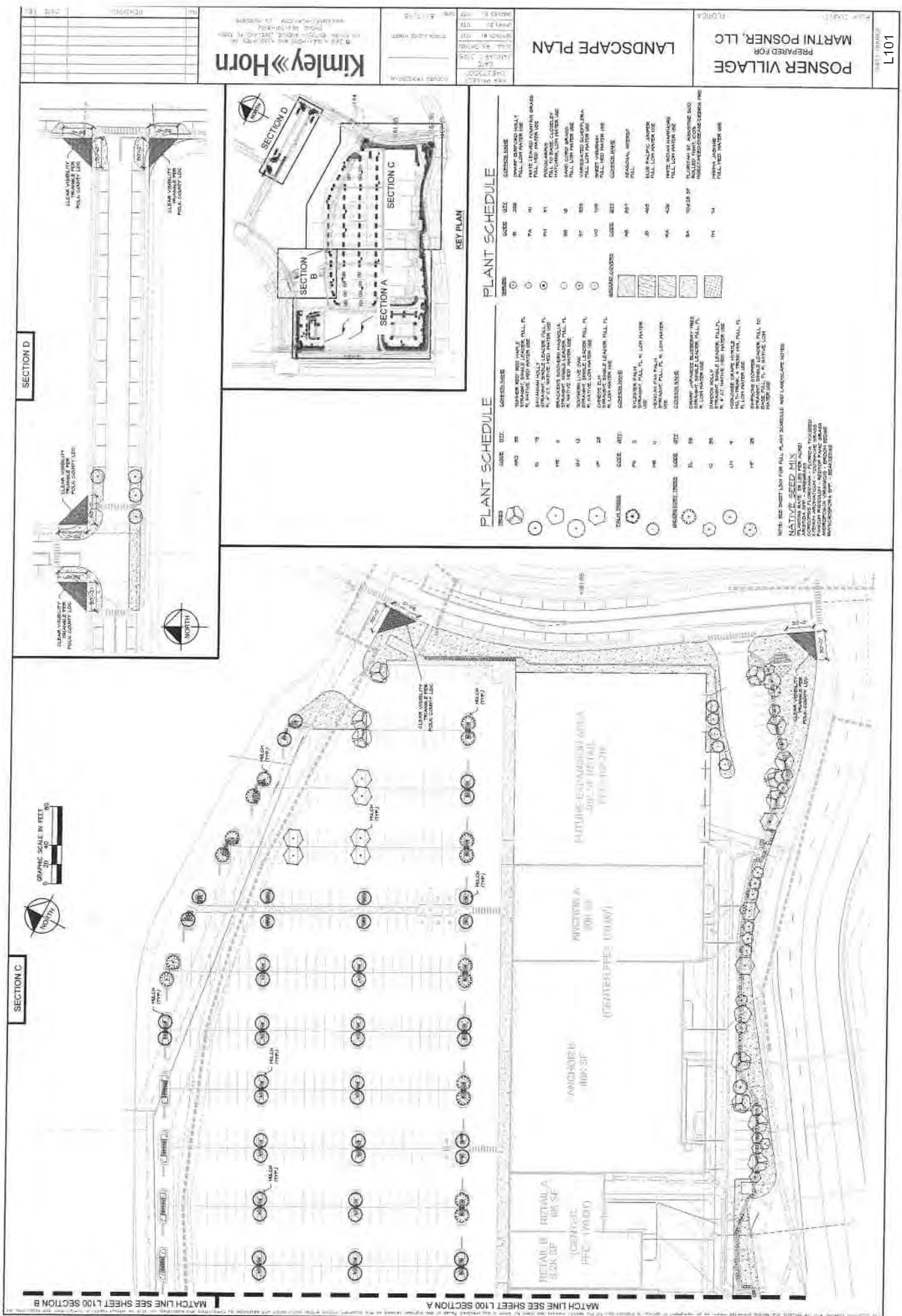
Applies to both high and low sides of pavement, low side shown.

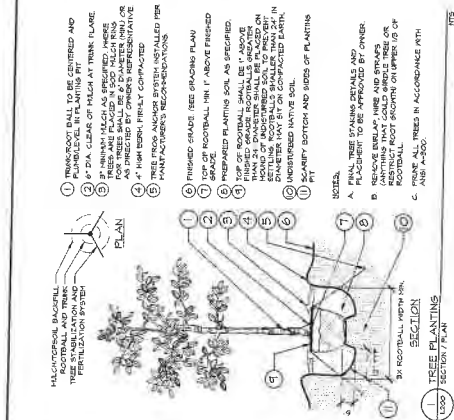
Applies to both high and low sides of pavement, low side shown.

**EXPANSION JOINT BETWEEN GUTTER  
AND CONCRETE PAVEMENT**

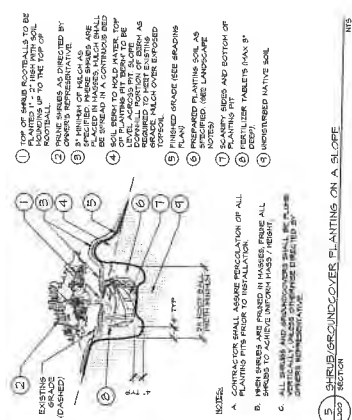
**RB AND GUTTER AND TYPE A CURB  
ADJACENT TO FLEXIBLE PAVEMENT**



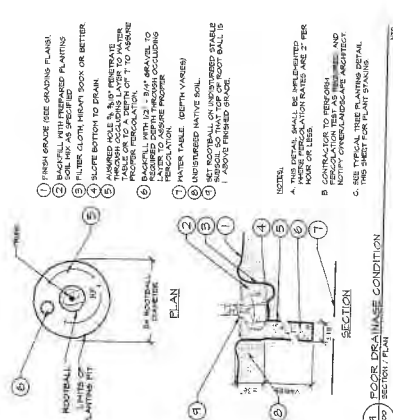




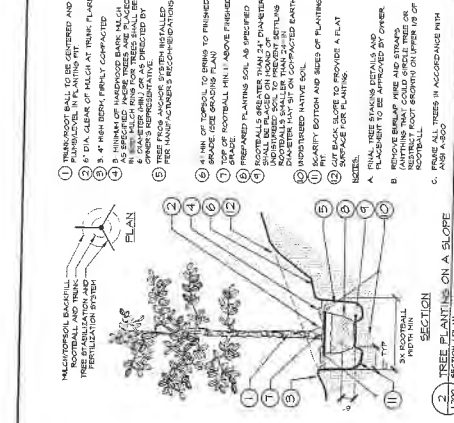
1. TREE PLANTING DETAIL



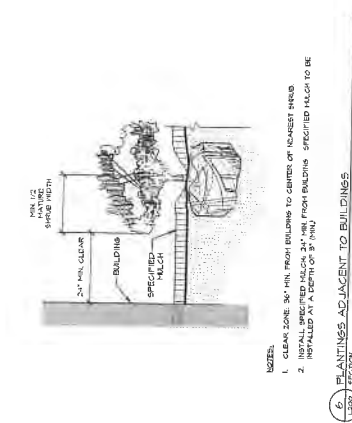
2. SHRUB/GROUND COVER PLANTING DETAIL



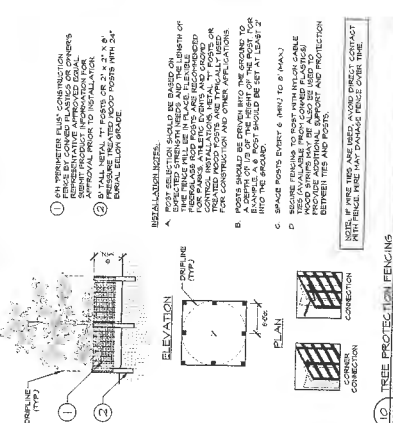
3. TREE PROTECTION FENCING DETAIL



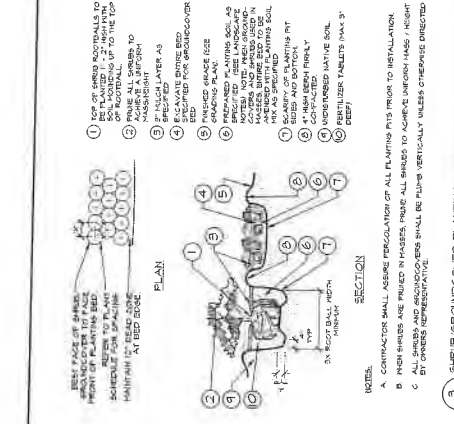
4. TREE PLANTING DETAIL



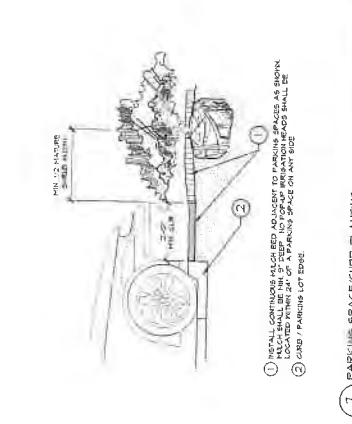
5. SHRUB/GROUND COVER PLANTING DETAIL



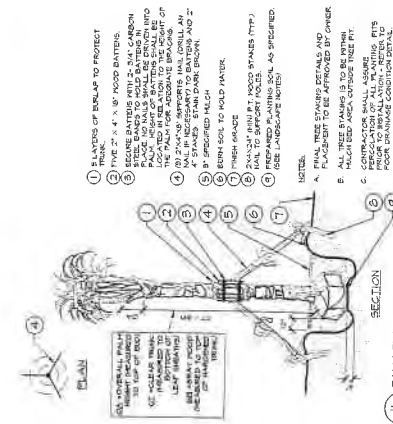
6. TREE PROTECTION FENCING DETAIL



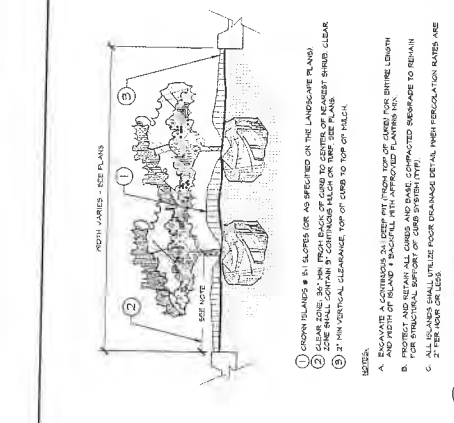
7. TREE PLANTING DETAIL



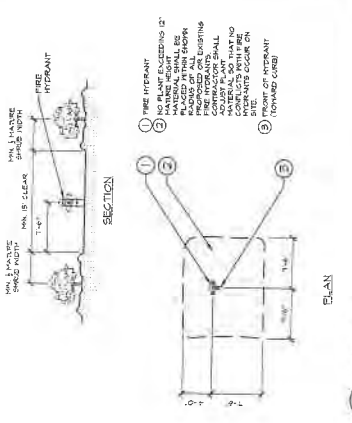
8. SHRUB/GROUND COVER PLANTING DETAIL



9. TREE PROTECTION FENCING DETAIL



10. TREE PLANTING DETAIL

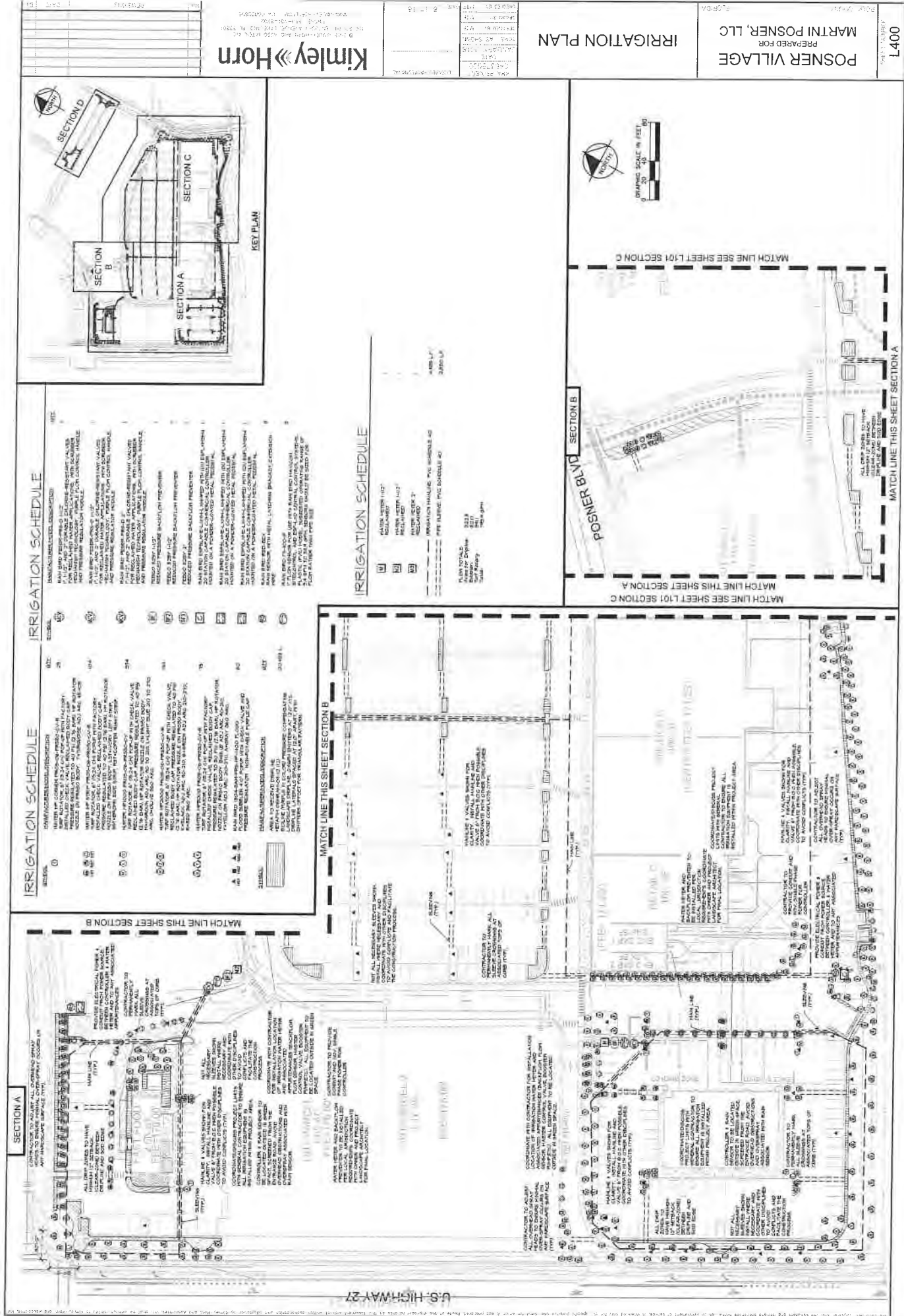


11. SHRUB/GROUND COVER PLANTING DETAIL



12. TREE PROTECTION FENCING DETAIL

## 300





IRRIGATION SYSTEM NOTES:

- 1. THE IRRIGATION MAINLINE LAYOUT, ANY CHANGES MADE IN THE IRRIGATION MAINLINE DUE TO FIELD CONDITIONS OR CONTRACTORS SUBMITTED DESIGN SHALL BE IN ACCORDANCE WITH THESE STANDARDS.
  - 2. SET SPRAY HEADS 4" AND MOTORS 12" IN HIGH BACK OF CURB OR 24" IF PAVEMENT HAS NO CURB.
  - 3. IRRIGATION CONTRACTOR IS RESPONSIBLE FOR PERFORMING ALL NECESSARY NOTIFICATIONS REQUIRED TO MEET THE SCHEMATIC INTENT OF THIS PLAN PRIOR TO CONSTRUCTION. THESE NOTIFICATIONS ARE: (1) NOTIFY THE LOCAL JURISDICTION OF THE SYSTEM; AND (2) NOTIFY THE RESPONSIBILITY SYSTEM CONTRACTOR TO ZONE THE SYSTEM ACCORDINGLY BASED ON FLOW AND PRESSURE AVAILABLE. CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE FOLLOWING BUT NOT LIMITED TO: AVAILABLE FLOW, AVAILABLE PRESSURE, EXISTING UTILITY, CAPACITY OF THE SYSTEM, AND ANY OTHER INFORMATION THAT MAY BE REQUIRED TO COMPLETE THE SYSTEM.
  - 4. CONTRACTOR TO PROVIDE NEW AUTOMATIC CONTROLLED FOR PROPOSED SYSTEM (NO BATTERY OPERATED CONTROLLERS ALLOWED) COORDINATE LOCATION WITH OWNER.
  - 5. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AUTOMATIC MAIN INSIDE, COORDINATE LOCATION WITH OWNER.
  - 6. IRRIGATION SHALL NOT BE COINTEGRATED ON A SINGLE ZONE AND SHALL BE SIZED ACCORDING TO IRRIGATION RATE AND THE SYSTEMS AVAILABLE WATER. PRESSURE CONTRACTOR TO SIGHT SHOP DRAWINGS TO ORDER FOR REVIEW PRIOR TO INSTALLATION.
  - 7. VERIFY LOCATIONS OF ALL UNDERGROUND UTILITIES PRIOR TO INSTALLATION OF IRRIGATION SYSTEM. ALL UTILITIES AND ADJACENT AREAS SHALL BE PROTECTED AND MAINTAINED. ANY NOT BE SHOWN ON THESE PLANS CONTRACTOR SHALL FIELD VERIFY.
  - 8. INSTALLATION OF PIPES SHALL BE COORDINATED WITH OTHER CONTRACTORS IN SUCH A MANNER AS TO ALLOW FOR A SMOOTH AND ORDERLY CONSTRUCTION OF ALL WORK. EXISTING UTILITIES SHALL BE PROTECTED AND MAINTAINED.
  - 9. CONTRACTOR SHALL COORDINATE WITH THE PLANNING PLAN FOR PLANNED BOD AND TREE LOCATIONS TO ENSURE ALL PLANT MATERIAL IS PROTECTED BY 600' RADIUS OF IRRIGATION.
  - 10. CONTRACTOR SHALL PROVIDE "AS-BUILT" DRAWINGS OF THE FINAL INSTALLATION TO OWNER AT SUBSTANTIAL COMPLETION BEFORE RECEIVING FINAL PAYMENT.
  - 11. PRODUCTS SHALL BE AS SPECIFIED OR APPROVED EQUAL.
- PRE-APPROVED MANUFACTURERS:
- 1. TROTT
  - 2. TROTT
  - 3. BARRIS
- 18. IRRIGATION CONTRACTOR SHALL SECURE ANY AND ALL NECESSARY PERMITS FOR THE WORK PRIOR TO COMMENCEMENT OF HIS OPERATIONS. EXISTING COPIES OF THE PERMITS SHALL BE SENT TO THE OPERATIONAL CONTRACTOR. NONE IN THE WORK SHALL CONFORM TO THE STANDARDS AND SPECIFICATIONS OF LOCAL AND/OR STATE JURISDICTION.
  - 19. LOCATE ALL IRRIGATION LINES WITHIN LANDSCAPED AREAS. PROVIDE WHERE POSSIBLE. ALL LINES UNDER PAVEMENT MUST BE SLOPED WITHIN 8" OF 4" P.V.C. 2" SIZE OF PIPE AND FREE OF VIBRATIONS. ALL VALVES SHALL BE LOCATED WITHIN LANDSCAPED AREAS.
  - 20. MAINLINE SHALL NOT BE LOCATED WITHIN PAVED AREAS. PROVIDE WHERE POSSIBLE. ALL LINES UNDER PAVEMENT MUST BE SLOPED WITHIN 8" OF 4" P.V.C. 2" SIZE OF PIPE AND FREE OF VIBRATIONS. ALL VALVES SHALL BE LOCATED WITHIN LANDSCAPED AREAS.
  - 21. THE IRRIGATION CONTRACTOR SHALL BE DIRECTLY RESPONSIBLE FOR SLEEVING AND PRESTRESSING BODIES.
  - 22. ALL SLEEVES UTILIZED BY THE IRRIGATION CONTRACTOR MUST BE INSTALLED BY HIM OR NOT SHALL BE LOCATED ON THE "AS-BUILT" DRAWINGS. THE DEPTH BELOW FINISH GRADE, TO THE DEEPEST FOOT OF EACH END OF THE SLEEVE SHALL BE NOTED AT EACH SLEEVE LOCATION ON THE "AS-BUILT" DRAWINGS. THE DEPTH BELOW FINISH GRADE, TO THE DEEPEST FOOT OF EACH END OF THE SLEEVE SHALL BE NOTED AT EACH SLEEVE LOCATION ON THE "AS-BUILT" DRAWINGS. THE DEPTH BELOW FINISH GRADE, TO THE DEEPEST FOOT OF EACH END OF THE SLEEVE SHALL BE NOTED AT EACH SLEEVE LOCATION ON THE "AS-BUILT" DRAWINGS.
  - 23. ALL PRESSTRESS MAINLINES AND LATERALS UNDER PAVEMENT SHALL BE 12" MIN. 40 P.V.C. SLEEVES. THESE SLEEVES OR HYDRAULIC VALVE CONTROL LINES PASS THROUGH A SLEEVE WITH OTHER MAIN OR LATERAL LINES THEY SHALL BE CONTAINED WITHIN A SEPARATE SLEAVE. THE DEPTH BELOW FINISH GRADE, TO THE DEEPEST FOOT OF EACH END OF THE SLEEVE SHALL BE NOTED AT EACH SLEEVE LOCATION ON THE "AS-BUILT" DRAWINGS.
  - 24. THE IRRIGATION CONTRACTOR SHALL INSTALL A COLOR CODED AERIAL IDENTIFIABLE MARKING PIPE WITHIN CLEARLY MARKED. CAUTION: IRRIGATION LINE BURIED BELOW. THE PIPE SHALL BE INSTALLED THE FULL LENGTH OF THE IRRIGATION MAINLINE.
  - 25. ALL VALVES, SPRAYERS, VALVE CONTROL LINES AND GUN CONTROLERS SHALL BE LOCATED WITHIN VALVE BOXES AS FOLLOWS:
    - RECTANGULAR EXISTING HEAVY DUTY BOX, MINIMUM COVER FOR ROAD TO BE PROVIDED (WHERE APPROPRIATE).
    - RECTANGULAR EXISTING HEAVY DUTY BOX, MINIMUM COVER FOR ROAD TO BE PROVIDED (WHERE APPROPRIATE).
  - 26. HEADS, LATERALS, BODIES, AND VALVES ARE NOT SHOWN, BUT ARE NECESSARY FOR A FULLY FUNCTIONING IRRIGATION SYSTEM.
  - 27. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING INFORMATION TO THE OWNER:
    - THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING INFORMATION TO THE OWNER:
    - THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING INFORMATION TO THE OWNER:
  - 28. IRRIGATION SIZES SHALL BE DETERMINED FOR HIGH AND LOW WATER USE REQUIREMENTS AND OPERATED IN DIFFERENT PATTERNS. CIRCULAR, DISCHARGE, AND SPRAY HEADS SHALL BE SEPARATED ON DIFFERENT VALVES. AT NO THE SHALL MULTIPLE IRRIGATION HEAD TYPES BE LOCATED ON THE SAME VALVE.
  - 29. THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING INFORMATION TO THE OWNER:
    - THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING INFORMATION TO THE OWNER:
    - THE IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING THE FOLLOWING INFORMATION TO THE OWNER:
  - 30. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 31. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 32. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 33. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 34. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 35. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 36. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 37. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 38. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 39. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.
  - 40. ALL VALVES FOR CONNECTION OF THE VALVES TO THE CONTROLLER SHALL FOLLOW MANUFACTURER'S RECOMMENDATIONS. PREPARED: ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES. ALL VALVES FOR A 2" DIA. 40 P.V.C. SLEEVE SHALL BE INSTALLED WITHIN VALVE BOXES.









# CITY OF STUART WATER TREATMENT PLANT

## TREATMENT INVESTIGATION FOR PERFLUORINATED COMPOUNDS (PFC's) PFOA AND PFOS

Prepared for:  
City of Stuart  
March 2017



Prepared by:  
Kimley»Horn

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Associates, Inc., 2017  
Project No. 144967008



# **CITY OF STUART**

## **TREATMENT INVESTIGATION FOR PERFLUORINATED COMPOUNDS (PFC's)**

### **PFOA AND PFOS**

DECEMBER 2016

Updated March 16, 2017

## **1 BACKGROUND**

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The Environmental Protection Agency (EPA) established the Third Unregulated Contaminant Monitoring Rule (UCMR 3) in 2012 and required yearly assessment monitoring of public drinking water systems in 2013, which regulates a number of emerging contaminants of concern that have been found in water sources around the Country. The City of Stuart was required to monitor for these contaminants as a public water system (PWS) which serves more than 10,000 people since 2013. In particular for the City of Stuart, the perfluorinated compounds (PFC's), perfluorooctanesulfonic acid (PFOS) and perfluorooctanoic acid (PFOA) are the contaminants of concern which have consistently been detected above the minimum reporting level (MRL) since the rule was promulgated. Although no regulatory limits were initially established by the UCMR 3, in May 2016 EPA established a value of 0.07 ug/l, or 70 parts per trillion (ppt), as a Health Advisory Level (HAL) for the combined PFOS and PFOA levels for public drinking water systems. Since the inception of the UCMR 3, the City of Stuart's water treatment system's point of entry (POE) has historically experienced samples with PFC levels above this HAL. The HAL's provide information on contaminants that can cause human health effects and are known or anticipated to occur in drinking water. EPA's HAL's are non-enforceable and provide technical guidance to state agencies and other public health officials on health effects, analytical methodologies, and treatment technologies associated with drinking water contamination

Although the source of PFC contamination found in the groundwater is not fully known, given the environmental sources suspected for the contribution of these contaminants, the source of measured PFCs are suspected to be either from fire-fighting foam entering groundwater, or direct contribution from wastewater reclaim application. Given elevated levels found in several supply wells within a clustered area, it is believed that a point source is the major contributor to these elevated levels. Refer to Figure A illustrating the PFC (PFOA + PFOS) levels measured in each supply well and POE.

Based on the results from the sampling and technical research for PFC removal, the current treatment in use at the water treatment plant, using air stripping of the raw water to remove volatiles and other known contaminants, is not effective at removing PFC's. Refer to *Table ES.1 – Summary of PFAS removals for various treatment processes*, **Water Research Foundation 2016 Web Report, Treatment Mitigation Strategies Accordingly**, for supporting information. Based on this information and other research, the existing treatment system provides inadequate treatment for the removal and/or reduction of PFC's in order to meet the established regulations and the City's treatment goals.

Given the contaminant's concentration in the raw water, it is not anticipated that blending with other wells with lower PFC levels as a treatment method to reduce PFC levels in the finish water will be acceptable to meet the PFC removal goals. Using the 70 ppt HAL (combined PFOA and PFOS) as an upper limit for each well, an alternative treatment method will be necessary to maintain use of the groundwater wells. There is also on-going research outside of the EPA that has suggested lower allowable concentrations of PFOA, PFOS, and other PFC's is recommended. For instance, The State of New Jersey is in the process of promulgating a maximum contaminant level for PFOA of **14 ppt**, nearly five times lower than the HAL EPA has established. If adopted, it will be the only legal limit on PFOA in the nation.

The intent behind this report is to evaluate the most feasible and best available treatment alternatives in reducing these contaminant levels and identifying short-term and potential long-term solutions to the City's water supply challenges with respect to PFC's. The short-term solution should include either replacing lost capacity from these wells with finished water from existing finish water interconnects, or restore the functional use of the existing groundwater wells containing elevated PFC levels with an alternative treatment method. The short-term solution should be implemented immediately, with a long-term plan to reduce the dependence on the existing surficial groundwater supply.

## 2 APPROACH

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The existing groundwater supply has limitations due to challenges with other historical contaminants, including the recent presence of PFCs and some of the emerging contaminants of concern. Accordingly, the approach to the City's water supply concerns revolves around achieving compliance for the existing water source and customers as well as a sustainable supply for the future of the City. The short-term solution involves analyzing, selecting and implementing the treatment technologies available to treat and remove the currently present PFCs from the produced water prior to distribution. The focus of this evaluation supports the short-term alternatives available to achieve such treatment and enable the City to achieve compliance. Goals for the short-term evaluation include the paramount compliance with UCMR regulations followed by minimizing the capital and operation expenses for the short-term solutions.

The long-term approach involves implementing a consistent and reliable treatment method to remove emerging contaminants or securing a sustainable water source free of contaminants beyond traditional salinity and organic contaminants. Although not included in the scope of this project, the approach should consider evaluating alternative water supplies including the lower Floridan aquifer, surface water, or some combination of these and other alternative water sources. Further analysis should include the treatment options of these alternative water sources, capital expense, operation expense, pilot verification of treatment and the long-term sustainability for the City's water utility.

The current water supply is derived from the surficial aquifer which has limited withdrawal capacity and is highly scrutinized by the South Florida Water Management District due to its influence on the surrounding water table. In addition, its close proximity to the surface yields it as suspect to contamination from surface application of chemicals and reclaimed water. Specifically, these contaminants include the PFCs, and others listed in Table 3-1. This evaluation addresses the desktop analysis of multiple treatment alternatives.

Longer term raw water supply focused on alternative water sources should be evaluated in the future for sustainability, treatment feasibility, regulatory considerations, and financial efficiency for the City. Alternative water sources identified can be used as the sole source of supply water or used in combination with the existing surficial influenced wells or another alternative supply. Once one or multiple sources are identified and committed, treatment pilots should be engaged to demonstrate successful treatment as well as operational feasibility to support operational commitments to the Utility's staff and financial resources.

The existing surficial aquifer is a limited source of raw water, and the City does not have any alternative water supply sources, other than interconnects with neighboring utilities. Additionally, the existing surficial aquifer has a number of existing contaminants that further limit the withdrawal capacity, and with the recent discovery of PFC contaminants, further limits the Utilities ability to meet future water system demands and drinking water standards. **Table 1** provides a list of current and historical known contaminants that require advanced treatment beyond conventional lime softening and filtration.

Currently, there is no known groundwater contaminant level established for PFC's that would trigger corrective cleanup actions or potential funding at the PFC levels measured in the wells. Additionally, the use of reclaim water for irrigation and continued recharge of the surficial aquifer has no regulations for these emerging contaminants. However, reclaim water quality standards are currently under review by the regulatory agencies, which may trigger monitoring and/or potential treatment for these emerging contaminants. Subsequently, the City's actions should address these contaminants in both the drinking water and potential discharge to the

wastewater treatment system in order to minimize any discharge of these contaminants to the environment.

The short-term solution should include either replacing lost capacity from these wells with finished water from existing finish water interconnects, or restore the functional use of the existing groundwater wells containing elevated PFC levels with an alternative treatment method. Restoring capacity of the raw water supply wells which contain PFC levels above the HAL, must include an advanced treatment method not currently used at the existing facility. Pilot testing using the most cost-effective, best known track record of reducing PFC's was developed and implemented in order to identify design criteria, operational experience, and capital and operating costs associated with the selected treatment option.

**Table 1 CONTAMINANTS OF CONCERN - City of Stuart Wells**

Water Quality		Unit	Influent (range)	MCL/HAL
	Parameter			
	<b>PFC (PFOS)*</b>	ug/L	0.046 - 2.1	-
	<b>PFC (PFOA)**</b>	ug/L	0.0048-0.052	-
	<b>PFC (PFOS + PFOA) (max)</b>	ug/L	0.050 - 2.15	0.070
>	1,4-Dioxane**	ug/L	0.130	-
>	Methyl-tert-butyl-ether	ug/L	1.800	-
>	cis-1,2-Dichloroethylene (DCE)	ug/L	0.3-42.4	70.0
>	1,2 Dichloropropane (DCP)	ug/L	1.2-39.0	-
>	1,2,3-Trichloropropane (1,2,3-TCP)*	ug/L	1.0-23.8	-
>	Trichloroethylene (TCE)	ug/L	5.00	-
>	Tetrachloroethylene (PCE)	ug/L	0.65	3.0
>	Vinyl Chloride	ug/L	0.13	1.0
>	Chlorobenzene	ug/L	0.34	-
>	Benzene	ug/L	1.30	1.0

\* UCMR3 List

\*\* UCMR3 and UCMR4 List

> Treatment currently in place

### 3 SHORT-TERM TREATMENT OPTIONS

The existing treatment system provides conventional treatment, consisting of aeration and air-stripping of volatile organic compounds, lime softening, filtration and disinfection. Conventional filtration and lime softening have limited effectiveness at removing PFCs found in the raw water. It is also evident from the water quality test results taken at the POE and individual wells, that PFC's are unaffected through the existing treatment plant. Refer to Figure 1. As such,

conventional treatment is not an option for continued treatment and reduction of these emerging contaminants. Therefore, alternative treatment options were researched and evaluated that would effectively remove these contaminants in a cost effective manner.

Viable treatment methods that are known to be effective at removing PFC's include:

- 1. (An) Ion Exchange (AIX)**
- 2. Granular activated carbon (GAC)**
- 3. Membrane treatment (RO & NF)**
4. Other Treatment Methods - Chemical Oxidation/Reduction, Thermal & Electro-chemical, Biological treatment

Based on the research, literature reviewed, and discussions with manufacturers, sorption processes, such as GAC and AIX, and membrane treatment provide the most effective removal of PFC's from water streams. Chemical oxidation, advanced oxidation and reduction processes, and thermal and electro-chemical processes are processes that show promise, but many of them are still in the research mode, have limitations, and no full-scale track record. Each one is site specific and may be complimentary and more effective as combined systems, but may be more suitable in wastewater streams, where other interferences exist. These treatment methods were not evaluated further, due to their more research driven techniques and limited full scale installations that exist for the treatment of groundwater.

The primary treatment goal is to remove the PFC's from the raw water, followed by reduction or removal of other known contaminants and upcoming UCMR's that may be of concern. The other volatiles and contaminants listed in Table 3-1 is the secondary goal of implementing a new treatment process.

Total organic carbon (TOC) reduction with a new treatment process is also a benefit which would improve the disinfection byproduct results in the finish water. The benefit of reducing TOC levels has a two-fold effect, addressing the short-term treatment goals and allow long-term continued use of the system.

**Table 3.1 - PERFORMANCE CRITERIA for FULL-SCALE GAC  
SYSTEM**

Parameter	Unit	Influent (range)	Effluent Requirement (max)*
Water Quality			
<b>PFC (PFOS)*</b>	ng/l	70 - 400	50
<b>PFC (PFOA)*</b>	ng/l	20 - 50	20
<b>PFC (PFOS + PFOA) (max)</b>	ng/l	100 - 500	60
1,4-Dioxane*	ug/l	0.130	-
cis-1,2-Dichloroethylene (DCE)	ug/l	3.1	-
1,2 Dichloropropane (DCP)	ug/l	1.2-39.0	-
1,2,3-Trichloropropane (1,2,3-TCP)*	ug/l	1.0-23.8	-
Trichloroethylene (TCE)	ug/l	5.0	-
Tetrachloroethylene (PCE)	ug/l	5.0	-
Vinyl Chloride	ug/l	0.1	-
Chlorobenzene	ug/l	0.34	-
Benzene	ug/l	1.30	-
TOC	mg/l	5.0 - 8.0	-
UVA <sub>254</sub>	cm <sup>-1</sup>	0.1 - 0.35	-
pH	-	7.2	-
Alkalinity (as CaCO <sub>3</sub> )	mg/l	286	-
Calcium hardness (as CaCO <sub>3</sub> )	mg/l	294	
Iron	mg/l	0.43	-
Hydrogen sulfide	mg/l	0.2 - 0.6	-
Ammonia (as N)	mg/l	0.16	-
Temperature	deg F	81	-
<b>BV to 50% breakthrough* (min)</b>			10,000

\* UCMR3 List

### 3.1 ION EXCHANGE

Ion exchange is an exchange of ions between two electrolytes or between an electrolyte solution and a complex. Typical ion exchangers are ion exchange resins (functionalized porous or gel polymer), zeolites, montmorillonite, clay, and soil humus. Ion exchangers are either cation exchangers that exchange positively charged ions (cations) or anion exchangers that exchange negatively charged ions (anions). Typical ion exchangers include softeners, which replace or remove calcium (hardness) with sodium.

Ion exchange resins from different manufacturers tend to deliver varying results on PFC removal. Research indicates that fresh resin presents a higher removal efficiency than continuous regeneration approaches (Appleman, 2012). The removal efficiency is estimated to be largely based on molecular weight of the carbon chains. The longer chains such as PFOS typically have better removal efficiency in cases where ion exchange has been shown to provide some removal

of the PFCs. Generally, in the cases where ion exchange has provided some level of removal, the smaller versus larger carbon chains were removed at approximately 46% and 92%, respectively (Appleman, 2012). According to the WRF Web Report #4322, *Treatment Mitigation Strategies for Poly- and Perfluoroalkyl Substances*, 2016, Amberlite IRA-400 resin was found to have a higher capacity than GAC for both PFOS and PFOA removal. However, contact times for IX are much longer than typical bed volumes used for conventional IX treatment, and conventional regeneration techniques were not sufficient to regenerate the resins.

Other studies have indicated waters contaminated with PFC's that contained higher natural organic matter (NOM) were more effectively removed using IX, possibly due to the interaction between the PFC's and NOM.

Given the research that has been conducted, ion exchange has the potential to provide removal of PFCs and should be considered on a case by case basis compared to the contaminants present and the Utility's goals.

Some of the advantages of using IX include:

- Specific, yet partial removal of contaminants with select media
- Requires low operating pressures
- No hazardous chemicals required for treatment

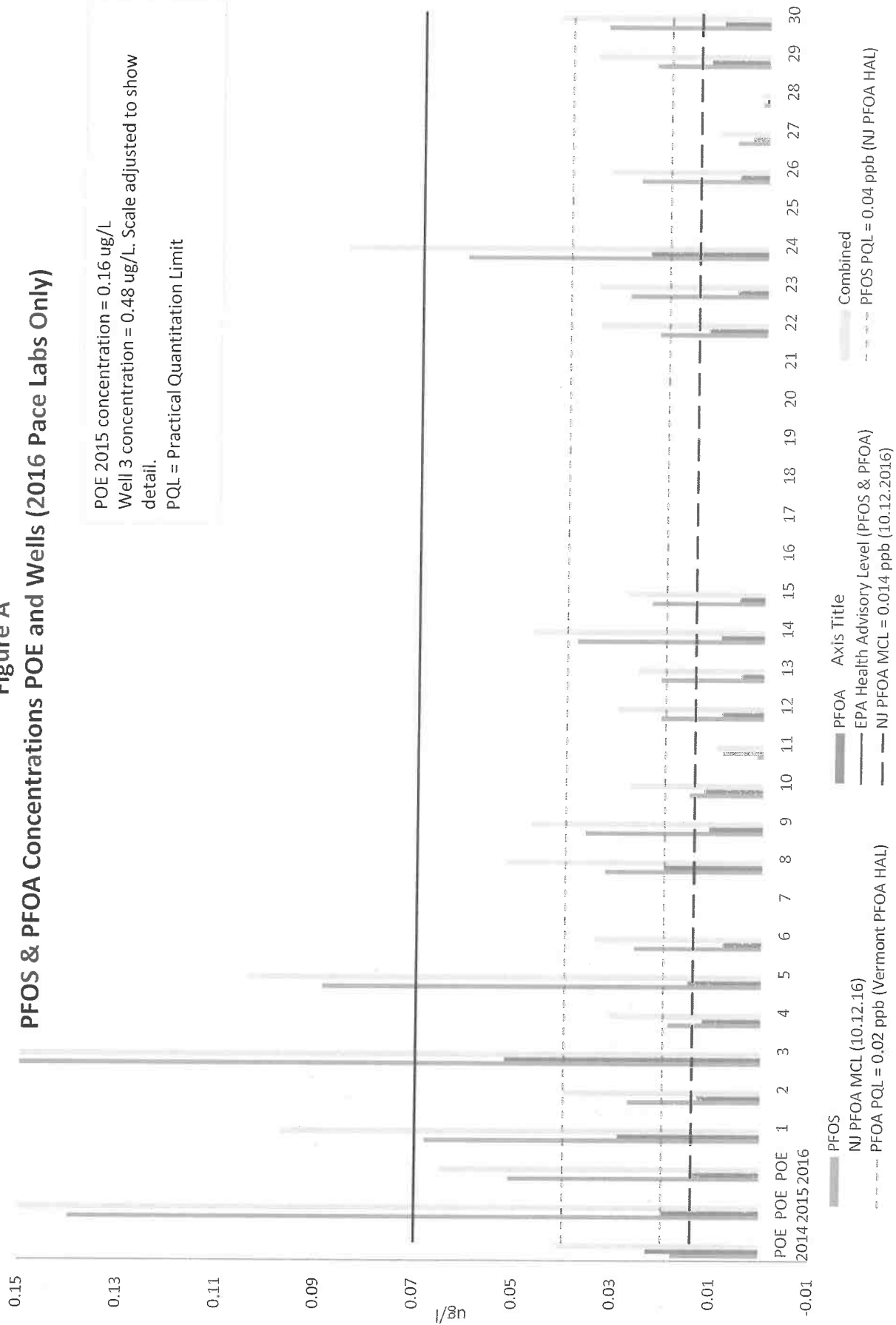
The disadvantages include:

- Significantly less contaminant removal compared to other alternatives
- Potential to lose resin and require regular purchase of new resin
- Maintenance intensive with several mechanical transfer processes
- Brine disposal includes waste of elevated chloride loaded waste stream through a dedicated forcemain to the deep injection well, resulting in significantly higher costs
- Higher capital installation costs than GAC

### 3.1.1 Conceptual Level Engineer's Opinion of Probable Cost

Non-labor operating costs are mainly composed of ion exchange resin replacement, regeneration cost and brine disposal cost. Operating costs are estimated based on average annual design flow conditions. Ion exchange resin replacement and regeneration with sodium chloride is estimated at \$0.20 per 1,000 gallons of treated average flow. Brine disposal cost is estimated at \$0.15 per 1,000 gallons of ion exchange treated flow, which includes pumping of spent brine directly to the City's WWTP. Both the resin supply and brine disposal costs are subject to CPI cost increases and could lead to increased operating expenses. Labor costs, power costs and other existing

Figure A  
PFOS & PFOA Concentrations POE and Wells (2016 Pace Labs Only)



operating costs are not included in this estimate. The conceptual level operational cost estimates for the ion exchange system are shown in **Table 3-1** below.

*Table 3-1. Conceptual Level Annual AIX Operational Cost Estimate*

ADD Capacity (MGD)	MDD Capacity (MGD)	Operating Costs (\$ per 1,000 gallon produced)	Estimated Annual Operating Cost (0.125 MGD treated per day)
0.125	0.161	\$ 0.35	\$ 15,969

The conceptual level of capital costs estimated for ion exchange treatment construction are shown in **Table 3-2**. The estimated costs are based on treating the average day demand flow rate of 0.65 MGD. The cost shown includes the ion exchange treatment systems as well as the ancillary resin regeneration system, brine storage and transfer systems, and resin storage and system controls needed for full operation of the ion exchange treatment system. **Table 3-2** below provides a summary of the estimated costs for the ion exchange treatment alternative.

**Table 3-2. Conceptual Level AIX Capital Cost Estimate**

Item	Size/Units	Quantity	Unit or Material Cost	Total Cost
General Requirements	L.S.	1	\$ 50,000	\$ 50,000
Site Civil (slab, site work)	L.S.	1	\$ 110,000	\$ 110,000
Site Mechanical (RWM piping, u/g)	L.S.	1	\$ 90,000	\$ 90,000
Electrical (new service, MCC, VFD's)	L.S.	1	\$ 120,000	\$ 120,000
12-inch FM (WTP to WWTP)	FT	5300	\$ 90	\$ 477,000
DIW upgrades	L.S.	1	\$ 250,000	\$ 250,000
<b>Process</b>				
Ion Exchange (vessels, brine tanks, regen pumps, resin)	MGD-ADD	0.75	\$ 1.25	\$ 937,500
Instrumentation & Controls	L.S.	1	\$ 80,000	\$ 80,000
<b>Total Construction Cost</b>				<b>\$ 2,114,500</b>
Contingency	% of Const.	15%	\$ 317,175	\$ 317,175
Engineering Planning, Design and Permitting	% of Const.	12%	\$ 291,801	\$ 291,801
<b>Total Budget</b>				<b>\$ 2,723,476</b>

### 3.2 GRANULAR ACTIVATED CARBON

Activated carbon is commonly used adsorb natural organic compounds, taste and odor compounds, and synthetic organic chemicals in drinking water treatment. Adsorption is both the physical and chemical process of accumulating a substance at the interface between liquid and solids phases. Activated carbon is an effective adsorbent because it is a highly porous material and provides a large surface area to which contaminants may adsorb. The two main types of activated carbon used in water treatment applications are granular activated carbon (GAC) and powdered activated carbon (PAC).

Multiple carbon manufacturers and carbon bases of their carbon components have been utilized to effectively remove PFCs in water sources. The testing researched has resulted in a variance of active removal rates and bed volumes. The carbon base material, loading rates, raw water contaminants, nominal organic matter (NOM) and TOC, and granule size have all contributed to the length of run time, removal of specific contaminants and regeneration frequency. Despite the variations in these criteria, the treatment technology is overall effective at removing PFCs of concern for the City of Stuart.

In general, waters with TOC and NOM in the raw water significantly reduces the bed volumes to contaminant breakthrough. This results in more frequent regeneration and more costly operations. Relating to the City of Stuart's ground water supply, organics are going to be present and are most likely going to reduce the longevity of each carbon load. It is anticipated that the frequency of full breakthrough would be around the 10,000 bed volumes (Appleman, 2012).

At the pilot scale, small columns of GAC can be exposed to a steady stream of raw water to simulate the actual operating conditions of the Utility. Pilot testing is typically completed using 4-inch columns filled with a known quantity of GAC. As the water is processed through the GAC, the water quality parameters are analyzed on the treated side of the GAC media. As the specific parameters of concern consume the GAC adsorption sites within the media, they will be identified in the treated water. This is termed as the initial breakthrough and the beginning stages of degrading removal of the specified contaminant. At this point, the carbon will become less efficient at removing the contaminant and the engineering analysis can be used to determine the percentage of breakthrough that can be allowed while maintaining compliance with the regulatory conditions. Once the GAC reaches its limit for obtaining regulatory compliance, it is considered exhausted and requires regeneration or replacement with virgin media. This process reveals the design parameters for the full-scale design and operation of the GAC treatment process and can be scaled up directly to the full-scale treatment.

At the full-scale treatment design and operation, the process is administered in the same fashion. The pressurized carbon vessels are much larger and hold from 20,000 to 40,000 pounds of GAC and require backwash cycles as the pressure buildup in the vessel typically escalates prior to the exhaustion of the carbon media. The breakthrough of the contaminants is observed similarly to the breakthrough described for the pilot scale operation. The frequency of regeneration is similar to the process observed in the pilot scale adjusted for the quantity of flow at the full-scale treatment. As noted above, the full-scale treatment and operation closely resembles the process experienced in the pilot scale treatment and operation. The following process flow diagram (**Figure A**) is a schematic depiction of the integration of GAC into the City's existing process.

Some of the advantages of using GAC include:

- Proven technology with numerous installations
- Requires low operating pressures
- No chemicals required for treatment
- Less maintenance than other treatment alternatives
- High percentage removal of specific contaminants
- Can be designed for full or partial removal of contaminants
- Regenerated GAC minimizes operational costs
- Capital expense for installation is low compared to other alternatives
- Allows hardness and alkalinity through for treated water stability

The disadvantages include:

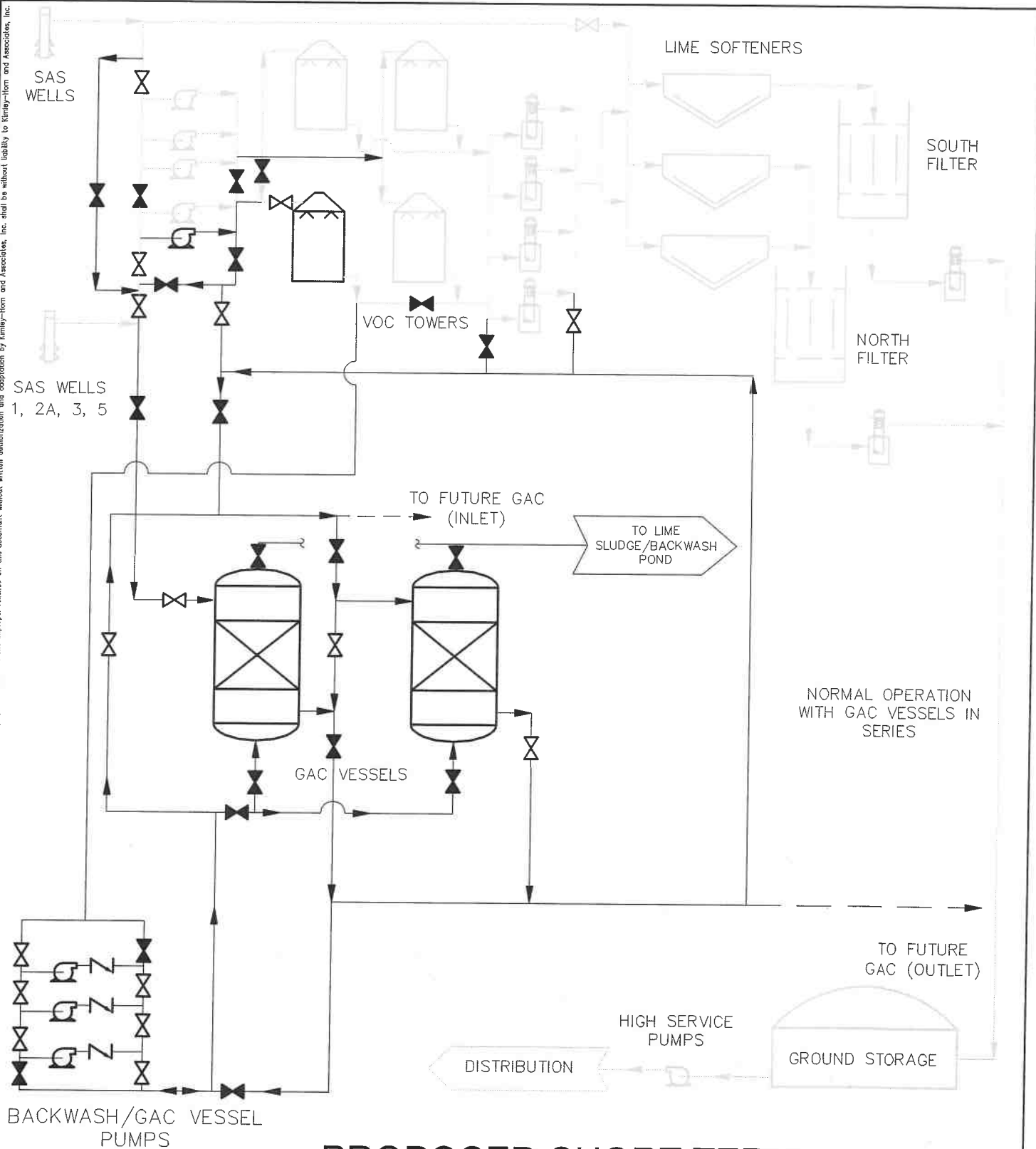
- Spent carbon must be regenerated offsite
- GAC is consumed by hydrogen sulfide (H<sub>2</sub>S), iron, DOC and TOC which can reduce the removal efficiency and significantly shorten the regeneration cycles, resulting in increased operating costs
- Iron can blind over the media, greatly reducing the treatment effectiveness of the GAC
- Large loading of backwash/rinse flow disposal into the onsite backwash basin for the lime softening facility
- Operational expenses may be higher than the other alternatives due to the frequent estimation of regeneration cycles

### 3.2.1 Conceptual Level Engineer's Opinion of Probable Cost

Estimated operating costs for the various treatment levels is presented in **Table 3-3** for GAC treatment. Non-labor operating costs are mainly composed of the cost of GAC regeneration. Operating costs are estimated based on average annual design flow conditions. The largest contributor to the operating expenses for GAC center around the supply and regeneration of the GAC media, its transport to and from

Drawing name: K:\WPB\_Civil\144967008 - UCMR3 & PFC Evaluation\CAD\PlanSheets\PILOT.dwg Layout1 (4) Jan 04, 2017 4:52pm by: kaitlin.dombrowski

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# **PROPOSED SHORT TERM MODIFICATIONS - GRANULAR ACTIVATED CARBON**

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JULY 2016

PROJECT NO.  
144967008

CITY OF STUART

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MARK D. MILLER  
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45320

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**FIG-A**

DATE:

October 25, 2018

Page 461

a regeneration facility, and steady replacement through each regeneration cycle. GAC regeneration costs are estimated using \$1.35 per pound of GAC and a GAC consumption rate of 0.64 pounds per 1,000 gallons treated prior to breakthrough. Backwash disposal costs, labor costs, and other existing operating costs are not included in this estimate. Overall, total operating costs are estimated to be \$0.58 per 1,000 gallons produced for the respective treatment level considered.

**Table 3-3. Conceptual Level Annual GAC Operational Cost Estimate**

ADD Capacity (MGD)	MDD Capacity (MGD)	Operating Costs (\$ per 1,000 gallon produced)	Estimated Annual Operating Cost (0.125 MGD treated per day)
0.125	0.161	\$ 0.58	\$ 26,463

The conceptual level of capital costs estimated for GAC treatment construction are shown in **Table 3-4**. The estimated costs are based on treating the average day demand flow rate of 0.65 MGD. The cost shown includes the GAC treatment systems, as well as the ancillary backwash systems and controls needed for full operation of the GAC treatment system. **Table 3-4** below, provides a summary of the estimated costs for the GAC treatment alternative.

**Table 3-4. Conceptual Level GAC Capital Cost Estimate**

Item	Size/Units	Quantity	Unit or Material Cost	Total Cost
General Requirements	L.S.	1	\$ 50,000	\$ 50,000
Site Civil (slab, site work)	L.S.	1	\$ 80,000	\$ 80,000
Site Mechanical (RWM piping, u/g)	L.S.	1	\$ 80,000	\$ 80,000
Electrical (new service, MCC, VFD's)	L.S.	1	\$ 95,000	\$ 95,000
<b>Process</b>				
Recirc/booster pumps	L.S.	1	\$ 50,000	\$ 50,000
Granular Activated Carbon (vessels, GAC, rinse pumps)	MGD-ADD	0.75	\$ 0.90	\$ 675,000
Instrumentation & Controls	L.S.	1	\$ 80,000	\$ 80,000
Total Construction Cost				\$ 1,110,000

Contingency	% of Const.	15%	\$ 166,500	\$ 166,500
Engineering Planning, Design and Permitting	% of Const.	12%	\$ 153,180	\$ 153,180
<b>Total Budget</b>				<b>\$ 1,429,680</b>

### 3.3 MEMBRANE TREATMENT

Research suggests that membrane treatment is a viable option for removal of the contaminants listed in the UCMR 3 and the suggested contaminants in the drafted UCMR 4. However, there is no known full-scale membrane treatment system that is currently in operation and that demonstrates consistent reliable rejection of these contaminants. Depending on the level of treatment desired and the contaminants present, nanofiltration (NF) membranes can be implemented to provide effective removal of the PFCs regulated by the UCMR 3 and UCMR 4. As with several other technologies listed within this analysis, the smaller carbon chain PFCAs such as perfluorobutanoic acid (PFBA) are more challenging to remove. Nanofiltration membranes were observed to remove greater than 90% of the PFCs in both a flow through and recycled treatment approach (Appleman, 2012).

Where more effective treatment removal is needed, brackish water reverse osmosis (RO) membranes have shown to remove greater than 90% of all the contaminants listed and greater than 95% of all contaminants listed over the molar mass of 300 g/mol (Appleman, 2012). Even with the molar mass driving most of the rejection abilities, the RO membrane is estimated to remove greater than 95% of PFBA found in the raw water which are the smallest chain of PFCs. Therefore, membrane treatment provides the best available technology and highest removal efficiency of all the PFC's down to the smallest molecular weight than the other treatment methods. While research indicates that membrane elements appear to reject the PFBA, PFCs and PFOAs at a high rate, it is suggested that the City pilot membrane elements to confirm the rejection rates as well as compare the performance of elements from different manufacturers.

At the pilot scale, a single element testing unit can be utilized to show rejection characteristics of selected membranes. The performance can be quickly compared by simulating the projected recovery of multiple elements within the full-scale system. Typical single element pilot tests focus on the lead and tail elements of the system as well as a representative middle element within the membrane train. Samples taken from the raw feed stream, permeate and concentrate can be analyzed to monitor the respective performance from the membrane elements. If further testing is desired to simulate the full membrane train's performance and any fouling potential, a pilot scale membrane test can be initiated using 4-inch elements mocking the

projected staging array. The following process flow diagram (**Figure B**) is a schematic depiction of the integration of membranes into the City's existing process.

Some of the advantages of using membrane treatment include:

- High percentage of removal of contaminants
- Continuous operation of consistent treatment quality
- Automated process controls for operators
- Lowest operating costs compared to the comparable alternatives
- Can be tested at small scale to identify the effective removal of contaminants

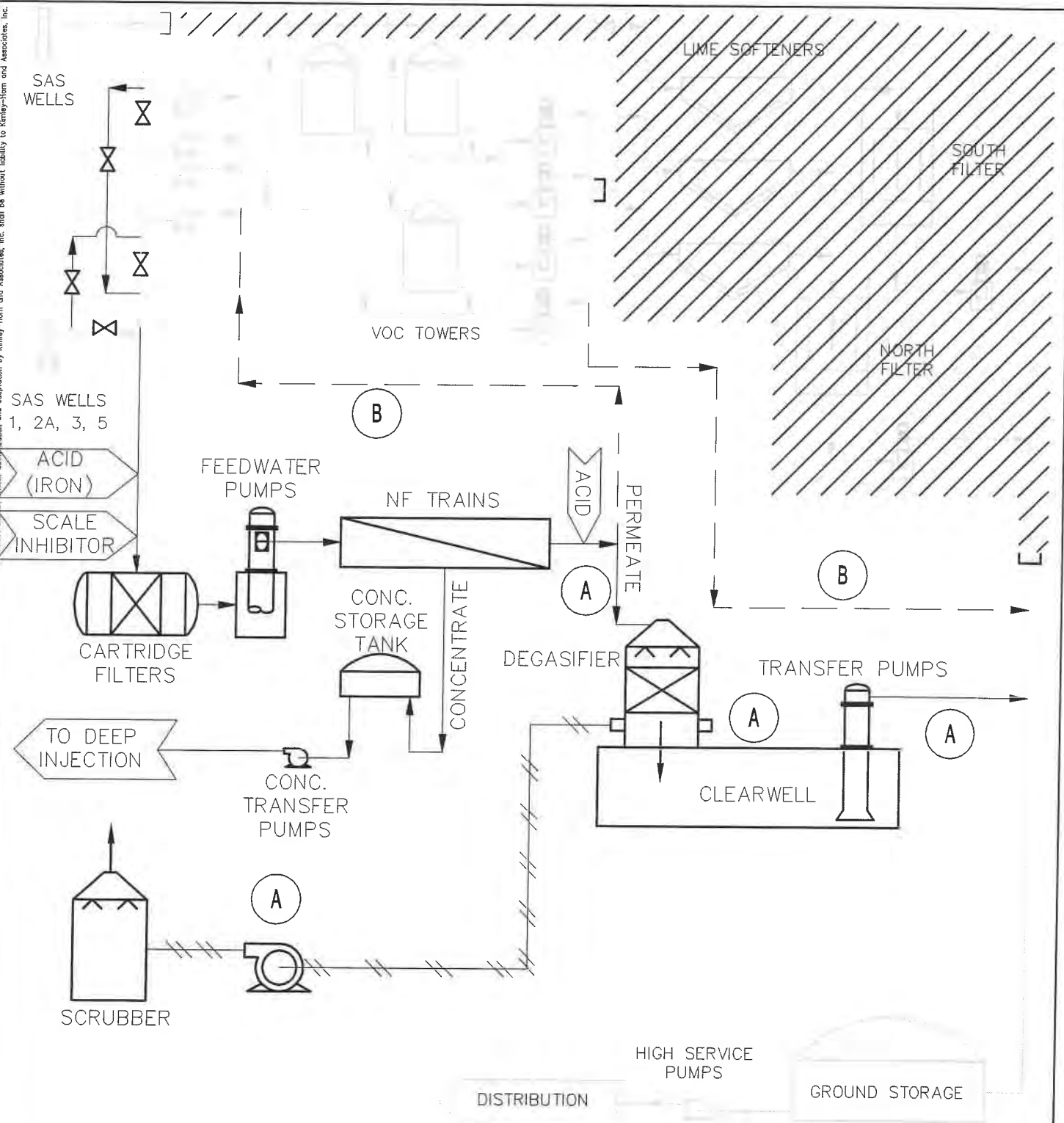
The disadvantages include:

- Concentrate disposal is required resulting in increased DIW usage
- Direct forcemain required to convey concentrate to DIW for disposal
- New chemicals introduced to the plant operation (acid for pH adjustment, antiscalant for membrane process)
- Capital expense is larger than other alternatives
- Operator interaction and instrument technician required for day to day operation

### **3.3.1 Conceptual Level Engineer's Opinion of Probable Cost**

Traditionally, membrane operational costs and concentrate disposal have been the prohibiting factor in integrating membrane treatment. Since the City's WTP currently has a deep injection well for wastewater effluent injection, the concentrate disposal expense includes repumping the concentrate down the deep well. Given that the anticipated feed pressures for this raw water quality are expected to be less than 100 psi, the non-labor operating costs are much more comparable to, if not less expensive, than other treatment technologies. For this operating expense analysis, we have calculated the power consumption using 100 psi as the feed pressure and the remaining concentrate pressure to transport the concentrate to the effluent storage and disposal site.

The non-labor operating costs are mainly composed of energy (feed pumping) cost, membrane replacement cost (5-year replacement), and concentrate disposal cost (repumping down the deep injection well). The conceptual level operating costs are estimated based on average annual design flow conditions. Membrane feed power costs are estimated using \$0.12 per KWH and 100 psi net feed pressure, which results in a cost of \$0.25 per 1,000 gallons of membrane permeate produced. Concentrate disposal pumping results in a cost of \$0.05 per 1,000 gallons of membrane permeate produced, which results in total membrane operational costs of \$0.30 per 1,000 gallons of membrane permeate produced. Concentrate disposal is assumed to be via a



= NORMAL CLOSED  
 = NORMALLY OPEN

## PROPOSED SHORT TERM/LONG TERM MODIFICATIONS NANOFILTRATION

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JULY 2016

PROJECT NO.  
 144967008

CITY OF STUART

DESIGN ENGINEER:  
 MARK D. MILLER  
 FLORIDA P.E. LICENSE NUMBER:  
 45320  
 DATE:

SHEET NUMBER

**FIG-B**

relatively easy and inexpensive to construct and operate. There are a wide variety of electrode materials that can be used, however, their cost is a major limitation as well as the difficulty of building the electrodes compared with other electrode materials. In general, electrochemical oxidation has some limitations. Production of toxic by-products may also occur when treating PFAS-contaminated wastewater mixed with other harmful substances, including chlorine gas, hydrogen fluoride, bromate, perchlorate, and absorbable organic halides. Future research is needed for these options since degradation of different PFASs, including polyfluoroalkyl compounds can occur. Furthermore, only two studies have observed PFAS destruction when using electrochemical oxidation in the presence of aqueous film-forming foams (AFFF) impacted or PFAS-contaminated synthetic groundwater. More studies need to be conducted with environmental matrices to determine whether electrochemical oxidation is suitable for PFAS remediation. Photolysis, photocatalysis, activated persulfate oxidation, and other UV-induced oxidation are also promising treatment methods, but again, require similar research as electrochemical oxidation have not been fully developed into full scale implementation.

Thermal degradation of PFASs involves breaking the C–C and C–F bonds with high temperatures to produce perfluoroalkyl radicals that will subsequently decompose and form similar degradation products as photolytic treatment of PFASs. Thermal treatment methods include thermal chemical reactions, incineration, sonochemistry, sub- or supercritical, microwave-hydrothermal, and high-voltage electric discharge, all of which are still in research modes.

Incineration is one of the most common ways to destroy hazardous compounds and to reduce waste, but can result in harmful emissions. Incineration of PFASs, including PFOS, ammonium perfluorooctanoate (APFO), and PFOA, has been successful at temperatures ranging from 600 degrees Celsius to 1,000 degrees Celsius (USEPA, 2003; Krusic and Roe, 2004; Krusic et al., 2005; Yamada et al., 2005; Taylor et al., 2014).

Sonochemical degradation of PFASs is another treatment process that occurs through the application of ultrasound to an aqueous medium. When ultrasound is applied, cavitation bubbles form during the rarefaction (negative pressure) portion of sound waves. The cavitation bubbles will implode, creating extreme temperatures and pressures (14,000 psi) within its cavity. Highly reactive intermediates and radicals, including hydroxyl radicals, hydrogen atom, and oxygen atom, form during cavitation bubble collapse. This combination of highly reactive species and high temperatures and pressures has made sonolytic decomposition of PFASs successful, but again is only at the research level.

Table 3-6. Conceptual Level Membrane Capital Cost

Item	Size/Units	Quantity	Unit or Material Cost	Total Cost
General Requirements	L.S.	1	\$ 50,000	\$ 50,000
Site Civil (slab, site work)	L.S.	1	\$ 110,000	\$ 110,000
Site Mechanical (RWM piping, u/g)	L.S.	1	\$ 90,000	\$ 90,000
Electrical (new service, MCC, VFD's)	L.S.	1	\$ 150,000	\$ 150,000
12-inch FM (WTP to WWTP)	FT	5300	\$ 90	\$ 477,000
DIW upgrades	L.S.	1	\$ 250,000	\$ 250,000
<b>Process</b>				
Building	SQFT	8000	\$ 110	\$ 880,000
Membrane Treatment	MGD-ADD	0.75	\$ 1.40	\$ 1,050,000
Instrumentation & Controls	L.S.	1	\$ 150,000	\$ 150,000
<b>Total Construction Cost</b>				<b>\$ 3,207,000</b>
Contingency	% of Const.	15%	\$ 481,050	\$ 481,050
Engineering Planning, Design and Permitting	% of Const.	12%	\$ 442,566	\$ 442,566
<b>Total Budget</b>				<b>\$ 4,130,616</b>

Microbial degradation of PFASs has only been observed to occur with polyfluoroalkyl substances. Several other studies have used different treatment methods to degrade PFASs, including ozonation under alkaline conditions, permanganate, and ball milling. Ozonation is a commonly used advanced oxidation processes (AOP) in at least one-third of water treatment plants in the United States. Ozonation of PFOA and PFOS was viable within 4 h when pretreating with O<sub>3</sub> at pH 4–5, followed by pH adjustment to 11, but environmental matrices containing humic acid may inhibit ozonation (Lin et al., 2012a). Permanganate is also widely used as an oxidizing agent for iron and manganese, taste and odor control, microorganism control, and degradation of other hazardous pollutants. Permanganate removed about 50% PFOS, but with only 5% fluoride yield at elevated temperatures and very low Ph (65 degrees Celsius and pH 4.2). Although complete PFOS decomposition could not be achieved, degradation efficiency of permanganate improved with increasing temperatures and was not inhibited by the addition of organic acids, including oxalic, tartaric, succinic, citric, and humic acid.

In contrast to ozone and permanganate, ball milling is a type of mechanochemical (MC) destruction method that has been used to destroy PFOS and PFOA (Zhang et al., 2013b). Reactions take place at the surface of the ball mills while mechanic force is applied, such as shaking. This process effectively destroyed PFOS (<0.2% PFOS remained with 92.3% fluoride

yield) after 6 h of ball milling. When potassium hydroxide (KOH) was added, PFOS and PFOA were completely destroyed with higher fluoride yields. This treatment option is energy intensive and requires significant storage capacity due to the residence times required.

In general, most of these advanced treatment options are still considered research and do not have any known full scale installations with any proven operational track record. Therefore, further consideration of these treatment options is not feasible or recommended at this point.

## 4 PILOT TESTING

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Given the relatively minimal testing history and research completed on PFCs and the limited full scale treatment systems that have been in operation, it was recommended that the City of Stuart perform a pilot test immediately to identify the best method of treatment for the Utility. Specific technologies to be tested include GAC, NF, low pressure RO, and ion exchange (jar test level) as those technologies showed the most effective removal of PFCs in the research that has been conducted. The pilot testing will help to identify the operating costs related to regeneration of the GAC and ion exchange medias, as well as the feed pressures effective for membrane treatment. Further, design specifics can be identified to support the preliminary and final design of the full-scale treatment.

It is important to dedicate the pilot testing to the worst case supply to ensure that the desired level of water quality can be obtained as well as develop a conservative review of the capital and operating costs. In the City of Stuart's Utility, it is recommended to identify the worst case source water and commence the pilot testing at that location. Should the well not present access for pilot testing onsite, a split stream of the water supply can be plumbed to the nearest available area for operating the various pilot testing units.

Although AIX may provide sufficient treatment and removal of PFC's, pilot testing IX was not conducted due to the significantly higher capital costs associated with constructing a separate pipeline to the WWTP for disposal of spent brine regenerant to the WWTP, and additional costs and handling of salt and brine for the regeneration. Simply disposing of the spent regenerant to the WWTP creates higher than desired salinity in the treated wastewater effluent used in the City's reclaim system.

### 4.1.1 GAC Pilot Testing – Conducted

GAC pilot testing offers a lot of flexibility in performing tests quickly and efficiently. The pilot testing recommendation includes securing a four-column GAC pilot where multiple carbon manufacturers and carbon bases can be compared and conducting a small scale rapid column test (RSSCT). Onsite monitoring and sampling will be required to ensure that all PFC parameters can be tracked as the media exhausts its adsorption capabilities.

Additional pilot testing was recommended and completed by Calgon Carbon Corporation (CCC) by taking a water sample from the respective well, sending the sample to the manufacturer's lab to complete an accelerated column test (ACT), which can provide a more rapid insight into the carbon's removal capabilities than a column test stand. While the RSSCT's and ACT's aren't anticipated to be 100% scalable to the full-scale treatment, they should give a strong indication as to the water quality expectations, regeneration frequency, and anticipated breakthrough timeframes. The current results from the ACT are provided below and summarized in the attached report, ***Accelerated Column Test (ACT) Study: Removal of Perfluorinated Compounds from Groundwater using Filtrasorb 400 12x40 Activated Carbon***, prepared December 5, 2016.

The ACT was conducted using Calgon's F-400 12x40 activated carbon to determine the bed life for reduction of PFCs as well as TOC and Color removal. The column test simulated a 10-foot diameter vessel containing 20,000 lbs granular activated carbon operating at 500 gallons per minute. This system and operation conditions simulated a 9.3 minute effective bed contact time (EBCT) based upon A.D. packing density, and 10.8 minute EBCT after backwashing. At completion, the ACT simulated 500 days of operation.

Figure 1 shows the plotted breakthrough curves for PFOS and PFOA versus simulated days of operation. Figure 2 shows the plotted breakthrough curves for TOC and Color versus simulated days of operation. The following conclusions can be drawn from the data generated in this ACT:

- The feed contained average PFC concentrations of 86 and 13 ppt for PFOS and PFOA, respectively, for a combined average of 99 ppt.
- The column effluent achieved initial breakthrough above the minimum detection limit after 60 simulated days of operation. The combined effluent concentrations for PFOS and PFOA reached higher than 70 ppt after nearly 180 simulated days of operation, equating to a carbon use rate of 0.16 lbs GAC per 1000 gallons treated. See Figure 1 for plotted breakthrough curves for PFOS and PFOA versus simulated days of operation.
- The feed contained an average TOC concentration of 9.6 mg/L (ppm) and an average apparent color of 23.

- The column effluent achieved initial breakthrough above detection limit for TOC after ~11 simulated days of operation, which equates to a carbon use rate of 2.66 lbs / 1000 gallons treated.
- TOC achieved 50% breakthrough after ~20 simulated days, which equates to a carbon use rate of 1.45 lbs / 1000 gallons treated. The initial breakthrough for color was observed at the same time and reached 50% of feed at ~73 simulated days of operation.
- Figure 3 indicates the bed volumes to provide sufficient treatment are greater than 20,000. Assuming the influent concentration of the PFOS/PFOA combined is nearly four (4) times the ACT results, the bed volumes are expected to be less than 10,000 to provide sufficient treatment of PFC's to less than the EPA limit of 70 ppt.

The ongoing RSSCT column testing being conducted was determined to be inconclusive at the time of this report preparation. Ongoing pilot testing using GAC and AIX concurrently and in series will be conducted and presented at a future date, if found to be successful.

Some of the early testing data suggests several of the following issues should be considered in the design of a proposed GAC system. Some of these include:

- Iron and TOC levels will affect PFC treatment negatively. Competition for the carbon sites exists when elevated levels of iron and TOC exist, reducing the carbons absorption ability for PFC removal. Additionally, any oxidized form of iron which occurs will blind over the top layers of GAC, further reducing the absorption capability of the GAC. Therefore, it is important to prevent oxidation of iron prior to the GAC beds.
- The existing VOC towers may improve GAC performance since they appear to reduce overall iron levels in the raw water through the tower packing. Iron levels appear to decrease by more than 50% through the towers based on field testing, and since some of the TOC's are bound up with iron, may also reduce TOC levels through the towers. Historically, the VOC towers are cleaned regularly due to the buildup of foulants, of which may be a conglomeration of iron, sulfide (converted to sulfur) and organics. Therefore, the proposed GAC piping confirmation should include operating the GAC vessels in series after the VOC towers.

#### 4.1.2 Membrane Pilot Testing

Reverse osmosis (RO) treatment has been identified as a more effective treatment alternative for removing PFCs, mostly due to the molecular weight cutoff for membrane rejection compared to the relatively large molecular weight of the PFCs. Across all sizes

of carbon chains, the removal has been identified as greater than 90% for most contaminants and over 95% for the remainder of the PFCs. Pilot testing for reverse osmosis is very similar to the steps described for NF with the exception of the membrane used for piloting. Generally, the units available to test NF are also capable of producing the higher pressures needed to operate RO membranes.

Nanofiltration (NF) offers a low operating cost membrane treatment alternative due to its low driving pressures and lower rejection which helps stabilize the permeate stream with minimal post treatment re-stabilization needed. Research indicates high removals (greater than 95% rejection) of PFCs which should be confirmed on the actual water source. In order to test the NF membrane's rejection capabilities, analyzing a single element's performance can be completed quickly and efficiently using a single element test unit fed with raw water. Additional multi-element pilot testing with concentrate staging is necessary to identify representative full-scale feed pressures, fouling conditions, recovery optimization and further water quality confidence. These tests are typically achieved through a 4-inch element pilot configured with concentrate staging and potentially inter-stage boost pumps as required to simulate full-scale treatment conditions.

## 5 DESIGN CRITERIA

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Each of the treatment alternatives present varying levels of treatment for consideration by the City. To confine the treatment expectations, the following subsections quantify the general design parameters for each alternative.

### 5.1 GRANULAR ACTIVATED CARBON

Based on the potable water capacity needed for supply to its customers, the City's minimal design conditions and equipment are defined within the table provided on page 27 – **DESIGN CRITERIA for FULL- SCALE GAC SYSTEM.**

The GAC system is relatively efficient in water production. The waste is composed of backwashing and rinsing of the media beds both on media replacement and with the routine operation. Much like a traditional filter, the GAC media will collect debris which will increase the differential pressure of across the media. As the differential pressure reaches a design set point, the media will require a 30-minute backwash followed by a 10-minute rinse. Each time the media is reloaded after regeneration, a backwash and rinse cycle is initiated prior to turning the vessel back into operation.

Figure 1 - Stuart, FL  
PFOS & PFOA vs Simulated Days of Operation

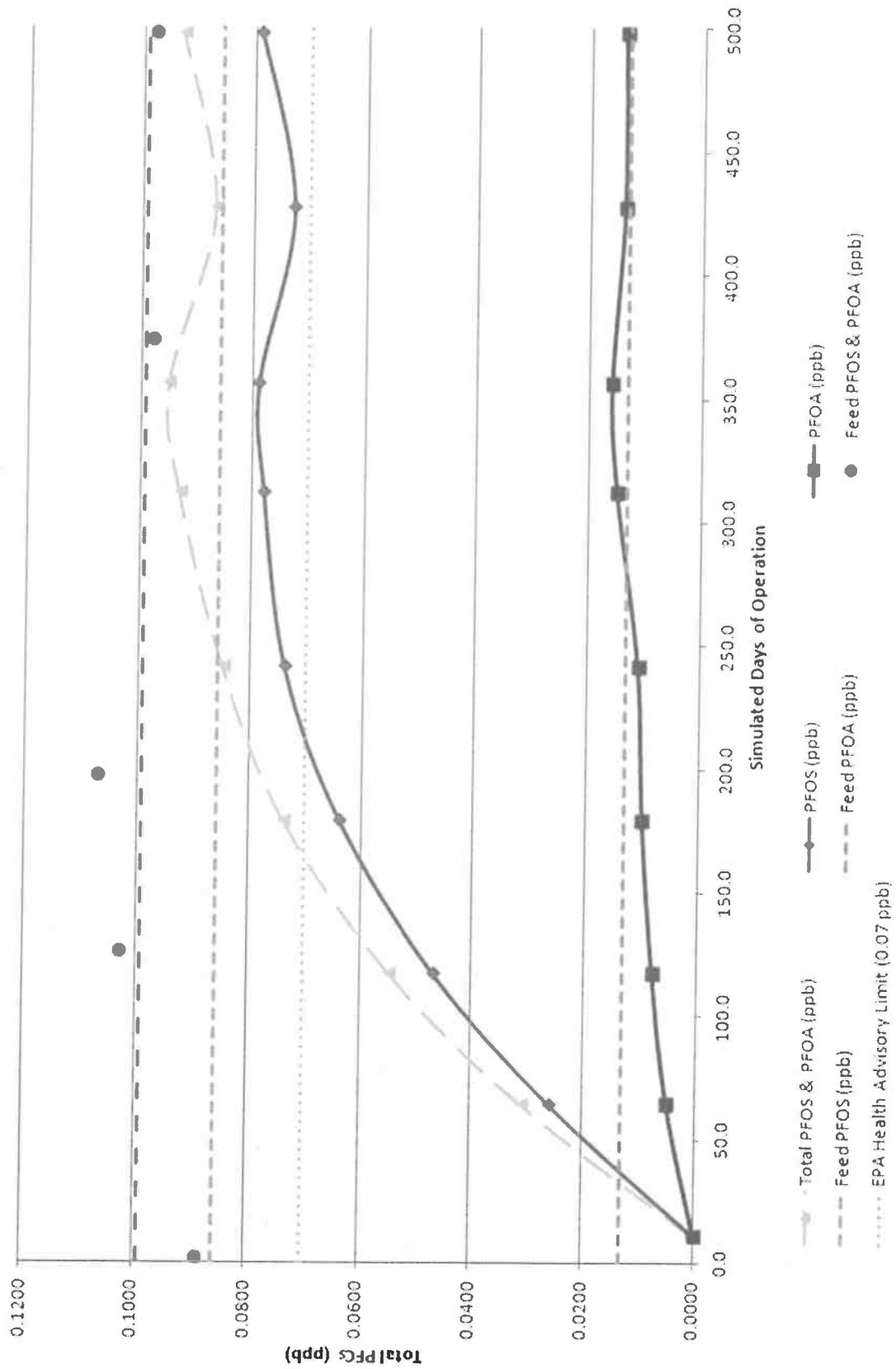


Figure 2 - Stuart, FL  
Total PFCs and TOC vs Simulated Days of Operation

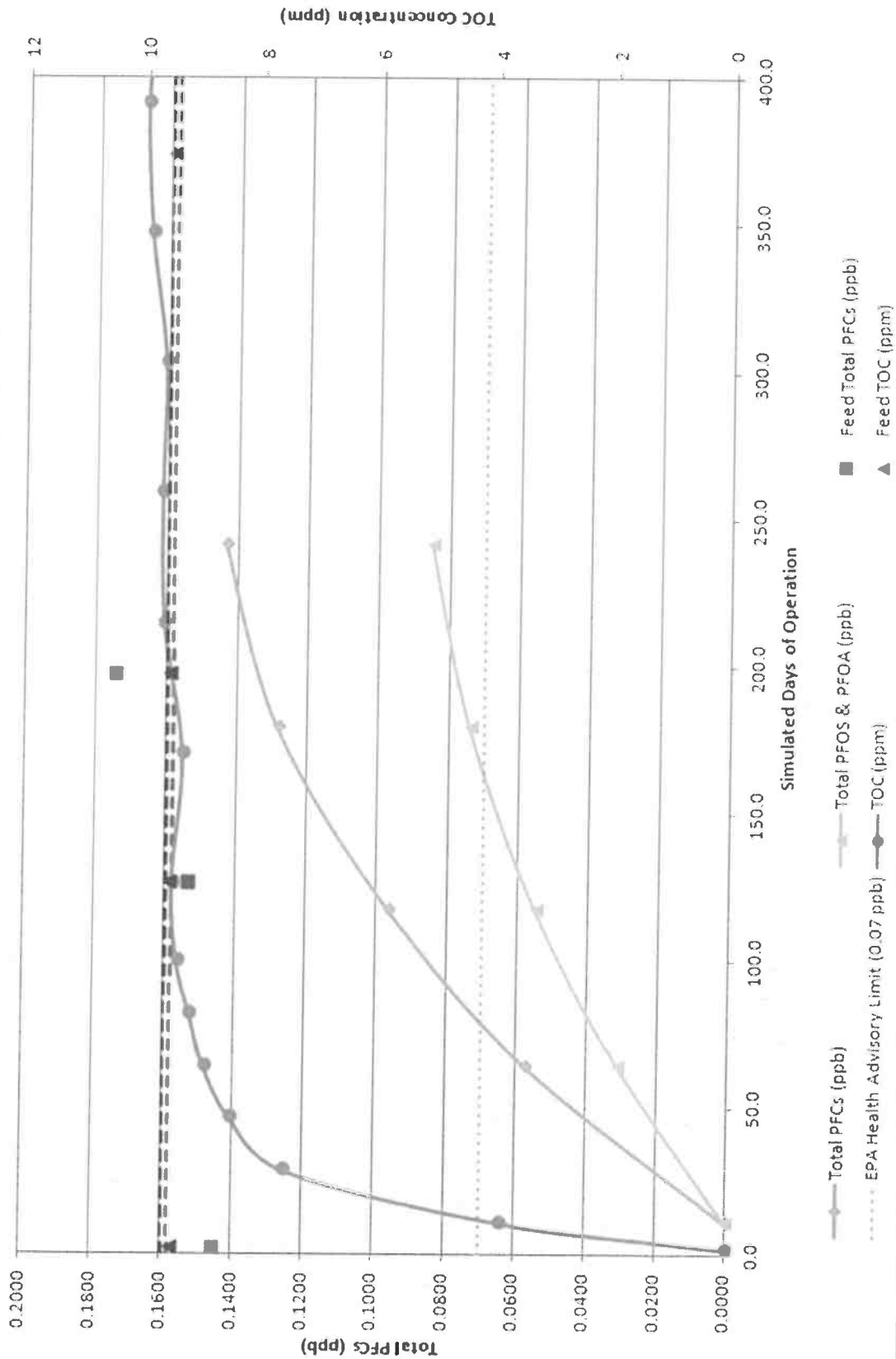
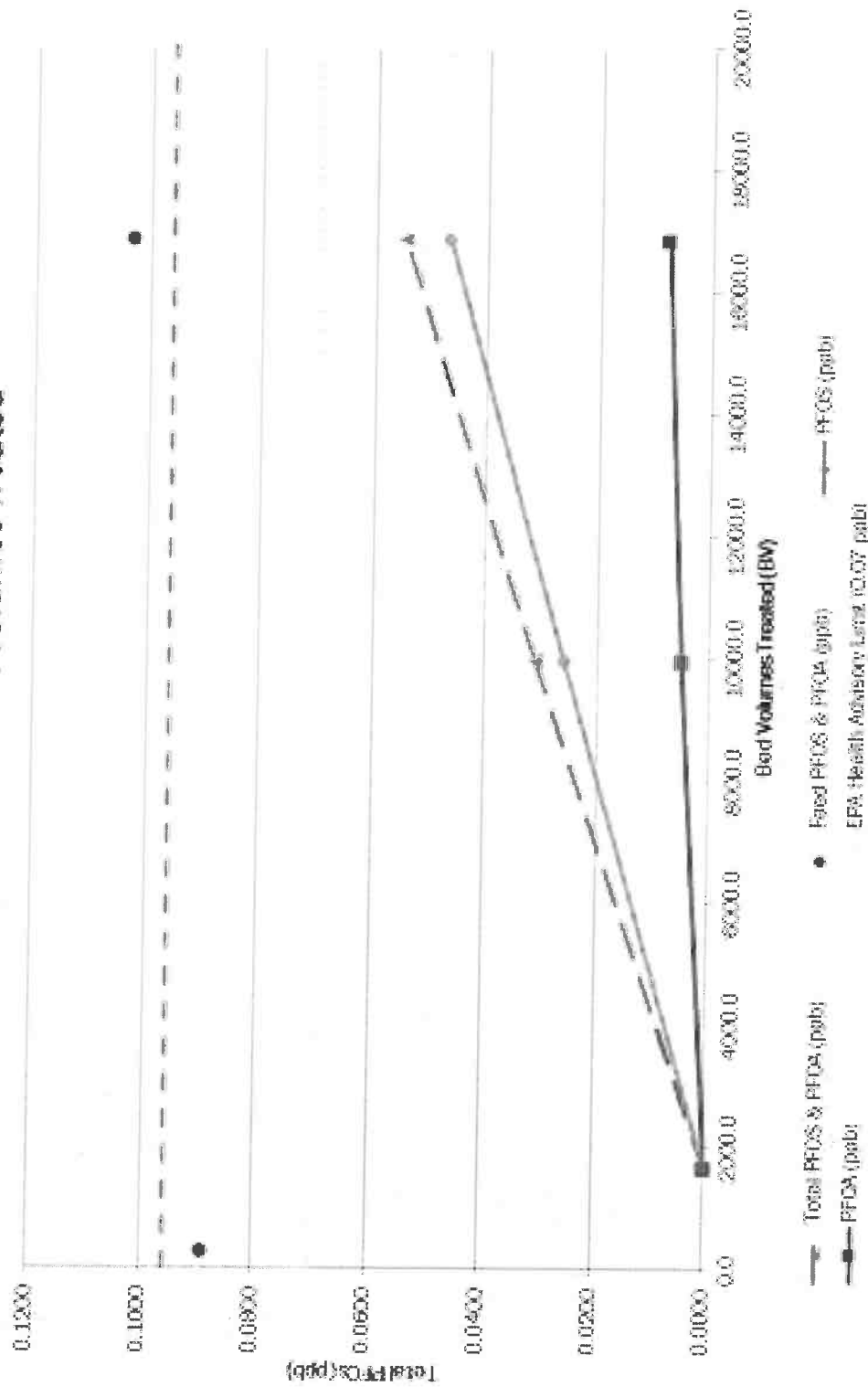


Figure 3 - Stuart, FL  
PFOS & PFOA vs Bed Volumes Treated



CalgonCarbon  
Pure Water, Clean Air, Better World

**DESIGN CRITERIA for FULL-SCALE GAC SYSTEM**

Parameter	Unit	Value
<b>Design Flow</b>		
Maximum Daily Flow	MGD	0.750
	gpm	520
Average Daily Flow	MGD	0.640
	gpm	440
<b>GAC Contactor Vessels</b>		
Type	Vertical, Round	
Number	each	2
Flow per Vessel	gpm	220
Diameter	ft	10
Height (min)	ft	20
<b>GAC Media</b>		
Type	coal- or coconut -based	
Media Depth	ft	20
Effective particle size (min-max)	mesh	8 - 40
Specific Gravity		0.6
EBCT (min)	min	10.00
GAC weight (approx, min)	lbs	20,000
Density (min)		26
Filtration Rate	gpm/sf	6.4
Backwash Rate	gpm/sf	10.0
Backwash Rate	gpm	785

The backwash system incorporates a backwash pump, storage tank and disposal to an onsite wastewater collection system. Backwash flow rates for the GAC are 15 GPM/ft<sup>2</sup> or 1,200 GPM for 30 minutes duration with a 10-foot diameter vessel. Following the backwash, a rinse is required to remove any fines or remaining debris at 3 GPM/ft<sup>2</sup> or 240 GPM for a duration of 10 minutes. Total flows utilized in the backwash process are shown in **Table 5-1** below:

**Table 5-1. Backwash Criteria**

Cycle	Flow Rate (GPM)	Total Consumption (Gallons)
Backwash Cycle	1,200 GPM	36,000 Gallons
Rinse Cycle	240 GPM	2,400 Gallons

The anticipated backwash frequency can vary based on the constituents found in the raw feed water. Similar systems are backwashing each vessel once per week. Utilizing two vessels, the quantity of waste stream water pumped to the influent of the wastewater treatment plant through the backwashing and rinse cycles totals approximately 77,000 gallons per week or an average of 11,000 gpd. Given the relatively large flow rate over the backwash cycle and the potential to surge the wastewater system, it would be necessary to provide a backwash waste storage tank to store and slowly repump the waste stream to the wastewater treatment headworks.

The proposed process flow diagram (PFD) includes two GAC absorber vessels that can be operated in parallel or series, and provide adequate GAC bed volume to treat up to 0.75 mgd (520 gpm) of raw water capacity, which supports water from wells 1, 3, and 5 having 180 gpm, 180 gpm, and 140 gpm of pumping capacity, respectively. The proposed piping configuration provides flexibility to treat raw water prior to and after the VOC towers, and discharges treated water to the suction of the VOC effluent pumps, or after prior to the lime softening treatment units (see Figure C-1).

## 5.2 ION EXCHANGE

Based on the significant additional costs to install a separate pipeline from the WTP to the WWTP for brine waste disposal, and the additional costs and handling of salt and brine feed system, AIX was not pilot tested and reviewed further. therefore, no treatment design parameters were established. Although AIX may a viable long-term solution, it was not evaluated further.

## 5.3 MEMBRANE TREATMENT

Based on the potable water capacity needed for supply to its customers, the City's minimal design conditions and equipment are defined within the following table:

**DESIGN CRITERIA for FULL-SCALE MEMBRANE SYSTEM**

Parameter	Unit	Value
Design Flow		
Maximum Daily Flow	MGD	0.750
	gpm	521
Average Daily Flow	MGD	0.640
	gpm	444
Permeate Daily Flow	MGD	0.750
	gpm	521
Concentrate Daily Flow	MGD	0.132
	gpm	92
Membrane Elements		
Membrane Element Diameter	inches	8
Membrane Element Length	inches	40
Nominal Membrane Surface Area	ft <sup>2</sup> /element	400
Vessel Length	elements	7
Membrane Treatment Trains		
Treatment Trains	units	2
System Average Flux	g/ft <sup>2</sup> /day	15
Minimum Recovery	percent	85%
Membrane Array	ratio	2:1
SCADA Automation	-	-

## 6 SUMMARY AND RECOMMENDATIONS – SHORT-TERM OPTIONS

Several treatment processes were evaluated to determine the best fit for the short-term and long-term approach to solidify the City's potable water production needs. The primary concern for this evaluation focused on emerging contaminants removal in order to achieve compliance with the current and oncoming UCMR regulations. The short-term solutions are defined with recommended steps for pilot testing, full-scale implementation and operation. The long-term solutions are conceptual in nature and require a much more thorough investigation to select a permanent solution.

### 6.1 REVIEW OF TREATMENT ALTERNATIVES

Multiple alternative treatment methods were evaluated using previous experience and current water quality parameters to treat the current surficial aquifer supply as the primary water source. The three short-term alternatives that research suggests significant water quality improvement based on the projected performance are GAC, membranes, and ion exchange treatment. Each was compared for operating and capital cost as well as their respective net present value as shown in **Table 6-1** below. The combination of capital and operating costs are plotted in **Figure 6** to project the annual expense over the first 20 years of operation.

### 6.2 SHORT-TERM RECOMMENDATIONS

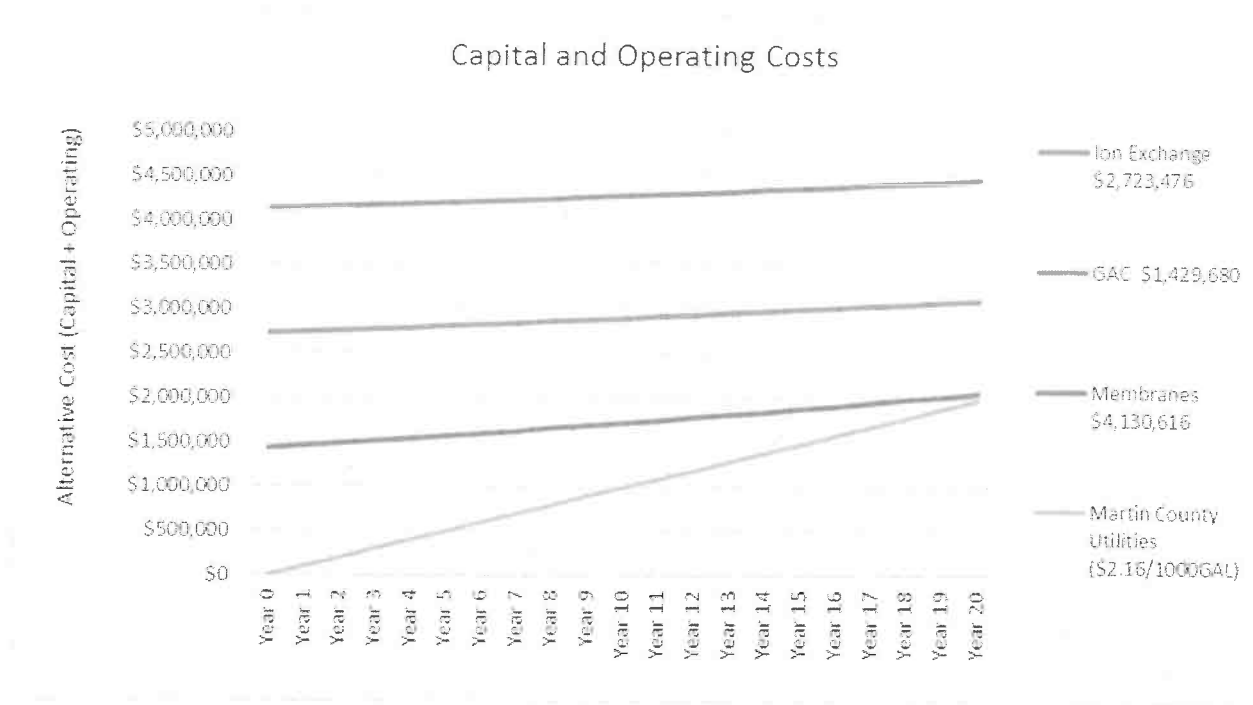
The three treatment alternatives considered for the Utility's WTP are each projected to remove the emerging contaminants to an acceptable level for UCMR regulatory compliance. The recommendations have been based on the ability to achieve treatment compliance for the Utility as well as capital expense and operational expense. After reviewing these categories for each alternative, this section provides a discussion of the treatment alternative selection that is recommend for short-term solution for the City's Utility.

*Table 6-1. Capital, Operating and NPV Cost Summary*

Treatment Alternative	Capital Cost	Annual Operating Cost	20-Year NPV: Capital and Operating Cost
Ion Exchange	\$ 2,723,476	\$ 15,969	\$ 3,042,851
GAC	\$ 1,429,680	\$ 26,463	\$ 1,958,930
Membranes	\$ 4,130,616	\$ 13,688	\$ 4,404,366
Martin County Utilities	\$ -	\$ 98,550	\$ 1,971,000

Based on the combination of capital and operating costs, it is recommended that the Utility pursue the GAC treatment alternative for this facility. The GAC treatment alternative provides the lowest capital cost for the three alternatives and relatively similar capital expense for water production. Additionally, GAC provides the necessary treatment capabilities to effectively remove the emerging contaminants from the raw water supply coupled with flexibility to increase removal through increasing the media regeneration frequency. Further, the annual operating expenses are slightly more than the membrane treatment alternative however, the capital cost differential doesn't support the short-term application of membrane treatment.

**Table 6-1** highlights the operational and capital expense for operating the facility over the course of 20 years. As shown in the capital and operating costs figure, GAC provides the second most cost effective solution for the City's treatment. Since this option will most likely be a short-term solution to the City's demand, buying water from Martin County Utilities is the most cost effective short-term solution (5 years +/-) even though the operating costs are much higher than one of the treatment options. The long-term economic differential is graphically depicted in **Figure 6** and numerically with the net present value shown in **Table 6-1**.



*Figure 6. Capital and Operating Cost 20-Year Projection (1.5% Discount Rate)*

Depending on the water source selected for the long-term supply for the City's potable water, the GAC treatment alternative may be used for full treatment or in conjunction with another treatment alternative to achieve regulatory compliance and water quality preferences set by the City. Further analysis and testing should be completed to confirm the treatment alternatives necessary for long-term future water supplies.

## SUMMARY OF SHORT-TERM OPTIONS

The shallow aquifer is becoming less dependable and susceptible to emerging contaminants of concern and unregulated compounds that may or will become more regulated in the future. GAC provides the most cost effective option, based on capital costs and operating costs within a 10-year life-span. Operating costs, however, are dependent on raw water PFC, TOC, and iron concentrations, since GAC regeneration frequency is greatly affected by these parameters.

Based on the research conducted on PFC's, pilot testing, and evaluation of the existing water treatment plant, the following recommendations are provided:

- A. Based on no initial capital costs to connect to Martin County Utilities, and the cost to purchase water from Martin County, this option is the most cost effective short-term solution, and addresses the immediate need to meet system demands. If the system demands do not exceed the current water plant treatment capacity, then there is no cost to the City.
- B. GAC is the best suited treatment method for this application as a short and long-term solution to the PFC contamination issue, based on costs, implementation and estimated flows of 125,000 gpd average daily flow. Considering the wide variations in PFC concentrations from well S-3, operational adjustments described herein can be implemented to help maintain a consistent PFC feed concentration to the GAC system.
- C. Pilot testing demonstrated that iron and TOC can greatly affect treatment effectiveness and efficiency of GAC. Effectiveness is dictated by:
  - Total Organic Carbon (TOC)
  - Iron (Ferric & Ferrous)
  - Variable PFC levels

Most installed systems that utilize GAC for PFC removal are low in TOC levels (<5.0 mg/l), whereas TOC levels in the City's wells 1, 3, and 5 range from 6.0 to 10.0 mg/l, and the ACT pilot testing experienced greater than 10.0 mg/l. Elevated TOC levels in the raw water result in the PFC's competing for adsorption sites, rapidly diminishing the GAC's ability to absorb PFC's.

Although iron may be bound up with the TOC, any oxidation of the iron will tend to "blind" over the GAC sites, preventing any absorption of the other PFC contaminants from the raw water and short-circuiting of the GAC bed.

The PFOS levels in the raw water have varied wildly, from undetected (0.0058 ug/l) up to more than 2,100 ug/l. Coupled with elevated levels of TOC and iron, careful monitoring of the effluent must be implemented.

- D. Reduce flows from well S-3 in order to control PFC levels to treatable levels, using well flows from S-1 and S-5 capacities. Operational adjustments can be implemented with the GAC system.
- E. GAC, and possibly AIX provides specific treatment and removal of PFC's, allowing hardness and alkalinity to pass through. This provides the ability to stabilize a future water treatment process which may utilize reverse osmosis (RO) treatment of an alternative water supply being the Floridan aquifer.
- F. If a GAC system is implemented, the GAC system will utilize one of the existing VOC towers, currently rated for 1,020 gpm to 1,400 gpm, as either a pretreatment to the GAC or as post-treatment to the GAC system. Specific volatiles (VOC's) such as Vinyl Chloride cannot be absorbed by GAC, and therefore the towers must still be used where other contaminants exist in the same raw water.
- G. Nanofiltration is considered the best available technology for this site in treating the PFC's, due to its high rejection rate and ability to allow hardness and alkalinity to still pass through the membranes. The TOC reduction is also expected to be less than 1.0 mg/l in the permeate stream.
- H. Consideration of converting a NF membrane system designed for organics and PFC removal, could be later converted to brackish RO membrane treatment system, and should be considered in the long-term future alternative water supply evaluation.
- I. From a regulatory perspective, although the PFC levels are not enforceable and do not carry a maximum contaminant level, the goal should still be to reduce PFC's to below the health advisory levels (HAL). With that said, continuous monitoring using color can be an indicator for spent carbon in terms of TOC breakthrough, and can be correlated to PFC breakthrough. This will minimize the amount of frequent grab sampling necessary for PFC measurements, since there is no know continuous monitoring technology for PFC's.
- J. Consider having further pilot testing conducted on the elevated PFC levels in well S-3, using GAC and AIX, including membrane treatment to confirm these PFC's can be removed, if part of the long-term water supply solution is to include maintaining capacity from the SAS wellfield.

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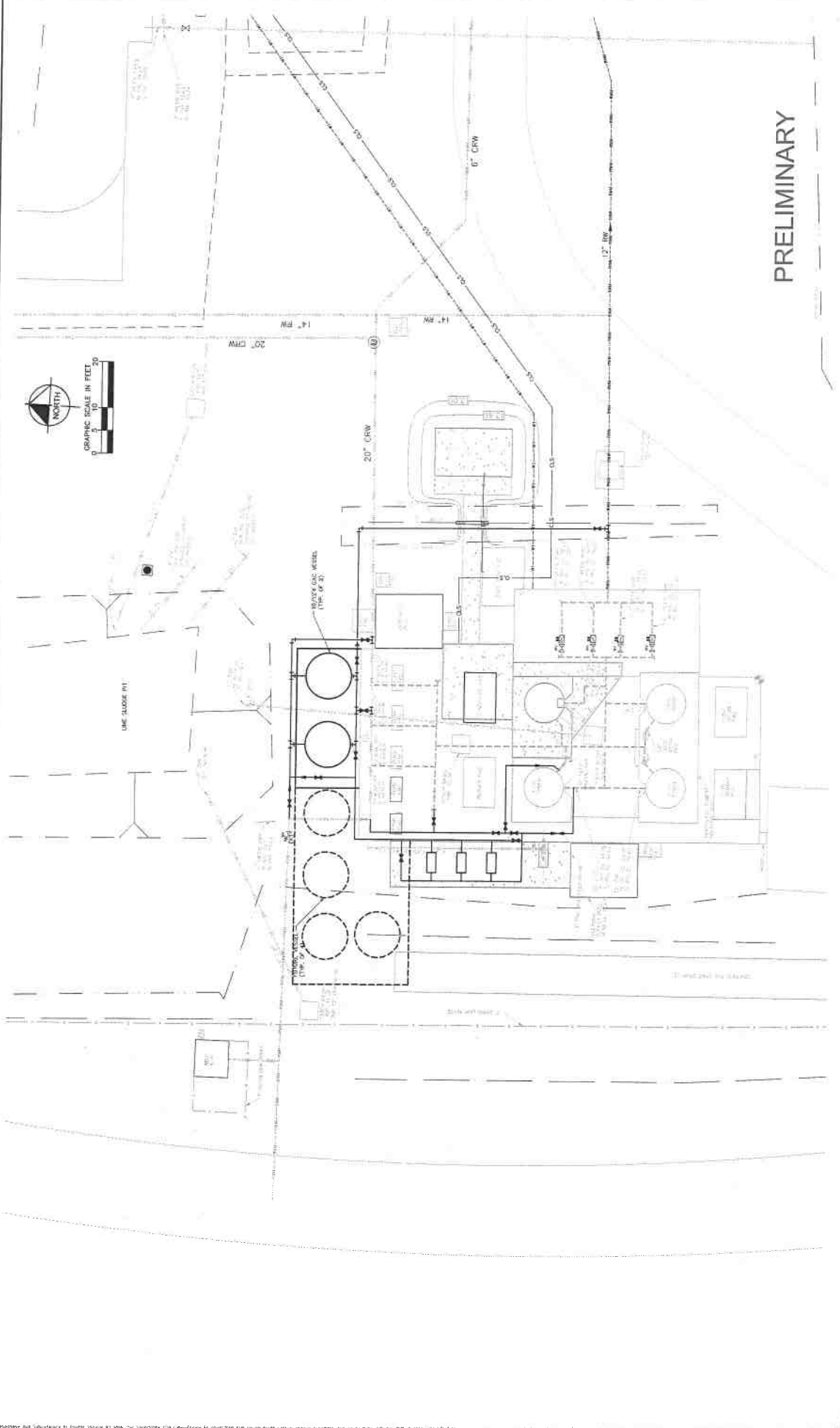
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<div> <p>NO.</p> <p>REVISIONS</p> </div>	<div> <p>DATE</p> <p>BY</p> </div>	<div> <p>FL-5013</p> <p>STUART, FL</p> </div>		



## **8. Prohibition Non-Collusion and Conflict of Interest Disclosure Statements**

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### **Bona Fide Employee Statement**

In accordance with Florida Statute 287.055(6)(a):

Kimley-Horn warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, Council, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement.

### **Statement of Non-Collusion**

The respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena.

### **Conflict of Interest Disclosure Statement**

Kimley-Horn does not have any potential conflicts of interest, real or apparent, due to ownership, other clients, contracts, Village employees, or interests associated with this project. No firm employee, officer, or agent has a conflict of interest with any aspect of Village of Indiantown government, or any department of the Village of Indiantown, or any individual Village officer or employee.

### **Signing Authority**

A copy of Kimley-Horn's Certificate of Signing Authority and accompanying list of personnel with signing authority is provided in the following pages.

Kimley-Horn and Associates, Inc.  
FULL CONTRACT SIGNING AUTHORITY  
December 14, 2017

ATLANTIC

NEWPORT NEWS  
Collins, Carroll E.

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Carter, Erica V.  
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Lefton, Steven E.  
Martin, Robert J.  
Murphy, Terence T.  
Sauro, Thomas J.  
Stevens, Ross S.  
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Yarnal, Brian D.

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Lickliter, Ashley C.  
White, Timothy E.

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Guillory, Michael B.

LAS COLINAS

Tribble, Guy B.

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December 14, 2017

These persons have authority to sign contracts using unmodified Kimley-Horn forms (not client-drafted contracts).

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<b>NEWPORT NEWS</b> Weist, Jamie H.	<b>SAN JOSE</b> Johnson, Miles R. Worthington-Forbes, Laura	<b>COLUMBUS</b> Muller, Justin M. <b>ROCHESTER</b> Payne, Lucas C.	<b>DURHAM DOWNTOWN</b> Lewellyn, Earl R.	<b>THE WOODLANDS</b> Freeman, Jr., Steven C.
<b>NEW YORK</b> Van Hise, Kevin		<b>TWIN CITIES</b> Henderson, Benjamin J. Libby, Jonathan N. Lincoln, Thomas J. Pertzsch, Jerry D. Sieh, Patricia D. Witzig, Jeanne M.	<b>LEXINGTON</b> Heustess, Aaron M. <b>MEMPHIS</b> Monroe, Kenneth W.	
<b>NORTHERN VIRGINIA</b> Albright, Michael R. Ameel, Adrienne C. Giffin, Geoffrey D. Harris, Michael J. Markham, Daniel C. Teague, M. Zach	<b>FLORIDA</b> <b>BOCA-DELRAY</b> Spruce, Michael D.  <b>FORT LAUDERDALE</b> Dabkowski, Adrian K. Robertson, Stewart E.	<b>MOUNTAIN</b> <b>DENVER</b> Steder, Matthew C. Turner, Meaghan M.	<b>NASHVILLE</b> Boles, Brendan Creasman, Brett McMaster, Ryan	
<b>PHILADELPHIA</b> Caponigro, Anthony A.	<b>FORT MYERS</b> Van Buskirk, Peter T.	<b>LAS VEGAS</b> Belsick, Jody Moles, Richard A.	<b>RALEIGH</b> Bostic, Christopher O. Cochran, Adam P. Gresham, Teresa R. Hachem, Stephanie L. Howell, Cory J. Moore, Jeffrey W. Reed, Elizabeth A. Robinson, Larry D.	
<b>RICHMOND</b> Ellington, David B. McPeters, Brian A. Musarra, Salvatore J.	<b>JACKSONVILLE</b> Brenny, Martin T. Schilling, William J.	<b>MESA</b> Grandy, Michael L.	<b>TEXAS</b> <b>AUSTIN</b> Mason, Sean R. Neal, Trey A. Parker, Brian J. Smith, Robert J.	
<b>VIRGINIA BEACH</b> Brich, Stephen C. Crum, Katie E. Farthing, Andrew P. Jucksch, Rebecca R. Mertig, Karl E. Miller, Edward W. Niss, Robyn M. Williams, Kyle D.	<b>LAKELAND</b> Lewis, Jason A.  <b>MOBILE</b> Walker, Jordan W.	<b>PHOENIX</b> Burgess, Lisa M. Burns, Leslie D. Delmarter, Michael L. Haney, Stephen E.	<b>BRYAN/COLLEGE</b> <b>STATION</b> Harris, Joseph C.	
<b>WHITE PLAINS</b> Canning, T. John	<b>ORLANDO</b> Burkett, Leon F. Tamang, Edwin L. Tate, Jr., S. Clif	<b>RENO</b> O'Brien, Molly M.	<b>DALLAS</b> Galloway, Steven D. Gaskey, Kevin S. Harris, Mark E. Kacir, Kent C. Lucas, Matthew A. Underwood, Sarah M.	
<b>CALIFORNIA</b> <b>LOS ANGELES DT</b> Chakravarthy, Srikanth Choi, Michael	<b>SARASOTA</b> Conerly, William E. Klepper, B. Kelley Pankonin, James R.	<b>SALT LAKE CITY</b> Johnson, Zachary A.		
<b>OAKLAND</b> Dean, Felicia C.	<b>TALLAHASSEE</b> Wetherell, Ryan S.	<b>TUCSON</b> Solis, Richard P.		
<b>ORANGE</b> Holst, Tyler J. Melchor, Jason J. Regueiro, Eric	<b>TAMPA</b> Hatton, Christopher C. Lee, Nathan Q.	<b>SOUTHEAST</b> <b>ALPHARETTA</b> Fanney, Angela L. West, Brian B.	<b>FORT WORTH</b> Morales, Hugo	
<b>PLEASANTON</b> Carley, Daniel C. Whaley, Tyler J.	<b>VERO BEACH</b> Husainy, Kinan F. Kiefer, Michael E. Van Rens, Peter J.	<b>ATLANTA</b> Newton, Gary T.	<b>FRISCO</b> Dickey, Kyle A. Millner, Daniel C. Safford, Ryan C.	
<b>SACRAMENTO</b> Klein, Paul A. Pittalwala, Fareed S. Tait, Zachary T.	<b>WEST PALM BEACH</b> Fairchild, Angelina Potts, John E.	<b>ATLANTA MIDTOWN</b> Bosman, Eric S. Coleman, Sean H. Johnston, Sean P. Strychalski, Raymond P. Warfield, M. Casey	<b>HOUSTON</b> Frysiner, Ashley M. Kirkland, Mark R.	
	<b>MIDWEST</b> <b>CHICAGO DOWNTOWN</b> Lemmon, Peter Marnell, Colleen L.	<b>CHARLOTTE</b> Taylor, Benjamin S. Watts, Austin L.	<b>LAS COLINAS</b> Delmotte, Ryan M.	<b>MCKINNEY</b> Riccardi, Joseph C.



## 9. Optional Information

### Awards

Kimley-Horn is recognized for the outstanding work of our consulting staff, the quality of our work environment, and our stature as a business enterprise. Since its founding in 1967, Kimley-Horn has received a variety of awards for design excellence. Below is a summary of civil engineering, utilities engineering, traffic engineering, landscape architecture, and planning projects that have received awards.

#### **Siesta Key Beach Park, Sarasota County, FL**

- 2017 FICE Engineering Excellence Award Winner for Water and Stormwater



#### **Palmetto Bay Franjo Activity Center, Palmetto Bay, FL**

- 2016 Florida Planning and Zoning Association Award in the "Outstanding Study/Plan" category

#### **Force Main 15D Emergency Rehabilitation, Manatee County, FL**

- 2015 American Public Works Association Florida Chapter Award (Category: Disaster or Emergency Construction/Repair under \$5 million)

#### **Celery Fields Regional Stormwater Facility (CFRSWF), Sarasota County, FL**

- 2014 Honor Award from the Florida Institute of Consulting Engineers



#### **Wastewater Treatment Facility Rehabilitation/Expansion (aka Sam P. Robinson Reclaimed Water Treatment Plant), Lake Wales, FL**

- 2014 Finalist (2nd Place) Earle B. Phelps Award, Florida Water Environment Federation



#### **Bradenton Riverwalk, Bradenton, FL**

- 2014 Award of Honor (Open Space Category), Florida ASLA Annual Design Awards

#### **Bradenton Urban Forestry Master Plan (UFMP) Update, Bradenton, FL**

- 2012 Award of Merit from the Florida Chapter of the American Society of Landscape Architects

#### **Polk TPO Complete Streets Program, Polk County, FL**

- 2012 planning award from the Heart of Florida/Florida American Planning Association

#### **Bradenton Riverwalk, Bradenton, FL**

- First-place regional award for being the top cultural, sports and recreation project in the region during the Tampa Bay Regional Planning Council's 21st Annual Future of the Region Awards ceremony in St. Petersburg.



**Palmetto Park Road Improvements and Downtown Boca Raton Pedestrian Promenade, Boca Raton, FL**

- 2012 Award of Merit, Florida Chapter of the American Association of Landscape Architects
- 2011 Grand Award, Florida Institute of Consulting Engineers

**Dixie Highway Flyover Design-Build**

- 2012 Engineering Excellence Grand Award, Florida Institute of Consulting Engineers
- 2012 Water Plant Operations Excellence Award, Florida Department of Environmental
- Protection: Tropical Farms 10.0-MGD Reverse Osmosis (RO) Water Treatment Facility (WTF)

**Hollywood Boardwalk**

- 2011 Florida Redevelopment Association Roy F. Kenzie Award

**Par 3 Golf Course Reconstruction and Reverse Osmosis Irrigation System Design, Palm Beach, FL**

- 2011 Grand Award, Florida Institute of Consulting Engineers

**Tropical Farms 14.0-MGD Brackish Water Treatment Plant Treatment Plant, Martin County, FL**

- 2014 Best Tasting Drinking Water for Regional 8, American Water Works Association (AWWA) (also for 2005, 2006, 2007, 2008, and 2010)
- 2009/2011 Runner-Up, Best Tasting Drinking Water for Regional 8, AWWA
- 2012 Florida Department of Environmental Protection (FDEP) Plant Operations Excellence Award

**Kissimmee Regional Stormwater Management Facility (RSMF) Siting Analysis, Kissimmee, FL**

- 2011 F. Kenzie Award – Best Planning Study, Florida Redevelopment Association

**Barton Boulevard Streetscape, Rockledge, FL**

- 2009 Roy F. Kenzie Award, Best Capital Project/Beautification, Florida Redevelopment Association





## **0 Addenda**

Kimley-Horn has not received any addenda from the Village of Indiantown for the Professional Engineering Services REI # 02-2018. We acknowledge that we have been notified, via email, of a question that had been posed regarding the scope of REI# 02-2018 dated 8/14/2018.



LEGAL NOTICE FOR REI# 02-2018

**PROFESSIONAL ENGINEERING SERVICES**

The Village of Indiantown Council, Indiantown, Florida, in compliance with Florida Statute 287.055, Consultants' Competitive Negotiation Act (CCNA), invites qualified, experienced, licensed engineers to provide Civil Engineering Services to the Village of Indiantown on an "as needed" basis, for an initial term of two (2) years, effective October 1, 2018, with three one year renewal options.

A complete RFP package can be requested the Village Office at 772-597-9900 or by email at [tsarno@indiantown.org](mailto:tsarno@indiantown.org). The Village of Indiantown is not responsible for the content of any package received through any 3<sup>rd</sup> party service or the Village of Indiantown Village Office.

Firms desiring to provide the services described above shall submit one (1) original and six (6) copies with **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of their proposals, containing all of the required information **no later than 2:00 pm, August 21, 2018**. Submittals will be accepted by hand delivery at Village Offices located at 65500 SW Warfield Blvd. Indiantown, FL 34956, overnight delivery, or U.S. Mail to Village of Indiantown PO Box 398, Indiantown, FL 34956. Submittals received after that date and time will not be accepted or considered and will be retained unopened. Submittals will be opened as soon as practicable thereafter.

In compliance with the Americans with Disabilities Act (ADA), anyone desiring to attend this proposal opening who needs a special accommodation should contact the Village of Indiantown at 772-597-9900 at least 48 hours in advance of the meeting, excluding Saturday and Sunday.

**Mail/Overnight Submittal Responses to:**

**Village of Indiantown  
PO Box 398  
Indiantown, 2018**

**Hand Deliver Submittal Responses to:**

**Village of Indiantown  
Village Offices  
16550 SW Warfield Blvd.  
Indiantown, FL 34956**

Mark outside of envelope: **REI# 02-2018 "Professional Engineering Services"**

Publish Date: July 21, 2017

Village Council  
Village of Indiantown

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PROFESSIONAL ENGINEERING SERVICES

PART I GENERAL INFORMATION

1.1 **OVERVIEW**

The Village of Indiantown is seeking qualified experienced, licensed Professional Engineering services to the Village of Indiantown on an “as needed basis”. Civil Engineering services shall include, but are not limited to, design, build, supervise, operate, roadway improvements, irrigation, stormwater, water and sewer systems.

1.2 **DEFINITIONS**

"Proposer" shall mean vendors, contractors, consultants, respondents, organizations, firms, or other persons submitting a response to this REI.

**Request for Expressions of Interest (also known as a Request for Qualifications):** A formal solicitation for professional services as defined in Florida State Statute (engineering, architecture, survey/mapping, landscape architecture) accomplished in accordance with Florida State Statute 287.055, the Consultant’s Competitive Negotiation Act (CCNA).

A Professional Engineer (PE) is an engineer certified by a state board of registration to practice engineering. The PE license is the engineering profession's highest standard of competence, a symbol of achievement and assurance of quality.

**DBPR:** Department of Business and Professional Regulation

**FBPE:** Florida Board of Professional Engineers

**NSPE:** National Society of Professional Engineers

**ASCE:** American Society of Civil Engineers

1.3 **ISSUING OFFICE AND LOCATION OF PROPOSAL OPENING**

Village of Indiantown  
PO Box 398  
16500 SW Warfield Blvd.  
Indiantown, FL 34956-0398

1.4 **QUALIFICATION PROCESS**

This REI shall qualify respondents based on such factors as the ability of professional personnel; past performance, willingness to meet time and budget requirements; current and projected workloads of the firms; and the volume of work previously awarded to each firm. After the solicitation responses are opened, the submittals will be deemed responsive and responsible; reviewed, rated, ranked, and qualified to provide the work as specified. Proposer should submit a complete package to be considered responsive in order for the Village to fully evaluate the firm’s qualifications.

Village Council shall authorize staff to negotiate with the qualified firms ranked 1-5. The Village will determine based on the ranking, if a minimum of three (3) firms up to a maximum of five (5) firms will be awarded for equal distribution of services. In the event the parties are unable to negotiate terms acceptable to the Village, the Village may determine to enter negotiations with the next, most responsive and responsible proposer determined by the selection committee, or it may re-solicit proposals.

The Village reserves the right to reject all proposals, to waive non-material, technical variances in the proposal, to abandon the project or to solicit and re-advertise for other proposals. The Village may in its discretion waive any informalities and irregularities contained in a proposal or in the manner of its submittal and award a contract thereafter.

## **1.5 DEVELOPMENT COSTS**

Neither the Village, nor its' representatives shall be liable for any expenses incurred in connection with preparation of a response to this REI. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the proposer's ability to meet the requirements of the REI.

## **1.6 INQUIRIES**

The Village will not respond to oral inquiries. Interested proposers may contact the Village Manager, Village Offices, 65500 SW Warfield Blvd., Indiantown, FL 34956, email: [tsarno@indiantown.org](mailto:tsarno@indiantown.org) regarding questions about this solicitation. The Village Office will also receive written requests for clarification concerning the meaning or interpretation of this REI, until (14) days prior to the submittal date. Questions shall be faxed or emailed with reference to the REI number. All proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the Village through written communication with the Village prior to opening of the responses.

Respondents may not contact any member of the selection committee, Village employee or Village elected official during this solicitation process. All questions or requests for clarification must be routed through the Village Manager.

## **1.7 DELAYS**

The Village may delay scheduled due dates, if it is to the advantage of the Village to do so. The Village will notify proposers of all changes in scheduled due dates by written addenda submitted to the Village.

## **1.8 QUALIFICATION SUBMISSION AND WITHDRAWAL**

The Village will receive all proposals at the following addresses:

**Village of Indiantown  
Village Offices  
16500 SW Warfield Blvd.  
Indiantown, FL 34956**

To facilitate processing, please mark the outside of the envelope as follows: **REI# 02-2018 "Professional Engineering Services"** The envelope shall also include the proposer's return address.

Respondents shall submit one (1) original and six (6) copies with **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of their proposal submittal in a sealed envelope marked as noted above. A proposer may submit the proposal by personal delivery, mail, or express shipping service.

***THE VILLAGE MUST RECEIVE ALL PROPOSALS BY  
2:00 P.M. ON TUESDAY, AUGUST 21, 2017***

Due to the irregularity of mail service, the Village cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the Village Office, as specified above, prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling (772) 597-9900, before proposal closing time. A proposal received by the Village Office after the established deadline will be refused or retained unopened.

Proposers may withdraw their proposal submissions by notifying the Village in writing at any time prior to the deadline for proposal submittal. Proposers may withdraw their submissions in person or by an authorized representative. Proposers and authorized representatives must provide the letter of withdrawal, picture identification, proof of authorization (in the case of authorized representatives), and provide the Village with a signed receipt for the withdrawn proposal. After the deadline, proposals once opened, become a public record of the Village and are subject to the provisions of the Florida Public Records Law. As such they are subject to public disclosure in accordance with Chapter 119, Florida Statutes.

## **1.9 ADDENDA**

If revisions become necessary, the Village will provide written addenda to all respondents who received the Request for Expressions of Interest. All addenda issued by the Village of Indiantown in regard to this REI shall be acknowledged. Failure to acknowledge all addenda may result in disqualification.

The Village will make every effort to notify registered Proposers by email that an addendum has been made to the REI. The Village shall not be responsible for providing notice of addenda to potential proposers who receive a REI package from sources other than the Village.

All addenda issued by the Village must be acknowledged within the proposal at the time it is submitted to the Village.

## **1.10 EQUAL OPPORTUNITY**

The Village recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises.

## **1.11 INSURANCE**

The respondent shall provide proof of insurance coverage reflecting the minimum amounts and coverages as required by the Village (Attachment A).

## **1.12 PUBLIC ENTITY CRIMES**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit proposals or contract with the Village for

construction of a public building or public works; may not submit bids for leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided for in s. 287 for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list. Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (850) 488-8440.

### **1.13 SUSPENDED VENDOR**

An entity or affiliate who has been placed on the State of Florida Suspended Vendor List will not be considered for award. The Suspended Vendor List is available on the State's website at: [http://dms.myflorida.com/business\\_operations/state\\_purchasing/vendor\\_information](http://dms.myflorida.com/business_operations/state_purchasing/vendor_information)

### **1.14 PROPOSAL AS PUBLIC DOMAIN**

All documents and other materials made or received in conjunction with this project will be subject to public disclosure requirements of chapter 119, Florida Statutes. The proposal will become part of the public domain upon opening. **Vendors shall not submit pages marked "proprietary" or otherwise "restricted".**

### **1.15 PUBLIC RECORDS: Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action**

**Note: If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the Village Clerk as the custodian of Public Records for the Village of Indiantown, and all the respective departments at 772-597-9900 or [cwhite@indiantown.org](mailto:cwhite@indiantown.org), Village of Indiantown, Village Clerk 65500 SW Warfield Blvd., Indiantown, FL 34956 per F.S. 119.12.**

In compliance with F.S. 119.0701 the Contractor shall:

- A. Keep and maintain public records required by the public agency to perform the service.
- B. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
- D. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required

by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

- E. A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.
- F. If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.
- G. A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.
- H. If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:
  - 1. ??The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
  - 2. ??At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.
- I. A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.
- J. A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

## **1.16 LICENSES & REGISTRATION**

- A. **Licenses:** Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of REI receipt. The proposal of any Proposer that is not fully licensed and certified shall be rejected.

- B. **Sunbiz:** Proposers, both corporate and individual, must provide proof that their firm is registered with the Division of Corporations for the State of Florida.
- C. **Business Tax Receipt:** Proposer shall comply with Business Tax Receipt requirements for **their** business location. A copy of the business tax receipt or proof of exemption shall be included with the submittal package.

#### **1.17 BACKGROUND INFORMATION**

As part of the evaluation process, the Village reserves the right, to require a Proposer to submit such evidence of his/her qualifications as it may deem necessary, and may consider any evidence available to it as to the qualifications and abilities of the Proposer, including past performance (experience) with the Village by the Proposer or any of their Owners.

#### **1.18 REFERENCES/RECORD CHECK**

As part of the evaluation process, the Village may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Proposer's submission of their REI constitutes acknowledgment of the process and consent to investigate. Village is the sole judge in determining Proposer's qualifications.

#### **1.19 COMPETENCY OF RESPONDENTS**

Proposals will be considered only from firms which are regularly engaged in the business of providing the services as described in this REI and who can provide evidence that they have established a satisfactory record of performance to insure that they can satisfactorily execute the services under the terms and conditions stated herein. The term "equipment and organization" as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the Village.

#### **1.20 CONTRACT TERM**

At all times during the term of the contract, the successful Contractor shall act as an independent Contractor and at no time shall be considered an agent or partner of the Village.

- A. **Contract Period:** This contract shall be awarded for an initial term of two (2) years subsequent to approval by the proper Village authorities. The contract may be renewed for three (3) additional one year periods provided both the successful proposer and the Village agree and all terms and conditions remain the same. Any contract or amendment resulting from this solicitation shall be subject to fund availability and mutual written agreement between the Village and the successful proposer. Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.
- B. **Option to Extend:** The performance period of any contract resulting from this solicitation may be extended upon mutual agreement between the contractor and the Village of Indiantown with no change in terms or conditions. Any extension of performance period under this provision shall be in one-year increments. The contract may be renewed for three (3) additional one-year periods, provided both parties are in agreement. Total contract length, including individual one-year extensions, shall not exceed five (5) years. Consideration of price increases at each renewal period will be

given provided such escalations are justified, reasonable and acceptable to the Village. Any price increases must be documented and approved by the Village of Indiantown. It is also expected that de-escalation of prices will be extended to the Village if the market so reflects.

- C. At the option of the Village, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is defined in Section 287.055, et seq, Florida Statutes, Consultant's Competitive Negotiating Act (CCNA).

## **1.21 PERFORMANCE EVALUATION**

Throughout the contract period the vendor(s) performance will be monitored by Village staff. If vendor performance fails to meet the standards specified and receives an unacceptable rating, the Village may without cause and without prejudice to any other right or remedy, terminate the contract whenever the Village determines that such termination is in the best interest of the Village. Vendor's receiving an unacceptable rating will be notified by certified mail. Contract termination shall be served by written notice by the Village Manager.

## **PART II STATEMENT OF WORK**

### **2.1 QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

The exact scope of work shall be identified by work authorization on an "as needed basis (see attachment D). Qualified Engineers or firms must be registered with DBPR, FBPE and possess affiliations with NSPE and/or ASCE; and experienced Engineers to provide engineering and construction management, drafting, surveying, geotechnical engineering, roads, bridges, and infrastructure, buildings and structures, transportation engineering, stormwater, water and sewer systems, including but not limited to the following: .

- Preparation of roadway location or alignment studies
- Preparation of roadway design
- Preparation of land acquisition documents
- Preparation of a hydrologic & hydraulic studies
- Preparation of storm drainage system design
- Preparation of new or retrofit storm water management design
- Preparation of floodplain studies
- Preparation and procurement of requisite environmental permits
- Performance of traffic counts
- Preparation of traffic studies and analysis
- Preparation of maintenance of traffic design
- Preparation of structural studies and design for bridges, culverts and retaining walls
- Preparation of construction documents
- Preparation of cost estimates

- Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Preparation of as-built plans and surveys
- Review of plans, specifications and estimates developed by others
- Other customary Professional Engineering Services

## 2.2 **TIMETABLES**

The Village and respondents shall adhere to the following schedule in all actions concerning this REI:

- On July 20, 2017 the Village issues the REI.
- From July 20, 2017 to August 10, 2017, the Village will receive and answer all inquiries received by mail, facsimile transmission or email.
- The Village must receive response submittals by no later than 2:00 p.m. on Monday, August 20, 2017.
- The Village will review, evaluate, and rank the proposals in a timely manner.
- The ranked firms will be presented to the Village Council as the most qualified firms and request authorization to negotiate with the firms.
- The Village may enter into a contract after obtaining appropriate approvals effective October 1, 2018.

## **PART III INSTRUCTIONS FOR PREPARING SUBMISSIONS**

### 3.1 **RULES FOR SUBMISSIONS**

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to the REI. The interested firm or individual must submit one (1) original and six (6) copies of their proposal, including **one (1) electronic copy (PDF format preferred) on a CD** of the requested qualification data for evaluation. Please tab all support documents or attachments according to the order established in the following paragraph.

### 3.2 **PROPOSAL FORMAT**

Proposers should prepare their proposals using the following format. Proposers shall label, tab and organize proposal submittal documents utilizing the following format as outlined below. All attachments as requested shall be inserted in the back of each corresponding section.

In preparing your proposal, proposer should assume that the Village has no previous knowledge of their product or capabilities. Proposals should clearly describe the services, specifying where it meets, exceeds or does not comply with the general specifications.

**Letter of Transmittal:** The response format shall contain a letter of transmittal. The Letter of Transmittal will summarize in a brief and concise manner the Professional's understanding of the REI.

An agent authorized to negotiate for the respondent must sign the letter of transmittal. This signature shall certify the Village of the contents of the submittal and bind the firm to this response to the Village of Indiantown's Request for Expressions of Interest. The transmittal letter shall not exceed two (2) pages in length.

**Tab 1 ~ Company Qualifications:** Firms shall provide a brief profile of their company, which should include their history, and corporate structure, ownership interest, and the length of company's existence. Professional must identify all of their offices, including the location of the main office that will be responsible for the actual production of the work and the key personnel in that office who will be responsible for the completion of the work, including the resumes of the primary (key) individuals. Resumes of proposed key personnel shall include (name, company address, phone number, e-mail address) job skills, education, training, experience and professional affiliations/membership.

Provide a list of disciplines offered by the firm (i.e. mechanical, electrical, hydrogeologic, geotechnical, structural, land surveying, etc.).

All proposed sub-consultants shall be identified for disciplines, and the working relationship between the respondent and the sub-consultant shall be explained. Sub-consultants shall also provide key personnel resumes.

**Tab 2 ~ Operational Plan/Task Approach:** Submit a demonstrated thorough understanding of the concepts, principles, and procedures of Engineering services and its applicability to the Village.

Provide an outline of proposed manner in which a scope of work by work authorization will be addressed and the manner in which the approach shall demonstrate the firm's capability to work within the Village's budget and time constraints. Describe all quality control implementation procedures, sub-consultant supervision, contract compliance and enforcement of industry standards. Discuss ways to maintain schedules and ways to recover. Discuss cost control and value engineering. Describe any project management systems used to track and control project issues. Describe the communication procedures to be employed throughout the contract term and the plan to establish and maintain clear lines of communication with the Village's Project Manager and Village staff.

**Tab 3 ~ Experience References/Past Performance:** Provide a list of similar type projects which include a brief description of the project, cost, date the project was completed, and final construction cost and time. Owner of the project, including name, email address, and telephone number of a contact person, and as follows:

- Two (2) recent or current projects within the past year
- Three (3) projects with a Governmental entity within the past five years

- Provide a list of projected workloads. The volume of work previously awarded, with the intent of effecting equitable distribution of work among qualified firms.

**Tab 4 ~ Familiarity:** Provide a description of the firm's familiarity with local conditions, community goals, etc., in the Stuart/Martin County area.

**Tab 5 ~ Financial Assessment:** Describe a model for assessing financial decisions using principles of approaches as it relates to financial decision making, financial judgment with respect to Village projects in determining estimates of probable costs.

**Tab 6 ~ Insurance:** Provide proof of ability to obtain insurance coverages as detailed in Attachment A. A certificate of insurance indicating that the firm has coverage in accordance with the requirements herein set forth may be furnished by the firm to the Village along with their qualification data. A properly completed Accord Form is preferable. The Village of Indiantown being named as additional insured for General Liability shall be required prior to entering into a contract. The awarded firm shall either cover any sub-consultants on its policy or require the sub-consultants to conform to all requirements for insurance contained herein.

**Tab 7 ~ Submittal Forms & Requested Information:** This section shall include samples of project management reports, inspection forms used by the field personnel, record keeping procedures, and other information the respondent wishes to include.

Florida license / certified for the type of work to be performed in the State of Florida; Florida registration with the Division of Corporations; and affiliations; Business Tax Receipt w/copy of IRS W-9 form or proof of exemption as identified in Item 1.16.

Request for Information to submit with IRS W-9 Form as identified in Attachment B.

**Tab 8 ~ Prohibition Non-Collusion/Conflict of Interest Disclosure Statements:** In accordance with Florida Statute 287.055(6)(a), the following statement must be included in each submittal: "The respondent warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the respondent to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the respondent any fee, Council, percentage, gift, or other consideration contingent upon or resulting from award or making of this agreement."

Include the following Statement of Non-Collusion: "The respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this solicitation the information provided has been arrived at independently, without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, or in any other way influencing the competitive arena."

Include a disclosure statement advising the Village of any potential conflict of interest, real or apparent, that the Respondent, employee, officer, or agent of the firm may have due to ownership, other clients, contracts or interests associated with this project.

Signature on the transmittal letter shall certify the Village of these statements.

**Tab 9 ~ Optional Information:** Provide any information pertinent to this project that will provide insight to the evaluators about the qualifications, fitness and abilities of the Respondent (please limit this information to two pages).

**Tab 10 ~ Addenda (if applicable):** All addenda issued pursuant to this solicitation must be acknowledged and submitted as part of the proposal package.

## **PART IV EVALUATION OF SUBMISSIONS**

### **4.1 EVALUATION METHOD AND CRITERIA**

- A. General:** The Village of Indiantown reserves the right to request clarification on information submitted and to request additional information from one or more firms. The Village will select the firms which it feels are most qualified and best serves the interests of the Village. The Village shall be the sole judge and final arbiter of its own best interests; and the evaluation of submissions. In all instances the Village's decisions will be final. Proposals will be reviewed, evaluated, and ranked as to the qualification to perform the services required by a Selection Committee, which shall consist of Village staff. This criterion shall be utilized in the evaluation of the proposals.

#### **EVALUATION CATEGORIES**

#### **POINTS POSSIBLE**

Qualifications, Knowledge	
Engineering Disciplines List	30 pts
Operational Plan/Task Approach	25 pts
Experience/ References / Past Performance	20 pts
Familiarity	15 pts
Financial Assessment	10 pts

- B. Selection:** Proposals will be evaluated using the above criteria scored and ranked. The Village will assign this task to a Selection Committee appointed by the Village Manager. The Selection Committee will make a recommendation for qualification to the Village Council for authorization to negotiate with the qualified firms ranked 1-5. The Village will determine based on the ranking, if a minimum of three (3) firms up to a maximum of five (5) firms will be awarded for equal distribution of services. The Village of Indiantown reserves the right to qualify individuals/firms solely from review of the packages which meets the best interests of the Village. By submitting a proposal, the respondent agrees to this selection and evaluation procedure.
- C. Interviews:** The Village may require oral and visual interviews from firms. This shall be done at the Village's sole discretion when it feels interviews are essential as part of the evaluation process and are in the best interests of the Village. The Village shall be the sole judge and final arbiter of its own best interests in this matter. Individuals/firms will be notified in writing if they are selected for interview. Notices for interviews will contain explicit instructions concerning location, date, time and length of interviews.
- D. Negotiations:** After staff concludes negotiations with the respondent(s) selected by the Village Council, staff will present the results of the negotiations to the Village

Council with its recommendation. If the Village Council determines that staff is unable to negotiate a satisfactory contract with the respondents considered to be the most qualified at a price the Village determines to be fair, competitive, and reasonable, negotiations with that respondent(s) shall be formally terminated. Should the Village be unable to negotiate a satisfactory contract with the selected respondent(s), the Village may select additional respondent(s) in order of their original ranking, competence and qualification; and will continue negotiations until an agreement is reached. However, as stated in Item 1.4 above, the Village reserves the right to reject all proposals, to waive any irregularities, and to re-advertise and solicit for other proposals.

- E. Contact Person:** Questions or requests for additional information shall be directed to the Village Office, at (772) 597-9900, or email: [tsarno@indiantown.org](mailto:tsarno@indiantown.org) between the hours of 9:00 a.m. and 5:00 p.m., local time, weekdays.

## **4.2 TERMS AND CONDITIONS**

All prospective Contractors are hereby cautioned not to contact any member of the Stuart Village Council, the Village Manager, the Village Attorney (except to discuss grievance matters) or any member of the selection committee. All questions and contacts must be made through the Procurement Office. Attempts to lobby or persuade through other channels will result in disqualification.

Any actual or prospective Contractor who disputes the reasonableness, necessity or competitiveness of the terms and conditions of this request for proposals; selection or award recommendation shall file such dispute in writing with the Village Manager, not later than close of business on the proposal opening date, as to the terms and conditions, and within ten (10) days of Council action as to the selection or award recommendation.

The Village reserves the right to reject any or all proposals without recourse, to waive technicalities and informalities or to accept the proposal which in its sole judgment best serves the interest of the Village.

As required by FS Section 287.133; “A person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or a Contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount as stated in FS Section 287.017, for Category Two, for a period of thirty six months from the date of being placed on the convicted vendor list.” Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (904) 488-8131.

## **4.3 PROPOSED AGREEMENT**

Qualified firms may enter into a master agreement for services with the Village based on the negotiated hourly rate schedule of personnel rates for the services, which may be ordered by work authorization under this agreement. These rates will be valid for the initial term of the

agreement.

Please review Attachment C, Professional Services Agreement, and note any objections, or revisions that would be required within the submittal. Should no revisions be noted, the Village will assume and the contractor agrees that the terms and conditions of agreement are acceptable. The proposed Agreement does not authorize the performance of any work. The Village makes no covenant or promise as to the number of available projects or that the firm shall perform any project for the Village during the life of the Agreement.

Professional(s) shall not assign or transfer any or all of its rights, duties or obligations under the contract without the prior, written consent of the Village.

All work product, including but not limited to reports, plans, drawings, tracings, sketches, photographs, videos, illustrations, presentations, PowerPoint, specifications, models, maps, computer files, electronic data, and other documents (electronic or paper) prepared or created in the course of the performance of the services or obtained in the performance of the contract, as well as all data collected, together with summaries and charts derived therefrom, will be considered works made for hire and shall be the exclusive property of the Village upon their creation without restriction or limitation on their use and will be made available, upon request, to the Village at any time during the performance of the services. Proposer will not copyright any material or work product developed under the contract. Any reuse of Proposer's prepared documents by the Village, except for the specific purpose intended hereunder, will be at Village's sole risk and without liability or legal exposure to Proposer or its sub-proposers.

The agreement shall be construed and interpreted, and the rights of the parties hereto determined, in accordance with Florida law without regard to conflicts of law provisions. The Village and Proposer shall submit to the jurisdiction of Florida courts and federal courts located in Florida. The parties shall agree that proper venue for any suit concerning this Agreement shall be Martin County, Florida, or the Federal Southern District of Florida. Proposer shall agree to waive all defenses to any suit filed in Florida based upon improper venue or *forum nonconveniens*. To encourage prompt and equitable resolution of any litigation, each party shall waive its rights to a trial by jury in any litigation related to the contract

#### **4.3 ATTACHMENTS**

**Attachment A:** Insurance Requirements

**Attachment B:** Request for Information to Submit With IRS W-9 Form

**Attachment C:** Professional Services Agreement

**Attachment D:** Sample Work Authorization

**ATTACHMENT A**  
**INSURANCE REQUIREMENTS**

1. The successful professional shall not commence any work in connection with this agreement until it has obtained all of the following types of insurance and the Village has approved such insurance. Nor shall the successful professional allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers licensed and authorized to do business in the State of Florida. The successful professional shall maintain required insurance coverage for the full term of this agreement or for such longer periods as may be specifically required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida and rated no less than "B" as to management and no less than Class "VIII" as to strength in accordance with the A.M. Best Company Insurance Guide, or its equivalent as determined by the Village in its sole discretion.
2. **Loss Deductible Clause:** The Village shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the professional and/or subcontractor providing such insurance.
3. **Worker's Compensation Insurance:** The professional/service provider shall maintain during the life of this Agreement, Worker's Compensation Insurance for all of its employees connected with the work of this project that complies fully with the State of Florida Worker's Compensation Law, SS 440.
4. **General Liability:** The Professional shall, during the life of this agreement take out and maintain broad form Commercial General Liability [including premises/operations; products/completed operations with the XCU hazards; personal /advertising injury; and fire damage (minimum \$100,000)] for limits of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate relative to any agreement resulting from a solicitation with the Village of Indiantown.
5. **Business Automobile:** The professional/service provider shall during the life of this agreement take out and maintain Business Automobile Liability form with coverage for symbol I (any auto) with limits of not less than \$1,000,000.00 combined single limit or \$500,000.00 per person/ \$1,000,000.00 per accident bodily injury and \$250,000.00 per accident property damage.
6. **Professional Liability:** The professional shall during the life of this agreement take out and maintain Professional Liability coverage with limits of not less than \$1,000,000.00 per claim /\$2,000,000.00 per job, per year aggregate relative to any agreement resulting from this solicitation for the Village of Indiantown. The professional further agrees to maintain like coverage for a minimum of five (5) years following the completion of the agreement.
7. **Owner's Protective Liability Insurance:** The Owner shall be responsible for purchasing and maintaining his own liability insurance and, at his option, may purchase and maintain such insurance as will protect him against claims which may arise from his operations under the Contract.

8. **Certificates of Insurance:** the Contractor, upon notice of award, will furnish Certificate of Insurance Forms. These shall be completed by the authorized Resident Agent and returned to the Purchasing Office. This certificate shall be dated and show:
- (a) The name of the insured contractor, the specified job by name and job number, the name of insurer, the number of the policy, its effective date, and its termination date.
  - (b) Statement that the Insurer will mail notice to the Village at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.
  - (c) Village shall be named or additional named insured on General Liability Insurance and Business Automobile Liability Insurance.

**NOTE:** The Village can decrease or increase these limits, depending on the project, in its sole discretion.

**ATTACHMENT B**  
**REQUEST FOR INFORMATION TO SUBMIT WITH IRS W-9 FORM**

Federal Income Tax Law requires a Form 1099 with a valid taxpayer identification number to be filed for payments made in the course of conducting a trade or business. Further, these payments may be subject to Backup Federal Income Tax Withholding for all payees who have not submitted a correct Federal Tax Identification Number at the time of payment.

Please read this form and complete the information thereon before signing and **returning with a copy of your IRS W9 Form**. If you are a corporation, we will not issue you a Form 1099 (Reference: 1.6401-3(c)). However, kindly return this form to document your corporate status.

In order to avoid the possibility of future payments being held subject to Backup Withholding at a rate of 31%, please complete the form printed below and return this letter to the above address or E-mail request to: [tsarno@indiantown.org](mailto:tsarno@indiantown.org).

**VENDOR NAME** \_\_\_\_\_

**DBA:**

\_\_\_\_\_

**CORPORATE ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_ **ALTERNATE PHONE:** (\_\_\_\_) \_\_\_\_\_  
\_\_\_\_\_

***“THE ABOVE INFORMATION WILL BE USED FOR PURCHASE ORDERS”***

**REMIT TO ADDRESS:**

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**TELEPHONE:** (\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_ **ALTERNATE PHONE:**  
(\_\_\_\_) \_\_\_\_\_

**COMPANY CONTACT NAME:**

\_\_\_\_\_

**COMPANY/CONTACT EMAIL ADDRESS:**

\_\_\_\_\_

**TYPE OF ORGANIZATION**

- |   |   |   |
|---|---|---|
| 1. <input type="checkbox"/> Corporation | 3. <input type="checkbox"/> Sole Proprietor | 5. <input type="checkbox"/> Government Agency |
| 2. <input type="checkbox"/> Partnership | 4. <input type="checkbox"/> Individual      | 6. <input type="checkbox"/> Other: _____      |

**1099 REPORTING STATUS (Check One):** ☐ **Yes** ☐ **No**

**TAXPAYER IDENTIFICATION NUMBER:**

Employer Identification Number: \_\_\_\_\_ - \_\_\_\_\_ (Or) Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Print name of Taxpayer if using SS#: \_\_\_\_\_

**Under penalties of perjury, I certify that this statement is accurate and complete.**

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_



**ATTACHMENT C**  
**STANDARD AGREEMENT**  
**BETWEEN**  
**VILLAGE OF INDIANTOWN AND PROFESSIONAL**  
**FOR ENGINEERING SERVICES**

**PROJECT:** REI #02-2018: PROFESSIONAL ENGINEERING SERVICES

**CONSULTANT:**

**AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AGREEMENT, hereinafter "Contract," made and entered into the \_\_\_\_ day of \_\_\_\_\_, 2018 by and between \_\_\_\_\_, hereinafter referred to as "CONSULTANT" and the Village of Indiantown, Florida, a municipal corporation, 65500 SW Warfield Blvd., Indiantown, FL 34956, hereinafter referred to as "VILLAGE", for and in consideration of the following terms, conditions and covenants.

**I. PURPOSE OF AGREEMENT**

Village intends to enter into a contract with Professional for provision of Engineering Services by the Professional and the payment for those services by Village as set forth below.

**II. SCOPE OF SERVICES**

The Professional shall provide Professional Engineering Services in all phases of any project for which a Work Authorization has been issued by the Village pursuant to this Agreement as hereinafter provided. These services will include serving as Village's professional consulting representative for the Project, providing professional consultation, advice, and furnishing customary engineering as described in the Work Authorization. The detailed scope of services to be performed and schedule of fees for those services shall be detailed in each Work Authorization.

**Section 1. Scope of Service**

Professional shall work with the Village Manager, Village Attorney, or other Village staff in advising the Village and the Village Council regarding Professional Engineering Services. The services will be those customarily attendant to Professional Engineering Services including, but not limited to the following:

- A. Preparation of roadway location or alignment studies
- B. Preparation of roadway design
- C. Preparation of land acquisition documents
- D. Preparation of a hydrologic & hydraulic studies
- E. Preparation of storm drainage system design
- F. Preparation of new or retrofit storm water management design
- G. Preparation of floodplain studies
- H. Preparation and procurement of requisite environmental permits
- I. Performance of traffic counts

- J. Preparation of traffic studies and analysis
- K. Preparation of maintenance of traffic design
- L. Preparation of structural studies and design for bridges, culverts and retaining walls
- M. Preparation of construction documents
- N. Preparation of cost estimates
- O. Preparation of Construction Plans for Waterfront and Marine Facilities (docks, seawalls, river walks, upland support facilities)
- P. Presentation to the Council, staff, and the public of reports, plans, and exhibits
- Q. Preparation of as-built plans
- R. Review of plans, specifications and estimates developed by others
- S. Other customary Professional Civil Engineering Services

### **III. AGREEMENT PROVISIONS**

#### **Section 1. Term of Agreement**

Upon award of this Agreement, the effective date of this Agreement shall be the date of execution of this Agreement by both Village and Professional. Term of this agreement shall be for an initial period of two (2) years with the option of three (3) additional one-year renewal periods, upon the mutual agreement of the parties. At the option of the Village, and upon the agreement of the Professional, this Contract may be converted to or replaced at any time with a "Continuing Services Contract" as that term is used in Section 287.055, et seq, Florida Statutes (CCNA).

Extension of the contract for additional thirty (30) day periods for the convenience of either party shall be permissible at the mutual consent of both parties not to exceed six (6) months.

#### **Section 2. Work Authorization**

Each "Work Authorization" shall specify the Period of Service agreed to by the Village and the Professional for services to be rendered under said "Work Authorization".

VILLAGE will compensate Professional for services under each Work Authorization. The fee due to the Professional shall be set forth in each Work Authorization and shall be in accordance with Professional's personnel hourly rate schedule formalized in "**Exhibit C**" to this Agreement. Professional's personnel hourly rate schedule may be updated prior to each optional renewal period.

#### **Section 3. Compensation and Method of Payment**

##### **3.1 Fee Schedule**

Professional's personnel hourly rate schedule formalized in "**Exhibit C**" shall include all services, material, supplies and any other items or requirements necessary to complete the work as described herein, including but not limited to out of pocket expenses, such as, identifiable communication expenses, reproduction costs, postage, printing, copying, and long distance telephone, etc.

##### **3.2 Invoices**

CONSULTANT shall submit an invoice to the VILLAGE upon completion of the Scope of Service as defined by the work authorization. Each invoice shall be detailed and include, but not be

limited to, hours worked by each person assigned to the work authorization, date worked and all ancillary expenses incurred and by whom.

### **3.3 Payment**

Payment for services rendered is due within thirty days of receipt and approval of invoice by Village. Payment is delinquent 30 days following receipt and approval of invoice by Village.

## **Section 4. Use of Documents**

### **4.1 Ownership of Original Documents**

All deliverable analysis, reference data, survey data, plans and reports or any other form of written instrument or document that may result from the CONSULTANT'S services or have been created during the course of the CONSULTANT'S performance under this Contract shall become the property of and shall be delivered to the VILLAGE after final payment is made to the CONSULTANT.

## **Section 5. Termination**

### **5.1 Termination for Convenience**

Either party upon a thirty (30) day written notice to the other party may terminate this Contract. In the event of any termination, CONSULTANT shall be paid for all services rendered to the date of termination including all reimbursable expenses.

### **5.2 Termination for Cause**

The performance of the Agreement may be terminated by the Village of Indiantown in accordance with this clause, in whole or in part, in writing, whenever the VILLAGE shall determine that the CONSULTANT has failed to meet performance requirement(s) of the Agreement. If the successful bidder should be adjudged a bankrupt, or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail to provide properly skilled personnel or proper service in the sole discretion of the VILLAGE, then the VILLAGE can, after giving the successful proposer seven (7) days written notice, and without prejudice to any other right or remedy, terminate this agreement.

## **Section 6. VILLAGE'S Obligations**

### **6.1 Data to be Furnished**

VILLAGE shall provide the following information or services as required by CONSULTANT to complete the terms of the Agreement:

### **6.2 Designated Representative**

The Designated Representative of the VILLAGE to act with authority on the VILLAGE's behalf with respect to all aspects of the Project is \_\_\_\_\_. This designation may be delegated by the \_\_\_\_\_ Director to another person.

## **Section 7.     Persons Bound by Agreement**

### **7.1     Parties to the Agreement**

The persons bound by this Contract are the CONSULTANT and the VILLAGE and their respective partners, successors, heirs, executors, administrators, assigns and other legal representatives.

### **7.2     Assignment of Interest in Agreement**

This Contract and any interest associated with this Contract may not be assigned, sublet or transferred by either party without the prior written consent of the other party. The Village may grant consent based upon the following factors: The qualifications of the assignee, the financial stability of the assignee, the likelihood of time to complete the contract, And other applicable factors as they relate to the service. Nothing contained herein shall be construed to prevent CONSULTANT from employing such independent consultants, associates and subcontractors as CONSULTANT may deem appropriate to assist in the performance of the services hereunder.

### **7.3     Rights and Benefits**

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than CONSULTANT and the VILLAGE.

## **Section 8.     Indemnification of VILLAGE**

The CONSULTANT and any of its agents, employees, subcontractors, sub-consultants, or anyone for whose act or acts any of them may be liable in the performance of the services under this Contract shall indemnify and hold harmless VILLAGE, its agents, employees, elected officers and representatives from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the indemnifying party and persons employed or utilized by the indemnifying party in the performance of this Contract.

The CONSULTANT agrees to hold the VILLAGE harmless from loss, damage, injury or liability arising directly from the negligent acts or omission of the CONSULTANT, its employees, agents, subcontractors and their employees and agents.

## **Section 9.     Insurance.**

### **9.1.     General**

CONSULTANT assumes the entire responsibility and liability for all damages or injury to all persons, and to all property, arising out of or in any manner connected with the execution of the work under this Contract by CONSULTANT, and to the fullest extent permitted by law, CONSULTANT shall defend and indemnify the VILLAGE from all such claims including without limitation claims for which the VILLAGE may be, or may be claimed to be, liable in whole or in part and legal fees and disbursements paid or incurred to defend any such claims, as well as legal fees paid or incurred in connection with enforcing the provisions of this paragraph. CONSULTANT assumes the entire responsibility and liability for all damages and injury to all persons, whether their employees or otherwise, and to all property arising out of or in any manner connected with the execution of the work by CONSULTANT under this Contract. CONSULTANT shall obtain, maintain and pay for general

liability insurance coverage as will insure the provisions of this paragraph and any other contractual indemnities assumed by CONSULTANT in this specific consideration for this indemnity is \$10.00, the receipt and sufficiency of which are hereby acknowledged by CONSULTANT.

## **9.2 Workers' Compensation**

The CONSULTANT shall procure and maintain, during the life of this Contract, Worker's Compensation insurance as required by Florida Statutes for all of employees of the CONSULTANT engaged in work on the Project under this Contract.

## **9.3 Insurance Policy Limits**

CONSULTANT shall procure and maintain insurance policies as specified in Attachment A of the solicitation, (REI# 02-2018) and designated in Exhibit B.

## **9.4 Insurance Cancellation**

The CONSULTANT shall furnish to the VILLAGE Certificates of Insurance stating the Insurer will grant the Village the same notification rights that it provides to the first named insured as respects cancellation and nonrenewal. If the insurance policies expire during the terms of the Contract, a renewal certificate or binder shall be filed with the VILLAGE fifteen (15) days prior to the renewal date.

## **9.5 VILLAGE to be Named Additional Insured**

The amounts of insurance shall be determined by the VILLAGE. The VILLAGE shall be named as "additional insured" with regard to the coverage of General Liability and Automobile Liability policies.

## **9.6 Status of Claim.**

The CONSULTANT shall be responsible for keeping the VILLAGE currently advised as to the status of any claims made for damages against the CONSULTANT resulting from services performed under this Contract. The CONSULTANT shall send notice of claims related to work under this Contract to the Village. Copies of the notices shall be sent by fax, hand delivery or regular mail to:

Village Attorney  
Village of Indiantown  
PO Box 398  
Indiantown, FL 34956

## **Section 10. Professional Standards**

### **10.1 Other Agreements**

CONSULTANT is entering into this Contract with the understanding that the VILLAGE has no agreements, either written or oral, for professional services relating to this specific Project which include any of those services within the Scope of Services defined herein.

## **10.2 Approvals Not Guaranteed**

All work performed by Professional will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations. However, Professional does not warrant or represent that any governmental approval will be obtained, only that the Professional will exercise its best efforts to obtain all such approvals contemplated under this Contract.

## **10.3 Governmental Regulations**

Professional shall assure that work performed under each Project Authorization shall be in accordance with all applicable governmental regulations.

## **Section 11. Opinions of Cost**

Since the CONSULTANT has no control over the cost of labor, materials, equipment or services furnished by others, or over methods of determining prices, or over competitive bidding, or market conditions, any and all opinions as to costs rendered hereunder, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and qualifications and represent its best judgment as an experienced and qualified CONSULTANT, familiar with the construction industry. The CONSULTANT cannot and does not guarantee that proposals, bids or actual costs will not vary from opinions of probable cost. If at any time the VILLAGE wishes greater assurance as to the amount of any cost, the VILLAGE shall employ an independent cost estimator to make such determination. Consulting services required to bring cost within any limitation established by the VILLAGE will be paid for as additional services hereunder by the VILLAGE.

## **Section 12. General Conditions**

### **12.1 Venue in Martin County**

Venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

### **12.2 Laws of Florida**

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

### **12.3 Attorney's Fees and Costs**

In the event the CONSULTANT defaults in the performance of any of the terms, covenants and conditions of this Contract, the CONSULTANT agrees to pay all damages and costs incurred by the VILLAGE in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

#### **12.4 Mediation as Condition Precedent to Litigation**

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The party shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the VILLAGE shall select the mediator who, if selected solely by the VILLAGE, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

#### **12.5 Contract Amendment**

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. No verbal agreement by the VILLAGE or the VILLAGE's representative identified herein shall be binding or enforceable against the VILLAGE.

#### **12.6 Contractual Authority**

**By signing this Contract the Contractor swears or affirms, under penalty of perjury, that this is a valid act of the Contractor,** and that no later claim shall be made by the CONTRACTOR that the Contract is invalid or an *ultra vires* act, by reason of a failure to have the proper authority to execute the Contract. In the event that a court of competent jurisdiction later determines that the Contract is or would be null and void for failure of the signatory to have proper or complete authority, this Contract shall nonetheless be deemed valid under the theory of "apparent authority," or in the sole alternative of the Village, shall be deemed to be the act of the signatory, as an individual, who shall be fully responsible for its complete performance.

#### **12.7 Sovereign Immunity**

Nothing contained herein shall be construed or interpreted as a waiver of the sovereign immunity liability limits established under chapter 768.20 Florida Statutes as amended.

#### **12.8 Competitive Negotiation**

CONSULTANT shall execute a truth-in-negotiation certificate stating that wage rates and other factual costs supporting the compensation are accurate, complete, and current. The original contract price and any additions thereto will be adjusted to exclude any significant sums by which the Village determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual costs. All such contract adjustments must be made within one (1) year following the end of the contract.

#### **12.9 Prohibition Against Contingent Fees**

CONSULTANT warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Engineer to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONSULTANT any fee, Council, percentage, gift, or other consideration contingent upon or resulting from the award or

making of this agreement. For the breach or violation of this provision, the Village shall have the right to terminate the agreement without liability and, at its discretion to deduct from the contract price, or otherwise recover, the full amount of such fee, Council, percentage, gift, or consideration.

CONSULTANT or partnership thereof, who offers to pay, or pays any fee, Council, percentage, gift, or other consideration contingent upon, or resulting from, the award or making of any Village contract for professional services shall, upon conviction in a state court of competent authority, be found guilty of a first degree misdemeanor, punishable as provided in F.S. 775.082 or F.S. 775.083.

### **Section 13. Public Records**

**If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the Village Clerk as the custodian of Public Records for the Village of Indiantown, and all the respective departments at 772-597-9900 or [cwhite@indiantown.org](mailto:cwhite@indiantown.org), Village of Indiantown, Village Clerk 65500 SW Warfield Blvd. Indiantown, FL 34956 per F.S. 119.12.**

Public Records Relating to Compliance, Request for Records; Noncompliance, & Civil Action with F.S. 119.0701 the Contractor shall:

Keep and maintain public records required by the public agency to perform the service.

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

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

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the contractor of the request, and the contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

If a civil action is filed against a contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the contractor has not complied with the request, to the public agency and to the contractor.

A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the contractor at the contractor's address listed on its contract with the public agency or to the contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

#### **Section 14. Exhibits**

The following Exhibits are attached to and made a part of this Contract:

**"Exhibit A"** - "Proposal as Submitted by Professional and Accepted by Village"

**"Exhibit B"** - "Original Request for Proposal as Issued by Village, including all Addenda"

**"Exhibit C"** - "Professional's Personnel Hourly Rate Schedule"

**"Exhibit D"** - "Insurance and Indemnification"

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]**

**Signatures are on following page**

IN WITNESS WHEREOF, the VILLAGE has hereunto subscribed and the PROFESSIONAL has signed his, its, or their name, or names the date aforesaid.

**VILLAGE OF INDIANTOWN, FLORIDA**

**ATTEST:**

\_\_\_\_\_  
**CHERYL WHITE**  
**VILLAGE CLERK**

\_\_\_\_\_  
**SUSAN GIBBS THOMAS**  
**MAYOR**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
**PAUL J. NICOLETTI**  
**VILLAGE ATTORNEY**

WITNESSES:

**PROFESSIONAL**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

## **ATTACHMENT D**

**“SAMPLE”**

**WORK AUTHORIZATION  
TO THE  
AGREEMENT FOR CIVIL ENGINEERING SERVICES  
BETWEEN THE VILLAGE OF INDIANTOWN AND  
THE FIRM OF  
XXXXXXXX**

**PROJECT DESCRIPTION: *NAME OF PROJECT***

**I. PURPOSE**

This is an attachment to the Master Agreement for Civil Engineering Services dated XXXXX between the Village of Indiantown (VILLAGE) and the firm of XXXXX. (PROFESSIONAL) and made a part thereof. The purpose of this Project Authorization is to specify the required services of the PROFESSIONAL to design xxxx, prepare Construction documents, provide Bidding Phase services, and to provide Construction Phase services for the *Project Name*.

**II. PROFESSIONAL'S SERVICES**

The PROFESSIONAL shall design xxxx, prepare Construction documents, provide Bidding Phase services, and Construction Phase services for the *Project Name*.

**III. GENERAL SCOPE OF WORK**

The PROFESSIONAL's services shall include, but not be limited to, the following items:

**A. TASK A: DESIGN AND PERMITTING**

1. Data Collection
2. Analysis of xxxxxx
3. Design of xxxxx
4. Preparation of Technical Specifications
5. Monthly meetings with VILLAGE staff
6. The PROFESSIONAL shall procure the necessary permits required for the items described in this Project Authorization.
7. Prepare minutes and agendas for all meetings and submit to the VILLAGE.

**B. TASK B: CONSTRUCTION DOCUMENTS**

1. The PROFESSIONAL shall prepare complete Construction Drawings (100% drawings) and specifications for the work as described in III.A. (above).
2. Drawings shall be furnished to the VILLAGE in reproducible form and to a satisfactory scale. They shall be accurate, legible, complete and suitable for bidding purposes. The PROFESSIONAL shall furnish, when requested, all necessary prints, sepia and other information during the design process, for review by the VILLAGE, utility suppliers and

other parties having jurisdiction and to fulfill requests by other government agencies and the public. The construction drawings must meet the following minimum plans and design documentation packaging requirements:

Plan sets:

- a. Cover / Key Sheet
- b. Summary of Pay Items
- c. Reference Points
- d. Typical Sections
- e. Miscellaneous Detail Sheet

3. Based upon the final Construction Documents, the PROFESSIONAL shall prepare and submit an estimate of probable cost for construction.

C. TASK C: BIDDING PHASE SERVICES

The PROFESSIONAL shall:

1. Attend Pre-Bid Conference.
2. Prepare Pre-Bid Meeting Minutes.
3. Respond to questions during bidding, as needed.
4. Review bid submittals for compliance with the plans and specifications, and prepare a comparative bid analysis.
5. Make a recommendation for award based on bids received and reference checks.

D. TASK D: CONSTRUCTION PHASE SERVICES

1. The PROFESSIONAL's responsibility to provide Construction Phase Services under this agreement commences with the award of each Contract for Construction and terminates at the earlier of the issuance by the VILLAGE of the final Certificate for Payment or 30 days after the date of Substantial Completion of the Work, but may be extended.
2. The PROFESSIONAL shall attend and administer the preconstruction conference.
3. Visits to Site and Observation of Construction: In connection with observations of the work of Contractor(s) while it is in progress, PROFESSIONAL shall make visits to the site at intervals appropriate to the various stages of construction as PROFESSIONAL deems necessary in order to observe as an experienced and qualified design professional the progress of the various aspects of Contractor(s)' work.
4. Defective Work: During such visits and on the basis of such observations, PROFESSIONAL may disapprove or reject Contractor(s)' work while it is in progress if PROFESSIONAL believes that such work will not produce a completed PROJECT that conforms to the Contract Documents or that it will prejudice the integrity of the design concept of the PROJECT as reflected in the Contract Documents.
5. Interpretations and Clarifications: PROFESSIONAL shall issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare work directive changes and change orders as required.

6. Shop Drawings: PROFESSIONAL shall review and approve (or take other appropriate action in respect of) Shop Drawings, samples and other data which Contractor(s) are required to submit, but only for conformance with the design concept of the PROJECT.
7. Substitutes: PROFESSIONAL shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s).
8. Inspections and Tests: PROFESSIONAL shall have authority, as VILLAGE's representative, to require special inspection or testing of the work, and shall receive and review all certificates of inspections, testings and approvals required by laws, rules, regulations, ordinances, codes orders or the Contract Documents (but only to determine generally that their content complies with the requirements of, and the results certified indicate compliance with, the Contract Documents).
9. Disputes between VILLAGE and Contractor: PROFESSIONAL shall act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make decisions on all claims of VILLAGE and Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work.
10. Applications for Payment: Based on PROFESSIONAL's on-site observations as an experienced and qualified design professional, and on review of applications for payments and the accompanying data and schedules:
  - a. PROFESSIONAL shall verify the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment will constitute a representation to VILLAGE, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of PROFESSIONAL's knowledge, information and belief, the quality of such work is in accordance with the Contract Documents (subject to an evaluation of such work as a functioning whole prior to or upon Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation). In the case of unit price work, PROFESSIONAL's verifications of payment will include determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).
11. Contractor(s)' Completion Documents: PROFESSIONAL shall receive and review maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection, tests and approvals which are to be assembled by Contractor(s) in accordance with the Contract Documents and shall transmit them to the VILLAGE with written comments.
12. Inspections: PROFESSIONAL shall conduct an inspection to determine if the work is substantially complete and a final inspection to determine if the completed work is acceptable to the VILLAGE and other governing agencies so that PROFESSIONAL may recommend, in writing, final payment to Contractor(s) that the work is acceptable (subject to any conditions therein expressed).
13. Closeout: PROFESSIONAL shall provide assistance in the closing of any financial or

related transaction for the PROJECT (project closeout book, summary of testing, rectifying change orders, final pay estimate, summary of Resident Project Representative (RPR) time, PROFESSIONAL and owner certification letter).

14. As-Built Drawings: PROFESSIONAL shall prepare a set of mylar record prints of Drawings (3 sets of prints and 1 CD) showing those changes made during the construction process, based on the marked-up prints, drawings and other data furnished by Contractor(s) to PROFESSIONAL and which PROFESSIONAL considers significant, including ALP Update.

#### IV. VILLAGE RESPONSIBILITIES

The VILLAGE will provide specific data for *project*.

#### V. WARRANTY

The PROFESSIONAL warrants that the plans and specifications produced as a result of this contract are complete, correct and suitable for the purpose intended.

#### VI. AMERICANS WITH DISABILITIES

The PROFESSIONAL shall ensure compliance with all applicable governmental accessibility standards, including without limitation those applicable under Section 35.151 CFR.

#### VII. DELIVERABLES

The PROFESSIONAL shall supply 60%, 90%, and 100% Plans and Specifications to the VILLAGE for review. Each draft submittal shall include two copies of the draft Plans and Specifications. The PROFESSIONAL shall submit to the VILLAGE the final Plans and Specifications in the following amounts:

1. Unsealed Copy of Final Plans – 1 set
2. Sealed Copy of Final Plans – 1 set
3. Digital Copy of Final Plans – 1 copy
4. Unbound set of Technical Specifications – 1 set
5. Digital Copy of Technical Specifications – 1 copy

#### VIII. PLAN AND SPECIFICATIONS REPRODUCTION

The PROFESSIONAL will provide two (2) sets of the plans and specifications for bidding purposes. One set is to be a signed and sealed record set. The cost of these sets is included in the design costs paid the PROFESSIONAL as compensation for services required under this Project Authorization. If additional sets of Construction Documents are required by the Village, the PROFESSIONAL shall furnish such sets at cost. Payment for such additional sets shall be promptly made by the VILLAGE, upon properly supported invoices, submitted by PROFESSIONAL.

#### IX. PLANS AND DOCUMENT OWNERSHIP

The original plans and specifications will become the property of the VILLAGE upon

completion of this Project. Computer systems (CADD) are to be used in the preparation of the construction plans; a copy of all electronic data and drawing files are to be submitted on CD media. These will utilize AutoCAD version 14.0 or 2000 software. If other software is used, it is to be translated to the aforementioned software. The supplied disks are to include all point and working files.

## **X. SCHEDULES AND TIME CONSTRAINTS**

Within ten (10) days after receiving the Notice to Proceed, the PROFESSIONAL shall provide a schedule and an anticipated payment schedule. The total time allowed for the PROFESSIONAL's services required under this Project Authorization shall be XXXX (XX) months from the date of the Notice to Proceed. The construction documents shall be completed within XXX (X) months from the date of the Notice to Proceed.

## **XI. COMPENSATION**

Payment for all services will be in accordance with the Standard Agreement for Civil Engineering Services. Total compensation shall, based on the man hours shown in Exhibit A, for all services, material, supplies and any other items or requirements necessary to complete the work as described herein to include actual salary costs, overhead, out of pocket expenses, and profit shall not exceed XXXXXX dollars (\$XXXX).

### **Section 4. Additional Services**

#### **4.1 Requests for Additional Services**

The undertaking by the Professional to perform professional services defined within this Contract extends only to those services specifically described herein. If upon the request of the Village, the Professional agrees to perform additional services hereunder, the Village shall pay the Professional for the performance of such additional services an amount (in addition to all other amounts payable under this Agreement) based on an hourly fee in accordance with Professional's current personnel fee schedule, plus reimbursable expenses so incurred by the Professional; unless a lump sum addendum to this Contract is executed by the parties to this Contract which addresses the additional services.

#### **4.2 Changes in Scope/Conditions**

Additional Services shall include revisions to work previously performed that are required because of a change in the data or criteria furnished to the Professional, or a change in the scope of concept of the Project initiated by the Village, or services that are required by changes in the requirements of public agencies, after work under this Contract has commenced.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, the parties have made and executed this Agreement, the day and year first above written.

PROFESSIONAL: *FIRM*

(SEAL)

By: \_\_\_\_\_  
(Signature)

BY \_\_\_\_\_  
Corporate Officer Name & Title

Date \_\_\_\_\_

ATTEST:

\_\_\_\_\_

TECHNICAL PROVISIONS OF CONTRACT APPROVED:

\_\_\_\_\_

\_\_\_\_\_

BY: - \_\_\_\_\_

Date

=====

VILLAGE OF INDIANTOWN, FLORIDA

BUDGETARY PROVISIONS OF CONTRACT APPROVED:

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date

=====

APPROVED AS TO FORM & LEGALITY FOR THE USE AND BENEFIT OF VILLAGE ONLY

\_\_\_\_\_  
Village Attorney

\_\_\_\_\_  
Date

=====

PUBLIC RECORDS HOLDER ACCEPTS CONTRACT DOCUMENTS:

\_\_\_\_\_  
Village Clerk

\_\_\_\_\_  
Date

EXHIBIT 'A'

<b>Position</b>	<b>Hours</b>	<b>Hourly Rate</b>	<b>Total Fee</b>
Principal			
Project Manager			
CAD Technician			
Clerical			
Subconsultants			
Hydrogeologic			
Electrical			
Surveying			
<b>TOTAL COMPENSATION</b>			



**CONSULTANT'S HOURLY RATE SCHEDULE  
2018**

<b><u>Classification</u></b>	<b><u>Rate</u></b>
Support Staff	\$68
Senior Support Staff	\$102
Designer/Inspector	\$125
Professional 1	\$110
Professional 2	\$128
Registered Professional	\$168
Senior Registered Professional	\$225
Principal	\$245

**Rate schedule subject to annual adjustment on July 1.**



## 6. Insurance

Kimley-Horn has coverage in accordance with the requirements as detailed in Attachment A. A copy of Kimley-Horn's certificate of insurance (Acord form) is provided below.

Client#: 25320		KIMLHORN		DATE (MM/DD/YYYY) 3/25/2018		
<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>						
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).</p>						
<b>PRODUCER</b> Greyling Ins. Brokerage/EPIC 3780 Mansell Road, Suite 370 Alpharetta, GA 30022			<b>CONTACT</b> NAME: Jerry Noyola PHONE (A/C, Hb, Ext): 770-552-4225 FAX (A/C, No): 866-550-4082 E-MAIL: jerry.noyola@greyling.com ADDRESS:			
<b>INSURED</b> Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601			<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
			INSURER A : National Union Fire Ins. Co.		19445	
			INSURER B : Aspen American Insurance Company		43460	
			INSURER C : New Hampshire Ins. Co.		23641	
			INSURER D : Lloyd of London		085202	
INSURER E :						
INSURER F :						
<b>COVERAGES</b> <span style="float: right;">CERTIFICATE NUMBER: 18-19</span> <span style="float: right;">REVISION NUMBER:</span>						
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS</p>						
INSR LTR	TYPE OF INSURANCE	ADDL. INSR INSR NYG	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab.  <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO. <input checked="" type="checkbox"/> JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER		5268169	04/01/2018	04/01/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (EXCEPTANCE) \$500,000 MED. EXP. (ADV. AND PERSON) \$25,000 PERSONAL & ADV. INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		4489663	04/01/2018	04/01/2019	COMBINED SINGLE LIMIT (EXCEPTANCE) \$1,000,000 BODILY INJURY (PERSONAL) \$ BODILY INJURY (PER ACCIDENT) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> RETENTION \$0		CX005FT18	04/01/2018	04/01/2019	EACH OCCURRENCE \$15,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/EMPLOYEE EXCLUDED? Y/N (Mandatory in NH) N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	015893685 (AOS) 015893686 (CA) 039326820 (ME)	04/01/2018 04/01/2018 04/01/2018	04/01/2019 04/01/2019 04/01/2019	<input checked="" type="checkbox"/> PER <input type="checkbox"/> STATUTE <input type="checkbox"/> BOTH E.L. EACH OCCUR. \$1,000,000 E.L. DISEASE - EACH EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Professional Liab		P070831800	04/01/2018	04/01/2019	Per Claim \$5,000,000 Aggregate \$5,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) <b>Proof of Insurance</b>						
<b>CERTIFICATE HOLDER</b> Sample Certificate				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>DAN. G. King</i>		

ACORD 25 (2016/03) 1 of 1  
#S1021594/M1017419

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## VILLAGE OF INDIANTOWN, FLORIDA AGENDA MEMORANDUM

MEETING DATE: October 25, 2018

MEETING TYPE: Special Meeting

AGENDA ITEM TITLE: Update on the Village of Indiantown Voluntary Annexation Process Discussion

SUMMARY OF ITEM: With the incorporation of the Village of Indiantown, staff is developing policies, procedures and fee schedules for various planning functions. One of these is annexation petitions. In July, a property owner expressed interest in adding his property to the Village of Indiantown's boundary. At that time, there was no policy, fee schedule or even application for this process. At the September 27 Village Council meeting, staff provided a recommended process in which to process voluntary annexation petitions which included a standard application, check list and a discussion about an appropriate fee. The research in surrounding municipalities wildly varied from a fee of Zero to up to \$4,500. As a result of this, the Council directed staff to estimate the cost of a typical annexation and to provide a list of options for establishing a fee for this process.

The attached interoffice memo provides the background for the fee options which are:

1. Application fee of \$4,000 (Fee recoups the entire cost.)
- 2 . Application fee of \$2,500 PLUS recording and advertising fee. (Bill the applicant for these exact charges.
- 3 . Application fee of \$2,500 (Fee offsets the cost of the process and Village absorbs a portion of the cost.)
4. Application fee of \$500 (Cost primarily absorbed by the Village)

Staff recommends that the application, checklist and required documents which were presented at the September 27th meeting be utilized for the annexation process with the additional request for historic information about the site (i.e. former uses and any historical significance). Staff is currently drafting the Village's first Comprehensive Plan. This plan will define the goals, objectives and policies that will frame the future of the Village of Indiantown. The current Comprehensive Plan is a transitional document which may or may not describe the Village's development framework; therefore staff recommends that the Village not consider annexation applications until the Village has adopted its own Comprehensive Plan.

RECOMMENDATION: Staff recommends the Village Council select Fee Option Number 2. Staff further recommends that the Village Council not consider annexation requests until after the adoption of the Village of Indiantown Comprehensive Plan.

PREPARED BY: Bonnie C. Landry, AICP

DATE: 9/21/2018

REVIEWED BY: Teresa Lamar-Sarno, Village Manager

DATE: 9/21/2018

APPROVED BY: Wade C. Vose, Village Attorney

DATE: 9/21/2018

ATTACHMENTS:

Description

10.19.18 Memo\_v2

Annexation Memo 9.26.18

Annexation application

Annexation Checklist

Limited Power of Attorney

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**INTEROFFICE MEMORANDUM**

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**TO:** TERESA LAMAR-SARNO, AICP, VILLAGE MANAGER

**FROM:** BONNIE C LANDRY, AICP, DIRECTOR OF PLANNING

**SUBJECT:** OVERVIEW OF THE ANNEXATION PROCESS

**DATE:** OCTOBER 18, 2018

**CC:** WADE VOSE, VILLAGE ATTORNEY

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The Voluntary Annexation process begins when an owner or owners of property within an unincorporated portion of the County requests to be included within the boundary of Indiantown.

At the September 27, 2018 Special Village Council Meeting, staff provided a summary of the standards for evaluating voluntary annexation petitions and provided recommendations for creating policies and procedures for this action.

Based upon the presentation, the Council directed staff to provide additional information for consideration:

- An estimate for the cost of this process
  - Advertising
  - Recording fees
  - Postage
  - Signage (if applicable)
  - Review fees
- Recommended fee schedule

Florida State Statute 171 includes definitions, purpose and standards for evaluating annexation requests. The statute describes two types of annexations –Voluntary and Involuntary. Involuntary annexations are not common and unlikely to be considered by the Village of Indiantown in the near future. Florida State Statute 171.044 (6) provides the advertising and notice requirements:

“Not fewer than 10 days prior to publishing or posting the ordinance notice required under subsection (2), the governing body of the municipality must provide a copy of the notice, via certified mail, to the board of the county commissioners of the county wherein the municipality is located. The notice provision provided in this subsection may be the basis for a cause of action invalidating the annexation.”

Based upon this staff estimates that the entire process would be approximately \$4,000. The breakdown of this cost estimate is as follows:

- Advertising Costs \$1,400
- Recording fees \$50
- Postage \$25
- Staff time (Review fees) 15 -20 Hours x 145 = \$2,500
- Posted signage would not be required for an annexation alone. Posted signage would be required if the annexation application was accompanied by a companion development application.

Based upon this, staff will provide the following recommended fee schedule options:

1. Application fee of \$4,000 (Fee recoups the entire cost.)
2. Application fee of \$2,500 PLUS recording and advertising fee. (Bill the applicant for these exact charges.
3. Application fee of \$2,500 (Fee offsets the cost of the process and Village absorbs a portion of the cost.)
4. Application fee of \$500 (Cost primarily absorbed by the Village)


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**INTEROFFICE MEMORANDUM**

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**TO:** TERESA LAMAR-SARNO, AICP, VILLAGE MANAGER   
**FROM:** BONNIE C LANDRY, AICP, DIRECTOR OF PLANNING  
**SUBJECT:** OVERVIEW OF THE ANNEXATION PROCESS  
**DATE:** SEPTEMBER 20, 2018  
**CC:** WADE VOSE, VILLAGE ATTORNEY

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Soon after the incorporation of the Village of Indiantown, a property owner adjacent to the boundary expressed a desire to annex his land into the Village of Indiantown. To that end, I am providing a brief synopsis of the annexation process, which is primarily prescribed by Florida Law.

Florida State Statute 171 includes definitions, purpose and standards for evaluating annexation petitions. The statute describes two types of annexations –Voluntary and Involuntary. Involuntary annexations are not common and unlikely to be considered by the Village of Indiantown in the near future.

The Voluntary Annexation process begins when an owner or owners of property within an unincorporated portion of the County request to be included within the boundary of Indiantown.

Florida State Statute 171.044 outlines the three primary considerations for evaluating a voluntary annexation request:

1. Is the subject parcel contiguous to Indiantown? – Meaning does this parcel share a common boundary with the Village of Indiantown?
2. Is the parcel reasonably compact? – Meaning is the parcel is concentrated in a single area and does adding this property create a logical boundary? (not create packets or a serpentine boundary pattern)
3. The property does not create enclaves (a portion of territory within or surround by a larger territory)

If all of these factors are true, the parcel is eligible for annexation. However, this does not end the process. The Village Council, with the assistance of a planner, must determine if annexing the parcel is in the best interest of the Village. (i.e. will it generate enough tax dollars in order to make it a benefit to the village.)

For this evaluation, planning staff has drafted a process to be followed for annexation petitions, along with a fee schedule and detailed application. With the process recommended, the applicant would need to provide the information which will reduce staff time.

The application will require the petitioner to provide the following information:

1. Completed application form
2. Proof of ownership
3. Review fee: (TBD)
4. Concept plan: (optional)
5. Recent Survey (less than 10 years old)
6. Map depicting land use of the subject parcel and surrounding parcels
7. Map depicting zoning of the subject parcel and surrounding parcels
8. Description of surrounding County land
9. Flood Zone information
10. Aerial map with parcel depicted (zoomed in)
11. Aerial map of the area with parcel depicted (zoomed out)
12. Provision for private utilities and other services and/or infrastructure needed for development
13. An estimate of the ad valorem tax revenues to be generated by the subject property at the current millage rate both prior to and after development (if applicable)
14. An estimate of the residential population increase of the Village after development (if applicable)
15. Any other information as may be required by the Village Development Director in order to prepare a thorough analysis of the request.
16. One (1) copy of all documents on a PDF formatted disc electronically signed and sealed.

Once the application is found to be sufficient, staff will review the submittal and prepare a staff report with a recommendation to approve or deny the request based upon its merits to the Village.

When the staff report is complete, and if the Village is in favor of adding the property to the Village boundary, the Village Attorney will draft an ordinance describing the annexation along with a map depicting the parcel. Then both the public (via newspaper ad) and the Board of County Commissioners (via certified mail) must be notified of the proposed annexation. After these notifications are completed, the Village will approve the ordinance to annex the parcel. The Ordinance will be read at two regular council meetings for final approval.

Because the Village has adopted the Land Use and Zoning Map of the County, a Land Use and Zoning designation will not be required. However, after adoption of the Village of Indiantown Comprehensive Plan, this will be a requirement of the process.

Staff has recommended that the Howe annexation process be delayed until this annexation process has been approved by the Village Council. Staff recommends that this process be approved at the 5 p.m. Workshop on September 27, 2018. The purpose of the Workshop is for staff to present the details of the annexation process and hear any comments or suggestions from the Council and public.



Village of Indiantown  
P.O. Box 398  
16550 SW Warfield Blvd.  
Indiantown, FL 34956-0398

ANNEXATION APPLICATION  
Project ID# \_\_\_\_\_

Pre-Application Date:	Application Date:
Project Name:	
Parcel ID #	Project Address:
Future Land Use Current:	Future Land Use Proposed:
Zoning/CRA Sub-district	
Subdivision:	Lot(s)
Fee: \$TBD ( <i>this does not include fees that may be charged as a result of application review by the Village's consultants</i> )	
Justification for annexation petition:  _____  _____  _____  _____	

Annexation Petition GENERAL INFORMATION  
(Please print or type)

1. Property Owner, Lessee, Contract Purchaser, or Applicant (Circle One)

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

2. Agent of Record (if any): The following individual is designated as the Agent of Record for the property owner, lessee, or contract purchaser and should receive all correspondence related to the application review.

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

3. The Undersigned, as Property Owner, Lessee, Contract Purchaser, or Applicant (circle one), acknowledges responsibility for all Village expenses associated with the referenced application(s) including time spent by the Village's consultants and further acknowledges that payment of consultant fees will be made prior to the receipt of the consultant comments.

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

4. Land Planner

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

5. Traffic Engineer

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

6. Attorney

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

7. Other Professional

Name:	City/State/Zip Code:
Title:	Telephone Number:
Company:	Fax Number:
Company Address:	Email Address:

I hereby certify that all information contained herein is true and correct.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature of Property Owner, Lessee, Contract Purchaser or Applicant (circle one)

State of Florida, Martin County The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_ by \_\_\_\_\_ who is personally known to me, or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Notary Signature



Village of Indiantown  
P.O. Box 398  
16550 SW Warfield Blvd.  
Indiantown, FL 34956-0398  
SUBMITTAL REQUIREMENTS CHECKLIST:

Completed Application Form

Future Land Use and Zoning application (applicable after Village Comprehensive Plan is adopted.)

Payment of Fees – Check made payable to the Village of Indiantown

Name and address of the current property owner

Power of Attorney - document of authority to act on behalf of the owner

Recorded Deed - a copy of the recorded deed(s) for the subject

Legal Description and parcel control numbers for each parcel proposed to be annexed, and acreage of subject parcel(s)

A detailed location map

Map depicting current zoning

Map depicting current future land use

Description of adjacent properties (current zoning, future land use and current use)

Aerial Photo – Recent aerial photo of the site with the property clearly outlined

Assessment Map with property clearly outlined in red

Survey in CADD and one (1) hard copy

Justification statement/explanation for proposed annexation (relevant goals, objectives, and policies of the Village's comprehensive plan)

An estimate of ad valorem tax revenues to be generated by the subject property at the current millage rate both prior to and after development

An estimate of residential population increase of the Village after development

School Impact Worksheet

Water and Sewer availability worksheet

A current Flood Insurance Rate Map with the subject property outlined in red

Traffic study, demonstrating the effects of the proposed amendment on the minimum Levels of Service (The following must be provided concurrent with the draft notification letter for staff review prior to the first public hearing)

Certified list of surrounding property owners.

One (1) copy of all documents on a PDF formatted disc electronically signed and sealed and one (1) original hard copy.

Any other information as may be required by the Village of Indiantown staff in order to do a thorough review of the request

Application Number \_\_\_\_\_

Applicant Name \_\_\_\_\_



### LIMITED POWER OF ATTORNEY

By this Limited Power of Attorney I, \_\_\_\_\_, as owner of the property subject to the application submitted to Village of Indiantown, hereby make, constitute and appoint \_\_\_\_\_, the true and lawful attorney-in-fact for said application, and in my name, place and stead, to execute and sign any and all documents or instruments pertaining to the following property located in the Village of Indiantown.

**See attached legal description as Exhibit "A"**

I, \_\_\_\_\_, Owner, give and grant unto said attorney-in-fact, full power and authority to do and perform any and all acts necessary or incident to the performance and execution of the powers herein expressly granted, with power to do and perform all acts authorized hereby, as fully to all intents and purposes as owners might or could do with full power of substitution and revocation, hereby ratifying and confirming all that said attorney or his substitute shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I \_\_\_\_\_, Owner, have hereunto set my hand on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

### NOTARY ACKNOWLEDGMENT

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

I hereby certify that the foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_. He or she is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary public signature

Printed name \_\_\_\_\_

State of \_\_\_\_\_ at-large

**VILLAGE OF INDIANTOWN, FLORIDA  
AGENDA MEMORANDUM**

MEETINGDATE:           October 25, 2018

MEETING TYPE:

AGENDA ITEM TITLE: Civic Center Flooring Repairs

SUMMARY OF ITEM:   At the October 11th, 2018 Village Council meeting; staff was directed to provide a discussion item regarding the Civic Center Floor repairs.

Staff is aware of the flooring material at the Civic Center that is need of repairs and has attached a quote from the Indiantown Civic Center Club.

Village Attorney's Note: Please be advised that pursuant to the Village's Rental Agreement with the Indiantown Civic Club, it is the obligation of the Civic Club, not the Village, to "keep and maintain... in good repair and good condition (ordinary wear and tear excepted), the building, and the meeting room". However, under the Rental Agreement, the Village has the right, but not the obligation, to make improvements to the Civic Center.

RECOMMENDATION: Discussion

PREPARED BY:           Teresa Lamar-Sarno, Village Manager

DATE: 10/10/2018

REVIEWED BY:          Wade Vose, Village Attorney

DATE: 10/18/2018

APPROVED BY:

DATE:

ATTACHMENTS:

Description

Quote

Oct 18, 2018

TERESA,

ENCLOSED ARE THE QUOTES FOR THE  
FLOORING FOR THE CIVIC CENTER. I DO  
UNDERSTAND THAT YOU CAN NOT PAY THE SALES  
TAX. WE AS THE CENTER WILL BE WILLING TO  
PAY THE LABOR TO INSTALL THE FLOORING. I HOPE  
WE CAN COME TO A COMPATIBLE RESOLUTION OF  
THIS ISSUE. SORRY FOR THE HAND WRITTEN LETTER,  
BUT AM VERY BUSY WITH THE RODEO. ANY  
QUESTIONS OR ISSUES PLEASE CALL. OBVIOUSLY  
THE MORE EXPENSIVE FLOOR IS MUCH HIGHER  
QUALITY AND HEAVIER GAUGE & THICKER FLOOR.

Sincerely,  
Craig

# QUOTE

Store 6314 STUART  
3030 SE FEDERAL HWY  
STUART, FL 34994

Phone: (772) 223-7216  
Salesperson: NCP4XK  
Reviewer:

No. H6314-81418

Name **BAUZENBERGER CRAIG** Phone 1 (772) 597-0497

Address 16372 SW INDIANWOOD CIR Phone 2 (856) 220-2166

City INDIANTOWN Company Name

State FL Zip 34956 County MARTIN Job Description VILLAGE VINYL QUOTE

# QUOTE

2018-10-01 11:53

Prices Valid Thru: 10/08/2018

## CUSTOMER PICKUP #1

## MERCHANDISE AND SERVICE SUMMARY

We reserve the right to limit the quantities of merchandise sold to customers

### STOCK MERCHANDISE TO BE PICKED UP:

REF # W02 SKU # 0000-515-664 Customer Pickup / Will Call

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
R01	1002-946-043	114.00	CA	NATURAL OAK WARM GRAY	A	Y	\$38.58	\$4,398.12

SCHEDULED PICKUP DATE: 10/15/2018

END OF CUSTOMER PICKUP - REF #W02

## TOTAL CHARGES OF ALL MERCHANDISE & SERVICES

Policy Id (PI):

A: 90 DAYS DEFAULT POLICY;

'The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.'

ORDER TOTAL	\$4,398.12
SALES TAX	\$263.89
TOTAL	\$4,662.01
BALANCE DUE	\$4,662.01

END OF ORDER NO. H6314-81418

## TERMS AND CONDITIONS

## WILL CALL

Will Call items will be held in the store for 7 days. For Will Call merchandise pick up, proceed to Will Call/Service Desk area/Pro Customers, proceed to the Pro Desk.

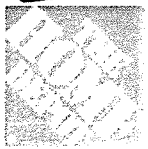
\*\*\* CONTINUED ON NEXT PAGE \*\*\*

NOT ATTACHED FOR MERCHANDISE

FOR WILL CALL  
MERCHANDISE PICK-UP  
PROCEED TO WILL CALL OR  
SERVICE DESK AREA  
(Pro Customers, Proceed To The Pro Desk)

No. H6314-81418

Customer Copy



**QUOTE**

Store 6314 STUART  
3030 SE FEDERAL HWY  
STUART, FL 34994

Phone: (772) 223-7216  
Salesperson: NCP4XK  
Reviewer: NCP4XK

**No. H6314-81414**

**QUOTE**

Name		BAUZENBERGER CRAIG		Phone 1	(772) 597-0497
Address		16372 SW INDIANWOOD CIR		Phone 2	(856) 220-2166
City		INDIANTOWN		Company Name	
State		FL		Job Description	vinyl
Zip		34956		County	MARTIN

2018-10-01 11:52  
Prices Valid Thru: 10/08/2018

**CUSTOMER PICKUP #1**

**MERCHANDISE AND SERVICE SUMMARY**

We reserve the right to limit the quantities of merchandise sold to customers

STOCK MERCHANDISE TO BE PICKED UP: REF # W05 SKU # 0000-515-664 Customer Pickup / Will Call

REF #	SKU	QTY	UM	DESCRIPTION	PI	TAX	PRICE EACH	EXTENSION
R04	1002-241-524	110.00	CA	LIFEPROOF STERLING OAK 20.06/SF	A	Y	\$55.93	\$6,152.30
SCHEDULED PICKUP DATE: 10/15/2018								
MERCHANDISE TOTAL:								\$6,152.30
END OF CUSTOMER PICKUP - REF #W05								

**TOTAL CHARGES OF ALL MERCHANDISE & SERVICES**

Policy Id (PI):  
A: 90 DAYS DEFAULT POLICY;

'The Home Depot reserves the right to limit / deny returns. Please see the return policy sign in stores for details.'

ORDER TOTAL	\$6,152.30
SALES TAX	\$369.14
TOTAL	\$6,521.44
BALANCE DUE	\$6,521.44

END OF ORDER No. H6314-81414

**TERMS AND CONDITIONS**

**WILL CALL**

Will Call items will be held in the store for 7 days. For Will Call merchandise pick up, proceed to Will Call/Service Desk area(Pro Customers, proceed to the Pro Desk).

\*\*\* CONTINUED ON NEXT PAGE \*\*\*

NOT VALID FOR MERCHANDISE

FOR WILL CALL  
MERCHANDISE PICK-UP  
PROCEED TO WILL CALL OR  
SERVICE DESK AREA  
(Pro Customers, Proceed To The Pro Desk)

**No. H6314-81414**

Customer Copy