



## **TOWN COMMISSION MEETING AGENDA**

**October 24, 2023 at 6:30 PM**

**COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838**

**Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)**

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**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**RECOGNITION OF SERGEANT AT ARMS**

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS**

**ROLL CALL**

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

*(Each speaker shall be limited to three (3) minutes)*

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR OCTOBER 24, 2023**

**A. A. MINUTES**

**1. AUGUST 22, 2023 TOWN COMMISSION MEETING**

**2. SEPTEMBER 12, 2023 TOWN COMMISSION MEETING**

**3. SEPTEMBER 26, 2023 TOWN COMMISSION MEETING**

**APPROVAL OF AGENDA**

**NEW BUSINESS**

- 1. ORDINANCE 23-08, PERSONNEL POLICY HANDBOOK, FIRE DEPARTMENT HOLIDAY, VACATION & SICK POLICY AMENDMENT - SECOND READING**

- 2. DISCUSSION & ACTION, FLEET SURPLUS ITEMS**
- 3. DISCUSSION & ACTION, RFQ 23-01, CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACTS**
- 4. DISCUSSION & ACTION, FDOT SHORT TERM AGREEMENT**
- 5. DISCUSSION & ACTION, SELECTION OF TOWN FLAG**

#### **REPORTS FROM OFFICERS**

Polk County Sheriff's Office

Dundee Fire Department

Town Attorney

Town Manager

Commissioners

Mayor

#### **ADJOURNMENT**

***PUBLIC NOTICE:** Please be advised that if you desire to appeal from any decisions made as a result of the above hearing or meeting, you will need a record of the proceedings and in some cases, a verbatim record is required. You must make your own arrangements to produce this record. (Florida statute 286.0105)*

*If you are a person with disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the town clerk's office at 202 east main street, Dundee, Florida 33838 or phone (863) 438-8330 within 2 working days of your receipt of this meeting notification; if you are hearing or voice impaired, call 1-800-955-8771.*





# TOWN COMMISSION MEETING

October 24, 2023 at 6:30 PM

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- AGENDA ITEM TITLE:** Approval of the Commission Consent Agenda
- SUBJECT:** The Town Commission will consider the items of the consent agenda as provided for by the Town Code Article IIA, Sec. 2-33(e). Items in the consent agenda are routine business or reports. All items in the consent agenda are approved in one motion. Any item in the consent agenda may be pulled by a member of the Town Commission for separate consideration.
- STAFF ANALYSIS:** The consent agenda for the meeting of October 24, 2023 contains the following:
- A. Minutes
1. August 22, 2023 Town Commission Meeting
  2. September 12, 2023 Town Commission Meeting
  3. September 26, 2023 Town Commission Meeting
- STAFF RECOMMENDATION:** Staff recommends approval
- ATTACHMENTS:** August 22, 2023 Town Commission Meeting Minutes  
September 12, 2023 Town Commission Meeting Minutes  
September 26, 2023 Town Commission Meeting Minutes



## **TOWN COMMISSION MEETING MINUTES**

**August 22, 2023 at 6:30 PM**

**COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838**

**Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)**

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**CALL TO ORDER by Mayor Pennant at 6:30 P.M.**

**PLEDGE OF ALLEGIANCE led by Mayor Pennant.**

**INVOCATION given by Mayor Pennant.**

**RECOGNITION OF SERGEANT AT ARMS Sgt Anderson.**

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS given by Mayor Pennant.**

**ROLL CALL given by Town Clerk Douthat.**

**PRESENT**

Steve Glenn

Bert Goddard

Willie Quarles

Sam Pennant

**ABSENT**

Mary Richardson

### **DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

*(Each speaker shall be limited to three (3) minutes)*

Mayor Pennant opened the floor for comments from the public.

Suzetta Henson, 309 8th St N, expressed concerns about townwide expansion with no increase in service. She stated that the Town's vision doesn't seem to exist beyond "make more money for the Town".

Seeing no further public come forth, the floor was closed.

## APPROVAL OF AGENDA

Town Manager Davis reported the following change to the August 22, 2023 regular agenda:

Item 3 - Discussion & Action, Dundee Logo was added

***MOTION TO APPROVE the regular meeting agenda with changes for the meeting of August 22, 2023, made by Goddard, Seconded by Glenn. Passed Unanimously.***

*Voting Yea: Glenn, Goddard, Quarles, Pennant*

## NEW BUSINESS

### 1. RESOLUTION 23-14, SOL VISTA FINAL PLAT

Assistant Town Attorney Claytor read the resolution title into the record.

Town Planner Peterson gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Glen Lawhorn, 11000 Jim Edwards Rd, HC, asked if the project had been denied before.

Dee Hall, 801 Lake Marie Blvd, expressed concerns about the road conditions by her home.

Deborah Lawson, 200 Penny Lane, HC, stated that Dundee has no water, no police and streets that need to be repaved. These issues should be addressed before new developments are approved.

Thomas Gill, 108 Bream, HC, questioned whether this project had already been denied in 2013.

Blair Quinn, 22 Lakeview Dr S, HC suggested requiring developers to build better developments.

Seeing no further public come forth, the floor was closed.

***MOTION TO APPROVE Resolution 23-14 made by Goddard, Seconded by Quarles.***

*Voting Yea: Goddard, Quarles, Pennant*

*Voting Nay: Glenn*

### 2. DISCUSSION & ACTION, ORDINANCE 23-06 CALDWELL RIDGE FLUM

Assistant Town Attorney Claytor read the title of Ordinance 23-06 into the record.

Town Planner Peterson gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Deborah Lawson, 200 Penny Lane, HC, does not want the FLU changed.

Ann Cannon, 621 Chicago Way, expressed concerns with Code Enforcement because she received a violation sign in her front yard.

Larry Mathis, 1660 Tyner Rd, HC, spoke against new development in his area.

Glen Lawhorn, 11000 Jim Edwards Rd, HC, expressed concerns about potential traffic.

Seeing no further public come forth, the floor was closed.

***MOTION TO APPROVE Ordinance 23-06 made by Goddard, Seconded by Glenn. Passed unanimously.***

*Voting Yea: Glenn, Goddard, Quarles, Pennant*

### **3. DISCUSSION & ACTION, DUNDEE LOGO**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE the new Town logo made by Quarles, Seconded by Goddard. Passed unanimously.***

*Voting Yea: Glenn, Goddard, Quarles, Pennant*

### **REPORTS FROM OFFICERS**

Polk County Sheriff's Office

Dundee Fire Department

Town Attorney

Town Manager

Commissioners

Mayor

Special Projects Director Mercer and Engineer Dave Carter gave an update on the Lake Marie Pumping project.

Sgt Anderson updated crime levels reporting that they are down 22%.

Fire Chief Carbone updated the run totals.

Assistant Town Attorney Claytor updated the status of the Dundee Plaza turn in.

Town Manager Davis gave an update on the ABC liquor store property.

Town Manager Davis shared the thank you card received from Bobby Green from the Ridge League of Cities.

**ADJOURNMENT at 8:46 PM**

Respectfully Submitted,

*Trevor Douthat*

Trevor Douthat, Town Clerk

**APPROVAL DATE:** \_\_\_\_\_

DRAFT



## **TOWN COMMISSION MEETING MINUTES**

**September 12, 2023 at 6:30 PM**

**COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838**

**Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)**

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**CALL TO ORDER at 6:30 PM by Mayor Pennant.**

**PLEDGE OF ALLEGIANCE led by Mayor Pennant.**

**INVOCATION given by Mayor Pennant.**

**RECOGNITION OF SERGEANT AT ARMS - Sergeant Anderson.**

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS given by Mayor Pennant.**

**ROLL CALL given by Town Clerk Douthat.**

**PRESENT**

Steve Glenn

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

*(Each speaker shall be limited to three (3) minutes)*

Mayor Pennant opened the floor for comments from the public.

Jaramillo Jr, 116 Garrison Ave, requested a permit or exception to have his property rezoned so he can operate his trucking business in an area that is zoned residential.

Suzetta Henson, 309 8th St N, tendered her resignation from the Planning and Zoning Board. Her resignation was read into the record by Dee Hall.

Seeing no further public come forth, the floor was closed.

**APPROVAL OF CONSENT AGENDA: CONSENT AGENDA FOR SEPTEMBER 12, 2023**

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE** the consent agenda for the meeting of September 12, 2023 made by Goddard,  
Seconded by Glenn. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**A. A. MINUTES**

**1. August 8, 2023 Town Commission Meeting**

**B. AGREEMENTS**

- 1. Applied Aquatic - Aquatic Plant Management Agreement Lake Maire**
- 2. Applied Aquatic - Aquatic Plant Management Agreement Lake Menzie**
- 3. Applied Aquatic - Aquatic Plant Management Agreement Lake Ruth**

**APPROVAL OF AGENDA**

Town Manager Davis reported that Item 12 had been removed from the agenda.

***MOTION TO APPROVE** the regular meeting agenda for the meeting of September 12, 2023, made by Glenn,  
Seconded by Quarles. Passed Unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

**1. PROCLAMATION, SICKLE CELL DISEASE AWARENESS MONTH**

Mayor Pennant read the proclamation into the record.

***MOTION TO SUPPORT** September as National Sickle Cell Awareness month made by Goddard,  
Seconded by Quarles. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**NEW BUSINESS**

**2. MAYOR'S STATEMENT**

Mayor Pennant read the Mayor's Statement into the record.

**3. RESOLUTION 23-20, ADOPTION OF TENTATIVE MILLAGE RATE FY 2023 - 2024**

Assistant Town Attorney Claytor read Resolution 23-20 in its entirety into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE** Resolution 23-20 made by Quarles, Seconded by Goddard. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**4. RESOLUTION 23-21, ADOPTION OF TENTATIVE BUDGET FY 2023 – 2024**

Assistant Town Attorney Claytor read Resolution 23-21 in its entirety into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE** Resolution 23-24 made by Glenn, Seconded by Goddard. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**5. RESOLUTION 23-18, STORMWATER UTILITY FEE ROLL CERTIFICATION**

Assistant Town Attorney Claytor read the resolution title of Resolution 23-18 into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Ron Hall, 801 Lake Marie Dr, requested that the Commission have more of a discussion about the items being voted on.

Guadalupe Ortiz, 116 Garrison Ave, also requested to have agenda items explained before being voted on.



Annette Wilson, 408 MLK St, stated that it is an individual's responsibility to educate themselves on items coming before the Commission.

Seeing no further public come forth, the floor was closed.

**MOTION TO APPROVE** Resolution 23-18 made by Quarles, Seconded by Goddard. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## 6. RESOLUTION 23-19, FIRE ASSESSMENT FEE ROLL CERTIFICATION

Assistant Town Attorney Claytor read the title of Resolution 23-19 into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**MOTION TO APPROVE** Resolution 23-19 made by Goddard, Seconded by Richardson. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## 7. ORDINANCE 23-08, PERSONNEL POLICY HANDBOOK, FIRE DEPARTMENT HOLIDAY, VACATION & SICK POLICY AMENDMENT

Assistant Town Attorney Claytor read the title Ordinance 23-08 into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Vice Mayor Glenn asked what process the County follows.

Fire Chief Carbone explained that the County begins with 10 hours and then starts a step program.

**MOTION TO APPROVE** the first reading of Ordinance 23-08 made by Quarles, Seconded by Goddard. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## 8. RESOLUTION 23-22, CONCURRENCY MANAGEMENT

Assistant Town Attorney Claytor read the title of Resolution 23-22 into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Naeem Ali, 204 Grace Ave, asked if the concurrency plan applied to County roads as well.

Assistant Town Attorney Claytor stated that it only applies to Town roads.

Seeing no further public come forth, the floor was closed.

***MOTION TO APPROVE*** Resolution 23-22 made by Glenn, Seconded by Richardson. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## 9. DISCUSSION & ACTION, CHASTAIN SKILLMAN TASK ORDER

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE*** the Chastain Skillman task order made by Quarles, Seconded by Glenn. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## 10. DISCUSSION & ACTION, RAFTELIS TASK ORDER

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE*** the Raftelis task order made by Glenn, Seconded by Goddard. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## 11. DISCUSSION & ACTION, CHA ADDENDUM

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

***MOTION TO APPROVE** the CHA addendum made by Quarles, Seconded by Goddard. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

### REPORTS FROM OFFICERS

Fire Chief Carbone updated the run totals and reported that the bunk room renovation is scheduled to be completed by September 30<sup>th</sup>.

Town Manager Davis reported that the investigation into Assistant Town Attorney Claytor had no findings and was dismissed.

Town Manager Davis informed the Commission that New St Luke Baptist Church sent an invitation for their Pastoral Anniversary.

Town Manager Davis gave an update on the construction and coating of the tank at the waste water treatment plant.

Vice Mayor Glenn stated that there are some fire hydrants that need to be painted. Fire Chief Carbone updated the Commission on the fire hydrant testing and painting program.

Vice Mayor Glenn stated that 8th St is in need of restriping.

Vice Mayor Glenn asked for an update on the Finance Director search.

Vice Mayor Glenn asked for an update on the electronic sign at the Depot.

Assistant Town Attorney Claytor clarified by consensus of the Commission that they Commission did in fact accept Board Member Henson's resignation.

**ADJOURNMENT at 7:01 PM**

Respectfully Submitted,

*Trevor Douthat*

Trevor Douthat, Town Clerk

APPROVAL DATE: \_\_\_\_\_

DRAFT



## **TOWN COMMISSION MEETING MINUTES**

**September 26, 2023 at 6:30 PM**

**COMMISSION CHAMBERS - 202 E. MAIN STREET, DUNDEE, FL 33838**

**Phone: 863-438-8330 | [www.TownofDundee.com](http://www.TownofDundee.com)**

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**CALL TO ORDER** by Mayor Pennant at 6:30PM

**PLEDGE OF ALLEGIANCE** led by Mayor Pennant

**INVOCATION** given by Mayor Pennant

**RECOGNITION OF SERGEANT AT ARMS** - Sergeant Anderson

**ORDINANCE #13-08, PUBLIC SPEAKING INSTRUCTIONS** given by Mayor Pennant

**ROLL CALL** given by Town Clerk Douthat

**PRESENT**

Steve Glenn

Bert Goddard

Willie Quarles

Mary Richardson

Sam Pennant

**DELEGATIONS-QUESTIONS & COMMENTS FROM THE FLOOR**

*(Each speaker shall be limited to three (3) minutes)*

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**APPROVAL OF AGENDA**

Town Manager Davis reported the following changes to the agenda:

Item 7 Resolution 23-27 was added.

Item 10 Discussion and Action, Grapple Truck Repair was added.

Item 5 Revisions were made to Resolution 23-25.

**MOTION TO APPROVE** the regular meeting agenda with changes made by Glenn, Seconded by Quarles. Passed unanimously.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

## **PROCLAMATIONS, RECOGNITIONS AND DESIGNATIONS**

### **1. PROCLAMATION, HISPANIC HERITAGE MONTH**

**MOTION TO SUPPORT** September 15, 2023 through October 15, 2023 as Hispanic Heritage Month made by Goddard, Seconded by Quarles. Passed unanimously.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

Mayor Pennant read the proclamation into the record.

Shawanda Concepcion and Raisa Garcia accepted the proclamation.

## **NEW BUSINESS**

### **2. MAYOR'S STATEMENT**

Mayor Pennant read the Mayor's Statement into the record.

### **3. RESOLUTION 23-23, ADOPTION OF FINAL MILLAGE RATE FY 2023 - 2024**

Assistant Town Attorney Claytor read Resolution 23-23 in its entirety into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**MOTION TO APPROVE** Resolution 23-23 made by Quarles, Seconded by Glenn. Passed unanimously.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

### **4. RESOLUTION 23-24, ADOPTION OF FINAL BUDGET FY 2023 – 2024**

Assistant Town Attorney Claytor read Resolution 23-24 in its entirety into the record.

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

**MOTION TO APPROVE** Resolution 23-24 made by Goddard, Seconded by Richardson. Passed unanimously.

Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant

**5. RESOLUTION 23-25, LANDINGS AT LAKE TRASK SUBDIVISION CERTIFIED SUBDIVISION PLAN (CSP)**

Assistant Town Attorney Claytor read the title of Resolution 23-25 into the record.

Town Planner Peterson gave the analysis.

Assistant Town Attorney Claytor stated for the record that by making a motion to approve the resolution, the Town Commission would be making a motion to approve the CSP with conditions; and, if approved, the approval of the resolution would only approve the CSP for Phase two of the project.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Commissioner Richardson asked about the conditions mentioned in the resolution.

Assistant Town Attorney Claytor explained the conditions.

***MOTION TO APPROVE** Resolution 23-25 made by Quarles, Seconded by Goddard. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**6. DISCUSSION, LIVE LOCAL ACT SB 102**

Town Planner Peterson gave the presentation.

**7. RESOLUTION 23-27, BUSINESS IMPACT ESTIMATE POLICY**

Assistant Town Attorney Claytor read the resolution title of Resolution 23-27 into the record and gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Mayor Pennant asked if a study needed to be done in conjunction with Resolution 23-27.

Assistant Town Attorney Claytor stated that no study is needed.

***MOTION TO APPROVE** Resolution 23-27 made by Quarles, Seconded by Goddard. Passed unanimously.*

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

**8. DISCUSSION & ACTION, RFP 23-05, LAKE MARIE PEDESTRAIN/BIKE TRAIL BRIDGE REPLACEMENT**

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Assistant Town Attorney Claytor created the motion.

***MOTION TO REJECT ALL BIDS*** and authorize the Town Manager to revise and amend RFP 23-05 and bring it back before the Commission for approval and authorization to publish same made by Goddard, Seconded by Glenn. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## 9. DISCUSSION & ACTION, RFP 23-06, VETERANS MEMORIAL DESIGN & INSTALLATION

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public.

Archie Sapp, 703 N Adams Ave asked if the roadway from US 27 to Main St could be changed to Veteran's Memorial Boulevard.

Seeing no further public come forth, the floor was closed.

***MOTION TO APPROVE RFP 23-06*** made by Glen, Seconded by Richardson. Passed Unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

***MOTION TO AMEND THE ORIGINAL MOTION TO AUTHORIZE*** Town Attorney to prepare a construction agreement and authorize the Town Manager to take all necessary further actions which includes but is not limited to negotiating and executing the construction agreement and other documents made by Glen, Seconded by Richardson. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## 10. DISCUSSION & ACTION, GRAPPLE TRUCK REPAIR

Town Manager Davis gave the analysis.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Vice Mayor Glenn asked if it would be possible to borrow a truck from another municipality.

***MOTION TO APPROVE*** the 30-day rental of a grapple truck from RDK in an amount not to exceed \$8000.00 made by Quarles, Seconded by Richardson. Passed unanimously.

*Voting Yea: Glenn, Goddard, Quarles, Richardson, Pennant*

## 11. DISCUSSION, FREEDOM TOUR FOOD BANK DISTRIBUTION

Town Manager Davis gave the presentation.



Commissioner Richardson thanked Public Works Director Vice and his crew for their hard work with the food bank distribution.

## 12. DISCUSSION & ACTION, SELECTION OF TOWN FLAG

Town Manager Davis gave the presentation.

Mayor Pennant opened the floor for comments from the public; seeing no public come forth, the floor was closed.

Jessica Farler, 315 5th St S, expressed her disinterest in the options.

Jackie Nickels, 308 Lewis Ct, suggested a different design.

### REPORTS FROM OFFICERS

Fire Chief Carbone updated the run totals, updated the Commission on the renovations and bay doors and reminded the Commission that the hydrant testing is underway.

Assistant Town Attorney Claytor gave an update on the Dundee Ridge Plaza easement.

Town Manager Davis thanked Jon Vice for installing the sand cranes on Town Hall. She gave an update on the lighting at Lake Marie. She gave an update on the lighting at the Fire Department. She informed the Commission about the Fall Fest coming up in November including a bake off and scarecrow contest. She updated the

Commission on her trip to Washington, D.C. and the National Black Caucus.

Commissioner Richardson asked about the sign at the depot. She informed the Commission that she had visited local businesses and shared some of their concerns.

### ADJOURNMENT at 8:50 PM

Respectfully Submitted,

*Trevor Douthat*

Trevor Douthat, Town Clerk

APPROVAL DATE: \_\_\_\_\_



# TOWN COMMISSION MEETING

October 24, 2023 at 6:30 PM

- 
- AGENDA ITEM TITLE:** ORDINANCE 23-08, PERSONNEL POLICY HANDBOOK, FIRE DEPARTMENT HOLIDAY, VACATION & SICK POLICY AMENDMENT
- SUBJECT:** The Town Commission will hear the second reading of Ordinance 23-08.
- STAFF ANALYSIS:** According to section 1.04A of the handbook, the Town Manager shall present to the Commission changes, as necessary, for the administration of the personnel system.
- Ordinance 23-08 will adopt the revised and restated Town of Dundee Personnel Policy Handbook, specifically the Holiday, Vacation, Sick Leave and Miscellaneous Leaves for Fire Department.
- FISCAL IMPACT:** NONE
- STAFF RECOMMENDATION:** Approval of Ordinance 23-08
- ATTACHMENTS:** Ordinance 23-08  
Exhibit A

**ORDINANCE NO. 23-08**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, AMENDING SECTION 5 TITLED “HOLIDAY”, SECTION 6 TITLED “ANNUAL LEAVE (VACATION)”, SECTION 7 TITLED “SICK LEAVE”, AND SECTION 8 TITLED “MISCELLANEOUS LEAVES”, IN THE TOWN OF DUNDEE, FLORIDA PERSONNEL POLICY HANDBOOK, AND PROVIDING FOR SEVERABILITY; CONFLICTS; PROVIDING FOR CODIFICATION; ADMINISTRATIVE CORRECTION OF SCRIVENER’S ERRORS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on May 11, 2010, at a duly noticed public hearing, the Town Commission of the Town of Dundee adopted Ordinance No. 10-02 establishing a new and revised Town of Dundee Personnel Policy Handbook (the “Handbook”); and

**WHEREAS**, pursuant to Section 4.06 of the Town of Dundee Charter (the “Charter”), the Town Commission may establish personnel procedures and rules by ordinance; and

**WHEREAS**, pursuant to Section 1.04A of the Personnel Policy Handbook, the Town Manager shall present to the Town Commission rules, regulations and changes, as necessary, for the administration of the personnel system; and

**WHEREAS**, the Town Commission has considered and reviewed the amendment(s) to the personnel rules for the Handbook which amend Sections 5.01, 5.02, 5.03, 6.01, 7.01, 8.01, 8.02 and 8.13 of the Town of Dundee Personnel Policy Handbook (collectively referred to as the “Amendments”); and

**WHEREAS**, the Amendments are more particularly set forth on **Exhibit “A”** attached hereto and incorporated herein by reference; and

**WHEREAS**, the Town Commission of the Town of Dundee finds that it is beneficial and appropriate and in the best interests of the residents and citizens of the Town of Dundee to adopt the Amendments for the Town of Dundee Personnel Policy Handbook.

**NOW, THEREFORE**, be it enacted by the Town Commission of the Town of Dundee, Florida:

**SECTION 1.** The above recitals to this Ordinance (WHEREAS clauses) are hereby incorporated as a factual basis for the passage of this Ordinance and adopted by the Town Commission as the legislative findings and intent pertaining to this Ordinance.

**SECTION 2.** The Town Commission hereby amends Sections 5.01, 5.02, 5.03, 6.01, 7.01, 8.01, 8.02 and 8.13 of the Town of Dundee Personnel Policy Handbook as more particularly set forth on **Exhibit “A”** attached hereto and incorporated herein by reference (additions shown in underline and deletions shown in ~~strikethrough~~).

**SECTION 3.** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent necessary to give this Ordinance full force and effect. The sections of the amended Town of Dundee Personnel Policy Handbook (see attached **Exhibit “A”**), insofar as they are substantially the same as legislation previously adopted by ordinance(s) of the Town of Dundee and relating to the same subject matter, shall be construed as restatements and continuations thereof and not as new enactments.

**SECTION 4.** If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town of Dundee, Florida, by and through its Town Commission, hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

**SECTION 5.** This Ordinance shall not be codified in the Code of Ordinances of the Town of Dundee, Florida. A certified copy of this enacting ordinance shall be located in the Office of the Town of Dundee Town Clerk, and the revised and restated Town of Dundee Personnel Policy Handbook (September 2023) shall be reviewed annually by the Town of Dundee Town Manager and remain on file in the Office of the Town of Dundee Town Clerk.

**SECTION 6.** The effective date of this Ordinance shall be immediately upon passage on second reading.

INTRODUCED on first reading this 12th day of September, 2023.

PASSED on second reading this 24th day of October, 2023.

**TOWN OF DUNDEE, FLORIDA**

\_\_\_\_\_  
Mayor- Sam Pennant

ATTEST:

\_\_\_\_\_  
Town Clerk – Trevor Douthat

Approved as to form:

\_\_\_\_\_  
Town Attorney - Frederick J. Murphy, Jr.

**EXHIBIT "A"**

(Additions shown in underline and deletions shown in ~~strikethrough~~)

**SECTION 5**  
**HOLIDAYS**

5.01 Days Observed

A. The following, and any other days which the Town Commission may declare, are Town holidays. They shall be granted with pay to all eligible employees scheduled to work on such days.

- 1. New Year's Day                      January 1
- 2. Martin Luther King Day            Third Monday in January
- 3. Memorial Day                        Last Monday in May
- 4. Juneteenth                            June 19
- 5. Independence Day                  July 4
- 6. Labor Day                             First Monday in September
- 7. Veteran's Day                        November 11
- 8. Thanksgiving                        Fourth Thursday in November
- 9. Friday after Thanksgiving        Fourth Friday in November
- 10. Christmas Eve                      December 24
- 11. Christmas Day                      December 25
- 12. Two Personal Holidays

B. When a holiday falls on a Saturday, the preceding Friday shall be observed as the official holiday for that year. When a holiday falls on a Sunday, the following Monday shall be observed as the official holiday.

C. The Town Manager will determine when any department or operation will be closed to observe a holiday, and which employee shall be eligible for holiday leave.

5.02 Eligibility for Holiday Pay

A. All probationary or eligible full-time regular employees will receive eight (8) hours off with pay for each of the holidays earned (See Section 5.03, Holiday on Workday). All probationary or regular part-time employees will receive four (4) hours off with pay for each of the holidays earned. Probationary or regular full-time firefighters on 24-hour shift schedule will be paid twelve (12) hours straight time as holiday pay for each holiday in lieu of paid time off.

- B. An employee must be on "Active Pay Status" (See Section 2, Definitions of Terms) on the regularly scheduled working day immediately prior to a holiday and the regularly scheduled working day immediately following a holiday in order to qualify for the holiday time.

#### 5.03 Holiday on Workday

- A. All full-time regular employees who work on the observed holiday will be paid holiday pay [eight (8) hours straight time] plus time worked. All probationary or regular part-time employees will receive four (4) hours off with pay for each of the holidays earned. Probationary or regular full-time firefighters on 24-hour shift schedule will be paid twelve (12) hours straight time as holiday pay for each holiday in lieu of paid time off.
- B. An employee who is scheduled to work on the day observed as a holiday and calls in sick will be charged with sick leave.

#### 5.04 Holiday on Leave Day

- A. Holidays which occur during annual or sick leave shall be charged to holiday leave and not to annual or sick leave.
- B. When a holiday falls within a leave without pay absence period, the employee shall not be paid for the holiday.

#### 5.05 Sick Leave Before or After a Holiday

Employees calling in sick the day before or the day after a holiday will not be compensated for the holiday.



**SECTION 6**  
**ANNUAL LEAVE (VACATION)**

6.01 Eligibility and Rate of Earning

A. Part-time, emergency and temporary employees shall not earn annual leave. Regular full-time employees will accrue annual leave as follows:

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**GENERAL EMPLOYEES**

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| <b>LENGTH OF SERVICE</b>  | <b>MONTHLY ACCRUAL</b>                                 | <b>ANNUAL ACCRUAL</b> | <b>DAILY EQUIVALENT</b> |
|---|--|-----------------------|-------------------------|
| 0 YEARS THROUGH 1 <sup>st</sup> ANNIV.                          | 4 Hours  | 48 Hours              | 4 Days                  |
| DAY AFTER 2 <sup>nd</sup> ANNIV. THROUGH 3 <sup>rd</sup> ANNIV. | 8 Hours  | 96 Hours              | 12 Days                 |
| DAY AFTER 3 <sup>rd</sup> ANNIV.                                | .7 Hours per Month for each Additional Year of Service | 8.4 Hours             | 1 Day and .4 Hour       |
| MAXIMUM ALLOWED PER MONTH                                       | 1.7 Days of Annual Leave per Month                     |                       | 20 Days and .4 Hour     |

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**FIRE EMPLOYEES**

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| <b>LENGTH OF SERVICE</b>                                       | <b>MONTHLY ACCRUAL</b> | <b>ANNUAL ACCRUAL</b> | <b>WORKING SHIFT PER YEAR</b> |
|--|------------------------|-----------------------|-------------------------------|
| 0 YEARS THROUGH 5 <sup>th</sup> ANNIVERSARY                    | 10 Hours               | 120 Hours             | 5 Shifts                      |
| DAY AFTER 5 <sup>th</sup> ANNIVERSARY THROUGH 10 <sup>th</sup> | 14 Hours               | 168 Hours             | 7 Shifts                      |

|   |          |           |             |
|---|----------|-----------|-------------|
| ANNIVERSARY   |          |           |             |
| DAY AFTER 10th ANNIVERSARY THROUGH 15th ANNIVERSARY | 18 Hours | 216 Hours | 9 Shifts    |
| DAY AFTER 15th ANNIVERSARY THROUGH 20th ANNIVERSARY | 20 Hours | 240 Hours | 10 Shifts   |
| DAY AFTER 20th ANNIVERSARY THROUGH 25th ANNIVERSARY | 24 Hours | 288 Hours | 12 Shifts   |
| DAY AFTER 25th ANNIVERSARY AND BEYOND               | 25 Hours | 300 Hours | 12.5 Shifts |

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B. Annual leave is computed on the Town employment anniversary date for each employee.

6.02 Charging Leave

- A. Annual leave will be charged in increments of no less than two (2) hours.
- B. Holidays which occur during the period selected by the employee for annual leave shall be charged against holiday leave and not to annual leave (See Section 5.04, Holiday on Leave Day).
- C. Leave may only be taken as it is earned on a monthly basis.

6.03 Request for Leave

A. Annual leave may be taken only after approval by the Department Director. Supervisors will arrange vacation schedules and re-allocate duties on such a basis as to cause minimum interference with the normal functions and operations of the department.

- B. Annual leave may be used only as earned. In emergency or hardship situations, the Town Manager or Department Director may approve an employee's request for leave in advance of having earned such leave not to exceed forty (40) hours. If the employee is unable to reimburse the advanced vacation time due to termination of employment, the balance due will be deducted from the employee's final pay.
- C. Annual leave may be carried forward after an employee's anniversary hire date not to exceed more than eighty (80) hours. However, any earned leave in excess of eighty (80) hours accrual will be forfeited at the anniversary hire date.
- D. Department Director's request for annual leave will be presented to the Town Manager for approval.
- E. Family Medical Leave (FMLA) may be paid, unpaid or a combination of paid or unpaid, as provided in Section 9.12 of the Town's Personnel Policy Handbook and by the Family and Medical Leave Act (FMLA) of 1993. If the employee has accrued sick leave and/or annual leave, the employee must first use accrued sick leave and/or annual leave and then may take the remainder of the approved FMLA leave as unpaid.

#### 6.04 Accumulation During Leave

Credit for annual leave shall not accumulate during any leave of absence without pay or during any layoff. Annual leave shall continue to accumulate during a leave of absence with pay, during lost time due to an on-the-job injury, or during an authorized annual leave.

#### 6.05 Use

Annual leave may be granted for the following purposes:

- A. Vacation.
- B. Absences for transacting personal business that cannot be conducted during off-duty hours.
- C. Religious holidays other than those designated by the Town as official

holidays.

- D. For uncovered portions of absences due to medical reasons once sick leave has been exhausted.
- E. Any scheduled absence from work not covered by other types of leave provisions established by these policies.
- F. For the purposes of vacation, no employee will be allowed to use more than eighty (80) hours of leave consecutively or be absent from work more than two (2) consecutive weeks, whichever is greater.

#### 6.06 Unused Annual Leave

When termination occurs following the first (1<sup>st</sup>) employment anniversary date, employees will be compensated for vacation leave earned and unused at the date of termination of employment at the employee's current pay rate not to exceed eighty (80) hours.

## SECTION 7 SICK LEAVE

### 7.01 Eligibility and Rate of Earning

- A. Sick leave is provided as a benefit to employees. This benefit allows employees to receive compensation while absent from work on medical leave in accordance with the provisions of Section 7.04, Use. Specifically, this benefit is intended to assist the employee during extended periods of time that an employee is absent from work on medical leave. Each Probationary or Regular Full-Time employee will earn sick leave at a rate of 8.0 hours per month. Probationary or regular part-time employees will earn sick leave at a rate of 4.0 hours per month. Probationary or Regular Full-Time firefighters on 24-hour shift schedule will earn sick leave at a rate of twelve (12.0) hours per month.
  
- B. Sick leave may be taken during the employee's probationary period. However, in the event the employee resigns or is otherwise terminated before the end of the probationary period, any sick leave taken will be reimbursed to the Town by deduction from the employee's final pay.
  
- C. Sick leave will not be granted in advance of accrual.
  
- D. Sick leave will not be considered as time worked for overtime computation.

### 7.02 Charging Leave

- A. Sick leave will be charged in one (1) hour minimum increments.
  
- B. Should a holiday occur during sick leave, the holiday shall be charged to holiday leave (See Section 5.04, Holiday on Leave Day).

### 7.03 Request for Leave

- A. To receive compensation while absent on sick leave, the employee shall notify his/her immediate supervisor or Department Director in accordance with department regulations. An employee in a unit operating on a twenty-

four (24) hour basis must notify the department within a time limit established by the department. This provision may be waived by the Department Director if the employee submits evidence that it was impossible to give such notification.

- B. The Department Director may request a physician's certificate to verify the illness of any employee on sick leave.
- C. An employee who has exhausted sick leave but must be absent due to a use stated in Section 7.04, must use annual leave for the duration of the use or request Leave Without Pay in accordance with provisions of Section 8.08.
- D. An employee who has exhausted annual leave but must be absent due to a use stated in Section 7.04, must request Leave without Pay in accordance with the provisions of Section 9.08 or the employee may be subject to termination.
- E. Family Medical Leave (FMLA) may be paid, unpaid or a combination of paid or unpaid, as provided in Section 9.12 and by the Family and Medical Leave Act (FMLA) of 1993. If the employee has accrued sick leave and/or annual leave, the employee must use accrued sick leave and/or annual leave first and then may take the remainder of the approved FMLA leave as unpaid.

#### 7.04 Use

Sick leave may be granted for the following purposes:

- A. Personal injury, pregnancy, or illness of the employee.
- B. Medical, dental, optical or chiropractic examination or treatment when it is not possible to arrange the appointment during off-duty hours.
- C. Exposure to contagious disease which would endanger others as determined by a physician.
- D. Illness of a member of the employee's immediate family which requires the personal care and attention by the employee (See definition of Immediate Family in Section 2, Definitions of Terms).

#### 7.05 Accrued Leave

There is no limit on the amount of sick leave an employee may accrue.

7.06 Unused Sick Leave

Unused sick leave will not be paid to separating employees.

7.07 Sick Leave Bank

The Town may establish and implement a Sick Leave Bank that may be amended by Resolution.

**SECTION 8**  
**MISCELLANEOUS LEAVES**

8.01 Funeral Leave

- A. All full-time employees will be eligible to receive paid funeral leave of up to three (3) days for an in-town funeral or up to five (5) days for an out-of-town funeral for an immediate family member (See definition of Immediate Family, Section 2, Definitions of Terms) and upon approval of the Department Director.
- B. The employee may be required to provide proof of death in the immediate family before compensation is approved.
- C. If additional time off is necessary to attend a funeral of an immediate family member, annual leave may be used.
- C. If the employee wishes to attend the funeral of someone outside his/her immediate family, annual leave or leave without pay may be granted.

8.02 Special Leave

- A. In the case of a serious illness, injury, or temporary care of the employee's immediate family requiring the employee's attendance, the employee's Department Head may grant up to two days of special leave per year.
- B. A Department Head may require verification of the employee's relationship and reason for leave.

8.03 Court Leave

- A. An employee attending court as a witness on behalf of a governmental agency or for jury duty during their normal working hours shall receive leave with pay at their regular rate for the hours, they attend court.
- B. All regular full-time employees subpoenaed to attend court on behalf of the Town are eligible for leave with pay. Those employees who become plaintiffs or defendants in personal litigation are not eligible for leave with pay, however, annual leave or leave without pay may be granted.



- C. Employees who attend court for only a portion of a regularly scheduled workday are expected to report to their supervisor when excused or released by the court.
- D. Employees required to attend court as stated in "A" above and are on scheduled annual leave may be allowed to take additional leave with pay at a later date for that court time.
- E. Fire Department employees who attend court on behalf of the Town during off-duty time may receive compensatory time off and may receive the normal witness fees.
- F. All court attendance must be verified before an employee is compensated. Monies received from court appearances will be turned over to the Town, except for travel pay and as shown in "E" above.

#### 8.04 Conference Leave

An employee may be granted leave with pay to attend professional and technical institutes, conferences or other meetings which contribute to the effectiveness of the employee's service. All such leave and travel expenses will be subject to the approval of the Town Manager.

#### 8.05 Military Leave

- A. An employee who is a member of the United States Armed Forces Reserve or the Florida National Guard, upon presentation of a copy of the employee's official orders or appropriate military certification for periods engaged in annual field training or other active duty, shall be entitled to leave without loss of pay, time or efficiency rating.
- B. Such leave with pay shall not exceed seventeen (17) calendar days in any year.
- C. An employee who is a member of the military reserve and has been called into active military service, as defined in Section 115.08, Florida Statutes, shall receive the first thirty (30) days of leave with full pay.
- D. A copy of the official orders or appropriate military certification shall be filed in the employee's personnel file.

#### 8.06 Civil Disorder or Natural Disaster

- A. Employees who are members of a volunteer fire department, police auxiliary or reserve, civil defense unit or other law enforcement-type organization may be granted leave with pay upon approval by the Town Manager when called on to perform duties in times of civil disturbances, riots, and natural disasters.
- B. Normally the leave should not exceed two (2) days on any one occasion.
- C. The Town will reimburse the employee for their difference between the Military pay and their regular Town pay during the approved period of service.

#### 8.07 Examinations

An employee may be granted leave with pay for the purpose of taking examinations that will upgrade their qualifications. The examination should be related to the employee's present job and approval must be received from the Town Manager.

#### 8.08 Leave without Pay

- A. The decision to grant a leave without pay (leave of absence) will be at the discretion of the Town Manager.
- B. The following provisions apply to leave without pay:
  - 1. An employee granted a leave without pay must keep the department informed of his/her current activity and current address.
  - 2. An employee who obtains either part-time or full-time employment elsewhere while on an authorized leave without pay is required to notify the department in writing within three (3) days of accepting such employment.
  - 3. Failure to comply with all the leave without pay policy requirements will result in the employee being dropped from leave of absence status, in which case he/she must return to duty or be discharged.
  - 4. Any employee granted leave without pay shall contact the Department Director at least two (2) weeks prior to the expiration of the leave to

facilitate the reinstatement process.

5. Failure to return to work at the expiration of the leave shall be considered as a resignation.
6. Sick leave, annual leave or holiday leave will not be earned by an employee for the time that the employee is on leave without pay.

C. Employees wishing to continue their insurance coverage must pay both individual and family premiums while on leave without pay.

#### 8.09 Disability Leave (Accident Leave)

- A. Employees of the Town who are injured on the job are eligible for Worker's Compensation.
- B. The employee is not entitled to un-accumulated sick days and vacation days.
- C. Employees who exceed one week on Disability and Accident leave will be placed on Family Medical Leave retroactive to the date of injury, if eligible, otherwise employee may be placed on leave without pay at the discretion of the Town Manager.

#### 8.10 Maternity Leave

- A. Federal guidelines on gender discrimination provide that maternity related absences may be considered and treated as a temporary disability. Disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom is, for all job-related purposes, temporary disability. The sick leave plan shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as it is applied to other temporary disabilities.
- B. Maternity leave is a period of approved absence for incapacitation related to pregnancy and confinement. Maternity leave may be charged to sick leave or to any combination of sick leave, annual leave and leave without pay.
- C. The time when a woman on maternity leave should return to work will be determined on an individual basis and will generally depend on the physical nature of the work, the needs of the Town and the results of professional medical guidance.

- D. An employee will be allowed to continue working so long as the conditions of the pregnancy do not adversely impair her work performance or health as determined by the Town with physician, and employee input, and on the needs of the Town.
- E. The date on which the employee shall return to work following maternity leave shall be based on a medical statement from a certified physician stating that she is physically and mentally able to perform normal duties of her position with full efficiency.

#### 8.11 Voting Leave

During a primary or general election, an employee who is registered to vote and whose hours of work do not allow enough time for voting shall be allowed the necessary time off with pay for this purpose. When the polls are open two (2) hours before or two (2) hours after their regularly scheduled work period, it will be considered sufficient time for voting.

#### 8.12 Family and Medical Leave

- A. The Town of Dundee may grant up to twelve (12) weeks of Family and Medical Leave during each calendar year to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). To be eligible the employee must have worked for the Town of Dundee for at least twelve (12) months and have worked at least 1,250 hours during the twelve (12) month period immediately before the requested leave date. The employee is entitled to FMLA for one of the following reasons:
  - 1. The birth and care of a child [leave completed within one (1) year of birth].
  - 2. The placement of a child with an employee for adoption or foster care [leave completed within one (1) year of placement].
  - 3. The care of a spouse (legally married), child or parent with a serious health condition.
  - 4. The serious health condition of the employee. A serious health condition is defined as a condition which requires inpatient care at a

hospital, hospice or residential medical care facility, or a condition which requires continuing care by a licensed health care provider. Voluntary cosmetic treatments which are not medically necessary are excluded unless inpatient hospital care is required. Treatment for substance abuse is included when inpatient care is required.

- B. Family and Medical Leave time in excess of twelve (12) weeks may be requested and considered on a case-by-case basis with due consideration being given to individual circumstances; however, leaves of absence will not exceed beyond a six (6) month period.
- C. Eligible employees may take family and medical leave in consecutive weeks or use the leave intermittently. Leave for birth or adoption, or foster care of a child must be taken within one (1) year of the birth or placement of the child, and the Town and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hourly schedule.
- D. An employee requesting leave under this policy must submit the request in writing to his or her immediate supervisor with a copy to the Department Director. Except where leave is not foreseeable, the employee must give the Town thirty (30) days notice of the requested leave. If it is not possible to give thirty (30) days notice, the employee must give as much notice as is practicable.
- E. An employee requesting leave for the care of his or her spouse, child, or parent with a serious health condition or for the employee's serious health condition, is required to supply written certification of the serious health condition stating the date the condition began, diagnosis and the probable duration of the condition. If the leave is for the employee's serious health condition, the health care provider must state the employee is unable to perform assigned job duties.
- F. The completed leave of absence request and, if appropriate, the medical authorization is to be forwarded to the Department Director and Town Manager for consideration of approval.
- G. Family and Medical Leave may be paid, unpaid or a combination of paid and unpaid. If the employee has accrued sick leave and/or annual leave the employee must use accrued sick leave and/or annual leave first and then may take the remainder of the approved FMLA leave as unpaid.

- H. An employee who takes leave under this policy will be able to return to the same position or a position with equivalent status, pay, benefits, and other employment terms. The position will be the same or one which entails substantially equivalent skill, effort, responsibility, and authority.
- I. Employees who exceed one week of sick leave for an unforeseeable qualifying illness will be placed on Family and Medical Leave retroactive to the date of illness.

#### 8.13 School Visitation Leave

- A. An employee will be provided up to one (1) day of unpaid leave per school year to attend the primary or secondary school conferences or classroom activities related to the employees' children that cannot be scheduled during non-work hours. No more than four (4) hours of the one (1) day of leave may be taken on any one day. If an employee wishes to make up the time taken off, then the Town will make a good faith effort to allow the employee to do so.
- B. An employee must exhaust all earned and accrued, paid vacation, and holiday leave before requesting school visitation leave. An employee also must give the Town seven (7) days notice prior to taking the leave. If it is an emergency, then an employee must provide only twenty-four (24) hour notice to the Town. After completion of the school visit, an employee may be required to submit to the Town written verification that the visit occurred.



# TOWN COMMISSION MEETING

October 24, 2023 at 6:30 PM

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- AGENDA ITEM TITLE:** DISCUSSION & ACTION, FLEET SURPLUS ITEMS
- SUBJECT:** Town Commission will consider a surplus item to be sold.
- STAFF ANALYSIS:** Staff has another truck that no longer runs or operates correctly. This is in addition to the items brought before you at the October 10<sup>th</sup> meeting. Selling this truck will limit the repair and maintenance cost in the new budget. This item is currently out of service since it is too costly to repair.
- FISCAL IMPACT:** None
- STAFF RECOMMENDATION:** Staff recommends approval
- ATTACHMENTS:** Item description

# Unit #502 Ford F-150 (Utilities department)



Unit #502

Year: 2005

Make: Ford

Model: F-150 2x4

Mileage: 134,814

Vin # - 1FTRF14W95NA96067

**Estimated Value: (KELLY BLUE BOOK \$3087.00) AND (GOV DEAL \$1500.00 - \$2000.00)**

Comments/ condition of unit – this truck is a fair truck the motor runs decent does have oil leaks and once the truck warms up the transmissions slip in and out of gears staff was advised that we needed to replace the transmission at a cost of \$7000.00.





# TOWN COMMISSION MEETING

October 24, 2023 at 6:30 PM

Item 3.

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|                              |  |
|------------------------------|--|
| <b>AGENDA ITEM TITLE:</b>    | DISCUSSION & ACTION, RFQ 23-01, CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACTS  |
| <b>SUBJECT:</b>              | The Town Commission will consider the qualifications received for RFQ 23-01  |
| <b>STAFF ANALYSIS:</b>       | Town Staff received six bids for RFQ 23-01. There were 4 in the large category and 2 in the small category, for a total of 6. The Town will need expansion of services as well as facilities expansions to provide these services. The Town will need to have engineering consulting services for both Utilities and Stormwater with studies, permitting, improvements, replacements, additions, and additional growth for services. |
| <b>FISCAL IMPACT:</b>        | NONE   |
| <b>STAFF RECOMMENDATION:</b> | Staff recommends that we move forward with the selection of all six Professional Consulting Services Contracts.  |
| <b>ATTACHMENTS:</b>          | RFQ 23-01<br>Small: Carter/Kaye Engineering, Rayl Engineering<br>Large: Dewberry Engineering, CHA Engineering, Civil Surv Consulting and Jones Edmunds Engineering.<br><br>Evaluation & Scoring Sheets   |

RFQ-23-01

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# CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACT

Town of Dundee

SEPTEMBER 13, 2023



**SUBMITTED BY**

Dewberry Engineers Inc.  
1479 Town Center Drive, Suite D214  
Lakeland, FL 33803-7974  
863.345.1470

**SUBMITTED TO**

Town of Dundee  
Town Clerk  
202 East Main Street  
Dundee, FL 33838  
863.438.8330

**ELECTRONIC  
COPY**

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# SECTION 1: Title Page

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RFQ 23-01

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# CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACT

Town of Dundee

SEPTEMBER 13, 2023

**SUBMITTED BY**

Dewberry Engineers Inc.  
1479 Town Center Drive  
Suite D214  
Lakeland, FL 33803-7974



**DEWBERRY CONTACT**

Matt O'Connor, PE  
Senior Associate  
Phone: 863.345.0772  
Email: moconnor@dewberry.com  
Fax: N/A



Large Firm Services -  
Multi-discipline Firm

## SECTION 2: Cover Letter

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September 13, 2023

Town of Dundee  
ATTN: Trevor Douthat, Town Clerk  
Attn: RFQ 23-01  
202 East Main Street PO Box 1000  
Dundee, FL 33838

### **RE: RFQ 23-01/Continuing Professional Consulting Services Contracts**

Dear Mr. Douthat,

The Town of Dundee (Town) has requested qualifications for continuing professional consulting engineering services for a comprehensive range of services. In response, Dewberry Engineers Inc. (Dewberry) has organized a diversified team of experts to support the Town's commitment to providing quality services to support its residents and visitors. Our team has provided services for over 100 general contracts throughout Florida, the majority of which are repeat customers. We are excited about the opportunity to utilize this experience for the Town.

The Town of Dundee has seen and is in a unique position to continue to see tremendous growth. The location, caricature, and atmosphere offers residents and visitors lakeside parks, makes the area very attractive. The Town is requesting professional services to enhance technical expertise further and to provide the required infrastructure to meet the needs of the current and future citizens. The services requested in the RFQ will aid in addressing the expanding needs for water, wastewater, stormwater, transportation and recreational activities to continue to preserve the quality of life in Dundee. As a firm that has a long history in Polk County, Dewberry is committed to assist the City in improving its infrastructure and to assist in receiving outside funding to help the town meet its objectives.

**Resources and Capacity.** Dewberry's Florida operation has 15 office locations and over 300 employees. Our local office in Polk County has the capacity for 28 full time professionals. The office is 50% occupied and continues to grow. We pride ourselves in finding and recruiting the best Polk County has to offer. This includes two technical professional who live in eastern Polk County and graduated from Ridge Technical College. The proposed project team is comprised of individuals that live and work in Central Florida—providing a team with a vested-interest in this contract. Additionally, Dewberry has over 2,000 professionals nationwide, and can bring the full support and expertise of our national practice. This contract will be led out of our Lakeland, Florida office located just 25 miles from the Town of Dundee. Madrid Engineering will be our subconsultant for geotechnical services on this contract. Madrid is a Polk County, minority owned company based in Bartow.

**Ability to Scale Projects from Small to Large.** We offer our full-service team of experts who have met with you and are aware of some of the Town's most pressing issues. We are ready to partner with you through every task order. Our local team of continuing services contract experts takes on tasks of any size with the same high-level of service and quality, regardless of the size of the scope. Whether the project includes design and construction of an Alternative Water Supply (AWS) receiving station from the Polk Regional Water Cooperative (PRWC), repairs to the Riner Water Treatment Facility (WTF), upgrades to the bar screen at the Wastewater Treatment Facility (WWTF) or other general engineering needs, we can tailor our response to each project with the Town's goals in mind. We understand that every project is important to the overall vision of the Town of Dundee.

Our team of experts are highly qualified in transportation planning, roadway design, traffic signal design, architectural reviews, stormwater management, water and sewer utility design, asset management, civil engineering, structural engineering, landscape, irrigation, and construction inspection services. In addition to our team's technical expertise, our policy and planning experts understand the unique connection to Florida's natural resources and how legislative interests, regulatory changes, and funding opportunities may influence current and future planning. Our policy and funding experts include **Robert Beltran, PE**, former Executive Director of the Southwest Florida Water Management District, **Lisa A. Kelley, JD**, former Assistant Executive Director of

the St. Johns River Water Management District and former Assistant District Director of FDEP's Central District Regulatory Office, **Amy Tracy**, former FDEP Basin Management Action Plan coordinator as well as a variety of other agency experts.

We performed a site visit to the community on August 8, 2023, to better understand the Town's short- and long-term needs. We visited the Hickory and Riner Water Plants and Wastewater Facility. We understand the need to upgrade and repair the Riner WTF to provide reliable high service pumping and SCADA controls. We also understand the required repairs to the electrical and SCADA system. The Hickory Water Treatment Plant (WTP) will require a new storage tank and possibly high serve pumps to meet the inflow of new AWS from the PRWC. During our visit we saw the beautiful parks and lakes that make the Town of Dundee so special. We ate at the local diner and spent a great day with staff. Dewberry local team of experts will perform over 75% of the work and is committed to using local professional and suppliers to build the required infrastructure for each Task Assignment. This coupled with our knowledge and ability to help clients receive outside funding will boost the local economy. Since 1991, Dewberry has helped clients receive over \$700 million in grants, state appropriations, and other funding sources and recently has helped the Town apply for \$2.4 million in grant funding. We are also currently working with Town staff to assist in your applications for additional FDEP grants. These funding sources will have a large impact on the local economy.

We have a great appreciation for the history and quaintness of the Town of Dundee. We acknowledge the selected consultant(s) shall be required to assume responsibility for all services offered in the Request for Qualifications. **Most importantly, our experienced team is excited, committed, and ready to work for you.**

Sincerely,



Robert Beltran, PE  
Vice President  
Authorized Representative | Principal-in-Charge  
863.345.1470 | rbeltran@dewberry.com



Matt O'Connor, PE  
Senior Associate  
Contract Manager  
863.345.0772 | moconnor@dewberry.com

#### EVALUATION CRITERIA - COVER LETTER

- Performed a site visit within the past 2 years
- Intent/capacity to affect the local economy through use of local labor and resources

# SECTION 3: Table of Contents

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[www.dewberry.com](http://www.dewberry.com)



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## SECTION 4: Executive Summary

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# EXECUTIVE SUMMARY

## EVALUATION CRITERIA - EXECUTIVE SUMMARY

- ✓ Firm Description
- ✓ Legal Organization
- ✓ Organizational Resources - operational stability, corporate financial resources, insurance limits
- ✓ Litigation claims

## Dewberry

Dewberry is a leading, market-facing firm with a proven history of providing professional services to a wide variety of public- and private-sector clients. Recognized for combining unsurpassed commitment to client service with deep subject matter expertise, we are dedicated to solving clients' most complex challenges and transforming their communities.

Dewberry is headquartered in Fairfax, Virginia, with more than 50 locations and 2,000 professionals nationwide. Locally, Dewberry's Florida operation is backed by the resources and stability of a national firm. We specialize in utility infrastructure, transportation engineering, site/civil, landscape architecture, surveying and mapping, and environmental services. Dewberry has been located in the State of Florida for over 45 years, with 15 offices and over 300 staff statewide. Our Lakeland office has 15 full time professionals who know and look forward to working with Dundee in the future. The majority of our local staff call Polk County home and are active in their communities.



**DEWBERRY STAFF** Aziza Baan, Colleen Collins, and Elena Novack exhibiting at 7 Rivers Festival in Polk County, FL

## DEWBERRY ENGINEERS INC.

### DEWBERRY HEADQUARTERS

8401 Arlington Boulevard  
Fairfax, VA 22031-4619  
703.849.0100

### LOCAL DEWBERRY OFFICE

1479 Town Center Drive, Suite D214  
Lakeland, FL 33803-7974  
863.345.0838

## Legal Organization

Dewberry will be teaming with Madrid Engineering Group, Inc. (Madrid) to provide geotechnical services for this contract. Madrid is a Polk County - based engineering company located in Bartow and established in 1992. Madrid has grown from its humble beginnings in Tampa to its acclaimed, sustainable, net-zero energy office and appurtenant facilities located at 2030 State Road 60 East in Bartow. Their specific expertise includes full service professional geotechnical engineering, construction materials testing, laboratory and inspection services. With their base of operations within 30 minutes of the Town, and Dewberry's office in Lakeland, Madrid is uniquely qualified to partner with Dewberry to provide the Town of Dundee with geotechnical service needs.



Prime Consultant



Subconsultant

## Organizational Resources Operational Stability, Corporate Financial Resources, Insurance Limits

Dewberry has ample experience providing on-call services for municipalities throughout Florida. Dewberry is in stable operation, with no history of contract termination within the past five years nationwide. Our financial resources statement and certificate of liability insurance are attached on page 37 and 38.

## Litigation Claims

**There are currently no claims, conflicts, judgments or disputes that would interfere with our ability to perform the services for this project.** As a large and highly diversified firm, Dewberry Engineers Inc., is periodically named as a party to a lawsuit or participates in dispute resolutions in the normal course of doing business for a company of our size. Dewberry is engaged in a limited number of claims and disputes of the types and in amounts consistent with the size of the company and the services provided in the normal course of business. Dewberry always maintains a comprehensive insurance program which includes professional liability, workers' compensation, comprehensive general liability, automobile and umbrella policies, with limits sufficient to cover the defense and payment of all outstanding claims against Dewberry.

## Quality Management

Dewberry is a nationwide firm of planning, design, and construction professionals. We create responsible and innovative solutions for those who own, operate, and maintain natural and built environments. We value lasting relationships, achieving our clients' visions, and celebrating in their success. We strive to create value for our clients, improve our communities, empower our employees and expand our reach. We do this by engaging in our communities and providing holistic solutions. Dewberry is a privately held firm in strong financial standing.

Dewberry's Quality Management System (QMS) is holistically integrated throughout the enterprise, in all geographies, Operating Units, Business Units, and Service Groups. The Dewberry philosophy on Quality Management is founded on building in quality during project execution by making sure we have the right people with the right skills and the right tools in place, enabling work to be done right the first time. Independent review is then used to validate compliance with client, industry, and Dewberry's own quality management

standards. Independent validation then gives rise to continuous improvement by building new best practices based on lessons learned.

At Dewberry, Quality Management is deeply ingrained in how we do business. It will manifest itself from project planning stages to delivery of products and services to our customers. We will carefully evaluate risks and put commensurate controls in place, ranging from control of externally provided services to internal execution of project audits, which will be overseen by an engaged Quality Advocacy across the enterprise.

We will consistently communicate core quality messages and quality requirements and will confirm our staff understands and consistently executes this policy. Further, we will continuously examine ourselves for improvement opportunities that serve to make us stronger as a company, each day. Finally, we carry industry standard insurance policy for all assignments. This includes \$2 million policy limits for each occurrence.

## Why Dewberry

Dewberry offers the Town the attentiveness and institutional knowledge of a local full-service firm combined with the applied knowledge of a national firm experienced in water and wastewater engineering, transportation engineering, site/civil design, landscape architecture, surveying and mapping, and environmental services. For example, Dewberry recently provided planning, design, permitting, bidding, and construction services for the Cherry Hill Water Production Facility (WPF) and is currently performing a Direct Potable Reuse Pilot at the same facility. Polk County is our home, and we pride ourselves on the past support we have provided to deliver its infrastructure needs. Dewberry's Transportation team has extensive experience working throughout Polk County. We conducted a Widening and Corridor Alignment Study for CR 557 (Buena Vista Drive). We provide the County permitting assistance and work on King Boulevard drainage as well as design work on the widening of I-4 within Polk County at CR 557. Throughout our history of working in the area, we strive to leverage our local knowledge to help our clients. **A great example of this is we are currently assessing the Kissimmee River Basin to assess the water quality of the lakes and how to assist clients like Dundee in addressing new wastewater treatment and reporting requirements that have been issue by FDEP for impaired basins.**

**Robert Beltran, PE**, is our Principal-in-Charge. He has 28 years of design, construction administration, regulatory, and project management experience. His knowledge of the area in and around Dundee is extensive. He is working with Polk County on the East Regional Utility Service Area Master Plan to help meet the future growth in and around the eastern Polk County area. Robert is also the former Executive Director of the Southwest Florida Water Management District (SWFWMD) and currently serves on the Polk County Planning Commission, providing him a unique understanding of the region's water supply needs and regulatory challenges.

**Matt O'Connor, PE**, will serve as the Contract Manager for this contract. Since 2002, Matt has worked in Polk County on over 15 separate projects distributed throughout the County. Matt served as the Project Manager for projects such as the Cherry Hill WPF and is supporting the Dewberry team on the East Regional Utility Service Area (ERUSA) Water and Wastewater Master Plan Update, which is adjacent to the Town of Dundee. Matt has an unparalleled understanding of the water issues in the region. He is also currently working with the PRWC to deliver future Alternative Water Supply to the 16 member communities like Dundee. In this role, Matt has met with Town staff, visited your facilities, and coordinated on the controls and delivery of this water. Matt has a unique understanding of the Town's needs and areas that need to be addressed in your water system.

Dewberry has added value to the Town due to our extensive experience working collaboratively with stakeholders around and in the Town. We have a strong track record of meeting project budgets and schedules. We strive to minimize change orders and maximize every dollar spent to provide the Town projects that operate efficiently and reliably. Why? Because Dewberry's staff lives, works, and recreates in Town of Dundee.

## We Know How to Deliver Successful Projects for the Town

Our team has successfully delivered projects on schedule and as efficiently as possible. We have demonstrated reliable opinions of costs as evidenced on a local project in the northern portion of Polk County called Gibson Oaks, an off-site pipeline improvements project. Our team's first construction bid was within 1% of the project estimate, and the second bid was within 15% of the original cost estimate. Another successful project includes the City of Leesburg's Wastewater Treatment Facility (WWTF). This project has schedule constraints with a commitment to increase the WWTF capacity to 6 MGD to meet the development needs of the Villages. Through an alternative

**30+**  
projects performed  
in Polk County

**20+**  
years serving Polk  
Communities

**20+**  
years of consistent  
leadership

delivery method, our team met the City's commitments for design and construction, despite a compressed schedule. The construction of Cherry Hill WPF demonstrates Dewberry's ability to minimize change orders yet still facilitate opportunities that can arise during construction. We are proud of delivering value through service with our project approach, highly collaborative problem solving, quality review, and the ability to work with our clients to realize engineering and project delivery solutions.

## Funding Expertise

Dewberry understands that a successful project is more than a good set of plans. Helping clients manage and fund the projects is an important element in serving the community's needs. This is why we provide our clients with a team of professionals who can work with them to understand all the potential funding opportunities available. This has become a critical element in delivering projects as we are seeing rising costs and record funding from both state and federal agencies. Our team can work with the designers and clients to match the project benefits with funding requirements, providing the best application to be successful in obtaining the funds. Once funds are awarded, we make sure that all the requirements for compliance are met and planned into the work products to allow for an unimpeded flow of funds.

Dewberry has experience applying and administering millions of dollars in grant program funding. Since 1991,



our offices have procured over \$700 million in grants, state appropriations, and other funding for our clients. In June of this year, Dewberry presented a funding opportunity to our existing clients for the new federal Lead and Copper Rule Revisions to provide technical assistance. DEP announced an award on July 12, 2023, for the project's first phase. Our clients have received over \$2 million of funding with 49% loan forgiveness for this first phase of funding.

Our staff keeps pace with program changes and emphasis and funding levels for these grant programs. We have recently hired **Gabriella Vega-Molnar**, who worked for the FDEP managing water and springs restoration grants. Dewberry collaborates with our clients to identify and match their needs to the most likely funding sources. We also assist local government clients with preparing the necessary supporting information for Bond Issue Requirements and funding plans for CIP programs. This includes the preparation of conceptual plans and estimates. Accurate information is required for successful project planning. Historically, we have been triumphant in accurately projecting costs, which eases the bonding process. For some project loans, we also prepare phasing plans to support the bond issue.

The Dewberry team offers Dundee professionals who have national expertise coupled with local knowledge. Our Team understands and is working with your staff on the Dundee AWS receiving facility and are knowledgeable of the two water facilities. **Our funding staff successfully helped the Town receive funding from the Heartland bill in the amount of \$593,500. We also are assisting in requesting \$2.4M in FDEP grants for improvements and expansions to the Town's wastewater treatment facility.** Finally we have visited the wastewater facility and provided concept designs for the head works facility. Our team is ready to provide the Town value through service.

Since 1991  
we have helped secure over  
**\$700 MILLION**  
**IN GRANTS, STATE**  
**APPROPRIATIONS, & OTHER**  
**FUNDING SOURCES**  
towards various client projects



DUNDEE REGIONAL WWTF



HICKORY WALK Water Plant



WWTF OPERATIONS office



DIGESTERS AT WWTF

# SECTION 5: Statement of Understanding

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# STATEMENT OF UNDERSTANDING

## Project Understanding

Dewberry understands that a wide variety of services may be required under this contract, including utility, transportation engineering, solid waste, parks and recreation, and additional civil engineering services. Our approach to this contract is shaped by years of proven success managing similar contracts, with multiple concurrent task orders of all sizes and complexities for similar clients throughout Florida.

## Town Goals

In meeting with Town staff, we understand the Town would like to continue to grow but preserve all of the character and charm of Dundee. The Town welcomes visitors to this central Florida community that has beautiful lakes, parks, and bike trails. Incorporated first in 1921 as the City of Dundee, then reincorporated in 1924 as the Town of Dundee, the municipality was built on the wealth of Florida's citrus industry, but now serves as a growing sleeper community to larger neighboring cities, and as a host to tourists visiting area attractions.

In order to maintain the quality of life and preserve your lakes the Town understands the need to invest in its public infrastructure. In addition to some local drainage issues and bike trails, the staff have identified the need to perform the following projects:

- Highland Splash Park
- SCADA Master Plan for current and future facilities
- Water and Wastewater Master Plans
- Reclaimed water irrigation
- Water line replacements, looping, and meter replacements
- New sanitary sewer lines, manhole rehabilitation
- Revamping of controls at pump stations
- Riner WTF
  - Rehabilitation of wells
  - Variable Frequency Drives (VFDs) and relocation of high-service pumps
  - Chlorination facility
  - Operations building
  - Repair or replacement of the ground storage reservoir

### EVALUATION CRITERIA - STATEMENT OF UNDERSTANDING

- Approach, Project Management, and Organization
- Pragmatic Approach to achieving the Town's goals while minimizing disruption
- Dewberry's quality control, dispute resolution, and stakeholder engagement experience

- Hickory WTF
  - PRWC AWS receiving facility (storage and high service pumping)
  - VFDs
  - Chemical facility
  - Controls
- WWTF
  - Headworks expansion
  - Clarifier rehabilitation/ replacement

Dewberry is ready to use our local staff and local vendors to implement any of these assignments under this contract.

## Project Management

Dewberry has serviced municipalities in Polk County dating back to 2001. Projects have included Turner Road WPF, Sunray WWTF, the South County WPF, and several other facilities in the Northeast Regional Utility Service Area (NERUSA). Dewberry has worked on both South and Southwest Florida Water Management District (SFWMD/SWFWMD) permits for the various areas inside Polk County.

Our approach to providing tailored professional services is to use close working relationships with Town staff to be responsive to the Town's specific needs. To achieve this, we will provide qualified staff experienced in each specific discipline, listen to and understand the Town's goals and expectations, and communicate continually throughout each project. To facilitate this, we have assigned **Matt O'Connor, PE, as Contract Manager** concerning all project-related matters. He will provide frequent and timely face-to-face, telephone, and electronic interaction to meet your needs throughout the life of this contract. **Robert Beltran, PE, will serve as Principal-in-Charge.** Robert has worked with the Town and the surrounding municipalities since 2001.



Upon notification of each specific project, Matt will hand-select a core project team of our qualified professionals. Our team has experience in the disciplines required and the availability to be responsive. The project team will then meet with the Town to “kick-off” and discuss the specific details and goals of the project. Each initial kickoff meeting will be immediately followed by an internal Dewberry team meeting to make any adjustments desired by the Town. The Dewberry team will then develop a complete work scope defining the project tasks and schedule, along with an associated breakdown of costs for review and acceptance by the Town. Regulatory reviews, site visits, and client meetings will be considered based on the specific goals, design criteria, and complexity of each project.

On a continual basis, the Dewberry team will review all projects for current status, projected staffing, schedule, and other resource requirements and availability. By continually surveying project conditions, the Dewberry team will be able to respond to the Town’s needs as goals evolve and unforeseen circumstances arise. Adjustments will be made in close coordination with Town staff through timely coordination, early involvement of regulatory agencies or other stakeholders, and will be expressed through regular status reports. An example of the Dewberry team’s general approach is detailed below.



## Project Team Management

Dewberry has a strong track record of meeting project budgets. Like you, we want to minimize change orders and maximize every dollar spent to provide a project that operates efficiently and reliably while also fitting within the overall budget. We minimize schedule and budget issues through the “Plan-Do-Check-Act” cycle to manage budget, schedule, and quality. We integrate QA/QC into the project development through the study, design, and production process rather than applied as a separate system. As an integral program, the intent is to avoid poor decisions or errors rather than find and correct mistakes and problems. Our team management approach begins immediately after notice-to-proceed and consists of the following elements:

- Multi-discipline technical input and design coordination through structured project team meetings, including all assigned subconsultant personnel
- Structured review at completion of 30%, 60%, 90%, and 100% design stages for adherence to design criteria, suitability of material, and treatment systems design elements
- Building time into the schedule specifically allocated to QA/QC reviews at each project milestone appropriate to the level of QA/QC being performed
- Coordination of engineering design and construction phasing and evaluation of cost estimates and budget
- Periodic peer review during design development for suitability, accuracy, and completeness
- A final review by senior quality control staff for technical accuracy and interdisciplinary coordination

“Dewberry has proven to be a reliable team that consistently delivers high-quality products within tight schedules. I am grateful to have worked with them on the PRWC program that is so critical to meet the County’s future water supply needs.”

ERIC DEHAVEN | POLK REGIONAL WATER  
COOPERATIVE

### Why the Dewberry Team?



Cohesive group of professionals integrated across service areas to leverage success for Town of Dundee



Local, responsive Contract Manager ready to partner with the Town of Dundee



350 employees in Florida dedicated to bringing additional resources to the County



History of successful partnerships with Polk County and local regulatory agencies



48 water and wastewater professionals in Florida



Professionals who can help the Town identify potential funding sources and help the Town receive Heartland funding

## Pragmatic Approach

Dewberry understands how to implement projects to minimize disruption to the citizens of a community. To minimize disruption in service to the proposed projects at facilities such as water or wastewater plants, Dewberry will closely coordinate with the operations staff. In these projects new facilities would be constructed and cleared for use first and flow diversions to the new elements would be timed to not interrupt service. For projects that are out in the community, such as water lines and sewer service projects, communications and transparency is critical. During the design phase of the project, our team would prepare and hold public workshops to provide information to the citizens and let them know why and how we plan to provide them service. We would allow for them to provide input in the design and give us some of the local knowledge they may have from living in the area. Once the design is complete, we would work with the contractor to minimize any service outage. If the project absolutely requires an interruption in service, we will notify the customers, answer any questions, and time the outage during low-demand periods. We have completed many similar projects using this approach and have found great success over the years in avoiding conflicts and settling disputes.

## Quality Assurance/Quality Control (QA/QC) Program

Dewberry's commitment to quality in the design and construction (post-design) phases is demonstrated in the reference surveys included in this proposal. Mike Pekkala, PE, a senior project manager with 40 years of experience, will serve as the QA/QC manager for water/wastewater facilities, and Carl Bundschuh, PE, who has 27 years of experience, will serve as QA/QC manager for linear infrastructure. They will confirm that our project-specific Quality Management Plan, submitted immediately following notice-to-proceed, is implemented throughout the design and for every deliverable.

All subconsultants will be required to follow the Dewberry plan or submit their own QA/QC plan for our approval. Constructability reviews will be performed with a focus on identifying issues that could affect construction time or costs and confirming that the work has the appropriate quantities and pay items. Prior to submittal of any work product to the County, we will complete a rigorous QC review. QC reviews are built into the project schedule and provide enough time prior to a submittal date to make the necessary corrections for any task completed. The purpose of the QC review is twofold:

- To be a "second set of eyes" to confirm that deliverables are complete and accurate and that the design elements are properly documented and detailed.
- To confirm that the design has progressed to the appropriate level of completion as required by the submittal.

The QC review is made up of the reviewer's complete checklist and mark-ups and will be maintained in a QC directory as part of the contract file.

Dewberry's QMS has been certified to meet ISO Standard 9001:2015 by National Quality Assurance.



# SECTION 6: Similar Project Experience

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# SIMILAR PROJECT EXPERIENCE

## Polk County General Engineering Contract (GEC)

### POLK COUNTY, FL

Dewberry has held a general engineering contract with Polk County Utilities, since 2001, where our services include design, permitting, and construction phase engineering services for water, wastewater, and reclaim water facilities. Additionally, the County requires professional services for environmental permitting, planning, and compliance. A sample of relevant projects through this contract include:

### 2018 East Regional Service Area (ERUSA) Master Plan

Dewberry was responsible for performing and coordinating master plan services for Polk County Utilities (PCU) ERUSA. Dewberry coordinated with WSP to produce a combined water and wastewater master plan. As part of the contract, the 2006 ERUSA Master Plan was updated. The wastewater treatment facilities and multiple lift stations in the ERUSA were visited and documented. An existing wastewater model framework (force mains and necessary gravity mains), SewerGEMS was updated to reflect the 2017 infrastructure. The future sanitary loads were updated in the model through planning year 2040 based on recent data from the Planning department.

### Water Resources Coordination (Advice and Consultation)

Dewberry meets monthly with Polk County Utilities leadership to review proposed and existing rules for all of their utility service areas. These efforts include providing permitting and regulatory support and evaluations of water resources for groundwater, surface water systems, wetlands, potable water quality, and hydraulic concerns. Additionally, funding sources and regionalization are reviewed for opportunities as needed.

### NERWWTF Capacity Analysis Report

Dewberry prepared a report in accordance with the FDEP's Guidelines for Preparation of Capacity Analysis Reports (CAR), which included updates to the process flow diagram for the WWTF showing flow lines, tank volumes, and the name and quantity of each component, system, and process. The flow diagram includes pump stations, major unit processes, biosolids processing, and disposal systems, and reuse/effluent disposal systems. Additionally, the loading rates were calculated for annual average loading, maximum month loading, maximum three-month loading, and projected flows for the next five years.

### Gibson Oaks

PCU planned to regionalize the WPFs in their Northwest Utility Service Area (NWRUSA) by constructing a regional water plant and building new raw water pipelines to connect the water plant to existing wells. At the same time, potable water pipe upgrades were included to provide fire flow and reliability in the distribution system for many years after their installation. The pipeline routes contain both right-of-way and easements. There is a total of about 30,600 feet of pipeline for both the raw and potable water by open-cut, directional drill, and a jack and bore. The total length of the directional drill segments is approximately 14,000 linear feet. The pipeline diameters range from 8-inch to 24-inch with most of the pipelines either 12-inch or 16-inch.



- **COST** \$1.1M
- **COMPLETION** Ongoing
- **REFERENCE**  
Polk County Utilities Division  
Jim Tully, PE, PG | CIP  
Project Manager  
863.34.1848  
jamestully@polk-county.net
- **EXPERIENCE WITH IMPLEMENTATION, COORDINATION, AND FUNDING PLANS**  
Assisted with:  
FDEP Grants  
Lead and Copper SRF  
Funding  
SWFWMD Grant Funding  
Heartland Funding  
State Appropriations

#### EVALUATION CRITERIA

- Description of project
- Final Cost
- Completion dates
- Name of client
- Experience with implementation, coordination and funding plans
- Reference information

## Plant City General Engineering Contract (GEC)

### PLANT CITY, FL

Dewberry has held a general engineering contract with the City of Plant City, since 2018, where our services include water/wastewater, stormwater design/permitting, construction administration, environmental/permitting, and grant and funding assistance. A sample of relevant projects through this contract include:

### Staff Augmentation

The Plant City Utilities Department had a vacant position for their CIP and Engineering Manager, who has several key responsibilities that are managed on a daily basis. This key position is critical for the day-to-day operation of the Utilities Department. In order to make sure that the daily duties were executed while the CIP and Engineering Manager position was vacant, the City requested that Dewberry provide certain professional services to maintain these critical tasks. Dewberry provided professional development review services, utility coordination, and construction project management, as well as master plan coordination services.

### Amberjack Boulevard Booster Station

Dewberry provided professional engineering services for the design and construction observation services, and any certifications needed for a Fire Protection Booster Station on Amberjack Boulevard.

### Reclaimed Water Distribution Pipeline Extension

The City entered into a cooperative funding agreement with the Southwest Florida Water Management District (SWFWMD) to extend reclaimed water lines to more effectively use reclaimed water. The overall objective was to provide reclaimed water to supply an existing golf course, commercial, residential, and agricultural irrigation, as well as industrial customers, that use groundwater in the Dover/Plant City Water Use Caution Area (DPWUCA), and to also provide infrastructure to enable future regional interconnects with Hillsborough County's reclaimed water system. Dewberry has designed roughly 4,700 LF of piping, ranging from two to eight inches through downtown Plant City. The pipeline will provide a peak demand of roughly 56,000 GPD to Courier Field Veteran Park, Bruton Memorial Library, library parking, City Hall, McCall Park, Evers Street parking area, and Train Depot all of which are currently utilizing potable water for irrigation.

### Brewer Park RCW Extension Feasibility

Dewberry provided development review, utility coordination, construction project management, and master plan coordination for the Brewer Park project.

- **COST** \$33,500
- **COMPLETION** Ongoing
- **REFERENCE**  
City of Plant City, FL  
Lynn Spivey | Director,  
Utilities Department  
813.757.9190  
lspivey@plantcitygov.com
- **EXPERIENCE WITH IMPLEMENTATION, COORDINATION, AND FUNDING PLANS**  
Assisted with:  
FDEP Grants  
SWFWMD Grant Funding  
Heartland Funding  
State Appropriations



#### EVALUATION CRITERIA

- Description of project
- Final Cost
- Completion dates
- Name of client
- Experience with implementation, coordination and funding plans
- Reference information



## City of Leesburg General Engineering Contract (GEC) LEESBURG, FL

Dewberry has held this GEC since 2012, where our services include site/civil, water/wastewater, stormwater design/permitting, construction administration, environmental/permitting, and surveying and mapping. Relevant projects include:

### Sodium Hypochlorite Conversion for Water Disinfection System

The City has multiple WTPs that provide potable water to their service area via 332 miles of water main. To improve safety, and due to other economic advantages, Dewberry designed conversion from gas chlorine to liquid sodium hypochlorite for the Main, Airport, and Mall WTPs. The permitted capacities of these facilities are approximately 17.7 MGD, 1.1 MGD, and 1.6 MGD. Included new chemical storage tanks, metering pumps, piping, and structural modifications, along with improvements to the electrical I&C.

### Canal Street Wastewater Treatment Facility Sewage Pump Digesters 1 & 2

Design to install a sewage pump to obtain better control of the water levels between the existing Digesters 1 & 2. Levels were previously controlled by gravity utilizing the valves installed on the 8-inch ductile iron between the digesters. The improvements included removing one of the 8-inch valves and a section of 8-inch pipe to insert a 4-inch diameter 5-hp sewage pump with 4-inch piping and fittings to connect to the 8-inch line between existing Digesters 1 & 2.

- **COST** \$538,000
- **COMPLETION** Ongoing
- **REFERENCE**  
City of Leesburg, FL  
Clifford Kelsey | Public Works Director  
352.435.9442  
cliff.kelsey@leesburgflorida.gov
- **EXPERIENCE WITH IMPLEMENTATION, COORDINATION, AND FUNDING PLANS**  
Assisted with:  
FDEP Grants  
SJRWMD Grant  
State Appropriations



#### EVALUATION CRITERIA

- Description of project
- Final Cost
- Completion dates
- Name of client
- Experience with implementation, coordination and funding plans
- Reference information

## East Regional Utility Service Area (ERUSA) Water and Wastewater Master Plan

POLK COUNTY, FL

PCU has six regional service areas. Dewberry was responsible for performing and coordinating master plan services for the PCU ERUSA. Dewberry coordinated with WSP to produce a combined water and wastewater master plan for the ERUSA. The water purification facilities, wastewater treatment facility, and multiple lift stations in the ERUSA were visited and documented. PCU provided Dewberry water (WaterGEMs) and wastewater (SewerGEMs) models that were recently updated and calibrated as the basis for the hydraulic analyses. Future model scenarios were developed through the planning year 2040 and future infrastructure needs for both the potable water and wastewater systems were evaluated. The potable water system was evaluated for regionalization/consolidation of any or all of the six WPFs as a cost-effective approach to meeting future water demands. Similarly, Dewberry evaluated regionalization options to combine Waverly and East wastewater systems for the most cost-effective approach to meeting future flow conditions. A level of service (LOS) analysis was performed, and a prioritized capital improvement program was developed to provide current and future customers with public utilities that meet the current adopted LOS and accommodate future growth. The final report, developed in close collaboration with Polk County staff, identified improvements to the water distribution and wastewater collection systems for the County through 2040. As such, the report included, among other things:

- A description of the facilities and an evaluation of the condition of the system
- An assessment of the system's compliance with regulatory and permit requirements
- Prioritized capital improvement projects anticipated to be financed by PCU during the forecasted period of 20 years

- **COST** \$183,390 (fee)
- **COMPLETION** Jan 2019
- **REFERENCE**  
Polk County, FL  
Mark Addison, PE, CIP  
Manager  
863.298.4214  
markaddison@polk-county.net
- **EXPERIENCE WITH IMPLEMENTATION, COORDINATION, AND FUNDING PLANS**  
Assisted with:  
Development of Costs  
Septic to Sewer FDEP  
Grants



### EVALUATION CRITERIA

- Description of project
- Final Cost
- Completion dates
- Name of client
- Experience with implementation, coordination and funding plans
- Reference information



## Cherry Hill Water Production Facility

### POLK COUNTY, FL

Dewberry provided services for planning, designing, permitting, bidding, and constructing the Cherry Hill WPF. Dewberry assisted PCU with establishing the conditions for the three regional plants that will serve the Northwest Regional Service Area (NWRUSA). Dewberry is completing their services through the design, bidding, and construction of the Cherry Hill Regional WPF, which will replace two smaller facilities and allow for the addition of an alternative water supply at the facility in the future.

Dewberry provided permitting support to obtain a new water use permit (WUP) for PCU from Southwest Florida Water Management District (SWFWMD). Under this task, Dewberry also provided hydraulic modeling for the service area to determine the operating conditions for the three regional facilities that will supply the area in the future. A Preliminary Design Report was created for the new potable WPF at the Cherry Hill site. The report describes the design for the recommended improvements based on current regulatory requirements. A preliminary construction schedule and an Engineer's Opinion of Probable Construction Cost were also included. The report also provided the means for alternative water supply to be a source for the facility in the future.

Design documents were prepared that provided for the construction of two on-site Upper Floridan Aquifer wells rated at 3.12 MGD each, a one MGD prestressed concrete ground storage tank with tray aerator, high service pumps with a capacity of up to 9 MGD, sodium hypochlorite storage and feed system with a pre-chlorination and flow-paced post-chlorination feed points, a precast building for housing the electrical and controls equipment, and a 750 kW generator with a fuel tank. The controls room contained two redundant desktop computers that serve as the HMI for the SCADA. These computers were connected to the county-wide utility network, which reports status and alarms back to a central location at the administration building.

- **COST** \$889,005 (fee)
- **COMPLETION** May 2023
- **REFERENCE**  
Polk County, FL  
Holden Wright, PE, Project Manager  
863.298.4167  
holdenwright@polk-county.net
- **EXPERIENCE WITH IMPLEMENTATION, COORDINATION, AND FUNDING PLANS**  
Assisted with:  
SWFWMD Grant Funding



#### EVALUATION CRITERIA

- Description of project
- Final Cost
- Completion dates
- Name of client
- Experience with implementation, coordination and funding plans
- Reference information

# SECTION 7: Work Plan & Availability of Resources



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# WORK PLAN & AVAILABILITY OF RESOURCES

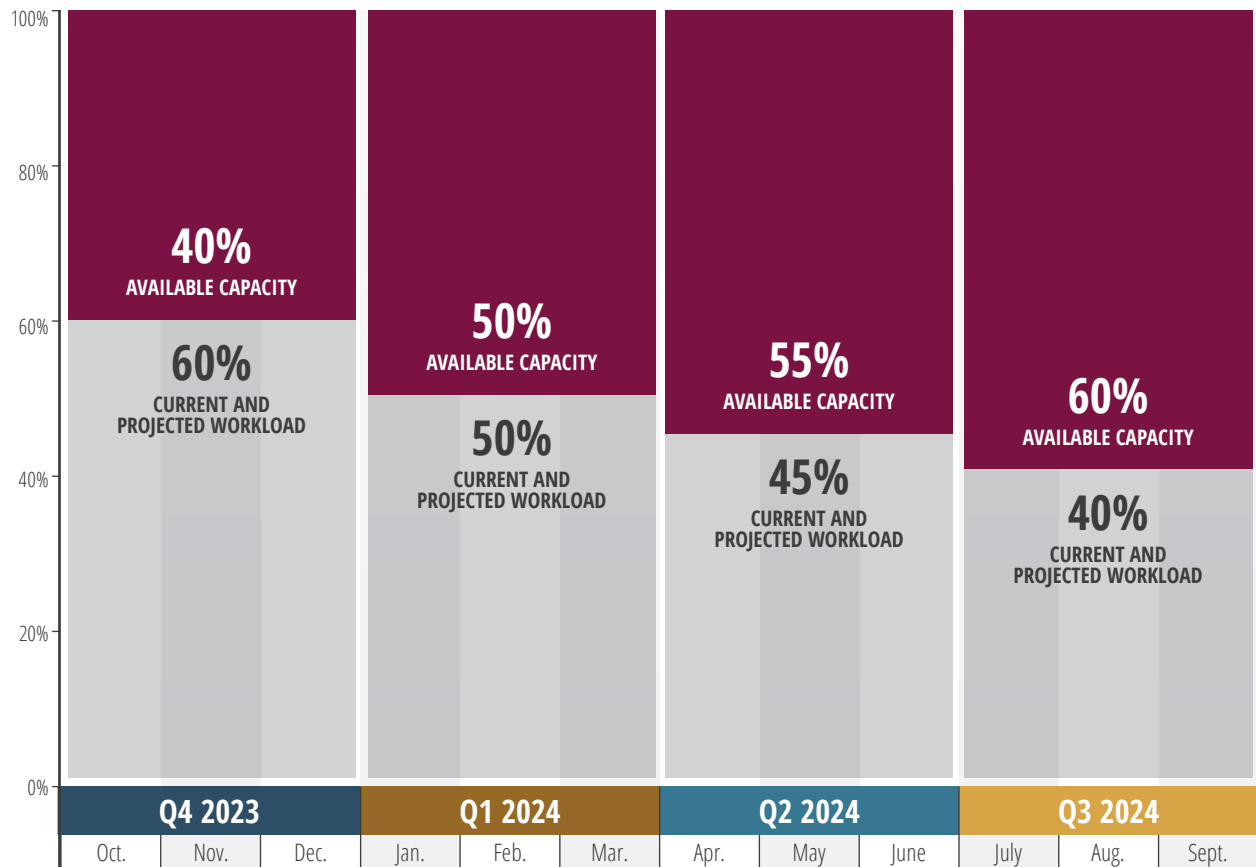
## Availability and Recent, Current, and Projected Work Loads

Our team is fully committed to meeting the schedule and budget needs of the Town of Dundee for this continuing services contract. Dewberry will assign the right professionals for each phase of a task assignment.

Our contract manager, Matt O'Connor, is experienced with coordinating and assigning the appropriate team members to a project. He will provide the Town of Dundee with regular updates on the status of the project and will re-evaluate team members as needed. From notice-to-proceed through the completion of each project, our team has the capacity to work and prioritize each of the Town of Dundee's goals.

Our project team includes professionals with the requisite experience to provide the anticipated services required under this contract. Based on their availability, we have ample capacity to tackle all of the proposed scope of services tasks for the Town of Dundee under this contract. The graphic below illustrates our available capacity.

In addition to our proposed project team, **we have 186 employees in three offices within 100 miles of the Town, and over 2,300 staff nationally that we can call upon.**



# SECTION 8: Team Members

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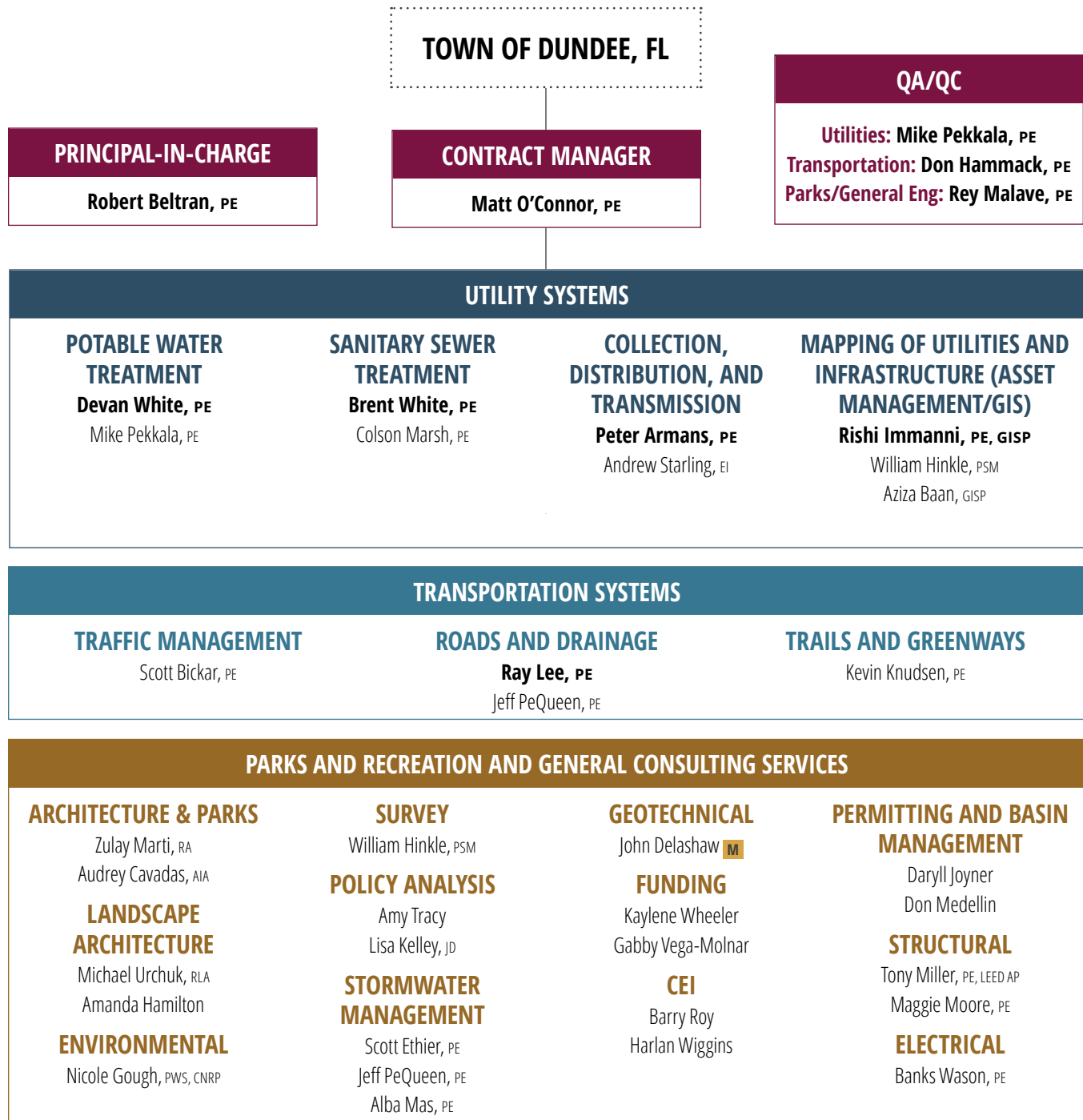
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# TEAM MEMBERS

## Organizational Chart

**EVALUATION CRITERIA - TEAM MEMBERS**

- Organizational chart
- Resumes for key personnel (following pages)



**M** Madrid Engineering Group, Inc.

**Bold** indicates key personnel - resume included



**Robert Beltran, PE**

**TITLE: VICE PRESIDENT, BUSINESS UNIT MANAGER**

**AREA OF SPECIALITY/ROLE IN CONTRACT: PRINCIPAL-IN-CHARGE**

Robert is a professional engineer with a master’s degree in engineering and 28 years of experience. His experience includes serving as the SWFWMD Assistant and then Executive Director. In these roles, he worked on water policy and projects that helped form the foundation of key elements of the comprehensive water bill that passed into law in 2016. Other initiatives directed by Robert while at SWFWMD include leading the solutions team for the Central Florida Water Initiative (CFWI) to provide adequate alternative water supply projects that overlap three water management districts; and chairing the Management Oversight Committee, which set the path and direction until 2020 for the CFWI through the creation of the guidance document.

• **OFFICE LOCATION**

Lakeland, FL

• **EDUCATION**

MS • Environmental Engineering • Tulane University

BS • Civil Engineering • Tulane University

• **REGISTRATIONS**

Professional Engineer • FL

• **YEARS OF EXPERIENCE**

Dewberry • 6

Total • 28

**Polk Regional Water Cooperative (PRWC) Southeast Lower Floridan Aquifer Project, Polk County, FL, Principal-in-Charge**

This project includes preliminary design of 61 miles of transmission pipeline to distribute potable water to multiple municipalities throughout Polk County, including route analysis of over 200 miles of corridor for the pipeline. Multiple funding sources were leveraged, including State Revolving Fund loans, SWFWMD co-funding (\$236 million), and WIFIA loans (\$230 million) future.

**Polk County Utilities (PCU), Cherry Hill Water Production Facility, Phase II, Polk County, FL, Principal-in-Charge**

PCU contracted with Dewberry to provide services for planning, design, permitting, bidding, and construction of the Cherry Hill Water Production Facility (WPF). Dewberry assisted PCU with establishing the conditions for the three regional plants that will serve the Northwest Regional Service Area (NWRSA). Additionally, Dewberry is completing services through design, bidding, and construction of the Cherry Hill Regional WPF, which will replace two smaller facilities and allow for the addition of alternative water supply at the facility in the PRWC Phase 1.

**Polk County Utilities (PCU), Gibson Oaks Pipeline Design, Polk County, FL, Principal-in-Charge**

This project included a plan and profile design of raw and potable water pipelines. Roughly 34,000 LF of pipeline to loop potable water distribution systems and connect off-site water production wells to the treatment facility.

**Clay County Utilities Authority (CCUA), Governor’s Park Interim Water Treatment Plant, Clay County, FL, Principal-in-Charge**

This fast-track project is to provide potable water supply and treatment to serve new development in the county near Green Cove Springs. The project includes design and construction of two 20-inch water supply wells rated for 1,770 gpm each, with modification of the existing Consumptive Use Permit, aquifer performance testing, and construction services during drilling. The interim WTP includes design of the well head equipment, aeration, ground storage, high-service pumping, flow metering, and disinfection.





**Matt O'Connor, PE**

**TITLE: SENIOR ASSOCIATE, SENIOR PROJECT MANAGER**

**AREA OF SPECIALITY/ROLE IN CONTRACT: CONTRACT MANAGER**

Matt has 24 years of experience developing high-quality, well-designed water management systems for wastewater, water, and stormwater facilities, including new facilities and retrofitting existing treatment systems. He has served Polk County on 15 projects over the past 20 years. His experience encompasses design project management and construction management.

• **OFFICE LOCATION**

Lakeland, FL

• **EDUCATION**

BS • Civil Engineering •  
University of South Florida

• **REGISTRATIONS**

Professional Engineer • FL

• **YEARS OF EXPERIENCE**

Dewberry • 6

Total • 24

**Matt will serve as  
the primary point of  
contact.**

**863.345.0772  
moconnor@dewberry.  
com**

**Polk County Utilities (PCU), Cherry Hill Water Production Facility, Phase II, Polk County, FL, Project Manager**

PCU contracted with Dewberry to provide services for planning, design, permitting, bidding, and construction of the Cherry Hill WPF. Dewberry assisted PCU with establishing the conditions for the three regional plants that will serve the Northwest Regional Service Area (NWRSA). Additionally, Dewberry is completing services through design, bidding, and construction of the Cherry Hill Regional WPF, which will replace two smaller facilities and allow for the addition of alternative water supply at the facility in the PRWC Phase 1.

**Polk Regional Water Cooperative, Southeast Lower Floridan Aquifer Project, Polk County, FL, Project Manager**

The project includes a preliminary design of 61 miles of transmission pipeline to distribute potable water to multiple municipalities throughout Polk County, including route analysis of over 200 miles of corridor for the pipeline. Multiple funding sources were leveraged, including State Revolving Fund loans, SWFWMD co-funding (\$236 million), and WIFIA loans (\$230 million) future.

**Plant City Water Treatment Plant #5, Plant City, FL, Project Manager**

Matt led the team in designing the 5 MGD-rated new water plant for the City. Services included testing the existing well at rates over 5 MGD to determine impacts on the wetland and providing I&C upgrades at the current water plants #1-4. The site includes the chemical addition of polyphosphate for corrosion control, hydrofluosilicic acid to maintain fluoride levels in the drinking water, and sodium hypochlorite for water disinfection.

**Clay County Utilities Authority (CCUA), Governor's Park Interim Water Treatment Plant, Clay County, FL, Project Manager**

This fast-tracked project provides potable water supply and treatment to serve new development in the county near Green Cove Springs. The project includes designing and constructing two 20-inch water supply wells rated for 1,770 gpm each, modifying the existing Consumptive Use Permit, aquifer performance testing, and construction services during drilling. The interim WTP includes the well head equipment design, aeration, ground storage, high-service pumping, flow metering, and disinfection.



**Mike Pekkala, PE**

**TITLE: SENIOR PROJECT MANAGER**

**AREA OF SPECIALITY/ROLE IN CONTRACT: QA/QC: UTILITIES**

Mike has 40 years of experience in water, wastewater, and stormwater engineering. His project experience includes a variety of design and construction management of wastewater treatment plants, water treatment plants, wastewater, and water pumping stations, industrial pretreatment facilities, water and wastewater feasibility studies and master plans, water transmission and distribution systems, wastewater collection systems, water wells, water supply systems, cost opinions, water and sewer rate studies, and value engineering studies.

• **OFFICE LOCATION**

Lakeland, FL

• **EDUCATION**

ME • Environmental Engineering • University of Florida

BS • Biology • Wofford College

• **REGISTRATIONS**

Professional Engineer • FL

• **YEARS OF EXPERIENCE**

Dewberry • 5

Total • 40

**Clay County Utilities Authority (CCUA), Governor's Park Interim Water Treatment Plant, Clay County, FL, Chief Design Manager**

This fast-track project is to provide potable water supply and treatment to serve new development in the county near Green Cove Springs. The project includes design and construction of two 20-inch water supply wells rated for 1,770 gpm each, with modification of the existing Consumptive Use Permit, aquifer performance testing, and construction services during drilling. The Interim WTP includes design of the well head equipment, aeration, ground storage, high-service pumping, flow metering, and disinfection.

**Polk County Utilities (PCU), Gibson Oaks Pipeline Design, Polk County, FL, Lead Technical Consultant**

This project included a plan and profile design of raw and potable water pipelines. Roughly 34,000 linear feet (LF) of pipeline to loop potable water distribution systems and connect off-site water production wells to the treatment facility.

**Polk County Utilities (PCU), Greystone Offsite Water Main at Ernie Caldwell Boulevard, Polk County, FL, Quality Control Reviewer**

Review of 20-inch water main construction plans.

**Hillsborough County Utilities, Big Bend Road, CR 672 at I-75, Hillsborough County, FL, Quality Control Review**

Review of utility relocations for joint projects with FDOT and Hillsborough County Utilities, which included water, force mains, and reclaimed water mains at 60%, 90%, and final stages.

**Wakulla County, Lift Station 76 Restore, Wakulla County, FL, Quality Control Reviewer**

Review of triplex lift station and 20-inch force main construction plans.

**Hillsborough County, Lake Park WTP, Hillsborough County, FL, Project Manager**

Project Manager for replacing the existing on-site bleach generator at Hillsborough County's Lake Park Water Treatment Plant (WTP) with a new on-site generator. The facility had an existing on-site hypochlorite generator (OSHG) that produced 0.8% sodium hypochlorite at a rate of 1500 pounds per day (ppd) of chlorine. This unit was reaching the end of its service life and did not have as efficient operation as current generation OSHG units. The project included design, permitting, and construction services to replace the existing OSHG unit with a new 2000 ppd unit and necessary appurtenant equipment.





**Don Hammack, PE**

**TITLE: VICE PRESIDENT, BUSINESS UNIT MANAGER**

**AREA OF SPECIALITY/ROLE IN CONTRACT: QA/QC: TRANSPORTATION**

Don Hammack has 38 years of design and management experience with transportation related projects, including alternatives development, preliminary and final designs, preparation of construction documents, construction inspection, and field engineer assignments. He has a strong background in project management and design, having been involved in projects ranging from minor improvements to complex highway interchanges.

**OFFICE LOCATION**

Orlando, FL

**EDUCATION**

MBA • Business Administration • DeVry University  
BS • Civil Engineering • Old Dominion University

**REGISTRATIONS**

Professional Engineer • FL

**YEARS OF EXPERIENCE**

Dewberry • 26  
Total • 38

**City of Deltona, Continuing Engineering Services, Deltona, FL, QA/QC Manager**

Dewberry has held several Continuing Services Contracts with the City of Deltona, where we provide a wide range of planning, engineering and surveying services. Under the direction of the City staff, we have performed civil engineering and preliminary/final plat reviews, roadway design and permitting – including utility design for services located within the city ROW, and construction inspection and administration. The City’s contract also included developing the Five-Year Transportation CIP, performing the preliminary engineering studies and then preparing final design plans for eight separate roadway improvement projects.

**Volusia County, Continuing Engineering Services, Volusia County, FL, Principal-in-Charge**

Under our continuing services contract, our services include site/civil engineering, roadway design, trail design, construction administration, environmental/permitting, landscape architecture, signal design, and surveying and mapping.

**FDOT District Five, Continuing Engineering Services, Roadway Design, Multiple Counties, FL, Principal-in-Charge**

Through our continuing services contract with FDOT District Five, Dewberry’s task work orders include intersection improvements, resurfacing, lighting, signalization, and all tasks associated with highway design projects. Our traffic design services include signing design, pavement marking design, signal warrant analysis, signalization design, lighting justification, lighting design, and traffic studies.

**City of Tampa, Continuing Engineering Services, Tampa, FL, Principal-in-Charge**

Dewberry currently holds a general engineering contract with the City of Tampa, where our services include delivery of roadway, drainage, and traffic projects.

**Poinciana Parkway Design-Build, Osceola County Expressway Authority, FL, Project Manager**

Dewberry teamed with Jr. Davis Construction for the Poinciana Parkway Design-Build project. Poinciana Parkway is a new alignment, limited access regional expressway corridor linking the North-Central Osceola County transportation system to Polk County. The Parkway provides a key transportation corridor for the Poinciana Community to access the regional transportation network, theme parks, and major employment, shopping, and entertainment markets of Metro Orlando, along with providing an additional hurricane evacuation route and improving emergency access. The Poinciana Parkway is the first segment of the proposed Osceola County Expressway Authority’s (OCX) master planned toll system. The 9.5-mile corridor begins at the existing intersection of Kinny Harmon Road and US 17-92 in Polk County and terminates near the existing intersection of Rhododendron Drive and Cypress Parkway in Osceola County.



## Rey Malave, PE

**TITLE: ASSOCIATE VICE PRESIDENT, DEPARTMENT MANAGER**  
**AREA OF SPECIALITY/ROLE IN CONTRACT: QA/QC: PARK AND GENERAL ENGINEERING**

Rey brings 45 years of experience in civil engineering design, with a focus in large utility systems, having recently designed the water utilities at the completed Boggy Creek Road interchange and helped relocate utilities for a new regional expressway/arterial corridor in Poinciana, Florida.

### • OFFICE LOCATION

Orlando, FL

### • EDUCATION

MBA • Business Administration • DeVry University

BS • Civil Engineering • University of Puerto Rico

### • REGISTRATIONS

Professional Engineer • FL

### • YEARS OF EXPERIENCE

Dewberry • 44

Total • 45

### Orlando Utilities Commission (OUC), Boggy Creek Road Water Main Design, Orlando, FL, Project Manager

Project included the design of four phases of water main improvements that accompanied the widening of Boggy Creek Road from a two-lane road to a four-lane divided highway. The four phases/segments of construction are: Phase 2A – 4,230 LF of 20-inch water main; Phase 2B – 7,470 LF of 20-inch water main; Phase 2C – 2,745 LF of 20-inch water main; and Phase 2D – 835 LF of 16-inch water main.

### South Florida Water Management District, BOMA Flow Equalization Basin Conceptual Design, Glades, FL, Project Manager

The South Florida Water Management District tasked Gannett Fleming and Dewberry to create a conceptual design of a new flow equalization basin to attenuate high flows and store excess run-off from the basin. This conceptual design will reduce the wet-season, freshwater releases to the Caloosahatchee Estuaries during times when these releases would be deemed harmful to the health of the estuaries.

### City of Orlando, Lee Vista Boulevard Reclaimed Water and Force Main Extension Water Improvement Replacement Project, Orlando, FL, Project Manager

The project consisted of extending utility services along Lee Vista Boulevard to a connection at two locations on Narcoossee Road. These projects were completed for the City of Orlando in order to provide services to new developments in the area. The total length of 16-inch diameter or greater reclaimed water main and force main, including trenchless technology was 19,683 LF. These utilities were designed within the City of Orlando right-of-way for Lee Vista Boulevard.

### Highland Meadows Community Development District, FL, Project Manager

Highland Meadows is a 263.5-acre master planned, residential community located in the city of Davenport in Polk County. The development is approved as a planned development for 222 single-family unit community. The CDD is located on the south side of County Road 547 - Holly Hill Road and the north side of Olsen Road. The community consists of CDD owned roadways, stormwater ponds and conservation areas. Dewberry has provided services to the District in the review and repair of roadways, stormwater systems, street signage, and landscape architecture improvements. We have assisted in the bidding and construction of the many infrastructure facilities within the community. Dewberry is the CDD Engineer for this project. Our services include civil engineering, construction estimates and administration, coordination of environmental, jurisdictional lines and permitting, due diligence, permitting, planning, landscaping plans, and surveying.



**Devan White, PE**

**TITLE: SENIOR PROJECT MANAGER**

**AREA OF SPECIALITY/ROLE IN CONTRACT: POTABLE WATER TREATMENT**

Devan has served as a project manager and project engineer for the past 15 years. She has a diverse background of experience with projects involving the operation of pilot-scale water treatment technologies, master planning, treatment process and design, permitting, hydraulic modeling, alternative water supplies, and construction services. Devan is experienced in Client Management, acting as client liaison responsible for developing and maintaining relationships, as well as communications for projects between the firm and the client.

• **OFFICE LOCATION**

Orlando, FL

• **EDUCATION**

MS • Environmental Engineering • University of Central Florida

BS • Environmental Engineering • University of Central Florida

• **REGISTRATIONS**

Professional Engineer • FL

• **YEARS OF EXPERIENCE**

Dewberry • 8

Total • 15

**City of Leesburg, Main Water Treatment Plant Chlorine Conversions, Leesburg, FL, Client Manager**

Responsible for construction services during construction to convert the disinfection system at the Main Water Treatment Plant from chlorine gas to sodium hypochlorite.

**Polk County Utilities, ERUSA Master Plan, Polk County, FL, Project Manager**

Master plan services for the PCU ERUSA. Dewberry coordinated with WSP to produce a combined water and wastewater master plan. As part of the contract the 2006 ERUSA master plan was updated. The potable water system was evaluated and updated using an existing model, and the system was evaluated for regionalization/consolidation of any or all the six WPFs as a cost-effective approach to meeting future water demands. Efforts with this task included a review of the regulatory requirements and constraints of the existing ERUSA permits.

**Polk County Utilities, Cherry Hill Water Production Facility Preliminary Design, Polk County, FL, Project Engineer**

Devan was responsible for preliminary and final design, and permitting for a new greenfield 10.4-million gallon per day water facility that includes a new raw water wells, updated water use permit, 1-million gallon prestress concrete storage tank, chemical storage, feed systems, high service booster pump station, and a new electrical building. Alternative water supplies were also investigated for the facility.

**Polk Regional Water Supply Entity and Project Plan Phase I, Polk County, Project Engineer**

Project manager for the development of the legal formation of the PRWC, as well as the technical aspects of creating a regional water supply assessment and plan using alternative water supplies. As part of the process, met with stakeholders and facilitated planning efforts. Developed a report intended to document the steps involved in the development of utility water supply deficits, criteria for selection of initial water supply projects for further investigation, and an implementation plan. Additional assistance is related to the legal formation of the PRWC has been performed.

**City of Leesburg, Turnpike Wastewater Treatment Facility Phase I & II Upgrades, Leesburg, FL, Project Manager**

Project manager and engineer of record for design and construction services for the expansion from 3.0 MGD to 4.5 MGD of the Turnpike Wastewater Treatment Facility that included a new SBR, blowers, new WAS pumping, decant basin, decant pump station, tertiary disk filters, disinfection improvements, reclaimed water pump station, biosolids upgrades, and associated electrical, instrumentation, and SCADA upgrades. Phase II expansion includes two SBRs, blowers, new WAS pumping, decant basin, decant pump station, tertiary disk filters, disinfection improvements, reclaimed water pump station, biosolids upgrades, and associated electrical, instrumentation, and SCADA upgrades.



**Brent White, PE**

**TITLE: SENIOR ENGINEER**

**AREA OF SPECIALITY/ROLE IN CONTRACT: SANITARY SEWER TREATMENT**

Brent has 15 years of experience as a project engineer, project manager, and resident construction engineer in the areas of water and wastewater treatment, chemical storage and feed system design, hydraulic modeling, distribution, pump station, and collection system analysis and design, stormwater treatment design, and construction engineering.

• **OFFICE LOCATION**

Orlando, FL

• **EDUCATION**

BS • Civil Engineering •  
University of Central Florida

• **REGISTRATIONS**

Professional Engineer • FL

• **YEARS OF EXPERIENCE**

Dewberry • 1  
Total • 15

**Turnpike Wastewater Treatment Facility Expansion, Leesburg, FL, Project Engineer**

Due to anticipated increased flows and reclaimed water demands associated with the proposed developments within the area and through agreements with other utilities, the City of Leesburg contracted Dewberry to upgrade the Turnpike Waste Water Treatment Facility (WWTF) capacity. Dewberry was selected to provide services to determine the capacity needed for the next 20 years and design the upgrades to accommodate the new capacities at the Turnpike WWTF. Services have included planning, design, permitting, funding, and construction administration services.

**Water Main Replacement, City of Lake Wales, Lake Wales, FL, Project Engineer**

Through our continuing services contract with the City, Dewberry designed the replacement of a 11,000 LF eight-inch water main and a 2,500 LF six-inch water main, which resulted in 170 house connections. Dewberry designed the project in three areas within the City and provided final construction documents, specifications, bid documents, permit applications, and coordinated with City staff on key locations within the systems and options for the new water mains. We also assisted the City in the finalization of the SRF loan through FDEP.

**Main Water Treatment Plant Fluoride Chemical Feed System, Leesburg, FL, Project Engineer**

This project included upgrades to the WTP fed by a water distribution system primarily composed of 332 miles of water mains, one booster station facility, four ground storage tanks and three elevated tanks. There are also two 10,000 hydro pneumatic tanks. Brent prepared plans, calculations, specifications, and cost estimates for plant upgrades, which include: fluoride treatment system addition.

**Neptune Beach, WWTF Phase I, Neptune Beach, FL, Project Engineer**

Dewberry is assisting the City of Neptune Beach in completing WWTF effluent improvements to reduce nutrients efficiently and effectively. The facility requires multiple improvements and, due to budgetary constraints, will be implemented in a multi-phased approach over the next several years. Phase 1 addresses consent orders due to the root causes in the extended air process that must be addressed to reduce nutrient concentrations and meet permit requirements. Dewberry is evaluating the extended air process and engineered improvements to decrease effluent nitrogen concentrations; assisting with the consent order modifications and is preparing a Compliance Plan; coordinating discussions with the FDEP; preparing solicitation documents of the proposed improvements of the extended air process that include technical specifications and using the City's standard Division 0 and Division 1 bidding services specifications; completing all required permitting, and providing construction engineering services.



**Peter Armans, PE**

**TITLE: PROJECT MANAGER**

**AREA OF SPECIALITY/ROLE IN CONTRACT: COLLECTION, DISTRIBUTION, AND TRANSMISSION**

Peter has 14 years of experience in planning, design, relocation, condition assessment, rehabilitation, permitting, and construction management of water distribution, sewer conveyance, and stormwater management systems. He has in-depth experience with public service and contracting requirements, including scoping, budgeting, advertising, negotiating construction activities, and contracts.

• **OFFICE LOCATION**

Orlando, FL

• **EDUCATION**

BS • Civil Engineering •  
Portland State University

• **REGISTRATIONS**

Professional Engineer • FL

• **YEARS OF EXPERIENCE**

Dewberry • 4

Total • 14

**Polk County Ernie Caldwell Master Lift Station 373, Polk County, FL, Project Manager**

Dewberry was contracted to design a new Polk County Master Lift Station (LS# 373) on Ernie Caldwell Boulevard. Dewberry completed the civil, mechanical, structural, HVAC and electrical design. The quadplex Master Lift Station is designed with two(2) 29-FT deep, 12-FT diameter wet wells to support four (4) 50-HP pumps with the electrical design supporting up to 100-HP pumps for future growth. The electrical design was completed per Polk County's standards and included the electrical building components, electrical controls, SCADA system, 300 kW emergency backup generator, and coordination with Duke Energy for compliance with the power company's requirements and locating the transformer pads and electrical conduits to the Master Lift Station.

**Wakulla Gardens Phase III, Wakulla County, FL, Project Engineer**

This project will provide planning, design, permitting, engineering and construction of the sewer lines, pumps, valves, and other infrastructure required to connect households in the Wakulla Gardens subdivision currently served by onsite sewage treatment and disposal systems to Wakulla County's central sewer system. The scope of this project includes the proper abandonment of existing septic systems and the connection facilities for those households to be connected to the County's central wastewater system.

**Stormwater Sewer Rehabilitation Program, Villa Sol Community Development District, Kissimmee, FL, District Engineer**

As District Engineer, Dewberry's services include stormwater management system design, water and sewer system design, roadway design, landscaping, recreational facilities, street lighting, and inspection services.

**Highland Meadows Community Development District, FL, Construction Inspector**

Highland Meadows is a 263.5-acre master planned, residential community located in the city of Davenport in Polk County. The development is approved as a planned development for 222 single-family unit community. The CDD is located on the south side of County Road 547 - Holly Hill Road and the north side of Olsen Road. The community consists of CDD owned roadways, stormwater ponds and conservation areas. Dewberry has provided services to the District in the review and repair of roadways, stormwater systems, street signage, and landscape architecture improvements. We have assisted in the bidding and construction of the many infrastructure facilities within the community. Dewberry is the CDD Engineer for this project. Our services include civil engineering, construction estimates and administration, coordination of environmental, jurisdictional lines and permitting, due diligence, permitting, planning, landscaping plans, and surveying.





**Rishi Immani, PE, GISP**

**TITLE: ASSOCIATE, SENIOR PROJECT MANAGER**

**AREA OF SPECIALITY/ROLE IN CONTRACT: MAPPING OF UTILITIES AND INFRASTRUCTURE (ASSET MANAGEMENT/GIS)**

Rishi leads the Asset Management Initiative for utility infrastructure at Dewberry. For over 21 years, Rishi has applied technology to improve engineering systems. He collaborates with multi-disciplined teams across the Dewberry enterprise. As both an engineer who is an accredited GIS and Asset Management professional, Rishi brings a unique solutioning and technology skill set within the core areas of master planning, project management, GIS, information and asset management, and engineering. He also brings a wide range of experience from utility engineering, facilities management, GIS, asset management, resilience, and information technology.

• **OFFICE LOCATION**

Atlanta, GA

• **EDUCATION**

MBA • Business Management • University of Central Florida

MS • Civil Engineering • University of New Mexico

BS • Civil Engineering • Gulbarga University

• **REGISTRATIONS**

Professional Engineer • FL  
GIS Professional

• **YEARS OF EXPERIENCE**

Dewberry • 7

Total • 21

**Northeast Regional Utility Service Area Master Plan Update, Polk County, FL, Senior Engineer**

Responsible for master planning and hydraulic analysis of water, systems to develop improvements for capacity sustenance and future system expansion. Project includes updating projected demands and hydraulic model to reflect current conditions and existing infrastructure, evaluate peak-day and fire-flow conditions, pipeline sizing, preliminary design calculations, alternative analysis and developing capital improvement projects.

**Keystone Heights Water Distribution System Hydraulic Model Update, Clay County Utility Authority, Clay County, FL, Asset Management SME**

Updated the potable water hydraulic model, utilizing Autodesk InfoWater Pro software, and produced a list of capital improvement projects needed for the 20-year planning horizon to provide current and future customers with public utilities while meeting the current adopted level of service. This water distribution system master plan evaluated the current and future potable water demands and developed a phased plan to consolidate water production facilities, increase system reliability, and address water quality issues. The analysis also identified existing operational constraints and confirmed infrastructure conditions at each water production facility. Infrastructure needs were identified based on existing infrastructure and projected demands. A CIP was developed to maintain and improve the current LOS in the KHSA, including system reliability (looping), fire flow, minimum pressures and maximum velocities, storage and pumping capacity, and water quality. The final report, developed in close collaboration with CCUA stakeholders, identified improvements to the water distribution system for KHSA through 2042 and was used as the basis for future funding needs and CIP development/prioritization.

**Wastewater Asset Management, City of Parker, FL, Asset Management SME**

Established levels of condition and criticality for linear assets; desktop condition evaluation for water system infrastructure; develop criticality, prioritize, and classified assets based on a custom tool developed in GIS. Project emphasized developing a risk analysis based on condition and criticality factors for the water system linear assets. A relational database tool was developed in ArcGIS to prioritize the business risk exposure.



**Ray Lee, PE**

**TITLE: ASSOCIATE VICE PRESIDENT, SENIOR PROJECT MANAGER**  
**AREA OF SPECIALITY/ROLE IN CONTRACT: ROADS AND DRAINAGE**

Ray Lee, Senior Associate and Senior Project Manager, has 25 years of engineering experience with the design, management and preparation of contract documents for a wide variety of transportation projects, ranging from rural roadways to complex urban interchanges. He is highly experienced with FDOT, AASHTO and MUTCD design standards. Ray's experience includes project management, and coordination, project scheduling and digital delivery of projects, with an expertise in roadway horizontal and vertical geometric design, intersection design, pavement design, roadside safety design, drainage design, traffic management, and construction staging for multi-lane highway and interchange projects.

• **OFFICE LOCATION**

Orlando, FL

• **EDUCATION**

BS • Civil Engineering •  
Northeastern University

• **REGISTRATIONS**

Professional Engineer • FL

• **YEARS OF EXPERIENCE**

Dewberry • 16  
Total • 27

**CR 557 (Buena Vista Drive) Widening and Corridor Alignment Study, Polk County, FL, Assistant Project Manager**

This study analyzed the natural and environmental impacts of widening the existing roadway to a multi-lane facility. Dewberry provided the County with feasible alternatives and a recommended design concept for this project. We determined the appropriate limits of each typical section in the context of the surrounding land uses, under both existing and future conditions. Accommodations for bicycles and pedestrians were evaluated throughout the study corridor in addition to access management and intersection improvements. Final design of the six-lane urban, suburban and rural roadway is underway.

**CFX, General Engineering Consultant, Multiple Counties, FL, Senior Roadway Engineer**




Dewberry serves as general engineering consultant to CFX. In order to support the delivery of CFX's \$3.2 billion, five-year work plan, the scope of services that Dewberry is performing as the GEC are categorized into seven tasks: bond financing support, engineering/design support, planning support, maintenance program support, general planning, work plan support, and multimodal/transit support.

**OCX, Poinciana Parkway Design-Build, Osceola County, FL, Deputy Project Manager**






Poinciana Parkway is a 9.5-mile regional expressway corridor and the first segment of the proposed toll system in Osceola County. The project included an alignment study and final design of two-lanes of the future six-lane limited access toll road. A 6,200-foot long bridge was constructed across the environmentally sensitive Reedy Creek Mitigation Bank. The project included two toll gantries, grade separated interchanges at Marigold Avenue and KOA Street, intersection improvements at US 17-92 and Cypress Parkway, and 10 stormwater ponds.

**FDOT District One, 10th Avenue Complete Streets Study, Palmetto, FL, Project Manager**

This study developed and evaluated complete street improvements along 10th Avenue from Riverside Drive to 17th Street West to enhance multi-modal mobility along the corridor. The study proposed complete street applications such as wider sidewalks, bicycle lanes, multi-modal paths, enhanced transit amenities, reconfigured on-street parking, traffic calming measures, streetscaping aesthetics, and stormwater management features.

| NAME  | QUALIFICATIONS   | LOCATION    |
|---|--|-------------|
| <b>Scott Bickar, PE</b>   TRAFFIC MANAGEMENT  |  | ORLANDO, FL |
|  <p><b>YEARS OF EXPERIENCE:</b> 22<br/><b>REGISTRATION:</b> PE • FL<br/><b>EDUCATION:</b> BS • Civil Engineering</p>   | <p>Scott has over 22 years of experience in traffic engineering studies and design. He is responsible for design and management of public and private projects, including analyzing intersections and roadway networks using HCS, Synchro, and a variety of other modeling programs; developing and reviewing traffic impact studies; and preparing traffic control, signal, and signing/pavement marking plans.</p>   |             |
| <b>Kevin Knudsen, PE</b>   TRAILS AND GREENWAYS   |  | ORLANDO, FL |
|  <p><b>YEARS OF EXPERIENCE:</b> 43<br/><b>REGISTRATION:</b> PE • FL<br/><b>EDUCATION:</b> MBA • Business Administration; BS • Civil Engineering</p>                                  | <p>Kevin has been involved in the management and design of roadway projects of varying magnitude for over 43 years. His experience includes management and engineering of PD&amp;E studies and minor to major projects that encompass a range of multi-disciplined tasks. He is experienced in coordinating complex, multi-disciplined transportation projects, from conceptual design through final construction. A results-oriented professional, he routinely demonstrates success in completing large, complicated transportation projects with accelerated schedules.</p> |             |
| <b>Zulay Marti, RA</b>   ARCHITECTURE AND PARKS   |  | ORLANDO, FL |
|  <p><b>YEARS OF EXPERIENCE:</b> 18<br/><b>REGISTRATION:</b> RA • FL<br/><b>EDUCATION:</b> MA • Special Education, Assessment, and Curriculum; BArch • Architecture</p>               | <p>Zulay is an experienced architect and project manager with extensive knowledge in building design, space planning, construction drawings, and construction administration. Throughout her 18 year architectural career, she has gained extensive experience in the coordination of simultaneous projects, direct client interaction, team scheduling, quality control, on-time project delivery, and construction administration. She approaches each project with a focus on aesthetics, functionality, cost and engineering as a whole.</p>                               |             |
| <b>Michael Urchuk, RLA</b>   LANDSCAPE ARCHITECTURE   |  | ORLANDO, FL |
|  <p><b>YEARS OF EXPERIENCE:</b> 33<br/><b>REGISTRATION:</b> RLA • FL<br/><b>EDUCATION:</b> BS • Design in Landscape Architecture</p>   | <p>Michael has extensive experience and is responsible for coordination across design disciplines, and acts as a liaison between the owner, design team, and contractor. He is also responsible for coordinating design efforts and project submittals. Michael's experience as a landscape architect includes retail, office, residential, mixed-use, streetscapes, and recreational uses as well as hardscape and irrigation design.</p>   |             |
| <b>William Hinkle, PSM</b>   SURVEY   |  | ORLANDO, FL |
|  <p><b>YEARS OF EXPERIENCE:</b> 43<br/><b>REGISTRATION:</b> PSM • FL</p>   | <p>William has over 43 years of experience in surveying and mapping. His experience includes right-of-way maps, right-of-way control maps, mitigation site surveys, geodetic surveys, design surveys, right-of-way surveys, subsurface utility engineering surveys, horizontal and vertical control, including utilization of electronic field book, topographic, and construction surveying.</p>  |             |
| <b>Lisa Kelley, JD</b>   POLICY ANALYSIS  |  | ORLANDO, FL |
|  <p><b>YEARS OF EXPERIENCE:</b> 27<br/><b>REGISTRATION:</b> Licensed Attorney, State Bar • FL<br/><b>EDUCATION:</b> JD • Law; BS • Environmental Resources Management Planning</p> | <p>Lisa is a senior project manager in Dewberry's Orlando office. She is responsible for business development, environmental policy and legislation, funding, environmental permitting, and natural restoration across the Central Florida region. Lisa has experience in organizational law and has a deep understanding of the local water management districts and regulatory agencies throughout Central Florida.</p>  |             |



| NAME   | QUALIFICATIONS  | LOCATION         |
|--|---|------------------|
| <b>Amy Tracy</b>   POLICY ANALYSIS   |   | JACKSONVILLE, FL |
|  <p><b>YEARS OF EXPERIENCE:</b> 19<br/><b>EDUCATION:</b> MA • Quantitative Methods for Geographers; BA • Geographic Information Systems</p> | <p>Amy provides water policy and technical expertise to executive leadership and senior water professionals to facilitate regulatory compliance and watershed restoration planning. Her water project portfolio includes stormwater, reclaimed water, and pure water. She has successfully provided funding assistance to secure over \$13 million in grants and \$325 million in loans.</p>  |                  |
| <b>John Delashaw, PE</b>   GEOTECHNICAL  |   | BARTOW, FL       |
|  <p><b>YEARS OF EXPERIENCE:</b> 27<br/><b>REGISTRATION:</b> PE • FL<br/><b>EDUCATION:</b> BS • Civil Engineering</p>                        | <p>John currently serves as the Chief Geotechnical Engineer for Madrid Engineering Group and is the project principal and/or technical lead for most geotechnical projects. His primary experience includes project management and technical direction of geotechnical engineering projects, geotechnical field investigations, and analyses for numerous public and private sector clients. Much of his over 27 years of geotechnical engineering experience has been gained from working on projects in the areas of: dam design and evaluation; shallow and deep foundation systems; earthworks and site development; soil improvement techniques; specialty soil sampling; sinkhole investigation, evaluation and stabilization; roadway soil surveys; pavement design; and various pipeline projects, including the use of trenchless construction technologies.</p> |                  |
| <b>Kaylene Wheeler</b>   FUNDING   |   | LAKELAND, FL     |
|  <p><b>YEARS OF EXPERIENCE:</b> 26</p>  | <p>Kaylene is a certified project manager with 26 years working in the stormwater industry starting from administrative roles, working her way up to communication specialties and regulatory tasks on both sides of industry (government to private sector). Kaylene has developed many publications for distribution including the Turkey Creek Water Atlas, a rain garden development workbook and workshop, and was chosen as one of eight industry professionals to sit on the FDEP Technical Advisory Committee for the 2017 rewrite of the State's Stormwater, Erosion and Sedimentation Inspector Training Guide.</p>   |                  |
| <b>Nicole Gough, PWS, CNRP</b>   ENVIRONMENTAL   |   | ORLANDO, FL      |
|  <p><b>YEARS OF EXPERIENCE:</b> 26<br/><b>REGISTRATION:</b> PWS • FL<br/><b>EDUCATION:</b> BS • Recreation and Resource Management</p>    | <p>Nicole has 26 years of experience in ecological evaluation, planning, permitting, and oversight of regional transportation and infrastructure, large agricultural, and land development projects. While working with both private and public entities, Nicole has garnered extensive permitting experience in all aspects of federal, state, and local permitting, including NPDES. Additional expertise includes, threatened and endangered species surveys, wetland determinations, biology, botany, GIS data collection and mapping, and stakeholder coordination/facilitation.</p>   |                  |
| <b>Banks Wason, PE</b>   ELECTRICAL  |   | ORLANDO, FL      |
|  <p><b>YEARS OF EXPERIENCE:</b> 17<br/><b>REGISTRATION:</b> PE • FL<br/><b>EDUCATION:</b> BS • Electrical Engineering</p>                 | <p>Banks has 17 years of experience in electrical engineering. His experience includes the design of new and modification of existing medium and low voltage power distribution, standby power systems, grounding infrastructure, SCADA and instrumentation systems, interior and exterior lighting, fire alarm, telecommunications, and security systems.</p>  |                  |
| <b>Scott Ethier, PE</b>   STORMWATER MANAGEMENT  |   | LAKELAND, FL     |
|  <p><b>YEARS OF EXPERIENCE:</b> 25<br/><b>REGISTRATION:</b> PE • FL<br/><b>EDUCATION:</b> BS • Civil/ Environmental Engineering</p>       | <p>Scott is a senior water resources engineer with over 25 years of experience in solving complex water sector issues for governmental clients. He provides senior technical support in applied GIS and water resources engineering to develop water solutions from the initial concepts to construction. He specializes in hydrologic and hydraulic (H&amp;H) modeling for surface water systems and integrated surface water/ groundwater systems. Scott has developed and supported the implementation of numerous watershed management plans throughout Florida.</p>  |                  |

| NAME  | QUALIFICATIONS  | LOCATION      |
|---|---|---------------|
| <b>Jeff PeQueen, PE</b>   STORMWATER MANAGEMENT   |   | LAKELAND, FL  |
|  <p><b>YEARS OF EXPERIENCE:</b> 32<br/> <b>REGISTRATION:</b> PE • FL; CFM • FL<br/> <b>EDUCATION:</b> MS • Biomedical Engineering; MEE • Environmental Engineering; BS • Physics</p>                                     | <p>Jeff's extensive experience includes stormwater analysis and design of commercial, industrial, and residential sites including both retrofits and original design and development. Projects range from individual storm sewer designs to regional watershed studies. He has managed jointly funded projects between SWFWMD, municipalities, and surrounding counties. Additionally, he has provided on-call hydrologic and hydraulic (H&amp;H) analysis and design for CSX Transportation throughout Florida and the southeast.</p>  |               |
| <b>Alba Mas, PE</b>   STORMWATER MANAGEMENT   |   | LAKELAND, FL  |
|  <p><b>YEARS OF EXPERIENCE:</b> 38<br/> <b>REGISTRATION:</b> PE • FL<br/> <b>EDUCATION:</b> BS • Civil Engineering; BA • Landscape Architecture</p>  | <p>Alba has worked with the public and private sector, on stormwater, water supply, land planning, and development projects. She has significant experience in permitting, design, and project management. Alba worked for 30 years at Southwest Florida Water Management District in the regulatory division starting in the Environmental Resource Permitting program and culminating as the Division Director for all the District Regulatory programs. In these roles, she worked on resolution of complex permitting issues and rule development for the ERP and Consumptive Use Permitting programs as well as reducing review time frames.</p> |               |
| <b>Tony Miller, PE, LEED AP</b>   STRUCTURAL  |   | CHARLOTTE, NC |
|  <p><b>YEARS OF EXPERIENCE:</b> 17<br/> <b>REGISTRATION:</b> PE • FL; LEED Accredited Professional<br/> <b>EDUCATION:</b> MS • Civil Engineering; BS • Civil Engineering</p>  | <p>Tony is a project manager in Dewberry's Charlotte office. He has 17 years of extensive experience in the design of structural systems for commercial, educational, institutional, and industrial buildings, as well as utility structures, site structures, structural evaluations and third-party structural inspections. He performs structure damage assessments, construction administration, and construction inspections. Tony has managed multi-discipline projects over the last 8 years of his career.</p>  |               |
| <b>Daryll Joyner</b>   PERMITTING AND BASIN MANAGEMENT  |   | LAKELAND, FL  |
|  <p><b>YEARS OF EXPERIENCE:</b> 38<br/> <b>EDUCATION:</b> MS • Biological Oceanography; BS • Zoology</p>   | <p>With over 38 years of experience in the Florida Department of Environmental Protection's (FDEP) surface water programs, Daryll helps Dewberry clients navigate through the complicated regulatory process for permitting discharges to Florida's surface waters. Daryll has extensive experience in FDEP's wastewater program, including the development of Water Quality Based Effluent Limitations and mixing zones, FDEP's Total Maximum Daily Load and Impaired Waters Assessment Programs, water quality credit trading, and development and implementation of Florida's numeric nutrient criteria.</p>                                       |               |
| <b>Don Medellin</b>   PERMITTING AND BASIN MANAGEMENT   |   | ORLANDO, FL   |
|  <p><b>YEARS OF EXPERIENCE:</b> 35<br/> <b>REGISTRATION:</b> Professional Wetland Scientist; Certified Environmental Professional; Certified Scuba Diver<br/> <b>EDUCATION:</b> MS • Management; BS • Microbiology</p> | <p>Don has over 35 years of regulatory experience with the South Florida Water Management District and Florida Department of Environmental Protection in both environmental resource and water use permitting. This involves reviewing environmental criteria for multiple large-scale developments, marinas, implementing water use and environmental protection criteria, stormwater pollution prevention criteria, and evaluation of mitigation/monitoring plans. He also conducted multiple project management/rule-making initiatives and dealt with complex water policy issues to ensure protection of our natural resources.</p>              |               |
| <b>Barry Roy</b>   CEI  |   | ORLANDO, FL   |
|  <p><b>YEARS OF EXPERIENCE:</b> 39<br/> <b>EDUCATION:</b> BS • Environmental Engineering</p>   | <p>Barry is responsible for numerous construction management and administration projects. He has more than 39 years of diversified experience in public and private waterworks, sewage, roadway and drainage construction projects. He is experienced in the construction of water and wastewater transmission mains, trunk gravity sewers, master pumping stations, stormwater management systems, street drainage systems, roadways and associated structures.</p>  |               |

## SECTION 9: Licensure

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# LICENSURE

## Secretary of State Documentation

# *State of Florida Department of State*

I certify from the records of this office that DEWBERRY ENGINEERS INC. is a New York corporation authorized to transact business in the State of Florida, qualified on December 26, 2000.


The document number of this corporation is F00000007242.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on April 24, 2022, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Fifth day of January, 2023*



  
Secretary of State

Tracking Number: 2476514278CU

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 Engineering Licensure

Dewberry is licensed and qualified to perform the requested services in the state of Florida. Please be advised that as of February 2021, the Florida Board of Professional Engineers (FBPE) does not require companies to renew their engineering licensure and therefore no longer have printable licenses nor applicable expiration dates, only a requirement that they be currently listed on the Board's registry. Dewberry is up-to-date on professional registration to the board, which can be confirmed with a Florida Department of Business & Professional Regulation (DBPR) licensee search as shown below.



Log On
Home

- Search for a Licensee
- Apply for a License
- View Application Status
- Find Exam Information
- File a Complaint
- AB&T Delinquent
- Invoice & Activity
- List Search

### Licensee Details

**Licensee Information**

|                  |  |
|------------------|--|
| Name:            | <b>DEWBERRY ENGINEERS INC. (Primary Name)</b>          |
| Main Address:    | <b>8401 ARLINGTON BLVD.<br/>FAIRFAX Virginia 22031</b> |
| County:          | <b>OUT OF STATE</b>                                    |
| License Mailing: |  |
| LicenseLocation: |  |

**License Information**

|                 |                   |
|-----------------|-------------------|
| License Type:   | <b>Registry</b>   |
| Rank:           | <b>Registry</b>   |
| License Number: | <b>8794</b>       |
| Status:         | <b>Current</b>    |
| Licensure Date: | <b>02/09/2001</b> |
| Expires:        |                   |

**Special Qualifications** **Qualification Effective**

**Alternate Names**

[View Related License Information](#)  
[View License Complaint](#)

## Individual Licensure

All of our key personnel hold Professional Engineer (PE) licenses in the state of Florida. To the right, we have provided PE license numbers for each key individual.

**EVALUATION CRITERIA**

- Florida applicable licenses held by the firm/team.
- License numbers for key individuals and firm.

| KEY PERSONNEL PE LICENSES |                        |
|---------------------------|------------------------|
| NAME                      | FLORIDA LICENSE NUMBER |
| Robert Beltran            | 53128                  |
| Matt O'Connor             | 59441                  |
| Don Hammack               | 42584                  |
| Mike Pekkala              | 37996                  |
| Rey Malave                | 31588                  |
| Devan White               | 74656                  |
| Brent White               | 75588                  |
| Peter Armans              | 87064                  |
| Rishi Immani              | 76449                  |
| Ray Lee                   | 66958                  |

## SECTION 10: References

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# CLIENT REFERENCES

## City of Plant City, Florida

Lynn Spivey, Utilities Director  
1802 Spooner Drive  
Plant City, FL 33563  
813.757.9190 | lspivey@plantcitygov.com  
Project Completed: Plant City GEC, WTP #5, McIntosh Park

“We are confident referring Dewberry [due to] the **excellent work they have completed** on the Plant City reclaimed water Distribution Pipeline Extension.”

LYNN SPIVEY | CITY OF PLANT CITY

## Polk County Utilities Division

Mark Addison, PE, Community Investment Program Manager  
1011 Jim Keane Boulevard, SR540  
Winter Haven, FL 33880  
863.298.4214 | markaddison@polk-county.net  
Projects Completed: Polk County GEC, Cherry Hill, Gibson Oaks

“PCU has a long track record of working with Dewberry and they are always **innovative and responsive** to the County and its needs.”

MARK ADDISON | POLK COUNTY UTILITIES

## City of Leesburg, Florida

Cliff Kelsey, Public Works Director  
501 West Meadow Street, PO Box 490630  
Leesburg, FL 34749  
352.728.9786 | cliff.kelsey@leesburgflorida.gov  
Projects Completed: Leesburg GEC, Turnpike WWTF Expansion from 3 to 4.5 MGD Phase I and 4.5 MGD to 6 MGD Phase II

“**Our go to designer** when it comes to high priority work. Our priority is theirs.”

CLIFF KELSEY | CITY OF LEESBURG

## City of Apalachicola

Travis Wade, City Manager  
192 Coach Wagoner Boulevard  
Apalachicola, FL 32320  
850.653.9319 | twade@cityofapalachicola.com  
Projects Completed: WWTF Expansion

“Without the assistance of Lisa Kelley and the Dewberry Team, the City of Apalachicola would be struggling to decipher the requirements of two drinking water consent orders for years to come. **They have been a Godsend!**”

TRAVIS WADE | CITY OF APALACHICOLA

## Polk Regional Water Cooperative

Eric DeHaven, Executive Director (*recently appointed*)  
330 West Church Street  
Bartow, FL 33831  
863.248.7388 | ericdehaven@prwcwater.org  
Projects Completed: Phase I Project for the SE Wellfield and WP wellfield project

# **SECTION 11:** Minority Business-Owned/ Woman-Owned/Disabled Veteran/Veteran- Owned Enterprises



# MINORITY BUSINESS-OWNED/ WOMAN-OWNED/ DISABLED VETERAN/ VETERAN-OWNED ENTERPRISES

Dewberry is not a minority-owned, woman-owned, disabled veteran owned, or veteran-owned enterprise. Dewberry has a history and a continued commitment to partnering with minority-owned, woman-owned, disabled veteran-owned, and veteran-owned businesses within our communities. **Our subconsultant, Madrid Engineering Group, is a minority-owned business.**

The screenshot displays a web interface titled "Vendor Directory". At the top, there is a search bar with a magnifying glass icon and a "Search" button. Below the search bar is a button labeled "All Vendors". The main content area is titled "Results" and includes an "Export" button. A table lists the search results with columns for "VENDOR", "IS W/MBE", "VETERAN", and "DISABLED VETERAN". The table contains one entry: "MADRID ENGINEERING GROUP", which is checked under the "IS W/MBE" column and has "x" marks under the "VETERAN" and "DISABLED VETERAN" columns. Below the table, it shows "Showing 1 to 1 of 1 results", a "Page Size" dropdown set to "20", and a pagination control showing "1". At the bottom of the interface, there is the Polk County logo and the text "© 2023 Polk County. All rights reserved." and "Terms of Service".

**EVALUATION CRITERIA - MINORITY OWNED BUSINESSES**  
 Potential utilization of and MOB/WOB/Disabled Veteran or Veteran owned businesses, including certifications and description of services.

# SECTION 12: Primary Office Location

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Section 12

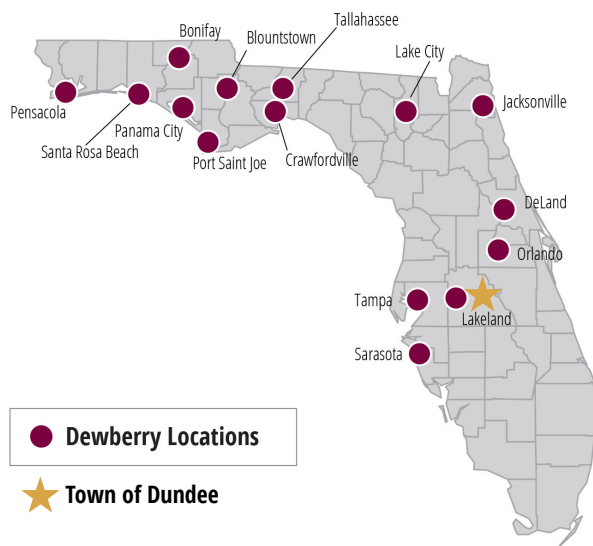


[www.dewberry.com](http://www.dewberry.com)

# PRIMARY OFFICE LOCATION

## Dewberry's Lakeland Office

Dewberry has been located in the State of Florida for over 45 years, with 15 offices and over 330 staff statewide. 22 engineers are based out of our Lakeland, and as the need arises, we can call upon our other offices in Florida, and our 2,300+ employees and subject matter experts nationwide to support on this contract.





8401 Arlington Boulevard  
Fairfax, VA 22031

703.849.0100  
703.849.0118 fax  
www.dewberry.com

June 8, 2023

To whom it may concern,

Dewberry is a 2,000-person professional services firm operating nationally. The firm maintains more than 50 locations and provides services in Engineering, Planning, Architecture, Program Management, Consulting, Surveying, and Mapping. Clients include government agencies at all levels, corporations, real estate developers, colleges and universities, school districts, and other commercial and institutional organizations.

Given that Dewberry is a privately-owned entity, we do not actively report to D&B services individually or as a whole. Our financial statements are audited by KPMG LLP annually and are available on an as needed basis. Our most recent audited financial statement is for the year ended December 31, 2022. For additional information, please contact Wendy Koritko at [WKoritko@Dewberry.com](mailto:WKoritko@Dewberry.com)

The combined financial statements include the accounts of Dewberry Engineers Inc., Dewberry Design-Builders Inc., Dewberry Architects Inc. and Dewberry & Davis, Inc.

In 2022, the combined gross revenue of Dewberry is \$585.0M, with EBITDA of \$66.1M; current ratio of 1.71; Debt to Equity ratio of 1.30.

Dewberry maintains ample cash reserves and enjoys a strong banking relationship with PNC Bank. With a **\$40 million** line of credit, we have the ability to meet any cash requirement should the need arise. Dewberry has no outstanding balance on our debt facility for the past 6 years. Our credit info can be obtained upon request.

For credit or insurance reference, please contact:

Banking Contact: Steven Day, Assistant VP Corporate Banking  
PNC Bank  
1750 Tysons Blvd., Ste 300 McLean, VA 22102  
703.442.2308 [steven.day@pnc.com](mailto:steven.day@pnc.com)

Insurance Contact: Kristine Smith, Senior Vice President  
Marsh USA Inc.  
One South Street, Suite 1001, Baltimore, MD 21202  
410.347.3672 [kristine.l.smith@marsh.com](mailto:kristine.l.smith@marsh.com)

Very truly yours,

Dewberry

Cynthia  
Chen

Digitally signed by  
Cynthia Chen  
Date: 2023.06.08  
16:21:06 -04'00'

Cynthia Chen  
Chief Financial Officer





**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
06/26/2023

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

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

| <b>PRODUCER</b><br>MARSH USA, LLC.<br>1050 CONNECTICUT AVENUE, SUITE 700<br>WASHINGTON, DC 20036-5386<br><br>CN102736896-7/1-1.1a-23-24 | <b>CONTACT NAME:</b> Justin Mineo<br><b>PHONE (A/C, No, Ext):</b> (804) 344-8614<br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> justin.mineo@marsh.com  |                               |        |   |       |   |       |   |       |  |       |                        |     |                    |
|---|---|-------------------------------|--------|---|-------|---|-------|---|-------|--|-------|------------------------|-----|--------------------|
|   | <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td><b>INSURER A :</b> The Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td><b>INSURER B :</b> The Travelers Indemnity Company Of America</td> <td>25658</td> </tr> <tr> <td><b>INSURER C :</b> Travelers Property Casualty Co. Of America</td> <td>25674</td> </tr> <tr> <td><b>INSURER D :</b> Beazley Insurance Company, Inc.</td> <td>37540</td> </tr> <tr> <td><b>INSURER E :</b> N/A</td> <td>N/A</td> </tr> <tr> <td><b>INSURER F :</b></td> <td></td> </tr> </tbody> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | <b>INSURER A :</b> The Charter Oak Fire Insurance Company | 25615 | <b>INSURER B :</b> The Travelers Indemnity Company Of America | 25658 | <b>INSURER C :</b> Travelers Property Casualty Co. Of America | 25674 | <b>INSURER D :</b> Beazley Insurance Company, Inc. | 37540 | <b>INSURER E :</b> N/A | N/A | <b>INSURER F :</b> |
| INSURER(S) AFFORDING COVERAGE   | NAIC #  |                               |        |   |       |   |       |   |       |  |       |                        |     |                    |
| <b>INSURER A :</b> The Charter Oak Fire Insurance Company   | 25615   |                               |        |   |       |   |       |   |       |  |       |                        |     |                    |
| <b>INSURER B :</b> The Travelers Indemnity Company Of America   | 25658   |                               |        |   |       |   |       |   |       |  |       |                        |     |                    |
| <b>INSURER C :</b> Travelers Property Casualty Co. Of America   | 25674   |                               |        |   |       |   |       |   |       |  |       |                        |     |                    |
| <b>INSURER D :</b> Beazley Insurance Company, Inc.  | 37540   |                               |        |   |       |   |       |   |       |  |       |                        |     |                    |
| <b>INSURER E :</b> N/A  | N/A   |                               |        |   |       |   |       |   |       |  |       |                        |     |                    |
| <b>INSURER F :</b>  |   |                               |        |   |       |   |       |   |       |  |       |                        |     |                    |

**COVERAGES**                      **CERTIFICATE NUMBER:** CLE-005441385-28                      **REVISION NUMBER:** 15


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"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> <b>CONTRACTUAL INS. COV.</b><br>(INSURED CONTRACTS)<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |                | P-630-7792B312-COF-23                        | 07/01/2023              | 07/01/2024              | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  |           |                | 810-1N788974-23-43-G                         | 07/01/2023              | 07/01/2024              | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>COMP / COLL DED: \$ 1,000  |
| C        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  |           |                | CUP-4J583077-23-43                           | 07/01/2023              | 07/01/2024              | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$  |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           | Y / N<br>N / A | UB-6P972264-23-43-G                          | 07/01/2023              | 07/01/2024              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |
| D        | <b>PROFESSIONAL LIABILITY</b>   |           |                | V11B5E231401<br>RETRO. DATE: FULL PRIOR ACTS | 07/01/2023              | 07/01/2024              | PER CLAIM/AGGREGATE 5,000,000<br>SIR 1,000,000  |

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

**CERTIFICATE HOLDER**

**CANCELLATION**

|  |  |
|--|--|
| DEWBERRY ENGINEERS INC.<br>8401 ARLINGTON BLVD.<br>FAIRFAX, VA 22031 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br>of Marsh USA LLC<br><br> |
|--|--|

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ACORD 25 (2016/03)

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- e) The provisions of this Article are severable and if, for any reason, any one or more of the provisions contained in the Article shall be held by a court of competent jurisdiction to be invalid, illegal, against public policy or unenforceable in any respect, the invalidity, illegality, being against public policy or unenforceability shall not affect any other provision of this Article which shall remain in effect and be construed as if the invalid, illegal, against public policy or unenforceable provision had never been contained in the Article.

**8.19 LIENS:**

- a) No liens of any type shall be allowed, including labor, materials, rentals, or services furnished.

**8.20 CONSTRUCTION AND CONSULTING EVALUATION:**

- a) The award of contracts by the Town of Dundee for construction and/or consulting services is based on the lowest responsive/responsible bid (for construction) or in accordance with the guidelines and requirements of FS 287.055 – Consultants Competitive Negotiation Act-CCNA (for applicable consulting services). In addition, the Town will consider the previous performance of any bidder who may have completed work for the Town of Dundee or other entity.
- b) The Construction and Consulting Evaluation Form shall be completed by the department head or his designee responsible for the project. The form shall be filled in upon the completion of the project and submitted to Procurement for retention.
- c) This form will be completed on all firms performing construction and/or consulting work for the Town of Dundee. Furthermore, the Town may, at its discretion, provide this form to other entities for whom the noted firm has completed work.

**9.0 STANDARD FORMS**

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED HEREWITH:

- 9.1 RFQ 23-01 SUBMITTAL COVER PAGE, Attachment A
- 9.2 ADDENDUM PAGE, Attachment B
- 9.3 LOBBYING CERTIFICATION FORM, Attachment C
- 9.4 NONCOLLUSION AFFIDAVIT OF PRIME BIDDER, Attachment D
- 9.5 AFFIDAVIT CERTIFICATION-IMMIGRATION LAWS, Attachment E
- 9.6 CERTIFICATION OF DRUG-FREE WORKPLACE, Attachment F

**NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.**

**FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.**

**9.1 ATTACHMENT A**

**RFQ-23-01 Submittal Cover Page** (this does not count as part of the maximum page limit)

September 11, 2023

Date

Dewberry Engineers Inc. Name  
of Company

*Robert Beltran* Authorized  
Signature

Robert Beltran, PE Vice President  
Printed Name Title/Position

1479 Town Center Drive, Suite D214 Physical  
Address

Lakeland FL 33803-7974  
Town State Zip

rbeltran@dewberry.com Email  
address

863.345.1470/Not applicable Telephone  
Number / Fax Number

List all "Professional Association/Sub-Consultants" (companies that you will be in association with for this project):

Dewberry Engineers Inc.

Madrid Engineering Group

Key Team members and addresses of principal office:

Robert Beltran, PE; Matt O'Connor, PE; Mike Pekkala, PE; Rishi Immani, PE, GISP - 1479 Town Center Drive, Suite D214, Lakeland, FL 33803

Don Hammack, PE; Rey Malave, PE; Devan White, PE; Brent White, PE; Peter Armans, PE and Ray Lee, PE - 800 N. Magnolia Avenue, Suite 1000, Orlando, FL 32803

**ADDENDUM PAGE (RFQ 23-01)**

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (Give number and date of each):

Addendum No. Dated:

|              |          |                  |        |
|--------------|----------|------------------|--------|
| Addendum No. | <u>1</u> | <u>8.25.2023</u> | Dated: |
| Addendum No. | _____    | _____            | Dated: |
| Addendum No. | _____    | _____            | Dated: |
| Addendum No. | _____    | _____            | Dated: |

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS:

Dewberry Engineers Inc.

BY:   
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: Robert Beltran, PE - Vice President

**9.3 ATTACHMENT C**

**LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**  
APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Proposer] certifies, to the best of his or her knowledge and belief, that:

- 9.3.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 9.3.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
- 9.3.3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts




under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. §1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer, Dewberry Engineers Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

  
Robert Beltran, PE - Vice President  
September 11, 2023

Signature of Proposer's Authorized  
Official

Name and Title of Proposer's Authorized Official, Date

9.4 ATTACHMENT D

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Florida

County of Polk

Robert Beltran, PE, being first duly sworn, deposes and says that:  
Name

- (1) He is Vice President of Dewberry Engineers Inc., the  
Title Company Bidder that has submitted the  
attached bid;
- (2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of his officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or has refrained from bidding in connection with such Contract; nor in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder; nor has fixed any overhead, profit or cost element of the Bid price, or the Bid price of any other Bidder; nor has

secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Town of Dundee or any person interested in the proposed Contract; and

- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of it's agents, representatives, owners, employees, or parties in interest, including this affiant.

Robert Beltran, PE *Rob Beltran* VP  
Name  
Vice President  
Title

Subscribed and sworn to before me this 11 day of September, 2023

Colleen M. Collins Notary  
Signature

Colleen M Collins  
Notary Name

My commission expires April 18, 2026



9.5 ATTACHMENT E

AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS

TOWN OF DUNDEE WILL NOT INTENTIONALLY AWARD TOWN CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

TOWN OF DUNDEE MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY TOWN OF DUNDEE.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Dewberry Engineers Inc.

Rob Beltran Vice President September 11, 2023  
Signature Title Date

STATE OF: Florida  
COUNTY OF: Polk County

The foregoing instrument was signed and acknowledged before me this 11 day of

September, 2023, by Robert Beltran, Pe who has produced (Print  
or Type Name)

Known Personalty as identification.  
(Type of Identification and Number)

Colleen M. Collins Notary  
Public Signature

Colleen M Collins Printed  
Name of Notary Public

April 18, 2026  
Notary Commission Number/Expiration  
9.6 Attachment F




**CERTIFICATION OF DRUG-FREE WORKPLACE**

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the purchasing of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

|   |   |
|---|---|
| <u>September 11, 2023</u><br>DATE   | <u>Dewberry Engineers Inc.</u><br>NAME OF FIRM  |
| <u>863.345.1470</u><br>TELEPHONE NUMBER   | <u>1479 Town Center Drive, Suite D214</u><br>STREET ADDRESS   |
| <br>VENDOR'S SIGNATURE | <u>Lakeland</u> <u>FL</u> <u>33803-7974</u><br>TOWN                      STATE                      ZIP |



A TRADITION OF INNOVATIVE ENGINEERING

Item 3.

# CIVILSURV

ORIGINAL



LARGE FIRM SERVICES  
MULTI-DISCIPLINE FIRM

RFQ # 23-01

CONTINUING PROFESSIONAL CONSULTING  
SERVICES CONTRACTS

DUE: SEPTEMBER 13, 2023 BY 4:00 PM

CONTACT PERSON:  
MARK J. FREDERICK, PE



2525 DRANE FIELD ROAD, SUITE 7  
LAKELAND, FLORIDA 33811



(863) 646-4771



MFREDERICK@CIVILSURV.COM

WWW.CIVILSURV.COM



- e) The provisions of this Article are severable and if, for any reason, any one or more of the provisions contained in the Article shall be held by a court of competent jurisdiction to be invalid, illegal, against public policy or unenforceable in any respect, the invalidity, illegality, being against public policy or unenforceability shall not affect any other provision of this Article which shall remain in effect and be construed as if the invalid, illegal, against public policy or unenforceable provision had never been contained in the Article.

**8.19 LIENS:**

- a) No liens of any type shall be allowed, including labor, materials, rentals, or services furnished.

**8.20 CONSTRUCTION AND CONSULTING EVALUATION:**

- a) The award of contracts by the Town of Dundee for construction and/or consulting services is based on the lowest responsive/responsible bid (for construction) or in accordance with the guidelines and requirements of FS 287.055 – Consultants Competitive Negotiation Act-CCNA (for applicable consulting services). In addition, the Town will consider the previous performance of any bidder who may have completed work for the Town of Dundee or other entity.
- b) The Construction and Consulting Evaluation Form shall be completed by the department head or his designee responsible for the project. The form shall be filled in upon the completion of the project and submitted to Procurement for retention.
- c) This form will be completed on all firms performing construction and/or consulting work for the Town of Dundee. Furthermore, the Town may, at its discretion, provide this form to other entities for whom the noted firm has completed work.

**9.0 STANDARD FORMS**

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED HEREWITH:

- 9.1 RFQ 23-01 SUBMITTAL COVER PAGE, Attachment A
- 9.2 ADDENDUM PAGE, Attachment B
- 9.3 LOBBYING CERTIFICATION FORM, Attachment C
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- 9.6 CERTIFICATION OF DRUG-FREE WORKPLACE, Attachment F

**NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.**

**FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.**

**9.1 ATTACHMENT A**

**RFQ-23-01 Submittal Cover Page** (this does not count as part of the maximum page limit)

9/13/2023

Date

CivilSurv Design Group, Inc.

Name

of Company

*Mark Frederick*

Authorized

Signature

Mark Frederick

Vice President of Civil Engineering

Printed Name

Title/Position

2525 Drane Field Road, Suite 7

Physical

Address

Lakeland

FL

33811

Town

State

Zip

mfrederick@civilsurv.com

Email

address

863-646-4771

Telephone

Number / Fax Number

List all "Professional Association/Sub-Consultants" (companies that you will be in association with for this project):

**Subconsultants will be selected based on the specific needs of the Town for each Task Assignment.**

Key Team members and addresses of principal office:

**Mark J. Frederick, PE - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811**

**Craig R. Fuller, PE - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811**

**Kenneth T. Glass, PSM - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811**

**Timothy A. Morris, PSM - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811**

**9.2 ATTACHMENT B**

**ADDENDUM PAGE (RFQ 23-01)**

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (Give number and date of each):

Addendum No.

Dated:



September 13, 2023

Mr. Trevor Douthat  
Town Clerk  
Town of Dundee  
202 East Main Street  
Dundee, FL 33838

**RE: RFQ #23-01 - Continuing Professional Consulting Services Contracts  
Large Firm Services - Multi-Discipline Firm  
Cover Letter**

Ladies and Gentlemen:

**CivilSurv Design Group, Inc.** (CivilSurv) is pleased to submit our qualifications to provide Professional Consulting Services for the Town of Dundee. We have assembled a focused Team with extensive knowledge and experience in their fields to provide key services for the Town. You can be confident that we understand budget challenges, regulatory requirements, and the desire to provide technically-sound solutions. Our Team desires to serve the Town through its continued growth, and we are perfectly situated to do so.

**CivilSurv** is headquartered in Polk County and has served the area since 1980. Our experienced staff of Professional Engineers, Urban Planners, Surveyors & Mappers, and Construction Inspectors have provided a wide range of services for many of the region's largest projects, yet we remain small enough that our Principals remain actively involved with our clients. **Innovative, nimble, and responsive** are adjectives we believe best describe our team and our leadership.

CivilSurv is aware that water and wastewater infrastructure is critical to the long term viability of any community. **Water and wastewater infrastructure is a primary focus of our firm.** Our personnel are accomplished in a wide variety of utility improvement projects involving treatment, distribution, and collection systems. We have designed, permitted, and provided oversight for the construction of utility improvements throughout the State of Florida with a focus specifically within Polk County.

As part of a Professional Consulting contract, CivilSurv routinely provides services from miscellaneous consultations to studies, design development, and complete construction oversight. These services include but are not limited to the following:

- Master Planning and Development of CIPs;
- Grant Applications and Management;
- Development of Conceptual Plans;
- Public Involvement/Hearings;
- Design, Plan Preparation and Construction Documents;
- Coordination and Permitting (FDOT, DEP, SWFWMD, Franchise Utilities, etc.);
- Bidding (Pre-bid meetings, review of bids and recommendation of awards);
- Resident Project Representative Services;
- Construction administration to include shop drawings reviews, response to contractor RAIs, review of contractor requests for payment, review of contractor schedules, etc. ;
- Project Closeout to include development of punch lists, final inspections, review of as-built drawings and final certification;
- Startup and training for operation and maintenance of new facilities; and
- Regulatory Support Services.

www.CivilSurv.com  
Small Business Enterprise





As the Prime Consultant, **CivilSurv** will contract directly with the Town and be responsible for the overall management of our Team. We will take the lead on water treatment design, wastewater treatment design, water and reclaimed water conveyance, and wastewater collection. Recent additions to our staff bring **expanded capabilities in water supply and treatment, as well as municipal and industrial wastewater treatment**. We will also take the lead on transportation services projects. We will provide support staff for all assignments requiring civil/site design, surveying and mapping, subsurface utility engineering, construction inspection, and public involvement.

**Our leadership team of Craig Fuller, Mark Frederick, and Ken Glass** is a group of accomplished industry professionals, well-known in the area, and will ensure that our team functions as a cohesive unit for seamless service to the Town. This is still a “relationship business,” and we bring the best people forward to lead our team.

The organization chart included in Tab E illustrates that we have the in-house, multi-disciplinary capabilities identified in your Request for Qualifications to lead the Services Related to Utility Systems (2.2.1), Transportation Systems (2.2.2), and the majority of Services Related to General Consulting Services (2.2.5). The General Consulting Services we specialize in include Boundary/Topographic Survey; Legal Descriptions and As-Built Surveys; Land Use Planning; Policy Analysis; Public Outreach and Communication; and Development of Artistic Renderings and Conceptual Layouts. While the Town is focused on what our firm can bring in capabilities, we have local partners that we regularly team with that can offer all of the other services listed in order to meet schedules and time frames that might be difficult. We have the staff experience needed to address any of your needs. **CivilSurv** is considered a Large Firm based on staff, and we offer Large Firm capabilities. However, we are a small firm at heart and offer a personalized experience for each of our clients focusing on their specific needs.

The **CivilSurv Team** has selected nine examples of contracts of varying size and scope to the general engineering contract being solicited by the Town of Dundee. The diversity of project assignments and the confidence in the **CivilSurv Team**, as illustrated by the long-term working relationships with these and many other local government clients, establishes that our Team is staffed with quality, dependable, focused professionals that are committed to serving the needs of the Town of Dundee.

In closing, the **CivilSurv Team** can provide the Town of Dundee with the experience, expertise, resources, flexibility, and responsiveness required to surpass the goals established for successful and efficient completion of projects assigned under this contract. Our Team is committed to providing the Town with outstanding and highly-personalized customer service.

Respectfully submitted,  
**CIVILSURV DESIGN GROUP, INC.**

Mark J. Frederick, PE, ENV SP, CFM, PMP  
Vice President of Civil Engineering and Contract Manager

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# TAB A

# EXECUTIVE SUMMARY



**CivilSurv Design Group, Inc.** is headquartered in Polk County and has served the area since 1980. Our experienced staff of Professional Engineers, Urban Planners, and Surveyors & Mappers has provided a wide range of services for many of the region’s largest projects, yet we remain small enough that our Principals remain actively involved with our clients. **Innovative, nimble, and responsive** are adjectives we believe best describe our team and our leadership.

**Our corporate headquarters:**

CivilSurv Design Group, Inc.  
 2525 Drane Field Road, Suite 7  
 Lakeland, Florida 33811  
 (863) 646-4771 *p.*  
 (863) 646-3378 *f.*

**Town of Dundee’s designated local office:**

CivilSurv Design Group, Inc.  
 2525 Drane Field Road, Suite 7  
 Lakeland, Florida 33811  
 (863) 646-4771 *p.*  
 (863) 646-3378 *f.*

CivilSurv Design Group, Inc. is a corporation established in February 2010 as a continuation of firms that began in 1972. The key staff on the Board of Directors with signing authority include the following:

| President           | Vice President        | Vice President        | Associate Vice President |
|---------------------|-----------------------|-----------------------|--------------------------|
| Craig R. Fuller, PE | Mark J. Frederick, PE | Kenneth T. Glass, PSM | Timothy A. Morris, PSM   |

**Our general and specific capabilities include:**

**UTILITY SYSTEMS**

- Potable Water Treatment & Storage
- Potable Water Distribution
- Wastewater Treatment
- Wastewater Collection
- Infiltration & Inflow Analysis
- System Rehabilitation
- System Inventory & Mapping

**TRANSPORTATION SYSTEMS**

- Geometric Design
- Traffic Studies
- Signalization
- Lighting
- Pedestrian Facilities
- Drainage System Analysis
- Stormwater Management

**SURVEYING & MAPPING**

- Corridor/Route Design and R/W Surveys
- Boundary/ALTA Surveys and Title Review
- Land/R/W Acquisition Support services
- GPS Control Surveys
- SUE Services
- Topographic and Hydrographic Surveys
- Eminent Domain Services
- Expert Witness Services
- GIS and Inventory Mapping

**PLANNING & ZONING**

- Land Use Planning
- Neighborhood Revitalization Planning
- Development Review
- Due Diligence Studies
- Grant Applications
- Project Outreach & Communication

**CONSTRUCTION ENGINEERING & INSPECTION**

- Construction Administration
- Resident Project Representative



TAB A - EXECUTIVE SUMMARY

**CivilSurv Design Group, Inc.** (“CivilSurv”) is one of this region’s premier local firms with corporate roots that date to 1980 and project records dating back through five decades. We are currently serving the surrounding Cities and Counties in similar Continuing Contract relationships and seek this opportunity to expand our successful relationships with LOCAL municipalities. We currently employ approximately 40 employees across 4 offices in Lakeland, Sebring, Port St. Lucie, and Vero Beach. Our clientele includes City and County governments, State agencies, utility authorities, commercial and industrial firms, architects, and contractors.

**Engineering services for governmental entities are the primary focus of our firm.** Our personnel are accomplished in a wide variety of public facility improvement projects. We have designed, permitted, and provided oversight for the construction of infrastructure improvements throughout the State of Florida. Our typical governmental client is one that is cost-conscious in terms of the fees that are paid for design services. The clients we usually work with want to see that any investment of resources achieves the highest rate of return back to the customer base. This is done by ensuring that design fees paid are reasonable, but also by ensuring that final construction documents are thorough and comprehensive. Our clientele typically call on us to confirm that the project concept represents a cost-effective and complete solution to resolving the infrastructure issue being considered.

The project team proposed for the Town consists of our experienced leaders and our key staff members all have over 20 years of experience and average over 10 years on the Team. The enclosed organizational chart shows the strength of our team, as follows:

**CONTRACT MANAGER:** Mark J. Frederick, PE will be the main contact for the Town of Dundee. Mr. Frederick has served as the Client Manager for several continuing services contracts throughout the State of Florida. Mr. Frederick brings a unique background and skillset to the team that makes us uniquely qualified. He holds multiple certifications, including Project Management Professional (PMP) from the Project Management Institute, Certified Floodplain Manager (CFM) from the Association of State Floodplain Managers, and Envision Sustainability Professional (ENV SP) from the Institute of Sustainable Infrastructure. He has experience in leading multi-discipline teams on a variety of public infrastructure projects, including utility systems and transportation systems.

**UTILITY SYSTEMS:** Craig R. Fuller, P.E. is a recognized leader in wastewater treatment providing innovative and cost-saving solutions for clients such as Orlando, Atlanta, Miami-Dade, and Polk County. The Polk County facility designs, in cooperation with the Utilities staff, have won numerous Earle Phelps awards for the best operated facilities in the State of Florida.

**TRANSPORTATION SYSTEMS:** John E. Howle, PE is a Principal Engineer with CivilSurv and has tremendous experience in Roadway and Drainage improvement projects. In addition, Mr. Howle brings experience to the team in several specific areas, including traffic studies; speed studies; traffic signalization; roadway and parking lot lighting; maintenance of traffic plans; signage and striping plans; pedestrian facilities; construction engineering and inspection; and constructability reviews.

**GENERAL CONSULTING SERVICES - SURVEYING & MAPPING:** Kenneth T. Glass, PSM, one of the partners in our firm, is the leader of our Surveying and Mapping Team. We are currently one of the 10 largest Surveying and Mapping firms in Florida and one of the only LOCAL providers of SUE and Utility Coordination services. We are the only local surveying company to have multiple district-wide contracts serving nearly all of Central and West Florida.

**GENERAL CONSULTING SERVICES - PLANNING & ZONING:** Public Information Meetings and Workshops are the key to resolving difficult issues. Communication is the primary element in a successful Client relationship, and we have assigned the critical role of Client Liaison to Hetty Harmon, AICP to work with the Town’s staff and elected leadership. This is one of the value-added services of the CivilSurv Team, and Ms. Harmon is on-call for a Town Commission report at any time. Ms. Harmon is a leader in the local planning community and has over 30 years of experience leading planning efforts, including being the planner for multiple communities such as: Indian Rocks Beach, St. Pete Beach, Eagle Lake, Okeechobee County, Haines City, and the City of Palm Bay.



TAB A - EXECUTIVE SUMMARY

**Proven Past Performance:** CivilSurv is well-known in Central Florida and beyond. Throughout Florida, CivilSurv has successfully completed projects for many other County and Municipal governments ranging from utility relocations and upgrades to systems wide master plans. Some of our municipal clients include Haines City, City of Lakeland, Port St. Lucie, City of Indian Rocks Beach, Plant City, Frostproof, Polk City, Davenport, Winter Haven, West Melbourne, and Fort Pierce. We have successfully completed hundreds of various projects in recent years for these municipal clients.

**Commitment to the Town of Dundee:** The CivilSurv Team is uniquely qualified to serve the Town and welcomes this opportunity to be of service to the community. Our senior staff members can provide Town staff advice, grant/loan/funding acquisition support, and active community/public involvement campaigns to ensure the success of projects under this contract. CivilSurv is a LEADER in the profession and our community.

**Economic Impact:** The CivilSurv Team's investigation of innovative local construction techniques, accelerating the project design schedule, increasing safety, reducing environmental impacts, reducing impact to the stakeholders, and minimizing long-term maintenance will provide the Town of Dundee with several important, direct economic benefits, as follows:

- **Top-Down Construction:** We evaluate methods of construction, which eliminates detrimental construction activities, improving safety and minimizing environmental and other impacts. We confine construction to a limited area, reducing impacts to project stakeholders.
- **Accelerated Project Design:** The depth of resources of our in-house design Team's direct experience with condensed-schedule projects will minimize the duration that the project is under design and get the project "out on the street" as quickly as possible, thereby stimulating the Town's economy as quickly as possible. Our Team's familiarity with the complex permitting requirements unique to this type of contract will be an *invaluable* asset to minimizing design phase durations.



# TAB B

# STATEMENT OF UNDERSTANDING





**TAB B - STATEMENT OF UNDERSTANDING**

**CivilSurv Design Group, Inc.** has extensive experience with the design, bidding, and execution of projects in both a time and cost sensitive manner. Further, we understand the ever-present economic stresses the Town of Dundee faces. Simply stated is the best choice for the Town – and our focus is public infrastructure with the support of survey and subsurface utility engineering. We are fully committed to performing all services for the Town of Dundee in a timely and cost-effective manner. CivilSurv has an excellent track record of achieving our client’s project budgets and schedules proactively, rather than reactively addressing issues. We will manage our resources to utilize the budget in the most effective and efficient manner. We will also assure the appropriate, qualified staff is used for each project to eliminate excessive labor cost while supporting the Town’s objectives.

CivilSurv believes that meticulous project documentation is essential to protect the Town from claims, overpayments, and substandard workmanship. From design through construction, our personnel are conscientious in completing accurate, detailed, and complete records. Special attention is always given to events that may impact cost or time. Instructions given to the contractor are noted to protect the Town from potential permit violation fines or other liability issues. Inspection reports and field books are also carefully maintained to document the quantity of completed work items.

Our focus is public infrastructure to include utility systems and transportation systems. From our example projects in Tab C, the Town can see we have designed numerous lift stations throughout the County and the area. This experience will allow the Town to know they are selecting a teammate that they can trust and know it will be designed correctly. CivilSurv has become such a trusted ally with Polk County Utilities that they are routinely asked to generate updated standard details and specification for the County. CivilSurv has also served St. Lucie County on large vacuum sewer collection projects, converting existing septic tanks to centralized sewer treatment. If the Town has an interest in such a project, CivilSurv can demonstrate the differences between gravity sewer, low pressure sewer, and vacuum sewer.

CivilSurv has also served as the lead for numerous water and wastewater treatment facility expansions in recent projects with Polk County and the City of Frostproof. Within the previous year, CivilSurv led the design, construction, and startup at two facilities in Polk County adding wells, chemical treatment, and high-service capacity to water production facilities. Additionally, CivilSurv laid out, designed, and permitted the site for the Northwest Regional Water Treatment Facility known as Gibson Oaks. The facility was located in an extremely difficult area for development regulations, known as the Green Swamp Area of Critical State Concern, leading to conservative design requirements. However, the design went through FDEP Environmental Resource Permitting with zero requests for additional information. CivilSurv has also laid out a new water treatment facility for the City of Frostproof.

With respect to transportation system projects, CivilSurv regularly works on large scale and small scale roadway and drainage improvement project. We have recently completed large scale study involving roadway and drainage improvements along a 2.7-mile segment of roadway in Sebring. This project, known as the West Lake Jackson Infrastructure Improvements project, will result substantial water quality improvements to Lake Jackson through the consolidation of various storm sewer outfalls to route stormwater runoff through nutrient treatment structures prior to discharge to the lake. The project also addresses pavement issues by improving the drainage collection system and reconstructing portions of the roadway.

The CivilSurv team has provided similar services on both an on-call/hourly-rate basis, as well as on a fixed-scope, lump sum monthly fees basis. We will cooperatively negotiate a mutually beneficial agreement with the Town of Dundee.



# TAB C

## SIMILAR PROJECT EXPERIENCE



## Crooked Lake Park Inflow & Infiltration Improvements

**Contact Person:** Ryan Bengsch, CIP Project Manager

**Location:** Lake Wales, FL

**Phone:** 863-298-4193

**Email:** ryanbensch@polk-county.net

**Start / End Dates:** 2021/Ongoing

**Client Name:** Polk County Utilities Division

**Consultant Cost:** \$170,000

**Change Orders:** None

**Const. Changes:** None

### Project Description:

CivilSurv was selected by the County to perform an inflow & infiltration study of the system containing approximately 23,900 linear feet of gravity sewer, approximately 80 manholes, and 3 lift stations. CivilSurv performed a specific purpose survey at each manhole location to document existing manhole elevations and surface improvements near the structures. In cooperation with our teaming partner, CivilSurv performed pipe cleaning and closed-circuit television (CCTV) inspection of the existing gravity sewer main and manholes in accordance with National Association of Sewer Service Companies (NASSCO) standards. CivilSurv utilized the survey and CCTV inspection data, as well as other documentation provided by the County, to prepare a preliminary engineering report summarizing the findings of the field data collection. In addition, the report addressed conceptual improvements and provided an opinion of probable construction costs to bring the system into compliance. The conceptual improvements were based on compliance with the City of Lake Wales standards and specifications as the system is to be turned over to the City after the improvements are completed.





## CDBG Sewer Replacement and Roadway Reconstruction

**Contact Person:** James Keene, Public Infrastructure Director  
**Location:** Haines City, FL  
**Phone:** 863-421-9954 ext. 5954  
**Email:** jkeene@hainescity.com  
**Start / End Dates:** 2014/2020

**Client Name:** City of Haines City  
**Consultant Cost:** \$280,000  
**Change Orders:** None  
**Const. Changes:** None

### Project Description:

The project consisted of the survey, engineering design, permitting, and construction administration services to replace the existing failed 15-inch concrete sanitary sewer main and reconstruct the streets. The construction plans were prepared in anticipation of obtaining Community Development Block Grant (CDBG) funding which resulted in an extended project timeline.

The survey included topography, streets, sanitary sewer manholes, water meters, gate valves, fire hydrants, and all above ground utilities. The engineering design services included preparation of the construction plans for the replacement of 5,300 linear feet of existing concrete sanitary sewer main, as well as the incorporation of plans for the reconstruction of the existing streets from demolition that resulted from the excavation of the existing sanitary sewer main. The existing sanitary sewer main had previously been rehabilitated with the installation of a PVC liner. However, voids under the pavement area were anticipated due to seepage into the concrete sanitary sewer main from the previous installation of the PVC liner. Professional services also included evaluation of three existing private sanitary lift stations to determine if they could be eliminated by converting to gravity flow into the existing gravity sanitary sewer. As a result of the evaluation, two of the existing lift stations were eliminated and the third was replaced to new City standards. The City provided the closed-circuit television (CCTV) video inspections, which were utilized to verify locations of existing sanitary sewer laterals. The existing sanitary sewer laterals were replaced from the sanitary sewer main to the right-of-way line. Permitting was completed through the Florida Department of Environmental Protection (FDEP) for constructing a Domestic Wastewater Collection/Transmission System.







## West Pipkin Road Utilities Relocation

**Contact Person:** Lee Potter, PE  
**Location:** Lakeland, FL  
**Phone:** 863-834-8316  
**Email:** lee.potter@lakelandgov.net  
**Start / End Dates:** 2019/2024 (scheduled)

**Client Name:** City of Lakeland  
**Consultant Cost:** \$552,760  
**Change Orders:** Yes; Additional Section Added \$50,000  
**Const. Changes:** None

### Project Description:

We are entering our third decade of service to the City of Lakeland's Public Works Department and Lakeland Electric and Water as general municipal engineering and surveying consultants. As a current project, we are designing and overseeing the construction relocation and utility expansion of 4.11 miles of pipelines, totaling over \$6 million in construction costs. The project includes both water and wastewater relocation to resolve conflicts with the roadway and drainage within the project, and the expansion of water for newly proposed customers that will exist in the area in the future.

A significant portion of the route includes existing asbestos cement piping that must be removed and permitted for removal through the FDEP-approved abatement process. The majority of the project length along W. Pipkin Road included old 12-inch water main that is being replaced with 16-inch water main to serve more customers along the route as growth within the area increases. Along cross streets, a significant amount of water mains are being relocated and upsized to allow for the continuation of services along the route. The project is being completed as a Joint Project Agreement to allow for a lower overall cost of this project and the roadway project with Lakeland only paying for the utilities they own to be relocated. The project is being Phased in with the Roadway MOT, clearing in approximately 10 different sections.





### Potable Water System Support Services

**Contact Person:** Patricia Jackson, City Manager  
**Location:** Polk City, FL  
**Phone:** 863-984-1375  
**Email:** patricia.jackson@mypolkcity.org  
**Start / End Dates:** 2012/Ongoing

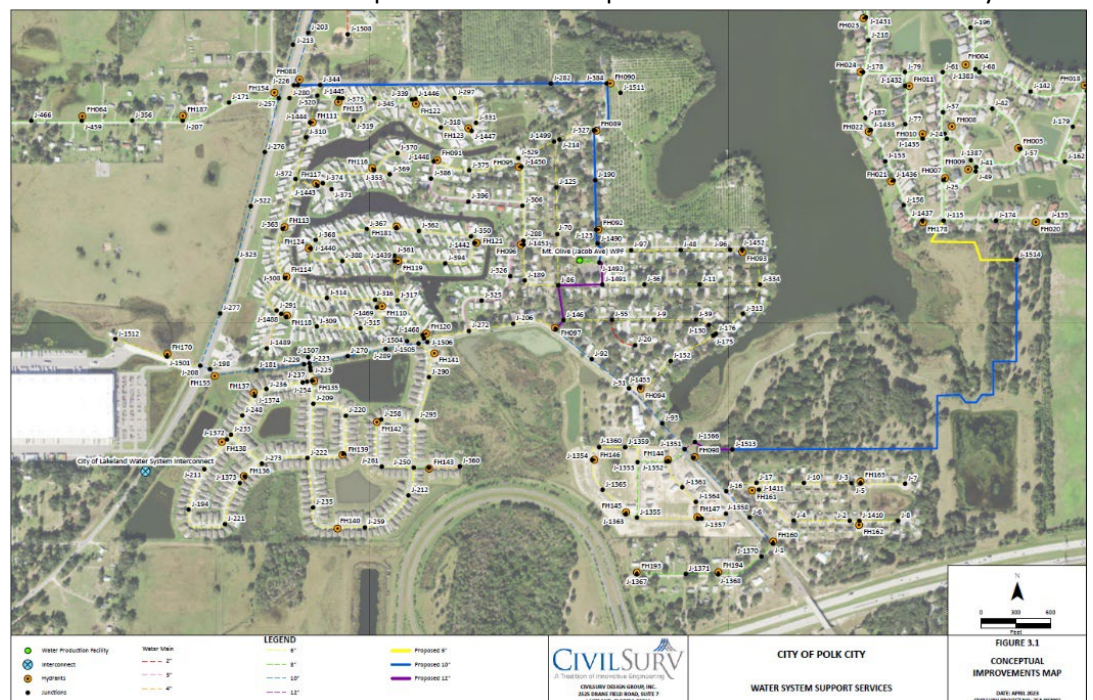
**Client Name:** Polk City  
**Consultant Cost:** \$102,900  
**Change Orders:** None  
**Const. Changes:** None

#### Project Description:

The City requested CivilSurv to update the hydraulic model of the potable water system, including model calibration adjustments to simulate the recorded pressure and flow events experienced in the system. The City's system includes 3 potable water production facilities and approximately 242,000-feet of water main. The updated existing conditions model was used as the basis for the evaluation of future and proposed conditions. The future conditions model included projected growth due to development and the conceptual conditions model included projects to improve the potable water system. The evaluation led to the conclusion that a larger regional facility is needed at one site, with storage and pumping facilities. Additional recommended improvements include water main pipe size increases, and a water main extension for looping the system.

The simulation of the system led to the design improvements to an existing intra-system interconnect. Of the City's three potable water production facilities, two operate together and the third operates on the on it's own. A pressure sustaining valve / pressure reducing valve assembly was proposed to address the pressure and flow demands of the system on either side of the intra-system interconnect during peak flow conditions.

CivilSurv advanced the intra-system interconnect improvements portion of the project to detailed construction plans. As part of this effort, CivilSurv provided topographic survey and subsurface utility engineering services. This portion of the project involves permit coordination with the Florida Department of Transportation and the Polk County Health Department. Following completion of permitting services, CivilSurv will be working with the City to advertise the project for bids and providing construction administration services through completion of the project.







## West Lake Jackson Infrastructure Improvements

**Contact Person:** Scott Noethlich, City Administrator  
**Location:** Sebring, FL  
**Phone:** 863-471-5100  
**Email:** scottnoethlich@mysebring.com  
**Start / End Dates:** 2020/On-going

**Client Name:** City of Sebring  
**Consultant Cost:** \$1.6 Million  
**Change Orders:** None  
**Const. Changes:** None

### Project Description:

Several infrastructure-related issues have been known to exist along the 2.7-mile section of Lakeshore Drive from Fairmount Drive to US 27. Possibly the most noticeable issue was the diminished rideability of this section of roadway along the western edge of beautiful Lake Jackson. Several irregularities within the street exist, including settlement around sanitary manhole structures and rough transitions at previous pavement cuts for underground utilities and storm sewer. Other issues involved an undersized storm sewer system and absence of water quality treatment prior to discharging to Lake Jackson.



CivilSurv was selected by the City to perform the infrastructure analysis. The study involved the evaluation of existing conditions and consideration of several alternatives for conceptual improvements. With the support of our teaming partners, CivilSurv assisted the City with funding coordination through the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loan program. Later phases of the project will involve detailed engineering design, permitting, and construction administration services.



Through the analysis, it was determined the storm sewer system was the critical infrastructure element as nearly all of the storm sewer networks contributing to the 28 individual outfalls were found to be inconsistent with current standards. Water quality improvements were proposed to improve the water quality of Lake Jackson, utilizing nutrient-separating baffle boxes. The sanitary sewer system was constructed in the 1990s using PVC gravity sewer. Evidence of soil infiltration was observed at manhole locations and rehabilitation was proposed. The manhole rehabilitation alternatives reviewed included re-benching the inverts and lining the structures as compared to manhole replacement. With the improvements to the storm sewer system and sanitary system rehabilitation, the roadway pavement condition can be addressed.







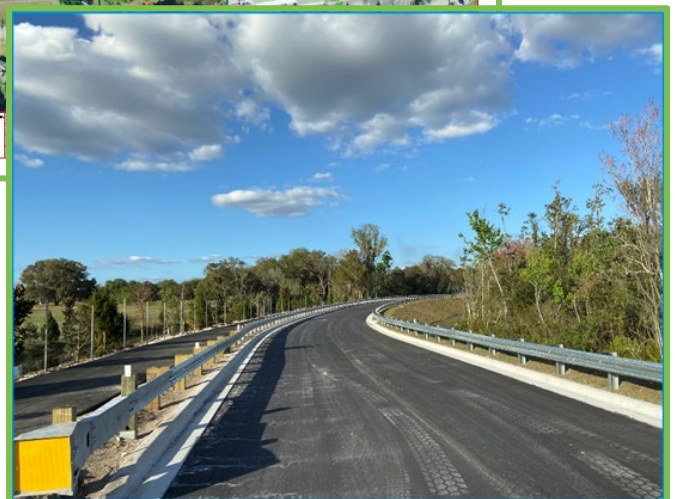
### Lakeland Park Connector - Carpenters Way to Lakeland Park Drive

**Contact Person:** Greg James, Assistant Public Works Director  
**Location:** Lakeland, FL  
**Phone:** 863-834-6040  
**Email:** jkeene@hainescity.com  
**Start / End Dates:** 2014/2019

**Client Name:** City of Lakeland  
**Consultant Cost:** \$677,369  
**Change Orders:** Yes; Additional Funds for Lighting Plan Design  
**Const. Changes:** None

#### Project Description:

This project provides for a new road connecting Carpenters Way to Lakeland Park Drive in north Lakeland. The length of the road is 0.42 miles mostly through wetlands. The project tasks included survey, roadway and lighting design, utility coordination, and permitting through the Southwest Florida Water Management District and the Army Corps of Engineers.







## Stormwater Master Plan Update

**Contact Person:** Dean Scharmen, Public Works Director  
**Location:** Indian Rocks Beach, FL  
**Phone:** 727-595-6889  
**Email:** dscharmen@irbcity.com  
**Start / End Dates:** 2021/2022

**Client Name:** City of Indian Rocks Beach  
**Consultant Cost:** \$126,490  
**Change Orders:** None  
**Const. Changes:** N/A

### Project Description:

The City of Indian Rocks Beach completed a Stormwater Master Plan (SWMP) in 1991. Through the diligent actions of the City, the projects identified in the 1991 SWMP were completed. As the City’s stormwater needs have continued to evolve, an updated SWMP was identified as a priority. The City engaged CivilSurv to prepare the SWMP Update with a focus on the next 20-years. In addition, the SWMP Update provided the information necessary to comply with recently enacted legislation.

The SWMP Update generally consisted of 3 major components: background research and data collection; hydrology & Hydraulics modeling and pollutant loading estimates; and the definition of proposed improvement projects. The background research and data collection effort included topographic survey data collection at nearly 200 storm sewer inlet and manhole locations, as well as the 51 City-maintained storm sewer system outfalls. This information was used in conjunction with the best available public topographic data to update hydrology & hydraulics model input parameters to evaluate existing conditions. The drainage basin characteristics were also used to estimate annual pollutant loadings generated based on published loading rate data for total suspended solids (TSS), total nitrogen (TN), and total phosphorus (TP). Using this information, 13 proposed major projects were identified in addition to several proposed minor projects to improve the City’s stormwater system during the planning period.

The proposed major projects identified were generally focused on water quality improvements. Due to the limitations on available right of way, water quality improvements are generally achieved through nutrient separating baffle boxes. The relatively low topography of the City and direct tidal influences of the stormwater systems create ongoing concern to localized street flooding which cannot feasibly be eliminated. The proposed major projects addressed this challenge by increasing capacity and collection efficiency of the storm sewer system to promote drainage of the affected areas when tidally influenced tailwater conditions recede. As a result of the SWMP Update, the City has a clear plan to guide them in the implementation of stormwater system improvements for the next 20-years.





## Traffic Study and Street Lighting

**Contact Person:** James Slaton, City Manager  
**Location:** Lake Wales, FL  
**Phone:** 863-678-4182  
**Email:** jslaton@lakewalesfl.gov  
**Start / End Dates:** 2021/2021

**Client Name:** Chastain-Skillman  
**Consultant Cost:** \$280,000  
**Change Orders:** None  
**Const. Changes:** None

### Project Description:

CivilSurv was a sub-consultant to Chastain Skillman for two streetscapes projects in Lake Wales, Florida.

The streetscaping for Park Avenue that included the intersection of SR 17. In order to perform the proposed streetscaping, this required the elimination of a northbound left turn lane and the conversion of Park Avenue from a one-way westbound street to a two-way street. CivilSurv modeled the intersection along with several intersection on SR 17, both north and south of the SR 17 and Park Avenue intersection and prepared a traffic report of the findings justifying the elimination of the left turn lane. An analysis was also performed to determine if the existing traffic signal at Park Avenue and 1st Street was still justified, would be justified with the conversion of Park Avenue from one-way to two-way, or if a 4-way stop would be justified at the intersection. The analysis concluded that the 4-way stop was justified.

CivilSurv also designed the street lighting design for the project using decorative street lighting.



For the 1st Street streetscape project, CivilSurv prepared a traffic analysis to determine if the traffic signal at the intersection of 1st Street and Central Avenue was warranted or if the intersection could be converted from a traffic signal-controlled intersection to a 4-way stop to better conform with the streetscape project.







## Sebring Parkway Phase IIA/B CEI

**Contact Person:** Clinton Howerton, PE, County Engineer  
**Location:** Sebring, FL  
**Phone:** 863-402-6877  
**Email:** chowerton@highlandsfl.gov  
**Start / End Dates:** 2019/2022

**Client Name:** Highlands County  
**Consultant Cost:** \$501,160  
**Change Orders:** None  
**Const. Changes:** None

### Project Description:

CivilSurv provided full-time construction engineering inspection, along with quality control testing, reviewing the construction of approximately 1 mile of 4 lane divided highway. The project included utility relocation, drainage improvements, and offsite/approach roadway improvements. CivilSurv tracks progress, defined issues where noted, and provided quantity guidance for monthly invoices submitted by the contractor. CivilSurv also attends construction progress meetings with the contractor and the utility companies.





# TAB D

## WORK PLAN & AVAILABILITY OF RESOURCES



## Managing Assigned Projects

CivilSurv uses a proactive and comprehensive approach in managing projects, based on the selection of the organizational structure best suited to meet the requirements and needs of each specific project. This allows us to match the technical and administrative needs of our clients with the skills, talents, and experience of a team specially selected for the project.

Long-term relationships, like the decades of service we have in the area, require a focused commitment. Every project has its challenges, and with dozens of completed utilities projects, we trust that our COMMITMENT to the Town of Dundee is firmly established. Our contract management plan is a proven system that will provide an experienced professional resource capable of delivering multiple projects of varying sizes on time and within budget. Each project creates unique opportunities and we dedicate our efforts to identifying and resolving the opportunities created.

Our organizational structure is focused to provide design services for multiple projects of various sizes in short timeframes. The CivilSurv Team recognizes strong credentials, resources, and the ability to respond quickly and efficiently are not, in and of themselves, sufficient to guarantee successful performance on this contract. A successful project also requires a management plan designed to specifically address the staffing, monitoring, planning, and communication problems inherent in open-ended contracts. It also calls for a management plan that deals with the need for well-documented and understandable procedures so that staff can be efficiently managed. Specifically, our management plan will provide to the Town of Dundee:

- **Efficient management system:** Team will have clearly defined roles and responsibilities for scope, schedule, and budget
- **Primary points-of contact:** A Contract Manager will be the primary point-of-contact for the Town
- **Responsive team:** Quick-turnaround capability, as well as long-term program continuity
- **Schedule and budgets adherence:** Compliance with work order schedules and budgets, and early communication with Town if issues arise
- **Flexibility:** Our Team understands the importance of flexibility if there are changes in priorities, scope and direction
- **QA/QC Optimization:** Quality assurance and quality control throughout phases of the project, looking for budget efficiencies without sacrificing flexibility or quality

As Contract Manager, Mark J. Frederick, PE is responsible for ensuring the availability of resources to provide high quality services, maintain assignment schedules, control costs, perform job cost accounting, and to develop effective and responsive channels of communication with and between the Town and the CivilSurv Team.

For each assignment, Mr. Frederick will:

1. Identify the Town's overall project objective and develop a thorough understanding of the scope;
2. Build project advocacy with the Team by holding internal project meetings to ensure that team members understand the scope, budget and schedule requirements;
3. Initiate project documentation procedures, job cost accounting, and project schedule tracking;
4. Implement QA/QC reviews;
5. Coordinate regularly with each Team Leader and the Town regarding the status of each assigned task;
6. Submit quality deliverables on time and within budget.



## TAB D - WORK PLAN & AVAILABILITY OF RESOURCES

Mr. Frederick will maintain a constant direct line of communication with the Town's representatives and will supply written status reports on a regularly agreed upon basis. In this way, CivilSurv strives to become a partner with the Town of Dundee to complete projects both on schedule and within budget limitations.

Communication should and will flow freely between all parties involved; however, our Contract Manager will be kept informed of all communications via telephone, minutes of meetings, etc. and will be responsible in keeping a well updated and organized project file. As soon as a task order is executed, they will develop a project management plan that will include the project schedule, team member assignments and responsibilities, list of contact names and telephone numbers, procedures for documentation of contacts, correspondence, calculations/analysis procedures, Q/A, etc.

The Town's project manager will be kept fully aware of every issue that could impact the project. This information will be compiled and chronicled in a monthly project status report. Our TEAM will coordinate all contact with outside agencies as authorized by the Town's project manager. To maintain control of the project, communication between the CivilSurv Team and the Town will be primarily through our Contract Manager. Documentation of discussions will be made and distributed to the CivilSurv Team and the Town's project manager. We will document all contact with outside parties.

We will maintain excellent communication between the members of the consultant team and ensure that the proper information is provided to those who make decisions. We will implement the following procedures in order to ensure the effective flow of information. First, the assigned project manager will conduct an internal kick-off meeting with all parties assigned to the project. This meeting will ensure that all individuals are aware of their responsibilities within the scope of the project, and everyone understands and accepts the requirements of the project schedule. Second, we will conduct progress meetings on a regular basis to review the status of each activity and quality of the product. Third, we will conduct meetings with Town technical staff to review decisions prior to scheduled submittals.

Finally, our team will schedule formal design reviews and workshops with the Town's project manager to provide a complete understanding of the decision making process. We will prepare minutes of each meeting, which will be forwarded to the Town's project manager within 5 days of the meeting. Upon approval, all members of the team will receive copies.

### Staff Availability

CivilSurv Design Group, Inc. has all its 40 staff within 100 miles of the Town of Dundee. We also have extensive relationships with national teammates that offer us the ability to add more staff if necessary. However, this is a Master Services Agreement, typically for small projects with small budgets to be completed in a short time frame. We are perfectly suited for that exact type of contract, and were put together based on providing that service.

### Local Commitment and Knowledge of Permitting

We are service oriented and, as mentioned in our statement of understanding, regularly work with regulators from FDOH, FDEP, and SWFWMD – along with having a long relationship with FDOT District 1 and Polk County Transportation. As noted, we recently completed permitting for an ERP within the Green Swamp with zero Requests for Additional Information (RAIs) and recently completed FDEP permitting for an existing wastewater treatment facility with numerous capacity issues with zero RAIs. This is all accomplished through early and frequent communications with the regulators. We were open with our calculations of the issues present and provided a work program that could either be completed or the facility could be derated – at the option of the Owner and FDEP to work out in the future pending meeting the construction goals.



## Services Provided by Team

CivilSurv Design Group, Inc. has served as public infrastructure consultants for decades. In that capacity, we have provided general engineering services related to the design, permitting and construction of water distribution systems, reuse systems, wastewater collection systems, transmission systems, water and wastewater master planning, roadway and drainage improvements projects, water quality improvement projects, NPDES permit compliance, and others. Together, our Team has the staff experience needed to address any of your needs.

## Team Experience with Master Services Agreements

The team is accustomed to working with Master Services agreements for utilities, especially in the Central Florida area. CivilSurv has performed design and studies for dozens of municipal clients throughout the State, including the following:

| Polk County  | Florida   |   |
|--|---|---|
| City of Frostproof<br>City of Lakeland<br>City of Lake Wales<br>Polk County<br>City of Haines City<br>City of Polk City<br>Town of Lake Hamilton | City of Sebring<br>Desoto County<br>Highlands County<br>Town of Lake Placid<br>City of Avon Park<br>Hardee County<br>City of Wauchula | City of Port St. Lucie<br>Martin County<br>St. Lucie County<br>Fort Pierce Utility Authority<br>Sebring Airport Authority<br>City of West Melbourne<br>City of Plant City |

This experience allows the team to call upon experience within other municipalities. For example, when developing the Lift Station Standards changes for Polk County, the City of Haines City had a configuration similar to the final goal of Polk County with some alterations. The team’s relationship with the City of Haines City allowed us to utilize some of the layout, expediting the deliverable. Additionally, the team evaluated solutions for cutting edge leachate treatment for Hernando County and studied methods for achieving advanced wastewater treatment through RAS fermentation, working with the University of South Florida and national wastewater treatment experts to refine the process methods and research. The results provided benefits for Polk, Hillsborough, and Orange Counties, as they deal with similar treatment issues helping to define sizing methodologies that may be much more cost-effective than typical treatment methods, but utilizing the latest advances in treatment.

## Managing Project Team

CivilSurv’s proactive management system, known as “cast-ahead,” is used to detail every projects personnel needs and to also determine each staff person’s availability. By continuously matching project needs with staff availability, our cast-ahead system is a valuable tool for keeping our projects on schedule. The cast-ahead system is accessible by all of our project managers throughout the firm. Updated monthly by the project managers, the cast-ahead system forecasts our workload for the rest of the month and the upcoming six-month period, ensuring that sufficient staff and hours are available to meet project schedules.

Where possible, work imbalances are identified and resolved through internal shifts of personnel between offices. The objective is to balance the workload in a manner that maximizes the use of production staff, while ensuring that all project requirements and client deadlines are met.





## Quality Assurance / Quality Control Plan

Our organizational chart in Tab E illustrates the responsibilities of the personnel to be assigned to the project, along with the reporting relationships among them. Our high standards are maintained through a practical and effective Project Management Program. The QA/QC program's objective is to provide Engineering products based on sound principles and practices, reflecting the highest standards, to ensure that work products conform to the scope and project documents and are void of errors and omissions. The program is founded on the following four key principles:

- **Proper Project Approach:** Quality is achieved by adequate planning, coordination, supervision, and technical direction; proper definition of job requirements and procedures; the use of appropriately skilled personnel; and by individuals performing work functions carefully and correctly the first time.
- **Constant Project Supervision:** Quality is controlled through weekly checking, reviewing, and surveillance of the entire team's work activities by designated Supervisors and Managers.
- **Formal Quality Reviews:** Quality is verified by having a manager or designee performing QC functions consisting of surveillance and auditing of the work, and the procedures followed when performing the work prior to submittals.
- **Active Senior Management Oversight:** Quality is assured through independent reviews by qualified staff of the processes, procedures, documentation, supervision, technical directions, and staffing associated with the project development.

Procedures outlined in our standard QA/QC program are intentionally general to afford sufficient flexibility so they can be applied to the wide range of deliverable documents furnished to clients, as well as be tailored to suit the particular needs of various Regulatory Agencies.

The QC Reviewer is provided a complete package of background information with the work product. This QC review package typically includes the work product to be reviewed, the project scope, client directives/changes, project criteria, technical standards/codes/regulations, computations, alternatives analyses, selected alternative justification, and previous review comments. The culmination of the production process prior to any phase submittal will include at least one independent review. This review will be performed prior to submittal by a senior level Professional not directly involved in the day-to-day project production. All relevant comments/recommendations will be addressed prior to the submittal.



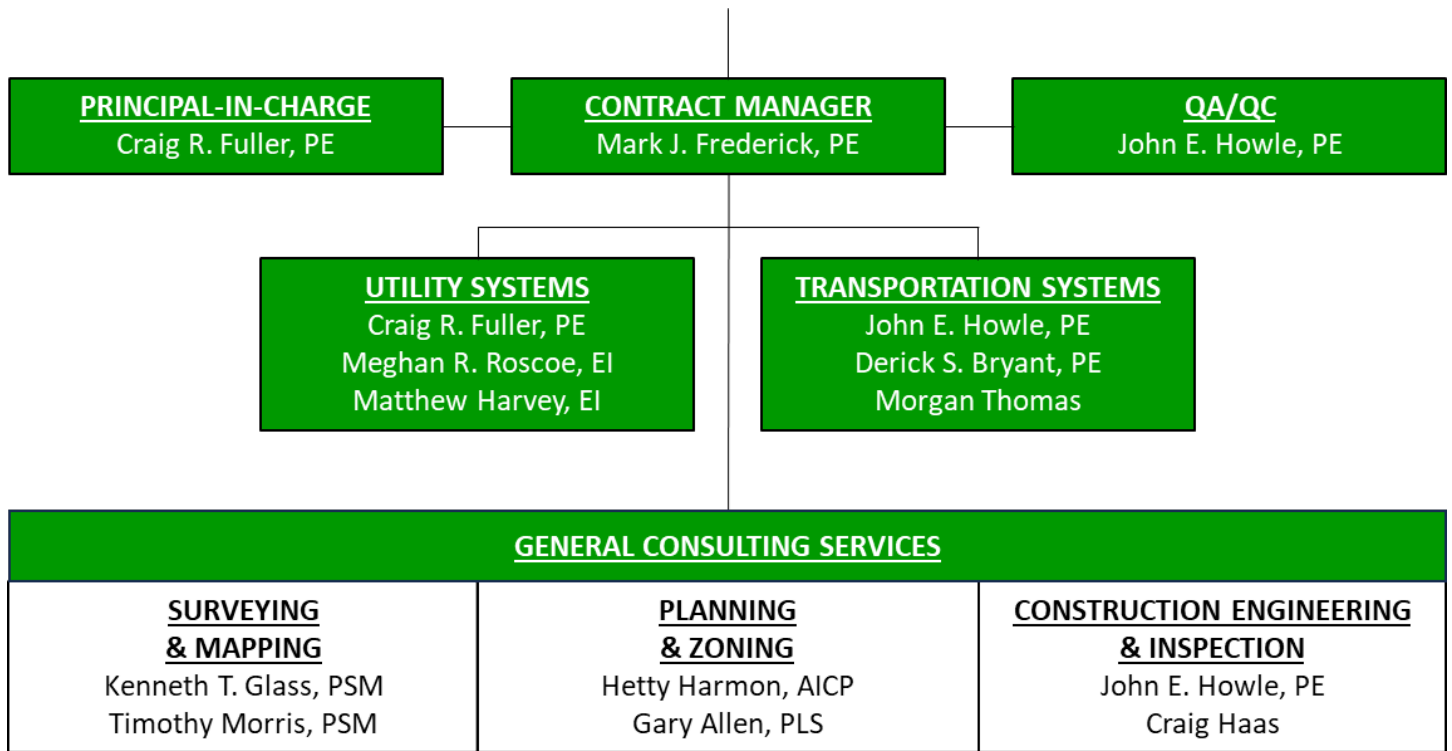


# TAB E

# TEAM MEMBERS



## ORGANIZATIONAL CHART





## KEY MEMBERS EXPERIENCE SUMMARIES

**Mark J. Frederick, PE, ENV SP, CFM, PMP – Contract Manager** - Mr. Frederick's experience includes several utility system design and evaluation projects. Recently, he has been involved in several project involving closed circuit television (CCTV) inspection of gravity sewer systems to identify defects, determine the appropriate rehabilitation method, and prioritize the improvements based on available funding. In addition, he has design miles of linear pressure pipe line facilities for potable water, reclaimed water, and wastewater force main projects. In addition to Mr. Frederick's utility systems experience, he has extensive experience in the area of transportation systems. He is the Engineer of Record for several roadway and drainage improvement projects. Recently he completed a stormwater master plan for the City of Indian Rocks Beach which involved the identification of stormwater improvement needs which was used by the City to develop a capital improvement plan.

## UTILITY SYSTEMS

**Craig R. Fuller, PE – Principal-in-Charge | Utilities Lead** - Mr. Fuller routinely manages and designs water-related projects, including but not limited to water and wastewater systems. Mr. Fuller has over 15 years of engineering and project management experience encompassing hydraulics, hydrology, water and wastewater facilities, reclaimed water planning, design, permitting, and construction services. He previously served as the Southeast Regional Wastewater Line Lead and has written and presented over 10 papers on advanced water and wastewater treatment. Mr. Fuller has managed over 10 General Services Contracts and routinely provides services by listening to the issues from Clients, reviewing staff expertise, and deploying resources to solve the issues presented.

## TRANSPORTATION SYSTEMS

**John E. Howle, PE – Principal Engineer | Transportation Lead** - Mr. Howle's experience has encompassed many phases of Civil Engineering, Transportation Engineering, Land Planning, and Agency Permitting. He provides complete project services from Planning and Design to Permitting and Construction for public infrastructure and government sites. Mr. Howle served as the Engineer of Record for the recently completed Lakeland Park Drive Extension project for the City of Lakeland. This complex project involved several challenges including grading transitions, ecological constraints, and stormwater management. The project was successfully completed and recognized by the American Society of Civil Engineers Ridge Branch as their Project of the Year.

## GENERAL CONSULTING SERVICES

**Kenneth T. Glass, PSM – Survey Lead** - Mr. Glass is a multi-faceted surveying and mapping professional with over 36 years of experience. For the past five years and now as Vice President of Surveying and Mapping Division he has been responsible for managing a team of eight field crews and seven office staff. His expertise includes a wide range of GPS projects with an extensive background in automated Data Collection and Digital Terrain Modeling. Design survey projects have spanned from roadway capacity expansion, trail extension projects, and utility main extensions. He was responsible for coordinating projects for Design and Right-of-Way Mapping and also ensuring FDOT standards were enforced. He has worked on the mapping of mitigation areas and quantity surveys for numerous construction projects.

**Timothy A. Morris, PSM – SUE Lead** - Mr. Morris has over 20 years of experience surveying, 15 years in responsible charge of accuracy and completeness of boundary surveys, A.L.T.A/A.C.S.M. surveys, topographic surveys, jurisdictional wetland delineation surveys, construction staking/layouts, as-built surveys, record platting, bridge deformation monitoring, Florida Department of Transportation right-of-way control surveys, right-of-way maps, and design surveys. He currently is charged with the operation of our Subsurface Utility Engineering services, including the project planning and production of deliverables.

Mr. Mark Frederick serves as the Vice President of Civil Engineering for CivilSurv. He is experienced in leading multi-disciplinary project teams on a variety of infrastructure projects, including roadway and drainage improvements, stormwater retrofits, water/wastewater utility systems, parks and recreation projects, and site developments for public and private sector clients. Mr. Frederick manages projects at all stages throughout the project life cycle, from master planning and conceptualization to construction completion and permit close-out. Mr. Frederick is familiar with all aspects of the infrastructure project cycle and is able to effectively work with all members of the project team including clients, design professionals, agency reviewers, and construction contractors. Mr. Frederick has designed and permitted numerous stormwater management and water utility systems to serve redeveloped and new construction sites.

## Project Experience

**Engineer of Record | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2020 to Present | \$1,673,864:** This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. Detailed engineering design as completed based on the recommended conceptual improvements. A significant component of this retrofit project includes the addition of water quality treatment of stormwater prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Designed improvements to the wastewater system and roadway were also included as part of the project. This project involved funding coordination for the State Revolving Fund (SRF) loan through the Florida Department of Environmental Protection (FDEP).

**Project Manager & Engineer of Record | Misc. Drainage Improvements | City of Plant City | Plant City, Florida | 2022 | \$101,391:** This project involved drainage system analysis at several locations throughout the City. CCTV inspection services were utilized to identify defects in existing storm sewer pipes and recommend appropriate rehabilitation. Other areas reviewed involved various localized street flooding concerns. Findings and recommendations for each of the analyzed locations were summarized in a preliminary engineering report including an Engineer's Opinion of Probable Construction Costs for each location. Responsibilities included project management and preparation of a preliminary engineering report.

**Project Manager | NPDES Permit Support Services | Polk City | Polk City, Florida | 2023 to Present | \$14,540:** This project involved general support services to the City to assist with annual NPDES requirements. CivilSurv's scope of services included a thorough review of the City's stormwater practices, NPDES reporting assistance, and FDEP audit response assistance.

**Project Manager & Engineer of Record | Sunset Street Water Main Improvements | City of Groveland, Florida | 2019 to 2020 | \$90,000:** This project involved the design of nearly 3.0-miles of 6-inch and 8-inch potable water main within an established residential neighborhood. As a result of the project, existing asbestos-cement pipe and small diameter galvanized steel pipes were able to be taken out of service, system reliability was improved, and fire protection service was enhanced with the installation of 15 new fire hydrants. Responsibilities included engineering design, permitting, construction administration, and project management.

**Project Manager | Miscellaneous Site Development Plan Reviews | City of Frostproof | Frostproof, Florida | 2020 to Present | \$8,000:** Mr. Frederick functioned as the City Engineer in the review of site development application packages submitted to the City by various private developers. Applications reviewed included preliminary plats, construction plans, and final plats for residential subdivisions as well as preliminary site plans, construction plans, and final site plans for commercial developments. The applications were reviewed based on City ordinances, City construction standards and specifications, and industry standards. Services included review of engineering aspects of various projects, including stormwater management systems and water utilities.



### Expertise

- Stormwater management system design
- Transportation infrastructure design
- Utility system design
- Site development
- Project Management

### Education

- BS / Civil Engineering / Purdue University
- MS / Civil Engineering / University of Florida

### Licenses / Certifications

- Professional Engineer in FL #70671
- Certified Floodplain Manager # US-07-03155
- Envision Sustainability Professional
- Certified Project Management Professional

### Training

- FDEP Qualified Stormwater Management Inspector #15170
- FDOT Specification Package Preparation
- NASSCO PACP & MACP

### Affiliations

- Florida Engineering Society
- American Society of Civil Engineers

### Office Location

- Lakeland

Mr. Fuller manages and designs water and wastewater projects including but not limited to water supply, wastewater collection and treatment, reclaimed water reuse, and hydraulic modeling. Mr. Fuller has over 20 years of engineering and project management experience encompassing hydraulics, water and wastewater facilities, reclaimed water planning, design, permitting, and construction services. Typical project experience includes the following projects.

## Project Experience

**Project Manager & Engineer of Record | Wauchula Hills WTP Phase 8 Improvements | Hardee County | Bowling Green, Florida | 2023 to Present | \$248,920:** This project involved the design for improvements to the Wauchula Hills WTP including high service pump station improvements; a new raw water degasifier clear well bypass main; a new backup point of entry to the water distribution system; and degasifier clear well coating. CivilSurv's scope of services included topographic surveying, engineering design, permitting, and construction administration services.

**Project Manager & Engineer of Record | Water Treatment Plant #4 Improvements | City of Frostproof | Frostproof, Florida | 2022 to Present | \$49,665:** This project involved preliminary design of improvements to the City's WTP #4. Considered improvements included a new well and pump, addition of high service pumps and associated valves, new chlorination building and control room, demolition of obsolete equipment and structures, and miscellaneous site improvements. CivilSurv's scope of services included topographic survey and preliminary design.

**Project Manager | Mariposa Force Main | City of Port St. Lucie | Port St. Lucie, Florida | 2022 to Present | \$105,500:** This project included the survey, design, permitting, and construction services for a 6-inch replacement force main along Mariposa Blvd for a 1-mile path. The project was designed to be primarily constructed via horizontal directional drill, crossing under existing canal and along a heavily used corridor near an existing elementary school.

**Project Manager | Gibson Oaks Water Plant Site Design | Polk County Utilities Division | Polk County, Florida | 2019 to 2020:** Responsible for overseeing the review of critical elements including drainage, break lines, and constructability. Project included approximately 3,500 feet of roadway and drainage components, including considerable amounts of conflict resolution due to seasonal high water table issues (within swamp) and proposed pressure piping routes.

**Project Manager | Northeast Advanced Wastewater Treatment Evaluation | Polk County Utilities Division | Polk County, Florida | 2018 | \$145,000:** Responsible for evaluating headworks, biological treatment, and clarification to determine improvements necessary to enhance treatment to AWT levels. Project included numerous biological models calibrated to real operating conditions, recommendations for RAS fermentation to meet phosphorous levels below 1 mg/l, replacement of screening compactors, and new clarifiers to meet expanded flow rates in the future.

**Project Manager | Pretreatment and Influent Wastewater Evaluation | Hernando County Board of County Commissioners | Hernando County, Florida | 2017 to 2018 | \$165,000:** Biological treatment calculations and modeling for three differing wastewater treatment facilities within Hernando County. Planning and preliminary design evaluation was performed to allow for additional treatment and enhanced nitrogen removal at the facilities. Benefits will include enhanced reliability and energy optimization for an overall decrease in operations costs. Improvements include for leachate treatment preliminary design, addition of alkalinity preliminary design, septage receiving preliminary design, and nutrient based aeration control system preliminary design.

**Project Manager | Standards Development | Polk County Utilities Division | Polk County, Florida | 2014 to Present:** Responsible for reviewing products and Lift Station design standards, updating the standards based on comparison to their existing systems, and generating new details and standard products for inclusion in Polk County's standard materials.



### Expertise

- Design and Construction of Water and Wastewater Improvements, Process Optimization, Hydraulic Modeling

### Education

- BS / Chemical Engineering / Florida Institute of Technology

### Licenses / Certifications

- Professional Engineer in FL #65605

### Specialized Training

- Hydraulic Modeler – Haestad Methods/Bentley WaterGEMS
- Biological Modeler - BioWin

### Affiliations

- Florida Water Environment Association, Wastewater Treatment Process Committee (2011 – Present)
- City of Winter Haven Planning Commission (2011 – Present)
- City of Winter Haven Multimodal Transportation Advisory Commission (2013 – Present)

### Office Location

- Lakeland



Since 1975, Mr. Howle's experience has encompassed many phases of Civil Engineering, Transportation Engineering, Land Planning, and Agency Permitting. As a leader in the firm, he provides complete project services from Planning and Design through Permitting and Construction for Transportation Facilities, Utility Infrastructure, and Governmental Sites. Design experience includes Roadway, Drainage, Signalization, and Lighting. As a County Engineer, he was responsible for the implementation and maintenance of Roadway Capital Improvement plans including Budgeting, Design, Right-of-Way Acquisition, Construction, and Resurfacing. As a Principal Engineer, Mr. Howle directs the Planning, Design, and Construction of Transportation and Utility related facilities.

## Project Experience

**CEI Project Manager | US 92 and County Line Road Intersection | City of Lakeland | Lakeland, Florida | 2021 to Present | \$165,268:** This project involved full-time construction engineering and inspection services for improvements to the US 92 and County Line Road intersection. The project consists of turn lane additions, median modifications, railroad crossing upgrade, sidewalk, and traffic signal modifications. The CEI involved daily inspection services, observation of sampling and testing of construction materials, daily reporting, quantity verification, field measurements, payment application review, maintenance of traffic review, and weekly construction progress meetings.

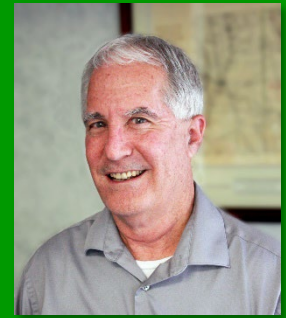
**CEI Project Manager | Sebring Parkway – Phase II-A and II-B | Highlands County Board of County Commissioners | Sebring, Florida | 2020 to Present | \$501,160:** This project involved full-time construction engineering and inspection services for the approximate 1.5-mile roadway improvements project with a construction value of approximately \$15 million. The project involved the 4-laning of Sebring Parkway from US 27 to Youth Care Lane, a roundabout at South Highlands Avenue, new mast arm traffic signals at US 27 and Desoto Road, and associated drainage improvements. Potable watermain and wastewater force main improvements were also included in the project to accommodate the roadway improvements. The project also involved the construction of a new roundabout at the entrance to a hospital, requiring significant coordination. The project included observation of sampling and testing of construction materials, daily reporting, quantity verification, field measurements, payment application review, maintenance of traffic review, and bi-weekly construction progress meetings.

**CEI Project Manager | Cemetery Road | Okeechobee County Board of County Commissioners | Okeechobee, Florida | 2020 to 2021 | \$199,350:** Project consisted of full depth reconstruction of 1.7 miles of a 2-lane rural, residential roadway. Project also included new side drains along the length of the project.

**CEI Project Manager | CR 68 (MICCO BLUFF) Roadway Improvements | Okeechobee County Board of County Commissioners | Okeechobee, Florida | 2020 to 2021 | \$169,920:** CEI services for 2.23 miles of milling, road widening, and resurfacing of CR 68 (Micco Bluff Road) from Kissimmee Cattle Company to Dead End. Project included the removal and replacement of five cross drains. The cross drains had to be replaced one side at a time leaving one lane of the roadway open to traffic.

**Project Manager | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2021 to Present | \$132,546:** This project involved the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services included utility coordination, SFWMD Environmental Resource Permit modification, and bid phase assistance.

**Engineer of Record | Lakeland Park Drive Connector | City of Lakeland | Lakeland, Florida | 2014 to 2022 | \$677,369:** New 2-lane connector road between Carpenters Way and Lakeland Park Drive in the City of Lakeland. Project tasks included a study to determine the route for the road, roadway design, drainage design, signing and pavement marking, street lighting, utility coordination, permitting and a Multi-Use Trail. Services also included right-of-way condemnation assistance. This project received recognition as the 2021 ASCE Ridge Branch Project of the Year.



### Expertise

- Roadway design
- Traffic & speed studies
- Lighting & signalization
- Site development
- Construction engineering & inspection

### Education

- BS / Civil Engineering / The Citadel / Deans List

### Licenses / Certifications

- Professional Engineer in FL #27584, NC, VA, KY, and PA
- FDOT Advanced Temporary Traffic Control

### Affiliations

- American Society of Civil Engineers
- National Association of County Engineers
- American Public Works Association

### Office Location

- Lakeland

Ms. Meghan Roscoe functions as a Project Engineer with CivilSurv. She is experienced in performing technical engineering tasks on a variety of infrastructure projects, including water / wastewater utility systems and stormwater systems. Ms. Roscoe is experienced in the use of AutoCAD Civil3D, ArcGIS, EPANET, and the Microsoft Office suite.

## Project Experience

**Project Engineer | Crooked Lake Park WWTF & Collection System Upgrades | Polk County Utilities Division | Polk County, Florida | 2022 to Present | \$285,290:** This project involved a continuation of CivilSurv's previous effort to prepare a preliminary engineering analysis of the wastewater system within the study area. Based on the findings and recommendations of preliminary engineering analysis, the project was advanced to the engineering design and rehabilitation phases. Specific improvements designed as part of this project included point repairs to gravity main, sealing lateral connections, manhole repairs, manhole replacements, cured in place pipe liners, gravity main cleaning and CCTV inspection, debris removal from gravity mains, right of way restoration, and abandonment of an existing WWTF. In addition, the project included the design for new 8-inch gravity main to replace areas where a 4-inch pipe had served as a gravity main previously. CivilSurv's scope of services included topographic surveying, subsurface utility engineering, engineering design, permitting, bid phase support services, and construction phase support services.

**Project Engineer | US 17 Wastewater Improvements | City of Wauchula | Wauchula, Florida | 2023 to Present | \$80,536:** This project involved the evaluation of a deteriorated sanitary sewer main in the vicinity of a crossing under US 17. Three alternatives were evaluated for the proposed replacement of the sanitary sewer and the selected alternative was advanced to engineering design. CivilSurv's scope of services for this project included topographic surveying, subsurface utility exploration, CCTV inspection, geotechnical investigation, preliminary engineering evaluation, engineering design, permitting, bid phase assistance, and construction phase assistance.

**Project Engineer | Potable Water System Support Services | Polk City | Polk City, Florida | 2022 to Present | \$102,900:** This project involved an update to the City's potable water system hydraulic model as well as design for improvements to an existing intra-system interconnect. The hydraulic model updates included review of available data sources to update water main size and connectivity. The hydraulic model updates also included coordination with the City for fire hydrant flow test data to calibrate the model. The updated model was evaluated and used to assist in identifying conceptual improvements such as the addition of ground storage reservoirs and high service pumps. The intra-system interconnect improvements included design for a new pressure-reducing valve to allow all water production facilities within the City's system to operate together. This portion of the project involved topographic survey, SUE, engineering design, permitting, and construction phase support services.

**Project Engineer | Morgan Combee Road Force Main Extension | Polk County Public Schools | Lakeland, Florida | 2022 to Present | \$199,975:** This project involves the design of a wastewater pump station and nearly 1-mile of sanitary force main. The wastewater pump station was designed to facilitate the abandonment of an aging wastewater treatment facility on the Combee Elementary School campus. CivilSurv's scope of services for this project include topographic survey, subsurface utility engineering, engineering design, permitting, and construction administration.

**Engineering Intern | SWRWWTF Scum Removal System Improvements | Polk County Utilities Division | Mulberry, Florida | 2021 to 2022 | \$30,000:** This project involved the design of modifications to the discharge line of the scum removal system for Clarifiers 3 & 4 at the County's Southwest Regional WWTF. The purpose of this modification was to direct the scum line into the gravity sewer collection system and remove the connection to the Waste Activated Sludge (WAS) line. These improvements were designed to improve the overall process efficiency by removing scum discharges from the WAS line, allowing for better measurement of solids removal. CivilSurv performed topographic survey data collection as well as subsurface utility engineering services to identify potential conflicts prior to initiating design.



### Expertise

- Utility system design and analysis
- Stormwater management system design and analysis
- CADD & GIS

### Education

- BS / Environmental & Mechanical Engineering / Florida Polytechnic University

### Licenses / Certifications

- Engineering Intern in FL #1100025880
- NASSCO Pipeline, Manhole & Lateral Assessment Certifications

### Training

- Autodesk Storm & Sanitary Analysis Software
- BMP Trains Software

### Affiliations

- Florida Engineering Society

### Office Location

- Lakeland

Mr. Matthew Harvey functions as a Project Engineer with CivilSurv. He is experienced in performing technical engineering tasks on a variety of infrastructure projects, including water/wastewater utility systems and stormwater systems. Mr. Harvey is experienced in the use of AutoCAD Civil3D and the Microsoft Office suite.

## Project Experience

**Project Engineer | Wauchula Hills WTP Phase 8 Improvements | Hardee County | Bowling Green, Florida | 2023 to Present | \$248,920:** This project involved the design for improvements to the Wauchula Hills WTP including high service pump station improvements; a new raw water degasifier clear well bypass main; a new backup point of entry to the water distribution system; and degasifier clear well coating. CivilSurv's scope of services included topographic surveying, engineering design, permitting, and construction administration services.

**Project Engineer | Lakeshore Mobile Home Park Wastewater System Improvements | Lakeshore Sebring MHP, LLC | Sebring, Florida | 2022 to Present | \$49,930:** This project involved the design of a new low pressure force main system within an existing mobile home park facility. Onsite Sewage Treatment and Disposal Systems (OSTDSs) were previously used at the site to manage wastewater. However, continued maintenance and rehabilitation to the OSTDSs was no longer an option that FDEP would permit. The new low pressure force main system was designed to replace each of the 14 OSTDSs with grinder pump package stations and a discharge connection to the City of Sebring's public system. CivilSurv's scope of services included topographic surveying, engineering design and permitting.

**Project Engineer | Low Pressure Force Main System | Ft. Pierce Utility Authority | Ft. Pierce, Florida | 2022 to Present | \$394,750:** This project involved the expansion of water and sewer services within 4 developed areas, known as Mariah Circle South, San Lucie Area, Orange Blossom Estates, and the White City Area. These areas include approximately 665 homes. The expansion of sewer services was designed as a low-pressure system. CivilSurv's scope of services for this project included topographic survey, geotechnical engineering, utility coordination, engineering design, and permitting.

**Project Engineer | Morgan Combee Road Force Main Extension | Polk County Public Schools | Lakeland, Florida | 2022 to Present | \$199,975:** This project involves the design of a wastewater pump station and nearly 1-mile of sanitary force main. The wastewater pump station was designed to facilitate the abandonment of an aging wastewater treatment facility on the Combee Elementary School campus. CivilSurv's scope of services for this project include topographic survey, subsurface utility engineering, engineering design, permitting, and construction administration.

**Project Engineer | Water Treatment Plant #4 Improvements | City of Frostproof | Frostproof, Florida | 2022 to Present | \$49,665:** This project involved preliminary design of improvements to the City's WTP #4. Considered improvements included a new well and pump, addition of high service pumps and associated valves, new chlorination building and control room, demolition of obsolete equipment and structures, and miscellaneous site improvements. CivilSurv's scope of services included topographic survey and preliminary design.

**Project Engineer | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2022 to Present | \$1,673,864:** This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. Detailed engineering design as completed based on the recommended conceptual improvements. A significant component of this retrofit project includes the addition of water quality treatment of stormwater prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes.



### Expertise

- Utility system design and analysis
- Stormwater management system design and analysis

### Education

- BS / Chemical Engineering / Florida Institute of Technology

### Licenses / Certifications

- Engineering Intern in FL #1100026033

### Training

- Autodesk Storm & Sanitary Analysis Software

### Office Location

- Lakeland



Mr. Derick Bryant functions as a Senior Design Engineer with CivilSurv. He is experienced in performing technical engineering tasks on a variety of infrastructure projects, including roadway and drainage improvements, water / wastewater utility systems, and site development. Mr. Bryant is a problem solver and innovator. He uses practical approaches to find cost-effective solutions to complex engineering challenges.

## Project Experience

**Senior Engineer | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2022 to Present | \$1,673,864:** This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. Detailed engineering design as completed based on the recommended conceptual improvements. A significant component of this retrofit project includes the addition of water quality treatment of stormwater prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Designed improvements to the wastewater system and roadway were also included as part of the project. This project involved funding coordination for the State Revolving Fund (SRF) loan through the Florida Department of Environmental Protection (FDEP). Due to the size of the project, a phased approach was implemented.

**Senior Engineer | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2022 to Present | \$132,546:** This project involves the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services include utility coordination, SWFWMD Environmental Resource Permit modification, and bid phase assistance.

**Technical Designer | Kristina Court Drainage Improvements | Polk County Roads & Drainage Division | Auburndale, Florida | 2020 to 2021:** This project involved the review of historic drainage patterns, preparation of a hydrologic / hydraulic model, and design of proposed drainage system improvements to alleviate recurring nuisance flooding at the western end of Kristina Court. Proposed improvements involved an inlet to collect runoff from the end of the cul-de-sac and to route it to a new wet detention pond. Responsibilities included assisting in the preparation of construction plans, quantities, and permitting support.

**Senior Engineer | Philip O'Brien Elementary School Parking Lot Addition | Polk County Public Schools | Lakeland, Florida | 2021 to Present | \$24,140:** This project involved the design of parking lot expansions to provide nearly 36 new parking spaces. These new parking spaces were added in 3 separate locations on the school's 12.8-acre campus. The SWFWMD permit for the site's existing 3 stormwater management areas was modified to account for the increased impervious area. Responsibilities included construction plan preparation, drainage calculations, and permitting coordination.

**Technical Designer | SJRWMD Apopka Service Center | St. Johns River Water Management District | Apopka, Florida | 2021:** This project included the design of the new SJRWMD Service Center site located in Apopka. The project involved turn lane additions for the east-bound and west-bound lanes and the access road from Binion Road. The site improvement design included grading & drainage, connections to potable water, sewer from a new on-site lift station, reclaimed water, and gas main. Responsibilities included layout of building, design and location of on-site and utility connections, grading of surface flow to multiple stormwater ponds, roof drains, outfall structures, and construction plan production.



### Expertise

- Stormwater management system design and analysis
- Transportation infrastructure design
- Site development
- Utility system design and analysis
- CADD

### Education

- BS / Civil Engineering / University of South Florida

### Licenses /

### Certifications

- Professional Engineer in FL #67369
- Autodesk Certified User (multiple)

### Training

- Civil3D
- Autodesk Storm & Sanitary Analysis Software
- FDOT Advanced Maintenance of Traffic
- FDEP Qualified Stormwater Management Inspector

### Affiliations

- American Society of Civil Engineers

### Office Location

- Lakeland

Mr. Morgan Thomas functions as a Project Engineer with CivilSurv. He is experienced in the use of AutoCAD Civil3D, EPANet, and the Microsoft Office suite. During his employment with CivilSurv he has performed various engineering and design tasks associated with water utilities, roads and drainage, and site development projects. He is familiar with various permitting review agencies and their requirements, including the Southwest Florida Water Management District, the South Florida Water Management District, the Florida Department of Environmental Protection, and several local governments.

## Project Experience

**Project Engineer | Memorial Drive Multi-Use Trail | Highlands County Board of County Commissioners | Sebring, Florida | 2020 to Present | \$150,000:** This project involved the design of 1.4 miles of a new 8-foot-wide multi-use trail within the existing Memorial Drive right of way. The multi-use trail connects with an existing multi-use trail at Pompano Drive and existing sidewalk at Sebring Parkway. The project was performed under a Local Agency Program (LAP) project agreement between FDOT and Highlands County. Responsibilities included engineering design and construction document preparation.

**Project Engineer | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2020 to Present | \$1,673,864:** This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. Detailed engineering design as completed based on the recommended conceptual improvements. A significant component of this retrofit project includes the addition of water quality treatment of stormwater prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Designed improvements to the wastewater system and roadway were also included as part of the project. This project involved funding coordination for the State Revolving Fund (SRF) loan through the Florida Department of Environmental Protection (FDEP).

**Project Engineer | Webster Turn Drive Reconstruction & Rehabilitation | Sebring Airport Authority | Sebring, Florida | 2021 to Present | \$132,546:** This project involved the design for reconstruction and, in certain areas, repair of existing pavement along the 0.7-mile 2-lane rural roadway section within the airport district. Existing stormwater pipes crossing under Webster Turn Drive were evaluated for rehabilitation or replacement needs. Services included utility coordination, SFWMD Environmental Resource Permit modification, and bid phase assistance.

**Project Engineer | Keystone Heights Substation Slope Stabilization | Seminole Electric Cooperative Inc. | Keystone Heights, Florida | 2021 to 2022 | \$40,000:** This project involved the evaluation of existing slope and erosion issues at the Keystone Heights Substation. Slopes were previously stabilized with a geocell cellular confinement system that had since heaved above the gravel infill and become exposed. The project also involved review of erosion of a grassed slope immediately adjacent to the substation. CivilSurv performed a terrestrial LiDAR scan of the project area to construct a 3D model of the existing conditions. In addition, ground penetrating radar technology was used to locate potential underground improvements that may be disturbed during the slope stabilization construction. Responsibilities included engineering design support.

**Project Engineer | Midway Road Culvert Replacement at Canal 92 and Canal 84 | St. Lucie County Public Works Department | Port St. Lucie, Florida | 2018 to 2020 | \$80,000:** This project involved the replacement of large cross drain culverts under Midway Road at Canals 92 and 84. The existing culverts were 72-inch and 48-inch corrugated metal pipe culverts with soil-cement headwalls. The replacement culverts were designed as reinforced concrete pipe culverts with reinforced concrete MES and end walls, designed in accordance with FDOT specifications. The project included the evaluation of replacement alternatives, rerouting multiple drainage pipes into a common structure, adding roadside safety improvements, maintenance of traffic design, and stabilizing sloping.



### Expertise

- Transportation infrastructure design
- Utility system design and analysis
- Site development
- CADD

### Education

- BS / Civil Engineering / Florida Institute of Technology

### Training

- FDEP Qualified Stormwater Management Inspector #38093
- FDOT Concrete Field Inspector
- FDOT Concrete Lab Technician
- FDOT Earthwork Construction Inspection Level 1
- FDOT Quality Control Manager
- FDOT Equal Opportunity Compliance
- FDOT Tier 1 Illicit Discharge Detection and Elimination

### Office Location

- Vero Beach

Mr. Glass is a multi-faceted surveying and mapping professional with over 40 years of experience. For the past sixteen years as Vice President of Surveying and Mapping Division he has been responsible for managing a team of eight field crews and seven office staff. His expertise includes providing all aspects of survey services required for a wide range of transportation projects. He has been responsible for the production of Florida Department of Transportation Design and Right-of-Way Mapping Surveys for minor design projects such as sidewalk and trails to major interstate design projects. Mr. Glass has experience producing survey products required for multiple types of municipal projects for utility infrastructure expansion, roadway, drainage and building design. His team provides subsurface utility exploration services and uses the latest equipment and techniques including terrestrial LiDAR, UAS Mapping to efficiently complete survey and mapping projects.

## Project Experience

**Project Manager | District Wide Survey and Right of Way Mapping | FDOT District One | 1993 to Present | \$1.5 million:** Mr. Glass was a project manager for these contracts for the seven years and has been the client liaison and overall project manager for this task work order contract. He has prepared scopes, negotiated project budgets, scheduled sub-consultant activities and has been responsible for QA/QC of both design and right of way surveys.

**Surveyor of Record | Old Northeast Infrastructure | City of St. Petersburg | St. Petersburg, Florida | 2021 to Present | \$340,360:** This project is for the design and upgrading of the water service and improving the drainage system in the area. Much of the existing infrastructure in this area dates back to the early 1900s. Due to its age and other considerations, the existing infrastructure is antiquated and in need of replacement. CivilSurv established the horizontal and vertical control, collected topographic and storm sewer information, and recovered the existing right of way. The survey will be used as the basis for design of infrastructure improvements.

**Surveyor of Record | Five Points Roundabout | City of Lakeland | Lakeland, Florida | 2022 to Present | \$21,556:** This project involved the design of a new roundabout at the intersection of Lake Beulah Drive, Sloan Avenue, and West Main Street in Lakeland, Florida. The project will serve as a gateway to the City's Downtown West area and improve access to Bonnet Springs Park. CivilSurv's responsibilities for the project included SUE Level A utility locates.

**Surveyor of Record | Memorial Drive Multi-Use Trail | Highlands County Board of County Commissioners | Sebring, Florida | 2020 to Present | \$150,000:** This project involved the design of 1.4-miles of a new 8-foot-wide multi-use trail within the existing Memorial Drive right of way. The multi-use trail connects with an existing multi-use trail at Pompano Drive and existing sidewalk at Sebring Parkway. The drainage system design concept for the project involved the utilization of existing drainage infrastructure, where possible. This innovative approach required the use of multiple typical cross sections throughout the project and resulted in significant reductions to the overall project costs. The project was performed under a Local Agency Program (LAP) project agreement between FDOT and Highlands County. Responsibilities included topographic survey.

**Surveyor of Record | West Lake Jackson Stormwater Improvements, Phase I | City of Sebring | Sebring, Florida | 2020 to Present | \$200,000:** The initial phase of the project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. The existing drainage system was generally found to be substandard and conceptual improvements were proposed. These conceptual improvements addressed water quality improvements prior to discharging to Lake Jackson. The existing wastewater system deficiencies included inflow and infiltration issues that were, in many cases, evident in the pavement surrounding manholes. Conceptual improvements to the wastewater system and roadway were also proposed as part of the study. This project involved funding application support services for a State Revolving Fund (SRF) loan from the Florida Department of Environmental Protection (FDEP). Responsibilities included topographic survey.



### Expertise

- Surveying & Mapping
- Project Management

### Education

- BS / Surveying & Mapping / University of Florida / With Honors

### Licenses / Certifications

- Professional Surveyor & Mapper FL# LS5713

### Affiliations

- FL Surveying & Mapping Society (President, 2012-2013, President Elect 2011-2012, Treasurer 2008-2010)
- Ridge Chapter of the Florida Surveying & Mapping Society (President, 2001-2002, Vice President 2000-2001)
- Former member of the FDOT Survey Technical Advisory Committee

### Office Location

- Lakeland



Mr. Morris has over 23 years of experience surveying, 20 years in responsible charge of accuracy and completeness of boundary surveys, A.L.T.A./A.C.S.M. surveys, topographic surveys, jurisdictional wetland delineation surveys, construction staking / layouts, as-built surveys, record platting, bridge deformation monitoring, Florida Department of Transportation right of way control surveys, right of way maps, and design surveys. He currently is charged with the operation of our Subsurface Utility Services, and Unmanned Aerial Systems mapping including the project planning and production of deliverables.

## Project Experience

**Project Manager | West Lake Jackson Stormwater Improvements | City of Sebring | Sebring, Florida | 2020 to Present | \$1,673,864:** This project involved the evaluation of existing drainage infrastructure at 28 outfall locations, existing sanitary sewer, and pavement along approximately 2.7-miles of SW Lakeview Drive. Responsibilities included topographic survey project using an unmanned aerial system (drone) with photogrammetry. Project entailed establishing primary vertical control as well as alignment recovery & right of way determination, confirming accuracy of photogrammetry. A point cloud, 3-D break lines, and features were extracted from the dataset using TopoDOT in MicroStation Open Roads Designer & converted to AutoCAD Civil 3D.

**Project Manager | SR 600 (US 92) | FDOT District One | Polk County, Florida | 2022 | \$93,790:** This project generally involved resurfacing, cross slope analysis, & drainage improvements along State Road 600. Responsible for 2-mile design/ topographic survey project using terrestrial LiDAR on State Road 600 from Schalamar Creek Drive to West of SR 570. Project entailed establishing vertical control as well as alignment recovery & right of way determination for this resurfacing project.

**Project Surveyor | Misc. Drainage Improvements | City of Plant City | Plant City, Florida | 2022 | \$101,391:** This project involved drainage system analysis at several locations throughout the City. Oversaw the establishment of control at multiple sites & performed topographic mapping in support of the engineering analysis.

**Project Manager | Five Points Roundabout | City of Lakeland | Polk County, Florida | 2021 | \$22,600:** Purpose of project was for the design of a roundabout at the intersection of lake Beulah Drive & Sloan Avenue including various drainage improvements, signing & pavement marking. Responsibilities included providing 28 Level A Subsurface Utility Investigations and designation of utilities along select areas of the corridor. Verified horizontal & vertical locations of utilities along with respective survey data.

**Project Manager | SR 655 from Coleman Road to CR 542 | FDOT District One | Polk County, Florida | 2021 | \$40,300:** Purpose of project was for pavement resurfacing, installation of signal strain poles, various drainage improvements, signing & pavement marking. Responsibilities included providing 55 Level A Subsurface Utility Investigations and designation of utilities along select areas of the corridor. Verified horizontal & vertical locations of utilities along with respective survey data.

**Project Manager | Wildwood Subdivision Drainage Improvements | Polk County Board of County Commissioners | Polk County, Florida | 2021 | \$20,000:** Purpose of project was for the re-design drainage to alleviate existing drainage problems inside Wildwood Subdivision. Responsibilities included providing 26 Level A Subsurface Utility Investigations. Verified horizontal & vertical locations of utilities along with respective survey data.

**Project Manager | West Pipkin Road Widening from Dorman Road to State Road 37 | Polk County Board of County Commissioners | Polk County, Florida | 2021 | \$13,000:** This project was for the widening of West Pipkin Road. Responsibilities included providing 19 Level A Subsurface Utility Investigations. Verified horizontal & vertical locations of utilities along with respective survey data.



### Expertise

- LiDAR
- Subsurface Utility Engineering
- Mapping with Unmanned Aerial Systems
- Project Management

### Education

- BS / Geomatics / University of Florida / With Honors
- AA / Engineering / Hillsborough Community College / With Honors

### Licenses / Certifications

- Professional Surveyor & Mapper FL# LS7261 Issued: 9/25/2019
- Mapping with Small Unmanned Aerial Systems Certificate University of Florida
- FAA Remote Pilot #4223793

### Affiliations

- Florida Surveying and Mapping Society
- Ridge Chapter of the Florida Surveying & Mapping Society Vice President 2023

### Office Location

- Lakeland

Ms. Hetty Harmon serves as the Senior Planner for CivilSurv. She is experienced in planning and land development gained from her work with governmental agencies and developers. This experience includes planning, land development, construction management and permitting. Additional experience includes development review, land use analysis, engineering reviews, GIS, implementation and enforcement of development codes and ordinances, neighborhood revitalization plans, utility coordination, public/private partnerships, streetscape plans, historic/architectural guidelines, corridor studies, capital improvement plans and served as a Planning Commissioner for Summit County, Colorado. Other duties have included coordination for developers of planning, engineering, marketing, financing and construction management of numerous residential and commercial developments.

## Project Experience

**Senior Planner | Consultant City Planning Services | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2006 to Present | \$70,000/yr:** Planning Consultant for the City, handle day to day planning questions and all development reviews, prepared the EAR based comprehensive plan amendments. Updated the comprehensive plan data and analysis required for the EAR based amendments. Updated the City's Land Development regulations based on the approved EAR amendments. Reviewed site plans for consistency with the Comprehensive Plan and with the Land Development Regulations. Performed on-site inspections to determine consistency with the approved development plans. Updated the flood plain ordinance for FEMA approval. Prepare staff reports and attend meetings for Board of Adjustments and Planning and Zoning Board.

**Senior Planner | Consultant City Planning Services | City of St. Pete Beach | St. Pete Beach, Florida | 2022 to 2023:** Planning Consultant for the City, assisted in development reviews from boat docks to major mixed use site developments. Trained new staff on zoning reviews and prepared zoning matrix for quick reference. Project reviews were handled thru the City's online permitting system.

**Senior Planner | Consultant City Planning Services | City of Eagle Lake | Eagle Lake, Florida | 2023 to Present:** Planning Consultant for the City, assisted in development reviews for various site developments.

**Senior Planner | LDR Updates, Comprehensive Plan Updates and Planning Website Changes | City of Haines City | Haines City, Florida | 2022 to Present | \$60,415:** Prepared Land Use Change staff reports, ordinances, impact statements and associated maps for numerous parcels in the City that had been recently annexed. Updated the Land Development Regulations and the Planning Website.

**Senior Planner | Due Diligence Site Assessment – Multiple Sites | Hillsborough County Public Schools | Hillsborough County, Florida | 2021 to Present | \$50,000:** This project involved the assessment of multiple sites for potential development as public elementary, middle, or high school facilities. Due Diligence Site Assessments were initiated as preliminary reviews and advanced to subsequent stages based on the findings of the review and recommendations. Preliminary Site Assessments involved a review of the general site characteristics, planning & zoning, historic features, availability of public facilities, availability of public services, physical characteristics, and drainage & stormwater. Responsibilities included data gathering, analysis, map preparation, and assisting in the report preparation.

**Senior Planner | SWFWMD Grant Funding Applications | City of Indian Rocks Beach | Indian Rocks Beach, Florida | 2009 to Present | \$60,000:** Prepared numerous SWFWMD grant applications for various storm water improvements in Indian Rocks Beach. The City received \$100,000 for the implementation of the project located at Harbor Drive North and South, \$77,928 for the 6<sup>th</sup> Avenue Stormwater Quality Improvements and most recently \$90,000 for the Harbor Dr and La Hacienda project.

**Project Coordinator | Update Land Use and Zoning Maps | City of Lake Wales | Lake Wales, Florida | 2018 to 2020 | \$2,000:** Updated the zoning and land use maps utilizing ArcGIS.



### Expertise

- Urban Planning
- Utility Coordination
- Permitting
- Grant Funding Coordination

### Education

- MS / Urban and Regional Planning / University of Colorado
- Urban Design and Architecture Courses / University of Wisconsin-Milwaukee
- BS / Design / University of Wisconsin-Madison

### Licenses / Certifications

- AICP Certified Planner No. 019199

### Training

- GIS

### Affiliations

- American Institute of Certified Planners
- American Planning Association, Heart of Florida Section  
Treasurer 2009-2011 & 2019-2021  
Secretary 2011-2013  
Vice Chair 2013-2014  
Chair 2014-2017

### Office Location

- Lakeland



# TAB F LICENSURE



# State of Florida Department of State

I certify from the records of this office that CIVILSURV DESIGN GROUP, INC. is a corporation organized under the laws of the State of Florida, filed on February 1, 2010.

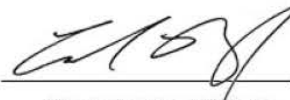
The document number of this corporation is P10000009487.

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

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-second day of  
February, 2023*



  
Secretary of State

Tracking Number: 4771679818CC

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

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





The screenshot shows the Florida Department of Business and Professional Regulation (DBPR) Online Services interface. The page title is 'DBPR ONLINE SERVICES' with a 'Home' link. The user is logged in at 8:50:38 AM 7/15/2021. The main content area displays 'Licensee Details' for 'CIVILSURV DESIGN GROUP, INC (Primary Name)'. The details include:

- Licensee Information:**
  - Name: CIVILSURV DESIGN GROUP, INC (Primary Name)
  - Main Address: 2525 DRANE FIELD RD. STE 7, LAKELAND Florida 33811
  - County: POLK
  - License Mailing:
  - License Location:
- License Information:**
  - License Type: Registry
  - Rank: Registry
  - License Number: 28988
  - Status: Current
  - Licensure Date: 02/16/2010
  - Expires:
- Special Qualifications:**
  - Qualification Effective
- Alternate Names:**

At the bottom of the page, there are links for 'View Related License Information' and 'View License Complaint'. The footer contains the address: 2601 Blair Stone Road, Tallahassee FL 32399, and contact information for the Customer Contact Center: 850-487-1395.



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.: **LB7805**  
 Expiration Date February 28, 2025

### Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

CIVILSURV DESIGN GROUP, INC.  
 2525 DRANE FIELD RD STE 7  
 LAKELAND, FL 33811-1360

NICOLE "NIKKI" FRIED  
 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.



# TAB G REFERENCES



## REFERENCES

### POLK COUNTY UTILITIES

Ryan Bengsch, Engineer III  
863-298-4193 | [ryanbensch@polk-county.net](mailto:ryanbensch@polk-county.net)

CivilSurv has performed dozens of water and wastewater design and planning projects for Polk County Utilities continuously for over 20 years. Current CivilSurv staff has provided such varied projects as water treatment plant designs for over 5 water plants and wastewater treatment plant design for each of the three regional wastewater treatment facilities. CivilSurv has also designed many distribution and collection system projects, such as recent inflow and infiltration reduction projects. Additional pumping projects included the largest wastewater pump stations and standardized designs for pump stations.

### CITY OF LAKELAND

Greg James, Assistant Public Works Director  
863-834-6040 | [greg.james@lakelandgov.net](mailto:greg.james@lakelandgov.net)

We have been serving the City of Lakeland's various departments as general municipal engineering and surveying consultants for three decades. We have provided roadway design, route/right-of-way surveys, stormwater management systems design and permitting, topographic and boundary surveys, site planning and design, construction surveys, utility relocation and expansions, and construction management services.

### CITY OF SEBRING

Scott Noethlich, City Administrator  
863-471-5100 | [scottnoethlich@mysebring.com](mailto:scottnoethlich@mysebring.com)

We have been serving the City of Sebring as general municipal engineering and surveying consultants for three decades. We are proud of our role in expanding the City's infrastructure, including planning of utilities, wastewater treatment facility expansion, water and wastewater system expansion, project funding support, and numerous pump station and collection system projects.

### CITY OF INDIAN ROCKS BEACH

Dean Scharmen, Public Works Director  
727-595-6889 | [dscharmen@irbcity.com](mailto:dscharmen@irbcity.com)

CivilSurv has served as the professional engineering consultant for the City of Indian Rocks Beach since 1998. In this capacity, CivilSurv has been assigned a wide variety of municipal projects including drainage, water quality, sanitary collection and transmission systems, roadway improvements, pedestrian safety projects, and surveying projects.

### POLK CITY

Patricia Jackson, City Manager  
863-984-1375 x237 | [patricia.jackson@mypolkcity.org](mailto:patricia.jackson@mypolkcity.org)

CivilSurv has performed various water and wastewater and general engineering consultant tasks for Polk City. Current CivilSurv staff has provided such projects as potable water main extensions, development review, and NPDES permit compliance services for the City.

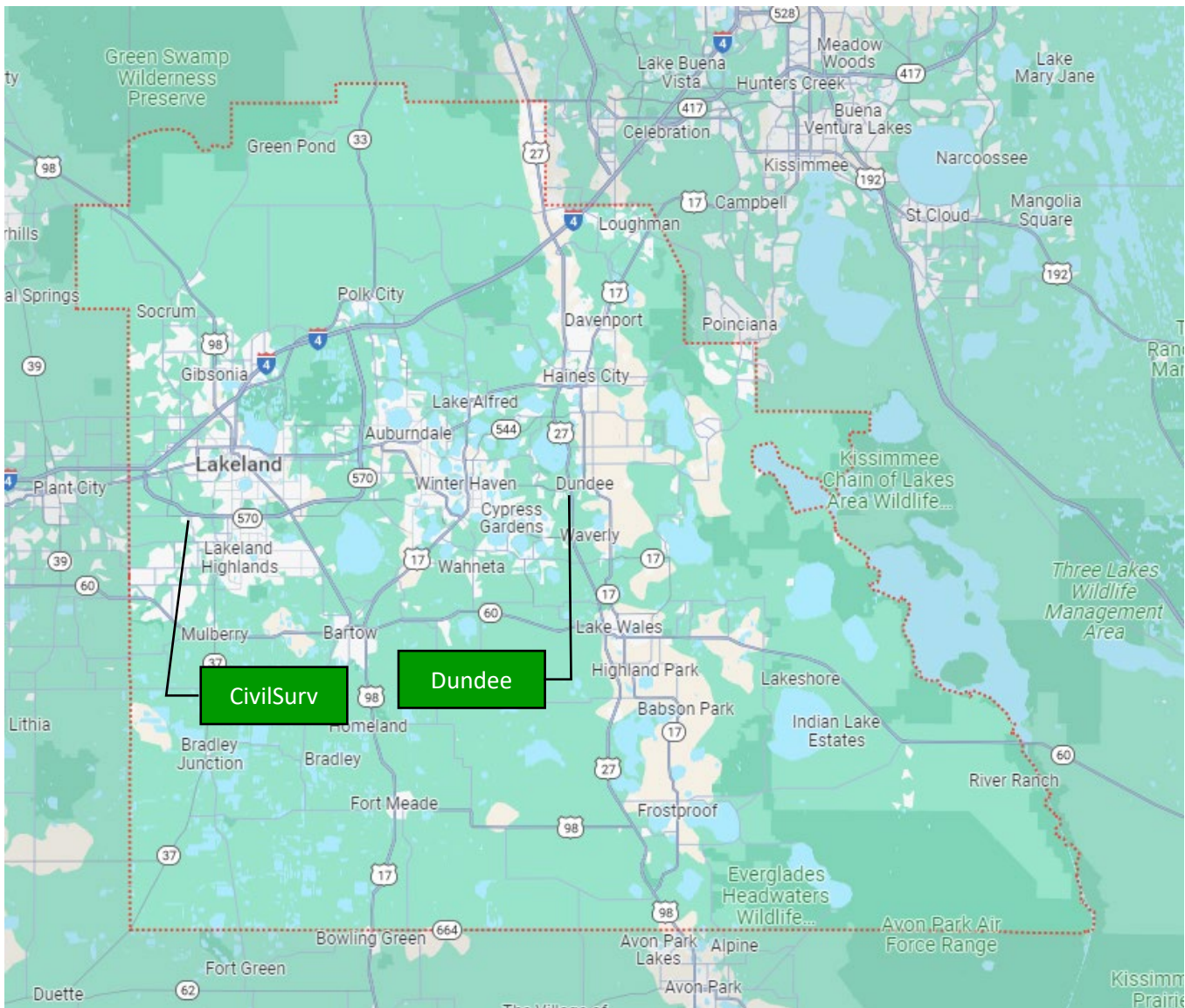


## MINORITY BUSINESS-OWNED / WOMAN-OWNED / DISABLED VETERAN / VETERAN-OWNED ENTERPRISES

CivilSurv does not hold any of these designations. We anticipate subconsultants may be utilized depending on the nature of the specific assignments under this contract. We have a network of local teaming partners that we can engage based on the needs of the Town. Several of our local subconsultant teaming partners are minority owned and / or woman-owned businesses.

### PRIMARY OFFICE LOCATION

The primary office location for this contract will be our corporate headquarters location at 2525 Drane Field Road, Suite 7, Lakeland, Florida 33811.





# TAB H

## ATTACHMENTS A THROUGH F

- e) The provisions of this Article are severable and if, for any reason, any one or more of the provisions contained in the Article shall be held by a court of competent jurisdiction to be invalid, illegal, against public policy or unenforceable in any respect, the invalidity, illegality, being against public policy or unenforceability shall not affect any other provision of this Article which shall remain in effect and be construed as if the invalid, illegal, against public policy or unenforceable provision had never been contained in the Article.

**8.19 LIENS:**

- a) No liens of any type shall be allowed, including labor, materials, rentals, or services furnished.

**8.20 CONSTRUCTION AND CONSULTING EVALUATION:**

- a) The award of contracts by the Town of Dundee for construction and/or consulting services is based on the lowest responsive/responsible bid (for construction) or in accordance with the guidelines and requirements of FS 287.055 – Consultants Competitive Negotiation Act-CCNA (for applicable consulting services). In addition, the Town will consider the previous performance of any bidder who may have completed work for the Town of Dundee or other entity.
- b) The Construction and Consulting Evaluation Form shall be completed by the department head or his designee responsible for the project. The form shall be filled in upon the completion of the project and submitted to Procurement for retention.
- c) This form will be completed on all firms performing construction and/or consulting work for the Town of Dundee. Furthermore, the Town may, at its discretion, provide this form to other entities for whom the noted firm has completed work.

**9.0 STANDARD FORMS**

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED HEREWITH:

- 9.1 RFQ 23-01 SUBMITTAL COVER PAGE, Attachment A
- 9.2 ADDENDUM PAGE, Attachment B
- 9.3 LOBBYING CERTIFICATION FORM, Attachment C
- 9.4 NONCOLLUSION AFFIDAVIT OF PRIME BIDDER, Attachment D
- 9.5 AFFIDAVIT CERTIFICATION-IMMIGRATION LAWS, Attachment E
- 9.6 CERTIFICATION OF DRUG-FREE WORKPLACE, Attachment F

**NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.**

**FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.**

**9.1 ATTACHMENT A**

**RFQ-23-01 Submittal Cover Page** (this does not count as part of the maximum page limit)

9/13/2023



Date

CivilSurv Design Group, Inc. Name

of Company

*Mark Frederick* Authorized

Signature

Mark Frederick Vice President of Civil Engineering

Printed Name Title/Position

2525 Drane Field Road, Suite 7 Physical

Address

Lakeland FL 33811

Town State Zip

mfrederick@civilsurv.com Email

address

863-646-4771 Telephone

Number / Fax Number

List all "Professional Association/Sub-Consultants" (companies that you will be in association with for this project):

**Subconsultants will be selected based on the specific needs of the Town for each Task Assignment.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key Team members and addresses of principal office:

Mark J. Frederick, PE - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

Craig R. Fuller, PE - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

Kenneth T. Glass, PSM - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

Timothy A. Morris, PSM - 2525 Drane Field Road, Suite 7, Lakeland, FL 33811

**9.2 ATTACHMENT B**

**ADDENDUM PAGE (RFQ 23-01)**

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (Give number and date of each):

Addendum No. Dated:

|              |       |       |        |
|--------------|-------|-------|--------|
| Addendum No. | _____ | _____ | Dated: |
| Addendum No. | _____ | _____ | Dated: |
| Addendum No. | _____ | _____ | Dated: |
| Addendum No. | _____ | _____ | Dated: |

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS: CivilSurv Design Group, Inc.

BY:   
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: Mark Frederick - Vice President

**9.3 ATTACHMENT C**

**LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**  
APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Proposer] certifies, to the best of his or her knowledge and belief, that:

- 9.3.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 9.3.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
- 9.3.3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts


under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Item 3.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. §1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer, CivilSurv Design Group, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

  
Mark Frederick - Vice President  
9/13/2023

Signature of Proposer's Authorized Official  
Name and Title of Proposer's Authorized Official Date

9.4 ATTACHMENT D

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Florida

County of Polk

Mark Frederick, being first duly sworn, deposes and says that:  
Name

(1) He is Vice President of CivilSurv Design Group, Inc., the  
Title Company Bidder that has submitted the  
attached bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of his officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or has refrained from bidding in connection with such Contract; nor in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder; nor has fixed any overhead, profit or cost element of the Bid price, or the Bid price of any other Bidder; nor has

secured through any collusion, conspiracy, connivance or unlawful agreement, any ad against the Town of Dundee or any person interested in the proposed Contract; and

- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of it's agents, representatives, owners, employees, or parties in interest, including this affiant.

Mark Frederick [Signature]
Name
Vice President
Title

Subscribed and sworn to before me this 13 day of September, 2023

[Signature] Notary
Signature

Melisha D. Mock
Notary Name
My commission expires 2/16/2024



9.5 ATTACHMENT E

AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS

TOWN OF DUNDEE WILL NOT INTENTIONALLY AWARD TOWN CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

TOWN OF DUNDEE MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY TOWN OF DUNDEE.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: CivilSurv Deisgn Group, Inc.

[Signature] Vice President 9/13/2023
Signature Title Date

STATE OF: Florida
COUNTY OF: Polk

The foregoing instrument was signed and acknowledged before me this 13 day of September 2023

September, 2023, by Mark Frederick who has produced (Print  
or Type Name)

Item 3.

Personally known as identification.  
(Type of Identification and Number)

Melisha D. Mock Notary  
Public Signature

Melisha D. Mock Printed  
Name of Notary Public

CG957633 2/16/2024  
Notary Commission Number/Expiration

9.6 Attachment F



Melisha D. Mock  
Comm. #GG957633  
Expires: Feb. 16, 2024  
Bonded Thru Aaron Notary

**CERTIFICATION OF DRUG-FREE WORKPLACE**

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the purchasing of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

9/13/2023  
DATE

863-464-4771  
TELEPHONE NUMBER

*Mark Frederic*  
VENDOR'S SIGNATURE

CivilSurv Design Group, Inc.  
NAME OF FIRM

2525 Drane Field Road, Suite 7  
STREET ADDRESS

|                 |           |              |
|-----------------|-----------|--------------|
| <u>Lakeland</u> | <u>FL</u> | <u>33811</u> |
| TOWN            | STATE     | ZIP          |





2525 Drane Field Road, Suite 7 | Lakeland, Florida 33811  
Telephone: (863) 646-4771 | Fax: (863) 646-3378 | Toll-Free (866) 397-4771  
[www.civilsurv.com](http://www.civilsurv.com)

9.1 ATTACHMENT A

RFQ-23-01 Submittal Cover Page (this does not count as part of the maximum page limit)

9-11-23

Date

Rayl Engineering & Surveying, LLC

Name of Company

Authorized Signature

Alan L. Rayl

Owner / President

Printed Name

Title/Position

810 E Main Street

Physical Address

Bartow

Florida

33830

Town

State

Zip

alan@raylengineering.com

Email address

863-537-7901

Telephone Number / Fax Number

List all "Professional Association/Sub-Consultants" (companies that you will be in association with for this project):

George Deakin, PE

Key Team members and addresses of principal office:

Alan L. Rayl, PE, PSM

## STATEMENT OF QUALIFICATIONS

### RFQ FOR ENGINEERING SERVICES FOR CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACTS

RFP 23-01

**Category Submitted For:** Small Firm Services - General civil  
engineering/consulting services

**Date Submitted:** September 13, 2023

Submitted by:



Contact Person: Alan L. Rayl, PE, PSM

810 East Main Street  
Bartow, FL 33830  
863-537-7901  
admin@raylengineering.com  
alan@raylengineering.com  
www.raylengineering.com



September 12, 2023

Town of Dundee  
**Attn: RFP 23-01**  
Trevor Douthat, Town Clerk  
TDouthat@TownofDundee.com  
(863) 438-8330  
202 East Main Street  
PO BOX 1000  
Dundee, FL 33838

**RE: RFQ FOR ENGINEERING SERVICES FOR CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACTS**

Mr. Douthat,

Rayl Engineering & Surveying, LLC is pleased to present to the Selection Committee this response to the above referenced Request for Qualifications. Rayl Engineering & Surveying, LLC has been providing Consulting Engineering services to the Town of Dundee since 2010. We understand the needs of the Town with respect to approving appropriate development projects in line with the Town's code requirements as well as planning appropriate infrastructure. We are confident that no other consultant can bring the project understanding, expertise, and experience to this RFQ that we do.

Our success is a byproduct of our Client's success. This comes from our ability to provide responsive, timely service with the greatest amount of Professional expertise and care for fees that meet our Client's budget expectations. By not keeping a large in-house staff or high overhead, we can pass on these efficiencies to our Clients to bring their projects to fruition.

Rayl Engineering & Surveying, LLC appreciates the opportunity to submit a response to this RFQ for Professional Engineering Services for Continuing Professional Consulting Services Contracts for the Town of Dundee and looks forward to your favorable evaluation.

Sincerely,

Alan L. Rayl, PE, PSM  
Rayl Engineering & Surveying, LLC  
[Alan@raylengineering.com](mailto:Alan@raylengineering.com)  
863-537-7901

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## SECTION 1 *Executive Summary*

Rayl Engineering & Surveying, LLC is an S Corp business and has been since being founded in August of 2009. Our office is located at 810 E Main Street, Bartow, FL 33380.

Alan L. Rayl, PE, PSM is the Owner and solely in charge of all management decisions. Alan opened the firm after being with other firms in the Tampa Bay and Central Florida markets since 1987. During the economic downturn, Alan also held the position of Polk County Engineer in the Land Development Division of the Office of Planning and Development. Alan is involved in all aspects of all Engineering & Surveying projects as well as Client and customer service. Alan will be personally involved in all meetings, construction services, and other engineering tasks.

Our team is made up of eight (8) employees all located in our Bartow office. Among those are a licensed Professional Engineer & Surveyor, a licensed Professional Engineer, two licensed Engineers in Training (EIs), a two CAD Design Technicians, and three clerical/administrative staff members.

We provide private sector land development engineering design and permitting across Central Florida, as well as public sector consulting to many of Polk County municipalities. Our clientele includes local developers and businesses, multiple Community Development Districts and Property Owner's Associations/Homeowner's Associations, National Home Builders, the cities of Mulberry and Fort Meade, and the Town of Dundee. Our in-house services include general civil engineering and land surveying services. When needed, local specialty sub-consultants are utilized on a per-project basis.

Please see *Appendix A* and *Appendix B* for Rayl Engineering & Surveying, LLC's corporate resume, as well as all employee resumes.

## SECTION 2 *Statement of Understanding*

Having served as the Town's primary engineering consultant for development review assistance, we have an intimate understanding of the Town's needs, strengths, and challenges. We have successfully represented the Town's interests and those of its citizens with respect to appropriateness and compatibility of new development. We ensure that any commercial or residential project proposed meets the Town's Land Development Code requirements in full.

We also work with Town staff to appropriately plan for growth with annexations of land and Polk County rights-of-way, transportation planning for new/improved roadway corridors, and multiple park and sidewalk projects.



### *Section 3 Similar Project Experience*

Rayl Engineering & Surveying, LLC has been heavily involved with providing Engineering/Consulting services for Town and County governments. This includes services to the Town of Dundee, City of Bartow, City of Mulberry, and City of Fort Meade. A partial list of recent projects is below, and more information can be provided upon request.

#### **City of Fort Meade**

Fort Meade Mobile Home Park  
 Historic Ft. Meade Outpost  
 Patterson Park Survey  
 Ft. Meade Community Center Survey  
 Peace River Park Survey

#### **City of Mulberry**

Mulberry EDC building  
 Lake Whidden  
 Downtown Traffic Recirculation Plan  
 Mulberry Traffic Recirculation Plan  
 NW 9th Street, Mulberry  
 Mulberry Annexation Description Sketch  
 605 NW 9th Avenue  
 Mulberry Sewer Routing Evaluation  
 #1014 North Church Annexation Description Sketch  
 Mulberry Stormwater Utility Assistance  
 Mulberry NE 8th Street Survey

#### **Town of Dundee**

Town of Dundee Sanitary Sewer Interconnect  
 Lake Marie Water Line  
 Lime Avenue Drainage Remediation  
 Race Road Dundee, Extension and Misc. Paving,  
 Sidewalk Survey and Plans  
 Polk County and Dundee Lift Station Discussions  
 Vista Del Lago Phase II, Phase III, IV, Final Plat Review  
 Dundee Utility Standards  
 US 27 Utility Extensions  
 Dundee General Services  
 Dundee Paving RFP  
 The Grand at Lake Hamilton  
 Edmond Avenue Drainage  
 Daniel and Fouse Drainage  
 Sol Vista Park II Multifamily Plan Review, final Plat  
 Review  
 Lake Ruth Erosion Issues  
 Ridge of Dundee Sidewalk  
 CWSI Dundee Plan Review

Hilltop Subdivision Review  
 Dundee FDOT Sidewalk Plan Review  
 US 27 Forcemain Crossing  
 Ridge at Swan Lake  
 Scenic Highway Plan Review  
 Floridino's Plan Review  
 Crystal Lake Reserve Plan and plat Review  
 Dundee Utility Rate Adjustment  
 Dollar General Dundee Plan Review  
 Statewide Harvesting Plan Review  
 USA Engineering Fiber Optic Coordination  
 533 Ridge Drive Dundee  
 Town of Dundee Grant  
 Dundee Impact Fee Property Evaluations  
 Lake Marie Flooding and Historical water level  
 Investigation  
 Zayo Group Communications Review  
 Dundee Polk County Utility Discussions  
 Berkley Ridge Subdivision Sidewalk  
 201 SR 542 Dundee Plan Review  
 Dundee Tech Standards Review  
 Feek Property Dundee  
 J and S Annexation  
 Ridge Church of God Land Swap  
 Mixon Annexation  
 Steward Road Improvement  
 Lake Menzie Boulevard Improvement  
 Woodland Estates  
 Town of Dundee DRC Meeting  
 Bella Vista Phases I & II  
 The Shores of Lake Dell Subdivision  
 Reserve at Dundee Lakes  
 Lake Trask I, II, Phase II B  
 Eagle Landing Plan Review  
 Hills of Dundee  
 Alford Ridge  
 Wells Fargo Survey  
 Lake Dell Water Levels  
 TECO Solar Farm  
 Growers Service Nonconforming Use



Valencia ridge Subdivision  
Lincoln Avenue Sidewalk  
Dundee Road Fiber Permit  
Town of Dundee Legal Description  
Landings at Lake Mabel Loop  
Woodland Ranch Estates Ph 3  
Splash Park RFP  
Train Depot RFP  
Weiberg Road CDD  
Dundee FDOT 27 Widening Plans  
Bay Street Tower Site Plan Review  
Woodland Ranch CDD  
Dundee Ch. 180 Service Area  
Summit Fiber WO #91  
Summit Fiber WO #92A  
Summit Fiber WO #106  
Summit Fiber WO # 107  
Legacy Hill Subdivision  
Camp Endeavor Extension  
Hickory Walk Water Permit  
Summit Fiber WO #194A  
Dundee and Polk Co Roadway Transfers

Xtreme Car Care center  
Dundee Citrus Growers Association  
Polk Avenue Parcels Sanitary Sewer  
US 27 & Fredrick Avenue Truck Yard  
Dundee Hydraulic Model Support  
Dundee Townwide Traffic Study assistance  
Dundee REDI Renewal  
Hills of Dundee Subdivision  
Caldwell Ridge Subdivision  
Baranquitas Tire and Auto Repair  
Cypress Creek Mobile Home Park Ph V  
Dundee Centennial Veteran's Memorial Park  
Blue Stream Fiber Sol Vista Extension  
Dundee Water Plant Expansion RFP  
Dundee AutoZone Review  
Dundee O'Reilly Auto Parts Review  
Almburg Road Corridor Planning  
Dundee 4th Street Drainage Runoff  
Edmund Avenue Stormwater Improvements

**City of Bartow**

Bartow CRA Due Diligence Investigations

## Section 4 Work Plan and Availability of Resources

### WORK PLAN

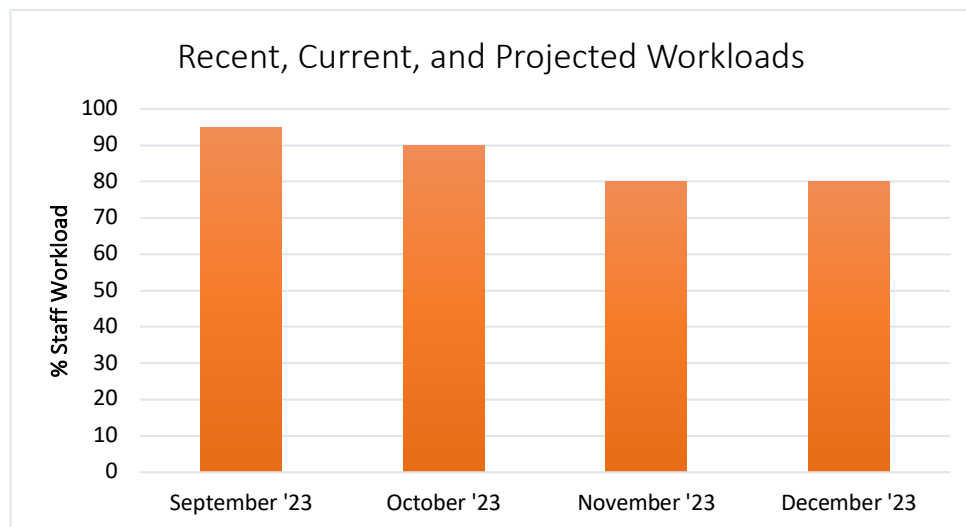
Rayl Engineering & Surveying, LLC understands the importance of acting quickly and efficiently on Town project. Our approach for the planning, design, permitting, and follow through of projects is outlined below.

### OUTLINE:

- 1) Meet with appropriate Town staff to discuss project scope, objectives, and schedule.
- 2) Mobilize needed staff and subconsultants for survey, traffic, environmental, planning, and engineering services as needed.
- 3) Coordinate with the Town staff for direction during design development to ensure objectives are being met.
- 4) Monitor Construction progress, schedule, and quality to ensure final project objectives are met.

### AVAILABILITY OF RESOURCES

Rayl Engineering and Surveying, LLC is currently at 95% of workload capacity for September, 90% of workload capacity for October, and has a projected workload capacity of 80% for November and December 2023. Rayl Engineering and Surveying, LLC is adequately staffed for current and future expected workload. We also have the ability to partner with other consultants if special circumstances warrant. Rayl Engineering & Surveying, LLC has 8 staff members, all of which work in our Bartow, FL office.





## Section 5 Team Members

Rayl Engineering & Surveying, LLC holds Florida licenses as an Engineering Firm (#28820) and Surveying Firm (#LB7770). The key team members from Rayl Engineering & Surveying, LLC will be Alan L. Rayl, PE, PSM, Garrett Posten, EI, Caleb Wingo, EI, Kayla Derrick, and Traffic Engineer Subconsultant George Deakin, PE.

All of our team members are experienced in corresponding with local municipalities and state agencies. All team members are located in our Bartow, FL office. All Rayl Engineering & Surveying, LLC team member's resumes can be found in *Appendix B*.

**Alan L. Rayl, PE, PSM** is a licensed Professional Engineer (#44116) and a licensed Professional Surveyor and Mapper (LS5736). Alan holds a Bachelor's Degree in Civil Engineering. Alan started the firm in 2009 and has over 35 years of experience encompassing commercial, residential, and municipal. Alan will be with Project Manager of whom the Town will have primary contact for all work associated with this RFQ. Alan has worked with the Town of Dundee directly since 2010.

**Garrett Posten, EI** is a licensed Engineer in Training (#1100024445), has passed the Florida Professional Engineer's exam, and holds a Bachelor's Degree in Civil Engineering and a Master's Degree in Engineering Management. Garrett has been employed with Rayl Engineering & Surveying, LLC since 2020 and has over 4 years of experience in the commercial, residential, and municipal sectors. Garrett has taken and passed his Professional Engineer exam and will soon be a licensed Professional Engineer. Garrett has worked on projects for the Town of Dundee during his time at Rayl Engineering and Surveying.

**Caleb Wingo, EI** is a licensed Engineer in Training (#1100026664) and holds a Bachelor's Degree in Mechanical Engineering. Caleb has been employed with Rayl Engineering & Surveying, LLC since 2023 and has over 4 years of experience in the commercial, residential, and municipal sectors. Caleb has worked on projects for the Town of Dundee during his time at Rayl Engineering and Surveying including the reviews of multiple Town of Dundee CSP/PSP/etc. projects.

**Kayla Derrick** has been employed with Rayl Engineering & Surveying, LLC since 2018 and has 10 years of Administrative experience. Kayla has a Master's Degree in Human Resource Management and a Bachelor's degree in Business Management & Supervisions. Kayla has worked on projects for the Town of Dundee during her time at Rayl Engineering and Surveying.

**George Deakin, PE** of Deakin Property Services has partnered with Rayl Engineering & Surveying, LLC since 2020 to provide Traffic Engineering services. George is a Registered Professional Engineer (#25784) in Florida and holds a Bachelor of Science in Civil Engineering. He has over 40 years of experience in transportation planning, including review of other consultants' transportation impact and concurrency analyses. George has performed work for the Town of Dundee in the past including Traffic Impact Study Review comments for over 30 traffic impact studies submitted to the Town of Dundee.

SECTION 6 Licensure

**City of Bartow, Florida  
BUSINESS TAX RECEIPT**

810 E MAIN ST  
LOCATION OF BUSINESS

This Business Tax Receipt is to be displayed conspicuously at the location of business, and is not transferable or assignable.

ALAN RAYL  
RAYL ENGINEERING & SURVEYING  
810 E MAIN STREET  
BARTOW FL 33830

EXPIRATION DATE  
9/30/2024

|                          |                        |
|--------------------------|------------------------|
| DATE ISSUED<br>7/07/2023 | TAX RECEIPT #<br>02056 |
|--------------------------|------------------------|

BUSINESS TAX RECEIPT FOR  
ENGINEERS

*Michelle N. ...*  
City Manager

*Joseph ...*  
City Clerk

A Business Tax Receipt is hereby issued by the city of Bartow, Florida to the following party to engage in or manage the business, profession or occupation shown, pursuant to the indicated subsection of Bartow code section 70-36 for the Tax Receipt year.

**POLK COUNTY LOCAL BUSINESS TAX RECEIPT**

ACCOUNT NO. 209427 CLASS: B+ EXPIRES: 09/30/2024


|                   |                         |
|-------------------|-------------------------|
| <b>OWNER NAME</b> | <b>LOCATION</b>         |
| ALAN L RAYL       | 810 E MAIN ST<br>BARTOW |

|   |   |  |
|---|---|--|
| <b>BUSINESS NAME AND MAILING ADDRESS</b>  | <b>CODE</b>   | <b>ACTIVITY TYPE</b>                     |
| RAYL ENGINEERING & SURVEYING LLC<br>RAYL ENGINEERING & SURVEYING LLC<br>810 E MAIN ST<br>BARTOW, FL 33830 | 540190<br>540250  | PROFESSIONAL ENGINEER<br>SURVEYOR MAPPER |
|   | <b>PROFESSIONAL LICENSE (IF APPLICABLE)</b><br>DOACS-LB7770 |  |

OFFICE OF JOE G. TEDDER, CFC \* TAX COLLECTOR

PAID - 1667155 07/25/2023 HSP TP 57.75 RAYL ENGINEERING & SURVEYING LLC

THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION





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

License No.: **LB7770**  
Expiration Date February 28, 2025

**Professional Surveyor and Mapper Business License**  
Under the provisions of Chapter 472, Florida Statutes

RAYL ENGINEERING AND SURVEYING LLC  
810 E MAIN ST  
BARTOW, FL 33830-4939



WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.




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

License No.: **LS5736**  
Expiration Date February 28, 2025

**Professional Surveyor and Mapper License**  
Under the provisions of Chapter 472, Florida Statutes

ALAN LEE RAYL  
810 E MAIN ST  
BARTOW, FL 33830-4939

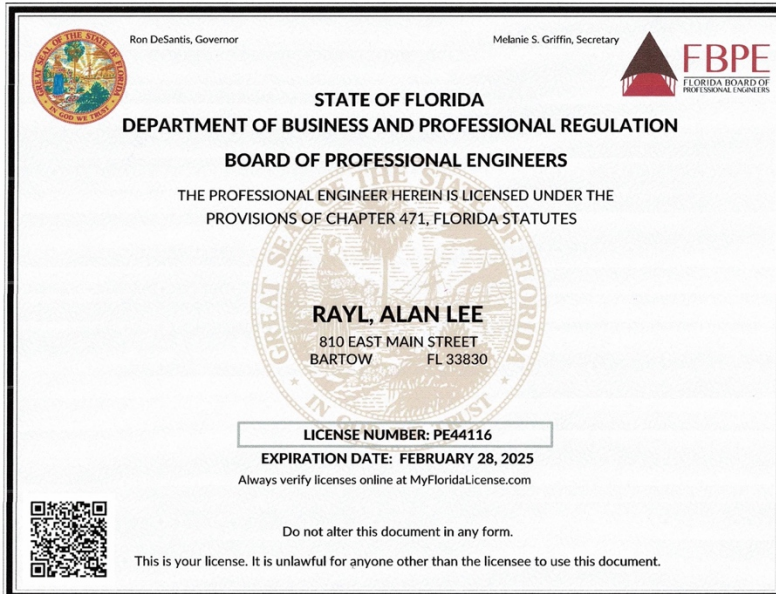


WILTON SIMPSON  
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



Section 6 Licensure Continued



**LICENSEE DETAILS**

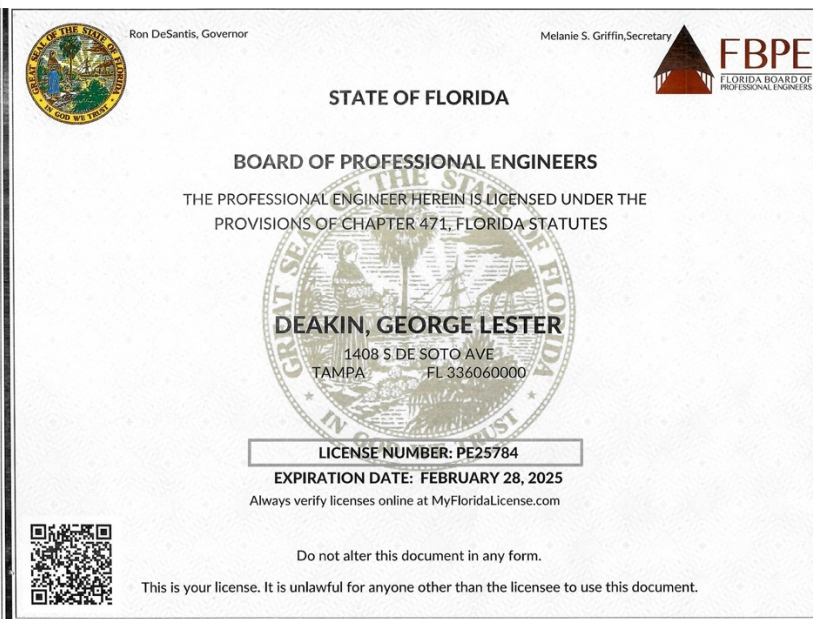
11:34:06 AM 8/31/2023

**Licensee Information**

|               |  |
|---------------|--|
| Name:         | RAYL ENGINEERING AND SURVEYING, LLC (Primary Name) |
| Main Address: | 810 EAST MAIN STREET<br>BARTOW Florida 33830       |
| County:       | POLK   |

**License Information**

|                 |                               |
|-----------------|-------------------------------|
| License Type:   | Engineering Business Registry |
| Rank:           | Registry                      |
| License Number: | 28820                         |
| Status:         | Current                       |
| Licensure Date: | 09/24/2009                    |
| Expires:        |                               |



## *Section 7 References*

**Company Name:** Town of Dundee

**Contact Individual:** Tandra Davis

**Contact's Title:** Town Manager

**Phone Number:** 863-438-8330 ext. 222

**Email address:** tdavis@townofdundee.com

**Brief Description of the Project(s) Completed:** Numerous land development projects reviews and Town infrastructure projects (roadways, parks, sidewalks, etc.)

**Company Name:** City of Mulberry

**Contact Individual:** Rick Johnson

**Contact's Title:** City Manager

**Phone Number:** (863) 425-1125

**Email address:** rjohnson@cityofmulberryfl.com

**Brief Description of the Project(s) Completed:** Multiple City infrastructure projects including traffic recirculation plans, sewer routing evaluation, stormwater utility assistance, and more as shown on page 5.

**Company Name:** JT Enterprises

**Contact Individual:** Joe Taggart, Jr.

**Contact's Title:** Owner

**Phone Number:** 813-765-4923

**Email address:** taggartjoseph@hotmail.com

**Brief Description of the Project(s) Completed:** Multiple commercial developments including Tampa Telecom Park, Woodstork Plaza Master Infrastructure (a 7 outparcel commercial development), and Site D Retail Center at Woodstork Plaza (a 9,000 square foot retail center with parking)

## *Section 8 Minority Business-Owned/Woman-Owned/Disabled Veteran/Veteran-Owned*

### *Enterprises*

Rayl Engineering and Surveying, LLC is not a Minority Business-Owned, Woman-Owned, or Disabled Veteran/Veteran-Owned Enterprises.





## *Section 9 Primary Office Location*

Rayl Engineering and Surveying, LLC is located in downtown Bartow at 810 E Main Street, Bartow, FL 33380. We are less than 20 miles of the Town of Dundee.

## *Section 10 Additional Information*

### **Operational Stability/Corporate Financial Resources/Insurance Limits**

Rayl Engineering and Surveying, LLC has been a continuous sole ownership company. The company is solvent without debt and currently holds \$1 million/\$2 million insurance policies.

### **Terminated Contracts**

Rayl Engineering and Surveying, LLC previously terminated a contract as Highland Meadows CDD District Engineer due to ethical concerns. Additionally, a Client we were under contract with for a small duplex project terminated our contract due to a new business partner and their desire to use their preferred firm.

### **Understanding The Project and Approach to Performing the Required Services**

#### ***Approach/Project Management/Organization***

The project team will include all needed staff specializing in the needed tasks; project engineers, surveyor staff, cad designers, permit processing specialists are all at the Town's disposal as in-house personnel at Rayl Engineering & Surveying, LLC. Planning and scheduling will be coordinated with Town staff to align expectations of project timing, estimating schedule and fees, and providing timely status updates.

#### ***Pragmatic Approach to Town's Goals***

We always look for ways to maximize project effectiveness while minimizing disruption to existing systems, whether they be roadways or utilities, we strive to meet project end objectives while keeping existing infrastructure and public facilities in operation and usable to the Town's residents.

#### ***Quality Control/Dispute Resolution/Stakeholder Engagement***

We regularly participate in system improvement analysis with our Clients that desire to improve quality control on projects and processes; either land development review/approvals, development standards, or other needed components of the public/private engagement process. We regularly participate in public forums and receive feedback from residents, consultants, developers, and staff on ways to best serve the Town's goals while fostering appropriate growth for the Town.

Appendix A CORPORATE RESUME

## CORPORATE RESUME

### EXPERTISE

Rayl Engineering & Surveying, LLC was formed in August 2009 by Alan L. Rayl, PE, PSM. Since that time, our firm has provided professional services to numerous public and private sector clients across Central Florida and the Midwest. Our clientele includes local developers and businesses, multiple Community Development Districts and Property Owner’s Associations/Homeowner’s Associations, National Home Builders, the cities of Mulberry and Fort Meade, and the Town of Dundee.

Our firm believes heavily in community involvement. We volunteer. We participate. We get to know our Clients and their priorities. This provides a personal investment for us and makes us part of the communities we serve.

### SERVICES

Rayl Engineering & Surveying, LLC offers a comprehensive set of Civil Engineering and Land Surveying services that include:

- Residential Civil Engineering Design and Permitting
- Commercial Civil Engineering Design and Permitting
- Construction Administration
- Land Surveying
- Feasibility Studies and Conceptual Plans
- Due Diligence Investigation
- Site Forensic Evaluations and Remediation Designs
- Expert Witness Research and Testimony
- CDD District Engineer Services
  - RFQ/RFP Preparation
- Site Plan Review Services
  - SWFWMD Compliance Solutions

### EXPERIENCE

The following are projects performed by Rayl Engineering and Surveying, LLC and/or by its principal, Alan Rayl, PE, PSM.

**Patterson Park, Fort Meade, FL** – Restoration of utility service to the park bathroom facility through new water and wastewater lines, including a new onsite lift station. The project also includes re-establishment of the Park Concession facilities (including new utility service) and the upsizing of a local water line to improve service and pressure.

#### **CFRPC Office - Bartow, FL**

Engineer of Record for the Award-Winning redevelopment of the existing CFRPC office site. Services provided were design of demolition of existing asphalt parking lot and replacement with a pervious paving system made from recycled rubber tires. The approximately 10,000 sf parking lot contains over 4,000 used tires. The project also included a site-wide comprehensive design and installation of new landscaping consisting of Florida-native plants, including a micro-irrigation system.

#### **Citywide Stormwater Utility Fee - Mulberry, FL**

Rayl Engineering & Surveying, LLC coordinated with City administration to correct the assessments being made for the Stormwater Utility Fee. The City was not initially aware of the need for this correction. The Ordinance provided for a flat rate (\$4) for residences and an impervious surface coverage-based rate for non-residential properties. At the initial implementation, all properties were being assessed the \$4 fee. This was costing the City over \$44,000/year in uncollected fees.

#### **Lake Ashton I CDD (Lake Wales, FL) and Lake Ashton II CDD (Winter Haven, FL)**

Rayl Engineering and Surveying, LLC is the current District Engineer for the Lake Ashton I and II Community Development Districts. We have provided a variety of services to the CDDs including a pavement and curbline assessment and inventory, Pickleball court design and permitting, pond repair recommendations, and more. Alan L. Rayl has been serving the Lake Ashton I CDD since 2019 and the Lake Ashton II CDD since 2015.

## APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES

### **Alan L. Rayl, PE, PSM** *President/Owner*



Alan Rayl has been a Registered Professional Engineer in the State of Florida since 1991 and has also been a Registered Professional Surveyor and Mapper in Florida since 1997. Alan founded Rayl Engineering and Surveying, LLC on August 24, 2009.

#### **Professional Registrations**

Florida Registered Professional Engineer #44116  
 Georgia Registered Professional Engineer #28580  
 Indiana Registered Professional Engineer #920107  
 Florida Registered Professional Surveyor and Mapper #5736  
 FDEP Certified Stormwater Inspector #5386

#### **Education**

Bachelor of Science, Civil Engineering - Purdue University 1987

#### **Special Qualifications**

- Former County Engineer for Polk County Land Development Division
- More than 35 years of experience, encompassing commercial, residential, municipal, and transportation facilities in the Midwest, South and Central Florida, and the Caribbean.
- Experience managing and performing all types of public and private land development projects, from initial appraisals and master planning through preparation and design of construction documents, construction observation, and certifications.
- Direct experience with regulatory programs of local municipalities and Counties and the State of Florida Water Management District, as well as the Florida Department of Environmental Protection, FEMA, and the U.S. Army Corps of Engineers affecting stormwater, water and sewer utilities, and wetlands.

#### **Professional Organizations and Memberships**

Commissioner, City of Bartow CRA, 2009-2017; Chairman, 2011-2012, 2012-2013, 2016-2017  
 Florida Stormwater Association, Conference Committee Member (2016-2021)  
 Florida Redevelopment Association, Committee Member (2019)  
 Past Member, International Council of Shopping Centers  
 Polk County Builder's Association, (Member (2009-present), Board Member, (2019-2022), 1st Vice President 2021, Governmental Affairs Co-Chair (2010-2011), Chair (2019-2021), President-Elect 2022, **President 2023**)  
 Member, Polk County Utility Code Update Stakeholders Committee (2010-2011)  
 Member, City of Lakeland Subdivision Code Update Committee, 2011  
 Member, City of Bartow Gateways Project Committee, 2011  
 Member, City of Bartow Focus Group, 2020 - present  
 Graduate, Leadership Bartow, Class XIII, 2008-2010  
 Graduate, Leadership Polk, Class IV, 2010-2011  
 Leadership Polk Alumni Association, Steering Committee, 2011-2020; Membership Committee Chair, 2016-2020  
 Bone Valley SAS Focus Group  
 ACE Mentor Volunteer (2018)  
 Polk County School Board Volunteer  
 Florida Surveying and Mapping Society, Ridge Chapter  
 Lake Wales Area Chamber of Commerce, Member  
 Greater Mulberry Chamber of Commerce, Board Member, 2008-2016; President, 2012  
 Dundee Area Chamber of Commerce, Board Member, 2019  
 Fort Meade Chamber of Commerce, Member  
 Hardee County Chamber of Commerce, Member  
 Winter Haven Chamber of Commerce, Member  
 Bartow Chamber of Commerce, Member; Board Member, 2016-2020  
 Mainstreet Bartow, Member  
 Florida Engineering Society, Ridge Chapter, State Director (2010), **Engineer of the Year (2010)**, President, (2009-2010 & 2015-2016), Vice President (2008-2009), **Engineer of the Year (2023)**

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

**Garrett Posten, EI**  
*Project Engineer*



Garrett Posten has been employed as a Project Engineer with Rayl Engineering and Surveying, LLC since September of 2020.

**Professional Registrations**

Engineer Intern, 1100024445

Passed Professional Engineer Exam, July 2023

Qualified Stormwater Management Inspector, Inspector Number 49541

**Education**

- Master of Science, Engineering Management - Missouri University of Science and Technology 2020 - 2022
- Bachelor of Science, Civil Engineering - Missouri University of Science and Technology 2019

**Special Qualifications**

- Experienced in floodplain structures, municipal water and sewer, and stormwater systems.
- Experienced in drainage modeling and flood studies
- Experienced in designing and creating drawings in AutoCAD.
- Experienced in designing apartment complexes, car washes, subdivisions, and multifamily projects.
- Experienced with Community Development Districts including meetings, handling bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling.

**Professional Organizations and Memberships**

- Member of Florida Engineering Society
- Bartow Leadership, Class XX Member

**Project Experience**

Lake Ashton I CDD - Handles bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling. Handles SWFWMD permitting for Water Use Permits and Environmental Resource Permits.

Lake Ashton II CDD - Handles bid requests for CDD projects, coordination with contractors, board members, and residents, as well as community project scheduling. Handles SWFWMD permitting for Water Use Permits and Environmental Resource Permits.

Bubble Down Car Wash – Assists in design and permitting of numerous Bubble Down Car Washes in Florida.

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

***Caleb Wingo, EI***  
*Project Engineer*



Caleb Wingo has been employed as a Project Engineer with Rayl Engineering and Surveying, LLC since January 2023.

***Professional Registrations***  
 Engineer Intern #1100026664

***Education***

- Bachelor Of Science Degree In Mechanical Engineering - Florida Polytechnic University, December 2019

***Special Qualifications***

- Experienced in designing and creating drawings in AutoCAD.
- Experienced in drainage modeling and flood studies
- Experienced in Roadway design
- Experienced in conduction sims in WaterCAD

***Project Experience***

- Project Engineer on numerous projects with a Citrus Plant including drainage design, building design, and pressurized water system design
- Performed calculations and written reports for numerous projects
- Performed site visits for survey and drainage work
- Reviewing projects for the Town of Dundee in various stages to ensure that they meet the Town code requirements (PSP, CSP, etc.)



APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

**Viviana Rosado**  
*CAD Technician*



Viviana Rosado has been employed as a CAD Technician with Rayl Engineering and Surveying, LLC since June of 2019.

**Education**

Drafting and CAD, Course Study Diploma - Manati, Puerto Rico, US

**Special Qualifications**

- Over 10 years experience preparing construction plans, both residential and commercial, in Auto CAD.
- Experienced in construction inspection and estimate preparation.

**Project Experience**

Tampa Telecom Park – Preparation of Master Site Plan, Preliminary Plat, Master Grading, Master Drainage Plan, and more for the 6 out parcel commercial development in Temple Terrace.

KRC Gun Range – Prepared preliminary plans for a 55-acre private gun range and tactical training center. This project is made up of 15+ shooting ranges, RV sites, cabins, meeting center, and more.

Crosstown Properties – Worked on the preliminary plans for a multi-parcel commercial development in Brandon, Florida.

USF Federal Credit Union – Designed construction plans for a new Credit Union branch in Telecom Park that is located in Temple Terrace, Florida.

Nutrien AG - Prepared site construction plans for an 80,000 square foot dry fertilizer storage and handling facility in Mulberry, Florida.

Bubble Down – Designed construction plans for 10+ new car washes

Alafia Utilities - Designed plans for the extension of 3+ miles of potable water, reclaimed water, and sanitary sewer forcemain to serve new development in Mulberry.

Missing Link – Prepared plans for 500 +/- acre mitigation bank in Northeast Polk County

Haines City Gas Station - Designed construction plans for a new gas station located in Haines City

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

**Janet Taylor**  
*CAD Technician*



Janet Taylor has been employed as a CAD Technician with Rayl Engineering and Surveying, LLC since December of 2021.

**Education**

Architectural Drafting Diploma, Ridge Vo-Tech, Winter Haven Florida

**Special Qualifications**

- Over 34 years experience preparing construction plans, both residential and commercial
- Over 20 years experience using AutoCAD
- Experienced in construction inspection and estimate preparation.

**Project Experience**

- Checked proposed Plats for Sol Vista & Crystal Lake Preserve.
- Wrote Description & made map of proposed R/W for Lake Marie Drive, & for new lots at Lake Walker.
- Prepared construction plans for Dundee Splash Park, & apartment complex in Bartow
- Prepared site plan for apartment complex in Arcadia
- Wrote descriptions & prepared map of new parcels at shopping center
- Prepared map for new lots in Frostproof
- Prepared construction plans for wedding venue
- Prepared construction plans for apartment complex in Lakeland



APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

**Kayla Derrick**  
*Office Manager/Executive Assistant*



Kayla Derrick has been employed as a Office Manager/Executive Assistant with Rayl Engineering and Surveying, LLC since 2018. Kayla has 10 years of Administrative experience and over 5 years of experience in the engineering and land development field.

**Education**

- Master of Business Administration, Human Resource Management – Lynn University, 2017
- Bachelor of Science, Business Management and Supervision - South Florida State College, 2016
- Associate in Arts, Business Management - South Florida State College, 2013

**Professional Organizations and Memberships**

- Alumni of Leadership Lake Wales, Class 21
- Member of the International Society of Baccalaureate Scholars

**Responsibilities**

- Responsible for day-to-day business operations
- Manage AP and AR accounts
- Drafting correspondence and presentations
- Assist company President with preparation of detailed technical reports, studies, and presentations
- Perform processing of payroll and employee benefits
- Complete project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

**Valerie Wheatley**  
*Administrative Assistant*



Valerie Wheatley has been employed as an Administrative Assistant with Rayl Engineering and Surveying, LLC since July 2023. Valerie has over 10 years of experience as an Administrative Assistant and over 4 years of experience in the permitting and land development field.

**Professional Organizations and Memberships**

- State of Florida Notary Public – Commission Number HH 176207 Exp. 9/19/2025

**Responsibilities**

- Responsible for assisting with day-to-day business operations
- Drafting correspondence and presentations
- Assist with preparation of detailed technical reports, studies, and presentations
- Assist with project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties.
- Reviewing & uploading documents via permit portals through Polk County, City of Lakeland, SWFWMD, CSX & Project Dox, etc.
- Completing School concurrency's, Legal Ad's/ Affidavits, & DOH/DEP forms, for permitting purposes.

APPENDIX B RAYL ENGINEERING & SURVEYING, LLC EMPLOYEE RESUMES CONTINUED

**D'Lise Rayl**  
*Clerical/Administrative Assistant*



D'Lise Rayl has been employed as an Executive Assistant with Rayl Engineering and Surveying, LLC since 2020. D'Lise has over 30 years of experience in the Administrative field.

**Experience**

- Previous Polk County Board of County Commissioners/Land Development Division/Development Coordinator II
  - Responsible for conducting operations and procedures related to the development review process.
  - Managed and tracked development projects through various programs and software.
  - Scheduled and/or attended pre-construction or other development related meetings, upon request.
  - Coordinated with inspectors to finalize projects upon completion of site work.
  - Coordinated with the building, codes and utilities departments on items required for projects.
  - Communicated with property owners, engineers, architects and other county personnel regarding projects.

**Responsibilities**

- Responsible for day-to-day business operations
- Drafting correspondence and presentations
- Assist in project submittals to all permitting agencies including SWFWMD, DEP, and local Cities and Counties



**George Deakin, P.E.**  
**Vice President**  
**Traffic Engineer**

**Professional Credentials**

- Bachelor of Science, Civil Engineering, University of Virginia
- Registered Professional Engineer in Florida

**Professional Organizations**

- Institute of Transportation Engineers, Fellow
- 2007 Transportation Professional of the Year Award; Tampa Bay Section of Institute of Transportation Engineers.
- Tampa Bay FSUTMS Users Group, Past President

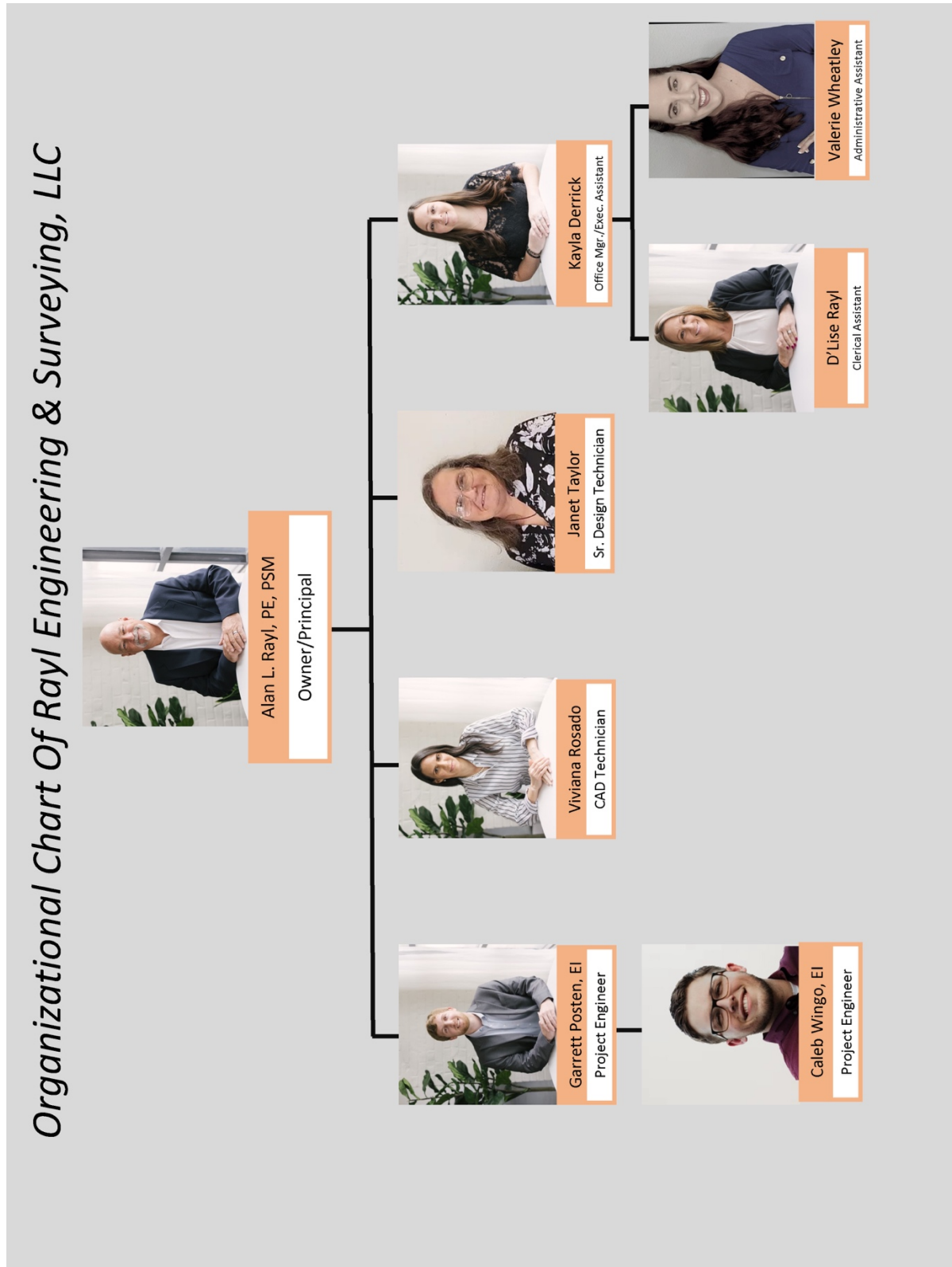
**Special Qualifications**

- Prepared in a timely manner Town of Dundee Traffic Impact Study Review comments for over 30 traffic impact studies submitted to the Town of Dundee.
- I have been proactive in requesting responses from Town of Dundee proposed project Applicants if they have not responded to traffic review comments in a timely manner or forgotten to respond.
- I know and have worked alongside many of the Town of Dundee staff and DRC members, including Brenda Carter, Lorraine Peterson, Seth Claytor, and Alan Rayl.
- I am familiar with, and reference in my traffic review comments; the Town of Dundee Land Development Code traffic study requirements, the Polk County Land Development Code, Appendix C: Polk County Traffic Impact Study, Methodologies and Procedures (revised 1/7/2020); and the Florida Statute §163.3180. pertaining to Applicant's proportionate share costs for needed improvements.
- More than 40 years of experience in transportation planning, including review of other consultants' transportation impact and concurrency analyses, intersection timing studies, intersection capacity and level of service analyses, intersection turn lane analysis, expert witness testimony, Development of Regional Impact (DRI) transportation reviews, and Project Development and Environmental (PD&E) studies.
- Represented the Florida Department of Transportation (FDOT) District VII (Tampa) in reviewing the traffic projections for new and modified interchanges on I-75, supervised I-75/I-275 Northbound Alternatives analyses for additional I-75 lanes at the I-75-I-275 junction. Reviewed for the FDOT a draft of "FDOT 2002 Level of Service Handbook", and the associated FDOT capacity and level of service software programs.
- Conducted Development of Regional Impact (DRI) and Notice of Proposed Change (NOPC) transportation reviews (over 200 reviews) of other consultant's traffic analyses for FDOT and public agencies.
- Seven Districtwide General Planning Contracts; and a FDOT District Five Districtwide Special Studies Contract.

**Employment History**

- Deakin Property Services, 2009 – Current
- Kimley-Horn and Associates, 1996 – 2009
- Tampa Bay Engineering, 1986 – 1996
- Pre – 1986: Post, Buckley, Schuh and Jernigan; H.W. Lochner; Tampa Bay Regional Planning Council

APPENDIX C ORGANIZATIONAL CHART OF RAYL ENGINEERING & SURVEYING, LLC





## APPENDIX D      STANDARD FORMS

See attached standard forms as requested.



**9.2 ATTACHMENT B**

**ADDENDUM PAGE (RFQ 23-01)**

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (Give number and date of each):

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS: Rayl Engineering & Surveying, LLC

BY:  \_\_\_\_\_  
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: Alan L. Rayl Owner / President

### 9.3 ATTACHMENT C

#### **LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**

#### APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (*To be submitted with each bid or offer exceeding \$100,000*)

The undersigned [Proposer] certifies, to the best of his or her knowledge and belief, that:

- 9.3.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 9.3.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
- 9.3.3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

[**Note:** Pursuant to 31 U.S.C. §1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer, Rayl Engineering & Surveying, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.



\_\_\_\_\_  
Signature of Proposer's Authorized

Alan L. Rayl, Owner/President

\_\_\_\_\_  
Official Name and Title of Proposer's Authorized

9-11-23

\_\_\_\_\_  
Official Date



9.4 ATTACHMENT D

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Florida

County of Polk

Alan L. Rayl, being first duly sworn, deposes and says that:  
Name

(1) He is Owner/President of Rayl Engineering & Surveying, LLC, the  
Title Company  
Bidder that has submitted the attached bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of his officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or has refrained from bidding in connection with such Contract; nor in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder; nor has fixed any overhead, profit or cost element of the Bid price, or the Bid price of any other Bidder; nor has secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Town of Dundee or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Alan L. Rayl  
Name

Owner / President  
Title

Subscribed and sworn to before me this 11<sup>th</sup> day of September, 2023

Valerie Wheatley  
Notary Signature

Valerie Wheatley  
Notary Name

My commission expires 9/19/25







9.6 Attachment F

CERTIFICATION OF DRUG-FREE WORKPLACE

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the purchasing of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

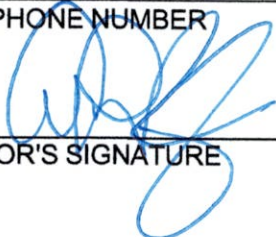
As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

9-11-23  
\_\_\_\_\_  
DATE

Rayl Engineering & Surveying, LLC  
\_\_\_\_\_  
NAME OF FIRM

863-537-7901  
\_\_\_\_\_  
TELEPHONE NUMBER

810 E Main Street, Bartow, FL 33830  
\_\_\_\_\_  
STREET ADDRESS

  
\_\_\_\_\_  
VENDOR'S SIGNATURE

Bartow FL 33830  
\_\_\_\_\_  
TOWN STATE ZIP





# RFQ NO. 23-01: CONTINUING PROFESSIONAL CONSULTING SERVICES CONTRACTS

C. David Plavcan, PE, Senior Engineer  
141 5th Street NW, Suite 200, Winter Haven, FL 33881  
Main: 863.293.3332 Fax: 813.254.6860  
DPlavcan@jonesedmunds.com  
Submission Date: September 13, 2023

Large Firm Services - Multi-discipline Firm

September 13, 2023

Trevor Douthat, Town Clerk  
 Town of Dundee  
 202 East Main Street  
 PO BOX 1000  
 Dundee, FL 33838

**RE: RFQ 23-01 Continuing Professional Consulting Services Contracts**

Dear Mr. Douthat and Members of the Selection Committee:

Jones Edmunds would like to submit our qualifications to provide Professional Consulting Engineering Services to the Town of Dundee. We are uniquely qualified to provide a full range of consulting services from utilities, transportation, solid waste, parks, and general consulting, making us a one-stop shop for municipal infrastructure. We can provide local support from our office in nearby Winter Haven and a deep bench of skills across Florida to support the Town of Dundee.

The Town of Dundee and the surrounding area are currently experiencing record growth. Although this growth can be a windfall to Town budgets and provide economic advantages for government, residents, and local businesses, if not managed properly, it can also lead to financial burdens for future generations. Smart growth that considers both short-term and long-term benefits and resource commitments can abate the negative impact of unchecked growth.

Jones Edmunds is a Florida-based engineering consulting firm headquartered in Gainesville, Florida. With over 125 staff, Jones Edmunds serves over 60 Florida cities and counties continuously, with approximately 85% of our work stemming from repeat business. Jones Edmunds and the subconsultants we partner with provide clients with all services requested in this RFQ. We believe we are highly suited to provide these services to the Town as a Large Firm. Our extensive experience in Florida gives us an understanding of its environmental, topographic, and subsurface conditions. Additionally, this experience provides us with excellent working relationships with permitting and funding agencies and local general contractors. These relationships are important when taking a project from concept to successful construction.

Our firm is focused on serving the needs of local government clients. With this in mind, we have organized our firm sectors to align with local government needs. Our Utilities Infrastructure Discipline is focused on water, wastewater, and reclaimed water utilities and serves communities ranging in size from less than 5,000 to over a million in population. Our Civil/Environmental Discipline encompasses our Civil Team, experienced with roadway and drainage design, a highly-regarded solid waste team, and our Environmental Team, which has addressed all environmental issues from groundwater monitoring to contamination assessment and remediation. Our Water Resources Discipline is organized to align with the four charges of Florida's water management districts: water quality, flood protection, water supply, and natural systems. Our Construction Services Department supports all areas of design, construction services, and administration of grant requirements with experienced construction administrators, cost estimators, and resident observers.

Our diverse team of professional engineers, environmental scientists, and funding specialists are ready to support your staff as we have done on numerous continuing contracts. We can serve as an extension of your staff to provide additional resources in development review and construction services, or to take a project from concept through construction – whether it is a wastewater treatment facility, roadway, or environmental evaluation. We also recognize the Town's need for grant dollars and creative strategies. We are experienced in working with grant and loan programs and the State Legislature to pursue funding for various projects.

Jones Edmunds is committed to delivering quality service while meeting your schedules and budgets and working to exceed your expectations. Through our qualification package, we believe we will distinguish ourselves from the competition for several reasons:

1. Our broad experience in local communities.
2. Our ability to provide full-service projects, including construction administration, funding, and resilience.
3. Our understanding of emerging technologies, such as asset management, trenchless construction, and dynamic master planning.

We welcome the privilege of beginning our relationship with the Town and serving as a member of your team for this contract. We are committed to performing the services required consistently and on time. You can count on us collaborating with you and your staff to develop quality, cost-effective technical solutions. If you have any questions or comments regarding our qualifications, please contact us at 863.293.3332.



Dave Plavcan, PE  
Senior Engineer/Client Services  
863.307.5683  
[dplavcan@jonesedmunds.com](mailto:dplavcan@jonesedmunds.com)



Brian Icerman, PE  
Senior Vice President/Managing Director  
904.708.9254  
[bicerman@jonesedmunds.com](mailto:bicerman@jonesedmunds.com)

\*Brian Icerman is authorized to represent the Proposer

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**TAB** EXECUTIVE  
SUMMARY  
**3.2.4**

Jones Edmunds is a Florida-based, multi-disciplinary engineering corporation that has been providing quality consulting services to public and private entities in Florida since 1974. We have over 125 staff members serving clients from six offices in Winter Haven, Gainesville, Jacksonville, Titusville, Tampa, and Sarasota. Our Winter Haven office will be the Office of Record.

At Jones Edmunds, client service means more than just an excellent technical product – it means being responsive to the needs of our clients, providing staff experienced in the specific disciplines required for the work, listening to and understanding the goals and expectations of project stakeholders, and communicating throughout each phase of a project to achieve the desired outcome. We are committed to providing unrivaled service – a standard our associates work to achieve and are recognized for delivering.

**Name and Corporate Headquarters Address**  
 Jones Edmunds & Associates, Inc.  
 Gainesville Headquarters  
 730 NE Waldo Road  
 Gainesville, FL 32641

**Name and Location of Regional/Local Office Which Will be the Town’s Designated Primary Office**  
 Jones Edmunds & Associates, Inc.  
 Winter Haven Office  
 141 5th Street NW, Suite 200  
 Winter Haven, FL 33881

**Description of the Proposer’s Team and Legal Structure**  
 Corporation



Because of this exceptional dedication and service, we have developed many longstanding professional relationships with local government clients who know they can rely on us. We have also developed a solid reputation with regulatory and funding personnel throughout Florida. More than 85% of our work stems from repeat business. We have been working for most of these clients for ten years or longer, which is a testament to the level of knowledge, service, and trust Jones Edmunds provides to our clients.

It is at the heart of our company to dedicate ourselves to the people we serve with Integrity, Knowledge, and Service. Jones Edmunds’ organizational management is client-focused to provide responsive service tailored to your project needs, level and type of staff expertise, and required number and variety of staff resources to complete the work within the established schedule and budget. The Town of Dundee can count on our team to look for ways to meet your goals by maximizing resources, minimizing costs, and providing a high level of service and project delivery from start to finish.

*Rick Ferreira, PE  
 President and CEO*



**“Jones Edmunds’ success is and has always been based on our core values of Integrity, Knowledge, and Service.**

**To us these values mean doing what you say you will do, never resting on the past but always striving to learn and grow and putting service to others ahead of personal gain.”**



Our key officers are as follows:



|  |   |   |  |   |
|--|---|---|--|---|
|  | <b>Stanley F. Ferreira, Jr., PE</b><br><b>President &amp; CEO</b> | <b>Brian J. Icerman, PE, ENV SP</b><br><b>Senior Vice President</b> |  |   |
| <b>Brett A. Cunningham, PE, ENV SP</b><br><b>Senior Vice President</b> |   | <b>Kenneth S. Vogel, PE</b><br><b>Senior Vice President</b>         |  | <b>Robert C. Edmunds, PE, CGC</b><br><b>Secretary &amp; Treasurer</b> |

**Recent Awards**

- 2022 Inaugural Jim Hunt Volunteer Service Award**  
Florida Stormwater Association, in recognition of Brett Cunningham’s service to Florida’s stormwater community
- 2022 Business Award - Commitment to the Environment**  
Greater Gainesville Chamber of Commerce
- 2022 NASA Silver Group Achievement Award**, for our work to develop and implement a conditioning program that prepared the Crawlerway to support the massive Crawler Transporter (CT) and the massive weight of the SLS rocket, the Orion capsule, and the mobile launcher
- 2021 Mentor Protégé Agreement of the Year Award**  
NASA Kennedy Space Center
- 2018 Project of the Year Award**, David W. York Reuse Project of the Year Award by the Florida Water Environment Association (FWEA) for the Sweetwater Wetlands Park
- 2016 Consultant of the Year Award**, American Public Works Association (APWA) – Florida Chapter, WW / Water Category
- 2015 Project of the Year Award**, American Society of Civil Engineers (ASCE), Florida Section, for the Paynes Prairie Sheetflow Restoration



According to Engineering News Record, the 2023 survey results found our firm to be **61st in the southeast top design firms**. Additionally, we are ranked among the **top 200 environmental firms across the nation and 6th in Florida**.

Our exceptional dedication and service are the foundation for our many longstanding professional relationships.



Our multi-disciplinary approach to projects equips us to reach comprehensive, innovative solutions.

Jones Edmunds has worked successfully on various projects, from environmental assessments to multi-million-dollar facility designs. We are registered in engineering, geology, and have staff registered in asbestos remediation. We provide a breadth of technical, regulatory, and compliance services. Our executives are actively involved in the firm’s day-to-day operations and demand the same high-quality standards today that the firm was founded on in 1974.

Jones Edmunds provides comprehensive environmental and engineering services, including the following.



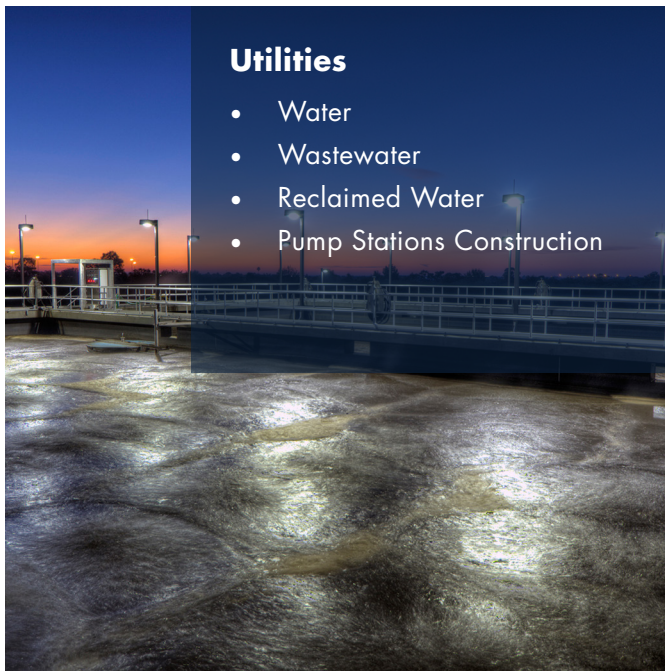
**Civil Engineering**

- Solid Waste
- Roadway Design
- Culvert Design
- Pavement Design
- Traffic Engineering
- Stormwater and Drainage
- Pavement Marking/ Signage
- Sidewalks/ADA Compliance
- Environmental Permitting



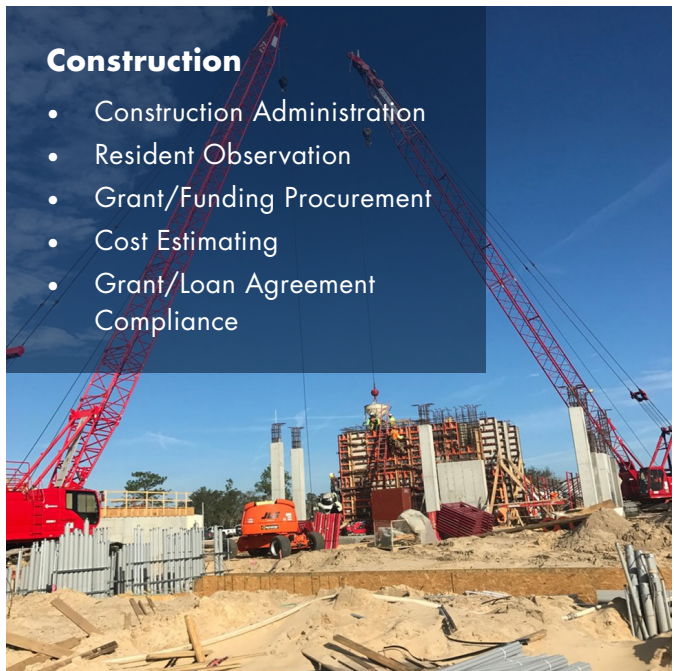
**Water Resources**

- Regional Watershed Modeling
- Flood Protection
- Wetland Delineation and Mitigation
- Phase I/II ESA
- Low Impact Development (LID)
- Water Supply
- Water Quality
- Asset Management/GIS



**Utilities**

- Water
- Wastewater
- Reclaimed Water
- Pump Stations Construction



**Construction**

- Construction Administration
- Resident Observation
- Grant/Funding Procurement
- Cost Estimating
- Grant/Loan Agreement Compliance

In addition to the environmental and engineering services listed above, we provide our clients with funding procurement and grant management support and have a dedicated public relations team ready to assist the Town with public information sessions and meetings.



### Services Related to Utility Systems

The Jones Edmunds Team has the capabilities and experience to provide the Town with the complete range of utilities-related services outlined in the RFQ. Jones Edmunds has designed, obtained permits for, and administered water treatment and distribution construction, wastewater treatment and sanitary sewer systems, and reuse water systems throughout Florida. Our experience includes performing hydraulic modeling and designing, relocating, upgrading, and rehabilitating water transmission and distribution systems, gravity sanitary sewers, and force mains. We are experienced with the FDEP and SWFWMD permitting processes and requirements for each system. We also have extensive experience with utility relocations and upgrades on various projects for municipalities, counties, and the Florida Department of Transportation (FDOT).



We use several tools to assist us in our water design efforts. We routinely use modeling software integrated with GIS to perform hydraulic modeling of water transmission and distribution systems. Jones Edmunds also has extensive experience in field testing to provide information for calibrating the water system model. This allows us to use the hydraulic model to evaluate an existing system's ability to provide adequate fire flow and to recommend improvements.

As with water systems, the sewer models are also integrated with GIS to perform modeling and capacity analysis on the wastewater side. As part of our design efforts for wastewater collection, interceptor sewers, and force mains, we routinely consider measures to minimize odor generation and corrosion control.

Jones Edmunds is also well-versed in various pipe materials and types. Our design professionals stay abreast of newer pipe technologies, such as using fusible PVC as an alternative to HDPE for waterline horizontal directional drills. We have recently completed many recent projects using this methodology. In tight working quarters, in areas where open cuts of pavement must be avoided, or where crossing water bodies or wetlands is required, we use trenchless rehabilitation technologies for water and sewer pipelines. These technologies include pipe bursting, slip lining, cured-in-place pipe horizontal directional drilling, jack-and-bore, and other trenchless technologies.

### Services Related to Transportation Systems

The Jones Edmunds team has extensive and recent experience with all the required Roadway, Transportation, Traffic Engineering, General Civil Engineering Services, and Minor Structural Services. We provide services for transportation projects ranging from conceptual and preliminary studies, and preparation of detailed drawings and specifications, to construction-phase services, including resident observation, pavement analysis, and management systems. Our transportation group comprises engineers, designers, scientists, field technicians, and CAD operators with extensive experience. Our team is prepared to deliver successful roadway design services as we have done for other local communities.



Our Transportation team offers the following design services:

- Roadway Design (Major and Minor)
- New Alignments and Realignment
- Lane Widening/Lane Additions
- Turn Lane Additions
- Traffic Signal Design
- 3R Projects
- Parking Lot Evaluation and Design
- Pavement Design and Analysis
- Trail, Bike Path, and Pedestrian Designs
- Signs, Pavement Marking, Channelization
- Lighting
- Resilient Infrastructure
- Minor Structural Design
- Marine Structure and Seawall Design

Our Transportation team prepares the following studies:

- Hydrologic and Hydraulic Analyses and Studies
- Traffic Studies
- Project Development and Environmental Studies (PD&E)
- Corridor Studies
- Public and Community Involvement
- Air Quality and Noise Impact Analysis
- Municipal Studies
- Preliminary Design Studies
- Environmental Studies

### Services Related to Solid Waste

Solid waste management professional services are a core practice of our firm. We have one of the most respected solid waste practices in Florida. For over 30 years, we have built long-lasting relationships and provided solid waste consulting services at more than 50 Florida project sites for over 30 Florida county solid waste programs. Our team of solid waste professionals is entirely Florida-based, so we are focused on the types of issues you face. Our approach is to understand your unique needs and serve in the capacity that you desire. We are able to serve as an extension of your staff with specific project development and execution.



Our Solid Waste team offers the following services:

- Construction Quality Assurance
- Landfill Bottom Liner and Cover Design
- Solid Waste Regulatory Compliance and Permitting
- Exposed Geomembrane Cover Designs
- Leachate Collection, Transmission, Treatment, and Disposal Design
- Leachate Storage Tank Design, Evaluation, and Repair
- Operation, Closure, and Long-Term Care Plans
- Solid Waste Facility Planning
- Financial Assurance Cost Estimating
- Capacity and Useful Life Projections
- Recycling Studies
- Rate Studies (Collection and Disposal)
- Solid Waste Collection and Recycling Studies
- Siting Studies
- Transfer Station Facility Design
- Household Hazardous Waste and Home Electronics Collection (HEC) Facilities
- Contamination Assessment and Remediation
- Landfill Gas Title V Air Design, Permitting, and Operation and Maintenance
- Landfill Gas Emissions Monitoring, Control Systems, and Compliance
- Landfill Gas-to-Energy Projects
- Tire Storage and Processing Areas Permitting
- Landfill Bioreactor Design, Permitting, and Operations and Maintenance
- Emergency Management Assistance (FEMA)



### Services Related to Parks and Recreation

Jones Edmunds offers comprehensive planning and engineering services for park and recreation projects, including experience with the FDEP Bureau of Design and Construction and Office of Greenways and Trails. Jones Edmunds’ approach to design and construction focuses on developing a thorough understanding of the user’s requirements; maintenance preferences; and the constraints associated with funding, scheduling, site conditions, and availability of construction materials.



Our team members have been directly involved in all aspects of the design of trails, trail bridges, park facilities, and infrastructure support systems required by new park facilities and facility improvements. The broad and versatile experience of our various departments provides a complete team that can address all design and permitting components associated with recreation projects. Jones Edmunds provides technical expertise and hands-on experience in design and construction administration for the following types of park and recreation facilities:

- Ballfields and Sports Complexes
- Boardwalks
- Restrooms and Bathhouses
- Parking and Access Roads
- Boat Docks and Boat Ramps
- Trails
- Visitor Centers
- Cabin Areas
- Campgrounds

### Other General Consulting Service



#### GIS Asset Management

Jones Edmunds is one of the few Florida-based engineering firms offering complete in-house GIS services. Our GIS personnel are degreed professionals encompassing a breadth of technical disciplines including civil and environmental engineering, geography, urban and regional planning, stormwater management, geology, and asset management. **This combination of engineers, analysts, and programmers has enabled us to successfully build GIS data and applications for**

**infrastructure management.** Jones Edmunds is experienced in designing, populating, and implementing water/wastewater geodatabases that improve facility mapping, design, monitoring, modeling, and asset and work-order management. Additionally, our staff offers a wide variety of professional GIS support and consulting services tailored to the needs of our clients:

- Pavement Management
- Image Processing and Remote-Sensing Services
- Land Use/Land Cover Interpretation
- Aerial Photography
- Digital Planimetric and Topographic Mapping
- Digital Orthophotography
- Hydrologic/Stormwater Analysis
- Hydrogeologic Analysis
- Air Quality Analysis
- Change Detection
- 3-D Modeling and Viewshed Determination
- Siting/Feasibility Studies
- Asset Management
- Model Development
- Application Development, Training, and Implementation Services
- Custom ArcView and MapObjects
- Programs/Applications
- ArcView and ARC/INFO Training
- Database Integration
- Global Positioning System (GPS) Services
- GPS Field Data Collection and Post-Processing
- Geodetic Control
- Mapping and Spatial Analysis
- Graphic Production
- Data Conversion
- Utilities Infrastructure Mapping and Database Development

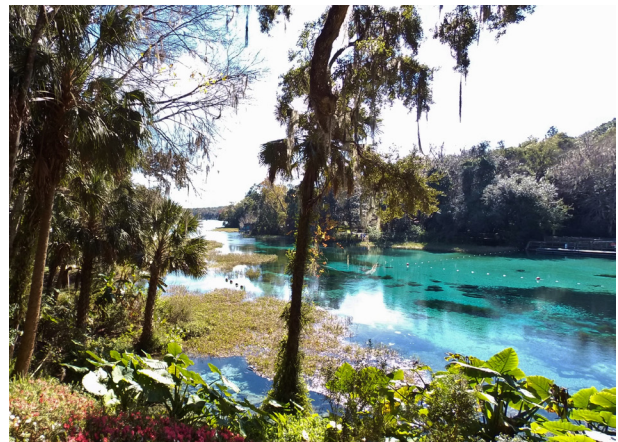
### Environmental Engineering & Planning Services

Environmental Engineering and Planning Services can range from site assessments, asbestos surveys, contamination assessments, wetland survey, water quality and much more.

From cross-drains to regional treatment systems, our creative design team has developed pragmatic, cost-effective, and aesthetically pleasing stormwater designs.

Jones Edmunds' staff has the knowledge and experience to provide comprehensive environmental engineering and planning services associated with the following:

- Stormwater Management System Design and Modeling
- LID Stormwater Design
- Stormwater Pump Station Design
- Sedimentation and Erosion Control
- Environmental Resource Permitting
- FDOT Drainage Connection Permitting
- NPDES (National Pollutant Discharge Elimination System) Permitting
- Total Maximum Daily Loads (TMDLs)
- Digital Flood Insurance Rate Map (DFIRM) Development
- Sea-level rise Evaluation Climate Adaptation
- Permitting (both state and federal)
- Environmental Assessments of Contaminated Sites
- Community Rating System (CRS) Consulting
- Water Quality Management Planning
- Water Quality Modeling and Monitoring
- Stream Protection/Restoration
- Wetland Mitigation Plans
- Tidal Flushing Studies
- Vegetation, Wildlife and Wetlands Inventories
- Water-Quality-Based Effluent Limitations Studies
- Mixing Zone Studies
- Stormwater Treatment System Designs
- Floodplain Management
- Watershed Management Studies
- Wetland Assessments and Delineation
- Wetland Mitigation Reports and Documentation



Our staff has extensive experience in stormwater analysis and stormwater systems design for both water quantity attenuation and water quality improvement. Our stormwater system designs have met or exceeded client goals in terms of cost and benefits. Our design team has engineering expertise and natural systems knowledge. We were the lead consultant working with Sarasota County and other state agencies to develop



the first Low Impact Development (LID) design manual to be accepted for design and permitting review in the State. We also assisted the City of Jacksonville in developing their LID manual.

*Politically, State elected officials have had an intense focus on water quality and quantity issues over the past few years* (particularly after some intense red tide and blue/green algae events) resulting in tasks forces and legislation all designed to improve our state waters. Some examples of this include the following.

- Florida Springs & Aquifer Protection Act, 2016
- Biosolids Technical Advisory Committee, 2018
- Potable Reuse Commission, 2018
- Governor's Executive Order 19-12, 2019
- Blue Green Algae Task Force, 2019
- House Bill 1091: Environmental Enforcement, 2020
- Senate Bill 712: The Clean Waterways Act, 2020
- House Bill 53: Public Works, 2021
- Senate Bill 64: Reclaimed Water, 2021
- Senate Bill 1954: Statewide Flooding and Sea Level Rise Resilience, 2021
- House Bill 1379: Environmental Protection, 2023



Not only have we been providing input to the various committees, we have offered insight to the legislative process and tracked the progress of various TMDLs and associated Basin Management Action Plans.

Jones Edmunds has completed contamination assessments through remediation at numerous facilities in all FDEP districts and has excellent working relationships with the waste cleanup sections. Our hydrogeologists have used all techniques for implementing groundwater assessments including soil vapor screening, direct push sampling, geophysics, test borings and groundwater monitoring well installation, hydraulic conductivity field testing, and groundwater quality sampling performed using the FDEP SOPs. We also provide expert environmental site assessment (ESA) services, as well as wetland, listed wildlife species, lead-based paint, and asbestos surveys. Additionally, we have an in-house chemist who is an expert in contamination evaluation and remediation/breakdown chemical processes.

### Public Involvement

Our approach to public outreach is to Listen, Engage, Educate, and Inform the public, elected officials, and relevant agencies about the project on a schedule and in a manner that best fits the project and is consistent with any funding source requirements. This process can include a broad array of activities such as public meetings, meeting one-on-one with business owners, media engagement and even one-on-one meetings with elected officials but early identification of key stakeholders including project advocates goes a long way toward project success.

Jones Edmunds' public outreach activities underpin the entire project but are especially visible during construction when residents are most inconvenienced by project activities. Though the use of newsletters, signage, door hangers and other strategies our public outreach team will keep your residents informed of project activities and impacts. In addition, our construction services team will man a project hotline to take, track and resolve citizen concerns.



### Construction Engineering Services

Jones Edmunds has a long-standing commitment to the special requirements of construction contract administration services. Members of our construction department have the specialized experience required to conduct a highly effective program of resident observation, construction contract administration, and project closeout. We focus on efficiency, practicality, and claims avoidance. We have the experience that enables us to anticipate potential construction issues, delays, and contractual conflicts, giving us the ability to support our clients effectively through the duration of construction as well as the start-up and operational phase.



Services are provided during the construction phase of a project through a cooperative effort between the engineering and construction divisions. The Jones Edmunds Construction Department is staffed with professionals who have hands-on construction industry experience. These professionals are active in the design process, review design documents before phase submittals, and evaluate final plans. This is an important service in the quality program provided by Jones Edmunds.

Cost estimating has always relied on published values; however, due to the uncertain economic times, Construction Costs are changing at a rate faster than published values are being produced. Due to this variability, we have developed our own Cost Estimating database that is updated with actual bid pricing on our projects. Another issue we are currently facing is bid prices increasing between the time of bid opening and the notice of award.



# TAB

## 3.2.5

STATEMENT OF UNDERSTANDING



## Town Goals and Objectives

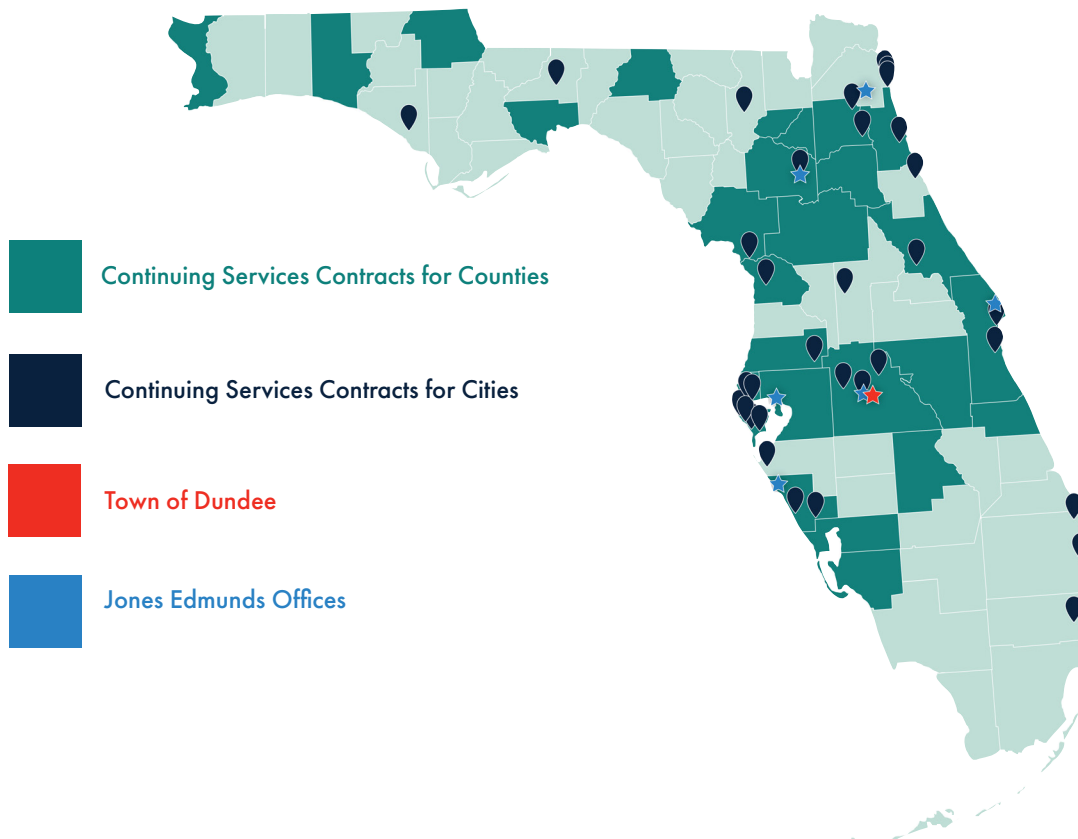
The Town of Dundee is experiencing rapid growth and stressed infrastructure. We understand your goals and objectives are to rehabilitate aging infrastructure, expand services to accommodate growth, and meet today's challenges while planning for success in the future. Addressing such issues on a limited budget in today's tightening regulatory market requires proper master planning, and we are experts in this area. We applaud the Town staff for seeking to meet all of these challenges in an organized and cost-effective manner while maintaining the charm of a small southern town.

## Understanding Continuing Contracts

While we have not worked directly for the Town recently, we have extensive continuing professional consulting service contract experience. At Jones Edmunds, we understand that continuing contracts are a popular choice for projects that require quick completion or have budget constraints. Our experience working with over 50 government entities in Florida will allow us to efficiently manage your task order projects. Our team has diverse expertise, working on continuing contracts with counties, cities, and state and federal agencies. With a team focused on local governments in Florida, we understand the challenges you face daily.

We have been working for many of these clients for decades, which is a testament to the level of knowledge, service, and trust Jones Edmunds provides our clients. At Jones Edmunds, we aim to provide more than an excellent technical product – we aim to be responsive to your needs by listening to and understanding your goals and expectations of project stakeholders and communicating throughout each project phase to achieve the desired outcome. We are committed to providing unrivaled service – a standard our associates work to achieve and are recognized for delivering.

The map below illustrates our considerable engineering consulting service experience with local governments throughout Florida under continuing contracts. Our team's organizational and management structure is client-focused to provide responsive service tailored to the needs of your projects, the level and type of staff



| Client                                  | Continuing Services Since* | Civil/ Environmental Services | Utilities | Roadway Design/Construction Services | Stormwater/ Drainage Design | Water Resources (includes WMP, Modeling, TMDL) | Solid Waste | Parks & Recreation | CEI & Construction Phase Services | GIS | Permitting |
|---|----------------------------|-------------------------------|-----------|--------------------------------------|-----------------------------|--|-------------|--------------------|-----------------------------------|-----|------------|
| Alachua County                          | 1992                       | X                             |           | X                                    | X                           | X  | X           | X                  | X                                 |     | X          |
| Atlantic Beach, City                    | 2015                       | X                             | X         | X                                    | X                           |  |             |                    | X                                 | X   | X          |
| Bay Laurel Center Community Development | 2010                       | X                             | X         |                                      | X                           | X  |             |                    | X                                 | X   | X          |
| Belleair, Town of                       | 2019                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   |            |
| Bradenton, City of                      | 1948                       | X                             | X         | X                                    | X                           | X  | X           | X                  | X                                 | X   | X          |
| Bradford County                         | 2007                       | X                             | X         | X                                    | X                           | X  | X           |                    | X                                 |     | X          |
| Brevard County                          | 2004                       | X                             |           |                                      | X                           | X  | X           |                    | X                                 | X   | X          |
| Brunswick Glynn                         | 2019                       |                               |           |                                      |                             |  |             |                    |                                   | X   |            |
| Cape Canaveral,                         | 2018                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   | X          |
| Charlotte County                        | 2005                       | X                             | X         |                                      | X                           | X  |             |                    | X                                 | X   | X          |
| Citrus County                           | 2001                       | X                             | X         | X                                    | X                           | X  | X           | X                  | X                                 | X   | X          |
| Clay County                             | 1993                       | X                             | X         | X                                    | X                           | X  | X           | X                  | X                                 |     | X          |
| Clay County Utility                     | 2019                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   | X          |
| Clearwater, City of                     | 2001                       | X                             | X         | X                                    | X                           | X  |             | X                  | X                                 | X   | X          |
| Coral Springs, City                     | 2017                       |                               |           |                                      |                             |  |             |                    |                                   | X   |            |
| Crystal River, City                     | 2020                       | X                             |           | X                                    |                             | X  |             |                    |                                   |     |            |
| Dunedin, City of                        | 2017                       | X                             | X         | X                                    | X                           | X  |             | X                  | X                                 | X   | X          |
| Escambia County                         | 2003                       | X                             |           |                                      | X                           | X  | X           |                    | X                                 |     | X          |
| Fernandina Beach,                       | 2018                       | X                             |           |                                      |                             |  |             |                    |                                   |     |            |
| Florida Governmental Utility            | 2012                       | X                             | X         |                                      | X                           | X  |             |                    | X                                 |     | X          |
| Gainesville Regional Utilities          | 1995                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   | X          |
| Gainesville, City of                    | 1990                       | X                             | X         | X                                    | X                           | X  |             | X                  | X                                 | X   | X          |
| Haines City, City of                    | 2010                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 |     | X          |
| Hillsborough County                     | 1998                       | X                             |           |                                      | X                           | X  |             |                    |                                   | X   |            |
| Indian River County                     | 2018                       |                               | X         |                                      | X                           | X  |             |                    |                                   |     | X          |
| Jackson County                          | 2005                       | X                             |           |                                      | X                           | X  | X           |                    | X                                 | X   | X          |
| Jacksonville Beach, City of             | 2006                       | X                             | X         | X                                    | X                           | X  |             | X                  | X                                 | X   | X          |
| JEA                                     | 1984                       | X                             | X         |                                      |                             | X  |             | X                  | X                                 |     | X          |
| Lake City, City of                      | 2001                       | X                             | X         | X                                    | X                           | X  |             | X                  |                                   | X   | X          |

| Client                            | Continuing Services Since* | Civil/ Environmental Services | Utilities | Roadway Design/Construction Services | Stormwater/ Drainage Design | Water Resources (includes WMP, Modeling, TMDL) | Solid Waste | Parks & Recreation | CEI & Construction Phase Services | GIS | Permitting |
|-----------------------------------|----------------------------|-------------------------------|-----------|--------------------------------------|-----------------------------|--|-------------|--------------------|-----------------------------------|-----|------------|
| Lake Clarke Shores, Town of       | 2020                       | X                             |           |                                      |                             | X  |             |                    | X                                 |     | X          |
| Lee County                        | 2006                       | X                             | X         |                                      | X                           | X  | X           |                    | X                                 |     | X          |
| Levy County                       | 2017                       | X                             |           | X                                    | X                           | X  |             | X                  | X                                 |     | X          |
| Madison County*                   | 1971                       | X                             |           |                                      |                             | X  |             | X                  | X                                 |     | X          |
| Marion County                     | 1984                       | X                             |           |                                      |                             | X  | X           |                    | X                                 |     | X          |
| Monroe County                     | 2017                       | X                             |           |                                      | X                           | X  |             |                    | X                                 | X   | X          |
| NASA                              | 1992                       | X                             | X         | X                                    | X                           | X  | X           | X                  | X                                 |     | X          |
| New River Solid Waste Association | 2008                       | X                             | X         |                                      | X                           |  | X           |                    | X                                 | X   | X          |
| North Port, City of               | 2006                       | X                             | X         |                                      | X                           | X  |             |                    | X                                 | X   | X          |
| Oakland Park, City                | 2021                       |                               |           |                                      |                             |  |             |                    |                                   | X   |            |
| Oldsmar, City of                  | 2001                       | X                             | X         | X                                    | X                           | X  |             |                    |                                   |     | X          |
| Orange City, City of              | 2016                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   | X          |
| Orange Park, Town                 | 2011                       | X                             | X         | X                                    | X                           | X  |             |                    |                                   | X   | X          |
| Osceola County                    | 2019                       | X                             |           | X                                    | X                           | X  | X           |                    | X                                 |     | X          |
| Palm Coast, City of               | 2007                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   | X          |
| Panama City                       | 2020                       |                               |           |                                      |                             |  |             |                    |                                   | X   |            |
| Pasco County                      | 2008                       | X                             | X         |                                      | X                           | X  | X           |                    | X                                 | X   | X          |
| Pinellas County                   | 1975                       | X                             | X         |                                      | X                           | X  |             |                    | X                                 | X   | X          |
| Polk County                       | 1996                       | X                             | X         | X                                    | X                           | X  | X           | X                  | X                                 | X   | X          |
| Polk Regional Water Cooperative   | 2019                       | X                             | X         |                                      | X                           | X  |             | X                  | X                                 |     | X          |
| Putnam County                     | 1992                       | X                             | X         | X                                    | X                           | X  | X           |                    | X                                 | X   | X          |
| Rockledge, City of                | 1988                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 |     | X          |
| Sarasota County                   | 2006                       | X                             | X         |                                      | X                           | X  | X           |                    | X                                 | X   | X          |
| Sarasota, City of                 | 2015                       |                               | X         |                                      |                             |  |             |                    |                                   |     | X          |
| SJRWMD                            | 1997                       | X                             | X         |                                      | X                           | X  |             |                    | X                                 | X   | X          |
| Solid Waste Authority of Palm     | 2019                       |                               |           |                                      |                             |  |             |                    |                                   | X   |            |
| SRWMD                             | 1991                       | X                             |           |                                      | X                           | X  |             |                    | X                                 |     | X          |
| St. Augustine, City               | 2014                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   | X          |
| St. Cloud, City of                | 2003                       | X                             | X         | X                                    | X                           | X  | X           |                    | X                                 | X   | X          |
| St. Johns County                  | 1993                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   | X          |



| Client               | Continuing Services Since* | Civil/ Environmental Services | Utilities | Roadway Design/Construction Services | Stormwater/ Drainage Design | Water Resources (includes WMP, Modeling, TMDL) | Solid Waste | Parks & Recreation | CEI & Construction Phase Services | GIS | Permitting |
|----------------------|----------------------------|-------------------------------|-----------|--------------------------------------|-----------------------------|--|-------------|--------------------|-----------------------------------|-----|------------|
| St. Petersburg, City | 2019                       | X                             |           | X                                    | X                           | X  |             |                    | X                                 | X   | X          |
| SWFWMD               | 2003                       | X                             |           |                                      | X                           | X  |             |                    | X                                 | X   | X          |
| Tallahassee, City of | 2012                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   | X          |
| Tampa, City of       | 2010                       | X                             | X         | X                                    | X                           | X  | X           |                    | X                                 |     |            |
| Tequesta, Village of | 2020                       |                               |           | X                                    | X                           |  |             |                    |                                   | X   | X          |
| Union County         | 2008                       | X                             |           |                                      | X                           |  | X           |                    |                                   |     | X          |
| Venice, City of      | 2016                       | X                             | X         | X                                    | X                           | X  |             |                    | X                                 | X   | X          |
| Volusia County       | 2007                       | X                             | X         |                                      | X                           | X  | X           |                    | X                                 | X   | X          |
| Wakulla County       | 2000                       | X                             | X         | X                                    | X                           |  | X           |                    | X                                 | X   | X          |
| Wildwood, City of    | 2016                       | X                             | X         | X                                    | X                           |  |             |                    | X                                 |     | X          |
| Winter Haven, City   | 2012                       | X                             | X         |                                      |                             | X  | X           |                    |                                   | X   | X          |
| Yankeetown, Town     | 2018                       | X                             | X         | X                                    | X                           | X  |             | X                  | X                                 | X   | X          |
| Zephyrhills, City of | 2013                       |                               | X         |                                      |                             |  |             |                    | X                                 |     | X          |



TAB 3.2.6 SIMILAR PROJECT  
EXPERIENCE

# TAB

## 3.2.6

SIMILAR PROJECT  
EXPERIENCE

# Utilities Continuing Services

## City of Zephyrhills, FL

**Project Start:** 2013

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

City of Zephyrhills  
 John Bostic  
 Utilities Director  
 813.780.0008  
 jbostic@ci.zephyrhills.fl.us  
 5344 9th Street  
 Zephyrhills, FL 33542-4312

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- Anthony Holmes, PE
- John Horvath, PE
- Tom Friedrich, PE, BCEE
- Mike Clark, PE
- Gregg Fruecht

**Applicability to Evaluation of this RFQ:**

- Wastewater Collection, Treatment & Disposal
- Hydrology
- Groundwater
- Lift Station Design
- Hydraulic Modeling
- Reuse Facilities Planning and Design
- Grant Funding Assistance
- Electrical Engineering

**Jones Edmunds has been serving the City of Zephyrhills under continuing services contracts since 2013.** We have provided Utilities and Water Supply services for projects such as a Utility Rate Study, Lift Stations, Force Mains, Well Rehabilitation, Upgrades to the WWTP, Water, and Wastewater Master Plans, Environmental Monitoring Plans, and Reclaimed and Water Main Extensions. We have also provided SRF assistance for the City’s water and wastewater projects. Below are descriptions of projects similar to the needs of the Town of Dundee.

**US 301 Interconnect and Booster Pump Station:**

Due to increasing growth, the City of Zephyrhills expects its raw water production to reach capacity soon. As a result, the City entered into an agreement with its neighbor, the City of Dade City, to purchase water to meet the City’s future potable water needs.



This water will be delivered to the city through a water main and booster pump station installed on the west side of US 301. Jones Edmunds performed the engineering design, hydraulic analysis, coordination, and permitting with FDOT (while a parallel FDOT project was ongoing simultaneously) and provided construction services and start-up commissioning of the system. In addition, Jones Edmunds worked with the City, the FDEP, and SWFWMD to obtain legislative funding for the project. The elements of this project include the following:

- Install 16,000 linear feet of 12-inch PVC water main within FDOT right-of-way along the west side of US 301.
- Install 1,300 feet of 12-inch PVC water main within the City right-of-way along Kossik Road.
- Install horizontal directional drills at appropriate road and driveway crossings to minimize the interruption of local traffic.
- Install a pump station that will include adjustable-speed pumping designed to boost the pressure at the midway between the two communities. This interconnection also allows flow in the reverse direction from Zephyrhills to Dade City should the need arise.

(Final Cost: \$298,930 - Engineering, \$2,198,490 - Construction; Completion: 2018)

**WRF – Effluent Disposal Options:** The City currently sends 0.34 MGD to various reclaimed water customers and discharges the remaining 1.27 MGD of unused effluent to RIBs at a nutrient level of up to 8 mg/L Total Nitrogen (TN). The RIBs are located within the Crystal Springs spring shed at the Zephyrhills municipal airport. To reduce nutrient loading to the Crystal Springs spring shed, the city is updating its wastewater treatment plant to reduce the nitrogen in the effluent disposed to groundwater to less than 1 mg/L. Jones Edmunds has been working with the city to identify alternate disposal options for their existing RIBs. Jones Edmunds has performed soil borings and collected groundwater level data from sites identified by the City to evaluate effluent disposal capacity via RIBs or infiltrating wetlands. We prepared a technical memorandum summarizing the field investigation results and recommendations regarding effluent disposal options for the various sites. We are now working with the city to evaluate the use of a former mine pit for effluent disposal. Jones Edmunds prepared a load test plan to pump water into the pit and measure infiltration rates for evaluation. We coordinated with the mine, SWFWMD, and FDEP for approval to complete the testing and a modification of the mine’s Environmental Resource Permit. We received approval for the testing and are now installing the monitoring equipment to complete the test. (Final Cost: \$68,940; Completion: Ongoing)



## Utilities Continuing Services

### City of Winter Haven, FL

**Project Start:** 2012

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

City of Winter Haven  
 Gary M. Hubbard, PE  
 Utilities Director  
 863.298.5470  
 ghubbard@mywinterhaven.com  
 401 6th Street Southwest  
 Winter Haven, FL 33880

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- Tom Friedrich, PE, BCEE
- Anthony Holmes, PE
- Jamila Morrison
- Sean Menard, PE, CDT, ENV SP, Asooc. DBIA
- Mike Clark, PE
- Jeremy Reynolds
- Tom Blush

**Applicability to Evaluation of this RFQ:**

- Design of improvement to utility facilities
- Hydraulic and Treatment Plant process modeling
- Permitting
- Bidding
- Construction Administration

**Jones Edmunds has served the City of Winter Haven under a continuing services contract since 2012.** A few examples of our work include Reclaimed Water Pipeline and Master Force Main Design and Permitting, WWTP Aeration Control Modifications, and WWTP #3 Filter No. 1 Addition.

**Master Lift Station Design and Construction Services:**

Jones Edmunds provided design, permitting, and bidding and construction-phase engineering services for the Master Lift Station. The Master Lift Station is



a complete replacement of the existing lift station. Construction was completed in June 2018. Construction services included submittal review, responding to Contractor requests for information, progress meetings, site visits to resolve issues, technical support to the City, pay application reviews, and related support services. In addition, we provided resident observation services to document that the Master Lift Station is constructed in accordance with the Contract Documents and that the City’s interests are protected. Jones Edmunds also led a Value Engineering review with the Contractor and City personnel to reduce the construction costs by almost \$900,000. (Final Cost: \$348,722 - Engineering, \$3,027,000 - Construction; Completion: 2019)

**WWTP #3 Filter No. 1 Addition:** The City of Winter Haven retained Jones Edmunds to design, permit, and provide construction services for the Wastewater Treatment Plant (WWTP) No. 3 Filter No. 1 Addition. The primary components of the project include the design and construction of a traveling bridge sand filter and the accompanying yard piping, electrical equipment, and control systems. In addition to the construction of the new filter, the existing filters were rehabilitated including replacement of porous plates, media, and control programming. (Final Cost: \$245,256; Completion: 2019)

**WWTP2 Aeration Control Modifications:** The City of Winter Haven retained Jones Edmunds to design, permit, and provide

construction services for the WWTP No. 2 Aeration Control Modifications. The primary components of the project include modification of WWTP No. 2’s aeration basin air-flow controls, mainly consisting of motor-operated air-flow control valves installed into existing piping; new adjustable-speed drives and inverter-duty blower motors; motor-control center electrical modifications; and associated field instrumentation and conduit/wiring. (Final Cost: \$105,083; Completion: 2020)

**Direct Potable Reuse Study:** Jones Edmunds conducted a feasibility study for the implementation of a direct potable reuse system at WWTP #3 to potentially supply a new water treatment facility adjacent the existing wastewater plant. This project evaluates the feasibility of treating reuse water to potable standards and determined the most beneficial uses of reuse water under various hydrologic conditions. (Final Cost: \$158,765, Completion: 2021)

## Continuing Utilities Services

### City of Haines City, FL

**Project Start:** 2010

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

James Keene  
 Director Utilities  
 863.421.3695  
 jkeene@hainescity.com  
 426 Claude Holmes Sr. Avenue  
 Haines City, FL 33845

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- Tom Friedrich, PE, BCEE
- Anthony Holmes, PE
- Dave Plavcan, PE
- Sean Menard, PE, CDT, ENV SP, Asooc. DBIA
- Jamila Morrison

**Applicability to Evaluation of this RFQ:**

- Design of improvement to utility facilities
- Hydraulic and Treatment Plant process modeling
- Permitting
- Bidding
- Construction Administration

**Jones Edmunds has been providing utilities, environmental, and civil engineering services on a continuing basis for the City of Haines City since 2010.** We are currently serving the City under comprehensive Water Resources Continuing Contracts that include Stormwater/Drainage, Wetland Science, Water Quality and Watershed Management, and Construction Administration projects. Below is a sampling of the work we have completed with the City under these and other project specific contracts.



**Robinson Force Main Phase 1:** To address an aging system, hydraulic bottlenecks, and future growth, Jones Edmunds designed a new master lift station and force main and re-routed flows within the existing wastewater collection system to alleviate flows to overloaded sections of the system. Jones Edmunds used a dynamic hydraulic model to confirm the sizes and configuration of the proposed new facilities as well as identify impacts and needed improvements to other lift stations. The force main is approximately 12,850 linear feet of 16- and 20-inch pipe. The design improvements included replacement of two old package lift stations, significant refurbishment of two other lift stations, and replacement pumps for several other lift stations. (\$1,085,782, Completion: Ongoing)

**Haines City WWTF Assessment:** Jones Edmunds provided an in-depth review of the mechanical and operational condition of the facility and effluent disposal system and identify areas of improvement that will keep the facility in compliance. (\$60,600, Completion: 2022)

**Headwork and Downstream Piping Evaluation:** Jones Edmunds evaluated the hydraulic capacity of the headworks facility at the City’s Wastewater Treatment Plant (WWTP). The evaluation included hydraulic analysis of the short-term influent flow rate, plant lift station flows to the downstream piping, the hydraulic profile from the headworks to the splitter box, and assessment of other piping and valves that were contributing to the observed hydraulic deficiencies at the head of the WWTP. (\$24,900, Completion 2018)

## Continuing Utilities Services

### City of Leesburg, FL

**Project Start:** 2005

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

City of Leesburg  
Cliff Kelsey  
Public Works Director  
352.435.9442  
Cliff.Kelsey@leesburgflorida.gov  
PO Box 490630  
Leesburg, FL 34749

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- Elizabeth Kennelley, MS, CEPM
- Troy Hays, PG
- Anthony Holmes, PE
- Sean Menard, PE, CDT, ENV SP, Assoc. DBIA
- Jamila Morrison
- Tom Friedrich, PE, BCEE
- Rasahn Martin, EI

**Jones Edmunds has been serving the City of Leesburg under a continuing services contract since 2005.** Under this contract, we have provided Utilities, Water Resources, Civil Design, Solid Waste, Hydrogeology, GIS/Ecology, Environmental, and Construction Administration services.

**Treadway Water Main Design:** Jones Edmunds provided professional engineering services for the City of Leesburg to design and prepare permitting and construction/bid documents related to poor stormwater drainage conditions and localized flooding along Beecher Street and at the Griffin Road intersection. **(\$74,049, Ongoing)**



**Turnpike WRF Dewatering Facility Improvements:** Jones Edmunds' work for this project included preliminary and final design, permitting, bidding assistance, and construction administration services for the installation of a dewatering facility and capacity improvements to the City's on-site lift station. **(\$123,000, Completion: 2018)**

**Leesburg Consumptive Use Permit (CUP) Assistance:** The City recently received a revised CUP 94-16 that updated the City's service area. Through this modification, the City's CUP allocations were unchanged in total and for the Main, Royal Highland, Highland Lakes, and Airport and Mall wellfields through 2030. The City also recently completed the Southwest Potable Water System Master Plan, which evaluated alternatives to meet the projected potable water demands of the southwest portion of the City's service area. One recommended alternative considered including reallocating CUP capacity from the Main, Airport, and Mall WTPs to the Highland Lakes WTP in addition to an overall increase in CUP capacity. Jones Edmunds coordinated a meeting with SJRWMD to discuss the reallocation and increase in the City's CUP capacity and to understand the analysis that will need to be completed as a part of a CUP modification or application. **(\$8,200, Completion: 2020)**

**Municipal Landfill - Compliance Monitoring Services:** Jones Edmunds has performed permit compliance monitoring for the City of Leesburg Sanitary Landfill, Class I - Closure, including groundwater, surface water, and landfill gas monitoring, laboratory analysis, and reporting. Jones Edmunds also helped rehabilitate an old dump site. **(~\$20,000 annually, Ongoing)**



# Civil/Stormwater Engineering Continuing Services

## St. Johns County, FL

**Project Start:** 1993

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

St. Johns County  
 Greg Caldwell  
 Public Works Director  
 904.209.0132  
 gcaldwell@sjcfl.us  
 2740 Industry Center Road  
 St. Augustine, FL 32084

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- Fred Hoyt, MBA, PE
- Bruce Myhre, PhD, PE
- Matt O’Brien, PE
- Brian Thomas, PE
- Tom Blush
- Jamie Bell, PE

**Applicability to Evaluation of this RFQ:**

- Roadway Design
- Traffic Studies
- Utility Infrastructure Design
- Regulation, Issues/Permitting
- Intersection Improvements
- Pedestrian Sidewalks
- Signs, Pavement Marking

**Since 1993, Jones Edmunds has been providing continuing services to St. Johns County.** Our staff has worked on a variety of projects ranging from civil designs to regional stormwater modeling, National Pollutant Discharge Elimination System (NPDES), roadway utility and stormwater, Total Maximum Daily Loads (TMDL) support, and Geographic Information System (GIS) services.

**Pavement Management Program:**

As part of a multi-year continuing program under multiple Task Orders, Jones Edmunds provided Construction Administration services for the County’s Pavement Management Work Plan roadway projects. These tasks included assisting the County with all phases of the construction, from preconstruction activities to full-time on-site construction observation to project closeout; services of a full-time Resident Observer; and coordination not only with the County’s paving Contractors but with the County’s drainage and pavement marking (striping) Contractors. **(\$2,441,802, Ongoing)**



**Holmes Boulevard – King Street Extension Intersection Improvements:**

King Street Extension Intersection Improvements: Under a Task Order from St. Johns County, Jones Edmunds designed and permitted roadway improvements along Holmes Boulevard from West King Street to Murray Middle School. The project includes turn lane improvements at King Street Extension. This segment of Holmes Boulevard is currently a swale section, while the proposed design consists of a curb and gutter section with a sidewalk on the east side of Holmes



Boulevard. This will provide pedestrian connectivity between the existing sidewalks to the north and south. The project includes coordination with the Community Redevelopment Agency (CRA), Florida Memorial College, and the St. Johns County School District. We coordinated with the County on a Public Meeting to get public input and inform them of the project. **(\$146,056, Completion: 2021)**

**Old Moultrie Road – US 1 to Summerhill Circle:** Jones Edmunds prepared engineering plans for drainage and roadway improvements to Old Moultrie Road from US 1 to Summerhill Circle just south of Kings Estate Road. Originally designed in 2018, but due to funding limitations was not constructed. Under a Task Order to the County, we updated the plans based on current regulations and new private development. Old Moultrie Road is designated as a Major Collector Road by the County but did not meet current standards. The project added 4-foot paved shoulders on both sides of the roadway and a 5-foot-wide sidewalk on the east side of the corridor. We submitted for and obtained a permit exemption through the St. Johns River Water Management District (SJRWMD). Since we avoided wetland impacts, the project did not require the US Army Corps of Engineers or Florida Department of Environmental Protection permitting. **(\$120,467, Completed 2021)**

# Civil/Environmental Engineering Continuing Services

## City of Gainesville, FL

**Project Start:** 1990

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

City of Gainesville  
 John Veilleux, PE,  
 Project Manager  
 352.334.5005  
 veilleuxj@cityofgainesville.org  
 306 NE 6th Avenue  
 Gainesville, FL 32601

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- Bruce Myhre, PhD, PE
- Matt O'Brien, PE
- Brian Thomas, PE
- Tom Blush
- Jamila Morrison

**Applicability to Evaluation of this RFQ:**

- General Civil Engineering
- Parking Lot Evaluations and Design
- Pedestrian Sidewalk
- Watershed Master Planning
- Stormwater Infrastructure Design

**Jones Edmunds has been serving the City of Gainesville under continuing services contracts since 1990 and Gainesville Regional Utilities (GRU) since 1995.** We have worked with the Gainesville Community Redevelopment Agency (CRA) since 2014. Below are relevant project examples.

**Wild Spaces  
 Public Places  
 Boulware Springs  
 Nature Park  
 Planning:** The

City of Gainesville Wild Spaces and Public Places (WSPP) identified a need to renovate the Boulware Springs Nature Park and the historic Water Works building. The nature park is one of the most popular nature parks in the City due to its proximity to the Gainesville-Hawthorne trail. The waterworks building is listed on the National Register of Historic Places but is currently vacant and vandalized. WSPP wants to better integrate the nature park, historic building, parking area, and trailhead to improve the park entry and overall experience, enhance the springs area, and address stormwater and erosion issues. The Jones Edmunds team worked with City staff to complete a limited master planning process to explore potential uses, design options, and phasing for buildout. We began with an initial stakeholder/owner meeting to determine possible design goals and a public stakeholder outreach plan. **(\$66,944, Ongoing)**



**Se 4th Street Boardwalk:** While improving SE 4th Street, the City and its roadway consultant proposed an elevated boardwalk to save four trees that prevented the sidewalk's continuation on the road's west side. The City requested Jones Edmunds design a Permatrak (reinforced, precast concrete members) elevated boardwalk, approximately 5 feet wide and 250 feet long, connecting to sidewalks and spanning Sweetwater Branch. A unique feature of the project was the design of a drainage culvert under the elevated boardwalk. Jones Edmunds verified that the design details meet the Florida Building Code requirements and the site-specific geometric and soil conditions. **(\$68,088, Completion: 2022)**



# Solid Waste Management and Environmental Consulting Services

## Polk County, FL

**Project Start:** 1996

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

Polk County Waste & Recycling Division  
Dale Henderson  
Director  
863.284.4319, ext. 202  
dalehenderson@polk-county.net  
10 Environmental Loop South  
Winter Haven, FL 33880

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- George Reinhart, PhD, PE
- Ken Vogel, PE
- Tobin McKnight, PE, BCEE
- Carol Sawyer, PE
- Matthew Morse, PE
- Jamila Morrison
- Brian Thomas, PE
- Bruce Myhre, PhD, PE
- Elizabeth Kennelley, MS, CEPM
- Sean Menard, PE, CDT, ENV SP, Assoc. DBIA

**Jones Edmunds has provided a wide range of services at the North Central Landfill (NCLF), the Northeast Landfill, and the Southeast Landfill since 1996, including a pre-development plan, bioreactor design, exposed geomembrane closure design, expansion design, water quality support, and permitting.** Jones Edmunds designed the Phase II bioreactor featured on the History Channel show Modern Marvels. We also completed the 60-acre Phase III Expansion and associated ERP at the NCLF in 2007. In 2015, Jones Edmunds completed the Phase V Expansion and associated ERP, working jointly with County staff to prepare the design and permit application. Jones Edmunds is currently finishing up the Phase VI in-fill project. Example projects are provided below.

**North Central Landfill Phase VI:**

Jones Edmunds designed and permitted the Phase VI Class I landfill in-fill at the NCLF. This highly complex design and construction project includes



excavation and relocation of more than 30,000 cubic yards of hurricane debris, modification of the subgrade GCCS, a double geogrid system for control of differential settlement in the liner system over an existing closed Class III landfill, dual pump stations with both submersible and above grade pumps, and a ballast design to prevent wind uplift failure of the more the 14 acres of the exposed secondary bottom liner. The project included design

and permitting, geotechnical investigations, construction administration, and resident observation services. The two-phase construction project is complete and we are in the process of finalizing the completion report for the second phase. (\$2,836,585, Ongoing)

**North Central Landfill Leachate Disposal:** Jones Edmunds has worked with Polk County Waste & Recycling since 2004 on various projects, evaluating and designing management options for the leachate generated at the NCLF. In 2004, we designed and provided construction assistance and operational training and assistance for the first full-scale landfill bioreactor at the Phase II landfill, allowing the County to manage more than 19 million gallons of leachate in the NCLF Phase II landfill. This project was featured on the television program Modern Marvels. Jones Edmunds provided project design, bidding, and construction-phase services, including resident observation, contract administration, construction-completion certification reports, and startup and training services after construction. After discontinuing discharge to the sewer system, Polk County Utilities retained Jones Edmunds's services to develop design-build requirement documents for a future leachate treatment system located on the Polk County Central Landfill site. Both the Solid Waste and Industrial Wastewater Permits for the system have been received, and the project is currently in construction.

(\$49,879, Ongoing)



# Solid Waste Management and Environmental Consulting Services

## Highlands County, FL

**Project Start:** 2010

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

Highlands County  
Robert Diefendorf  
Project Manager  
863.402.7786  
Rdiefend@hcbcc.org  
505 S. Commerce Avenue  
Sebring, FL 33870

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- Elizabeth Kennelley, MS, CEPM
- Tobin McKnight, PE, BCEE
- George Reinhart, PhD, PE
- Carol Sawyer, PE
- Matthew Morse, PE
- Ken Vogel, PE
- Troy Hays, PG

**Jones Edmunds has been working on projects for Highlands County since 2010.**

Over the past 12 years, we successfully completed work and provided significant cost savings to the County through our collaborative approach. Similar project examples are provided below.

**Class I Landfill Expansion:** Jones Edmunds was selected to provide professional services for the design and permitting of the next 18-acre Class I Landfill cell. Services included siting and environmental clearances; fill sequencing and liner phasing; geotechnical stability; facilities planning; traffic flow and cell access layout; groundwater monitoring plan, leachate system layout and management, and leachate treatment system; grading, drainage, and erosion control; stormwater pollution control; drainage structures and detention basins; pumping systems; landfill expansion and optimization; air permitting; final cover and closure design plans; preparation of bid documents; bid services; construction administration; construction observation; construction quality control and assurance, certification of construction completion; acquisition of permits; modification of permit to operate; and initial startup operation support services. The work included preparing a preliminary engineering report (PER) that summarized the preliminary design elements, site investigations, preliminary construction cost estimate, and any options for developing the cell for consideration by the County.

(\$1,771,564, Ongoing)

**Compliance Reporting:** Jones Edmunds has been providing water quality reporting services to Highlands County since 2011. This work includes quarterly and semiannual water quality reporting, groundwater contour maps, water-quality technical reports, permit renewal packages, and landfill final closure/end of long-term care assistance. We provide water quality reporting services for three County solid waste facilities. We process and review field data, laboratory data, and ADaPT files and prepare groundwater contour maps for the quarterly and semiannual water quality reports for the three facilities and prepare quarterly leachate reports for the Highlands County Solid Waste Management Center (HCSWMC). We have also prepared the technical reports and permit renewal packages for the landfill cells and are helping the County with a compliance issue at the leachate treatment plant. Before 2013, we provided water quality reporting services for the Highlands County Avon Park Class III Landfill and the Highlands County Sebring C&D Disposal Landfill. Jones Edmunds assisted the County with successfully ending long-term care at both landfills in 2012. (\$565,565, Ongoing)

# Civil/Stormwater Engineering Continuing Services

## City of Tallahassee, FL

**Project Start:** 2012

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

City of Tallahassee  
 Jamie Freeman  
 Program Engineer  
 850.891.2751  
 Benjamin.Freeman@talgov.com  
 408 N. Adams Street  
 Tallahassee, FL 32301

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- Brett Cunningham, PE, ENV SP
- Khansith Bouphe, PE, GISP
- Tom Blush
- Brian Rosenfeld, GISP
- Jeremy Reynolds
- BJ Bukata, MS, PWS, AA

**Applicability to Evaluation of this RFQ:**

- Stormwater Drainage Design
- Flood and Erosion Control
- Hydraulic Modeling

**Jones Edmunds has been providing stormwater engineering services on a continuing basis for the City of Tallahassee since 2012.**

Our assignments on these contracts have included Stormwater Master Planning, Stormwater Model Peer Review, Water Quality Improvement Design, and Flood Mitigation Design to name a few.

**Myrick Road-Skyland Drive Ditch Enclosure:** Jones Edmunds is performing design, construction plan preparation, permitting, and public outreach assistance for enclosure of the Myrick Road- Skyland Drive stormwater ditch. The purpose of the project is to limit impacts of erosion, improve maintenance access, and improve the overall safety of the system. The design includes enclosure of the existing ditch with large-diameter pipes/box-culverts, identification of permanent and temporary easements, relocation of gravity sewer, and erosion protection. (\$111,859, Ongoing)

**Citywide Inundation Modeling:** The City identified the importance of understanding inundation risk outside the limits of the existing FEMA flood hazard mapping extents. Jones Edmunds assisted with developing this expanded understanding of flood risk by developing a 230-square-mile planning-level 2-D inundation model that covers the City and portions of Leon County. The model represents overland flow based on LiDAR data and considers primary stormwater structures such as culverts, weirs, and inlets. The model was calibrated to water level data and verified against FEMA base flood elevations. Jones Edmunds used the model to develop maps showing inundation depths and extents for storms ranging from the 10-year to the 1,000-year storm. (\$150,114, Completion: 2020)

**Pensacola Street Outfall:** Jones Edmunds performed preliminary engineering, design, permitting, and construction plan preparation for over 1,200 linear-feet of 54-inch-diameter stormwater pipe in an urban corridor just south of Florida State University. The project concept was identified by Jones Edmunds during our work on the City's Downtown Stormwater Master Plan. The final design also included ancillary drainage structures, pedestrian improvements, and relocation design for City-owned utilities. The project required extensive coordination with electric, water, sewer, gas, and telecom utilities in the corridor. (\$339,760, Completion: 2020)

**Pinewood Drive-Delta Court Improvements:** The objective of this project was to identify potential stormwater retrofit projects to address the existing flooding problems on Pinewood Drive. Jones Edmunds created and validated an existing conditions H&H model, evaluated three stormwater retrofit alternatives, developed engineering estimates of probable cost, recommended an alternative to move forward with, and is currently preparing construction plans and specifications for the recommended improvements. (\$174,658, Completion: 2021)



## Continuing Services Contract

### Hillsborough County, FL

**Project Start:** 2009

**Project Completed:** See individual projects to the right

**Client Name and Contract Information:**

Hillsborough County  
 Michaud Burgos  
 Project Manager  
 813.307.1844  
 burgodm@hillsboroughcounty.org  
 601 E. Kennedy Blvd.,  
 Tampa, FL 33602

**Project Staff Involved from the Proposed Project Team as Listed on the Organization Chart:**

- Brett Cunningham, PE, ENV SP
- Tracy Dayton, PE, CFM, ENV SP
- David Jones, PE, GISP
- Thy Do, PE, CFM
- Khan Bouphe, PE, GISP

**Applicability to Evaluation of this RFQ:**


- Hydraulic Modeling
- Flood and Erosion Control
- Water Quality Modeling

**Jones Edmunds has been serving Hillsborough County continually under miscellaneous service contracts since 2009**, providing Drainage Design, Watershed Modeling, and GIS Services as well as a host of special services including Software Development and SCADA System Design. Two relevant task orders from the currently active miscellaneous services contract (Miscellaneous Professional Engineering Services Environmental/Stormwater) are described below:

**Lake Mead Flood Control Alternative Analysis & Final Design:** This fast-tracked project exemplifies the service and innovation the County has come to expect from Jones Edmunds. We modeled, developed a BMP, and constructed the project in just 9 months. In addition, this project was unique in that the masterplan model was modified for continuous simulation to solve a volume-related flooding problem in a closed basin. The model results provided a basis for the pump station design as well as a way to quantify benefits. Located in the Hillsborough River Watershed, the Lake Mead basin is a closed basin encompassing a residential neighborhood with frequent flooding problems. Jones Edmunds performed an alternatives analysis to determine the preferred method for lowering flood stages in the lake and designed the recommended project. To evaluate pumping alternatives, a continuous simulation was prepared by changing the hydrology method in the model, adding additional water budget components such as evapotranspiration and groundwater, and then connecting the revised model components to the hydraulic network from the initial event-based model. Coincidentally, Jones Edmunds was conducting a monitoring program nearby at Lake Mango, which provided excellent calibration data as well as continuous

rainfall data for the 2017–2018 period. Jones Edmunds provided final design drawings and specifications for the pumping station and related sitework. Construction services were provided and provision of power was coordinated with TECO. The Lake Mead system was placed into operation at the beginning of the 2019 wet season and kept water levels at acceptable levels. (\$112,855, Completion: 2019)

**Little Manatee River WMP Update:** This recent model update provides an example of how Jones Edmunds can provide model updates very quickly and cost effectively. In the case of Little Manatee, the cost to update for new developments and topography was only about \$820 per square mile. Sometimes it is beneficial to update a model used as basis of design before beginning a project. Designing a BMP concept from an earlier WMP could potentially result in over or under design. In this project, a BMP at Surrey Trail that had appeared to be much needed based on an earlier study was not needed at all once the model was updated. Jones Edmunds updated the Little Manatee River WMP by adding additional detail to reflect new developments, updating basin delineations and overland connections based on new LIDAR, and recalculating stage storage and other model parameters. Jones Edmunds then re-calibrated and reverified the model to ensure model accuracy. The model was merged with surrounding models to refine the boundary flows between the updated model and the surrounding watersheds. (\$199,754, Completion: 2023)







# TAB

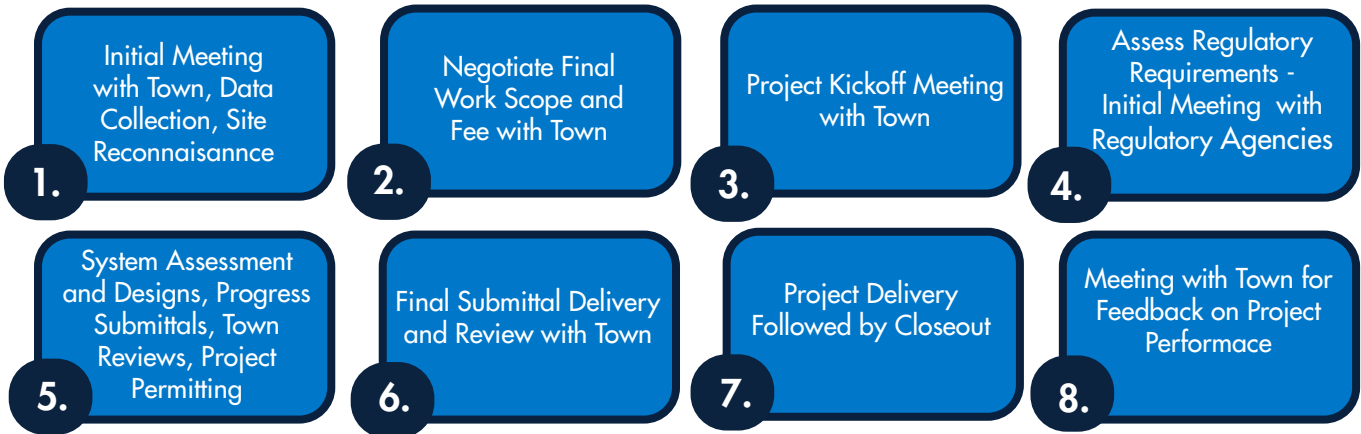
## 3.2.7

WORK PLAN &  
AVAILABILITY OF  
RESOURCES

TAB 3.2.7 WORK PLAN &  
AVAILABILITY OF RESOURCES

### Approach to Continuing Contracts

Our philosophy is structured around clients and projects. The flow chart below summarizes our established approach for completing assignments under a continuing miscellaneous professional services contract. Although each project is unique and has specific requirements to be addressed, we found this general approach to be a highly effective basis for completing virtually any assignment.

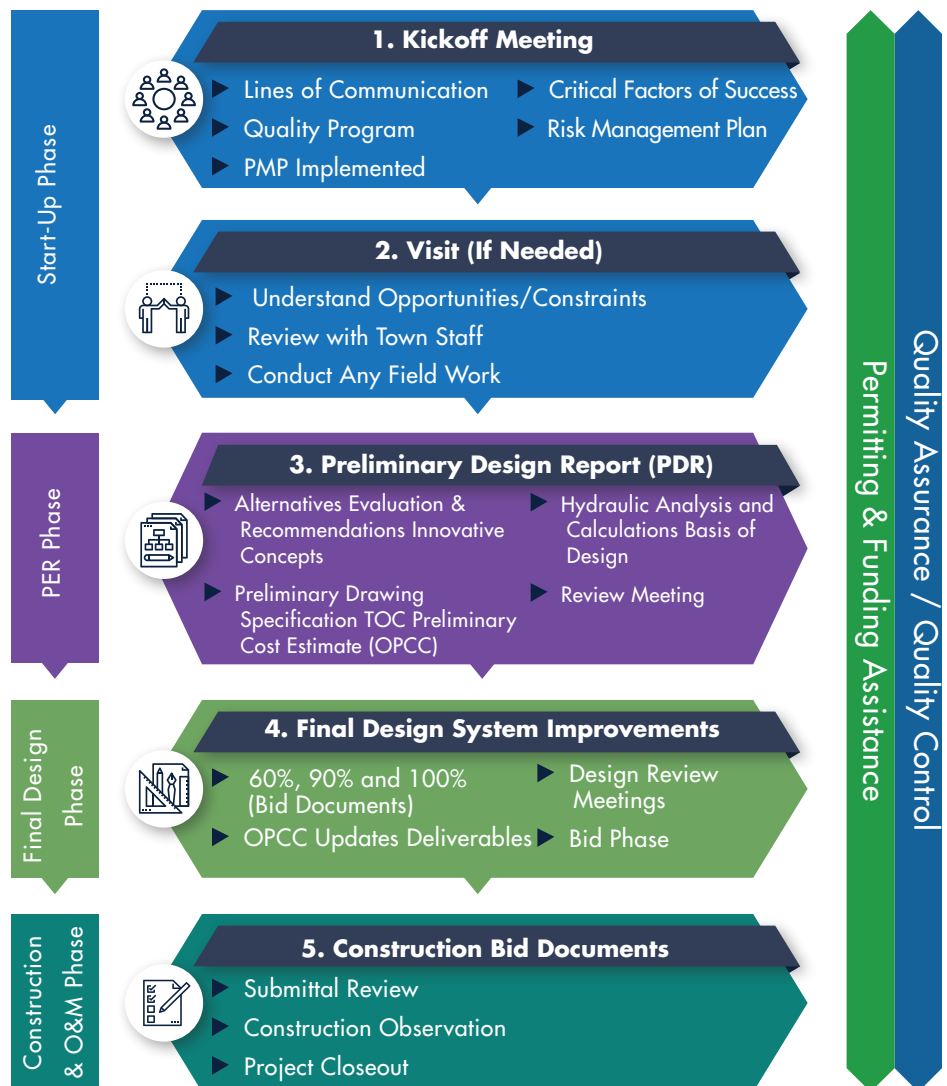


The Project Manager and team will be assigned based on the type of work and the required expertise. The first step in completing a successful task assignment will be identifying a complete scope of services and schedule. We will begin each project by meeting with Town staff to discuss and understand the Town’s goals and expectations for the project. A typical project will follow the chart below. The subsequent sections describe these items in more detail.

### Managing the Project

Once the Town approves our task order, we will hold a kick-off meeting to review the project scope, budget, schedule, and other elements of our Project Plan (discussed below); transfer information; and establish administrative procedures including lines of communication, schedules, contacts, and priority issues.

### Project Management Plan Flowchart



Jones Edmunds' success in meeting project schedules and controlling costs is partly due to our strong and flexible project management procedures.

Our team's work assignments will start with a Project Plan. This Plan is a written document developed by our Project Manager with input from the client and key project team members. The Plan provides a mechanism to distribute to the entire project team fundamental project information critical to a successful project by outlining the scope of work, identifying team personnel including individual responsibilities, defining the project schedule, identifying quality assurance and quality control (QA/QC) personnel, establishing a communications plan, and outlining methods for reporting progress on the work assignment to the Town. The Project Plan:

- Will be customized to comply with the Town's and various regulatory requirements.
- Identifies your vision and critical measures of success.
- Provides risk assessment and identifies prevention and mitigation measures.
- Developed by and for the project team and establishes and reinforces individual team members' required level of commitment to achieve the project's goals.
- Communicates to the entire team their roles and responsibilities. It conveys the scope of work, the goals to be completed, and the milestones to be met.
- Allows early identification of concerns to minimize issues later.
- Establishes a QA/QC Plan.
- Provides a road map for the project.

**Selecting the Project Team** With a project scope in place, the Project Manager determines an appropriate project team from the organizational chart presented in Tab 3.2.8. Selection is made based on desired skill, availability, and project schedule. The Project Manager will use the real-time workload data from our corporate resource management system to assemble the project team and reserve their time over the project's entire duration. Our experience has shown that keeping the project team as small as practical is one of the most effective project management techniques to reduce cost, increase efficiency, and improve communications. However, we also have a sufficient depth of experienced professionals, as indicated in our organization chart, whom we can add to the project team to accelerate the schedule or add additional expertise if needed.

**Project Communication Plan** We believe that communication is one of the critical aspects of successful project management. Our Project Manager and your Project Manager will communicate frequently. Our project team will communicate among themselves using tools adapted for each project. We know that regularly provided, tangible assurance of project progress and activities is vital to project success. Open and frequent communication between the Town and the project team is one of the most essential elements of a successful project. Therefore, we will maintain close communication during all projects. Monthly progress meetings will be held to update the Town and other stakeholders on the status of any ongoing project(s), followed up with timely minutes. Project status reports will be provided to update the Town on the tasks completed during the previous period and expected tasks in the upcoming month. These reports will keep the Town current with the tasks being performed and the project on schedule and within budget since we know that no one understands the local community better than Town staff. Our team will collaborate closely with your staff to ensure we know the community's needs and project goals and meet their expectations.

**Schedule Control** Jones Edmunds has a successful history of meeting the needs and schedules of our clients. Through our innovative approaches and effective allocation of staff and resources, we respond to our clients when emergencies arise, as well as deadlines that may result from pre-existing scheduled operations, resident demands, funding application deadlines, greater efficiency demands, or permitting constraints.





With many active continuing contracts, we excel at staffing projects to deliver services and projects. We will continue to use the described workload management approach to ensure that the Town’s projects are allocated personnel matched to the project requirements. Jones Edmunds is prepared to properly commit the necessary resources to complete projects under the Town’s contract. We have procedures, computer software, and databases that allow us to track project progress and monitor available resources for assignments to projects. We monitor projects bi-weekly to ensure we meet all project commitments and properly allocate resources. Jones Edmunds team members meet regularly to determine the percentage of project tasks completed with milestone dates and the budget amount exhausted. Based on this reassessment, we will make additional personnel and resources available to meet established deadlines and budgetary constraints.

**Monitoring and controlling the project schedule includes measuring progress toward the project objectives, evaluating actions needed to reach the goals, and taking appropriate steps.**

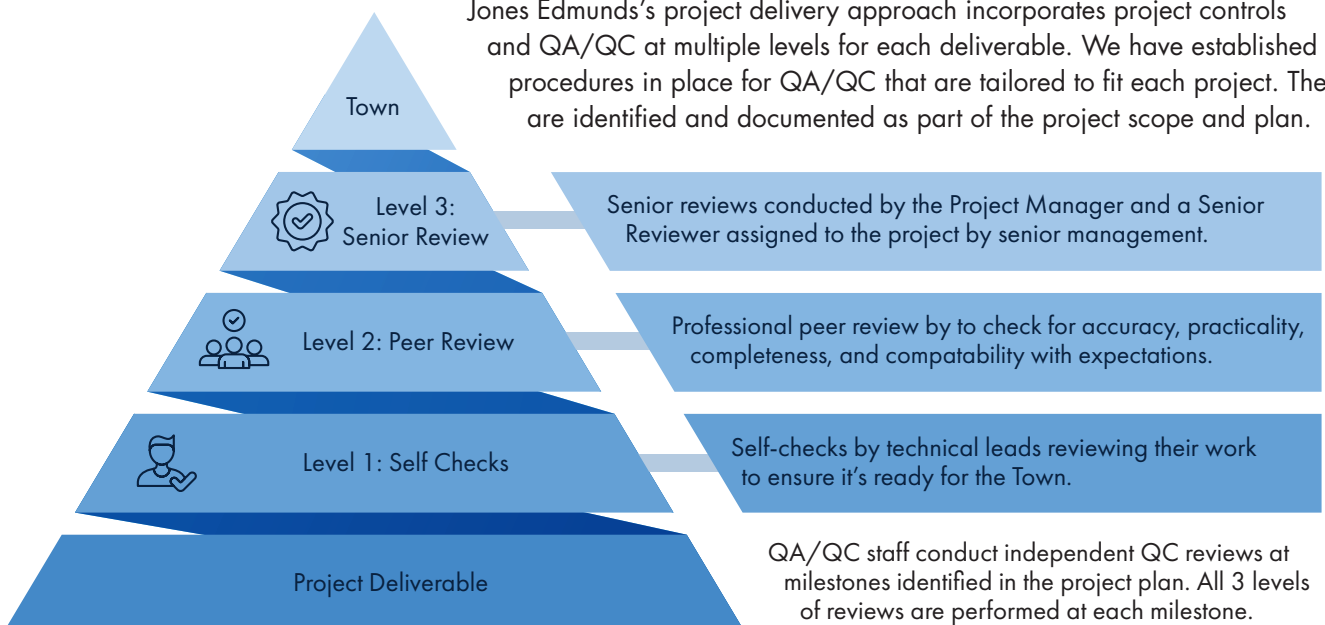
**Cost Control** Cost control is provided through our customized version of Deltek Vision. This industry-leading web interface software incorporates all our business functions, including resource management, project management, accounting, marketing, time-and-expense capture, and billing. The software integrates Jones Edmunds’ departmental operations and procedures and is a centralized hub for efficient resource allocation, project budget, and schedule tracking and reporting. Our Project Managers use these real-time data and their knowledge of the Town’s goals to track performance weekly to monitor and control project costs. The Project Managers will generate various reports through Deltek Vision, sorting project information by task or associate. This functionality will allow them to access data critical to monitoring and controlling project costs efficiently. Jones Edmunds’ internal system of information management ensures the level of planning and the quality of execution needed to meet your goals on this contract.



As with schedule control, our Project Managers will be the first person responsible for cost control. They will be responsible for monitoring day-to-day activities. Our cost control will begin with project brainstorming and scoping. We have a solid track record for accurately budgeting this work and not asking for change orders or amendments. We will deliver what is promised on budget.

**Quality Control and Quality Assurance Process - QC Milestone Reviews**

Jones Edmunds’s project delivery approach incorporates project controls and QA/QC at multiple levels for each deliverable. We have established procedures in place for QA/QC that are tailored to fit each project. These are identified and documented as part of the project scope and plan.



## Our “No Surprises” Approach to Client Communication and Conflict Resolution

Our project management processes continually detect and resolve potential problems so that the quality deliverables expected by both Jones Edmunds and the Town are achieved within the project schedule and budget.

Jones Edmunds’ organizational management is client-focused to provide responsive service that is tailored to your projects.

The Town of Dundee can count on our team to look for ways to meet your goals while maximizing resources, minimizing costs, and providing a high level of service and project delivery from start to finish.

The Jones Edmunds Quality Program provides direction, guidance, and tools to perform consistent and excellent client work.

The Quality Program will apply QA/QC to all project phases – from concept design to construction close-out. QA/QC will continue to be performed effectively early and continually throughout each project. This results in good decisions being made at the right time with an overall increase in efficiency, quality, and satisfaction while reducing project costs and overruns.

### QA/QC Team

The QA/QC team, defined during project plan development, will attend relevant project meetings, stay involved and focused on project objectives, and act as internal consultants who provide input as required. [This approach stresses error avoidance rather than simply error identification.](#)

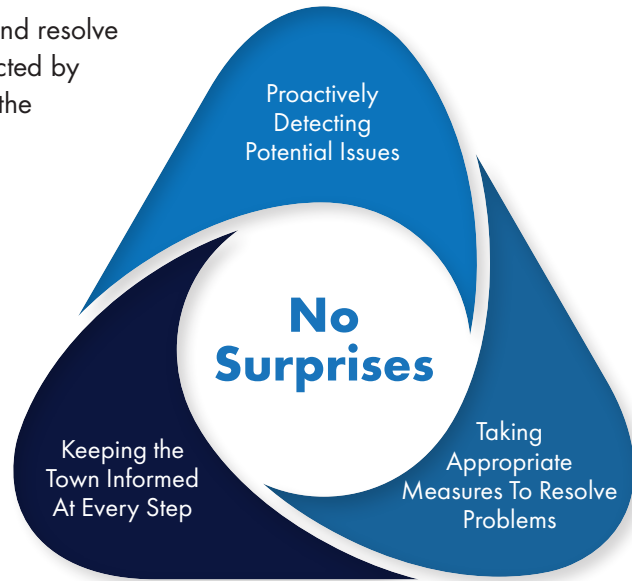
While key to the QA/ QC process, this team does not bear the responsibility alone. One of the strengths of our Quality Program is that it incorporates involvement from all levels of staff, from the construction engineering and inspection team to corporate officers. Ken Vogel, Bill Lynch, and Brett Cunningham have the shared responsibility to see that suitable project reviews take place and are responsible for rigorous checks throughout the life of each project.

These QA/QC procedures are developed and implemented on all our projects to protect our clients, ensuring they get the best service possible. We rely on 85% of work from repeat clients in a smaller footprint than most of our competitors. We know there may not be another project without our ability to produce a quality project. Therefore, quality work and client satisfaction are deeply ingrained in our culture.

### Remedies promptly

Jones Edmunds is known for taking swift and effective action to resolve unexpected problems and challenges, with a commitment to never leaving an issue unresolved. We have a professional and personal obligation to our clients to help resolve problems, regardless of the reason for the issue or the responsible party. The following outlines typical steps we take to help correct a problematic situation:

- [Stop the problem from getting more significant.](#) To effectively address a problem, it’s crucial to prevent it from exacerbating. If necessary, we coordinate a brainstorming session with essential members from various departments within the company to determine immediate measures that can be implemented to mitigate the problem. We prioritize transparency and will consistently keep you up to date on any



developments. Unless you indicate otherwise, we will collaborate with your management and operations staff, as they may possess invaluable perspectives that can aid in resolving the issue.

- **Determine the resolution.** Once the initial issue is mitigated, a final solution can be determined. This may require research, engineering calculations, field inspections, or any possible actions. We will provide the support needed to evaluate options and develop a solution quickly. We will then present our findings and proposed solutions for review and approval. The evaluation and resolution will include the actions required and any cost or schedule implications.
- **Implement the solution.** We will assist you with implementing the changes needed to support the project. This may require meetings with contractors, vendors, governmental officials, permitting agencies, or other parties and interaction during implementation. We regularly take the responsibility of assisting our clients with coordinating the activities needed. Our staff understands the urgency of implementing solutions, and working through these steps efficiently is a point of pride for our team.
- **Negotiate change orders or assign responsibility.** Jones Edmunds has a record of treating all parties involved with problems fairly. We review issues objectively and determine where responsibility lies for the corrective actions. We also look at ourselves and what role we play in the issue. When the review is complete, we will work with the client to negotiate change orders or determine what future actions should be taken to resolve the issue promptly.

### Regulatory Agencies

Jones Edmunds is familiar with Florida permitting requirements, including federal, state, and local requirements. Our team strongly advocates for our clients regarding permitting and regulatory issues. Jones Edmunds' approach is based on our sound technical and professional reputation with members of the regulatory community – a reputation that we have developed over the past 49 years.

We have worked routinely with staff at the Florida Department of Environmental Protection (FDEP), Southwest Florida Water Management District (SWFWMD), US Fish and Wildlife Service (USFWS), US Army Corps of Engineers, Florida Department of Transportation, and Federal Aviation Administration (FAA). We have worked successfully with these agencies to provide engineering solutions while ensuring that the projects meet local, state, and federal requirements. This contract will involve much interaction with local, state, and federal regulatory agencies.

Jones Edmunds has the experience, expertise, and relationships to make the process go smoothly. We have successfully navigated the permitting process with local regulatory agencies hundreds of times recently for several clients. We have proven our ability to work with town, city, county, state, and federal agencies to get things done quickly, efficiently, and on schedule.

### PUBLIC INVOLVEMENT

Our approach to public outreach is to listen, engage, educate, and inform the public, elected officials, and relevant agencies about the project. Jones Edmunds' public outreach activities underpin the entire project but are especially visible during construction when project activities are most inconvenient to residents. Our public outreach team will inform your residents of project activities and impacts through newsletters, signage, door hangers, and other strategies. In addition, our construction services team will set up surveys to obtain, track, and resolve citizen concerns. Our team will work with the





Town to develop a proactive public outreach plan for every applicable project to eliminate surprises and be responsive to the public and the Town's concerns. We provide the following services:

- Coordinate stakeholders
- Conduct public meetings
- Develop presentations and posters
- Develop interactive web maps
- Conduct online webinars and meetings
- Develop online surveys
- Develop mailing lists
- Develop advertisements
- Provide Staffed workstations

### AVAILABILITY OF RESOURCES

Our teams meet regularly to determine the percentage of project tasks completed and to discuss milestone dates and the budget amount exhausted. This allows us to accurately plan ongoing projects and predict schedules during the scoping process. Additionally, with our local team members close together, we hold team meetings where our component leaders can all gather in one room to discuss significant design elements and mark up full-size drawings together, keeping projects moving and on schedule.

Based on our experience, we have provided our key staff's typical availability for continuing contract work. Our key staff is supported by additional team members, not listed, who have further availability and will work under the guidance of our key staff. These non-key staff members typically include engineer interns, CAD designers, and junior professional engineers. We have 128 staff available in the firm, with 36 located within 100 miles.

| Name                          | Availability |
|-------------------------------|--------------|
| Dave Plavcan, MBA, PE         | 60%          |
| Anthony Holmes, PE            | 50%          |
| Tom Friedrich, PE, BCEE       | 40%          |
| John Harvey, PE, LEED AP      | 40%          |
| Richard Koller, PE            | 20%          |
| George Reinhart, PhD, PE      | 30%          |
| Ken Vogel, PE                 | 20%          |
| Tracy Dayton, PE, CFM, ENV SP | 50%          |
| Bill Lynch, PE                | 30%          |
| Troy Hays, PG                 | 40%          |



# TAB TEAM MEMBERS

## 3.2.8

**DAVID PLAVCAN, MBA, PE**  
**Senior Engineer**

Dave serves as a Jones Edmunds Senior Engineer from our Winter Haven office. He has over 37 years of consulting engineering experience in the water/wastewater industry, specializing in design, construction, design-build, client services, and office/project management. He also offers a unique insight into the industry by having previously worked as a general contractor.

**SELECTED PROJECT EXPERIENCE**

[Wastewater Treatment Plant Rehabilitation | City of Dade City | Project Manager](#) | Dave was the Project Manager for the final design and construction of the 1.5 MGD Dade City WWTP, including a 24-inch 4-mile reuse transmission line and 1 MG reuse storage tank.

[Wastewater Treatment Plant | Key Largo | Project Manager](#) | Dave was the final design and construction services PM for a 2.3 MGD SBR WWTP plus a 5.0 MGD deep injection well in Key Largo, including bidding assistance and construction-phase services.

[Wastewater Treatment Facility | City of Deltona | Senior Project Engineer](#) | Dave was the PM constructing a greenfield 1.5 MGD new BNR/MBR process including headworks, lift station, 2 GST, and solids processing facility. The design accommodates plant expansion from 0.5 MGD at startup to 1.5 MGD at complete park build-out, and the plant must meet low-level Total-Nitrogen requirements of less than 3.0 mg/L to meet BMAP requirements for the Springs Basin.

[Robinson Lift Stations Improvements and Lift Station No. 4 | City of Haines City | Engineer of Record](#) | Dave is responsible for the design/construction of 4 sanitary lift stations (17.5 MGD total), including total station rebuild, pumps, piping, wet well, back-up generator, and odor control.

[Harmony Master Lift Station | City of Haines City | Engineer of Record](#) | Dave is the Engineer of Record for the design, bidding, and construction of the 16 MGD master lift station, including bypass pumping, grinder, odor control, and flow metering.

[Wastewater Treatment Plant | NFMP | Columbia County | Senior Engineer](#) | Dave was the Senior Engineer for the design of a 4-stage 0.5 MGD WWTP, including a new Influent Pump station with a Master Manhole, a 4-stage field erected package treatment plant (including equalization basin, digester basin) with the addition of pumps, airlifts, positive displacement blowers, and diffusers. Sludge loading station, leachate storage, pump station, chlorine contact basins with transfer pumps, chemical feed and storage facilities, plant drain pump stations, effluent storage pond, and access road.



**AREAS OF SPECIALIZATION:**

- Land Treatment and Pond Systems Consulting and Engineering
- Program and Project Management
- Permitting, Regulatory Compliance, and Agency Negotiations
- Quality Assurance / Quality Control
- Construction Project Administration

**OFFICE LOCATION:** Winter Haven, FL

**YEARS OF EXPERIENCE:** 37

**YEARS WITH FIRM:** 2

**EDUCATION:**

Master of Business Administration

Bachelor of Science, Civil/  
 Environmental Engineering

**PROFESSIONAL CERTIFICATION:**

Professional Engineer, #54974, FL

## ANTHONY HOLMES, PE

### Senior Engineer

Anthony is a Senior Engineer with Jones Edmunds with over 18 years of experience in water and wastewater engineering, including water supply, advanced waste treatment, storage, transmission, and distribution facilities; wastewater collection, transmission, and treatment facilities; and reclaimed water storage, transmission, and distribution facilities. Anthony is a newly selected board member of the AWWA Standards Council. He also chairs the newly formed AWWA Solids Handling Pump Standard Committee and serves as Chair of the AWWA Submersible Vertical Turbine Pump Committee.

#### SELECTED PROJECT EXPERIENCE

[Marshall Street WRF IPS and Headworks Replacement | City of Clearwater | Engineer of Record](#) | Anthony is leading the design for the new influent pump station and headworks at the 10-MGD WRF. This includes leading internal day-to-day design tasks and coordinating major components from subconsultants.

[Robinson Force Main – Phase I | City of Haines City | Task Manager](#) | Anthony helped design a new master lift station and force main and re-routed flows within the existing wastewater collection system to alleviate flows to overloaded sections of the system. Jones Edmunds' design improvements included replacing two old package lift stations, significantly refurbishing two other lift stations, and replacing pumps for several other lift stations.

[Wastewater Treatment Facility \(WWTF\) Improvements – Headworks and Oxidation Ditch BNR Upgrades | City of Bradenton | Senior Project Engineer](#) | Jones Edmunds completed a preliminary engineering report and design, bidding, and construction administration services for improvements to the City of Bradenton's WWTF to address hydraulic deficiencies at the plant's headworks. We also assisted with a Minor Permit Modification for the WWTF FDEP operating permit and assistance with FDEP SRF funding for construction.

[WWTP AWT Design and Construction | City of Zephyrhills | Senior Project Engineer](#) | Anthony led the AWT design of the filters on this project, where Jones Edmunds provided the engineering and construction services to improve the existing WWTF to meet an effluent annual average TN limit of 3 mg/l as Nitrogen or less.

[Burnt Store WRF Expansion Design | Charlotte County | Project Engineer](#) | Anthony provided engineering support in the planning and preparation of the PDR, including the equipment evaluation and selection, and participated in workshops with the design team and the County.

[East Port Stage 1 through 5, and AWT Improvements | Charlotte County | Project Engineer](#) | Anthony is responsible for designing the 12-MGD expansion headworks and oxidation splitter box with the Engineer of Record. He is also providing engineering design support on the yard piping and layouts.



#### AREAS OF SPECIALIZATION:

- Wastewater Treatment, including BNR
- Wastewater and Reclaimed Water System Engineering
- Optimization Evaluations and Studies
- Capacity Analysis
- Master Planning
- Inspection and Condition Assessment
- Bidding and Procurement Services
- Permitting
- Construction Management

**OFFICE LOCATION:** Winter Haven, FL

**YEARS OF EXPERIENCE:** 18

**YEARS WITH FIRM:** 7

#### EDUCATION:

Bachelor of Science, Civil Engineering

#### PROFESSIONAL CERTIFICATION:

Professional Engineer, #70809, FL



## THOMAS FRIEDRICH, PE, BCEE

### Senior Consultant

Tom is a Senior Consultant and Vice President for the Utility Infrastructure Discipline. He brings over three decades of experience in water and wastewater treatment process design, systems evaluation, master planning, facility project management, and construction administration. Throughout his career, he has led the evaluation, design, and construction phases of numerous water, wastewater, reclaimed, and biosolids engineering projects. Tom offers a wealth of knowledge in assessing water quality, water chemistry, and microbiology of water and wastewater systems, as well as an in-depth understanding of plant operations, performance, regulatory compliance, and assistance with facility permitting issues. He has served as project manager and engineer for water and wastewater planning, program, design, and construction projects ranging from 0.10 to 100 MGD.

#### SELECTED PROJECT EXPERIENCE

[Northeast WRF Blend Tank Improvements | City of Clearwater | Client Services](#) | Tom is the Engineer of Record, providing client services for the refurbishment and upgrade of the two 40-foot-diameter sludge storage and blending tanks to allow off-loading and storage of waste sludge before pumping to the anaerobic digester.

[Marshall Street WRF Mixing Zone | City of Clearwater | Client Services](#) | Tom conducted QC and permitting assistance. Jones Edmunds conducted a mixing study to support a mixing zone modification for trihalomethanes (THMs). The results of the mixing study provided reasonable assurance that the discharge is sufficiently diluted to meet State water quality standards for DBCM and DCBM within the requested mixing zone distance, and increased effluent limits were approved.

[North Pinellas ASR and MAR Feasibility Study | Pinellas County | Project Engineer-QA/QC](#) | Jones Edmunds conducted a feasibility study to identify ASR and MAR concepts to increase the sustainability and resiliency of the County's North County Reclaimed Water System. Tom assisted in developing the screening criteria with the subconsultants. They provided QC for the report and cost estimate on this project.

[Lake St. George Sewer Basin \(LSGSB\) Flow Monitoring | Pinellas County | Project Manager](#) | Tom provided senior-level QA/QC review of all project deliverables on this project where Jones Edmunds evaluated the LSGSB to determine the extent of rainfall-derived infiltration and inflow (RDII) and increased sanitary sewer flow and their impact on the pump capacity of PS 450.

[WWTP AWT Design and Construction | City of Zephyrhills | QA/QC](#) | Tom provided senior-level QA/QC on this project to upgrade the existing BNR facilities to reliably and consistently achieve an effluent TN limit of 3 mg/l or less for Springs compliance. Jones Edmunds provided engineering services: survey, geotechnical, preliminary and final design, permitting, and bidding and construction services to achieve this goal.



#### AREAS OF SPECIALIZATION:

- Master & Facilities Planning
- Water and Wastewater Treatment Process Design
- Biological Nutrient Removal (BNR) and Advanced Treatment
- Water Quality, Water Chemistry, and Microbiology
- Regulatory Permitting and Compliance
- Construction Administration of Treatment Facilities
- Industrial Wastewater/ Landfill Leachate Treatment Design
- Biosolids Treatment, Disposal, and Management

**OFFICE LOCATION:** Tampa, FL

**YEARS OF EXPERIENCE:** 33

**YEARS WITH FIRM:** 21

#### EDUCATION:

Master of Science, Environmental Resource and Engineering  
 Bachelor of Science, Environmental and Forest Biology

#### PROFESSIONAL CERTIFICATION:

Professional Engineer, #61281, FL  
 Board Certified Environmental Engineer (BCEE), #01-10041



## John Harvey, PE, LEED AP BD+C Senior Project Manager

John is a Senior Project Manager in Jones Edmunds' Civil Discipline. He has over 28 years of experience in civil engineering, highway design and drainage, construction, and land development. John has taken an active technical and management role in the programming, research, analysis, design development, documentation, and QA/QC for numerous multi-disciplinary projects. John's career has emphasized large transportation and commercial site development projects requiring effective planning and coordination of significant internal resources and external specialty disciplines.

### SELECTED PROJECT EXPERIENCE

[Impound Lot Relocation | City of Tampa | Project Manager](#) | Jones Edmunds is assisting Kokolakis Contracting in providing comprehensive civil engineering services to design and construct a new impound lot. Jones Edmunds is providing planning, field investigations, civil design, permit application preparation, civil construction drawings and specifications, and engineering services during construction.

[Drainage Improvements | Hillsborough County | Project Manager](#) | Jones Edmunds is designing a storm drainage system and replacing existing culverts and associated drainage structures to address localized flooding in neighborhood streets.

[N Habana Culvert Replacement | Hillsborough County | Project Manager](#) | John is serving as Project Manager on replacing existing culverts and associated drainage structures.

[\\*PD&E Study and Final Design for Mango Road \(CR 579\) from I-4 to Sligh Avenue | Hillsborough County | Road Design Engineer of Record](#) | \$4.5M project extending four lanes of CR 579 (Mango Road) from I-4 to Sligh Avenue with intersection and safety improvements for a total of 0.45 miles. Involves a PD&E report with preliminary design and analysis for existing and predicted conditions, typical sections, geotechnical investigation, survey, traffic studies, right-of-way requirements, stormwater mitigation, and construction cost estimating. The PD&E involved evaluating four alternatives with extensive public coordination with local landowners. Alternative 4 was advanced to the final design and included complete design documentation, bid documents, ROW mapping, legal and sketch preparation, utility coordination, and post-design construction support.

[\\*Burnt Store Road from South of Tropicana Blvd to North of Hermosa Canal | Cape Coral, FL | Road Design Engineer of Record](#) | The project designed a six-lane, limited access arterial utilizing median cross-over U-turns and a frontage road for local traffic. Services included the design of new bridges, a mile of six-lane construction, drainage design and permitting multi-use paths, and pedestrian underpasses.



### AREAS OF SPECIALIZATION:

- Land Development
- Project Management
- Planning
- Zoning
- Permitting

**OFFICE LOCATION:** Tampa, FL

**YEARS OF EXPERIENCE:** 28

**YEARS WITH FIRM:** <1

### EDUCATION:

Master of Science, Civil Engineering

Bachelor of Science, Civil Engineering

### PROFESSIONAL CERTIFICATION:

Professional Engineer, #64570, FL

LEED Accredited Professional

\*Indicates work done with a previous firm.

**RICHARD KOLLER, PE**  
**Senior Consultant**

Rich is a Senior Consultant with Jones Edmunds. His primary roles include senior project management and client support. Rich has managed many projects throughout the project lifecycle, including planning, studies, design, permitting, procurement, and construction support. He has worked on the launch pad and flight hardware facilities, solid waste transfer stations, compost facilities, water and wastewater utilities, roadways, site development, stormwater projects, and more. He believes in serving clients and their communities and being proactive, highly responsive, delivering on commitments, and exceeding client expectations.

**SELECTED PROJECT EXPERIENCE**

[Crane Creek/M-1 Canal Flow Restoration | SJRWMD | Project Manager](#) Jones Edmunds is designing, permitting, and will assist with construction support of canal flow diversion modifications to improve water quality and reduce nutrient loading impacts to the Indian River Lagoon. The project includes an operable control structure in the M-1 canal, a base flow pumping station, conveyance systems including a crossing of I-95, and a stormwater treatment area that ultimately discharges to the St. Johns River.

[Johnson Junior High Stormwater Improvements | Brevard County | Project Manager](#) Rich managed the project, handled client communication, and coordinated the project team. Jones Edmunds provided engineering design and construction phase technical support for a new biosorption-activated media (BAM) nutrient removal system as a retrofit to an existing 2.8-acre detention pond.

[KSC Advanced Wetland Mitigation | NASA, KSC | Project Manager, Senior Civil Engineer | Ongoing](#) | Rich is leading the design and permitting of three wetland mitigation sites at KSC for developing advanced ecological credits to offset impacts from future development at KSC. Rich led a team of scientists, surveyors, and field work crews for environmental investigations, followed by design and permitting efforts. Our team worked closely with NASA Environmental and the regulatory agencies to agree on the permitting approach involving a Regional Offsite Mitigation Area (ROMA) through the SJRWMD and an Umbrella Mitigation Bank (UMB) through USACE.

[Central Regional Water Production Facility Final Design | Polk County | Project Manager](#) | Jones Edmunds teamed with Reiss Engineering on design, permitting, and construction support for a new 4-MGD CRWPF for PCU. This project is Phase 2 of a two-phase project that includes a Phase 1 Utilities Operations Building. Both phases were master-planned together for the most efficient use of site roadways, stormwater systems, and utilities. Rich served as the civil Project Manager and also managed all building designs. Permitting included Level 3 Conditional Use Approval and Level 2 Final Development Approval from the Polk County Land Development Division. The project was constructed via the CMAR process.



**AREAS OF SPECIALIZATION:**

- Civil and Environmental Engineering
- Project Management
- Facilities Design
- Water and Sewer System Design
- Roadway and Drainage System Design
- Site Development
- Preparation of Plans and Specifications
- QA/QC Process
- Construction Administration
- Permitting
- Construction Administration Permitting
- Preparation of Drawings and Specifications
- Design-Build delivery
- CMAR Delivery

**OFFICE LOCATION:** Titusville, FL

**YEARS OF EXPERIENCE:** 32

**YEARS WITH FIRM:** 25

**EDUCATION:**

Bachelor of Science, Environmental Engineering

**PROFESSIONAL CERTIFICATION:**

Professional Engineer, #49947, FL

**GEORGE REINHART, PH.D., PE**  
**Senior Engineer**

George is a Senior Engineer in the Solid Waste Department. He is experienced in solid waste management, landfill design and permitting, operation, construction quality assurance, and gas collection system design. His expertise includes bioreactor landfill design, processes, and leachate collection system design. He provides planning, investigation, design, permitting, and construction-management services for landfill and ancillary projects.

**SELECTED PROJECT EXPERIENCE**

[Walton County Class III Landfill Expansion | Walton County | Engineer of Record](#) | George is this project's EOR and CQA officer. He provided planning, permitting, design, and construction services for a Class III landfill expansion. The project included permitting two 10-acre disposal cells and construction phase services for the first cell. The new landfill will have a bottom-liner system with leachate disposal and stormwater infrastructure. As the CQA officer, he was responsible for reviewing, tracking, and certifying the overall construction and geosynthetics through FDEP.

[CCSWDC Phase III Expansion | Sarasota County | Senior Engineer](#) | George provided technical guidance and expertise for this 54-acre landfill expansion at the Sarasota County Central County Solid Waste Disposal Complex (CCSWDC). This project includes conceptual design, permitting, and construction quality assurance services and is currently in construction. The permit application was submitted to FDEP with no additional information requested.

[Central County Solid Waste Disposal Complex \(CCSWDC\) Phase III Expansion, Part II | Sarasota County | Senior Project Engineer](#) | George is the lead design engineer and coordinated landfill elements, grading, leachate collection, and removal system, and geosynthetic design. Jones Edmunds conducted a preliminary engineering study and will complete the expansion's design, permitting, and construction quality assurance.

[North Central Landfill Cells – Phase VIA & VIB | Polk County | Project Manager /Engineer of Record / CQA Officer](#) | George is serving as Project Manager and geosynthetics construction quality assurance officer for the 25-acre Class I bottom liner horizontal and vertical expansion at the NCLF. He is the Engineer of record for the bottom liner design and is responsible for reviewing, tracking, and certifying the overall construction and geosynthetics through FDEP. He is also assisting with project construction management. Phase VIB is nearing completion and both Phase VIA and Phase VIB will have been completed on schedule and budget.



**AREAS OF SPECIALIZATION:**

- Solid Waste Management
- Landfill Permitting and Design
- Construction Quality Assurance
- Environmental Engineering

**OFFICE LOCATION:** Gainesville, FL

**YEARS OF EXPERIENCE:** 33

**YEARS WITH FIRM:** 21

**EDUCATION:**

Doctorate, Environmental Engineering  
 Bachelor of Science, Environmental Engineering

**PROFESSIONAL CERTIFICATION:**

Professional Engineer, #66516, FL

**KEN VOGEL, PE**  
**Senior Vice President/Managing Director**

Ken is a Jones Edmunds Senior Vice President and Managing Director for our Civil Engineering Discipline. He has extensive experience in civil and environmental engineering, including managing projects involving planning, design, permitting, and construction of roadway improvements, site/civil land development, facilities design and building rehabilitation, water and sanitary sewer improvements, and drainage systems. Ken also serves as a client liaison, working with clients continuously through project development, design, and construction phases.

**SELECTED PROJECT EXPERIENCE**

[Impound Lot Design-Build | City of Tampa | Client Services |](#)  
 Jones Edmunds assists Kokolakis Contracting in providing comprehensive civil engineering services to design and construct a new impound lot. Jones Edmunds provides planning, field investigations, civil design, permit application preparation, civil construction drawings and specifications, and engineering services during construction.

[Solid Waste Facility Relocation | City of Tampa | QA/QC |](#)  
 Jones Edmunds assists Kokolakis Contracting to provide comprehensive engineering services to design and construct a new DSW Complex for the City of Tampa Department of Solid Waste & Environmental Program Management (DSW). The project will combine new construction and relocated facilities at the new location. We are providing design and permitting services.

[16th Ave Slope Stability and Box Culvert Repairs Construction Administration | Alachua County | QA/QC |](#)  
 Ken provided QA/QC on this construction administration project that included slope stabilization repairs and replacing a box culvert bridge. Both projects were funded with emergency FEMA and FDOT funds as the slope was eroded, and the box culvert was destroyed during Hurricane Irma.

[Transfer Station Design and Construction | Walton County | QA/QC |](#)  
 Ken provided QA/QC and client services on this project to provide construction contract administration and resident observation services for the construction of the County’s new Class I Solid Waste transfer station designed by Jones Edmunds. He performed QA on the construction services, verifying that the project was completed in general conformance with the construction contract.



**AREAS OF SPECIALIZATION:**

- Civil and Environmental Engineering
- Solid Waste Management and Design
- Construction Administration

**OFFICE LOCATION:** [Gainesville, FL](#)

**YEARS OF EXPERIENCE:** 35

**YEARS WITH FIRM:** 35

**EDUCATION:**

[Bachelor of Science, Environmental Engineering](#)

**PROFESSIONAL CERTIFICATION:**

[Professional Engineer, #45418, FL](#)

**TRACY DAYTON, PE, CFM, ENV SP**  
**Senior Project Engineer**

Tracy is a Senior Project Engineer and Certified Floodplain Manager with Jones Edmunds’ Water Resources Department in the Tampa office. He has over a decade of experience providing water resource engineering and GIS solutions on numerous projects for our city, county, and water district clients. Tracy has field and office experience developing watershed management plans and best practices, including stormwater models, and providing permitting services for the complex solutions necessary to efficiently deliver projects for our clients across Florida.

**SELECTED PROJECT EXPERIENCE**

[Curlw Creek Watershed Management Plan | Pinellas County | Task Manager](#) | Tracy developed the hydrological and hydraulic features for the SWFWMD GWIS 2.0 database that will be the foundation for the model features. He also inventoried approximately 400 hydraulic structures and completed engineering-level surveys on additional 500-plus structures. Tracy is currently working to develop the watershed parameters for the ICPR4 model.

[Hillsborough River/Tampa Bypass Canal Watershed Masterplan Update | Hillsborough County](#) | Tracy was responsible for basin delineation, field reconnaissance, model development, floodplain analyses, and developing best management practices. Jones Edmunds updated the 600 square mile watershed to reflect new developments, address comments from the County and SWFWMD on the previous plan and convert the entire watershed model to SWMM5 and SWFWMD’s GWIS format.

[Lake Mead Alternatives Analysis | Hillsborough County | Project Engineer](#) | Tracy was responsible for QA\QC of the Existing Conditions Model, alternative analysis, and development of the Proposed Conditions Model that involved using a pumping station to maintain acceptable lake stages that flood flows could be accommodated in the lake system. Tracy also provided engineering support during the design phase of this project.

[Timberview Drive Drainage Improvements | Pinellas County | Project Manager](#) | Tracy was the stormwater design and H&H Modeling Engineer of Record. He evaluated multiple design options to improve drainage to the residents at Timberview Drive. Tracy worked closely with District staff to complete the project before the rainy season started.

[McKay Creek Watershed Management Plan | Pinellas County | Project Engineer](#) | Tracy was responsible for developing all elements of the Watershed Evaluation for the project area. He also inventoried approximately 750 hydraulic structures and completed engineering-level surveys on additional 500-plus structures. Tracy completed the calibration and verification of the ICPR model and developed the preliminary floodplains for the watershed.



**AREAS OF SPECIALIZATION:**

- Stormwater Design and Permitting
- Water Resources Engineering
- Hydrologic and Hydraulic Modeling
- Geographic Information Systems
- Data Collection and Analysis
- Field Reconnaissance / Investigation

**OFFICE LOCATION:** Tampa, FL

**YEARS OF EXPERIENCE:** 13

**YEARS WITH FIRM:** 11

**EDUCATION:**

Bachelor of Civil Engineering

**PROFESSIONAL CERTIFICATION:**

Professional Engineer, #78608, FL

Certified Floodplain Manager, #US-16-08994, FL

Envision Sustainability Professional, #37982



**BILL LYNCH, PE**  
**Senior Consultant**

Bill has decades of program and project delivery experience for Florida utilities. His water and wastewater capabilities and expertise have been developed through various consulting and engineering assignments in multiple roles over his career. He has managed many programs and projects from inception through satisfactory completion, working with all involved parties – clients, government and NGO stakeholders, elected officials, regulatory agencies, attorneys, funding agencies, subconsultants, construction contractors, and the public.

**SELECTED PROJECT EXPERIENCE**

[Wastewater Utility Formation, Consulting, and Engineering | Village of Islamorada | Lead Consultant](#) | Bill led the team to evaluate Village-wide wastewater service and develop their wastewater utility. He coordinated with the Village, regulators, and attorneys to ensure all requirements were fulfilled. Participated in public meetings during utility development and provided ongoing utility consulting as needed.

[Stormwater Management Documents Update | Indian River County | Project Manager](#) | Bill served as Project Manager, working with the County leadership and staff to update and streamline Monroe County Code Sections 114-2(a)(S) and 114-3 to reflect the best practices in floodplain management and to update and republish the "Manual of Stormwater Management Practices" and "Layman's Brochure" including facilitating stakeholder engagement forums and public meetings.

[Stormwater Master Plan | City of Sunrise | Senior Consultant](#) | Bill provided oversight for developing an SWMP incorporating a GIS-based approach to establish a new City-wide stormwater model to support system review and evaluation and development of a capital improvement plan. Other activities include assisting the City with developing an emergency response plan and identifying grant-funding opportunities for stormwater management improvement projects.

[Village Water – Wastewater Treatment Facility Interconnection Assessment and WWTF and RIB Modifications | Florida Governmental Utility Authority \(FGUA\) | Project Manager | EOR](#) | Bill assisted FGUA with an initial assessment to connect the utility to the City of Lakeland. Once that was determined infeasible, Bill helped FGUA as the EOR with design, compliance/ permitting, and construction through the start-up of WWTF modifications, including a new surge tank and digester completed in 2020. RIBs were modified in 2019 through the addition of evaporators.



**AREAS OF SPECIALIZATION:**

- Program and Project Management
- Integrated Water Resource Management Planning
- Capital Improvement Program Development
- Permitting, Regulatory Compliance and Agency Negotiations
- Water and Wastewater Consulting and Engineering
- Water Resources Consulting and Engineering
- Construction Project Administration
- Expert Services and Testimony

**OFFICE LOCATION:** Sarasota, FL

**YEARS OF EXPERIENCE:** 38

**YEARS WITH FIRM:** 6

**EDUCATION:**

Bachelor of Science, Environmental Engineering

**PROFESSIONAL CERTIFICATION:**

Professional Engineer, #45302, FL

**TROY HAYS, PG**  
**Senior Manager**

Troy is the Senior Manager for the Jones Edmunds Construction Administration Department. He has served as the Construction Administrator and Project Manager for various projects throughout Florida. Troy has been responsible for all phases of various construction projects, from design, constructability reviews, and cost estimating through project construction to facilities start-up and certifications. He coordinates field activities with clients, contractors, and Jones Edmunds personnel; oversees pre-construction activities, including pre-construction conferences; provides public utility coordination; and reviews contractor construction and submittal schedules. Troy is also responsible for implementing the Jones Edmunds construction QA/QC procedures.

**SELECTED PROJECT EXPERIENCE**

**SWRWWTF Reclaimed Water HSPS Modifications | Polk County | Project Manager** Troy was the Project Manager and Contractor Administrator for the construction-phase portions of this project. He was responsible for leading both the design and construction teams on this project.

**SWRWRF Advanced Wastewater Project | Citrus County | Construction Project Manager** Troy was the Construction Project Manager and was responsible for coordination and procurement with the funding agencies. He also performed QA/QC, coordinated bid phase services, and managed the construction phase services.

**Water Reclamation Facility | City of Newberry | Construction Project Manager** Troy worked on all phases of this SRF-funded project, from the bid-phase services to construction QA/QC. Jones Edmunds provided construction administration services to expand the City of Newberry’s Water Reclamation Facility. The expansion included constructing an additional 0.21-MGD circular package plant and a 14.5-acre sprayfield expansion and improving the existing plant, headworks splitter structure modifications, pumps, piping, aeration components, clarifier components, and disinfection.

**Wastewater System | Putnam County | Construction Project Manager** As Project Manager for the construction phase engineering services portion of the project, Troy was responsible for the construction QA/QC for this project that included a new 0.300-MGD wastewater treatment plant and rapid infiltration basins for disposal of treated wastewater and groundwater recharge. He was also responsible for coordinating with funding agencies.



**AREAS OF SPECIALIZATION:**

- Construction Administration
- Construction QA/QC
- Contamination Remediation
- Groundwater Modeling
- Permitting
- 62-780 Site Assessments
- Funding Assistance
- QA/QC
- Evaluation of Site Conditions
- Contamination Remediation
- Project Management
- Materials Testing and Evaluation

**OFFICE LOCATION:** Gainesville, FL

**YEARS OF EXPERIENCE:** 20

**YEARS WITH FIRM:** 17

**EDUCATION:**

Bachelor of Science, Geology

**PROFESSIONAL CERTIFICATION:**

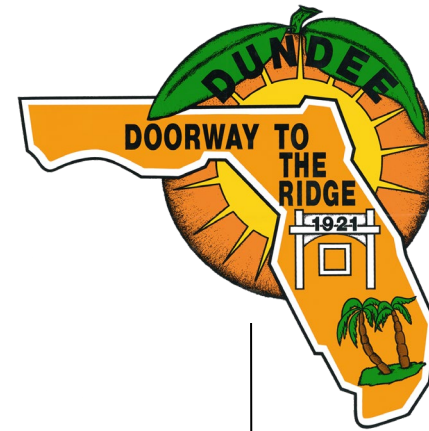
Professional Geologist, #PG2679, FL

Transportation Approved  
 Temporary Traffic Control (TTC)  
 No. 51816



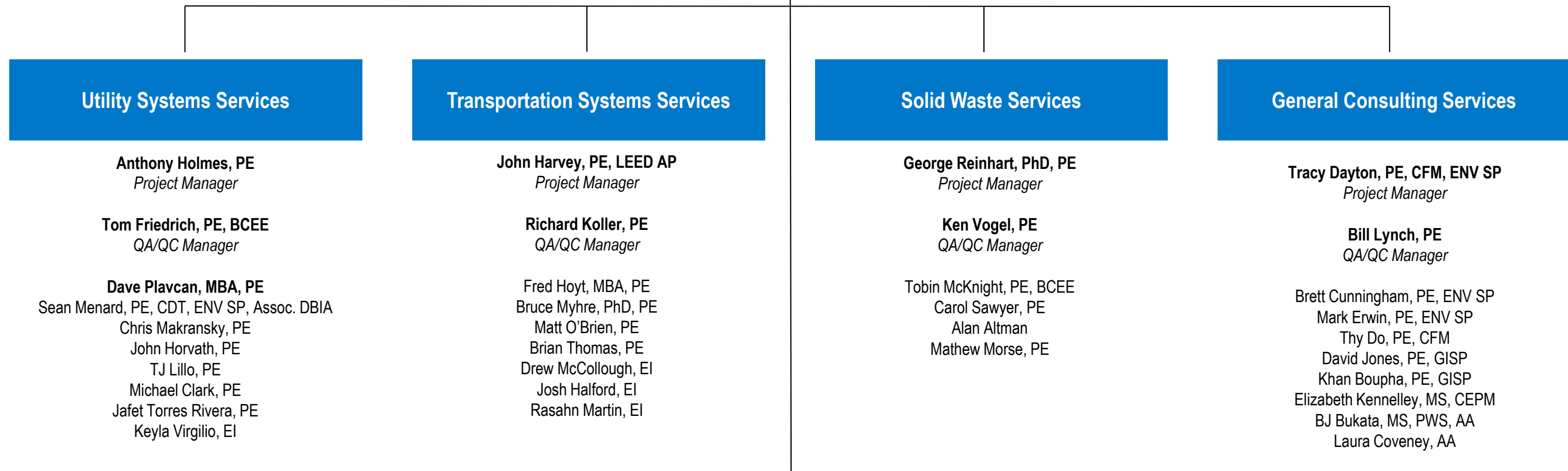
ORGANIZATIONAL CHART

BOLD = KEY PERSONNEL



Client Services / Primary Point of Contact

Dave Plavcan, MBA, PE



Utility Systems Services

**Anthony Holmes, PE**  
Project Manager

**Tom Friedrich, PE, BCEE**  
QA/QC Manager

**Dave Plavcan, MBA, PE**  
Sean Menard, PE, CDT, ENV SP, Assoc. DBIA  
Chris Makransky, PE  
John Horvath, PE  
TJ Lillo, PE  
Michael Clark, PE  
Jafet Torres Rivera, PE  
Keyla Virgilio, EI

Transportation Systems Services

**John Harvey, PE, LEED AP**  
Project Manager

**Richard Koller, PE**  
QA/QC Manager

Fred Hoyt, MBA, PE  
Bruce Myhre, PhD, PE  
Matt O'Brien, PE  
Brian Thomas, PE  
Drew McCollough, EI  
Josh Halford, EI  
Rasahn Martin, EI

Solid Waste Services

**George Reinhart, PhD, PE**  
Project Manager

**Ken Vogel, PE**  
QA/QC Manager

Tobin McKnight, PE, BCEE  
Carol Sawyer, PE  
Alan Altman  
Mathew Morse, PE

General Consulting Services

**Tracy Dayton, PE, CFM, ENV SP**  
Project Manager

**Bill Lynch, PE**  
QA/QC Manager

Brett Cunningham, PE, ENV SP  
Mark Erwin, PE, ENV SP  
Thy Do, PE, CFM  
David Jones, PE, GISP  
Khan Boupaha, PE, GISP  
Elizabeth Kennelley, MS, CEPM  
BJ Bukata, MS, PWS, AA  
Laura Coveney, AA

Additional Services

GIS Services  
Brian Rosenfeld, MS, GISP  
Tom Blush  
Jeremy Reynolds  
Sarah Parrish

Construction Administration and CEI Services  
**Troy Hays, PG**  
Gregg Fruecht  
Dale Gerber, II, GISP, CQA  
Jamila Morrison

Public Involvement  
**Troy Hays, PG**  
Jamie Bell, PE  
Gregg Fruecht

Grant Funding Services  
Jamie Bell, PE  
**Troy Hays, PG**  
Gregg Fruecht  
Jamila Morrison





# TAB

## 3.2.9

LICENSURE

# State of Florida Department of State

I certify from the records of this office that JONES, EDMUNDS & ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on May 14, 1974.

The document number of this corporation is 452905.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 21, 2023, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-first day of February,  
2023*



*[Signature]*  
Secretary of State

Tracking Number: 3797521678CC

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

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

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

HOME CONTACT US MY ACCOUNT

**ONLINE SERVICES**

- Apply for a License
- Verify a License
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

**LICENSEE DETAILS** 1:50:12 PM 8/23/2022

**This is a business tracking record only.**  
Click here for information on how to verify that this business is properly licensed.

**Licensee Information**

|   |         |
|---|---------|
| <b>Name:</b> JONES, EDMUNDS & ASSOCIATES, INC. (Primary Name)       |         |
| <b>Main Address:</b> 730 NE WALDO ROAD<br>GAINESVILLE Florida 32641 |         |
| <b>County:</b>  | ALACHUA |
| <b>License Mailing:</b> 730 NE WALDO ROAD<br>GAINESVILLE FL 32641   |         |
| <b>County:</b>  | ALACHUA |

**License Information**

|                        |                              |
|------------------------|------------------------------|
| <b>License Type:</b>   | Geology Business Information |
| <b>Rank:</b>           | Business Info                |
| <b>License Number:</b> |                              |
| <b>Status:</b>         | Current,Active               |
| <b>Licensure Date:</b> | 10/08/1992                   |
| <b>Expires:</b>        |                              |

**Special Qualifications**      **Qualification Effective**

**Alternate Names**

HOME CONTACT US MY ACCOUNT

**ONLINE SERVICES**

- Apply for a License
- Verify a License
- View Food & Lodging Inspections
- File a Complaint
- Continuing Education Course Search
- View Application Status
- Find Exam Information
- Unlicensed Activity Search
- AB&T Delinquent Invoice & Activity List Search

**LICENSEE DETAILS** 11:53:18 AM 3/16/2023

**License Information**

|                      |   |
|----------------------|---|
| <b>Name:</b>         | JONES, EDMUNDS & ASSOC INC (Primary Name)         |
| <b>Main Address:</b> | 730 N E WALDO RD<br>GAINESVILLE Florida 326410000 |
| <b>County:</b>       | ALACHUA   |

**License Information**

|                        |                               |
|------------------------|-------------------------------|
| <b>License Type:</b>   | Engineering Business Registry |
| <b>Rank:</b>           | Registry                      |
| <b>License Number:</b> | 1841                          |
| <b>Status:</b>         | Current                       |
| <b>Licensure Date:</b> | 06/10/1977                    |
| <b>Expires:</b>        |                               |

**Special Qualifications**      **Qualification Effective**

**Alternate Names**

View Related License Information  
View License Complaint

2601 Blair Stone Road, Tallahassee FL 32399 : Email: Customer Contact Center : Customer Contact Center: 850.487.1395

The State of Florida is an AAEEEO employer. Copyright 2007-2010 State of Florida. Privacy Statement

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. Pursuant to Section 405.27(3), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 465, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the





# TAB

REFERENCES

# 3.2.10

**City of Zephyrhills**

John Bostic, III  
Utilities Director  
813.780.0008  
jbostic@ci.zephyrhills.fl.us

Jones Edmunds has been serving the City of Zephyrhills under continuing services contracts since 2013. We have provided Utilities and Water Supply services for projects such as a Utility Rate Study, Lift Stations, Force Mains, Well Rehabilitation, Upgrades to the WWTP, Water, and Wastewater Master Plans, Environmental Monitoring Plans, and Reclaimed and Water Main Extensions. We have also provided SRF assistance for the City’s water and wastewater projects. More project details can be found in tab 3.2.6.



**City of Leesburg**

Cliff Kelsey  
Public Works Director  
352-435-9442  
Cliff.Kelsey@leesburgflorida.gov

Jones Edmunds has been serving the City of Leesburg under a continuing services contract since 2005. Under this contract, we have provided Utilities, Water Resources, Civil Design, Solid Waste, Hydrogeology, GIS/Ecology, Environmental, and Construction Administration services. More project details can be found in tab 3.2.6.



**City of Winter Haven**

Gary Hubbard, PE  
Director  
863.298.5470  
ghubbard@mywinterhaven.com

Jones Edmunds has served the City of Winter Haven under continuing services contracts since 2012. A few examples of our work include Reclaimed Water Pipeline and Master Force Main Design and Permitting, WWTP Aeration Control Modifications, and WWTP #3 Filter No. 1 Addition. More project details can be found in tab 3.2.6.







TAB 3.2.11 MINORITY  
BUSINESS-OWNED

# TAB 3.2.11

MINORITY BUSINESS-OWNED/  
WOMAN-OWNED/  
DISABLED VETERAN/  
VETERAN-OWNED  
ENTERPRISES

**Committed to Utilizing MBE/WBE/DBE Subconsultants**

At Jones Edmunds, we take our commitment to women- and minority-owned businesses seriously and support the Town of Dundee’s Minority Business-Owned/ Woman-Owned/ Disabled Veteran/ Veteran-Owned Enterprises goals. As a company, we committed ourselves over the years to increasing the participation of women- and minority -owned business enterprises in the procurement of commodities and services in Polk County and throughout Florida.

**OUR COMMITMENT**

Jones Edmunds supports the Town of Dundee’s comitment to increase the participation of  
 Minority Business-Owned  
 Woman-Owned  
 Disabled Veteran/Veteran-Owned  
 Enterprises.

We have established working relationships with many small, minority- and women-owned firms that will be called on to support this Contract. With our previous participation in Polk County Vendor Day, we have continued our efforts to expand our relationships with local, small, and minority businesses in Polk County We also participate in other small business conferences hosted by other agencies in Florida to build our list of qualified Minority Business-Owned/ Woman-Owned/ Disabled Veteran/ Veteran-Owned Enterprises team partners. We have an internal tracking system for our clients that provides real-time data on the amount of work subcontracted and the distribution of subcontracts to Minority Business Owned/Woman-Owned/Disabled Veteran/Veteran Owned Enterprise businesses. We could provide similar reports to the Town of Dundee if requested.

Various reports can be generated through Deltek Vision, an industry-leading enterprise software that incorporates all our business functions. Project managers can track payments issued to the subconsultants against the payments we receive from the the Town of Dundee. These reports can be available to the the Town of Dundee during regularly scheduled progress meetings.







TAB  
3.2.12

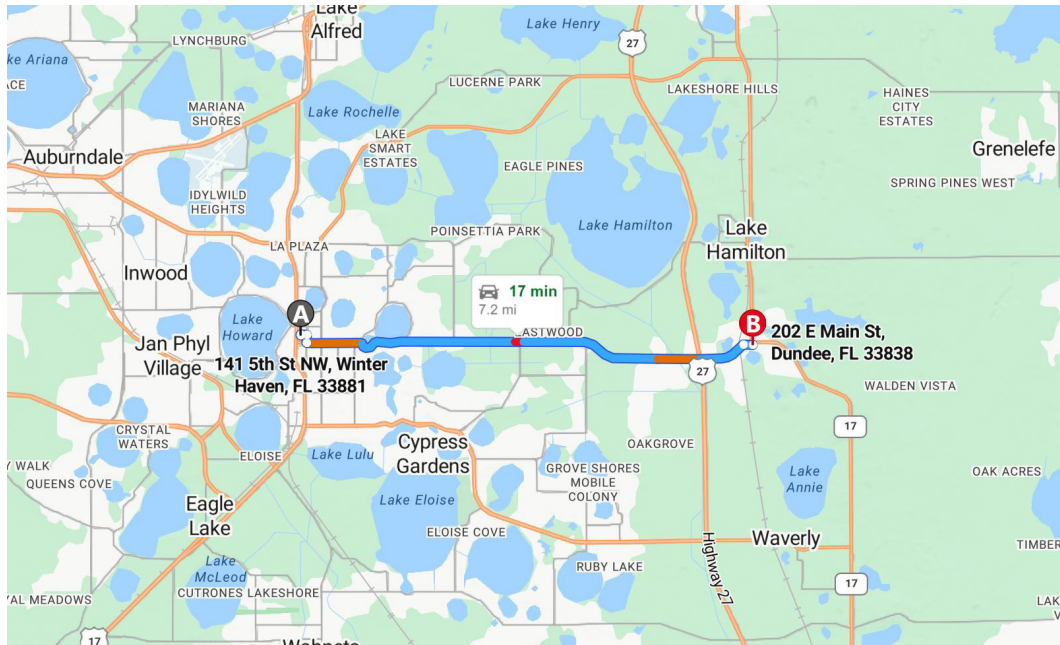
PRIMARY OFFICE  
LOCATION

TAB 3.2.12 PRIMARY OFFICE  
LOCATION



### Located to Deliver Reliable Service

Jones Edmunds has six office locations, including a full-time office in Winter Haven, only 7 miles from the Town of Dundee. **Jones Edmunds' local office, at 141 NW 5th Street, Suite 203, Winter Haven, Florida 33880, was established in 2009.** This office has been occupied full-time throughout its existence. Our Winter Haven office focuses on serving Polk County clients. Office leaders Dave Plavcan and Anthony Holmes are committed to the Town of Dundee projects. They serve as a local presence on many design and construction projects, providing high-quality consulting support and responsiveness.



Our Winter Haven office is important to our **commitment to providing high-quality services in the Town of Dundee.** We use the office routinely to meet project deadlines and to facilitate face-to-face interactions within the Town of Dundee, regulatory, and permitting agencies, as well as with contractors on construction projects. We commit that our available local office personnel will be used to help meet the staffing and schedule requirements needed for this contract. Our Winter Haven team will be supported by resources throughout the state, depending on the assignment. Our staff is highly skilled and prepared to work cross-office. One benefit of the pandemic was it enhanced our ability to work together from different locations. Additionally, all our staff proposed on the organization chart can be on-site in a few hours.





# FORMS



- e) The provisions of this Article are severable and if, for any reason, any one or more of the provisions contained in the Article shall be held by a court of competent jurisdiction to be invalid, illegal, against public policy or unenforceable in any respect, the invalidity, illegality, being against public policy or unenforceability shall not affect any other provision of this Article which shall remain in effect and be construed as if the invalid, illegal, against public policy or unenforceable provision had never been contained in the Article.

**8.19 LIENS:**

- a) No liens of any type shall be allowed, including labor, materials, rentals, or services furnished.

**8.20 CONSTRUCTION AND CONSULTING EVALUATION:**

- a) The award of contracts by the Town of Dundee for construction and/or consulting services is based on the lowest responsive/responsible bid (for construction) or in accordance with the guidelines and requirements of FS 287.055 – Consultants Competitive Negotiation Act-CCNA (for applicable consulting services). In addition, the Town will consider the previous performance of any bidder who may have completed work for the Town of Dundee or other entity.
- b) The Construction and Consulting Evaluation Form shall be completed by the department head or his designee responsible for the project. The form shall be filled in upon the completion of the project and submitted to Procurement for retention.
- c) This form will be completed on all firms performing construction and/or consulting work for the Town of Dundee. Furthermore, the Town may, at its discretion, provide this form to other entities for whom the noted firm has completed work.

**9.0 STANDARD FORMS**

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED HEREWITH:

- 9.1 RFQ 23-01 SUBMITTAL COVER PAGE, Attachment A
- 9.2 ADDENDUM PAGE, Attachment B
- 9.3 LOBBYING CERTIFICATION FORM, Attachment C
- 9.4 NONCOLLUSION AFFIDAVIT OF PRIME BIDDER, Attachment D
- 9.5 AFFIDAVIT CERTIFICATION-IMMIGRATION LAWS, Attachment E
- 9.6 CERTIFICATION OF DRUG-FREE WORKPLACE, Attachment F

**NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.**

**FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.**

**9.1 ATTACHMENT A**

**RFQ-23-01 Submittal Cover Page** (this does not count as part of the maximum page limit)



Date September 12, 2023

Jones, Edmunds & Associates, Inc.

Name of Company

Authorized Signature

Stanley F. Ferreira, Jr., PE

President and CEO

Printed Name

Title/Position

730 NE Waldo Road

Physical Address

Gainesville

FL

32641

Town

State

Zip

RFerreira@jonesedmunds.com

Email address

352-377-5821 / 352-377-3166

Telephone Number / Fax Number

List all "Professional Association/Sub-Consultants" (companies that you will be in association with for this project):

N/A

Key Team members and addresses of principal office:

Dave Plavcan, PE - 141 5th Street NW, Suite 200, Winter Haven, FL 33881

Anthony R. Holmes, PE - 141 5th Street NW, Suite 200, Winter Haven, FL 33881

9.2 ATTACHMENT B

ADDENDUM PAGE (RFQ 23-01)

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (Give number and date of each):

Addendum No. 1 Dated: 8/31/2023

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS: Jones, Edmunds & Associates, Inc.

BY:  \_\_\_\_\_  
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: Stanley F. Ferreira, Jr., PE, President and CEO

**9.3 ATTACHMENT C**

**LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**

**APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements (*To be submitted with each bid or offer exceeding \$100,000*)

The undersigned [Proposer] certifies, to the best of his or her knowledge and belief, that:

- 9.3.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 9.3.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
- 9.3.3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts



under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

[Note: Pursuant to 31 U.S.C. §1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer, Jones, Edmunds & Associates, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

|   |  |
|---|--|
|  | Signature of Proposer's Authorized Official      |
| <u>Stanley F. Ferreira, Jr., PE, President and CEO</u>                            | Name and Title of Proposer's Authorized Official |
| <u>September 12, 2023</u>   | Date   |

**9.4 ATTACHMENT D**

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Florida

County of Alachua

Stanley F. Ferreira, Jr., PE, being first duly sworn, deposes and says that:  
Name

(1) He is President and CEO of Jones, Edmunds & Associates, Inc., the  
Title Company Bidder that has submitted the  
attached bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of his officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or has refrained from bidding in connection with such Contract; nor in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder; nor has fixed any overhead, profit or cost element of the Bid price, or the Bid price of any other Bidder; nor has

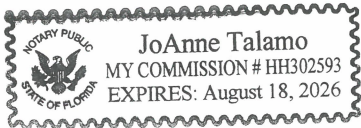
secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Town of Dundee or any person interested in the proposed Contract; and

- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

[Signature]  
 Name  
 President and CEO  
 Title

Subscribed and sworn to before me this 12 day of September, 2023

[Signature]  
Notary Signature



JoAnne Talamo  
Notary Name

My commission expires August 18, 2026

9.5 ATTACHMENT E

AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS

TOWN OF DUNDEE WILL NOT INTENTIONALLY AWARD TOWN CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) {SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

TOWN OF DUNDEE MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY TOWN OF DUNDEE.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Jones, Edmunds & Associates, Inc.

[Signature] President and CEO September 12, 2023  
 Signature Title Date

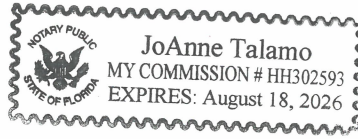
STATE OF: Florida  
COUNTY OF: Alachua

The foregoing instrument was signed and acknowledged before me this 12 day of

September, 2023, by Stanley F. Ferreira, Jr., PE who has produced (Print or Type Name)

personally known as identification. (Type of Identification and Number)

JoAnne Talamo Notary Public Signature



JoAnne Talamo Printed Name of Notary Public

HH 302593 August 18, 2026 Notary Commission Number/Expiration

9.6 Attachment F

CERTIFICATION OF DRUG-FREE WORKPLACE

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the purchasing of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

September 12, 2023  
DATE

352.377.5821  
TELEPHONE NUMBER

*[Handwritten Signature]*  
VENDOR'S SIGNATURE

Jones, Edmunds & Associates, Inc.  
NAME OF FIRM

730 NE Waldo Road  
STREET ADDRESS

Gainesville FL 32641  
TOWN STATE ZIP

# **JonesEdmunds**

Integrity • Knowledge • Service

800.237.1053 | JONESEDMUNDS.COM





# RFQ-23-01

Item 3.

## Continuing Professional Consulting Services Contracts

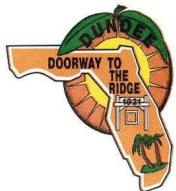
September 13<sup>th</sup>, 2023



Providing high-quality,  
solution-oriented  
engineering services



*Town of Dundee*





# RFQ-23-01 Submittal - Title Page



**Solicitation:** RFQ 23-01  
Continuing Professional Consulting Services Contracts

**Submittal Date:** September 13<sup>th</sup>, 2023

**Name of Company:** Carter and Kaye Engineering, LLC

**Authorized Signature:** 

**Printed Name/Contact Person:** Kriss Y. Kaye, Managing Member

**Address:** 137 Fifth Street N.W.  
Winter Haven, FL. 33881

**Telephone:** (863) 294-6965 (off) and (863) 698-3327 (c)

**Email:** [kriss@carterkaye.com](mailto:kriss@carterkaye.com)

**Small Firm Services** – General Civil engineering/consulting services. The RFQ requests various professional disciplines, including general civil engineering consulting. As a small firm, we are applying for this opportunity and have included subconsultants like surveyors on our team. While the RFQ restricts the use of subconsultants for large firms, it does not explicitly prohibit the use of subconsultants for small firms like us; therefore, we have included them as a part of our team.

### Professional Subconsultants/Key Team Members and Addresses:

Catalyst Design Group LLC

- Services: Master Planning, Landscape Architecture
- Principal: Bruce Hall, ASLA
- Address: 941 W. Morse Blvd, Suite 100, Winter Park, FL 32789

Hale Innovation Services: Grant Writing and Assistance

- Owner: Lee Hale, PE
- Address: 2015 Michael Tiago Circle, Maitland, FL 32751

LTG Engineering & Planning Services: Transportation Planning

- Principal: George Galan, P.E
- Address: 1450 West Granada Blvd., Suite 2, Ormond Beach, FL 32174

Applied Technology and Management Services: Water Resources Design

- Principal: Peter Peterson, P.E.
- Address: 2201 NW 40th Terrace, Gainesville, FL 32605

C&K Architects /Interiors Services: Architecture and Structural, MEP

- President: Brian L. Karsky, AIA
- Address: 4221 W Boy Scout Blvd, Suite 150, Tampa, FL 33607

30 South

- President: John Clyatt
- Address: 425 South 1st Avenue, Bartow, Florida 33830

Universal Engineering Sciences Services: Industrial Hygiene and Geotechnical Engineering

- Officer: Ricardo Kiriakidis, PhD, P.E.
- Address: 3532 Maggie Blvd, Orlando, FL 32174

Traffic Planning and Design

- Officer: Turgut Dervish, P.E.
- Address: 535 Versailles Drive, Maitland, Florida, 32751,



# Cover Letter

September 13<sup>th</sup>, 2023

**ATTN: Mr. Trevor Douthat, Town Clerk**  
Town of Dundee  
202 East Main Street  
PO BOX 1000  
Dundee, FL 33838

**SUSTAINABLE  
PROJECT MANAGEMENT**  
providing high-quality solution-oriented services.

*Recipient of the ACEC-FL Engineering  
Excellence Award*

**RE: RFQ 23-01 – Continuing Professional Consulting Services Contracts**

Dear Mr. Trevor Douthat and Selection Committee Members:

CarterKaye presents its qualifications to Dundee for Continuing Contracts in Project Consulting Services. We're honored to have served Dundee with high-quality services over the years. We understand the town's request for various professional consulting services, includes general consulting services, surveying, architecture, transportation, solid waste, parks and recreation, and utility systems. Our firm has delivered professional consulting services including planning, design, engineering, project management, permitting, grant assistance, and pre/post-construction. Our team has delivered professional consulting services in Florida with project costs exceeding \$500 million. We commit to providing these services consistently and promptly. CarterKaye's collective qualifications surpass thousands of infrastructure projects. We believe we're the best choice for sustainable professional services in Dundee for the following reasons:

**1. Intimate Knowledge of the Town and Relevant Experience.** Our team brings extensive experience and local knowledge gained from years of working in Central Florida. We've handled diverse projects such as parks, roads, buildings, and public safety facilities, along with water, sewer, and stormwater improvements. We've collaborated closely with town representatives, managing oversight, public relations, stormwater design, permitting, and construction services. Our recent work includes assisting Dundee with the Lake Marie drawdown and NPDES stormwater management. We're eager to offer sustainable Project Consulting Services, leveraging a diverse and experienced team. With our deep local roots, understanding of infrastructure, regulatory compliance, and proximity to Dundee Town Hall (just 15 minutes away in downtown Winter Haven), we're well-prepared to support the Town's needs.

**2. Creative, Resilient, Sustainable Designs.** As creative thinkers, CarterKaye has and always will aim to incorporate environmentally friendly and sustainable high-value solutions to its projects. An inherent component to our project approach is to reduce negative impacts of projects on the environment. Our designs have always been prepared to improve water quality and the environment.

**3. Commitment to Collaborate and Effectively Manage the Schedule and Budget Requirements.** As demonstrated on our previous projects, Carter and Kaye's team members are passionate and are committed to the Town. This commitment has resulted in projects that have been effectively managed to meet schedule and budget requirements. Our firm believes the teams' depth of knowledge, experience, and proven ability to be responsive will allow the team to benefit the Town in a Project Consulting role.

We hope you agree that our team is best-qualified for this role, and that you will allow us the opportunity to serve the Town of Dundee. As always, thank you for your time and consideration in this matter.

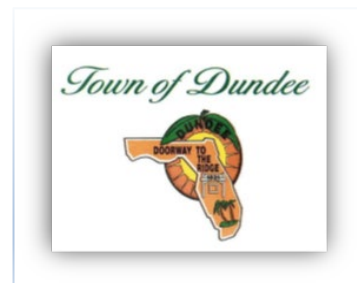
Sincerely,



**Kriss Y. Kaye**, PE, ENV SP, CFM,  
Managing Member, Project Manager  
**Carter and Kaye Engineering, LLC**  
863) 294-6965 (office phone)



**David C. Carter**, PE,  
Principal Engineer  
863) 294-6965 (office phone)





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## Attachments / Appendices

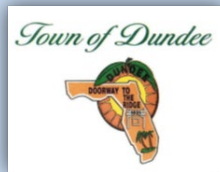
- Attachment A - RFQ-23-01 Submittal Cover Page
- Attachment B – Addendum Page (RFQ 23-01)
- Attachment C – Lobbying Certification Form
- Attachment D – Non-collusion Affidavit of Prime Bidder
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# 1.0

## EXECUTIVE SUMMARY

- General Description of Firm/Team
- Legal Organization/Structure
- General/Specific Capabilities
- List of Florida Licenses
- Organizational Resources







**1.01 - General Description of Team and Overview:**

In 2020, Carter and Kaye Engineering, LLC (CarterKaye) formed in 2020 after acquiring Carter Engineering, boasts decades of experience in professional consulting, engineering, and project management in Polk County. Our combined experience spans hundreds of infrastructure projects, with budgets surpassing \$500 million.

Our Team Includes but is not limited to:

- Catalyst Design Group – Landscape Architects*
- Hale Innovation – Grant Leadership*
- LTG Engineering & Planning – Transportation Engineers*
- Applied Technology and Management – Shoreline and Water Resources*
- C&K Architects, Interiors - Architects*
- 30 South - Surveyors*
- TPD Traffic Planning and Design - Traffic Engineering*
- Universal Engineering Sciences – Geotechnical Engineers*

CarterKaye's team collectively holds extensive professional and project management experience, spanning thousands of infrastructure projects in Polk County and Central Florida. We've provided high-quality project management services, including planning, design, construction administration, and grant writing. CarterKaye and its team have had the great privilege and opportunity to provide high-quality solution-oriented project management related services (including planning, design, construction administrative, grant writing, etc). Our firm and its team members have received numerous leadership and project innovation awards regionally and statewide, such as the Florida ACEC Engineering Excellence Award for the Bok Tower Gardens Expansion in Lake Wales Florida. Carter and Kaye's team of professional and project management experience and public involvement is extensive, and our portfolio includes a diverse range of projects like S. Lake Silver Drive, 7<sup>th</sup> Street Improvements, Fire Station No. 3, Lake Howard Park, Lake Conine Wetland, Lake Maude Recreation Site, MLK Jr. Park, and Winter Haven Recreational and Cultural Center.

**1.02 - Legal Organization/Structure:**

CarterKaye's legal structure is an S Corporation and will be a Prime Consultant over its team members as Subconsultants.



**1000s of  
Projects**

---

**500+**

YEARS OF  
COMBINED  
EXPERIENCE

**\$500 MILLION**  
IN COMPLETED  
INFRASTRUCTURE  
PROJECTS BUDGETS

**NAME:**  
Carter and Kaye Engineering, LLC

- PRINCIPAL LEADERSHIP**
- Kriss Y. Kaye, PE, ENV SP, Managing Member
  - David C. Carter, PE, Principal Engineer

**HEADQUARTERS LOCATION**

- 137 Fifth Street NW, Winter Haven, FL. 33881

**LEGAL STRUCTURE**

- S Corporation, Prime Consultant

**CONTACT INFORMATION**

- T: 863.294.6965
- C: 863.698.3327
- E: [kriss@carterkaye.com](mailto:kriss@carterkaye.com)

**ARCHITECT, INTERIOR DESIGN**



**LANDSCAPE ARCHITECT**



**TRAFFIC AND TRANSPORTATION**



**GRANT ASSISTANCE**



**GEOTECH INDUSTRIAL HYGIENE**



**WATER RESOURCES**



**SURVEYING**



**CIVIL/ENVIRONMENTAL ENGINEER**



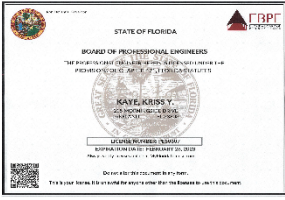
**1.03 General and Specific Capabilities, and Experience:** Our team's qualifications and expertise are comprehensive, extensive and extend beyond the list below. We are focused first on the Client, listening first to develop creative, practical, efficient, sustainable solutions which have resulted in acquiring skills that qualify us for the related project management services:

- PROJECT MANAGEMENT
- GRANT ASSISTANCE
- LAP PROJECTS AND FDOT DESIGN SERVICES
- CIVIL AND ENVIRONMENTAL ENGINEERING
- MASTER SITE PLANNING & ANALYSIS
- PARKS AND RECREATION
- ORDINANCE WRITING
- PROJECT OUTREACH & STAKEHOLDER PRESENTATIONS
- CLIENT-AGENCY LIASON AND PERMITTING EXPERTS
- ROADWAY AND PEDESTRIAN CORRIDOR DESIGN
- SUSTAINABILITY AND RESILIENCY PLANNING AND DESIGN
- LANDSCAPE AND IRRIGATION DESIGN
- MANMADE LAKE DESIGN, ARTIFICIAL WETLAND DESIGN
- PLANNING AND ZONING REVISIONS
- RENDERINGS & CONCEPT LAYOUTS
- UTILITY DESIGN AND COORDINATION
- WATER RESOURCES
- LAND DEVELOPMENT
- POTABLE WATER SYSTEMS
- SPATIAL FEASIBILITY STUDIES
- SANITARY SEWER SYSTEMS
- SUSTAINABLE DESIGN
- GRADING AND DRAINAGE, STORMWATER MANAGEMENT
- ADA ACCESSIBILITY DESIGNS AND RETROFITS
- COST ESTIMATING & VALUE ENGINEERING
- PERMITTING REVIEWS
- BIDDING & NEGOTIATION ASSISTANCE
- CONSTRUCTION CONTRACT/PROJECT DELIVERY REVIEWS
- PEER REVIEW, EXPERT WITNESS AND EMINENT DOMAIN SERVICES
- TRAFFIC CONTROL PLANNING AND PEDESTRIAN STUDIES
- WATERFRONT ENHANCEMENT ENGINEERING AND PLANNING
- COASTAL/OCEAN ENGINEERING
- LANDSCAPE ARCHITECTURE
- BUILDING ARCHITECTURE
- TRANSPORTATION ENGINEERING & TRAFFIC ANALYSIS
- GEOTECHNICAL ENGINEERING
- MECHANICAL ENGINEERING & PLUMBING DESIGN
- ELECTRICAL ENGINEERING & LIGHTING DESIGN
- ECOLOGICAL AND BIOLOGICAL EVALUATIONS
- ARCHEOLOGICAL AND CULTURAL RESOURCES EVALUATIONS
- FIRE PROTECTION ENGINEERING
- STRUCTURAL ENGINEERING & THRESHOLD INSPECTIONS
- CONTAMINATION ASSESSMENTS & REMEDIATION
- FLOODPLAIN MANAGEMENT
- CONSTRUCTION OBSERVATIONS PHASE SERVICES
- CONSTRUCTION CONTRACT ADMINISTRATION
- Shop Drawing Review & Approvals*
- Change Directives & Change Order Reviews*
- Pay Application Reviews*
- Development Of As-built / Record Drawings*
- On-site Project Observation*

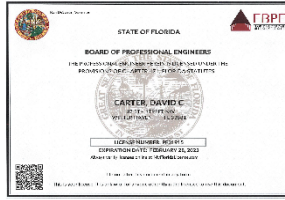


# Executive Summary – 1.04 Professional Licenses

## CARTER AND KAYE ENGINEERING, LLC (CarterKaye)

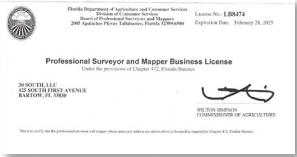


Kriss Kaye, #PE50607

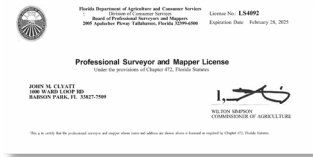


David Carter, #PE31915

## 30 SOUTH SURVEYING AND MAPPING, LLC

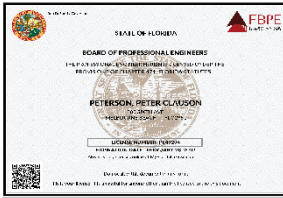


30 SOUTH, LLC,  
#LB8474

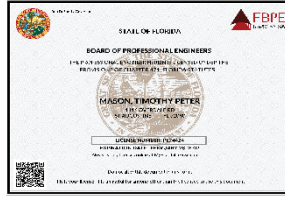


John M. Clyatt  
#LS4092

## APPLIED TECHNOLOGY & MANAGEMENT, INC (ATM)

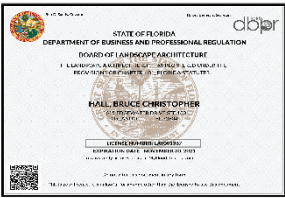


Peter Clauson Peterson,  
#PE49294

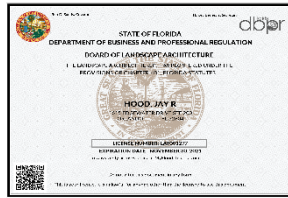


Timothy Peter Mason,  
#PE74424

## CATALYST

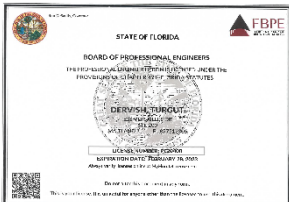


Bruce Christopher Hall,  
#LA0001367



Jay R Hood, #LA0001277

## TRAFFIC PLANNING AND DESIGN, INC (TPD)



Turgut Dervish,  
#PE20400

## C&K ARCHITECTS, INTERIORS, INC.



Bryan L. Karsky  
AR0013046

C&K Architects, Interiors, Inc.  
K09881



## List of Professional Licenses

### Individual Licenses

#### Professional Engineers:

- Kriss Y. Kaye
- Dave C. Carter
- Timothy Mason
- Turgut Dervish
- Peter Peterson
- Lee Hale
- Ricardo Karakidos
- LTE

#### Architects:

- Bryan Karsky, AIA

#### Landscape Architects:

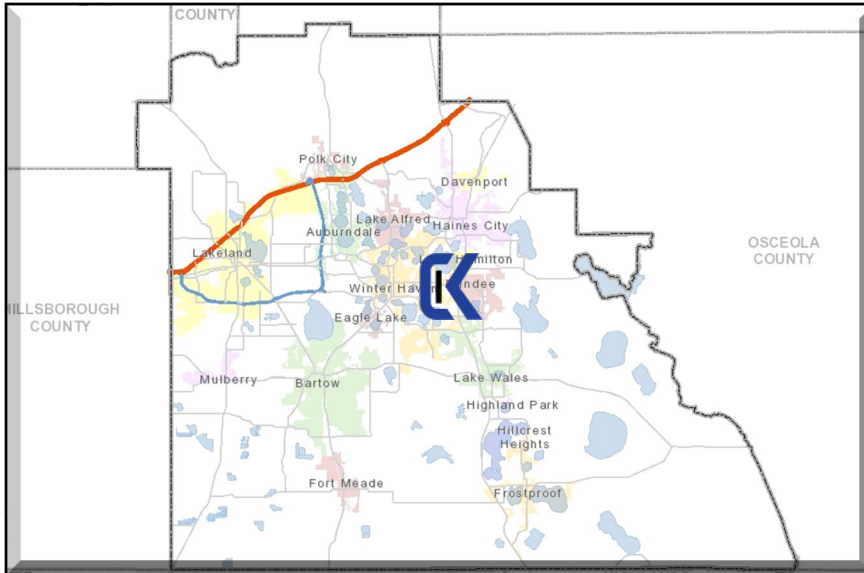
- Bruce Hall
- Jay Hood

#### Firm Licenses:

- Catalyst Landscape Architects
- 30 South Surveyors

*Note: Engineering Firms Licenses are now under Firm Principal's name/license*

**LOCATION – 137 5<sup>th</sup> Street NW, Winter Haven Florida**



**1.05 Organizational Resources:**

Organizational resources include both tangible and intangible assets like office space, equipment, and intellectual property, human resources (employees), and financial assets (cash, investments). The strength of your organizational resources have and will continue to allow our company to operate efficiently and achieve its goals for many years. We have a diverse range of resources including business associates such as a legal team, accountants, and IT companies that provide flexibility and resilience in times of change or challenges.



**Operational Stability:** CarterKaye conducts its day-to-day activities smoothly and consistently. Its processes are reliable, and disruptions are minimal. Factors that have contribute to CarterKaye’s operational stability include efficient workflows, well-trained employees, reliable suppliers, and effective management practices. We understand operational stability is crucial for meeting customer expectations and maintaining a competitive edge and therefore this is a high priority for our company.

**Corporate Financial Resources:** CarterKaye’s financial resources encompass healthy financial assets and capital at our disposal. This includes cash reserves, investments, retained earnings, and lines of credit.. The absence of debt means that your company does not owe money to external creditors, which provides financial stability. Not having debt has also lead to lower interest expenses and greater financial flexibility.

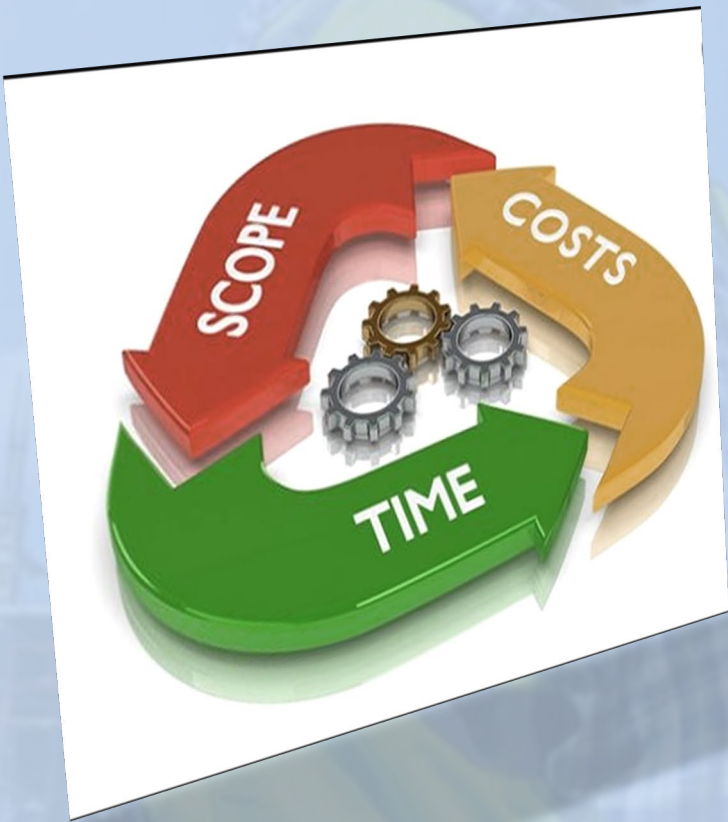
**Insurance Limits:** No Contract termination in 5 Years and Insurance Limits of \$2,000,000 per Occurrence, \$4,000,000 Aggregate. CarterKaye has not been in any contract litigation or arbitration and carries the required insurance.

**Summary:** CarterKaye is in a financially stable position with substantial organizational resources, operational stability, and no outstanding debt. Additionally, your insurance coverage of \$2,000,000 per occurrence and \$4,000,000 aggregate provides a safety net in case of unexpected events or liabilities. This combination of financial strength and insurance protection should give you confidence that we can manage risks and maintain the stability and continuity of our operations.



# 2.0

## STATEMENT OF UNDERSTANDING



### REACH THE TOWN'S GOALS:

By the use of intelligent design, engineering, partnering with our Town to produce high-quality engineering solutions



*“Helping the town achieve its goals with the use of planning, design and collaborative efforts to deliver high-quality engineering solutions” Kriss Kaye*

**Statement of Understanding**

**2.01 Narrative** - CarterKaye understand the Town's goals for hiring Consultants to provide architectural, engineering, planning, and various professional consulting services for municipal needs. The RFQ outlines specific subject areas where consulting services are required. We believe our experience and expertise align closely with the Town's needs as specified in the RFQ, particularly in the following areas:

2.2.1 Services Related to Utility Systems:

Potable Water Treatment, Transmission, and Distribution, Sanitary Sewer Treatment, Transmission, and Collection, Reclaimed Water Treatment, Transmission, and Distribution, Route Surveys for Utility Projects, Surveying for Wastewater Treatment Plant (WWTP) Projects, Surveying for Water Treatment Plant (WTP) Projects, Green Infrastructure Systems

2.2.2 Services Related to Transportation Systems:

Roads and Drainage, Urban Transportation, Traffic Signage, Traffic Studies, Traffic Signals, Trails and Greenways

2.2.4 Services Related to Parks and Recreation:

Architecture Services Related to Parks and Facilities Design, Landscape Architecture

2.2.5 Services Related to General Consulting Services:

Architectural Services to a Project (including Landscaping), Boundary and Topographic Surveying, Legal Descriptions and As-built Surveys, Asset Management in Conjunction with Mapping and Inventory, Mapping of Municipal Boundaries, Geotechnical – Soils Analysis and Testing, Environmental – Wetland and Endangered Species, Floodplain Management, Hydrologic Investigations, Stormwater Planning and Modeling, Land Use Planning, Policy Analysis, Project Outreach and Communication, Development of Artistic Renderings and Conceptual Layouts

2.6.2 Design Services:

We commit to performing engineering and architectural design services for infrastructure systems, roadways, pedestrian enhancements, traffic management, lighting, environmental restoration, parks, and buildings. We will provide all necessary documents, permits, deeds, and easements. Our team will actively engage in public meetings, prepare bid documents, evaluate bids, and offer subject matter expertise.

2.6.3 Construction Services:

We are prepared to assist Town staff with construction administration, including pre-construction conferences, contract administration, shop drawing and submittal review, change order assistance, pay application review, site inspections, sample and test result reviews, equipment suitability assessments, final construction certification, and as-built drawings preparation.

**2.02 – Experience, Similar Work and Knowledge** – CarterKaye is a certified civil engineering company that has provided its services to Polk County for over a century, boasting a cumulative personnel experience exceeding 160 years. We are commitment to delivering high-quality services aligns with the Town's goals and project requirements. We look forward to the opportunity to collaborate and contribute our expertise to the successful execution of the Town's projects.

**Contact:**

**Kriss Y. Kaye**, PE, ENV SP, CFM,  
Managing Member/Project Manager  
**Carter and Kaye Engineering, LLC**  
863) 294-6965 (office phone)



# 3.0 SIMILAR PROJECTS EXPERIENCE, AND QUALIFICATIONS



## 3.01 - EXPERIENCE AND QUALIFICATIONS

Our team possess extensive expertise in infrastructure projects, particularly in project management, which is highly relevant to the Town's needs. Our team's experience is rooted in a deep understanding of the Town's infrastructure, codes, standards, and community relationships, enabling us to contribute to the efficient and effective delivery of the Town's projects.

Carter and Kaye's team boasts a rich history of professional project management experience and active public engagement. Our portfolio includes a diverse range of projects, including but not limited to: S. Lake Silver Drive, 7<sup>th</sup> Street Improvements, Fire Station No. 3, Lake Howard Park, Lake Conine Wetland, Lake Maude Recreation Site, MLK Jr. Park, and Winter Haven Recreational and Cultural Center.

Furthermore, our track record extends beyond the Town, encompassing numerous successful projects undertaken for other municipalities and Winter Haven itself, as highlighted in the brief list below. The subsequent pages provide detailed accounts of recent projects, describing how we've transformed sites into highly functional and vibrant public access areas for individuals of all ages, including users, residents, and visitors. These projects serve as tangible evidence of the outcomes achieved through our team's unwavering dedication, extensive experience, and collaborative approach to project delivery and management.



## 3.02 - SIMILAR PROJECTS (SEE MORE IN FOLLOWING PAGES)

|  |              |
|--|--------------|
| Lake Marie Drawdown Project  | Dundee       |
| Town Hall Design   | Dundee       |
| Dundee NPDES   | Dundee       |
| Winter Haven Recreational and Cultural Center*                     | Winter Haven |
| Westgate Central Trail   | Lakeland     |
| Barnett Family Park  | Lakeland     |
| 5J Eco Youth Camp & Recreational Facilities                        | Polk County  |
| Central Station Downtown   | Orlando      |
| Maitland City Centre   | Maitland     |
| Tenoroc Trail Segment 1  | Lakeland     |
| Fort Frasier Trail Extension Design                                | Polk County  |
| Dundee EMS Facility  | Dundee       |
| Municipal Waterfront Park Shoreline Improvement                    | Sebastian FL |
| Waterfront Redevelopment Plan                                      | Cocoa FL     |
| Post Street Floating Water Taxi and Day Dock                       | Niceville    |
| Bok Towers Garden Expansion, Artificial Wetland, Children's Garden | Lake Wales   |
| Niceville Historic Downtown Waterfront                             | Niceville    |
| Gefen park Kayak Launch and Shoreline Protection                   | Lakeland     |
| Master Plan Lake Conine Wetland Area                               | Winter Haven |
| Victory Field  | Lakeland     |
| Auburndale Rails to Trails Design                                  | Auburndale   |
| Master Plan, Engineering Lake Maude Recreation Site                | Winter Haven |
| Se7en Wetlands Welcome and Education Center                        | Lakeland     |
| Lake Crago Outdoor Recreation Center                               | Lakeland     |
| Half Moon Island Boat Ramp and Shoreline Stabilization             | Jacksonville |
| Master Plan of the Lake Myrtle Sports Complex                      | Auburndale   |
| Sertoma Park   | Winter Haven |
| Lake Agnes City Dock and Park                                      | Polk City    |
| 7 <sup>th</sup> Street Project Management and Soils Remediation    | Winter Haven |
| Lake Eva Park  | Haines City  |

**3.03 - CCNA COMPLIANCE** – Our following projects collectively underscore our team's proficiency in delivering exceptional results, in alignment with the Florida CCNA compliance requirements and the Town's specific project needs.



**PROJECT DETAILS**

Owner: City of Winter Haven  
 Dates: 2012 and 2019-2020  
 Original Construction Budget: \$3.17 million  
 Final Cost: \$3.2 million  
 Role of Firm/Individual(s):  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. T. Michael Stavres CPM, CPRP**  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881

(P): 863.291.5600  
[E: mstavres@mywinterhaven.com](mailto:mstavres@mywinterhaven.com)

## Winter Haven Fire Station No. 3



Project Manager for this 267-parking stall, 3-story parking facility is located at 3<sup>rd</sup> Street NW and Avenue A NW in Winter Haven Florida. CarterKaye’s experience included the civil and environmental engineering, coordination with the architect and City to site the building and resolution of challenges with respect to access and stormwater management. The site was spatially constrained and had limited right-of-way and available land. The stormwater management system was handled in an on-line dry retention system. Engineering included permitting and various designs, i.e., entrances, parking, fire water, site stormwater management, which was permitted in the City and the Southwest Florida Water Management District. In 2019 and 2020 CarterKaye was also recently involved in a feasibility evaluation of this site for the City .

**PROJECT DETAILS**

Owner: City of Winter Haven  
 Completion Date: 2021  
 Original Construction Budget: \$1.72 million  
 Final Cost: \$1.66 million  
 Role of Firm/Individual(s):  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. Michael Carnevale**  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881

(P): 863.229.-6341  
[E: mcarnevale@mywinterhaven.com](mailto:mcarnevale@mywinterhaven.com)

## Lake Conine Wetland Modification



Project Management for This 26+/- acre wetland modification project is located on Lake Conine in Winter Haven Florida. This project is a BMP project designed with 2 stormwater ponds functioning as wet detention systems with permanent pools and littoral zones to treat the majority of stormwater from a developed area before it enters the restored wetland areas. There are three separate cells proposed for stormwater to cascade through before entering the lake. CarterKaye provided project management and construction administration assistance in 2020/2021.

**PROJECT DETAILS**

Dates: 2019  
 Original Construction Budget: \$4.3+/- million  
 Cost: \$4.7 +/- million  
 Role of Firm/Individual(s):  
 Kriss Kaye, PE, EOR  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. Andy Palmer**  
 Parks and Recreation  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881 (P):  
 863.327.5931  
[E: apalmer@mywinterhaven.com](mailto:apalmer@mywinterhaven.com)

## Lake Maude Recreation Park



Engineer for Phase this project consisted of the master planning, surveying, design and coordination for the development of 26 acres of recreational improvements. This project included the construction of all of Phase I and related foreseeable and overlapping supporting infrastructure for Phase II. This work included the completion of a stadium field, concession and restroom building (for local football practice and games), playground, picnic areas/pavilions, and trail system that interconnects with the Lake Maude Nature Park Trail. To confirm the community’s desires a publicly vetted programming and master planning process was conducted by our team members. .

# 3.02 – SIMILAR PROJECTS

LTG offers transportation engineering and planning services with the expertise and experience required to successfully deliver routine to complex projects. LTG’s commitment to excellence is proven through the quality, safety, technology, innovation and cost of savings demonstrated in our work.

### Staff Registrations and Certification examples:

- Registered Professional Engineers
- Qualified Engineer Interns
- FDOT Advanced TTC Certifications
- IMSAs Traffic Signals Level II Technician
- American Institute of Certified Planners

### Implemented Software Applications:

|            |              |      |          |
|------------|--------------|------|----------|
| SYNCHRO 10 | HIGHPLAN     | AGI2 | GIS      |
| HCS        | MicroStation | ICPR | CUBE     |
| ARTPLAN    | CIVIL 3D     | ETAP | FDOT SPS |

T: (386) 453-6320

W: [www.ltg-inc.us](http://www.ltg-inc.us)

### Innovative Signal Design at Kennedy Space Center

LTG designed the first movable arm traffic signal within the Kennedy Space Center. The arm was designed to allow signalization of the new entrance to the visitor complex while accommodating Blue Origin transporters.



### Intersection Safety Study

LTG performed an evaluation to determine the cause of the high volume of serious crashes and developed countermeasures and mitigation plans. LTG prepared concept plans for short and long-term applications with cost estimates.

## Palm Coast Traffic Engineering (CSC)

### Palm Coast, Florida

LTG was retained by the City of Palm Coast to perform traffic engineering services on an as-needed basis. Under this contract, LTG works as an extension of staff to provide support in the areas of traffic engineering such as Traffic Operations Studies, Safety Studies, Capacity Analysis, Signalization, Lighting Design, and other similar assignments.

#### CLIENT

City of Palm Coast  
**Michael Grunewald**  
 160 Lake Ave  
 Palm Coast, FL 32164  
**P: 386-986-3740**  
**E: MGrunewald@palmcoastgov.com**

**Streetlight Design – Ravenwood Drive**

**Streetlight Design – Belle Terre Boulevard - Phase 1**

**Streetlight Design – Seminole Woods Boulevard**

**Streetlight Design Update – Belle Terre Boulevard – Phase 2**

## Engineering Services Continuing Contract

### DeLand, Florida

LTG’s services include representation on behalf of the City on the Technical Coordinating Committee (TCC) of the River-to-Sea Transportation Planning Organization (R2CTPO), hourly services to provide advice and assistance on transportation-related issues on an as-needed basis, and providing neighborhood studies (from small, local streets to larger neighborhood streets, to City-maintained arterials) focusing on traffic calming.

#### CLIENT

City of DeLand  
**Keith Riger, PE**  
 1102 South Garfield Avenue  
 DeLand, Florida 32724  
**P: 386-626-7196**  
**E: RigerK@DeLand.org**

**Downtown Wayfinding Signs FDOT Permitting (2021)**

**Preliminary Traffic Calming Analysis(2020)**

**Beresford Springs – Traffic Impact Analysis (TIA) Independent Review (2020)**

**Banner Poles Replacement Permitting (2020)**



# 3.02 – SIMILAR PROJECTS

**Catalyst Design Group (Catalyst)** is an innovative, interdisciplinary firm with combined expertise in Landscape Architecture, Urban Design, Civil Engineering, and Planning. Our project approach equally blends these disciplines, resulting in our ability to deliver creative solutions to complex development challenges in a context-sensitive design manner. Catalyst’s 40 team members include 19 licensed professionals.

Catalyst opened its doors in **August 2017**, when our founding principles built upon a shared vision: a better approach to design collaboration. We believe each project should be approached with passion, commitment, open communication, and responsiveness. From initial due diligence through the final construction punch list, our mission is to understand each of our client’s needs and develop creative solutions that achieve their goals.

Headquartered in **Nashville, Tennessee**, the **Orlando** office provides planning and design services throughout the state of Florida.

Our Orlando (Winter Park) team specifically proposed for this project brings more than 33 years of experience designing and developing:

- Complete Streets
- Active and Passive Recreational Facilities
- Low Impact Design (LID)
- Municipal, Civic and Cultural Facilities
- Urban Planning and Infill
- 3D Modeling and Fly-thru Visualizations

Catalyst’s Landscape Architects are familiar with the various roles found in the scope of services for municipal project management, and our staff have provided many of these services.

Our 5D Project Approach and experience in planning, design, permitting and construction phase services for public realm development has been a significant part of our careers and over that time, we have become trusted advisors to the communities in which we work. Our role ranges from design lead on complex design projects to being a resource to our Clients for quick brainstorming sessions and “what if” phone calls or emails. We have provided services similar to those outlined in this RFP to a number of neighboring communities, including **Winter Haven, Haines City, Lake Wales, Auburndale, and Lakeland**. Services have included streetscape, complete street, and LID design on Auburndale’s award-winning PK Avenue and on Lake Wales’s Park Avenue First Street and Market Plaza projects. Our team has also developed active and passive recreational facilities such as Winter Haven’s Martin Luther King, Jr. Waterfront Park on Lake Silver, and multiple sports complexes in Haines City, Auburndale and Lakeland.

**Lake Wales First St. Complete St. Design; Park Avenue Complete St. Design; Market Plaza Design; Lincoln Avenue Mixed-Use Development; Park Avenue Connector Trail**

Key Catalyst staff developed the design documents for each of these projects, which established the character and details necessary for project success. After the design phase, we provided milestone design reviews for the City, and have (or will) provided contractor bid reviews as a resource to the City during the construction phases. For the *Lincoln Avenue Mixed-Use Study*, we were engaged to provide a series of sketches for the redevelopment of the site, which was privately owned combined with a City-owned property. The sketches allowed the City to present ideas to the developer and lead to a cohesive streetscape-focused project.

**Contact:**  
James Slayton, City Manager, City of Lake Wales  
[jslaton@lakewalesfl.org](mailto:jslaton@lakewalesfl.org)  
863.678.4182



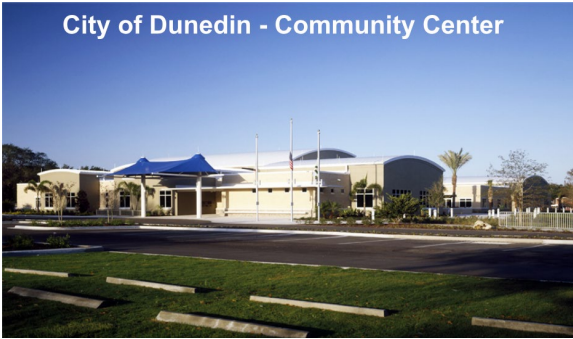
**Haines City Parks**

Catalyst staff have provided preliminary planning to the City for the study of redevelopment sites downtown or along the City’s trail/railroad alignment. Projects have included the **City Hall Annex and Mixed-Use building, Ember Dog Park, Larry Parrish Park, 7-acre Park, 5-Acre Park, Langston Avenue Park, Myers & Riley Field and four municipal rain garden sites**. Each of these projects have or will be used as the design basis for RFQ’s or the submittal of proposals from continuing services professionals. In several cases, they have also been used to seek grant funding.

**Contact:**  
Terrell Griffin, Parks & Recreation Director, City of Haines City  
[tgriffin@hainescity.com](mailto:tgriffin@hainescity.com)  
863.421.3700

# 3.02 – SIMILAR PROJECTS

C&K Architects | Interiors, Inc. is a full service architectural and interior design firm providing professional design services on single story facilities through high rise multi-story commercial and residential facilities valued at several millions of dollars. Our professional services include Owner representation, architectural and interior design, building envelope, waterproofing/roof replacement, bidding services, design/build, construction management, and construction administration.



C&K Architects | Interiors, Inc. has more than 55 years of history providing extensive service experience including governmental, institutional, medical, financial, residential, and public clients. Our firm began in 1961 in Clearwater as Fasnacht & Schultz Architects and became Fasnacht, Schultz and Collman Architects in 1982. In 1985 the firm became Schultz & Collman Architects, in 1998 changed its name to Collman & Karsky Architects and has now evolved into C&K Architects | Interiors, Inc..

C&K has the unique ability to truly understand each client’s needs. Our ability to combine function, cost, and schedule into a single project vision allows C&K to guide each client through the complex process of design and construction with complete confidence and success. At C&K, we approach each project as if it is our only project, giving each client the exact attention, they deserve. Through the years, our clients have come to trust us as the guiding force for their projects. We continue our strong growth while staying true to our deeply held principles of client service. C&K knows that success is built one project at a time.



## Community Center City of Dunedin, FL

Description: Provided Architecture and Interior Design of LEED the LEED Silver Community Center. The center functions as a community gathering place for cultural events, art shows, education, meetings, and recreational activities. The Silver LEED Certification was the first public facility in Pinellas County to receive this honor.

|   |   |
|---|---|
| <b>Project Owner</b><br>City of Dunedin, FL   | <b>Role of Firm</b><br>Architect of Record  |
| <b>Reference Information</b><br>Doug Hutchens<br>Deputy City Manager<br>dhutchens@dunedinfl.net<br>(727) 298.3006<br>(727) 298.3006 | <b>Final Construction Cost</b><br>\$ 9,200,000.00<br><b>Completion Date</b><br>2006 |

## Regional Public Library City of Largo, FL

Description: Provided Architecture and Interior Design Services for the new state of the art 90,000 SF Regional Public Library. Deemed “Pavilion in the Park”, located with in Largo Central Park. Designed as “The Community Living Room” the Library is not only home to books, but the Library also contains a Children’s Learning Center, Teen Lounge, Public Meeting Rooms, Café, Book Store and a Café.

|   |  |
|---|--|
| <b>Project Owner</b><br>City of Largo, FL   | <b>Role of Firm</b><br>Architect of Record   |
| <b>Reference Information</b><br>Henry Schubert<br>City Manager<br>hschubert@largo.com<br>(727) 587-6744<br>(727) 587-6744 | <b>Final Construction Cost</b><br>\$ 19,815,000.00<br><b>Completion Date</b><br>2004 |



# 3.02 – SIMILAR PROJECTS

Maitland, Florida (304) 767-5165 www.haleinnovation.com



### Services

- Grant Strategy
- Grant Writing
- Engineering Design
- Project Management

### Location

Maitland, FL

### Date Opened

July 1, 2021

### Memberships

- Design Build Institute of America (DBIA)
- Florida Section American Water Works Association (FSAWWA)
- Ridge League of Cities

### Fast Facts

- Carbon Neutral Company
- FDOT Small Business



Hale Innovation, LLC, was founded on the principal of providing services to municipal clients in a unique manner. Municipalities typically have engineering consultants and grant writing consultants under separate contracts and management structures. Hale Innovation has combined the two to aid frequently short-staffed municipalities with grant support that traditional grant writing companies can not. By understanding the engineering design and construction process, Hale Innovation can assist a municipality from concept through construction with pursuing, obtaining, and completing a project funded by grant awards.

Lee Hale has worked on projects ranging from an 11,000-acre camping and high adventure facility built through a design-build process, costing over \$450 million to a simple grant application process with his clients throughout the years. During this broad range of experience, Lee saw a gap between the engineering consultants that municipalities were hiring and the grant writing teams that they were using. While this system has been utilized for years, during the Great Resignation of 2021, he saw that this process caused a lot of hours and effort by city staff from determining which grants to pursue to having to coordinate between multiple engineering firms, key stakeholders, and grant writers.

Hale Innovation has been able to fill this void by understanding the engineering process and being able to limit the valuable time of clients by providing this support. While tracking grant awards and program goals, Hale Innovation is able to speak with municipalities, review capital improvement plans, and advise clients on how to best position themselves through project modification and simple phasing techniques. To date, Hale Innovation is providing clients with \$52 of grant funding awarded per every \$1 of fee charged, providing great value.

Hale Innovation is more than just a grant writing firm. On the administration side of things, Lee has provided clients with public meeting notice writing, RFQ writing assistance, public meeting presentations, language access plan creation, and opinion of probable construction cost services, among other items that pop-up.

Lee also provides civil engineering services. While primarily specializing in utility and site development, Lee also has experience in the transportation, utility modeling, master planning, capital improvement planning, parks and recreation design, and various other areas of civil engineering design.

# 3.02 – SIMILAR PROJECTS

## PROJECT DETAILS

Dates: 2014-2015  
Consultant Cost: \$19+/- k

## CLIENT CONTACT

US Capital Group Alliance, LLC  
c/o Mr. Greg Davis Ms. Kimberly Buck, P.E.  
880 Airport Road, Suite 113  
Ormond Beach, Florida 32174  
386-673-7640  
(E):[gdavis@prmont.com](mailto:gdavis@prmont.com)

## Major Traffic Study/ Chain of Lakes Complex

Winter Haven, Florida



A major traffic study was conducted in 2018 for the proposed expansion of the existing Chain of Lakes Complex in Winter Haven, Florida. Located at the intersection of US 17 and SR 540 (Cypress Gardens Boulevard), the proposed expansion would add 85,000 square feet to the existing 35,000 square foot field house. The expansion would also include additional basketball courts, indoor track, training facility, locker rooms, office and four new soccer fields.

The impact of the additional trips to be generated by the proposed expansion was evaluated on the surrounding roadway segments of US 17, SR 540, 1<sup>st</sup> Street and 6<sup>th</sup> Street along with six intersections and existing/proposed access driveways. The roadway segments were analyzed for the P.M. peak hour in accordance with City/FDOT LOS Standards and the intersections with the use of Synchro software in the weekday P.M. peak and Saturday peak hours.

At the intersection of US 17 and SR 540 where extremely high northbound right turns and westbound left turn exist, signal timing and phasing alternatives with different lane configurations were evaluated since no geometric improvements were practical due to restricted right-of-way. At the site access driveways, turn lane needs were evaluated with respect to location and geometry, including the lane lengths.

## PROJECT DETAILS

Dates: 2021  
Consultant Cost: \$19k+/-

## CLIENT CONTACT

Amec Foster Wheeler  
Mr. David Butcher, PE  
2000 East Edgewood Dr, Suite 215  
Lakeland, Florida 32801  
(E):[David.butcher@woodplc.com](mailto:David.butcher@woodplc.com)

## Hunter’s Ridge Mixed Use Project

Flagler/Volusia County



A DRI project consisting of over 2,000 units of residential development and 450,000 square feet of commercial and office uses in Flagler/Volusia County. It consisted of a three-phase analysis of traffic impacts within an approximate 5-mile study area. All classified roadways and major intersections were included in the analysis. The roadways were analyzed utilizing the standard FDOT Generalized LOS Standards and the intersections utilizing HCS and Synchro software. The FDOT District Five CFRPM Model (v6.1) was used in the traffic projections. The analysis was prepared in support of proportionate share calculation based upon the anticipated impacts of the DRI project to satisfy FDOT requirements.





Founded in 1984, **ATM** has been a leading provider of coastal, waterfront and water resources engineering services throughout the southeastern U.S. and internationally for 37 years. ATM maintains full-service offices in Gainesville (our corporate office), West Palm Beach and St. Augustine, Florida; Mount Pleasant, South Carolina; and Dubai, United Arab Emirates. With a presence in Florida for more than 37 years, ATM is an internationally recognized industry leader in the field of waterfront engineering. Since 1990, we have provided services on more than 200 municipal waterfront projects and more than 1,700 public and private waterfront projects, domestic and international.

**Waterfront Expertise** The additional complexity of waterfront projects typically involves hydrodynamic loading (waves, current, tides, etc.), state and federal resource permitting, potential ecological impacts, sovereign submerged lands authorization, and construction limitations due to wetlands, critical resources, etc. ATM’s 37 years of working in and around the marine environment provides our team with valuable insight and experience throughout project planning, design and construction. Further, ATM team members (15) possess advanced degrees in coastal/ocean engineering, each with a distinct understanding of the environmental forces (wind, water levels, currents, and waves) that affect marine structures and their longevity. ATM’s engineers and supporting technical professionals provide practical experience in construction oversight of waterfront infrastructure projects. ATM has been involved in the construction phases of waterfront projects valued at nearly \$400 million. ATM has also secured 47 federal grants for waterfront projects worth more than \$30.8 million for projects in 10 states and territories. We are recognized as an international leader in the development and design of marina structures. Our waterfront engineering capabilities include shoreline stabilization (seawalls, revetments, breakwaters, and bulkheads); planning, design, permitting and construction phase services of marinas, fixed and floating docks, boat ramps and fishing piers; and inspection of waterfront and coastal facilities, including boardwalks, dune walkovers, overlooks, trails, and mooring facilities.

### Public Waterfront Projects Expertise

#### Municipal Parks and Waterfront Structures

##### Jacksonville, Florida

We have served the City of Jacksonville (COJ) as waterfront engineering experts since 2001 when we initially completed a citywide boat ramp master plan. Through 34 task orders valued at more than \$1.75 million, ATM has provided technical assistance on inland and waterfront projects to the COJ since 2001, either as the prime consultant or as a subconsultant. As the prime consultant, we have provided services on 19 recreational projects that range from preparation of a boat ramp management master plan that addressed 23 city-owned boat ramps to individual park master plans, waterfront facility improvements (boat ramps, docks), and our current scope of providing inspection and design of docks impacted by Hurricane Irma (2018).

**CLIENT CONTACT**

City of Jacksonville  
 Bob Scott, Project Manager  
 Engineering & Construction  
 Management Division  
 14 N. Hogan Street, 10<sup>th</sup> Floor  
 Jacksonville, FL 32202  
 (P): 904.255.8910  
 (E): [scott@coj.net](mailto:scott@coj.net)

#### Municipal Waterfront Shoreline Improvements

##### Sabastian, Florida

ATM is provided waterfront planning and design services associated with the reconstruction of the shoreline adjacent to a waterfront park and commercial fisheries landing. Services included initial site visit, review of existing survey data, conceptual design, preparation of cost estimate, permitting, construction plans and technical specifications, bid documents, and construction phase services. ATM also supported the City in applying for grant funding with the Florida Inland Navigation District (FIND). The project is currently under construction and will be completed in Spring 2021.

**CLIENT CONTACT**

City of Sabastian  
 Lisa Leger Frazier  
 Community Development Director  
 City of Sebastian, FL.  
 1225 Main Street  
 Sebastian, FL 32958  
 (P): 772.388.82286  
 (E): [LFrazier@CityofSebastian.org](mailto:LFrazier@CityofSebastian.org)



# 4.0

## WORK PLAN & AVAILABILITY OF RESOURCES

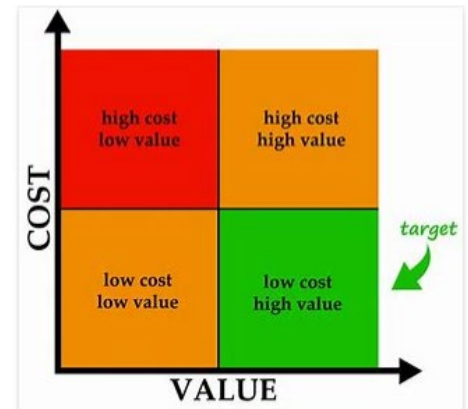
### PROJECT AND APPROACH

# 4.0 Work Plan & Availability of Resources - Project Approach

## 4.01 - UNDERSTANDING PROJECT AND APPROACH, PLANNING, DESIGN AND PERMITTING

CarterKaye's team is an experienced and comprehensive engineering and architectural group with a strong track record of successful project delivery. Our approach is that we have consistently operated in key prime project management organization role, ensuring the successful completion of high-quality projects. With our employees and our team, when needed, offers a wide range of services, including overseeing and managing the entire project delivery process to support the project. This encompasses handling the RFQ process, consultant selection, RFPs, invitations to bid, project design and permitting, project evaluations, preconstruction services, construction administrative oversight, and project closeout. In addition to these core services, our team excels in providing pre-design services, such as charrettes, conceptual plans, and public interactive meetings. We are also well-equipped to handle various project management tasks to ensure the smooth execution of your project such as:

- ASSISTANCE WITH RFQS
- REVIEW AND PREPARATION OF INVITATIONS FOR BID
- PREDESIGN SERVICES SUCH AS PLAN REVIEWS
- PROJECT PLAN REVIEWS
- CAD DRAWING REVIEW AND FEEDBACK
- VALUE ENGINEERING SERVICES
- CONSTRUCTION DOCUMENT REVIEW SERVICES
- QA/QC REVIEW SERVICES
- COST AND SCHEDULE PROJECTION SERVICES
- CONSTRUCTION MANAGEMENT SERVICES
- PROJECT CLOSEOUT
- CERTIFICATION SERVICES



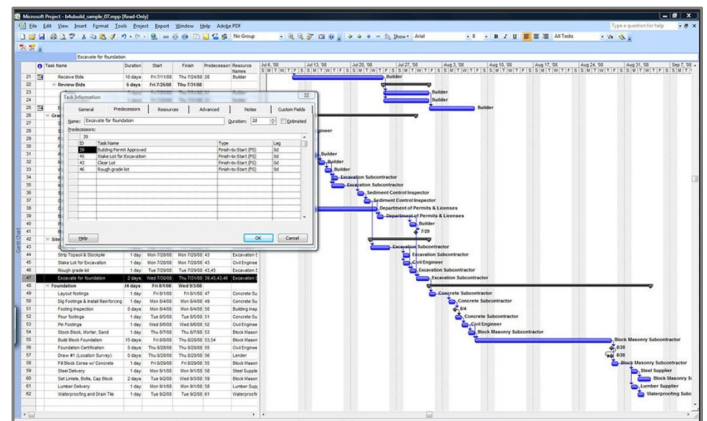
Carter and Kaye Engineering believes in an innovative, multidisciplinary project management approach. Our carefully selected consultant specialists offer expertise in various areas, including project inception, planning, design, construction, grant writing, and agency interaction. This approach ensures competence, experience, and resources for the Town's Project Consulting needs. We favor this contingent-firm team approach for sustainability, as it broadens expertise and reduces disruptions compared to relying on a single firm (e.g., employee turn over).



## 4.02 - MANAGEMENT AND ORGANIZATION – Planning, Scheduling, estimating, Budget Requirements

Our firm employs cutting-edge technology, including tools like Civil3D, Core, and Bluebeam, integrated into our platform for efficient project management. These platforms facilitate real-time collaboration among our staff on plans, project budgets, schedules, and design documents. CarterKaye and its team possess extensive experience and a history of successful interactions with the City, making us well-prepared to start projects promptly.

Our local presence enhances our ability to hit the ground running, adding value to the Town's Project Consulting needs. We are dedicated to helping The Town of Dundee complete its projects swiftly, cost-effectively, and with a strong emphasis on quality.

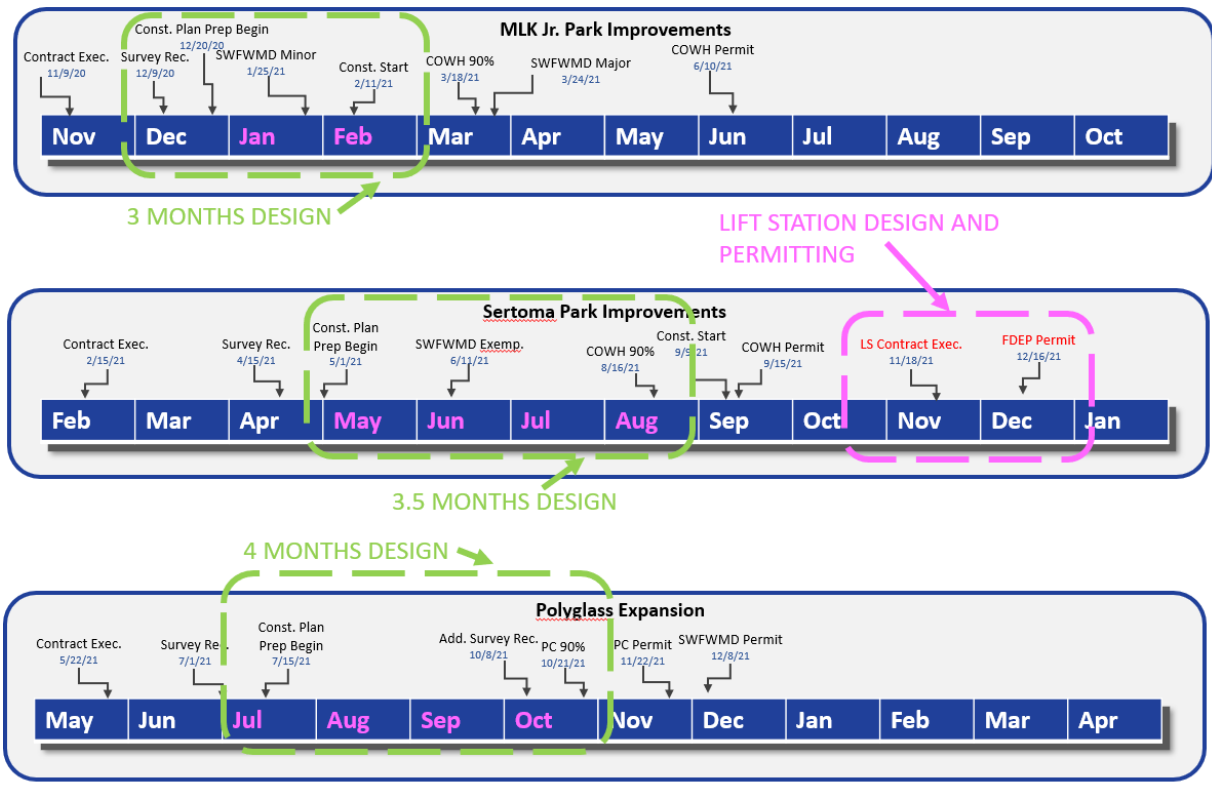


## 4.02 - PROJECTS' SCHEDULES AND BUDGET REQUIREMENTS

**Commitment** - Our team has an outstanding track record for administering projects that meet budgetary and time requirements. CarterKaye’s team, with its familiarity of the Town’s infrastructure, personnel, standards, polices, procedures, and our local knowledge will work closely with the Town, and the community stakeholders to guide projects to a successful conclusion within the budgetary and time requirements. We are committed from the outset to build into our process and schedules contingencies and alternatives which we believe will be integral to an effective and successful management of time and resources on your projects.

**Managing Schedule** – Use of advanced scheduling technology such as Monday and Core help us manage project progress and delivery through real-time collaborative scheduling, tracking and effective project planning. We create schedules with workflow requirements, individuals’ tasks, task duration, timelines, key insights, milestone dates, and status in one collaborative space. Prior to committing to a task order, a schedule will be carefully developed at our office to ensure our team resources are available to work on concurrent task orders. After review of the project with the Town, CarterKaye will review the requirements of the project and schedule with the task manager and key staff members. The task manager will update the schedule concurrently with the project’s progress and will adjust the assigned staff as required to meet the established completion dates. Schedule updates for each major active tasks will occur regularly.

CarterKaye successfully managed project schedules and budgets, ensuring timely project completion. Notable projects completed include Sertoma Ballfield Renovation, MLK Jr. Park Improvements, and Polyglass Industrial Site Expansion. Despite unexpected changes, like integrating a new lift station into Sertoma Park/Ball Field, we acted swiftly. Within 1.4 weeks of the Town's request, we submitted a detailed task order, began work, and collaborated with stakeholders to order equipment. After task order approval, our design was completed in 1.5 weeks, gaining project approval and staying under budget. This showcases our ability to efficiently deliver projects on time.



## SCHEDULING, ESTIMATING, BUDGET REQUIREMENTS

Our team is committed and well-prepared to oversee projects that align with budget and time constraints. As part of our long-term strategic planning, there is a commitment from relevant entities to support the renovation of certain facilities. We are aware of the funding allocated and the proposed timeline for project commencement. Leveraging our familiarity with the local infrastructure, personnel, standards, policies, and procedures, along with our knowledge of the site, we will collaborate closely with stakeholders to ensure a successful project outcome.



Our budget methodology emphasizes effective planning, accurate cost estimation, and accountability. Inadequate planning, poor cost assessment, and lack of accountability are common causes of project failures. Specifically, in relation to planning and our service agreement, we prioritize time spent with the team to review their vision and the community's needs, as well as assess costs in alignment with expectations. This process is crucial for setting and adhering to project budgets, with scope and costs determined based on the vision, needs, and work requirements.

CarterKaye's team outlines the project's costs and necessary tasks in a service agreement that serves as a roadmap for project completion. Each task order is detailed and managed by a designated task manager responsible for budget maintenance. To ensure budget adherence, we conduct regular internal team evaluations of resource usage and project timelines. Our firm places a strong emphasis on proactive budget management, with accountability measures in place for each manager and team member to ensure projects stay on budget and on schedule.

Budget controls are maintained through status updates, expenditure summaries, and progress and resource reviews against milestones, all tracked using specialized software. We identify and track all labor and direct costs relative to the budget, promptly addressing any deviations that may occur. Having disciplined, experienced individuals who are accountable and incentivized to meet their commitments is crucial for success.

Our key personnel and task managers will ensure compliance with applicable codes, standards, and project requirements. During the pre-design phase, we identify relevant project codes, gather essential site data (including soil conditions, occupancies, and traffic), and determine infrastructure support systems and building materials for implementation.

As the project progresses into the construction document phase, we will collaborate with local general and specialty contractors to obtain current construction pricing information, ensuring an accurate opinion of probable costs



## 4.0 – Work Plan and Availability of Resources

### 4.03 - A PRAGMATIC APPROACH to achieving the Town's goals and objectives TO MINIMIZING DISRUPTIONS to the town's activities and residents include:

**Comprehensive Planning and Coordination:** Start by conducting a thorough assessment of the Town's goals and objectives. Develop a detailed project plan that outlines all tasks, timelines, and resources required. Coordinate closely with various Town departments to ensure alignment and prevent conflicts. Establish clear lines of communication and designate key personnel responsible for project oversight.

**Community Engagement and Communication:** Involve the community early in the planning process through public meetings and forums to gather input and address concerns. Maintain transparent and regular communication with residents, keeping them informed about project updates and potential disruptions. Use multiple communication channels, such as town meetings, newsletters, and social media, to reach a wider audience. Consider offering support services to residents affected by construction, such as assistance with transportation or access to essential facilities. Collaborate with local businesses to mitigate economic impacts and support their operations during construction.



**Phased Implementation:** Break down larger projects into smaller, manageable phases to minimize disruptions. Prioritize projects based on their impact on residents and the Town's objectives. Implement projects in a sequence that minimizes inconvenience, with careful consideration of factors like school schedules, holidays, and peak traffic times. **Flexible Scheduling:** Create project schedules that allow for flexibility to accommodate unexpected challenges or changes in priorities. Maintain open lines of communication with contractors and adjust schedules as needed to minimize disruptions to daily activities.

**Safety Measures:** Prioritize safety for residents and workers by implementing appropriate traffic management plans, detours, and safety signage. Ensure compliance with all safety regulations and guidelines to minimize risks.

**Continuous Monitoring and Adjustments:** Assign dedicated project managers to oversee each project and monitor progress closely. Regularly assess project performance against established benchmarks and make adjustments as necessary to stay on track.

**Community Support Services:** **Environmental Responsibility:** Implement environmentally friendly practices, such as sustainable construction methods and stormwater management, to minimize environmental disruptions.

**Quality Assurance:** Maintain a focus on delivering high-quality work to ensure long-term benefits for the Town and its residents. Conduct regular quality checks and inspections to address any issues promptly. After project completion, solicit feedback from residents and stakeholders to assess the impact and effectiveness.

**Post-Project Evaluation:** s of the approach. Use this feedback to improve future project management strategies and minimize disruptions even further. By following this pragmatic approach, the Town can work towards achieving its goals and objectives while prioritizing the well-being of its residents and minimizing disruptions to their daily lives.



**Use of Alternatives** - The team will approach the project with alternatives when applicable that benefit the timeline, maintain functional and performance requirements, and balance aesthetic expectations. This will include focusing on locally sourced solution-oriented subcontractors and contractors for labor, materials and methods of construction to help expedite the projects. To assist in the schedule our team will be cognizant to limit or eliminate design options that require “designated specialty engineers”, and will promote pre-finished, pre-engineered systems where feasible.

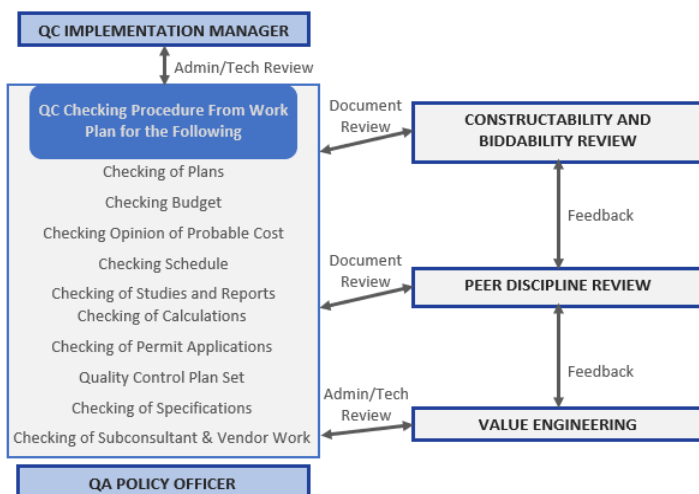
**Proactive Coordination** - It is not unusual for code officials to consume a portion of the project’s timeframe. Our team will take a proactive approach and will reach out to the reviewers before and after reviews to help maintain an expeditious project delivery construction duration.

**Use of Critical Path Method** - Project management requires collaboration to establish tasks via pre-design charrettes, design and permitting requirements, and organizing those tasks in a schedule patterned around the critical path method with milestones. Once the schedule is set, the team can focus on the necessary resources to delivery the essential elements. This approach works to minimize conflicts and unnecessary delays. We use software to separately list each activity and/or task in a logical sequence and assign reasonable durations to start and complete each task creating an efficient path to the project’s goals while allotting time/resources to be spent on tasks proportional to their dependency on other tasks, degree of complexity, lead time and more criticality to the costs. As information is gathered during the planning, design and permitting effort, to streamline the process energy is applied where challenges are identified and where uncertainty exists. Efficiency is maximized through continual evaluation of task deliverables and communicating the next step. Communication occurs with all key participants via progress meetings, regular reviews with updates, experienced assessments, and the monitoring and tracking of manpower. Deliverables that motivate the members of our firm and design team. As we monitor the schedule, we will work to identify time-saving alternatives that do not sacrifice the project’s integrity. One strategy would be to coordinate materials with the construction team early on, in order to eliminate long lead time dependencies, such as waiting on pre-cast structures to be delivered from a vendor.

## 4.04 QUALITY CONTROL

Our team follows a standardized system for design reviews and quality control. We use checklists and draw from previously approved projects to maintain consistent qualification reviews. This includes using established procedures, standards, and project data that have evolved over the years. We incorporate quality assurance measures, such as adhering to standards, to ensure the quality of our work. For example, we require shop drawings for our proposed constructions. Our designs undergo additional reviews and evaluations by third parties before project delivery, reducing the need for significant adjustments later.

Our QA/QC approach involves constant in-house communication, compliance checks on design criteria, regular project updates, and monitoring project approvals, budgets, and schedules. We've found that ongoing review of schedules and budgets is the most effective way to prevent scope and budget changes. To manage project contracts, CarterKaye maintains project schedules, evaluates budgets, and provides regular updates to the Client. These schedules include major deliverables, milestones, and expected submission dates. Other aspects of our QA/QC Program encompass general review items and processes.



- ❑ Independent Plan Reviews
- ❑ Technical Competence/Checking of Calculations
- ❑ Scheduling Reviews
- ❑ Budget Evaluations/Cost Estimates
- ❑ Communications/Loop or Feedback
- ❑ Project Planning
- ❑ Administrative Procedures reviews
- ❑ Final Quality Review

## 4.05 - DISPUTE RESOLUTION

Our team is committed to delivering our services with the utmost professionalism, precision, and care, in alignment with both the City's expectations and industry standards. Our approach to dispute resolution is rooted in proactive measures aimed at preventing issues before they arise. We achieve this by diligently adhering to the expectations of all parties involved and consistently striving to exceed those expectations through exceptional service delivery.

Our longstanding focus on client satisfaction has allowed us to establish, share, and consistently meet our clients' expectations, starting from the initial services contract to project completion. We take great pride in our track record of surpassing expectations, which is evidenced by the trust our valued clients continue to place in us.

Maintaining open lines of communication is a cornerstone of our approach. In situations where the designated lead is unavailable, we ensure that other team members involved in the project are readily accessible to answer questions or provide clarifications. CarterKaye is committed to being available to the City for issue resolution, even outside regular business hours and on weekends, via cell phone. Throughout the normal course of project delivery, we advocate for the appointment of a single lead communicator by each involved party. This 'one source' best practice minimizes misinterpretations and enhances the efficiency and effectiveness of project communication.

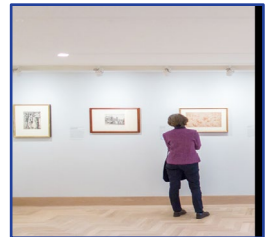
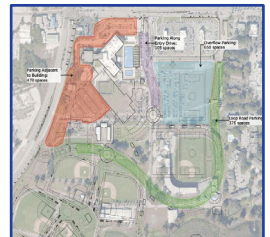
Our designs, often three-dimensional in nature but presented on two-dimensional plans, can be subject to interpretation. Therefore, we place great emphasis on developing high-quality plans that adhere to industry standards and are readily available to clarify our design intentions. Our commitment to quality assurance and quality control (QA/QC) processes, which involve early collaboration with specialist subcontractors and constructors, helps mitigate ambiguities before construction commencement.

While disputes are infrequent, we believe in swift and proactive resolution as a best practice. Our philosophy is that it's not the mistake or concern itself that's problematic; rather, it's how we address it that truly matters. This philosophy underscores our commitment to maintaining open lines of communication and providing assistance regardless of the issue's origin. Our experience has shown that disputes are typically resolved when we, as a project team member, prioritize communication, fostering coordination, collaboration, and closure.

## 4.06 - STAKEHOLDER ENGAGEMENT

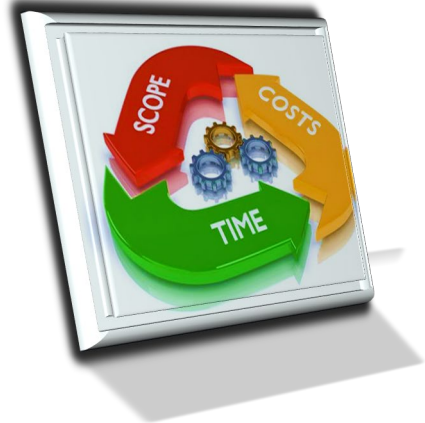
At CarterKaye, we view project stakeholders as integral members of our extended project team. We firmly believe that achieving a successful project hinges on a holistic stakeholder engagement approach, one that places communication at the forefront among the various individuals, groups, committees, and organizations involved. When engaging with our community stakeholders, we tailor our approach to meet the unique needs of each program. Our strategy combines the use of digital tools, traditional surveys, public engagement workshops and sessions, as well as grassroots efforts. This comprehensive approach ensures that we effectively engage and collaborate with the community stakeholders.

Drawing inspiration from recent collaborations, which included successful design charrettes and community workshops, we propose a similar approach for your project. Our planning experts recommend this approach to engage the community, user groups, and stakeholders effectively. Following the workshop and engagement sessions, our team, in collaboration with City staff, will conduct on-site tours to further explore opportunities and constraints based on the valuable input received. Subsequently, our experts, working closely with estimators, will embark on the development of project concepts and designs. This collaborative effort will guide the project toward a balanced alignment of vision and budget. Our commitment to stakeholder engagement is underpinned by our belief that the best outcomes are achieved through inclusive and transparent communication, collaborative efforts, and a shared dedication to the project's success.



## APPROACH TO MANAGING PROJECTS' SCHEDULES AND BUDGET REQUIREMENTS

**Budget Approach via Experienced and Comprehensive Planning** Our budget approach is a methodology which requires good planning, cost estimating and accountability. Insufficient planning, inadequate cost assessments, and lack of accountability are major reasons why projects fail, and budgets suffer. With experience and comprehensive planning, we know time spent with the Town reviewing the Town's vision, the community's needs, planning and assessing the scope and team's costs (relative to the Town's expectations), are major determinants relative to aligning a budget with the project needs and keeping within that budget. CarterKaye's team will concurrently assess the team's costs to complete the project's work and will develop a service agreement with tasks for same. This will act as a road map to complete the work. The project will also have a list of prioritized elements and costs will be developed for each so that the Town can decide which tasks and elements should be completed. A task manager will be responsible for maintaining the budget for each project.



**Evaluations to Ensure Budget Control** - To control budget, frequent internal team milestone evaluations and status updates of the project's resources and expenditures and accountability measures are used. Our project budget tracking with Core is used to monitor progress and costs. All labor, direct and indirect costs are tracked relative to the budget. The team's project managers will identify deviations, if any, from the budget, and the team will make the necessary corrective actions to ensure the tasks and budget are completed and maintained.



**Dedicated People to Ensure Budget Control** – We employ disciplined, seasoned, comprehensive, educated, experienced and caring people who are accountable and we provide assistance and incentives to help our people meet what they commit to do.



### 4.07 – WORKLOADS OF STAFF

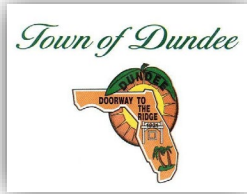
The team's current workload is at a level which is flexible and is at a capacity which enables us to begin working for the Town upon task Authorization. Many of our projects are governed by milestones which are distributed, often flexible and depending on when awarded can be assessed and adjusted to enable us to assist the Town upon award of a task order. Because projects often require a variety of decisions and input from others, schedules adjust often, which enable us to adjust priorities and dedicate the resources to successfully deliver our services in a timely manner.

In lieu of relying on a single firm approach, we believe a contingent-firm team approach is a more sustainable project management approach. It not only provides depth and breadth of expertise it results in more availability and minimizes disruptions such as employee turn over. All principals, key staff and individuals within the team will have capacity and will be available to assist in their area of expertise to provide project management services to successfully assist the Town. Once a task order is approved, it is anticipated the team's project management role will require a portion of the team's workforce at any given time to compete the work we commit to.



Per the RFQ instructions, we have provided a graphic illustration of the team's key members current approximate workload and estimated future workload/availability. If needed other members will be tasked to assist.





**Future Workload**  
Key Members

**Current Workload**  
Key Members



**Dave Carter**  
P. E.  
C&K Principal  
Engineer



**Kriss Kaye**  
P.E., ENV SP  
C&K Managing  
Member



**Aaron Orloff**  
C&K Engineer  
Designer I



**Michael Hooker**  
C&K Engineer  
Designer III



**Haileigh Houmarid**  
C&K Executive  
Assistant / Project  
Coordinator



**Brian Moss**  
C&K Project  
Manager



**Kimberly McCraine**  
C&K Project  
Manager /  
Engineer III



**Willie Nabong**  
C&K Registered  
Engineer



**Bruce C. Hall**  
PLA, ASLA  
Catalyst  
Principal Master  
Planning



**Jay Hood**  
Catalysts  
Technical  
Principal -  
Landscape  
Architect



**Timothy Mason**  
P.E.  
ATM Principal  
Waterfront  
Engineer



**Peter Peterson**  
P.E.  
ATM Senior  
Waterfront  
Engineer



**George Galan**  
LTG Engineering  
P.E.  
Senior Project  
Manager



**Brian L. Karsky**  
C&K Architects  
B.Arch, B.S.  
Principal Architect



**John Clyatt**  
Surveyor



**Turgut Dervish**  
TPD  
P.E.  
President



**Lawrence "Lee" Hale**  
Hale Innovation  
P.E.  
Senior Waterfront  
Engineer



**Ricardo Kiriakidis**  
Universal Sciences  
M.S., PhD, P.E.  
Senior Geotechnical  
Manager

# 5.0

## TEAM MEMBERS

### QUALIFICATIONS & ORGANIZATION

### MOB/WOB DISABLED VETERAN & VETERAN OWNED BUSINESS UTILIZATION

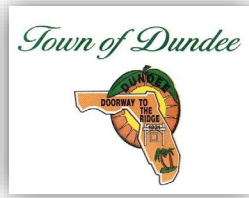
### SITE VISIT TO 1 WATER AND 1 WASTEWATER PLAN


### INTENT TO AFFECT LOCAL ECONOMY




# 5.01 Key Personnel & Team Organization

Resumes are attached in the Appendix






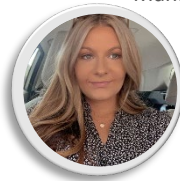
**Dave Carter**  
P. .E  
C&K Principal Engineer, Project Manager – 3 yrs




**Kriss Kaye**  
P.E., ENV SP  
C&K Managing Member, Project Manager – 3 yrs




**Michael Hooker**  
C&K Engineer Designer III  
3 years




**Haileigh Houmard**  
C&K Executive Assistant / Project Coordinator  
3 weeks



**Brian Moss**  
C&K Project Manager  
3 years



**Kimberly McCraine**  
C&K Project Manager / Engineer III  
3 years



**Willie Nabong**  
C&K Registered Engineer  
2 weeks

9 In-House Employees at CarterKaye, C&K. Resumes are attached in the Appendix



**Bruce C. Hall**  
PLA, ASLA  
Catalyst  
Principal Master Planning



**Jay Hood**  
Catalysts  
Technical Principal - Landscape Architect



**Timothy Mason**  
P.E.  
ATM Principal Waterfront Engineer



**Peter Peterson**  
P.E.  
ATM Senior Waterfront Engineer



**George Galan**  
LTG Engineering  
P.E.  
Senior Project Manager



**Brian L. Karsky**  
C&K Architects  
B.Arch, B.S.  
Principal Architect



**John Clyatt**<sup>30</sup>  
30 South  
Surveyor



**Turgut Dervish**  
TPD  
P.E.  
President



**Lawrence "Lee" Hale**  
Hale Innovation  
P.E.  
Senior Waterfront Engineer



**Ricardo Kiriakidis**  
Universal Sciences  
M.S., PhD, P.E.  
Senior Geotechnical Manager

## 5.02 Coordination with Agencies

Put simply, interaction with the Town and regulatory staff is as much of a function of our day-to-day activities as it is turning on the lights to our office. Everyone at our office and the principals of subconsultants on this team know that in order to manage our projects and serve the Town, interaction with the Town and regulatory staff is fundamental another requirement of what we do. Notwithstanding we know we must do more than just interact but to succeed in the management of our projects we must listen, be responsive, diligent, comprehensive and provide solution-oriented design, construction and management. Typically, when it comes to project management and working on construction related activities, the stakes are high and the right solutions take a collaborative approach with the Town and regulatory agency staff – we take pride in working with agency staff.



CarterKaye and its team members have a long history and good record of working side by side with Town staff which is exemplified by our track record of successfully completing projects over the years. We believe a key ingredient to successfully completing projects has been in part because of the long-term professional relationships we have maintained with nearly all Department heads and staff. With our extensive knowledge of the Town’s purchasing, legal, risk management, and various planning and engineering departments, we thoroughly understand how to navigate the various complex aspects of projects from their beginning through contract negotiation and approval, to design, and through construction completion.

We have obtained approvals for hundreds of municipal and private projects from numerous entities from the following and other permitting agencies:

- Florida Department of Environmental Protection
- Polk County Health Department
- US Fish and Wildlife Service
- Army Corps of Engineers
- Water Management Districts (SWFWMD, SFWMD, SJRWMD)
- Florida Department of Transportation
- Polk County Land Development

One critical applicable agency CarterKaye has interacted with at multiple levels and different departments, hundreds of times, is the Southwest Florida Water Management District (SWFWMD). We have successfully obtained SWFWMD permit approvals for numerous civil site projects and/or various stormwater, site assessments at all levels including permitting, monitoring, environmental impact assessment, compliance implementation, consent order/non-compliance, and compliance actions. Another critical local agency with which we have decades of experience navigating similar permitting approvals is the Southwest Florida Water Management District (SWFWMD). Applicable SWFWMD permit experience includes Environmental Resource Permits (stormwater management permits, wetland permits, floodplain compensation/modification), water use, water quality. This level of interaction and experience is applicable to nearly all other local permitting agencies for various wildlife, archaeological, historical, endangered species, and environmental impact considerations and associated permits.

We have a successful track record which has allowed us on occasion to obtain necessary permit approvals in record time. When our clients needed to achieve “shovel-ready” status including permitting in order to obtain Federal ARRA stimulus grant funding, we came through for our clients in record time

Resumes are included in the Appendices.



## 5.03 WOMAN-OWNED BUSINESS

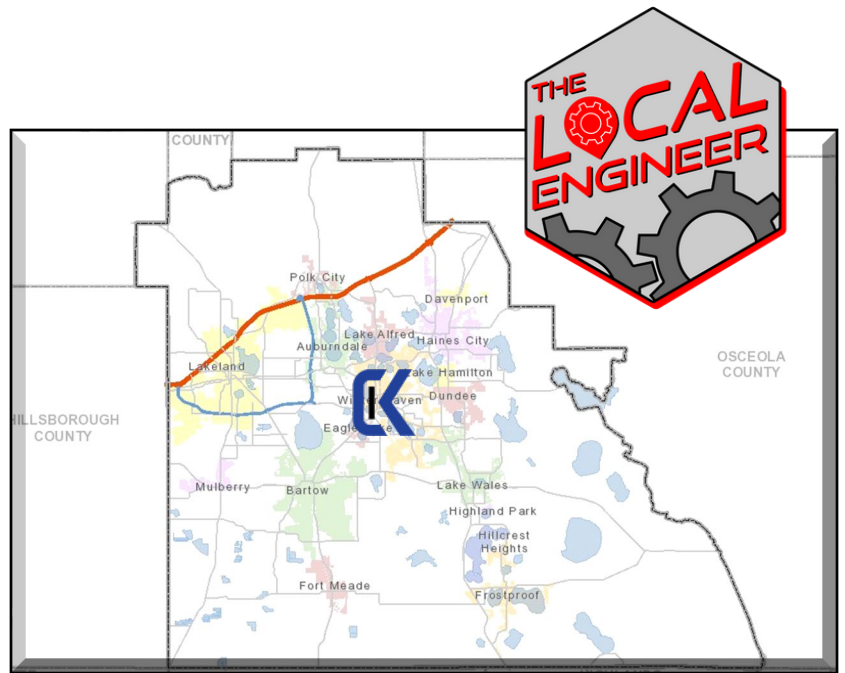
At CarterKaye, we proudly operate as a woman-owned Business (WOB). Our co-owner, Michelle Kaye is involved in the daily operation decisions and handles the business' financial transactions and accounting. Her astute financial insights have guided us through challenges and opportunities, helping us grow and prosper. Our WOB status highlights the valuable role women play in entrepreneurship. Founded by a husband-wife duo, we thrive through the combined skills of both partners, which is integral to our success, contributing expertise and dedication. We actively support initiatives that empower women in business. We invite our clients, partners, and community to acknowledge and support women's contributions to the business world by choosing to work with CarterKaye. CarterKaye proudly stands as a woman-owned business, championing women's roles in entrepreneurship and fostering gender diversity in our industry.

## 5.04 SITE VISIT

CarterKaye has recent visits wastewater treatment facilities and potable water treatment facilities to evaluate the performance of same.

## 5.05 INTENT/CAPACITY TO AFFECT THE LOCAL ECONOMY

CarterKaye Engineering, LLC, located at 137 Fifth Street NW, Winter Haven, Florida 33881, near Town Hall, strongly supports the local economy. Our staff and team members are active community members who work, play, and do business in the Town. We are committed to contributing to the Town of Dundee's economy by using local resources, suppliers, subcontractors, and consultants. Over 90% of our business expenses stay within the Town, and our history, partnerships, and community involvement demonstrate our dedication. Our team, comprising lifelong residents, actively participates in community functions and collaborates with Town staff for community input on projects. We engage in community activities like the Winter Haven Development Industry Roundtable and support Town, Chamber, and Mainstreet Winter Haven events.



**137 5<sup>th</sup> Street NW, Winter Haven Florida**

We sincerely thank the Town of Dundee for prioritizing local procurement. As a business reliant on the local economy, we appreciate the Town's focus on using local resources, professionals, suppliers, and contractors. Supporting local spending leads to economic growth, higher income, and improved quality of life. Retaining income locally creates jobs, supports businesses, and enhances community living standards



**THE MONEY  
MULTIPLIER**

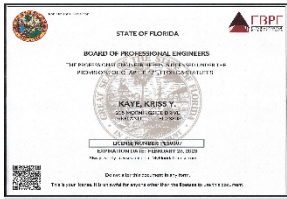
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## LICENSURE & REFERENCES

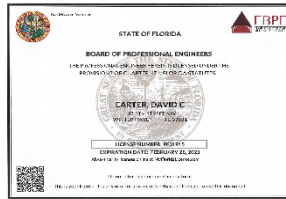




**CARTER AND KAYE ENGINEERING, LLC (CarterKaye)**

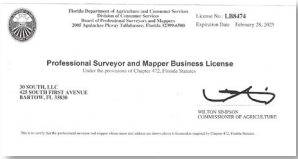


Kriss Kaye, #PE50607

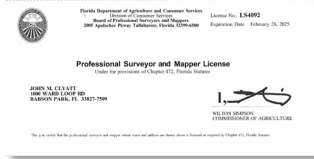


David Carter, #PE31915

**30 SOUTH SURVEYING AND MAPPING, LLC**

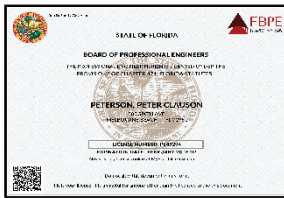


30 SOUTH, LLC,  
#LB8474

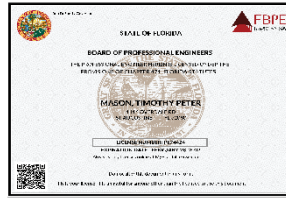


John M. Clyatt  
#LS4092

**APPLIED TECHNOLOGY & MANAGEMENT, INC (ATM)**

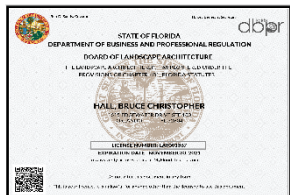


Peter Clauson Peterson,  
#PE49294

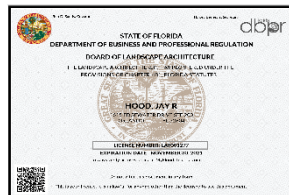


Timothy Peter Mason,  
#PE74424

**CATALYST**

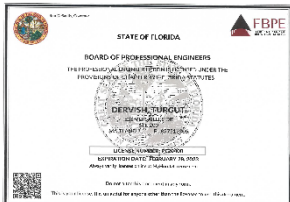


Bruce Christopher Hall,  
#LA0001367



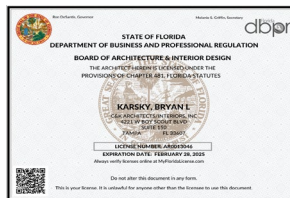
Jay R Hood, #LA0001277

**TRAFFIC PLANNING AND DESIGN, INC (TPD)**



Turgut Dervish,  
#PE20400

**C&K ARCHITECTS, INTERIORS, INC.**



Bryan L. Karsky  
AR0013046

**List of Professional Licenses**

**Individual Licenses**

**Professional Engineers:**

- Kriss Y. Kaye
- Dave C. Carter
- Timothy Mason
- Turgut Dervish
- Peter Peterson
- Lee Hale
- Ricardo Karakidos
- LTE

**Architects:**

- Bryan Karsky, AIA

**Landscape Architects:**

- Bruce Hall
- Jay Hood

**Firm Licenses:**

- Catalyst Landscape Architects
- 30 South Surveyors

*Note: Engineering Firms Licenses are now under Firm Principal's name/license*

C&K Architects, Interiors, Inc.  
K09881





**PROJECT DETAILS**

Owner: City of Winter Haven  
 Dates: 2012 and 2019-2020  
 Original Construction Budget: \$3.17 million  
 Final Cost: \$3.2 million  
 Role of Firm/Individual(s):  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. T. Michael Stavres CPM, CPRP**  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881

(P): 863.291.5600  
[E: mstavres@mywinterhaven.com](mailto:mstavres@mywinterhaven.com)

**Winter Haven Fire Station No. 3**



Project Manager for this 267-parking stall, 3-story parking facility is located at 3<sup>rd</sup> Street NW and Avenue A NW in Winter Haven Florida. CarterKaye’s experience included the civil and environmental engineering, coordination with the architect and City to site the building and resolution of challenges with respect to access and stormwater management. The site was spatially constrained and had limited right-of-way and available land. The stormwater management system was handled in an on-line dry retention system. Engineering included permitting and various designs, i.e., entrances, parking, fire water, site stormwater management, which was permitted in the City and the Southwest Florida Water Management District. In 2019 and 2020 CarterKaye was also recently involved in a feasibility evaluation of this site for the City .

**PROJECT DETAILS**

Owner: City of Winter Haven  
 Completion Date: 2021  
 Original Construction Budget: \$1.72 million  
 Final Cost: \$1.66 million  
 Role of Firm/Individual(s):  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. Michael Carnevale**  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881

(P): 863.291.5656  
[E: mcarnevale@mywinterhaven.com](mailto:mcarnevale@mywinterhaven.com)

**Lake Conine Wetland Modification**



Project Management for This 26+/- acre wetland modification project is located on Lake Conine in Winter Haven Florida. This project is a BMP project designed with 2 stormwater ponds functioning as wet detention systems with permanent pools and littoral zones to treat the majority of stormwater from a developed area before it enters the restored wetland areas. There are three separate cells proposed for stormwater to cascade through before entering the lake. CarterKaye provided project management and construction administration assistance in 2020/2021.

**PROJECT DETAILS**

Dates: 2019  
 Original Construction Budget: \$4.3+/- million  
 Cost: \$4.7 +/- million  
 Role of Firm/Individual(s):  
 Kriss Kaye, PE, EOR  
 Dave Carter, PE, Project Management

**CLIENT CONTACT**

**Mr. Andy Palmer**  
 Parks and Recreation  
 City of Winter Haven  
 451 Third Street NW  
 Winter Haven, Florida 33881 (P):  
 863.291.5656  
[E: tedwards@mywinterhaven.com](mailto:tedwards@mywinterhaven.com)

**Lake Maude Recreation Park**



Engineer for Phase this project consisted of the master planning, surveying, design and coordination for the development of 26 acres of recreational improvements. This project included the construction of all of Phase I and related foreseeable and overlapping supporting infrastructure for Phase II. This work included the completion of a stadium field, concession and restroom building (for local football practice and games), playground, picnic areas/pavilions, and trail system that interconnects with the Lake Maude Nature Park Trail. To confirm the community’s desires a publicly vetted programming and master planning process was conducted by our team members. .

# 7.0

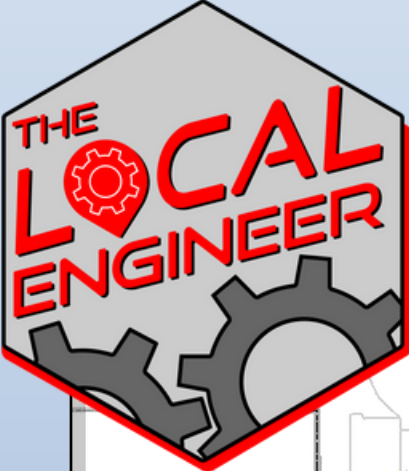
## WOMAN-OWNED BUSINESS

### WOMAN-OWNED BUSINESS

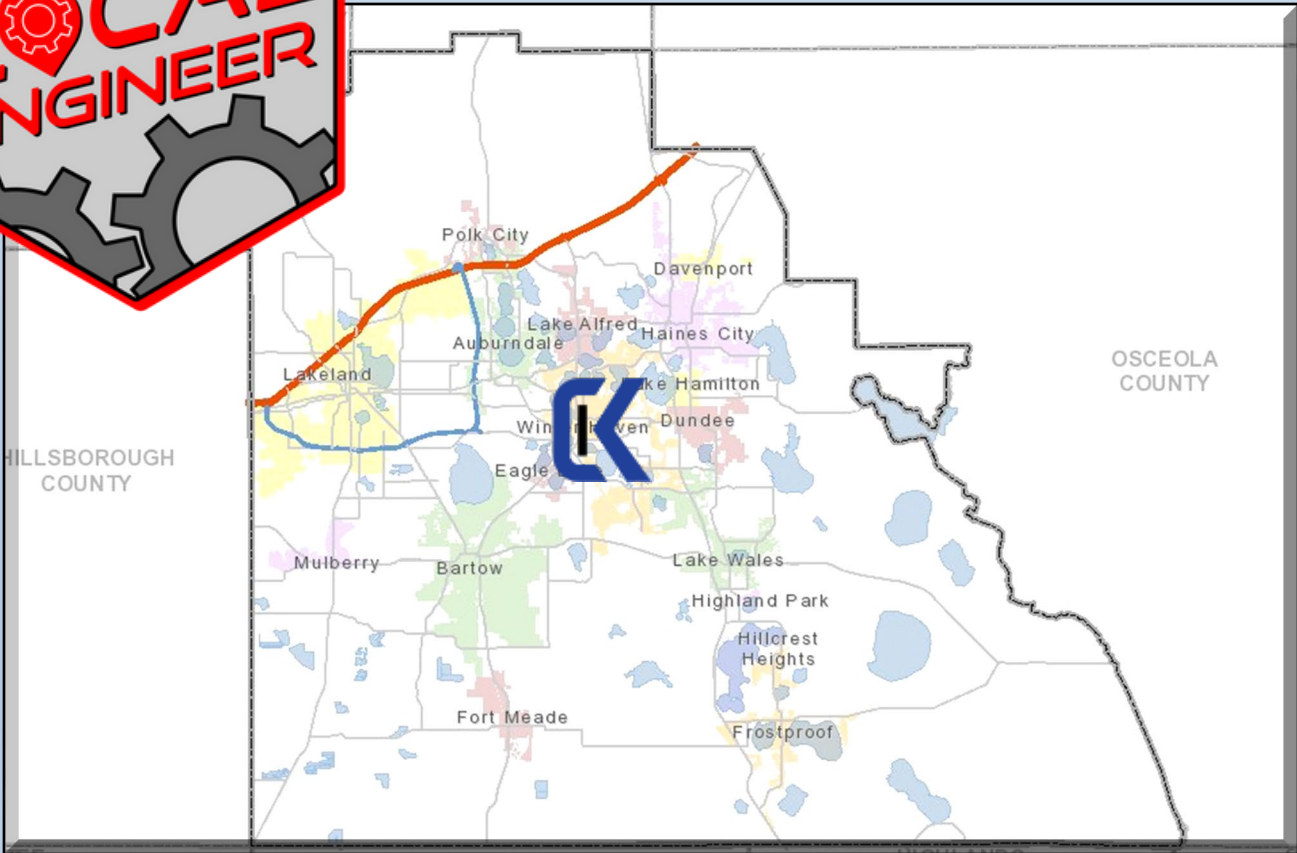
At CarterKaye, we proudly operate as a woman-owned Business (WOB). Our co-owner, Michelle Kaye is involved in the daily operation decisions and handles the business' financial transactions and accounting. Her astute financial insights have guided us through challenges and opportunities, helping us grow and prosper. Our WOB status highlights the valuable role women play in entrepreneurship. Founded by a husband-wife duo, we thrive through the combined skills of both partners, which is integral to our success, contributing expertise and dedication. We actively support initiatives that empower women in business. We invite our clients, partners, and community to acknowledge and support women's contributions to the business world by choosing to work with CarterKaye. CarterKaye proudly stands as a woman-owned business, championing women's roles in entrepreneurship and fostering gender diversity in our industry.

# 8.0

## PRIMARY OFFICE LOCATION



137 5<sup>th</sup> Street NW, Winter Haven Florida





# APPENDIX

## WITH ATTACHMENTS





Recipient of the 2018 ACEC-FL Engineering Excellence Award



### EXPERIENCE SUMMARY

Mr. Kaye, Managing Partner at Carter and Kaye Engineering, LLC, has more than 25 years of experience as the lead civil/environmental professional engineer of record for hundreds of public and private land development infrastructure improvement projects and engineering studies throughout central Florida with project budgets totaling more than \$330 million.

**Mr. Kaye's facility experience includes:** Stormwater treatment systems, stormwater master planning; parks/recreation facilities; rain gardens; pollutant load reduction designs; shoreline restoration; baseball and multi-purpose fields; amphitheatres; concession buildings; corridors/trails and plazas; tourism-sport complexes; banks; emergency operation centers; bike/pedestrian automobile dealerships; churches; distribution facilities, FDOT LAP transportation improvements; financial institutions; government facilities (e.g. operations/offices, fire stations, libraries, town and city hall; elections facilities, transit facilities); hotels; independent/assisted leaving facilities; landfill facility closures; institutional and educational facilities (K-12 public schools & charter schools); manufacturing and industrial facilities; medical facilities (clinics)\hospital building expansions); minor highway entrances, turn lanes and road widening; mixed-use commercial/shopping centers; national historic area improvements; outdoor cafés; restaurants; retail facilities; single/multi-family multi-story residential developments; streetscaping/road corridor design; watershed/drainage studies and warehouse facilities.

**Mr. Kaye's supporting infrastructure systems experience includes:** low impact strategies, BMPs techniques (sorption media, volume controls, bio-swales, nutrient controls); master grading and drainage systems; stormwater retention/detention and pumping systems; watershed retrofits; subsurface exfiltration systems; storm sewers; master gravity sanitary sewer collection and transmission systems; master lift stations/force mains; potable water distribution systems; directional and jack & bores; artificial wetland and lake designs; decentralized wastewater treatment and low-pressure dosing drain fields; fire system designs; flood compensation/wetland mitigation systems; groundwater remediation systems; irrigation & landscape design; traffic control and detour systems; reclaimed water systems; and utility relocation designs.

**Mr. Kaye's permitting experience includes:** CDBG Grant/HMGP FEMA Grant Assistance; FEMA flood map amendments; NPDES Construction/MS4 permitting; OSTDS permitting; USFWS ecological mitigation/impact avoidance; DHR clearances; ACOE approvals; FDEP/Health Department permitting; landfill operating and closures; domestic wastewater treatment; potable line permitting; SWFWMD/SJRWMD/SFWMD/FDEP Environmental Resource Permitting (180+ ERPs); and FDOT Drainage/Driveway Connection Permits.

### EDUCATION

MS, Environmental Engineering; University of Central Florida (1993)

BS, Environmental Engineering; University of Central Florida (1991)

MBA Studies Univ. Lincoln Nebraska

### PROFESSIONAL REGISTRATIONS

PE - Professional Engineer: FL (50607, exp. 2-28-25)

### CERTIFICATIONS/TRAINING

ENV SP - Envision Environmental Sustainability Professional (exp. 11/2024)

CFM - Certified Floodplain Manager, FL (#US0401320, exp. 1-31-24)

ICPR 4 Modelling Training, Streamlining Technologies, Inc. (2021, no exp.)

FDOT Work Groups 3.1, 3.2, 10.1 )

BMPTRAINS Model Training, ERD (2017, no exp.)

Complete Streets for All-One Block at a Time (2016, no exp.)

Project Management, Pennoni (2015, no exp.); 1<sup>st</sup> Place Team Competition

Hazardous Communication, ERCS (2014, no exp.)

Stormwater Management Inspector, FL (#1983, no exp.)

### PROJECT EXPERIENCE

**Winter Lake Stormwater Treatment Train Design** Engineer of Record – Responsible for the reduction of pollutant load stormwater master system design. This system design was required to reduce pollutants to pre-development conditions, reducing the pollutant loads by 98 percent. The system attenuates runoff to an FDOT conveyance system. More than 36 storm events were simulated. This design included a treatment train approach consisting of reducing the DCIA, a development outfall to a pretreatment system of retention, which cascades into a permanent pool design. The permanent pool provides residence time using a wet detention system which outfalls to a side-bank filtration system prior to discharging from the site. The system was permitted through the Southwest Florida Water Management District and Florida Department of Transportation.

Mr Kaye has enabled private developers and municipalities to proceed with improvements, while protecting the state's waters, the environment, public safety, health and welfare.

Kaye | 1 of 1





**DAVID C. CARTER, PE**



### 43 YEAR EXPERIENCE SUMMARY

Mr. David Carter has served on a number of both statewide and local technical committees that have helped to shape public water policy. He served on the Florida DEP Statewide Stormwater TAC, which coordinated revamping of the state drainage rules. He served and chaired for many years the Department of Health’s Research Review and Advisory Committee, which reviews ongoing significant septic tank studies. He served as president of the Florida Home Builders Association, and in that role had the privilege of lobbying the state legislature on issues affecting the industry, and federal agencies on drainage, floodplain and wetlands issues. Many of those issues required public outreach with stakeholders involved in the process. He served on the Florida Impact Fee Review Task Force, which deliberated on ways to equably pay for new infrastructure construction.

#### EDUCATION

Penn State University, University Park, PA - B.S. Civil Engineering

#### PROFESSIONAL REGISTRATIONS

Professional Engineer: FL (31915, exp. 2-28-2021)

#### CONTINUING EDUCATION

- SWFWMD, FEMA drainage analysis
- Wetlands delineation
- Financial management
- Utility design, and engineering ethics
- Low Impact Design for residential sites
- FDOT drainage & MOT
- Lake dredging methods
- Rain Garden Design
- HEC-2/FEMA Analysis
- Tailwater Determinations
- Erosion Control

#### PROFESSIONAL AFFILIATIONS

- Polk County Stormwater Technical Advisory Com.- Chairman
- Florida Home Builders Association – Past President
- Florida Home Builders Association Government Affairs - Past Chairman
- Florida Home Builders Association Impact Fee Task Force –Past Chairman
- Florida FDEP Stormwater Technical Advisory Committee
- Florida Impact Fee Review Task Force - Past Member

Locally Carter serves as chair of the Polk County Stormwater TAC, which evaluates both existing and new techniques for implementing the county’s NPDES permit requirements. He has served and chaired a committee involved with writing and refining Polk County’s Land Development Code. He currently serves as the Consulting Engineer for the Lakes Region Lakes Management District and has extensive knowledge of the design and operation of the many canals and boat ramps throughout the district. He has personally developed residential property and represents a large number of developers in the local area, giving him knowledge of how water resource challenges are handled by the private sector.

#### 2020 to Present: Carter and Kaye Engineering, LLC – Principal in Charge

#### 1992 to 2019: David C. Carter Consulting Engineers, Inc. - Owner

Responsible for administrative and marketing functions of CarterKaye. Provide consulting assistance to clients regarding site selection, development cost estimates, zoning, comprehensive plan, and permitting decisions. Very familiar with local and state regulations and government staff policies and preferences. Experienced in both negotiations with staff and presentations to elected officials on above subjects. Project experience includes resolution of difficult and complex development issues. Technically proficient, and extensive experience in engineering design of municipal potable water, sanitary sewer, roadway, stormwater management, wetland mitigation, and traffic facilities.

**1983 to 1992: Pickett and Associates, Inc.- President, Director (1986 - 1992)** -Coordinated and oversaw all aspects of the Engineering Department. Administratively responsible for company finances, personnel policies, accounting, computer software and hardware purchases and implementation, for 50+ employee firm.

**1979 to 1983: City of Winter Haven- City Engineer** - for the design and plan preparation of 1.1 mile 21st Street extension project. Design and plan preparation of the 1.5-mile First Street utility replacement project.

- Preliminary design and sizing of city's three million-dollar utility expansion project, coordinated consulting engineers design of a one million dollar lift station and force main system as well as a sewer system evaluation study.
- Developed a lake monitoring and restoration program for Lakes Division.
- Numerous roadway, drainage, traffic, and utility improvements projects including investigations, recommendations, design and construction supervision and budgeting



## 27 YEARS EXPERIENCE IN THE CIVIL ENGINEERING FIELD AS FOLLOWS:



### EDUCATION

Polk State College/ USF, FL  
– 1993

Ridge Technical Center -  
Architectural and  
Mechanical Certifications

ICPR Drainage  
Certification

UCF Stormwater  
Management Academy

### Carter Engineering, Project Manager - Winter Haven, FL

#### 2003 to 2013 & 2014 to Present

Design, permitting and management of large scale residential developments, mining and commercial projects. Responsibilities include assistance in Land Use and Zoning amendments, design of potable water, sanitary sewer, storm sewer, and roadway systems. Manage and coordinate permitting with local and state regulatory agencies including SWFWMD, FDEP, Polk County, City of Haines City, and the City of Winter Haven. Responsible for coordination with consultants including Surveyors, Traffic Engineers, Geotechnical and Environmental Scientists. Construction management including as-built certifications, development cost estimates, draw requests, shop drawing review and periodic field inspections. Proficient in Autocad, Civil 3D, Land Desktop, Adobe Photoshop and ICPR drainage modeling software.

### Infinity Engineering, Project Manager – Tampa, FL

#### 2013 to 2014:

Design, permitting and management of mainly commercial developments for Wendys, Fifth Third Bank of America, Wildcat Fuels, Circle K, Chevron, and APEC. Responsibilities include design of potable water, sanitary sewer, storm sewer, and roadway systems. Manage and coordinate permitting with local and state regulatory agencies. Responsible for coordination with consultants including Surveyors, Traffic Engineers, Geotechnical and Environmental Scientists. Construction management including as-built certifications, development cost estimates, draw requests, shop drawing review and periodic field inspections including ADA inspection and redesign.

### Ridge Professional Group, Inc., Project Manager - Lakeland, FL 2000 to 2003:

Responsible for design and permitting of private land development projects. Designs include potable water, sanitary sewer, storm drainage, and roadway designs for both commercial and residential developments. Coordination with consultants including Surveyors, Traffic Engineers, Geotechnical and Environmental Scientists. Responsible for CADD management and workflow distribution.



**KIMBERLEY K. MCCRANIE**



**16 YEARS EXPERIENCE IN THE CIVIL ENGINEERING FIELD AS FOLLOWS:**

**Carter Engineering, Project Manager - Winter Haven, FL**

**2004 to Present**

Completed Floodplain management studies and analysis including map amendments and preparing detailed studies and required FEMA documentation to revise FIRM maps. Designed land development plans for both commercial and residential projects to submit to the necessary agencies for permitting. Performed periodic site inspections during the construction phase for draw requests and to ensure construction is in accordance with the plans along with reviewed shop drawings and prepared cost estimates. Design roadway improvement plans for agency submittals to Polk County and the FDOT. Skilled experience in AutoCAD Civil 3D & Land Desktop, ADICPR, PONDS, Microsoft Suite

## EDUCATION

Florida State University,  
Tallahassee, FL— B.S. Civil  
Engineering

## AFFILIATIONS

American Society of Civil  
Engineers, Executive  
Board, Secretary, 2003

Florida Engineering  
Society

**Senior Design Project, Tallahassee, Florida -**

**Fall 2003**

Worked with class members on engineering project, designed prestressed beam, bearing pads, piers, and drilled shafts.

**American Society of Civil Engineers. Tallahassee, Florida- Spring 2001**

Supervised Cost Estimation Event. Handled students' questions and concerns

**Michael Hooker**  
Senior Designer



## EXPERIENCE SUMMARY

Mr. Hooker has more than 20 years of varied experience in civil engineering design and worked with AutoCAD-Civil 3D, and Land Development Desktop. Work experience designing functional and cost-effective storm drain systems, stormwater management facilities. Knowledgeable in applying design criteria to implement creative solutions. Expertise in analyzing given site constraints and parameters to develop well-built design concepts that are refined from conception to construction.

## PROJECT EXPERIENCE

### **City of Winter Haven - South Central Park Streetscaping, Roadway, and Park Improvements**

– Engineer Designer for grading and drainage, stormwater management, streetscape, and roadway design for the City’s hallmark downtown improvement project which included planters, kiosks, drainage, parking, re-alignment of the Magnolia intersection, and brick paving improvements.

### **City of Winter Haven Fire Station No. 3 Neighborhood Park**

– Engineering Designer for the new fire station No. 3. The park features a parking area, walking path, playground and restroom building, shade structures, and a dog park with wash station.

### **City of Winter Haven - 3<sup>rd</sup> Street SW Streetscape Improvements**

– Engineer Designer for this City of Winter Haven LAP project administered by FDOT. This project was a multi-modal streetscape enhancement in harmony with other areas in the central business district of downtown. Included sidewalks and hardscapes. Project elements included beautification features such as hardscape, landscape and LED lighting affecting design of existing signalization, signing/stripping and street lighting.

### **City of Winter Haven/Fire Safety Complex**

– Engineer Designer for the civil site engineering and construction observation and certification services for the Winter Haven Fire Station No. 1. The new 21,000 SF state-of-the-art facility is the City’s first “green” structure as a Silver Level Leadership in Energy and Environmental Design (LEED) certified building. (LEED Silver Certified which included a new vehicle maintenance facility, fire administration building, and fire station apparatus bays, an interconnected walkway and courtyard, handicap accommodations and ADA accessibility features, and vehicle storage and wash-down facilities.

### **Polk County Board of County Commissioners – Tourism and Sports Marketing Complex, Auburndale, FL**

– Engineer Designer for the civil site engineering, permitting, construction observation and certification services for the 17,000-sq. ft. Tourism and Sports Marketing Complex on eight acres at the Lake Myrtle Park Sports Complex.

### **City of Winter Haven – Lake Maude Recreation Complex, Winter Haven, FL**

– Engineer Designer for the project coordination of sub-consultants, including the ecological scientists, landscape architects, traffic engineers, geotechnical engineers and building architects. Managed site civil design, permitting and bidding for the new 26-acre recreational improvement project, which included the design and permitting of a playground, stadium field, practice/ dual purpose (football/soccer) field, softball and baseball fields, six pavilions, and interconnects with the adjacent Lake Maude Nature Park Trail. Mr. Kaye assisted the City in conducting a publicly vetted programming and master planning process. In addition, multiple well-attended stakeholder meetings and public workshops were held to receive the

## EDUCATION

Winter Haven High School, Winter Haven, Florida 1988

A.S. Degree, Computer Aided Drafting & Design, Florida Technical college, 1998

US Army (1989-1993)

## QUALIFICATIONS

Three Years Engineering Design Experience in Local Government

3D Modeling (applied to projects)

## EXPERIENCE SUMMARY

AutoCAD Civil #D Software

Advanced Terrain Modeling

Site Planning

Site Plan Graphics (color)

Earthwork Calculations

Floodplain Impact and

Compensation Calculations

Storm Sewer Hydraulic Modeling





**C&K ARCHITECTS INTERIORS**  
 architecture • interior design • client services  
 AAC001629

**DESIGN PHILOSOPHY**  
 "Keep it simple, low maintenance, energy efficient, sustainable design, form follows function."  
 Bryan L. Karsky, AIA, LEED AP



**LEADERSHIP**



**INNOVATION**



**EXPERTISE**

**VISION**

**SUSTAINABILITY**

**FULL SERVICE**

ARCHITECTURE  
 INTERIOR DESIGN  
 CLIENT SERVICE

**BRYAN L. KARSKY, AIA, LEED AP**  
 PRESIDENT | PRINCIPAL - ARCHITECTURE

**PERSONAL BIOGRAPHY**

Mr. Karsky's relationship with the firm began in 1983, and evolved into a partnership in 1998. He has an expertise in the design and rehabilitation of existing facilities. He focuses on building long-term relationships based on delivering projects with the highest degree of integrity, quality, and service. Project services range from master planning to the design of new structures, as well as additions and renovations to existing structures.

**EDUCATION**

Bachelor of Architecture  
 North Dakota State University, North Dakota  
 Bachelor of Science in Architecture  
 North Dakota State University, North Dakota

**AFFILIATIONS**

American Institute of Architects (AIA)  
 National & Central Florida Chapter  
 LEED Accredited Leaders in Energy and Environmental Design  
 U.S. Green Building Council  
 Winter Haven Chamber of Commerce  
 Winter Haven Economic Development Council  
 Tampa Chamber of Commerce  
 Tampa Bay Professional Alliance  
 International Facility Management Association (IFMA)  
 Verizon Strategic Alliance Council (SAC)

**PROFESSIONAL LICENSES**

Registered Architect – State of Florida  
 NCARB Certification

**SELECTED PROJECT LISTING**

City of Dunedin Fire Station No. 60 – Addition, Dunedin, FL  
 City of Dunedin New Fire Station No. 62, Dunedin, FL  
 City of Dunedin Fire Station No. 61 – Renovation, Dunedin, FL  
 Citrus County Fire Station No. 31, Lecanto, FL  
 Hillsborough County Fire Station No. 22, Wimauma, FL  
 Zephyrhills Fire Station No. 2, Zephyrhills, FL  
 Apollo Beach Fire Station No. 29, Apollo Beach, FL  
 Hillsborough County Fire Station No.32, Tampa, FL  
 St. Petersburg Police Station Headquarters – Alterations, St. Petersburg, FL  
 City of Tampa Police Headquarters – Alterations, Tampa, FL  
 City of Dunedin Emergency Operations Center, Dunedin, FL  
 City of Winter Haven Parking Garage, Winter Haven, FL  
 Chain of Lakes Nature Center, City of Winter Haven, FL  
 Bond Clinic Women's Center, Endocrinology, MRI, Heartland Community Church, Winter Haven, FL  
 Twisted Tea Pot, Winter Haven, FL  
 PaddyWagon Cypress Gardens, Winter Haven, FL  
 PaddyWagon Downtown, Winter Haven, FL  
 Beymer Office Building, Winter Haven, FL  
 Arabella's Italian Restaurant, Winter Haven, FL  
 347 Office Building Downtown Winter Haven, FL  
 273 Retail Building Downtown Winter Haven, FL  
 Temple Terrace Community Arts Education Center, Temple Terrace, FL  
 Dunedin Fine Arts Center, Dunedin, FL  
 Tampa Bay Performing Arts Center Renovation, Tampa, FL  
 Tampa Bay Water; Lab & Admin Offices, Land O' Lakes, FL  
 Tampa Bay Water Infrastructure & Emergency Management Building, Land O' Lakes, FL  
 Dunedin Community Center, Dunedin, FL

4301 Anchor Plaza Pkwy, Ste 100  
 Tampa, FL 33634-7525  
 Voice: 813-884-2000

280 West Central Avenue  
 Winter Haven, FL 33880  
 Voice: 863-577-2054







## BRUCE HALL, PLA, ASLA

### Principal Landscape Architect

Bruce has over 33 years of experience with site design and landscape architecture. Areas of specialty include residential and mixed-use community master planning and design, streetscape design; active and passive recreation; and multipurpose pedestrian and bicycle facilities.

#### EXPERIENCE

33 years

#### EDUCATION

Bachelor of Landscape Architecture  
University of Florida,  
1988

#### REGISTRATIONS

Registered Landscape Architect: FL

#### CERTIFICATIONS

American Society of Landscape Architects;  
Florida Recreation and Park Association

#### Lake Conine Stormwater Park, Winter Haven, FL\*

Bruce served as the Principal Landscape Architect for Winter Haven's 34-acre stormwater treatment facility. Through a design charrette process, the team integrated various elements into the site (which included open water and wooded areas) to deliver a recreational and educational amenity for the surrounding neighborhoods. Elements included: paved and unpaved trails, interpretive facilities, restrooms, a playground, canoe/kayak landings, boardwalks and a parking area. The design was vetted through a public workshop and was ranked for grant funding.

#### Lake Howard Nature Park, Winter Haven, FL\*

Bruce served as Principal Landscape Architect for the master planning of the 28-acre stormwater treatment nature park on Lake Howard's south shore. The project combines the existing site, including: 1,000 feet of boardwalks on the 600-acre lake (and over stormwater treatment basins); a walking path; interpretive exhibits; and a restroom building with newly acquired property. The additional land enabled the master plan to add a wetland marsh stormwater treatment basin to provide flexibility in the overall system through the use of additional settlements ponds and diverter structures. The plan also includes additional walking paths, improved public access parking areas, renovation of an existing building into an indoor and outdoor classroom, additional street network, traffic calming through the use of on-street parking and a roundabout, a bat house, exercise stations, a lake maintenance dock for City staff and improved boardwalks with picnic pavilions on Lake Howard's southern shore.

#### Se7en Wetlands Park & Trail Master Plan, Lakeland, FL\*

Bruce served as Project Manager and Principal Landscape Architect for the original master planning and three phases of master plan implementation over the last eight+ years. The 1,600-acre wastewater treatment facility features seven basins to treat wastewater prior to its outflow to the Alafia River or to TECO's nearby powerplant. On the wetland's levees; three perimeter trailheads access the 22-miles of trails, interpretive facilities, restroom buildings, shade structures, boardwalks and wayfinding system have been positioned to take advantage of the wetlands, open waters and views of the abundant wildlife.

#### Lake Maude Park, Winter Haven, FL\*

Bruce served as the Senior Landscape Architect and Project Manager for the master planning of Lake Maude Park in the City of Winter Haven. The design team led the public



## JAY HOOD, PLA, ASLA

### Principal Landscape Architect

With 34 years of experience, Jay (alongside Bruce Hall) leads Catalyst's team of landscape architects in the Florida market. His experience includes a special focus on site design and landscape architecture for streetscapes and public spaces. Jay has worked on a wide range of projects ranging in scope from regional master plans to design details. He also serves as a guest lecturer at various universities, sharing his knowledge of Complete Street design and the benefits of strategic infrastructure investment.

#### EXPERIENCE

34 years

#### EDUCATION

Bachelor of Science in  
Landscape Architecture  
Purdue University, 1987

#### REGISTRATIONS

Registered Landscape  
Architect: FL, CO, OH

#### CERTIFICATIONS

Council of Landscape  
Architectural  
Registration Boards  
(CLARB); American  
Society of Landscape  
Architects; Florida  
Recreation and Park  
Association; Purdue  
Landscape Architecture  
Professional Advisory  
Council, Board Member

#### Lake Conine Stormwater Park, Winter Haven, FL\*

Jay served as the Technical Principal for Winter Haven's 34-acre stormwater treatment facility. Through a design charrette process, the team integrated various elements into the site (which included open water and wooded areas) to deliver a recreational and educational amenity for the surrounding neighborhoods. Elements included: paved and unpaved trails, interpretive facilities, restrooms, a playground, canoe/kayak landings, boardwalks and a parking area. The design was vetted through a public workshop and was ranked for grant funding.

#### Lake Howard Stormwater Park, Winter Haven, FL\*

Jay was the Principal Landscape Architect for the expansion of the existing Lake Howard stormwater treatment pond. The effort examined 28 acres of the existing and adjacent lands in order to provide a backup/secondary stormwater treatment system, expand upon the existing trail system, and to add additional interpretive opportunities for the community. The completed master plan (developed with multiple city departments) included more than 1,000 feet of boardwalks, creation of a wetland marsh, settlement ponds, and diverter structures. The master plan also included indoor and outdoor classrooms, a bat house, expanded parking, a roundabout, lake overlook, picnic pavilions, exercise stations and a dock on Lake Howard for lake maintenance staff.

#### South Central Park, Streetscape and Trail, Winter Haven, FL \*

Jay served as the Principal Designer for the downtown, multi-purpose civic park, adjacent streetscape, and trail. The project encompassed a full city block and included two flexible plaza areas, designed to serve as parking during the day and venues for concerts and events during the evenings and weekends. The project also included an extension of the Chain of Lakes Trail into the downtown environment which provided links to the multiple parks on the north end of downtown. *Project of the Year Award, Florida Engineering Society (FES), Ridge Chapter, 2019.*

#### Brittany Bay Park, Miami Beach, FL\*

Jay served as Principal Designer for the master plan and landscape architectural construction documents for the City of Miami's Brittany Bay Park. The park, situated along 1,000 feet of the Biscayne Bay waterway, was designed to meet the City of Miami Beach's desire to





## Peter C. Peterson, PE Senior Waterfront Engineer

### PROFESSIONAL EXPERIENCE

Total Years: 32  
Years with ATM: 25

### AREAS OF SPECIALIZATION

- Coastal and Nearshore Structures
- Marina and Boat Ramp Facility Planning, Design and Permitting
- Dredging Support
- Port and Harbor Design
- Marine Environmental Impact Assessments
- Ocean Engineering

### EDUCATION

- MS, Ocean Engineering, Florida Institute of Technology, 1991
- BS, Mechanical Engineering, West Virginia University, 1986

### PROFESSIONAL REGISTRATIONS

- Prof. Engineer, FL, No. 49294, 1995
- Prof. Engineer, WI, No. 31639, 1996
- Prof. Engineer, VA, No. 0402 037891, 2002
- Prof. Engineer, TX, No. 98-182, 2006
- Prof. Engineer, NC, No. 044830

### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- States Organization for Boating Access
- Marine Technology Society
- Searle Consortium - Worldwide Maritime Consultancy
- Member of Bahamas Society of Engineers

### SUMMARY OF QUALIFICATIONS

Mr. Peterson has an extensive background in oceanographic and water-related activities from construction and environmental perspectives. He serves as the engineer-of-record for marine and waterfront projects throughout the U.S., Central America and the Caribbean. He is responsible for all facets of marine projects, including planning, design, permitting, and construction. His experience includes large marine construction projects involving commercial docks, piers, revetments, jetties, dredging, and mooring facilities.

### PROJECT EXPERIENCE

Municipal Sea Plane Base and Marina, Tavares, FL: Project manager and engineer responsible for all water side components of a new municipal seaplane base and marina. Project includes new boat docks, seaplane docks, wave attenuators, fueling facilities, and sea plane ramp.

Municipal Shoreline Improvements, Brevard County, FL: Project engineer responsible for shoreline stabilization design and implementation of post-storm damage projects at several sites. Services included design of revetments and seawall components at public facilities.

Municipal Waterfront Park Shoreline Improvements, Sebastian, FL: Project manager on waterfront park improvement project that includes shoreline protection enhancement, parking improvements and landscaping.

Waterfront Redevelopment Plan, Cocoa, FL: Project engineer for the waterfront portion of the overall master plan redevelopment, including mooring field layout and planning, dock layouts and design and evaluation, and boardwalk structural elements. Evaluated the potential future needs of the City's waterfront district and associated amenities.

Mayport Boat Ramp Dock Improvements, Jacksonville, FL: Engineer responsible for the planning, permitting, development of construction and bid documents, preparation of opinion of costs, and bidding assistance/shop drawing review for additional floating docks and replacement of existing floating docks and hardware. Also performed wind/wave analysis study for the dock design.

Vilano Dock Plan, St. Johns County, FL: Project manager/engineer for design and permitting of a floating dock to connect to the existing Vilano pier. The project was funded through a Florida Inland Navigation District's (FIND) grant and provides water connectivity between downtown St. Augustine, the Vilano Town Center, and St. Augustine Lighthouse. Also provided construction management services.

## Timothy P. Mason, PE Principal Waterfront Engineer



### PROFESSIONAL EXPERIENCE

Total Years: 28  
Years with ATM: 27

### AREAS OF SPECIALIZATION

- Marina and Coastal Engineering
- Waterfront Project Master Planning and Feasibility
- Environmental Siting Studies
- Technical Requirements and Specifications for Fixed/ Floating Docks and Marina Utilities
- Shoreline Protection and Restoration
- Design and Construction Documents
- Construction Contract Administration
- Environmental Impact Evaluation
- Monitoring and Mitigation Plans

### EDUCATION

- ME, Coastal and Oceanographic Engineering, University of Florida, 1993
- BS, Ocean Engineering, Florida Atlantic University, 1991

### PROFESSIONAL REGISTRATIONS

- Prof. Engineer, FL, No. 74424, 2012
- Prof. Engineer, SC, No. 18341, 1997
- Prof. Engineer, DE, No. 12271, 2001
- Prof. Engineer, NC, No. 29747, 2004
- Prof. Engineer, NJ, No. 24GE05079100, 2013
- Prof. Engineer, U.S. Virgin Islands, No. 0-13896-1B, 2002

### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Marinas 2020 Task Committee Member
- States Organization for Boating Access

### SUMMARY OF QUALIFICATIONS

Mr. Mason has extensive experience in coastal and waterfront engineering projects, focusing on feasibility evaluation, engineering, and environmental assessment. His experience includes all phases of project implementation: planning and feasibility, permitting, design, plans and specifications, tendering/bidding, construction, monitoring, and mitigation planning.

*Mr. Mason is currently serving as the City of Jacksonville's prime waterfront engineer for post-Hurricane Irma dock inspections and design for the Dames Point Fishing Pier, Ringhaver Park Floating Kayak Dock, and St. Johns Marina Boat Landing Riverwalk Pier. As a subconsultant to the City, Mr. Mason has also provided engineering services on more than 10 waterfront park docking and boat access facilities.*

### PROJECT EXPERIENCE

Gefen Park Improvements, Jacksonville, FL: Principal engineer for site investigations, development of concept plans, permit applications, preliminary design, and cost estimates for redevelopment of a public waterfront park and relocation of the North Bank Riverwalk on the St. Johns River. Specific elements included rip-rap shoreline stabilization and an accessible kayak launch.

Joe Carlucci Park, Jacksonville, FL: Principal engineer for replacement and expansion of floating staging docks and gangways at a popular boat ramp on Sisters Creek. Work included site investigations, marine exposure evaluation, development of concept plans and alternatives, and state and federal permit applications for the improvements.

Charles Reese Park Fishing Pier, Jacksonville, FL: Principal engineer for site investigations, development of concept plans, permit applications, design, and cost estimates for redevelopment of a public waterfront park on the Ribault River. Specific elements included a timber fishing pier, rip-rap shoreline stabilization to replace a failing bulkhead, and an accessible kayak launch.

Half Moon Park Boat Ramp/Fishing Pier, Jacksonville, FL: Principal engineer for site investigations, development of concept plans, cost estimates, and permit applications for a new public waterfront park off U.S. Highway 17 on the Nassau River. Specific elements included a timber fishing pier, new one-lane boat ramp, floating staging docks, and rip-rap shoreline stabilization along an eroding shoreline.





## Ricardo C. Kiriakidis L., MS, PhD, PE

Geotechnical Department Manager / Senior Geotechnical Engineer

Ricardo Kiriakidis has two decades of experience encompassing all areas of geotechnical engineering, during which time he has had technical responsibility for more than 400 design projects, over 2,500 forensic exploration projects, and 500 subsurface remediation projects throughout Florida. He has been routinely engaged in such activities as selecting soil boring locations, evaluating soil types, interpreting Standard Penetration Tests (SPT), static Cone Penetrometer Tests (CPT), Dynamic Cone Penetrometer (DCP) and hand-auger data, and performing limited literature review of site conditions. He has also managed hundreds of geotechnical design projects, including residential subdivisions, commercial and retail developments, multi-story office buildings, hotels, school buildings, religious buildings, parking garages, and stormwater management areas. As part of the design team, he has provided engineering recommendations for the design of pavements (flexible and rigid), stormwater management areas (including recovery/drawdown analysis), foundation recommendations (shallow and deep foundations), retaining wall design (including stability analysis), dewatering permit applications, and responses to water management district's RAI, amongst others. In addition, his most recent experience has included forensic geotechnical analysis of subsidence damage and soil stabilization design recommendations such as compaction grouting, chemical grouting, helical piles, micro piles, and flowable fill.

## PROJECT EXPERIENCE

### Geotechnical Exploration and Sinkhole Evaluation, Plantation Water Treatment Plants

City of Leesburg, Lake County, FL

Mr. Kiriakidis completed a geotechnical exploration for sinkhole evaluation of a proposed tank location at the southern portion of an existing Water Treatment Plant located on Plantation View Drive. The project involved a small depression, approximately 12 feet in diameter, that was noted in the ditch area located about 30 feet to the south of the proposed 39-foot diameter above-ground storage water tank. Due to concerns arising from the surface-developed depression, a geotechnical exploration was requested to evaluate the potential for sinkhole development within the proposed storage tank footprint. Mr. Kiriakidis was responsible for the exploration of the deep geologic formation with regard to sinkhole activity. He interpreted and reviewed the subsurface conditions with respect to sinkhole activity and the development of the ground surface

depression located south of the site and provided preliminary recommendations for sinkhole risk mitigation.

### Geotechnical Exploration for Proposed Storm Water Management Areas, Legacy Park Phase III

Seminole County, FL

Mr. Kiriakidis was the Project Engineer responsible for completing a limited geotechnical exploration for the proposed storm water management areas at the Legacy Phase III development located at 2000 Seminola Boulevard in Casselberry, Seminole County, Florida. He reviewed the subsurface conditions found in the soil borings performed at the pond areas. He also provided geotechnical engineering recommendations for groundwater considerations, retention pond design parameters, suitability of site soils for re-use as fill material, drawdown analysis, and site preparation for pond areas.



## Education

PHD, Civil Engineering, West Virginia University

MS, Civil Engineering, West Virginia University

BS, Civil Engineering, West Virginia University

## Years of Experience

20

## Licenses & Certifications

- Professional Engineer, FL
- State of Florida Neutral Evaluator





## Education

BS, Earth Science,  
Northeastern Illinois  
University

## Years of Experience

41

## Licenses & Certifications

- Professional Geologist, FL
- Professional Geologist, AR
- Professional Geologist, NC
- Employee Development Course in Hazardous Materials and Site Investigations
- Trained in Hazardous Waste Cleanup and Disposal Techniques
- Short Course, Ground Water Modeling, NWWA
- Short Course, RCRA Rules and Regulations, Government Institutes

## Affiliations

- FPMA (Florida Petroleum Marketers Association)

## Michael J. Geden, PG

Senior Project Geologist

Mike Geden has 41 years of professional experience in conducting and managing multiple groundwater investigations, site assessments, risk assessments, feasibility studies and site remedial actions. Project components have included literature and record searches, design and implementation of field assessment programs including installation and sampling of soil borings and groundwater monitor wells, geophysical investigations, single and multiple well aquifer testing, groundwater modeling and report preparation. Sites involved include those on the National Priorities List (NPL), RCRA, industrial, residential and open land. Clients have included the federal government, state, county and municipal governments and private industrial concerns.

## PROJECT EXPERIENCE

### Program Manager, Petroleum Restoration Program

Central District, Florida

Provides overall management of all sites in the Central District assigned to Universal under the State of Florida Petroleum Restoration Program (PRP). Tasks include review of initial PRP offer, assignment of task to a project manager in one of six UES offices in the Central District, allocation of company resources and review of all project deliverables.

### Project Manager/Project Geologist, Retail Property

Seminole County, FL

Former UST site had been redeveloped as a retail outlet. Petroleum contamination spread from the former tank location under an adjacent busy highway. Implemented approved remedial action consisting of in-situ chemical oxidation of high concentration source area. This action was followed by repopulation of the microbial community through the injection of Petrox. Finally, an oxygen release compound was injected into the surficial aquifer to aid in the biodegradation of the remaining contamination. Natural groundwater flow is expected to carry the microbes and nutrients to the impacted areas under the roadway.

### Project Manager/Project Geologist, Commercial Warehouse

St. Cloud, FL

Completed expedited site remediation in support of a warehouse facility sale. Assessed soil and groundwater impacts associated with an abandoned UST at the site. Negotiated with the FDEP for a soil and groundwater removal action in the vicinity of the tank. Following removal and clean soil determination, demonstrated two consecutive quarters of clean groundwater sampling which lead the State to issue a determination of No Further Action for the property. Property could then be sold for full worth with no environmental restrictions.

### Project Manager/Project Geologist – Multiple Sites

Seminole County, Orange County, Osceola County, Volusia County and Polk County, FL

Projects involved assessment, remedial design and implementation and long term monitoring under the FDEP Petroleum Cleanup Program which was the predecessor to the current PRP. Many sites had been redeveloped as retail facilities requiring that all work be completed with minimal disruption to retail operations.

Maitland, Florida (304) 767-5165 www.haleinnovation.com



**Project Roles**  
 Grant Strategist  
 Grant Writer  
 Grant Administration  
 Project Management

**Location**  
 Maitland, FL

**Education**  
 MS Engineering, Marshall University, 2015  
 BS Civil Engineering, West Virginia University Institute of Technology

**Years of Experience**  
 11 years

**Registrations**  
 PE, FL #83465  
 PE, WV #21116  
 Assoc. DBIA

**Professional Memberships**  
 Design Build Institute of America (DBIA)  
 Florida Section American Water Works Association (FSAWWA)

**Lawrence "Lee" Hale, Assoc. DBIA, PE  
 President**

Lee has over a decade of design and grant funding experience across the parks and recreation, transportation, and utility engineering practices. Before founding Hale Innovation in 2021, he served primarily as a traditional consulting engineer, while pursuing grants for clients to assist them in funding capital improvement projects regularly. In 2021, his focus shifted more and more to providing grant funding strategy and writing services. Since founding Hale Innovation, every \$1 in grant pursuit fees have resulted in clients receiving approximately \$53. These results are the product of his engineering experience, understanding how to modify project designs and phasing to make the projects more appealing to grant review agencies.

**Grant Writing Program Experience**

Lee has provided grant strategy and written successful applications for the following programs:

- SWFWMD Cooperative Funding Program
- FDEP FRDAP
- FDEO CDBG-MIT Program (includes hardening, planning, and general infrastructure grant pursuits)
- FDEP Recreational Trails Program
- USEPA Section 319(h) Program
- FDEO CDBG-CV Program (Pending)

**Example Recent Pursuits**

**FRDAP (Haines City, FL) 2021—\$169,000**

Haines City wanted to renovate restrooms at the Myers and Wiley Field location. This project is not eligible through the FRDAP program by itself. After discussions and strategizing with Haines City Parks and Recreation staff, the grant application pursued resodding the football/soccer field, adding picnic areas, and renovating the restrooms. This project has currently been recommended for funding.

**FDEO CDBG-CV (Monroe County) 2021—\$3,000,000 (Pending)**

Lee was the grant strategist and writer for an FDEO CDBG-CV pursuit to obtain funds to construct Phase III of the Rowell's Waterfront Park project. Funding is not yet officially announced. As part of this project, Hale Innovation provided public notice writing services, language access plan creation, public meeting presentation reviews, and various other services to ease the burden on local staff.

**SWFWMD Cooperative Funding (Haines City, FL) 2021—\$2.7 Million**

Lee was the grant strategist and writer for a successful SWFWMD cooperative funding pursuit for design and construction of a Rapid Infiltration Basin (RIB) to be constructed near Lake Eva. Services include providing preliminary engineering design, opinion of probable construction cost services, application writing, and writing the RFQ for procurement.



## **TURGUT DERVISH, P.E.** President

### **Education**

B.S.C.E.  
Istanbul Technical University,  
1962

M.S.C.E.  
Georgia Institute of Technology,  
1966

### **Certifications**

Registered Professional Engineer:  
Florida PE #20400

### **Key Expertise**

- Transportation Planning
- Long Range Planning
- Traffic Engineering/Operations
- Traffic Impact Studies
- Signalization Plans
- Impact Fess
- Development Review

### **Memberships**

Institute of Transportation  
Engineers

American Society of Civil  
Engineers

National Society of Professional  
Engineers

Florida Engineering Society

Florida Planning & Zoning  
Association

**Turgut Dervish, PE**, Mr. Dervish has 50+ years of diversified work experience in all areas of traffic/transportation planning and engineering. As consultant to public agencies and private organizations, he has been involved in the development of major transportation improvement plans, including urban/regional transportation planning and modeling, growth management studies, TSM projects, transportation impact fee / assessment studies, traffic operations, signalization design, and roadway design plans.

### **Relevant Project Experience**

**Parking Demand Analysis for Summer House Apartments** – A parking study was conducted at Marden Ridge Apartments in Apopka, Florida to determine the existing parking usage or demand for use in determining a parking ratio (spaces per unit) for the Summer House Apartments. The study consisted of a survey of parking occupancy for three days from 10:00 P.M. to 5:00 P.M. It produced a parking ratio of 1.5 spaces per unit (less than 2.00 spaces per unit required by the City) which was approved for use in determining the required parking spaces for Summer House Apartments.

**Orlando Science School** – Traffic and parking study for a three-story building with a projected enrollment of 1200 students. The study included the evaluation of the surrounding roadways and major signalized intersection, site access, geometry and turn lanes, internal drop-off/pick-up areas and parking configuration including queuing analysis. Additionally, a signal warrant analysis was conducted for the school major entrances.

**Maitland City Centre** – A traffic analysis was performed to assess the traffic impact of the proposed Maitland City Centre, a mixed-use development within a one-block area in Downtown Maitland. The development consisted of 220 apartments, 30 live-in/live-work units and 42,000 square feet of retail stores/shops and restaurants. The analysis which was conducted as per requirements included the evaluation of the downtown street system and major intersections. The site's access needs, traffic and pedestrian connectivity, internal circulation and parking needs were analyzed.

**Central Station Downtown Orlando** – Conducted a traffic operations analysis for Central Station, a proposed mixed-use Transit Oriented Development (TOD) in Downtown Orlando. The study included the estimation of the A.M and P.M. peak hour trips to be generated and evaluation of the impact on the Downtown Street System. As a part of the study, the City's street system, bus routes, pedestrian facilities were evaluated. A traffic simulation model was developed to demonstrate the entering/exiting of vehicles to and from the project site.





**Gil Ramirez, PE**  
Vice President



## RELEVANT EXPERIENCE

**Statewide Arterial Management Plan Continuing Service Contract, Project Manager, FDOT Central Office:** Mr. Ramirez was LTG's Project Manager and Principal-in-Charge of the Statewide Arterial Management Plan (STAMP) Continuing Service Contract for the FDOT. LTG served as subconsultant to another firm and assisted with the following Task Work Orders (TWO):

- **TWO 2: Traffic Signal Maintenance and Compensation Agreements (TSMCA)** – LTG assisted in the application of a systems engineering approach to the current TSMCAs for the purpose of amending the local agency traffic signal maintenance agreements to identify needs and objectives and apply performance measures to achieve those needs and objectives.

- **TWO 4: Active Arterial Management (AAM) Assistance** – LTG assisted the team in meeting with FDOT Districts 2, 3, and 5 and local agencies within those districts to assess the any planned or ongoing AAM efforts. Assist in development of a report which summarized the current state of the practice and provided recommendations on future deployments.

- **TWO 8: Capability and Maturity Matrix (CMM)** – Mr. Ramirez is leading the teams in collection of data and meeting with each FDOT District and local agencies within those districts to assess the current capabilities within each District in each of the statewide TSM&O program areas, including the maturity of each ITS network and the capability to deploy Connected and Automated Vehicle (CAV) technologies. The data collected will be summarized in the CMM and a summary report will be presented to the FDOT Central Office.

- **TWO 10: STAMP 2020 Update** – Mr. Ramirez is leading the teams in collection of information from each of the FDOT Districts to rewrite and update the current statewide STAMP Action Plan. The TWO includes assisting FDOT Central Office in development of the statewide CAV guidance and training modules, and development of statewide guidance and training on Automated Traffic Signal Performance Measures (ATSPM) based on Mr. Ramirez' experience during participation in NCHRP Project 03-122

**ITS Principal Engineer/Signalization and Lighting EOR, Polk Parkway Widening, Polk County, FL:** Mr. Ramirez was the Principal Engineer responsible for the QA/QC of the plans for the complete replacement of the ITS and deployment of new Wrong Way Detection Systems on all project off-ramps, and the Engineer of Record for the lighting and signalization components along a 4-mile stretch of SR 570 for the Florida Turnpike Enterprise (FTE), and a replacement of signalization and lighting components at the interchanges of SR 570 with Pace Road and I-4, under the maintenance of Polk County and FDOT District 5, respectively. The ITS project included the installation of 96 single-mode fiber optic trunk cable; a new power distribution system; Closed Circuit Television Cameras (CCTVs), microwave vehicle detection; travel time antennas, and temporary devices within the project limits. The lighting components included development of a Lighting Design Analysis Report (LDAR) and the design of a complete replacement of the luminaires and power distribution system along the project area. The LDAR was based on a 3-dimensional model of the project area utilizing the preferred conventional and pier-mounted underdeck luminaires for FTE, and Polk County.

**ITS Engineer of Record, Truck Parking Availability System, I-75 Rest Areas, FDOT District 1, Charlotte County, FL:** Mr. Ramirez was the Engineer or Record for the design of the Intelligent Transportation System (ITS) improvements necessary to deploy a new Truck Parking Availability System (TPAS) for the I-75 rest area in Charlotte County, Florida. The ITS component plans included deployment of in-pavement vehicle detectors, pole-mounted gateway antennas, CCTVs, status Dynamic Message Signs (DMS) connected via Ethernet and fiber optic communications; and included relocation of a portion of the fiber optic trunk line along I-75. The project included development of a Project Systems Engineering Management Plan (PSEMP), a Power Design Analysis Report (PDAR) and the design of a complete replacement

### OVERVIEW

Mr. Ramirez has over 21 years of design, project management, and traffic operations experience on a variety of projects including road reconstructions, sidewalk design, signal modifications, ITS deployments, and roadway retiming. Through various projects and his government background Mr. Ramirez has acquired a thorough knowledge of FDOT policies, procedures, and specifications and has become proficient in the use of various software packages, including: Highway Capacity Software, Synchro, TSPP, AutoCAD, Atlas, Mastarm, ArtPLAN, Visual Basic, MS Access, Linux, and many others.

### EDUCATION

Florida Institute of Technology,  
B.S.C.E., Civil Engineering (2000)

### REGISTRATIONS

Registered Professional Engineer,  
Florida P.E. No. 62600

FDOT Intermediate MOT  
Certification

IMSA Traffic Signals Level II Technician

### AFFILIATIONS

International Municipal Signal Association  
ITS Florida

### YEARS EXPERIENCE

21

### YEARS WITH LTG

8



**George Galan, PE**  
*Senior Project Manager*



## RELEVANT EXPERIENCE

**Engineer of Record, Districtwide Traffic Operations Studies District 4, Broward-Palm Beach-Martin-St. Lucie-Indian River Counties:** Mr. Galan managed a number of data collection activities including Turning Movement Counts, Intersection Delay Studies, Gap Studies, Travel Time and Delay Studies, Sight Distance Evaluation, Pedestrian Group Size Studies, Conflict Studies, and Collision Diagrams.

**Engineer of Record, Districtwide Traffic Operations Studies District 6, Miami-Dade, Monroe Counties:** Mr. Galan managed a number of data collection activities including Turning Movement Counts, Intersection Delay Studies, Gap Studies, Travel Time and Delay Studies, Sight Distance Evaluation, Pedestrian Group Size Studies, Conflict Studies, and Collision Diagrams.

**Engineer of Record, Central Office Statewide TTMS Inspection and Repair, South Florida:** Mr. Galan performed inspections and repairs to the Departments Telemetry Traffic Monitoring Sites maintained communications between the remote sites and Central Office in Tallahassee and determined functionality of the loops and piezo at each of the sites.

**Project Manager, Districtwide Data Collection District 6, Miami-Dade-Monroe Counties:** Mr. Galan managed and collected over 220 miles of off-system RCI data in both urban and rural areas throughout the district.

**Project Engineer, City of DeLand Continuing Services Contract, City of DeLand:** Mr. Galan performed an Alternative Access Evaluation for the Victoria Hills Development to identify additional access points for the development and determine the impacts of each alternative to the adjacent roadways and intersections.

**Project Manager, Buc-ee's, City of Daytona Beach:** Mr. Galan conducted the traffic impact study for a 54,000 square foot convenience store with 120 fueling positions located in the City of Daytona Beach, this will be the first store in Florida for the Texas franchise. Because of the location of the project the study was reviewed by three agencies; FDOT, Volusia County, and The City of Daytona Beach.

**Project Engineer, Plantation Bay DRI Monitoring Report, Volusia County:** Mr. Galan prepared the Biennial traffic monitoring report for a 3,674-acre residential and recreational community located in Flagler and Volusia Counties. The report identified background growth and developed trip generation for expected project development through 2018 and identified roadway improvements required to meet concurrency for the project.

**Project Manager, District 6 Traffic Monitoring Sites Design and Professional Services, Miami-Dade-Monroe Counties:** Mr. Galan conducted site engineering and selection of PTMS sites. Performed Inspection and Acceptance of newly installed PTMS sites. Performed 18-Kip ESAL studies. Reviewed PTMS shop drawings.

## OVERVIEW

Mr. George Galan, PE has over 33 of experience in the field of traffic engineering and transportation planning. He is well versed in the use of data collection and processing software such as TAS, PETRA, TDP, MVRAP and SPS; and current traffic analysis software and procedures including: HCS, Synchro, SIDRA. In addition, he is familiar with Autodesk Civil Series software. Mr. Galan is experienced in the procedures used by the Department of Transportation to coordinate, collect, and summarize all facets of traffic data. He has conducted a number of accident studies, condition diagrams, travel time and delay studies, RCI Inventory, speed studies, origin destination studies, g/C surveys, saturation flow, arrival type, intersection delay studies, gap studies, conflict studies, as well as, the basic turning movement surveys. Mr. Galan has also performed inspections, troubleshooting and repair of Permanent Traffic Monitoring Sites (PTMS) and Telemetry Traffic Monitoring Sites (TTMS) for FDOT Central Office, District 4 and District 6.

## EDUCATION

Florida International University,  
B.S. Civil Engineering (1986)

## REGISTRATIONS

Registered Professional Engineer,  
Florida P.E. No. 60080  
Registered Professional Engineer,  
Virginia P.E. No. 402054160

## YEARS EXPERIENCE

33



9.1 ATTACHMENT A

RFQ-23-01 Submittal Cover Page (this does not count as part of the maximum page limit)

September 13<sup>th</sup>, 2023

Date

Carter and Kaye Engineering, LLC Name  
of Company

 Authorized  
Signature

Kriss Y. Kaye Managing Member  
Printed Name Title/Position

137 5<sup>th</sup> Street N.W. Physical  
Address

Winter Haven, Florida 33881  
Town State Zip

[projectteam@carterkaye.com](mailto:projectteam@carterkaye.com) Email  
address

(863) 294-6965 Telephone  
Number / Fax Number

List all "Professional Association/Sub-Consultants" (companies that you will be in association with for this project):

See page 2 "Submittal Cover Page (above)" of the RFQ submittal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key Team members and addresses of principal office:

See page 2 "Submittal Cover Page (above)" of the RFQ submittal.

\_\_\_\_\_  
\_\_\_\_\_

9.2 ATTACHMENT B

ADDENDUM PAGE (RFQ 23-01)

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (Give number and date of each):

| Addendum No.                   | Dated:  |                          |
|--------------------------------|---|--------------------------|
| Addendum No. <u>RFQ -23-01</u> | <u>Continuing Contracts Revised – Sample Agreement Per Conversation with Trevor Douthat</u> | Dated: <u>09/12/2023</u> |
| Addendum No. _____             | _____   | Dated: _____             |
| Addendum No. _____             | _____   | Dated: _____             |
| Addendum No. _____             | _____   | Dated: _____             |

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS: Carter and Kaye Engineering, LLC

BY: *K. Kaye*  
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: Kriss Y. Kaye, PE, ENV SP, Managing

9.3 ATTACHMENT C

**LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**  
APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Proposer] certifies, to the best of his or her knowledge and belief, that:

9.3.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

9.3.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]

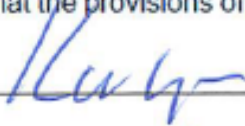
9.3.3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts

under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

[Note: Pursuant to 31 U.S.C. §1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer, Kriss Y. Kaye, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A3801, et seq., apply to this certification and disclosure, if any.



Signature of Proposer's Authorized Official

KRISS KAYE MANAGING MEMBER Name and Title of Proposer's Authorized Official Date  
9/2/2023



9.4 ATTACHMENT D

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of Florida

County of Polk

Kriss Y. Kaye, being first duly sworn, deposes and says that:  
Name

(1) He is Managing Member of Carter and Kaye Engineering, LLC, the  
Title Company Bidder that has submitted the  
attached bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent  
circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of his officers, partners, owners, agents, representatives,  
employees or parties in interest, including this affiant, has in any way colluded, conspired,  
connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive  
or sham Bid in connection with the Contract for which the attached Bid has been submitted or has  
refrained from bidding in connection with such Contract; nor in any manner, directly or indirectly,  
sought by agreement or collusion or communication or conference with any other Bidder, firm or  
person to fix the price or prices in the attached Bid or of any other Bidder; nor has fixed any  
overhead, profit or cost element of the Bid price, or the Bid price of any other Bidder; nor has

secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage  
against the Town of Dundee or any person interested in the proposed Contract; and

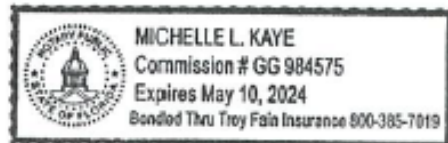
(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any  
collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its  
agents, representatives, owners, employees, or parties in interest, including this affiant.

Kriss Y. Kaye  
Name  
Managing Member  
Title

Subscribed and sworn to before me this 10th day of September, 2023

[Signature] Notary  
Signature

Michelle L. Kaye  
Notary Name  
My commission expires 5-10-2024



9.5 ATTACHMENT E

AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS

TOWN OF DUNDEE WILL NOT INTENTIONALLY AWARD TOWN CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) (SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

TOWN OF DUNDEE MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY TOWN OF DUNDEE.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Carter and Kaye Engineering, LLC

Kaye \_\_\_\_\_ Managing Member 09-06-2023  
Signature Title Date

STATE OF: Florida  
COUNTY OF: Polk

The foregoing instrument was signed and acknowledged before me this 6th day of

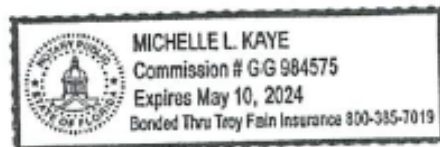
September, 2023, by Kriss Y. Kaye who has produced (Print or Type Name)

driver's license as identification.  
(Type of Identification and Number)

[Signature] Notary  
Public Signature

Michelle L. Kaye Printed  
Name of Notary Public

5-10-2024  
Notary Commission Number/Expiration





9.6 Attachment F

CERTIFICATION OF DRUG-FREE WORKPLACE

**IDENTICAL TIE BIDS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the purchasing of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

09-06-2023  
DATE

Carter and Kaye Engineering, LLC  
NAME OF FIRM

(863) 294-6965  
TELEPHONE NUMBER

137 5<sup>TH</sup> Street NW  
STREET ADDRESS

[Signature]  
VENDOR'S SIGNATURE

Winter Haven, FL 33881  
TOWN STATE ZIP



# 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 page 9 for instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Carter and Kaye Engineering, LLC**

2 Business name/disregarded entity name, if different from above

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

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **S**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**137 Fifth Street N W**

6 City, state, and ZIP code  
**Winter Haven, FL 33881**

7 List account number(s) here (optional)

Requester's name and address (optional)  
Town of Dundee  
202 East Main Street  
PO BOX 1000  
Dundee, FL 33838

**Part I Taxpayer Identification Number (TIN)**

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

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

Social security number

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OR

Emp eye ident ificath number

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|---|---|---|---|---|---|---|---|---|---|
| 8 | 4 | - | 4 | 0 | 8 | 2 | 2 | 1 | 7 |
|---|---|---|---|---|---|---|---|---|---|

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person ▶ Kurt Kaye

Date ▶ 09-06-2023

**General Instructions**

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](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:

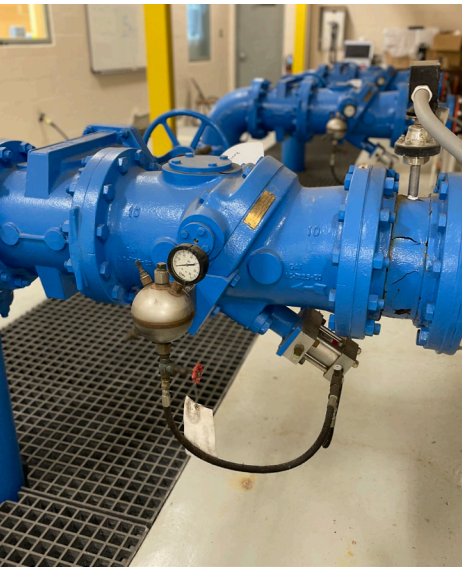
- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds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

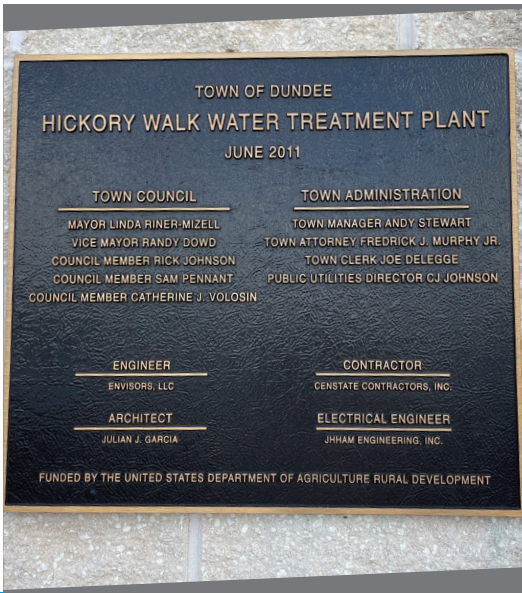
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.







**TOWN OF DUNDEE**  
**RFQ Number 23-01 | Continuing Professional Consulting Services Contracts**  
**Due Date/Time: September 13, 2023 | 4:00 PM**



**Prepared for:**  
Trevor Douthat, Town Clerk  
202 East Main Street  
PO BOX 1000  
Dundee, FL 33838

# 3.2.1 - Title Page



# Title Page

## TOWN OF DUNDEE

RFQ Number 23-01 | Continuing Professional Consulting

Services Contracts

Due Date/Time: September 13, 2023 | 4:00 PM

### Contact:

Kelcia Mazana  
(407) 917-9590  
kmazana@chacompanies.com

### Large Firm Services - Multi-Discipline Firm

CHA is pursuing all services categories.

#### 2.2.1 Services Related to Utility Systems:

- Potable water treatment, transmission and distribution
- Sanitary sewer treatment, transmission and collection
- Geographic mapping of utilities and infrastructure
- Reclaimed water treatment, transmission and distribution
- Route surveys for utility projects
- Surveying for wastewater treatment plant (WWTP) projects
- Surveying for water treatment plant (WTP) projects
- Geodesign and green infrastructure systems

#### 2.2.2 Services Related to Transportation Systems:

- Roads and drainage
- Bridge
- Urban transportation
- Traffic signage
- Traffic studies
- Traffic signals
- Advanced traffic management system
- Alternate means of transportation
- Trails and greenways

#### 2.2.3 Services Related to Solid Waste:

- Solid waste operation planning
- Route studies
- Waste stream studies

#### 2.2.4 Services Related to Parks and Recreation:

- Architecture services related to parks and facilities design
- Landscape architecture

#### 2.2.5 Services Related to General Consulting Services:

- Architectural services to a project (including landscaping)
- Geographic Information Systems (GIS)
- Boundary and topographic surveying
- Legal descriptions and as-built surveys
- Asset management in conjunction with mapping and inventory
- Mapping of municipal boundaries
- Geotechnical – soils analysis and testing
- Environmental – wetland and endangered species
- Floodplain management
- Hydrologic investigations
- Stormwater planning and modeling
- Land use planning
- Policy analysis
- Project outreach and communication
- Development of artistic renderings and conceptual layouts

## 3.2.2 - Cover Letter



September 13, 2023

Trevor Douthat, Town Clerk  
202 East Main Street  
PO BOX 1000  
Dundee, FL 33838

**RE: Continuing Professional Consulting Services Contracts; RFQ 23-01**

Dear Mr. Douthat,

As an industry leader in providing professional engineering solutions, we know that CHA Consulting, Inc. (CHA), formerly Reiss Engineering, Inc., can offer the Town of Dundee (town) comprehensive engineering solutions that are creative, environmentally sound, and focused on meeting the town’s goals. With access to the capabilities of over 1,700 employees, constituting a nationwide network of specialized knowledge and skill sets, CHA’s multi-disciplined project team possesses a full complement of expertise spanning the technical scope for this general engineering contract. CHA also offers the following advantages:

**Multi-Disciplined Experts:** CHA is the single source for all our clients’ questions and needs, no matter the type or complexity. Our comprehensive in-house services uniquely position us to reduce project delivery costs through value engineering and efficient project management, reduce change orders during construction, and drive project schedules from initial concept design through construction and project acceptance. From funding to construction, your projects will benefit directly from a strategically chosen team of CHA professionals who are leading experts in utilities, stormwater, civil/site, environmental, solid waste, transportation, architecture and general engineering services. Collaboration among our in-house technical disciplines locally and throughout the country is key to CHA’s ability to be nimble, attentive, and quick to respond while providing the resources, experience, and expertise to meet project goals.

**Water and Wastewater Engineering Experts:** As a leader in water, wastewater and general engineering services, we know what it takes to achieve your water and sewer utility goals. Our professionals use their knowledge and expertise to assess, plan, design and construct needed infrastructure while providing comprehensive engineering services along the way. From funding to construction, your projects will directly benefit from our team’s strength, which was strategically chosen to provide you with distribution, collection, treatment, environmental, and funding solutions.

**Local Benefits:** Hiring a local consultant has many benefits, including prompt response and established community relationships. We have successfully served the town with local talent such as **David MacIntyre, David Kelly, and Joe Haber**. CHA is currently teamed with **RESPEC, LLC on the Town’s Population and Potable Water Demand Projections** project, working to plan an effective path towards the future for the town in the coming years. We will work collaboratively with the town as the right partner to have sufficient staff, equipment, and systems available to meet or exceed your expectations with our deliverables. Our team of highly trained engineers and specialists has the technology, resources, and expertise needed to design high-quality infrastructure solutions that last.

We Want to Continue Working for You. We work for many local, small towns in Florida, including Lake Wales, New Smyrna Beach, and Dunedin, to name a few and we look forward to continue to serve the Town of Dundee. We look forward to working with the town’s team to communicate ideas, work through challenges, and achieve your goals. We look forward to the opportunity of working with you. If you have any questions, please contact me at (407) 917-9590 or kmazana@chacompanies.com.

Sincerely,

Allen Dethloff, PE  
Client Service Manager

Kelcia Mazana, EI  
Project Manager/Client Contact

20 3rd Street S.W., Suite 202, Winter Haven, FL 33884  
T 863.268.8242 • www.chacompanies.com

## 3.2.3 - Table of Contents



Please note that we meet the max page count requirement. We include page numbers on all pages for easy reference.

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- 3.2.8.3 - Team Members' Experience Summary

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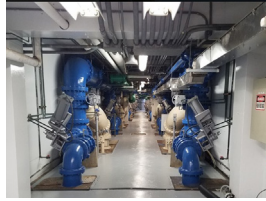
**3.2.12 - Primary Office Location | [Page 57](#)**

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- Letters of Recommendation
- Required Forms

## 3.2.4 - Executive Summary

# Executive Summary



## Contact

Kelcia Mazana, EI  
Project Manager/Client Contact  
(407) 917-9590  
kmazana@chacompanies.com

## About CHA

CHA is an innovative, full-service engineering consulting and construction management firm delivering sustainable, integrated solutions to the world's most challenging infrastructure projects. With decades of experience, we bring inspired talent, forward-leaning technology, and essential partnerships to meet our client's evolving needs. We are your trusted advisors and partners committed to *responsibly improving the world we live in.*

## Business Structure

Corporation; CHA is active and in good standing with the Florida Department of State under document number F08000004937.

CHA's commitment to sustainability comes through in our work, the communities we build, and as we work to create a better, more sustainable workplace. Our diversification across markets, geographies, and services has driven CHA's success.

The CHA team has over 1,700 highly trained engineers and technical specialists available to provide comprehensive engineering services in each category listed in the Town of Dundee's Request for Qualifications (RFQ).

## CHA at a Glance



**1,700** Employees  
firm-wide



**71** Years in  
business



**50** Offices in  
the USA

## We provide full service programming and design for services, including:

- Alternative delivery
- Architectural
- Asset management
- Aviation design & planning
- Civil engineering
- Construction engineering
- Electrical
- Energy solutions
- Environmental, health and safety
- Geospatial innovation
- Life safety and security
- Mechanical
- Program management
- Solid waste
- Sports planning and architecture
- Sustainability
- Structural
- Survey
- Tank rehabilitation
- Technology solutions
- Transportation engineering and planning
- Water and wastewater
- Wireless communications
- Geotechnical
- Health and safety
- Land development

CHA has a diverse range of experience in providing engineering services and program activities to various clients, including governmental entities and investor-owned utilities. We have successfully worked with clients across different sectors, which has enriched our expertise and allowed us to adapt to the unique requirements of each client. On the right are some of the markets and sectors we serve.

**Markets:**  
Government | Industry | Utility  
Education | Commercial Development

**Sectors:**  
Infrastructure | Aviation | Transportation | Water Resources  
Buildings | Building Design | Fire Protection | Land  
Development | Project Management and Construction  
Management | Sports | Power | Advanced Energy and  
Manufacturing | Asset Management | Utility Infrastructure

## Firm Capabilities and Experience

CHA's extensive network of specialized experts provides the Town of Dundee with access to our comprehensive resources to develop creative, workable solutions to accomplish the town's goals. A selective screening process and active industry involvement verify that we employ and partner with dynamic thinkers.

We have compiled a team with specialized expertise and experience working together on previous projects. We have carefully crafted this team based on this work history, our understanding of the town's needs, and our ability to deliver quality services on any project that may arise under this contract. Our professionals across multiple disciplines, coupled with the expertise of our subconsultants, create a dynamic collection of knowledgeable, experienced practitioners that deliver thorough, high-quality products and services to our clients.

CHA has built a reputation for providing responsive service combined with deep technical capabilities. In addition to our reputation as a leading design, permitting, and construction management firm, CHA is a preferred consultant for many municipalities. We currently hold over 50 continuing on-call contracts with public utilities in Florida for the same types of services proposed for this contract. Our clients call on us to complete their most challenging and high-profile projects. We encourage the town to contact the references listed within our response to learn more about how we deliver value to our clients.

This request for qualifications (RFQ) lists various services that may be requested under the Scope of Services for this contract. CHA is well suited to deliver on the full suite identified. Select examples include:



### UTILITY SYSTEMS

Our involvement with water/wastewater projects includes comprehensive water and sewer master planning, potable water storage and distribution systems, reclaimed water distribution, sewage collection facilities, pump station design and rehabilitation, and pipeline rehabilitation using trenchless technologies. We have provided design services for numerous local projects, replacing water and sewer lines in older neighborhoods and extending new services into existing neighborhoods on septic wells. The CHA team has extensive experience in the design of large- and small-diameter water mains and force mains, and pump stations ranging from small lift stations to regional booster stations in several different municipalities across the state of Florida. One of our most recent projects is the City of Haines City Reclaimed Water General Storage Tank and Pump Station project where our team provided, design, hydraulic analysis, permitting and construction administration for the pump station.



### TRANSPORTATION/TRAFFIC

The CHA team has completed various projects throughout Florida. Our relevant recent experience will provide the town with a team with the expertise and knowledge to apply successful design applications where all modes of travel are prioritized, not just the automobile. One of our most recently completed projects is Prospect Road from Commercial Boulevard to SR 811; this project was part of a Broward MPO mobility project and consisted of continuous green-colored five-foot bicycle lanes in both directions, roadway widening to accommodate bike lanes, replacing the outside travel lane with seven-foot buffered bicycle lanes, and bulb-outs. CHA also completed over 10 neighborhood improvement projects for the City of Miami Beach, including the 11th Street Roadway Reconstruction project from East Alton Road to West of Washington Avenue to fight the effects of sea level rise. The roadway profile of 11th Street was raised two feet and involved impacts to the existing drainage system and adjacent properties. This project also consisted of installing a new drainage system along the corridor while harmonizing and providing flood protection to the adjacent properties.

The CHA team has the appropriate experience for the planning and design of any proposed improvements to the extensive bike trail paths or bike lanes that share the road with traffic. CHA recently sponsored the 2023 Miami-Dade and Broward MPO Safe Streets Summit. We have experts that have evaluated and completed master plans encompassing multi-modal transportation issues and context-sensitive solutions to accommodate ancillary facilities to enhance the preservation and amenities.

For example, CHA recently completed the design for the Underline Phase 2 along US-1. This design-build project is part of a 10-mile linear park, urban trail, and living art destination that will transform the land below Miami's Metrorail. Once completed, The Underline will be the primary bicycle and pedestrian connection from Downtown Miami to the southwest Miami-Dade neighborhoods and serve as a link and regional spine in a regional network of existing and proposed trails.



The CHA team can perform transportation demand modeling that covers various applications and research, including travel demand and DDHV projection, modal analysis, socio-economic data analysis, subarea and corridor analysis, and alternative regional trend evaluation. We apply FSUTMS models, such as SERPM with CUBE Voyager and CUBE Analyst. We also specialize in multi-modal operations modeling using VISSIM, Synchro, and CORSIM to support decision-making from intersections to corridors, traffic to transit, arterial to freeway, and managed lanes.

We have developed VISSIM models for several multi-modal corridor studies, including the Downtown Salt Lake City Transit Study (Salt Lake City, UT), Sunrise Boulevard Traffic Analysis and Signal Retiming (Fort Lauderdale, FL), Glades Road Traffic Analysis and Signal Retiming (Boca Raton, FL), Broward Boulevard Transit Study (Plantation and Fort Lauderdale, FL), Hallandale Boulevard Railroad Crossing (Hallandale, FL), and Hillsboro Boulevard Railroad Crossing (Deerfield Beach, FL).



### SOLID WASTE

CHA has extensive experience developing solid waste plans and recycling studies, including evaluating source separation and post-collection separation system concepts. We have analyzed, designed, permitted, and administered the construction/installation of greenhouse gas emission control technology, including the generation and sale of power to the local utility and the monetization of carbon credits from the destruction of landfill methane under the Climate Action Reserves protocol. CHA staff has extensive experience and expertise in environmental permitting and monitoring landfills, transfer stations, materials recovery facilities, recycling and compost operations, resource recovery facilities, and other International Society of Weighing & Measurement (ISWM) system components.



### PARKS AND RECREATION

From parks and housing communities to schools, streetscapes and commercial sites, landscape architecture brings aesthetic cohesiveness and creates meaningful opportunities for people of all ages and abilities to engage with natural and built environments. CHA's landscape architecture team draws on science and design principles for the analysis, planning, design, management, and stewardship of public and private spaces. They use their varied backgrounds to understand community and urban planning, sustainability, ecological services, grading and drainage, site layout, and plant identification and design. The landscape architecture team often acts as a bridge or translator between the other design disciplines such as architecture and engineering.

#### Subconsultants:

CHA acknowledges that subconsultants are not requested in this RFQ. Below are some subconsultants that we have a strong prior history of working together successfully and would consider utilizing during this contract.



### HYDROGEOLOGY/HYDROLOGY

**RESPEC Company, LLC (RESPEC)** professional engineers specialize in stormwater and drainage engineering solutions for the urban environment. RESPEC's water-resource engineers specialize in hydrology and hydraulics planning and design services. They perform hydrologic and hydraulic modeling using the Storm Water Management Model (SWMM), Hydrologic Modeling System (HEC-HMS), River Analysis System (HEC-RAS), FLO-2D, and many other programs. RESPEC is adept at designing infrastructure in urban settings; they factor in public safety, property protection, channel stability, construction costs, multi-use potential, floodplain impacts, environmental constraints, and stakeholder concerns.

**AquaSciTech** is led by David MacIntyre, PE, the firm's principal water resources engineer with a broad-based background in hydrology, hydrogeology, contaminant transport, and the computer modeling of groundwater and surface water systems. He is a senior technical specialist in water supply, reuse of reclaimed water, hydroperiod as a predictor of stress in hydrologically isolated wetlands, and assessment of groundwater and surface water systems and the interactions between them.



### SOLID WASTE

**JHS Environmental Engineering (JHSEE)** are a solution oriented consulting firm based in Wekiva Springs, Florida, and believe no problem is unsolvable. They ensure a solution that is the most environmentally sound, cost effective, socially responsible.



## GEOTECHNICAL

**Madrid CPWG** has been providing professional services to municipalities throughout Florida since its inception in 1992. Recently, Madrid Engineering Group, Inc. and Cribb Philbeck Weaver Group, Inc. (CPWG) merged to create Madrid CPWG. They have provided engineering and planning services for hundreds of municipal projects and have multiple teams specializing in specific design areas, such as civil engineering, geotechnical engineering, environmental engineering, stormwater, transportation, traffic, utility (electrical, water and wastewater), survey, and landscape architecture. Madrid CPWG also has a strong construction management team available to guide projects through the construction process. The construction team contains experts with decades of experience in construction administration, construction inspection and materials testing. Madrid CPWG's goal on each project is to provide clients with the best services, materials, and a completed project that meets or exceeds expectations.

Madrid CPWG provides services throughout Florida, but a primary focus is working on projects in Polk County. They have continuing services contracts with multiple county agencies and multiple municipalities within Polk County. Madrid CPWG regularly completes geotechnical engineering projects for nearby municipalities, such as the City of Winter Haven and the City of Plant City.

**Tierra, Inc.** began operations in Florida in November 1992 and has offices in Tampa, Winter Garden, Pensacola, Florida. Tierra has a long and successful history of providing superior and innovative service to our clients throughout the southeastern United States. They provide clients with high-quality professional services, timely scheduling and economical engineering solutions in return for fair and reasonable fees. Tierra can provide a complete range of geotechnical engineering services. Our organization helps the construction and long-term performance risks associated with subsurface conditions. These services include planning, field and laboratory programs, design recommendations, quality control, and instrumentation and performance studies. Applications are for roadways, buildings, airport facilities, transportation systems, landfills, dams, and other civil and private projects.



## SURVEYING AND MAPPING

**ECHO Utility Engineering & Survey** is a minority-owned small business founded by a group of partners with civil engineering, surveying, construction, and utility/GIS background, who believe in providing high-quality and reliable utility and survey data to design better, build faster, and safely enhance engineering, design, construction and maintenance of infrastructure. ECHO currently employs over 65 full-time employees and has 22 field crews that can provide services for projects under this contract. ECHO was founded in 2017 to provide subsurface utility engineering (SUE) and survey and mapping professional services throughout Florida for a variety of projects, assisting owners, engineers and constructors in better performing throughout the entire project cycle, from design to construction and maintenance of infrastructure.

**Pickett and Associates** provides surveying, aerial mapping, and LiDAR services to public entities, electric utilities, environmental consultants, construction companies, telecommunications companies, and power and telecommunication consultants. This exclusive combination of surveying, mapping, and LiDAR services provides efficient opportunities for Pickett's clients.

Since 1963, Pickett has provided a wide range of specialized surveying services by embracing leading-edge technologies. Pickett has a proven track record of working successfully with the county and providing similar services to SWFWMD, FDEP, USDA, and USF&W. Pickett offers turn-key surveying and mapping services on land, air, and water by seasoned professionals. Pickett's field crews are experienced in the latest surveying techniques and deliver thorough field surveys that translate smoothly into a final map product. Survey deliverables include OHWL surveys, laser scanning, boundary surveys, ALTA/ACSM surveys, topographic surveys, corridor surveys, hydrographic surveys, route surveys, as-built surveys, GPS control surveys, quantity/volume surveys, control surveys, construction staking, subdivision platting, legal descriptions, and expert witness testimony.

## 3.2.5 - Statement of Understanding and Site Visit

# Statement of Understanding

## Firm's Technical Approach to Work

The Town of Dundee is preparing for a period of utilities infrastructure expansion as the town is projected to see significant growth in the coming years. The town has been very successful at planning, and conducting budget forecasting to acquire funding to address its growth and repair and replacement (R&R) needs. To continue with its progressive plans the town needs professional engineering support that is technically sound and cost-efficient. The implementation work will range from large high profile projects to small, locally critical projects. CHA's approach is to provide a project team with the technical qualifications required to provide sound engineering, yet organized to efficiently complete both small or large infrastructure projects. The efficiency comes from our experience with similar projects, but more importantly our experience with the Town of Dundee. The town will directly benefit from CHA knowledge and experience with you. CHA is actively supporting the town's long-term planning needs by initiating visits to your treatment facilities on February 23, 2023 and proactively developing of Dundee's Potable Water Distribution System Hydraulic Model (see Figure 1) and developing Population Projections from year 2025 to year 2050 (see Figure 2) while assisting the town's with its 2021 Public Supply Annual Report (PSAR) developed for resubmission to Southwest Florida Water Management District (SWFWMD) in September 2023. CHA will leverage this specific knowledge of the town into efficient and successfully engineered and operated projects.

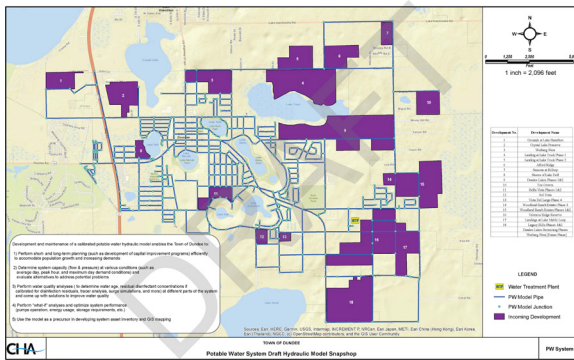


Figure 1 - Potable Water System Hydraulic Model

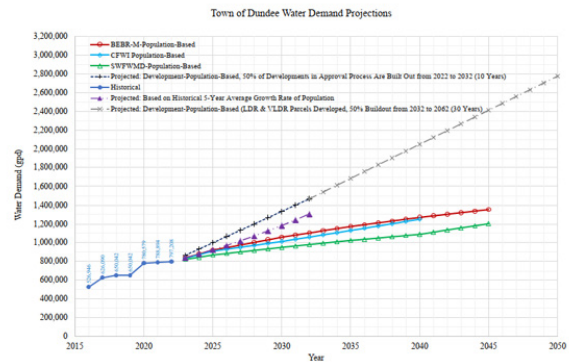


Figure 2 - Water Demand Projections

## Understanding of Scope and Implementation

The town needs a project team qualified to provide civil and environmental engineering services for master planning, design, construction inspection and permitting of water and wastewater systems to implement the town's key infrastructure projects for utility, transportation, solid waste, parks and recreation and general consulting services including:

- Potable Water (PW), Sanitary Sewer (SS) and Reclaimed Water (RW) Treatment, Transmission and Distribution/Collection
- Feasibility Studies
- Lift Station and Pump Station Design
- Potable/Reclaimed/Wastewater Pipe Network Design
- Gravity Sewer System Design
- Inflow and Infiltration Analysis
- Treatment Optimization, Analysis and Process Design
- Hydraulic Modeling and Master Planning
- Consumptive Use Permitting and Permit Reporting
- Plant Operation Permitting
- General Project Design Permitting
- State and Local Agency Permit Correspondence
- Evaluation of Historical Consumption Demand
- Prediction of Future Consumption Demand
- System Wide Condition Evaluation
- Development and Prioritization of Long-Term CIP
- Construction Inspection Services
- Geographic Mapping of Utilities and Infrastructure
- Surveying for PW, SS, RW Projects and Route Surveys
- GeoDesign and Green Infrastructure Systems
- Bridge, Roads and Drainage
- Urban Transportation
- Traffic Signage, Studies, and Signals
- Advanced Traffic Management System
- Alternate Means of Transportation
- Trails and Greenways
- Solid Waste Operation Planning
- Route and Waste Stream Studies
- Architecture Services Related to Parks and Facilities Design
- Landscape Architecture
- Architectural Services to a Project (including Landscaping)
- Geographic Information Systems (GIS)
- Boundary and Topographic Surveying
- Legal Descriptions and As-built Surveys
- Asset Management in Conjunction with Mapping and Inventory
- Mapping of Municipal Boundaries
- Geotechnical – Soils Analysis and Testing
- Environmental – Wetland and Endangered Species
- Floodplain Management
- Hydrologic Investigations
- Stormwater Planning and Modeling
- Land Use Planning
- Policy Analysis
- Project Outreach and Communication
- Development of Artistic Renderings and Conceptual Layouts



The CHA team will apply our intimate understanding of town’s specific project needs to efficiently implement these important town projects that will serve future generations of residents. You will directly benefit from our involvement with key regional initiatives such as the Polk Regional Water Cooperative (PRWC).

As outlined in the town’s current CIP, CHA understands the current and future utility needs of the town, and has a well-qualified team to complete all of the listed projects including the various conventional projects such as Master Plan Update for Water Distribution and Wastewater Collection Systems, Water Main Extensions along N. Scenic Highway from Lake Mabel Loop Road to Stalnaker Road, and Septic Tank Elimination Project, as well as the more complex assignments such as the Water Plant #2 (PRWC Plant) Upgrade which will include PRWC Alternative Water Supply, 1 MG ground storage tank, Electrical with its building, instrumentation and controls, flow meter station with an above-ground Injection station. The town will benefit from CHA’s ability to manage State Revolving Funds (SRF) grant projects within or under the established budget, schedule, and regulatory requirements for projects such as the town’s upcoming Septic Tank Elimination Project which includes construction of new sanitary sewer lines. CHA understands this need, and has the proven track record, past experience, and technical personnel to provide the required services above and beyond the town’s goals and expectations relative to budget, schedule and regulatory requirements.

### Understanding of Dundee’s Specific Needs

One of the significant values CHA can bring to the Town of Dundee is a clear understanding of the specific needs and concerns of the town and its community. Working as an extension of staff, CHA can provide the town with innovative solutions that can assist with the implementation of the following initiatives:

- Complete master planning to aid town management in cost-effective and technically-sound decision making for potable water, sanitary sewer system, and stormwater
- Improve instrumentation and controls and programing software treatment plants
- Improve asset management software program for potable water and sanitary sewer systems
- Implement I/I sewer study
- Prepare for development growth (see Figure 3)
- Continue with support of related PRWC activities, including PRWC Alternative Water Supply Upgrade
- Continue water main extensions and looping projects
- Continue town’s maintenance/repair/replacement program for distribution system, collection system, and treatment plants components such as mains, pumps, wells, treatment equipment, storage tanks, manholes, and lift stations
- Modify the town’s consumptive use permit
- Continue implementing solid waste operation planning
- Implement CCTV of stormwater system
- Improve drainage of Lake Menzie Drive & Third Street
- Conduct traffic signage, studies, and signal planning, sidewalks, streets and roads projects, such as Lake Marie Drive Improvements, Dundee Road Widening, and various resurfacing projects
- Continue implementing parks and recreation improvement projects, such as Merrill Park, Lake Menzie Park, Highlands Water Park, and the community center
- Conduct construction inspection based on the level of services the town requires in the field for projects ranging from simple pipeline replacement to complex plant rehabilitation

CHA offers both the cutting edge technical capabilities and small project efficient design services that meet the wide range of project needs anticipated by the town on these specific challenges.

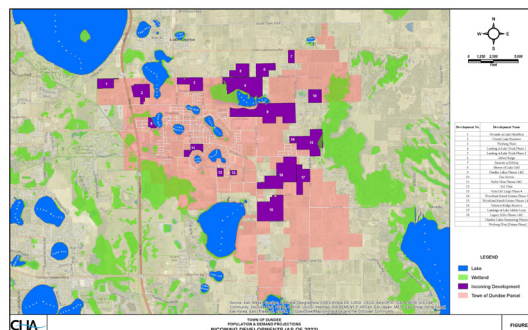
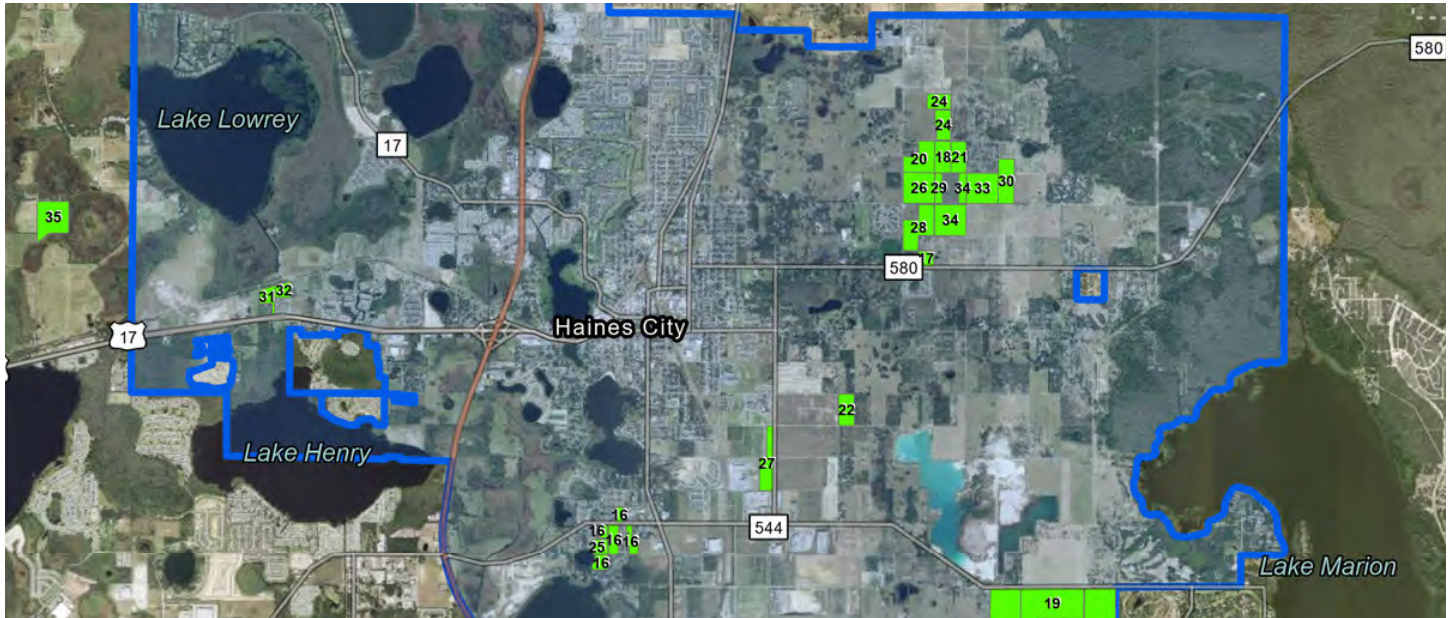


Figure 3 - Incoming Developments

## 3.2.6 - Similar Project Experience

## 3.2.6 - Similar Project Experience



### Performance Period

Start Date: 2022  
Original End Date: 12/2023  
Actual End Date: TBD (Ongoing)

### Budget

CHA Fee: \$263,000 (Original)  
CHA Fee: \$263,000 (Actual)  
Construction Cost: N/A

### List of Change Orders/ Time Extensions

None

### Reference

James Keene  
Public Services Administrator  
620 E Main Street  
Haines City, FL 33844  
T: 863.421.9951 ext. 5954  
E: James.Keene@hainescity.com

### Relevance to Scope

- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ Hydrogeologic modeling
- ✓ Well construction and abandonment
- ✓ Wellhead protection, water quality, and EAs

## Water Use Permit (WUP) Modification

### City of Haines City, FL

CHA, supported by AquaSciTech Consulting, is assisting the City of Haines City in modifying their WUP to increase capacity in response to the dramatic increases in population and potable water demand that the region is experiencing. Since the Central Florida Water Initiative (CFWI) Supplemental Applicant's Handbook became effective in January 2022, the WUP modification process with the Southwest Florida Water Management District (SWFWMD) has become significantly more complex, as the district applies the new CFWI rules, including limiting Upper Floridan aquifer (UFA) allocations to the demonstrated 2025 demand. In addition, there is no existing precedent for modification CFWI WUPs by SWFWMD because the Haines City WUP is one of the first ones being processed.

The city has applied for an increased UFA groundwater allocation above 2025 demonstrated demand using a combination of demand relocation, aquifer recharge enhancement via rapid infiltration basins (RIBs), and the retirement of existing WUPs through land use transition to mitigate/offset increased future drawdown impacts to the UFA potentiometric surface, MFL lake levels, guidance lake levels, and wetlands. The CHA team is using the ECFTX v2.0 regulatory model, and is in negotiations with SWFWMD to incorporate additional future mitigation/offset benefits that result from altered stormwater recharge and irrigation practices as land is developed for urban use. These beneficial effects have previously been excluded from the district's WUP impact assessment process, but were included in the CFWI regional planning process under which the ECFTX model was developed. The final outcome of these WUP impact negotiations is expected to set precedents for other permittees' future WUP modifications within the CFWI area.





### Performance Period

5/2014 - 4/2020 (Force Main)  
8/2018 - 2/2022 (Pump Station)

### CHA Fee

\$332,662 (Pump Station)  
\$116,802 (Force Main)

### Construction Cost

~\$2.7M (Combined FM & PS)

### List of Change Orders/ Time Extensions

None

### Reference

City of Casselberry  
Tara Lamoureux, PE  
95 Triplet Lake Drive  
Casselberry, FL 32707  
T: 407.262.7725 ext. 1228  
E: tlamoureux@casselberry.org

### Relevance to Scope

- ✓ Hydraulic modeling
- ✓ Design
- ✓ Construction services

# Seminola Force Main Replacement and Pump Station Relocation

## City of Casselberry, FL

The City of Casselberry recently evaluated the capabilities of the Seminola master lift station basin to handle the projected growth in its wastewater collection master plan. The plan determined that the 10-inch force main that transferred flow from the Seminola master lift station to the city's WWTP needed to be up-sized to a 16-inch force main to handle projected future growth. Additionally, the existing 10-inch force main was constructed with substandard pipe materials, which were prioritized for replacement due to their potential for structural failure. It was also determined the Seminola master lift station needed to be up-sized to handle the expected increase in wastewater flow. The lift station renovations required the city to purchase a parcel adjacent to the lift station to expand the size of the station site from its original parcel. The proposed design included installing a new triplex lift station with a new wet well and converting the existing wet well to an influent manhole.

The tasks performed under this scope included the preliminary design, final design, permitting, bidding, and limited construction services to replace 4,800 feet of force main from the Seminola master lift station with a new 16-inch force main relocating the existing Seminola master lift station. CHA conducted preliminary routing analysis and hydraulic modeling to verify proper sizing and pressure conditions. The force main route includes a water body crossing and is located on a busy county road, traversing congested, high-traffic corridors. CHA provided MOT planning to minimize impacts to residents and traffic. Installation methods included traditional open-cut and jack-and-bore.





### Performance Period

Start Date: 2016  
Original End Date: 2018  
Actual End Date: 2018

### Budget

CHA Fee: \$298,844 (Original)  
CHA Fee: \$298,844 (Actual)  
Construction Cost: \$3.66M

### List of Change Orders/ Time Extensions

None

### Reference

Ed Gil de Rubio, Director  
410 Lake Howell Road  
Maitland, FL 32751  
T: 407.628.3419  
E: director@ssnocwta.com

### Relevance to Scope

- ✓ Utility master planning and hydraulic modeling
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ SUE and locating
- ✓ CADD design
- ✓ Land surveying
- ✓ Geotechnical engineering
- ✓ ROW and easement acquisition
- ✓ Construction administration/observation
- ✓ W, WW, and RCW facilities operational experience

# C-200 PVC Pipeline Replacement

## South Seminole and North Orange County Wastewater Transmission Authority (SSNOCWTA), Seminole and Orange Counties, FL

To assist with the management and maintenance of the system, SSNOCWTA contracted CHA to develop a scope and fee estimate for developing a preliminary design report associated with replacing C-200 PVC force main piping throughout the SSNOCWTA transmission system.

Various segments of the SSNOCWTA transmission system are composed of PVC piping, more specifically C-200 PVC piping, which is characterized by a thin wall thickness. The majority of the transmission system was installed over 25-years ago and has been experiencing a steady increase in flows and pressures. The increased flows and pressure adds stress to an aging transmission system and places pipeline segments with thin wall thickness at a higher risk of failure. Force main failures within the SSNOCWTA system, like any other wastewater transmission system, result in expensive repairs and emergency situations to maintain a functioning wastewater transmission system.

The preliminary design report reviewed the existing C-200 piping locations and routes and provided recommendations on the installation procedures based on the piping's location, before commencing the design.

CHA also provided design, permitting and construction administration of this pipeline replacement project. The preliminary design report included evaluating replacement techniques for approximately 22,000 feet (ranging in size from 12-inch to 20-inch) located throughout residential and commercial areas. The design made use of HDD, pipe bursting and jack-and-bore techniques to minimize above-ground disturbances.



### Performance Period

Start Date: 2019 (WTP)/  
2020 (WWTP)  
Original End Date: 2021 (WTP)/  
12/2023 (WWTP)  
Actual End Date: 2021 (WTP)/  
TBD (WWTP - Ongoing)

### Budget

CHA Fee: \$4,030,563 (Original)  
CHA Fee: \$4,030,563 (Actual)  
WTP Construction Cost: \$15.68M  
WWTP Construction Cost: ~\$36M

### List of Change Orders/ Time Extensions

None

### Reference

Chris Wilson, Project Manager  
6900 Tavistock Lakes Boulevard  
Suite 200  
Orlando, FL 32827  
T: 407.816.6599  
E: cwilson@tavistock.com

### Relevance to Scope

- ✓ Civil engineering
- ✓ Water quality engineering, modeling, and evaluation
- ✓ WW engineering, treatment and evaluation
- ✓ Biosolids management, design, and operation
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ CADD design
- ✓ ROW and easement acquisition
- ✓ Structural, electrical, mechanical, I&C
- ✓ Construction administration
- ✓ W, WW, and RCW facilities operational experience
- ✓ SUE and locating
- ✓ Land surveying
- ✓ Geotechnical engineering

# Sunbridge WTP and WWTP

## Tavistock Development Company, St. Cloud, FL

Tavistock is involved in developing the new 26,000-acre Sunbridge community, located northeast of the City of St. Cloud in Osceola County, with an estimated build-out population of 35,000. Tavistock and the Toho Water Authority have entered into an agreement for the construction and operation of a new 1.0 MGD WTP to supply drinking water to the new community, along with a new 1.0 MGD WWTP that will treat the domestic wastewater from the Sunbridge Community and sanitary flows from the WTP. The two treatment plants will be built adjacent, on the same site. CHA was contracted to provide a pilot study, preliminary design, detailed design, permitting, and construction services for each new greenfield treatment plant.

**Sunbridge WTP** | The first phase of the Sunbridge WTP uses ozonation to remove hydrogen sulfide and color from the raw groundwater, followed by free chlorine for primary disinfection and chloramines to maintain a disinfectant residual. Fluoride and corrosion inhibitor was added as part of the process. A new operations building and 1.0 MG potable water storage tank were also constructed. The Sunbridge WTP site layout affords plant expandability to an ultimate capacity of 3.4 MGD.

**Sunbridge WWTP** | The Sunbridge WWTP is being built in three phases with the second phase expanding to 3.5 MGD and the third phase providing an ultimate capacity of 7.0 MGD. The Sunbridge WWTP is located in the Lake Okeechobee Watershed and must meet the new nutrient limits imposed by the Lake Okeechobee Basin Management Action Plan (BMAP). The first phase of the Sunbridge WWTP comprises a headworks, Modified Ludzack-Ettinger (MLE) process, secondary clarifiers, phosphorous precipitation, cloth media filters, chlorine contact basin, reclaimed water storage and pumping system, reject tanks, solids dewatering, and an aerated solids storage basin. The design also includes a new on-site municipal wastewater pump station with two 15-HP pumps and capability to add a third 15-HP pump.





### Performance Period

Start Date: 2019  
Original End Date: 2023  
Actual End Date: 2023 (Est.)

### Budget

CHA Fee: \$1.08M (Original)  
CHA Fee: TBD (Actual)  
Construction Cost: ~\$9.03M (Est.)

### List of Change Orders/ Time Extensions

None

### Reference

James Keene  
Public Services Administrator  
620 E Main Street  
Haines City, FL 33844  
T: 863.421.9951 ext. 5954  
E: James.Keene@hainescity.com

### Relevance to Scope

- ✓ Civil engineering
- ✓ WW engineering, treatment and evaluation
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ CADD design
- ✓ Structural, electrical, mechanical, I&C
- ✓ Construction administration
- ✓ W, WW, and RCW facilities operational experience
- ✓ Land surveying
- ✓ Geotechnical engineering

# Reclaimed Water GST and Pump Station

## City of Haines City, FL

To maximize the beneficial use of the reclaimed water system and eliminate algae, debris and wildlife contamination from the percolation/storage pond, the City of Haines City needed to modify the existing reclaimed distribution pump system to prevent the need to re-treat water that is currently stored in an on-site pond. Poor reclaimed water quality caused two of the city's largest reclaimed water customers to discontinue their use. This project is being performed to improve the quality of the city's reclaimed water and restore customer confidence and use. A new transfer pump station will divert water from the chlorine contact chamber and deliver the water to the new prestressed concrete GST. The new high-service pump station will draw from the new GST for the public access reclaimed system.

The city engaged CHA to provide the preliminary design, hydraulic analysis, final design, permitting, and construction administration services for the construction of a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3 MG prestressed concrete GST, a new 4.5 MGD reclaimed high-service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, instrumentation and controls, and ancillary structures at the Haines City WWTF.

Once the treated effluent is discharged to the pond, the overall water quality is reduced and requires additional treatment before pumping the water to the distribution system. The new GST and reclaimed distribution pump station will allow the city to store high-quality reclaimed water without discharging it to the existing percolation storage pond.



### Performance Period

2021 - Ongoing

### CHA Fee

~\$3.7M (Est.)

### Construction Cost

TBD (still under design)

### List of Change Orders/ Time Extensions

None

### Reference

James Keene

Public Services Administrator

620 E Main Street  
Haines City, FL 33844

T: 863.421.9951 ext. 5954

E: James.Keene@hainescity.com

### Relevance to Scope

- ✓ Civil engineering
- ✓ WW engineering, treatment and evaluation
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ CADD design
- ✓ Structural, electrical, mechanical, I&C
- ✓ Construction administration
- ✓ W, WW, and RCW facilities operational experience

## 4.5 MGD WWTP Expansion

### City of Haines City, FL

CHA is currently providing design, permitting, and construction-phase services for the city's WWTP expansion project. CHA is assisting the city in identifying and implementing projects that will increase the quality of effluent for the purposes of increasing the amount sold, produced at the Haines City WWTP. This will help alleviate a key constraint at the facility, which is the capacity of the on-site rapid infiltration basin (RIB).

The process improvements include a new headworks structure with new screening and grit removal equipment; the conversion of two existing oxidations ditches to an equalization basin; new 4.5 MGD five-stage biological treatment system; RAS/WAS pumping capacity improvements; the rehabilitation and replacement of existing gas chlorination feed equipment and monitoring equipment; solids handling improvements; civil, site, and stormwater upgrades to support the new process and systems; a hazardous waste assessment for demolishing the existing headworks; and electrical/SCADA system upgrades.





### Performance Period

Start Date: 2016  
Original End Date: 2019  
Actual End Date: 2019

### Budget

CHA Fee: \$3.3M (Original)  
CHA Fee: \$3.3M (Actual)  
Construction Cost: \$19.2M

### List of Change Orders/ Time Extensions

None

### Reference

Holden Wright, PE  
1011 Jim Keene Boulevard  
Winter Haven, FL 33880  
T: 407.703.1731  
E: HoldenWright@polk-county.net

### Relevance to Scope

- ✓ Civil engineering
- ✓ Water quality engineering, modeling, and evaluation
- ✓ Regulatory compliance and permitting for W/WW facilities
- ✓ CADD design
- ✓ ROW and easement acquisition
- ✓ Structural, electrical, mechanical, I&C
- ✓ Construction administration
- ✓ W, WW, and RCW facilities operational experience
- ✓ SUE and locating
- ✓ Land surveying
- ✓ Geotechnical engineering

# Central Regional Utility Service Area (CRUSA) Water Production Facility

## Polk County Utilities (PCU), Polk County, FL

The detailed design of the plant included two emergency power generators to improve reliability, high service pumping, and granular activated carbon (GAC) units were designed with redundant facilities to meet the projected demands and increase safety. The design accelerated the ozonation specifications to allow for the early purchase of the ozone equipment to save the county from paying state tax and allow for efficiencies during construction.

To provide further flexibility and reduced operating cost, the GAC system was designed to allow an adjustment of flow rate so a certain portion of the ozonated water can bypass the GAC and be blended directly with the GAC water to meet strict water quality limits without undo cost. CHA reviewed, revised and completed the calibration of the CRUSA potable water hydraulic model in support of the design efforts. Services included preliminary design, final design, permitting, bidding, construction phase and start-up.

The completed facility includes three Upper Floridan Aquifer (UFA) raw water wells, LOX storage and feed systems, ozone generation, a side stream ozone injection system, ozone dissipation chambers, transfer pumping, GAC units, chlorine feed systems, corrosion inhibitor, 1 MG ground storage reservoir, and high-service pumping. The wells are outfitted with vertical turbine pumps and emergency power with engine generators. The high-service pumping station is equipped with horizontal, split case centrifugal pumps with variable frequency drives (VFDs) and has a capacity of 8 MGD.

**Performance Period**

2021-Ongoing (Est. 10/2022)

**CHA Fee**

\$394,872

**Construction Cost**

N/A

**List of Change Orders/  
Time Extensions**

None

**Reference**

Polk County Utilities

Tamara Richardson, Director

1011 Jim Keene Boulevard

Winter Haven, FL 33880

T: 863.298.4214

E: TamaraRichardson@polk-county.net

**Relevance to Scope**

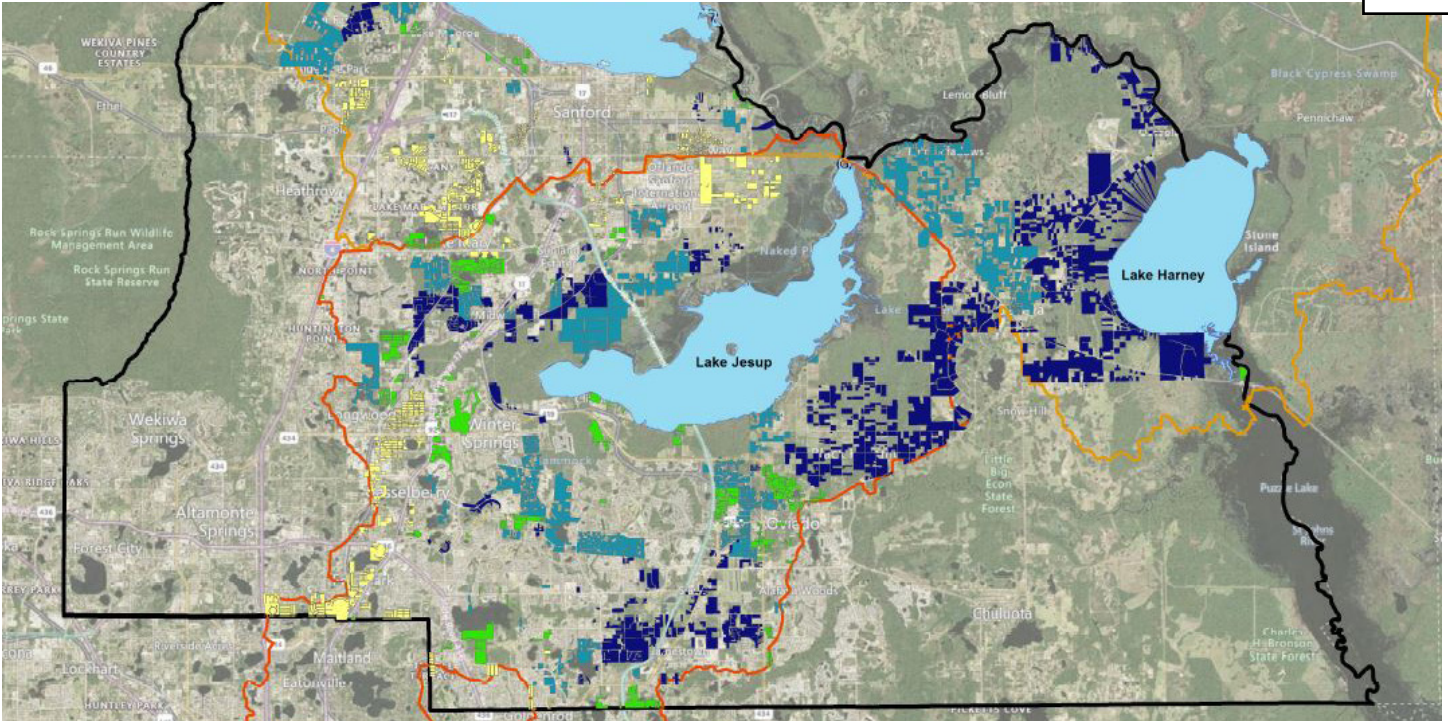
- ✓ Utilities study
- ✓ Master planning
- ✓ Regulatory services

# Northeast Regional Utility Service Area (NERUSA) Master Plan Update

## Polk County Utilities, Polk County, FL

CHA is providing an update to the current NERUSA master plan that was completed in 2016. The 2016 master plan addressed potable water, wastewater, and reclaimed water infrastructure improvements to meet immediate needs and future demands through fiscal year (FY) 2040. The observed growth pattern for the past five years versus the growth projections reflected in the 2016 master plan has varied significantly. Additionally, changes in regulatory policy have shaped plans for future infrastructure improvements. This project will address facility needs for water, wastewater, and reclaimed water systems and will set forth a plan for future growth by identifying capital improvement projects to meet projected demands through FY 2045.





**Performance Period**

2021-Ongoing (Est. 08/2024)

**CHA Fee**

\$50K

**Construction Cost**

N/A

**List of Change Orders/  
Time Extensions**

None

**Reference**

Dennis Westrick, PE  
1001 E. First St.  
Sanford, FL 32771  
T: 407.665.2041  
E: DWestrick@seminolecountyfl.gov

**Relevance to Scope**

- ✓ Septic-to-sewer
- ✓ Grant funding

# Septic-to-Sewer

## Seminole County, FL

FDEP requires the development of remediation plans to identify “cost-effective and financially feasible projects” to reduce nutrient impacts associated with on-site sewage treatment and disposal systems (OSTDS). To accelerate the development of the information essential to implementing an effective plan, FDEP will make grants available to all nine counties to perform wastewater treatment feasibility analyses.

The document prepared under this grant will also position local government wastewater projects for potential financial assistance from FDEP’s SRF and other funding sources, such as total maximum daily load (TMDL) and springs cost-shares/grants, which gives high priority to BMAP projects.

CHA developed a remediation plan in the first phase that included an inventory with more than 4,000 OSTDS in the Wekiva BMAP. The second phase consists of an inventory with more than 16,000 OSTDS in the Lake Jesup and Middle St. Johns River BMAPs. Both areas assessed existing wastewater capacity and infrastructure (including potential infrastructure upgrade and expansion options) and evaluated cost-effective project solutions, financing alternatives, and potential rate and homeowner impacts.

This entire project is funded by a grant through FDEP. Funding pursuits included a Division of Water Restoration Assistance Wastewater Grant, Innovative Technologies Grant, State Water-Quality Assistance Grant, Resilient Florida Grant, and Clean Water State Revolving Fund (SRF). CHA successfully obtained \$10M in funding from an FDEP Wastewater Grant for the conversion of four project areas in the Wekiva PFA Area.





### Performance Period

2022-Ongoing

### CHA Fee

\$393K (fee)

### Construction Cost

N/A

### List of Change Orders/ Time Extensions

None

### Reference

City of Sanford  
William Marcous  
PO Box 1788  
Sanford, FL 32772  
T: 407.688.5105  
E: [william.marcous@sanfordfl.gov](mailto:william.marcous@sanfordfl.gov)

### Relevance to Scope

- ✓ Utilities study
- ✓ Funding
- ✓ Sewer services

## I&I Studies

### City of Sanford, FL

CHA conducted a sanitary sewer inflow and infiltration (I/I) evaluation for the City of Sanford to identify impacts on the sanitary sewer system and wastewater treatment plants during the wet season. CHA utilized a screening methodology to identify I/I based on pump station runtimes. The City of Sanford has sixty-two pump stations in their collection system and all pump stations were selected for evaluation. Results of the pump runtime analysis were summarized into a technical memorandum that the city used to focus future sewer evaluations and renewal and replacement projects to areas suspected of severe I/I. The benefits of this approach allowed the City of Sanford to obtain the most effective results by eliminating field evaluation on areas that do not have excessive I/I; saving the City of Sanford both time and money.

CHA furthered the evaluation of the city's sanitary sewer collection system by conducting smoke testing on priority areas identified in technical memorandum.

CHA smoke tested an area that encompasses 1,340-acres within the city collection system area, including approximately 157,000 feet of gravity sewer which convey flow to ten lift stations. The smoke testing efforts identified specific locations for over 250 defects in the collection system that were further analyzed and prioritized for repair or replace.

CHA worked with JHSEE on this project. JHSEE provided funding services.



## 3.2.7 - Work Plan & Availability of Resources



## Snapshot

### 1. UNDERSTANDING OF SCOPE OF PROJECT

A successful project begins with the complete understanding of the scope of the project.

### 2. DEVELOPMENT OF A WORK PLAN

CHA will develop a project-specific work plan which defines the project goals and resources required to complete the project within the schedule.

### 3. INITIAL PROJECT MEETING

The meeting will outline a clear project understanding, set project goals, and define key project milestones.

### 4. PROJECT EXECUTION

Once the specific project design approach has been completed and approved, work would commence upon the notice to proceed.

### 5. QUALITY CONTROL

We will adhere to a QA/QC plan to maintain standards for technical performance and accuracy of all engineering reports, design drawings and specifications.

## Firm's Approach

CHA's experts provide professional, comprehensive engineering services throughout Florida. Our multi-disciplined team brings the capabilities of a broad spectrum of perspectives and extensive planning backgrounds to each assignment. From studies to construction, we routinely provide these services for utility projects:

- Study and preliminary design phase
- Final design phase
- Bidding phase
- Construction phase
- Engineering studies

CHA will provide the following services on the town's projects:

#### PROJECT MANAGEMENT

An established and practical project design approach is necessary to establish and meet project requirements, schedule and budget. The on-call project design approach includes:

- Meeting with the town (as necessary) to develop a detailed scope of work
- Developing a project-specific schedule
- Identifying and engaging the technical resources for the specific project
- Developing a project-specific QA/QC plan

Once the specific project design approach has been completed and approved by the town, work will commence with the notice to proceed (NTP). Project cost, schedule, and quality control will be managed by:

- Frequent internal project progress meetings
- Regular communication between the project manager and the town
- Regular project progress reports submitted to the town
- The completion and submission of deliverables at project milestones
- Strict adherence with the project QA/QC plan

#### EXTENSIVE QUALITY CONTROL

We take project management and quality control very seriously. Our project managers use three comprehensive project manuals (developed internally at CHA) to develop specific project management and QA/QC plans for each assignment: The Project Management Manual, the QA/QC Manual, and the Total Technical Quality Control (TTQC) Manual.

#### CLIENT COORDINATION

The town's team will be an integral part of CHA's quality assurance program. By participating in project meetings, communicating clearly and often, and providing timely and thorough reviews of deliverables, the town and CHA will achieve success. CHA will maintain open communication with the town throughout the design process. Formal design reviews will be made at critical project milestones, such as the 30%, 60%, 90%, and 100% complete phases.

## Approach to Quality Control

CHA uses proactive quality management planning and execution initiated at the earliest possible time in project development and then implemented and monitored throughout design development. Quality does not simply end with the deliverable. CHA will have a vested interest in the project’s quality through project construction and closeout.



### PSWP

Our team will prepare a PSWP to include:

- Project stakeholders
- Project location & history
- Scope of services
- Schedule
- Budget

### QMP

The customized QMP will define, document, and disseminate the project quality management requirements, including:

- Roles & responsibilities
- Establishing & implementing QA/QC for process conformance, compliance, verification, management escalation
- Opportunities for continuous improvement

### Quality Review

CHA uses a “Red, Yellow, Green” (“RYG”) process to review, resolve and record work products.

**Yellow** signifies that each design element/work product has been reviewed.

Any direct corrections are annotated in **Red**.

Instructions are annotated in **Blue** or **Black**.

**Green** signifies agreement with, or the resolution of, the review comments.

### Quality Compliance

The originator, checker, corrector, and verifier sign and date each drawing/design to verify that the process has been followed for complete quality compliance.

The team will advance the work products or deliverables when the QMP is satisfied.

## Budget and Schedule Techniques

CHA has provided municipalities similar to the Town of Dundee with professional engineering services and additional “extension-of-staff” type resources for a variety of public infrastructure projects using this proven approach. Our strategies for maximizing the effectiveness and efficiency of our projects include:

### SCHEDULE CONTROL

The project team has established procedures and software to continually compare project details and available resources.



Team members will hold regular meetings to determine the percentage of project tasks completed and the budget amount exhausted for each milestone. If a deviation should occur from the schedule or budget, project needs will be re-assessed and discussed.

We are well known for our consistent, on-time performance and quality assurance record for major clients in both the public and private sectors. Our design service strategy is always based on client focus and process-oriented thinking to identify and address project issues quickly and cost-effectively.

Given the firm-wide workforce of over 1,700 people, we do not foresee any difficulties meeting your needs. We have the resources to make sure we meet your project schedule.

### COST CONTROL

CHA’s cost control method begins with developing a detailed scope of work, fee proposal, and project-specific work plan to determine project costs. We accomplish this through proactive, upfront communication during the project’s scoping phase.



Once our team and the stakeholders have agreed on the project costs and work plan, CHA’s assigned project manager will develop forecasted project expenditures depicted graphically. This forecast serves as a baseline to monitor the schedule and expenditure and keep the project on track. This dashboard system gives the project team access to information that can be used to quickly and accurately monitor and assess project status to control schedule and budget proactively.

The objectives of a disciplined, cost-control program are two-fold:

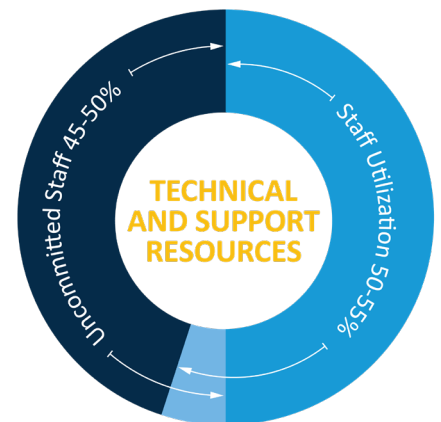
- To maintain control over costs throughout the design development process
- To prevent surprises when construction bids are opened

## Proposer’s Financial Capacity to Perform the Scope of Services

Throughout its history, CHA has enjoyed steady growth in revenues and has expanded its business operations throughout the eastern United States. CHA is now among the 60 largest design engineering firms in the nation, with over \$300 million in annual gross revenues. In the opinion of CHA management, CHA is financially strong and has adequate financial capacity to perform the scope of services described in the RFQ.

## Current and Projected Workload

Our proposed key personnel are available to undertake assignments successfully. Current and projected workloads are analyzed weekly at CHA to allocate resources appropriately. The current utilization of the staff is generally in the range of 50-55%, leaving an uncommitted staff effort of between 45% and 50% based on today’s workload. We have provided a detailed breakdown of availability for key personnel in the table on the next page. With the bench strength of over 1,700 professionals, and over 210 employees 100 miles from the town, we do not foresee any issues meeting deadlines.





| Team Member                          | Role                            | Availability for this Contract |
|--------------------------------------|---------------------------------|--------------------------------|
| <b>CHA Consulting (Prime)</b>        |                                 |                                |
| Allen Dethloff, PE                   | Customer Service Representative | 45%                            |
| Kelcia Mazana, EI                    | Project Manager                 | 50%                            |
| Rich Voorhees, PE                    | Quality Control                 | 45%                            |
| Parsa Pezeshk, PhD, PE               | Master Planning/Modeling        | 45%                            |
| Chad Meisel, PE                      | Master Planning/Modeling        | 50%                            |
| Leif Krapas, EIT                     | Master Planning/Modeling        | 45%                            |
| Samuel White                         | Asset Management                | 45%                            |
| C. Robert Reiss, PhD, PE             | Water Process                   | 40%                            |
| Arnab Hanra, PE                      | Water Process                   | 45%                            |
| Boya Wang                            | Water Process                   | 45%                            |
| Jim Hagerty, PE                      | Wastewater Process              | 40%                            |
| Eric Knoppel, EI                     | Wastewater Process              | 40%                            |
| Carla Ndoun, PhD, EI                 | Wastewater Process              | 45%                            |
| Alex Guon, PE                        | I&C                             | 45%                            |
| David Shook, PE                      | I&C                             | 45%                            |
| Mark Wright                          | I&C                             | 40%                            |
| Carter Belvin, PE                    | Pump Stations & Solid Waste     | 40%                            |
| Shannon Ruggieri, EIT                | Pump Station                    | 50%                            |
| Stefano Ceriana, PE                  | Pipeline                        | 40%                            |
| Lucas Parmer                         | Pipeline                        | 40%                            |
| Matt Baker, ENV SP                   | Pipeline                        | 40%                            |
| Jeff Grant, PE                       | Stormwater                      | 45%                            |
| Arnelio Alfonso, PE                  | Stormwater                      | 40%                            |
| Angela Baron-Ruiz, PE                | Stormwater                      | 40%                            |
| Jason Hignite                        | Ecology                         | 45%                            |
| Leann Wishah, EI                     | Ecology                         | 45%                            |
| Mark Cissell, PE                     | Transportation                  | 45%                            |
| Eric Lindstrom, PE, PMP              | Transportation                  | 45%                            |
| Lidia Regalado, EI                   | Transportation                  | 45%                            |
| Joe Graham, PE, MBA                  | Funding & Permitting            | 50%                            |
| Stevie Steele, PE                    | Funding                         | 45%                            |
| Ashek Bhakta, EIT                    | Funding                         | 40%                            |
| Scott Hoxworth, PE                   | Solid Waste                     | 40%                            |
| David Hatton, AIA, NCARB             | Architecture                    | 40%                            |
| Nick Schwartz, RLA, LEED AP          | Landscape Architecture          | 40%                            |
| Emily Williamson, PE                 | Permitting                      | 45%                            |
| Kerry Wulff                          | Construction Administration     | 40%                            |
| Weston Haggen, PE, DBIA, ENV SP, PMP | Construction Administration     | 40%                            |
| Jeff Robitaille                      | Construction Administration     | 40%                            |
| Charles Warren                       | Construction Administration     | 40%                            |
| Bruce Jensen                         | Cost Estimating                 | 45%                            |
| Trent Durham, PE                     | Cost Estimating                 | 45%                            |
| Mark Worsham, PE                     | Cost Estimating                 | 45%                            |



## Litigation Statement

CHA is a large professional engineering firm with 50 offices throughout the United States and Canada. CHA performs thousands of projects each year. For a firm of its size and diversity, CHA's involvement in legal claims and lawsuits is remarkably infrequent, due chiefly to its competent and well-trained staff and its rigorous and comprehensive Technical Excellence Program. CHA has not been involved in any criminal matters nor had any disciplinary action taken against the firm or any of its officers. Nor has the firm had any civil judgments entered against it. However, claims against CHA do occur, and CHA has, over the past five years, been involved in ordinary civil litigation in the course of its business. CHA is confident in its ability to successfully defend, or settle on favorable terms, all such outstanding claims. Furthermore, for the protection of CHA and its clients, CHA always maintains a comprehensive insurance program that includes professional liability, workers' compensation, comprehensive general liability, automobile and umbrella policies, with limits sufficient to cover the defense and payment of all outstanding claims against CHA. In the opinion of CHA's management, no claim or lawsuit currently pending against CHA will materially affect CHA's ability to perform any ongoing or potential future project.

## Terminated Contracts Statement

CHA has never failed to complete any project in breach of the contract or due to the firm's refusal or inability to perform or complete the contracted services. However, CHA has occasionally over the years had clients terminate or suspend projects or contracts prior to completion for reasons other than any breach or nonperformance on the part of CHA.

## Dispute Resolution

CHA assigns each client with a client service manager is the link between the CHA project team and the client. In the event a dispute arises between the client and the CHA project team there are internal steps that CHA implements with the goal of charting a path to resolution while maintaining the client relationship.

**Step 1.** The client services manager will engage and oversee communication with the goal of charting a path to resolution while maintaining the client relationship which may include engaging the CHA Chief Engineer to provide an independent technical review and technical recommendations.

**Step 2.** In the event that Step 1 is unsuccessful, the traditional steps of mediation, arbitration, and finally litigation are available for a resolution.

CHA is effective at finding resolution with the majority of situations obtaining resolution using Step 1.

## Scoping Meeting/Gathering Data

Each project under this category will begin with a scoping meeting that includes CHA and town staff. The scope will be developed with corresponding engineering fees for design, permitting, surveying, easement acquisition, construction administration (shop drawing review, RFI responses, payment application review, etc.), inspection, project closeout (substantial and final inspection, punch list development, and project completion certification), and operation and maintenance manual development (if applicable).

The scope will be presented as a task order under the term agreement and accompanied by a Gantt chart outlining each task's overall schedule and time. The town will review the information, and any comments provided to CHA will be incorporated into the task order and schedule.

Once the task order is approved, a kick-off meeting will be planned to discuss the order of activities, town involvement (if any), impacts on the public (survey, field data collection, etc.), and key milestone dates. The project data will be uploaded to a project-specific OneDrive that can be accessed by town personnel. Project data will be uploaded as work is completed. An updated project schedule (Gantt chart) will be provided monthly. Project update meetings will be planned based on the implemented project type.

## 3.2.8 - Team Members



## Organizational Chart

Our team has been built to provide the Town of Dundee with an extraordinary blend of engineering expertise, Florida project history, and personalized service. Our proposed project manager, Kelcia Mazana, EI, will serve as the town's direct day-to-day contact. She has assigned the most qualified project team for the scope of services identified in your RFQ. Each of our team members was specifically selected to assist in successfully completing all unique challenges and project needs that may arise during the duration of the contract. Our team's organizational chart can be found below, along with 10 resumes of key personnel and bios for staff in each discipline on the following pages.



# Town of Dundee

### CLIENT SERVICE MANAGER

**Allen Dethloff, PE**

### PROJECT MANAGER

**Kelcia Mazana, EI**

### QUALITY MANAGER

**Rich Voorhees, PE**

#### MASTER PLANNING/ HYDRAULIC MODELING/ASSET MANAGEMENT

**Parsa Pezeshk, PhD, PE**  
Chad Meisel, PE  
Leif Krapas, EIT  
Samuel White

#### WATER PROCESS

**C. Robert Reiss, PhD, PE**  
Arnab Hanra, PE  
Boya Wang

#### WASTEWATER PROCESS

**Jim Hagerty, PE**  
Eric Knoppel, EI  
Carla Ndoun, PhD, EI

#### INSTRUMENT AND CONTROLS (I&C)

**Alex Guon, PE**  
David Shook, PE  
Mark Wright

#### PUMP STATIONS

**Carter Belvin, PE**  
Shannon Ruggieri, EIT

#### PIPELINE

**Stefano Ceriana, PE**  
Lucas Parmer  
Matt Baker, ENV SP

#### STORMWATER

**Jeff Grant, PE**  
Arnelio Alfonso, PE  
Angela Baron-Ruiz, PE

#### TRANSPORTATION

**Mark Cissell, PE**  
Eric Lindstrom, PE, PMP  
Lidia Regalado, EI

#### SOLID WASTE

**Scott Hoxworth, PE**  
Hala Sfeir, PhD, PE

#### ARCHITECTURE/LANDSCAPE

David Hatton, AIA, NCARB  
Nick Schwartz, RLA, LEED AP

#### GENERAL CONSULTING/SUPPORT

##### COST ESTIMATING

Bruce Jensen  
Trent Durham, PE  
Mark Worsham, PE

##### FUNDING

Joe Graham, PE, MBA  
Stevie Steele, PE  
Ashke Bhakta, EIT

##### ECOLOGY

Jason Hignite  
Leann Wishah, EI

##### PERMITTING

Emily Williamson, PE  
Joe Graham, PE, MBA

#### CONSTRUCTION ADMINISTRATION

Kerry Wulff  
Weston Haggen, PE, DBIA,  
ENV SP, PMP  
Jeffrey Robitaille  
Charles Warren

## SUBCONSULTANTS

#### SURVEYING & MAPPING/SUE

Pickett and Associates, Inc.  
ECHO UES, Inc.

#### HYDROGEOLOGY/HYDROLOGY

RESPEC Company, LLC  
AquaSciTech Consulting, PLLC

#### GEOTECHNICAL

Tierra, Inc.  
Madrid Engineering Group

#### SOLID WASTE

JHS Environmental Engineering

**Bold names** indicate Discipline Leaders whose bio and resume is provided.

## CHA's Key Members Experience in the Scope of Service Areas

CHA's large team of highly trained engineers is supported by hundreds of technical specialists available to provide a vast array of services to our clients. In addition to our team's qualifications noted in the Firm Capabilities Section beginning on page 3, below are short descriptive summaries of our firm's key members experience in the Scope of Service Areas identified in the RFQ.

### Utility Systems

**Water:** Our experienced and highly skilled professionals are able to assess, plan, design, and construct required infrastructure while meeting increasingly stringent regulations. Our resume covers hundreds of water supply, distribution, storage, treatability evaluations, treatment plant design, operation and maintenance plants, and sludge dewatering projects. Ensuring water is clean and safe is one of the most important services each community can provide.

**Wastewater Collection:** CHA is one of the leading collection system and wet weather flow engineering firms. We have assisted many clients in constructing new gravity sewer lines, pump stations, and force mains. Our experience includes modeling, sewer system evaluation surveys (SSES), infiltration and inflow (I&I) studies, sewer system rehabilitation, and equalization basin design.

**Water and Wastewater Treatment:** Our staff specializes in developing innovative, environmentally-sound, and cost-effective wastewater treatment systems to meet today's increasingly stringent regulations. These include conventional and innovative treatment technologies for industrial and domestic wastewater treatment. CHA's engineering and design services are complemented by comprehensive treatability, permitting, and funding.

**Water and Sewer Modeling:** We are industry leaders in using hydraulic models to develop planning strategies, capital improvement programs, operational scenarios, and design parameters of water and sewer improvement projects. We have included multiple water and sewer modelers who used Innovyze's water modeling software previously and know how to use the software efficiently.

### Transportation

Our transportation specialists plan, design, and help maintain and construct these most valued assets—including roads, bridges, railways, waterways, and multi-modal facilities—for public and private transportation owners, agencies and authorities. Whether an initiative involves a cost-effective rehabilitation or an innovatively funded major capital improvement, we provide the experience, creativity, and expertise to improve mobility and safety.

### Solid Waste

Our commitment to sustainable practices is embedded in our solid waste solutions, encompassing recycling initiatives, composting programs, and waste-to-energy innovations. Through meticulous planning and collaboration with local stakeholders, we have contributed to cleaner, greener communities that prioritize responsible waste management. Our firm's proficiency extends beyond the conventional, embracing cutting-edge technologies and forward-thinking methodologies to address the ever-evolving challenges of waste management in the modern world.

### Parks and Recreation

**Architectural:** Our architects and designers seek to create high-quality, collaborative designs that stress innovation grounded in careful listening to your functional needs and tailored to your culture and specific organizational needs. We have vast expertise and resources, but our commitment to you will be laser-focused, thoughtful, and longstanding. Building design often involves diverse stakeholder input, and you can trust that we'll guide you through a design process that's right-sized for your project and community.

**Landscape Architecture:** With a keen understanding of the intricate balance between natural beauty and functional design, CHA's landscape architects have successfully transformed spaces into vibrant and harmonious environments. From urban parks that serve as community focal points to serene gardens that offer moments of respite, our team's creative vision and technical prowess have consistently delivered exceptional results. Our portfolio showcases a spectrum of projects, including sustainable landscapes, public plazas, recreational areas, and campus designs.

## General Consulting

### Asset Management and GIS

CHA's asset management capabilities provide a powerful complement to our long history of delivering investigative and infrastructure expansion/renewal engineering services for water and wastewater systems. We offer our clients GIS solution development, long-range capital system planning, integrity assessment, regulatory strategy, compliance, and data management services. Our GIS system empowers you with complete, easy-to-access information about your assets and a clear picture of the condition of your critical systems. With it, you can quickly develop comprehensive maintenance programs, optimize field programs, and respond to emergencies and outages. Our goal is to help you manage your capital assets effectively while minimizing the costs of owning and operating them.

### Environmental

Our firm is a recognized leader in environmental services, offering extensive expertise in navigating the complexities of environmental conservation and management. Our experienced team of professionals is dedicated to assessing, mitigating, and enhancing environmental conditions across diverse projects. With a thorough understanding of local ecosystems and regulatory frameworks, we conduct comprehensive environmental assessments, including wetland delineation, endangered species studies, and habitat restoration planning.

### Electrical

We have extensive experience in the electrical/lighting design of roadways, lift station facilities, commercial, industrial, health care, shopping centers, condominiums, etc. The CHA team personnel have a significant level of experience in lighting design, including municipal lighting projects, such as those completed for the City of Miami Capital Improvement Program (CIP). For example, CHA installed a custom-manufactured decorative pole-mounted fixture along NW 14th Street from Le Jeune Road to Douglas Road. We also provided the design for new lighting for the SR 826/SR 836 Interchange and the ITS design for the SR 112 Toll Plaza. We have also performed several lighting design projects on FDOT's roadways. CHA has been involved in numerous pump/lift station projects, such as North Beacon Lift Station, in which we designed two 60 HP pumps for the City of Medley, and a lift station for Miami-Dade County/City of Miami. Our electrical design group has vast experience selecting, specifying, and testing engine generators, including the engine, main fuel and day tanks, fuel transfer system, mufflers, electric generators, automatic transfer switch operations, electrical load tests, and emergency shutdown operations. A key example is the selection, permitting, and testing of Sanitary Lift Station 101 in Miami-Dade County. A provision was also provided for this lift station to be able to connect an emergency 250KW standby generator.

### Permitting

Our team will serve as your resident expert in permitting compliance. We manage regulatory approval and performance of advanced and specialized environmental studies. Our team has developed environmental management systems, collection system CMOM programs, and environmental compliance planning and reporting programs. We have strong relationships and experience with regulatory agencies mean that we can help smooth the path to full permitting compliance.

### Public Outreach

CHA is experienced with community outreach and public stakeholder involvement. Our key staff members have also demonstrated strong speaking capabilities and have been called on to publicly present technical and non-technical material to a wide range of audiences. We have regularly conducted extensive public outreach programs to inform and solicit input from residents, businesses, and other community stakeholders. Programs regularly involved planning and executing public meetings as a means to address and incorporate public and committee questions.

### Stormwater

Our firm possesses a wealth of expertise in stormwater management, a critical aspect of urban and environmental planning. Our experienced team of professionals excels in designing comprehensive stormwater solutions that effectively manage runoff, prevent flooding, and protect water quality. CHA's hydraulic engineers have experience in all aspects of surface water evaluation and design, including field reviews, data gathering, agency coordination, detention-retention pond design, and hydraulic modeling/drainage analysis to relieve street flooding. We can prepare full-scale computer models using state-of-the-art software. We have conducted investigations on watersheds ranging from several acres to several thousand square miles. These evaluations have included flood profile studies and stormwater management master plans.

Our team has also demonstrated its capabilities to obtain environmental permits required for all drainage improvement projects; this effort includes agency coordination, permit sketches, and permit applications. We have developed excellent relationships with the necessary regulatory agencies, such as the South Florida Water Management District (SFWMD), the Florida Department of Environmental Protection (FDEP), the U.S. Army Corps of Engineers (USACE) and the Miami-Dade County Department of Regulatory and Economic Resources (DRER).

Our broad capabilities and experience in complex stormwater management have been demonstrated with several stormwater master plans, including the Miami Intermodal Center (MIC) Drainage Master Plan, where CHA coordinated with all permitting agencies and with four other design consultants to develop one drainage report and obtain one environmental resource permit (ERP) for all roadway projects. Another recent example was the SR 836 Stormwater Pumping Station located at the southeast infield area of the SR 836/NW 37th Avenue Interchange; this project was geared to relieve street flooding for a neighborhood of the City of Miami.

### Surveying and Rights-of-Way (ROW) Services

CHA's comprehensive approach to survey work is the hallmark of a successful project. We strive for a rapid response. Our size and diversity in skill sets enable us to mobilize quickly to meet demanding schedule requirements. We are a survey group focused on using advanced measurement technology to improve our process and results. Our robust quality assurance/quality control processes result in accurate and precise work.

### Key Team Leadership



#### **Kelcia Mazana, EI | Project Manager & Client Contact**

Kelcia is a project manager with over 20 years of experience in hydraulic modeling and master planning. Her experience includes UDF program development, hydraulic and water quality modeling, design, potable water audits, pilot studies, report development, data management, and master planning for a variety of municipal and government projects in water treatment. Kelcia is also a client advocate and serves clients in the central Florida region, including the cities of Orange City, Sanford, Casselberry, and Melbourne, and the Fort Pierce Water Utility Authority. Representative project experience includes:

- City of Melbourne, FL, Water System Master Plan Update Project
- City of Sanford, FL, DBP Compliance Quality Monitoring
- City of Lake Wales, FL, Potable Water Master Plan

Kelcia has strong project management skills and will be focused on your projects. She understands collaboration and communication are the keys to project success and that the issues and concerns of every department and individual are important. Kelcia will work diligently with the team to bring solutions to your projects.



#### **Rich Voorhees, PE | Quality Manager**

Rich has 46 years of experience and is highly qualified in the planning, design, construction, start-up, and operation of water and wastewater treatment and pumping facilities. He is a Board Certified Environmental Engineer and is recognized in Florida as a technology leader in water and wastewater treatment, especially biological nutrient removal for wastewater treatment and enhanced lime softening for water treatment. Rich has been the project or design manager to design and construct multi-million dollar water and wastewater facility projects. He has previous experience as a general contractor for water and wastewater facility construction. Representative project experience includes:

- City of Haines City, FL, Reclaimed GST and Pump Station
- City of Ormond Beach, FL, WTP Upgrades
- City of Melbourne/City of Cocoa, FL, Pineda Causeway Water Transmission Mains

#### **CHA's keys to exceptional project management:**

##### **Kelcia will:**

- Be easily accessible and available.
- Understand your expectations by meeting with your key representatives to define goals and expectations, and confirm and document scope and expectations.
- Communicate effectively and frequently, and will be available to answer questions or provide clarification.
- Provide work products that meet or exceed your expectations.
- Meet deliverable deadlines, and schedule progress will be communicated.
- Clearly communicate budget progress.

The following pages include resumes for our client service manager and team leaders.





# Allen Dethloff, PE

## Client Service Manager

Allen offers a wide range of experience in civil engineering, process mechanical engineering, permitting, and construction management. He brings over 21 years of experience in preliminary design, final design, permitting, bidding, construction administration, and managing multidisciplinary engineering teams for pipeline (including various trenchless technologies), sanitary sewer collection system, pumping stations, water, wastewater facility improvement, chemical feed systems, and stormwater management projects. Representative project experience includes:

### Office Location

Tampa, FL

### Years of Experience

21

### Education

University of Florida, FL, B.S.,  
Civil Engineering, Construction  
Management

### Registrations & Certifications

Professional Engineer - FL

### Memberships & Affiliations

Florida Water  
Environment Association

**Polk County Utilities, FL, Northeast Regional Utility Service Area (NERUSA) Utility Master Plan Update 2022.** Project manager for evaluating the potable water, wastewater, and reclaimed water systems within the county's northeast service area for master planning. For this project, CHA is performing potable water demand and wastewater and reclaimed water flow projections to determine the required capacity and infrastructure for planning years 2025, 2035, and 2045 through hydraulic modeling and analysis.

**City of Haines City, FL, Reclaimed GST and Pump Station.** Project manager for the preliminary design, hydraulic analysis, final design, permitting, and construction administration services for a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3-MGD prestressed concrete GST, a new 4.5 MGD reclaimed high-service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, I&C, and ancillary structures at the Haines City WWTF.

**Hillsborough County, FL, South County Water Repump Station Potable Water Transmission Main to 19th Avenue.** Project manager to perform a routing study, alternative trenchless technology analysis, preliminary design, detailed design, and permitting. The project consisted of approximately 7,000 feet of 30-inch water main and 2,600 feet of 16-inch water main piping. This project included a 1,100-foot microtunnel crossing of I-75 and required permits from various regulatory agencies, including the Florida Department of Transportation (FDOT), Florida Department of Environmental Protection (FDEP), and the Southwest Florida Water Management District (SWFWMD). Alternate trenchless technology analysis included analysis of horizontal directional drill (HDD), microtunnel, and jack-and-bore for viability (technical and cost) on this project.

**Hillsborough County, FL, Williams Road Water Transmission Main, South Extension.** Project manager for the design and permitting of a 6,500-foot water transmission main for Hillsborough County Public Utilities. The 6,500 feet of 12-inch ductile iron and fusible PVC water main provided redundant drinking water supply for a portion of the distribution system and was installed in public rights-of-way (ROWs), encompassing several HDD installations under critical intersections and surface features, including the installation of two casings under I-4. The project also included bid- and construction-phase services.

**City of Clearwater, FL, Water and Reclaimed Water Program Management.** Technical director for a system-wide potable water and reclaimed water main assessment and replacement program. This program includes the conceptual routing, design, permitting, and construction services for pipeline improvements and assessing replacement methods to minimize service and critical roadways impacts.



# Parsa Pezeshk, PhD, PE

## Master Planning/Hydraulic Modeling/Asset Management Discipline Lead

Parsa has over six years of experience in the environmental engineering field, working primarily on hydraulic and wastewater treatment process modeling. Representative project experience includes:

### Office Location

Tampa, FL

### Years of Experience

6

### Education

University of Memphis, TN, Ph.D.,  
Environmental Engineering

University of Memphis, TN, M.Sc.,  
Environmental Engineering

Azad University, Tehran, Iran, B.Sc.,  
Applied Chemistry

### Registrations & Certifications

Professional Engineer - FL, SC

### Memberships & Affiliations

American Water Works  
Association

**Polk County Utilities, FL, Northeast Regional Utility Service Area (NERUSA) Utility Master Plan Update 2022.** Project engineer responsible for evaluating the potable water, wastewater, and reclaimed water systems within the county's northeast service area for master planning. For this project, CHA is performing potable water demand and wastewater and reclaimed water flow projections to determine the required capacity and infrastructure for planning years 2025, 2035, and 2045 through hydraulic modeling and analysis.

**City of Clearwater, FL, Water and Reclaimed Water Program Management.** Project engineer for the system-wide potable and reclaimed water main assessment and replacement program. This program includes the conceptual routing, design, permitting, and construction services for pipeline improvements and assessing replacement methods to minimize service and critical roadways impacts. This program additionally includes condition assessment, hydraulic modeling, and RPR services.

**City of Clearwater, FL, Reclaimed Water Service Evaluation.** Project engineer responsible for hydraulic modeling and evaluating the reclaimed water system with the overall goal of reducing surface water discharge through increasing public access reclaimed water disposal. CHA evaluated the existing City of Clearwater parks, special facilities, city-owned property, grassed area within road ROWs, and properties currently being irrigated with city-owned potable water lawn meters to determine the effort to connect these areas to the city's reclaimed water distribution system. This will allow for additional public access reuse. CHA modeled the system's hydraulics for existing and proposed network piping to provide recommendations on maximizing the beneficial use of reclaimed water.

**City of Clearwater, FL, Ft. Harrison Avenue Hydraulic Evaluation.** Project engineer for hydraulic modeling and evaluation of the potable and reclaimed water system for sizing potable water and reclaimed water mains along Fort Harrison Avenue to address future growth in the area and improve the hydraulic performance of the reclaimed and potable water systems.



### Office Location

Winter Springs, FL

### Years of Experience

31

### Education

University of Central Florida, FL,  
Ph.D., Environmental Engineering

University of Central Florida, FL,  
M.S.E., Environmental Engineering

University of Central Florida, FL,  
B.S.E., Environmental Engineering

University of Central Florida, FL,  
B.S.E., Civil Engineering

### Registrations & Certifications

Professional Engineer -  
FL, CA, Bahamas

### Memberships & Affiliations

American Water Works  
Association

American Membrane  
Technology Association

American Society of  
Civil Engineers

Bahamas Society of Engineers

Caribbean  
Desalination Association

Southeast Desalting Association

International Community Board,  
University of Central Florida

# C. Robert Reiss, PhD, PE

## Water Process Discipline Lead

Robert has been involved with advanced water and wastewater treatment systems, including membrane technologies, for the past 31 years. His experience includes detailed design, process engineering, and technical review of membrane treatment systems, including seawater, groundwater, and fresh surface water systems. This experience includes microfiltration (MF), ultrafiltration (UF), nanofiltration (NF), and RO technologies. In addition, Robert has similar experience with conventional coagulation systems, media filtration, and other advanced treatment technologies. Representative project experience includes:

**Polk County Utilities, Polk County, FL, Central Regional Utility Service Area (CRUSA) Water Production Facility and System Improvements.** Client services manager for the pilot study, design, permitting, and construction services for a new 4.0 MGD groundwater treatment facility using ozonation for hydrogen sulfide removal and granular activated carbon (GAC) filtration for organics removal and disinfection by-products (DBP) control.

**City of Vero Beach, FL, RO WTP Design Services.** Principal-in-charge for the design and construction management for expanding the 2.0 MGD RO treatment facilities to 4.5 MGD. Provided complete design and specification preparation at the typical 60%, 90%, and 100% completion levels. The scope of services included efforts necessary to design, permit, and bid the expansion of the RO WTP. In addition, engineering services and limited construction management services were provided during construction.

**Tavistock Development Company, Osceola County, FL, Sunbridge WTP and WWTP.** Principal-in-charge responsible for the pilot study, preliminary design, detailed design, permitting, and construction services for a new greenfield 1.0 MGD WTP using ozonation for hydrogen sulfide removal to supply drinking water to a new development community and a new greenfield 3.5 MGD WWTP to treat the domestic wastewater.

**City of St. Cloud, FL, Integrated Water Supply Plan.** Principal-in-charge for developing a 20-year integrated water supply plan for the City of St. Cloud. The report reviewed historical demands, developed detailed demand projections, and established the deficits by demands and year for the planning period. The report identified and investigated various alternative water supply options, such as surface water, surficial aquifer, stormwater, and Ag well conversion, including comprehensive conservation efforts.

**St. Johns River Water Management District (SJRWMD), FL, RO Concentrate Management Study.** Project manager who developed a concentrate master plan that will serve as the basis for the RO concentrate management policy within SJRWMD boundaries. This document supports the Water for the Future water supply plan and includes a database of all greater than 100,000-gpd RO facilities in Florida, and analysis of viable concentrate disposal methods.

**City of Haines City, FL, WWTF Improvements.** Project manager for improvements to the existing facility, including expansion from 3.0 to 4.5 MGD, electrical system upgrades, a new headworks structure, EQ basins, conversion to 5-stage biological treatment, chlorination system upgrades, and solids handling improvements.



### Office Location

Winter Springs, FL

### Years of Experience

37

### Education

University of Louisville, KY, M.E.,  
Civil Engineering

University of Louisville, KY, B.S.,  
Civil Engineering

### Registrations & Certifications

Professional Engineer -  
FL, KY, MO, IL

# Jim Hagerty, PE

## Wastewater Process Discipline Lead

Jim is a civil and environmental engineer with 37 years of experience and a successful track record in facility planning and executing strategic plans and projects and programs for water, wastewater, and stormwater utilities. His expertise includes program management, regulatory compliance program development, infrastructure development, alternative delivery, and utility compliance management. Jim offers specialized wastewater treatment expertise, responsible for developing and optimizing process designs for advanced biological treatment systems sludge processing, and effluent disposal systems. He has used his unit process and operations experience to develop facility expansion plans, construction plans, value engineering analysis, and technical reviews. His wastewater process design experience includes advanced treatment, effluent filtration, anaerobic and aerobic digestion systems, sludge pelletizing systems, lime treatment, and sludge dewatering. Representative project experience includes:

**Tavistock Development Company, Osceola County, FL, Sunbridge WTP and WWTP.** Project engineer responsible for the preliminary design, detailed design, permitting, and construction services for a new greenfield 1.0 MGD WTP using ozonation for hydrogen sulfide removal to supply drinking water to a new development community and a new greenfield 3.5 MGD WWTP to treat the domestic wastewater.

**City of Eustis, FL, Eastern WWTP Expansion.** Project engineer for preliminary engineering, funding assistance, permitting, design, bidding, and construction administration services for the 1.0 MGD WWTP expansion, including the mechanically cleaned screens and compactor; grit removal and dewatering; new wet well with variable speed submersible pumps; treatment process for nutrient removal with internal recycle; aeration system; clarifiers; RAS/WAS pumping system; chlorine contact chambers and effluent transfer pumps; sodium hypochlorite storage and feed system; RIB evaluation and third RIB; biosolids holding/decanting and truck loading area; electrical, including a new generator; instrumentation and controls/SCADA; and an aeration/blower building.

**City of Port St. Lucie, FL, Westport WWTF Expansion.** Lead design engineer for the preliminary engineering, permitting, final design, bidding, and construction services for expanding the Westport WWTF to meet the future treatment needs of the Westport service area. The scope is based on an anticipated future treatment to meet the following capacities: 10.71 MGD AADF, 12 MGD maximum month average day capacity, and 15.85 MGD peak day capacity.

**City of Haines City, FL, Reclaimed GST and Pump Station.** Technical advisor for the preliminary design, hydraulic analysis, final design, permitting, and construction administration services for the construction of a 7.8 MGD transfer pump station with VFDs and a concrete wet well, a 3.0 MG prestressed concrete GST, a new 4.5 MGD reclaimed high service pump station with VFDs, an off-site 1.1 MGD booster pump station, yard piping, electrical, instrumentation and controls, and ancillary structures at the Haines City WWTF.

**City of Cape Coral, FL, Everest WRF.** Design engineer for the expansions of the Everest Parkway WRF. The influent pump station was designed for an average daily flow of 13.4 MGD and a peak hour flow of 30 MGD. The influent pump station design and construction was part of a plant expansion that included upgrading the treatment plant to achieve advanced water quality standards using a five-stage Bardenpho treatment system and a reclaimed water pump station integrated into the city's water independence system strategy.





### Office Location

Miami, FL

### Years of Experience

33

### Education

University of Havana, Cuba,  
B.S., Electrical Engineering

### Registrations & Certifications

Professional Engineer - FL

# Alex Guon, PE

## I&C Discipline Lead

Alex has more than 33 years of experience providing electrical engineering services. His experience includes roadway electrical and lighting design, ITS design, lift station facilities, commercial, industrial, health care, shopping centers, condominiums, etc. Representative project experience includes:

**Miami-Dade County Water and Sewer Department, FL, South Dade Wastewater Treatment Plant.** Engineer-of-record for the detailed electrical design to install four 2000KW, 4.16KV, three-phase generators as a cogeneration system interconnected with the two main electrical buildings.

**Miami-Dade County Water and Sewer Department, FL, South Dade Wastewater Treatment Plant.** Engineer-of-record responsible for the detailed electrical design services such as new high voltage and low voltage electrical power distribution system, communication with the new RTUs and new fire alarm systems to assist the department with consent order compliance for a new 285 mgd HLD facility. CHA was responsible for the following buildings: on-site sodium hypochlorite generation facility (S-819), new filter system (S-805) and transfer pump station (S-806). For S-819, CHA designed three 3000KVA 13.2/0.48KV, three-phase transformers as the power source for the electrical building distribution system. For S-805 and S-806, CHA designed four stepdown transformers for each building. In both cases, two are 13.2/4.16 KV and the others 13.2/0.48KV. The new process control functionality was integrated into the plant's SCADA system. CHA also provided technical information for the permitting process relevant to the electrical discipline of the facilities mentioned above. Alex participated in several design workshops and assisted in value engineering.

**Florida Department of Transportation, District 6, Reconstruction of the Golden Glades Multimodal Transportation Facility (GGMTF).** ITS engineer responsible for the construction documents for the roadway ITS design at this facility. Alex completed the design of the communications and electrical infrastructure, warning gate system and swift sign to control access to I-95 Express Lanes, toll amount dynamic message sign and other ITS devices such as CCTV cameras.

**Florida Department of Transportation, District 6, SR-25/Okeechobee Road Reconstruction.** ITS senior project engineer for the SR-25/Okeechobee Road reconstruction project using rigid pavement. The scope of this project included grade separation over NW 116 Way, reconstruction of NW 116 Way from SR-5 to the entrance of Hialeah Gardens, realignment and widening of Frontage Road, reconstruction of NW South River Drive, improvement of pedestrian and bicycles facilities, designing nine new intersections and evaluation of existing ones, and ITS development as per master plan including ADMS, CCTV, MVDS, and TTS.

**Florida Department of Transportation, District 4, I-95 Express Lane Implementation (Segments 3A-2, 3B-1, and 3B-2).** Electrical engineer responsible for implementing express lanes from Commercial Boulevard to Linton Boulevard. The project includes roadway and bridge widening to accommodate express lanes, including the replacement modification of the corridor Signing, Pavement Marking, and ITS Master Plan.



### Office Location

Winter Springs, FL

### Years of Experience

30

### Education

University of Florida, FL, B.S., Environmental Engineering  
Tallahassee Community College, FL, A.A., Civil Engineering Technology

### Registrations & Certifications

Professional Engineer - FL  
Florida Stormwater Management Inspector  
University of Florida, Certification in Environmental Sciences

# Carter Belvin, PE

## Pump Station Discipline Lead

Carter has over 30 years of project planning, engineering, management, permitting, and construction-related experience. His experience includes a wide range of project types, such as land-use planning, water and wastewater utilities, land development, chemical, industrial, mining, solid waste, remediation, water resources, stormwater, and natural system restoration. Representative project experience includes:

**Jacksonville Electric Authority (JEA), Jacksonville, FL, Spring Park Road Pump Station Upgrades.** Project manager for the refurbishment of a major pump station, including replacement of all pumps, controls, electrical gear, generator, and the addition of an odor control system. The project included the addition of a new electrical and controls building and the addition of a secondary power feed for reliability. The project also required a major bypass of an existing force main.

**JEA, Jacksonville, FL, Timuquana Road Class III/IV Pump Station Upgrades.** Project manager for the refurbishment of a major pump station, including the replacement of all pumps, controls, electrical gear, generator, and the addition of a new diesel bypass pump. Along with the pump station, the project required significant site improvements.

**JEA, Jacksonville, FL, Townsend Road Class III/IV Pump Station Upgrades.** Project manager for a new submersible pump station constructed adjacent to the existing system. Due to revisions in the JEA bypass standards, this project required additional design evaluation resulting in new manhole installations.

**JEA, Jacksonville, FL, Baymeadows Road Class III/IV Pump Station Upgrades.** Project manager for a new submersible pump station constructed adjacent to the existing system.

**JEA, Jacksonville, FL, Merrill Road Class III/IV Pump Station Upgrades.** Project manager for a new submersible pump station constructed adjacent to the existing system.

**JEA, Jacksonville, FL, Pompano Drive Class III/IV Pump Station Upgrades.** Project manager for a new submersible pump station constructed adjacent to the existing system.

**JEA, Jacksonville, FL, Bayleaf Drive Class III/IV Pump Station Upgrades.** Project manager for a new submersible pump station constructed adjacent to the existing system.

**JEA, Jacksonville, FL, Bayleaf Drive Force Main.** Project manager for a new force main constructed under I-95 from the Bayleaf pump station to existing system on the east side of highway.



### Office Location

Winter Springs, FL

### Years of Experience

21

### Education

Worcester Polytechnic Institute,  
MA, M.S., Environmental  
Engineering

Worcester Polytechnic Institute,  
MA, B.S., Civil Engineering

### Registrations & Certifications

Professional Engineer - FL  
LEED® Accredited Professional

FDOT Certification  
Transportation Approved  
Temporary Traffic Control (TTC)  
Intermediate (No. 41174)

NAASCO PACP/MACP/LACP  
Certification (No. 06-12441)

### Memberships & Affiliations

American Water Works  
Association

# Stefano Ceriana, PE, LEED AP

## Pipeline Discipline Lead

Stefano is a project manager with extensive knowledge of water and wastewater utility projects, including pipeline (pressure and gravity) and lift station design. His expertise comprises project management duties, including project startup, preliminary/final design, execution, and construction administration. His background includes utility system planning, permitting processes, computer-aided design and geographic information systems, resident project representation, and hydraulic modeling software for planning and design purposes. Representative project experience includes:

**SSNOCWTA, Casselberry, FL, Eagle Circle Force Main Replacement.** Project manager for this force main replacement project that included preliminary design, final design, permitting, construction inspection, and construction administration services for 8,275 feet of 12-inch HDPE force main consisting of 259 feet of jack-and-bore within a 24-inch steel casing, 5,671 feet of pipe bursting, 1,331 feet of HDD and 1,014 feet of open cut to replace aging C-200 PVC and cast-iron pipe.

**SSNOCWTA, Seminole County, FL, C-200 Force Main Pipeline Replacement Preliminary Design Report and Design.** Project manager for the preliminary design report and design, permitting and construction administration of this pipeline replacement project. The preliminary design report included an evaluation of replacement techniques for approximately 22,000 feet (ranging in size from 12-inch to 20-inch) located throughout residential and commercial areas. The design made use of HDD, pipe bursting and jack-and-bore techniques to minimize disturbance above ground.

**City of Casselberry, FL, Seminola Force Main Replacement.** Project engineer to upsize an existing 10-inch C-200 PVC force main to a 16-inch PVC and HDPE force main. The project included preliminary design, design, permitting, construction inspection, and construction administration services for 4,619 feet of 16-inch force main consisting of 590 feet of jack-and-bore within a 30-inch steel casing, 2,777 feet of HDD, and 1,252 feet of open-cut connecting the city's largest pump station to the city's WRF and an alternative connection with valving to the city of Orlando's Iron Bridge WRF. The project also included ROW, MOT, and FDEP permits.

**Orange County Utilities, FL, Summerlake Park Boulevard 30-inch Force Main.** Project engineer to install approximately 5,300 feet of new 30-inch force main along Summerlake Boulevard to connect to an existing 30-inch force main to serve future development. The project consisted of preliminary design, final design, permitting, public involvement, and construction administration services.

**City of Orlando, FL, LS218 Relocation.** Project engineer for the two-phase project to relocate the primary wastewater collection lift station underneath Terminal A at Orlando International Airport to increase safety and accessibility. Phase 1 included the design and installation of a temporary/permanent electrical bypass pump with VFD controls adjacent to LS218, ready for use in the event of an emergency. Phase II of the project included the design of the LS218 relocation, preceded by a preliminary design report which examined current capacity (current ADF 0.8 MGD, PHF of 1.5 MGD), future capacity (firm capacity of 2.2 MGD with two pumps, expandable to three), wet well shape and size, gravity sewer installation method, and the site layout.



### Office Location

Winter Springs, FL

### Years of Experience

18

### Education

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

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

### Registrations & Certifications

Professional Engineer - FL

LEED-Accredited Professional

FDEP Stormwater Erosion and  
Sedimentation Control

# Jeffery Grant, PE, LEED AP

## Stormwater Discipline Lead

Jeff has over 18 years of extensive engineering design, project management, and construction management experience in various types of civil engineering and water/wastewater projects. He has experience in pump station design, master utility design/modeling, wastewater treatment process, large watershed stormwater modeling and FEMA map revisions, stormwater management systems, mass grading and phased fill management/balance planning, roadway geometrics and drainage, and airfield/intermodal rail heavy pavements for private, local municipal, and federal clients. As a previous municipal employee, Jeff has overseen the execution of capital improvement projects (water, wastewater, treatment plant, roadway, stormwater, site development, ADA compliance, and neighborhood enhancement), been involved in development review, managed continuing service consulting contracts, participated in selection committees, and responded to resident concerns, ranging from stormwater to streetlights. Representative project experience includes:

**City of Minneola, FL, Hills of Minneola PUD.** Team leader who worked with the developer and the City of Minneola on entitlements, preliminary plans, phasing plans, mass grading design, existing roadway and signalization improvements, master stormwater and utility planning, and construction plan preparation for a large, multi-use development surrounding the Florida Turnpike and Hancock Road interchange. The development plan consisted of over 2,000 single-family homes, a school site, a city park, public access trails, grocery and retail development, commercial outparcels, and industrial outparcels.

**Four Seasons at Orlando, Phases 1, 2, and 3A.** Team leader who worked with the developer and Osceola County on a 500+ unit deed-restricted residential development that was part of the Mystic Dunes PUD master plan. The development required the construction of two collector roads and located neighborhood streets within and along the existing Mystic Dunes Golf Course. The design included master plans for stormwater, utilities, and mass grading to accommodate each of the project's four phases of development.

**City of Winter Park, FL, Stormwater Improvements.** Project manager who provided daily construction inspection services for various stormwater quality improvement projects, all involving the addition of underground stormwater treatment and/or trash separation beneath existing city streets.

**Seminole Brighton Reservation, FL, Brighton Public Safety Building and Public Services Building.** Project manager who provided engineering design and permitting for a complex containing a police station, fire/rescue station, and public services/administration building on the Seminole Brighton Reservation. Met with SFWMD and USACE to evaluate a failing wetland mitigation area to ultimately use a portion of the area as off-site dry retention.

**Collier County, FL, Immokalee Reservation Watershed Analysis and LOMR.** Project manager who utilized available as-built data and aerial LiDAR data provided by Collier County to model the two-square-mile watershed to determine a revised base flood elevation (BFE) that accounted for the surge in development that had taken place on the reservation. Modeling was performed in ICPR, and Civil 3D was used to generate the boundaries of the 1% and 0.2% annual chance floodplains using the available topography. Processed a letter of map revision through FEMA.





### Office Location

Winter Springs, FL.

### Years of Experience

26

### Education

Texas Tech University, TX, B.S.,  
Civil Engineering

### Registrations & Certifications

Professional Engineer - FL & TX

# Mark Cissell, PE

## Transportation Discipline Lead

Mark has over 26 years of experience providing transportation design in Florida, Texas, and Virginia. Mark's broad range of management and design experience extends from simple local roadways and maintenance projects to more complex interstate highways and interchanges. He has been involved in various roadway and highway design aspects, including drainage, tolling facilities and systems, large guide signs, dynamic message signs, small signing, pavement markings, ITS, roadway lighting, and traffic control. More specifically, he has experience in program and project management and oversight, plans specifications and estimates review and production, construction phase services, repair and rehabilitation of roadway pavements, new construction, reconstruction and widening of roadways, planning and environmental, hydrology and hydraulics on design-build and design-bid-build projects. Representative project experience includes:

### COMPLETED PRIOR TO CHA

**Florida Department of Transportation, District 4, Local Agency Program (LAP) Coordinator.** Roadway engineer and task lead responsible for completing scoping reports and documents. Mark performed field reviews and completed evaluations, reviewed and updated cost estimates (LRE) based on scoping, and coordinated with District 4 and local agencies for mobility projects received from the Broward County MPO, Palm Beach Transportation Planning Agency, and Treasure Coast Transportation Council.

**Florida Department of Transportation, District 4, Scoping Reports.** Roadway engineer and task lead responsible for completing scoping reports and documents. Mark performed field reviews and completed evaluations, reviewed and updated cost estimates (LRE) based on scoping, conducted coordination efforts with District 4 and local agencies, assisted with developing a project scoping process flow chart, evaluated and updated a list of priority projects (LOPP) scoping forms, assisted in the development of scoping guidelines, scoping forms/templates, file database structure, and performed theoretical screening of current LOPP against the proposed scoping process to define future actions needed (PD&E study, traffic studies, etc.).

**Florida Department of Transportation, District 4, Districtwide Plans Review.** Roadway engineer and drainage plans reviewer responsible for quality assurance review of the plans, estimates, project documentation, and field review verification. Mark summarized the findings in field review notes and the submission of review comments to be placed in the ERC system. Tasks included design reviews and issuance of review comments on roadway design, temporary traffic control, drainage, and signing and marking components for various roadway plan packages for the department.



### Office Location

Winter Springs, FL

### Years of Experience

25

### Education

University of Central Florida, FL,  
M.S. in Environmental Technology

University of Central Florida, FL,  
B.S. in Environmental Technology

### Registrations & Certifications

Professional Engineer - FL

### Memberships & Affiliations

Water Environment Federation

# Scott Hoxworth, PE

## Solid Waste Discipline Lead

Scott has 25 years of experience in the fields of water, wastewater, and reclaimed water. His expertise encompasses the design, construction, startup, and operation of water and wastewater treatment facilities; water, wastewater, and reclaimed water pipelines; stormwater systems; and lift/pump stations. He also has expertise in pilot-scale membrane water treatment systems and pilot-scale and full-scale groundwater remediation systems, solid waste with landfill closure design, construction oversight, and permitting. Representative project experience includes:

**City of Lakeland, FL, FMC Corporation.** Project engineer for performing operations and maintenance activities for a combined soil vapor extraction and air sparging system for remediation of xylem-contaminated soils and groundwater. System components included a sparge compressor, a soil vapor extraction blower, and a thermal oxidizer for off-gas treatment. Duties included the design of a soil vapor extraction system expansion.

**Cape Canaveral, FL, Cape Canaveral Air Force Station Landfill Vegetative Barrier System Pilot Study.** Project engineer for a phytoremediation project for an ammonia-contaminated groundwater plume. The project included the installation, operation, and maintenance of a phytoremediation monitoring system, and the collection and analysis of sampling and environmental monitoring data. Scott prepared technical status reports.

**Cape Canaveral, FL, Cape Canaveral Air Force Station Landfill Closure Design.** Project engineer for performing on-site construction oversight of a \$1.1 million landfill cap construction, geomembrane liner installation, stormwater management system, and gas-venting system installation. The project included preparing closure certification documentation, as-built drawings, and Environmental Resource Permit compliance documentation. Scott coordinated with the contractor and the Air Force to confirm that certification goals were met successfully.

**Cape Canaveral, FL, Cape Canaveral Air Force Station, Groundwater Circulation Well Pilot Study.** Project engineer for installation, operation, maintenance, and monitoring of a groundwater circulation well within a trichloroethylene source area at an ordinance storage facility. The pilot study monitored for stimulation of reductive chlorination within the trichloroethylene source area.

**Cape Canaveral, FL, Cape Canaveral Air Force Station, Enhanced Anaerobic Bioremediation Pilot Study.** Project engineer for the design and installation of a vegetable oil source area remediation pilot study. Pilot study monitored for stimulation of reductive chlorination within the trichloroethylene source area.

## 3.2.9 - Licensure

## Documentation Showing Proper Incorporation by the Secretary of State

# *State of Florida Department of State*

I certify from the records of this office that CHA CONSULTING, INC. is a New York corporation authorized to transact business in the State of Florida, qualified on November 17, 2008.


The document number of this corporation is F08000004937.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 30, 2023, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Thirty-first day of January,  
2023*



  
*Secretary of State*

Tracking Number: 0819112853CU

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

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



# Firm's Applicable Certification from the State of Florida

CHA Consulting, Inc.

The screenshot shows the FDBPR website interface. At the top left is the Florida Department of Business & Professional Regulation logo. To the right are navigation links for HOME, CONTACT US, and MY ACCOUNT. The main content area is titled 'LICENSEE DETAILS' and includes a timestamp of 10:04:52 AM 7/14/2023. On the left, there is a sidebar with 'ONLINE SERVICES' such as 'Apply for a License', 'Verify a Licensee', 'View Food & Lodging Inspections', 'File a Complaint', 'Continuing Education Course Search', 'View Application Status', 'Find Exam Information', 'Unlicensed Activity Search', and 'AB&T Delinquent Invoice & Activity List Search'. The main content is divided into two sections: 'Licensee Information' and 'License Information'. The 'Licensee Information' section lists: Name: CHA CONSULTING, INC. (Primary Name); Main Address: 575 BROADWAY ALBANY New York 12207; County: OUT OF STATE. The 'License Information' section lists: License Type: Engineering Business Registry; Rank: Registry; License Number: 28386; Status: Current; Licensure Date: 01/29/2009; Expires: (blank).

**NOTE:** FDBPR stopped issuing certificates in 2020. CHA's license number is 28386.

***CHA Consulting, Inc. is active and in good standing with the Florida Department of State under document number F08000004937.***

## 3.2.10 - References

## References

What better way to validate the CHA team's past performance than with client feedback? We believe the ultimate success of our projects is completely dependent on our clients' satisfaction, perspective, and impressions.

### Polk County Utilities

Tamara Richardson, Director  
1011 Jim Keene Boulevard  
Winter Haven, FL 33880  
T: 863.298.4214  
E: TamaraRichardson@polk-county.netw

Holden Wright, PE  
1011 Jim Keene Boulevard  
Winter Haven, FL 33880  
T: 407.703.1731  
E: HoldenWright@polk-county.net

### City of Haines City

James Keene  
Public Services Administrator  
620 E Main Street  
Haines City, FL 33844  
T: 863.421.9951 ext. 5954  
E: James.Keene@hainescity.com

### Tavistock Development Company

Chris Wilson, Project Manager  
6900 Tavistock Lakes Boulevard  
Suite 200  
Orlando, FL 32827  
T: 407.816.6599  
E: cwilson@tavistock.com

### South Seminole and North Orange County Wastewater Transmission Authority

Ed Gil de Rubio, Director  
410 Lake Howell Road  
Maitland, FL 32751  
T: 407.628.3419  
E: director@ssnocwta.com

### City of Casselberry

Tara Lamoureux, PE  
95 Triplet Lake Drive  
Casselberry, FL 32707  
T: 407.262.7725 ext. 1228  
E: tlamoureux@casselberry.org

# 3.2.11 - MBE/WBE, DVBE, and VBE Firms



# MBE/WBE, DVBE and VBE Firms

## Participation of State-Certified M/WBE Firms



CHA is not a certified MBE, WBE, VBE, DVBE or small business enterprise (SBE), nor other recognized disadvantaged business enterprise (DBE); However, we work with local DBE firms whenever possible and have a strong history of meeting contractual requirements and goals, with respect to the level of utilization of such firms. **We make an affirmative declaration to make a good faith effort to incorporate such firms into this contract.**

**CHA is an Equal Employment Opportunity (EEO) employer, and will work to meet minority business participation goals.**



As the prime consultant, CHA takes full responsibility for the efforts and quality of all team members; this is what we do on every project that we manage. Our policy is to establish project goals and objectives at the outset and communicate the requirements to all the project participants. We assign sub-consultant coordinators to oversee and manage the efforts of our partners.

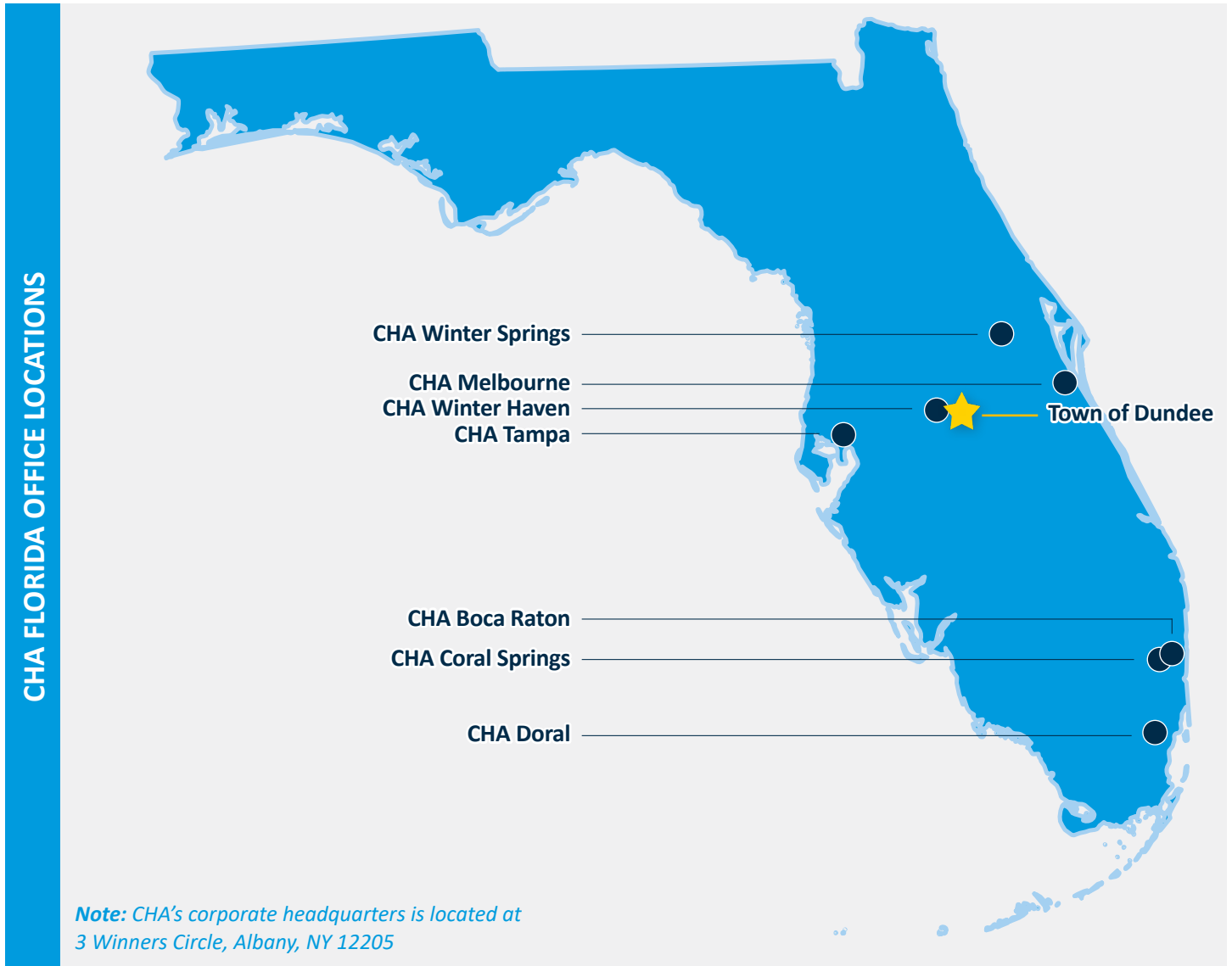
Below are the DBE subconsultants we have worked with and will be considered as required per each project.

| Firm   | Firm Overview   |
|--|---|
|  <p><b>ECHO UES, Inc. (ECHO)</b></p> <p><b>Role:</b> Survey and Mapping/SUE</p> <p><b>Status:</b><br/>MBE</p> <p><b>Office Location:</b><br/>4803 George Road<br/>Suite 350<br/>Tampa, FL 33634</p> | <p>ECHO is a minority-owned small business founded by a group of partners with civil engineering, surveying, construction, and utility/GIS background, who believe in providing high-quality and reliable utility and survey data to design better, build faster, and safely enhance engineering, design, construction and maintenance of infrastructure. ECHO currently employs over 65 full-time employees and has 22 field crews that can provide services for projects under this contract. ECHO was founded in 2017 to provide subsurface utility engineering (SUE) and survey and mapping professional services throughout Florida for a variety of projects, assisting owners, engineers and constructors in better performing throughout the entire project cycle, from design to construction and maintenance of infrastructure. Field work is performed using highly specialized technology and equipment, including surface geophysical equipment, pipe and cable locators, ground-penetrating radar, vacuum excavation units, total stations, GPS, and laser scanners. Once collected, the field data is reviewed and processed; final deliverables consist of 3D digital representations of the site conditions above- and below-ground.</p> |
|  <p><b>Tierra, Inc. (Tierra)</b></p> <p><b>Role:</b> Geotechnical</p> <p><b>Status:</b><br/>MBE</p> <p><b>Office Location:</b><br/>7351 Temple Terrace Hwy<br/>Tampa, FL 33637</p>                  | <p>Tierra is a minority-owned small business, providing full service consulting geotechnical, structural, forensics, environmental and construction materials testing. Tierra owns and operates one of the largest and modern geotechnical drilling operations in the State of Florida.</p> <p>Tierra began operations in Florida in November 1992 and has offices in Tampa, Winter Garden, Pensacola, Florida. They have a long and successful history of providing superior and innovative service to our clients throughout the southeastern United States.</p> <p>Tierra provides clients with high-quality professional services, timely scheduling and economical engineering solutions in return for fair and reasonable fees.</p>   |

## 3.2.12 - Primary Office Location

## Primary Office Location

The town will have the direct commitment of CHA’s Winter Haven office, **located at 20 3rd Street S.W., Suite 202 Winter Haven, FL 33880**. Our central Florida offices have over 41 employees, creating a robust, multi-disciplined team of professionals in Florida with expertise in civil engineering, transportation, water resources, environmental, structural, lighting, electrical, traffic studies, construction management, and construction engineering inspection (CEI). CHA’s local staff will be your trusted advisor and remains committed to our clients and communities in south Florida, while providing the same services, driven by innovation, quality, and inspired employees. Our team is strengthened by the resources of more than 1,700 professionals company-wide, with the same commitment to responsiveness, reliability, and quality. Together, we are an industry-leading, multi-disciplinary consultancy whose mission is to embody design excellence in everything we perform. CHA’s knowledgeable and experienced team will continue to provide the responsiveness and resources needed to fulfill the Town of Dundee’s diverse utility system engineering services, transportation, solid waste, parks recreational and general consulting needs.



## 3.3 - Additional Information



Tamara Richardson, P.E.  
Director

1011 Jim Keene Blvd., SR 540  
Winter Haven, Florida 33880



Board of County Commissioners

PHONE: 863-298-4100  
FAX: 863-298-4292  
[www.polk-county.net](http://www.polk-county.net)

**UTILITIES DIVISION**

RE: Reiss Engineering, Inc. Reference

To Whom it May Concern:

Polk County Utilities began our relationship with Reiss Engineering, Inc. (Reiss) in February 2008 with a successful regional water supply plan that led to the initiation of the Polk Regional Water Cooperative. This introductory task was well executed and the County encouraged Reiss to submit for a continuing services contract which was subsequently awarded in 2010. Since then Reiss has provided professional engineering services in connection with the design, permitting, planning, and construction phase services for water, wastewater, and reclaim water facilities located within Polk County.

In addition to task orders assigned under these contracts, Reiss has completed large capital improvement projects for the County, including the following:

**Northwest Regional Utility Service Area Wastewater Treatment Facility Improvements and Expansion** which included preliminary engineering, permitting, final design, bidding, and construction administration services for the improvements to the hydraulic issues within the existing facility;

**NWRUSA WWTF Aquifer Storage and Recovery Facility** which included one of the deepest ASR wells in the United States. Reiss helped to obtain the well construction permit from SWFWMD, prepared the FDEP Class V Injection Well Construction Permit Application and completed the final design, bidding, and construction services; and

**Lift Station No. 106 Rehabilitation** which included design and construction services to improve the wastewater collection system and to meet future system demand.

Other capital projects Reiss is currently performing or close to completing include:

- Central Regional Utility Service Area (CRUSA) Water Production Facility (New 4.0 MGD Advanced Water Treatment Plant)
- Ernie Caldwell Reclaimed Water Main Improvements
- Northwest Regional WWTF Headworks Improvements

Reiss has executed these projects to the satisfaction of Polk County Utilities. The Reiss project management and design team maintained excellent communication throughout the project life cycle so that crucial decisions and County preferences were incorporated to our expectations. Projects were delivered successfully on time and on budget.

Reiss' staff has a well proven success record with the County and continues to deliver quality service on projects as well professional interaction with Reiss' staff - from junior engineers to project and client managers, field engineers, and operational staff.

I am pleased to offer my recommendation for Reiss Engineering, Inc. Their staff have been highly professional, skilled and responsive to PCU on a range of assignments over a period of more than ten years.

Sincerely,  
Polk County Utilities

Tamara Richardson, PE  
Director

COMMISSIONERS: George Lindsey III, Chairman • Rick Wilson • Bill Braswell • Martha Santiago • John Hall, Vice Chairman

*\*CHA acquired Reiss Engineering in 2021.*



# HAINES CITY

WWW.HAINESCITY.COM

**RE: Letter of Recommendation for Reiss Engineering, Inc. Consulting and Engineering Services**

To Whom It May Concern:

Reiss Engineering, Inc. (Reiss) has been providing a variety of engineering, design, permitting, and construction management related services to support our growing utilities since 2012. On the behalf of the City of Haines City, I write this letter with the highest recommendation for Reiss. They have continually met schedule and budget commitments while delivering quality results and deliverables. Some of the projects Reiss has performed with the City include:

- SR 17 Utility Main Relocation and Replacement
- Reclaimed Water Ground Storage Tank, Pump Station and RIBS Study
- Preliminary Design of Reclaimed Water Improvements
- Lake Eva Recharge (RIB) Feasibility Study
- Engineering Services for Reclaimed Water Disposal to Sprayfields
- Final Design of Reclaimed Water Ground Storage Tank and Pump Station Upgrades
- Miscellaneous Engineering Support for Water, Wastewater and Reclaimed Water Tasks
- SRF Funding Assistance for Force Main and Lift Station Improvements
- Nola Properties Pipeline and Sprayfields
- WWTP Biological Treatment Process Improvements
- Revised Stormwater Pond Design
- Lake Eva Monitoring Well Instrumentation Support
- Disc Filter Retrofit at WWTP
- WWTP Expansion SRF Facilities Plan
- Grant Application Support Services

Reiss has assisted the City with critical professional engineering services on several important projects, as previously mentioned, including supporting the City with respect to the identification and implementation of additional beneficial reclaimed water disposal options to help eliminate a key constraint with respect to wastewater treatment capacity. They also assisted with obtaining 75% cost share funding from the Southwest Florida Water Management District for City's Reclaimed Water Ground Storage Tank and Pump Station. Services currently being provided include planning, design, permitting, construction administration, and support/administration of SWFWMD Cooperative Funding Initiative (CFI) grants and FDEP State Revolving Fund (SRF) loans.

Reiss has experienced and dedicated employees and they continue to maintain open and effective communication with our staff. They were recently reselected under the City of Haines City's continuing contract for professional engineering services in the Water, Wastewater, Reclaimed Water and Stormwater Utility Services category. I would not hesitate to hire them for future projects.

Sincerely,

  
Tracy Mercer  
Director of Special Projects

300 North 5<sup>th</sup> Street ❖ Haines City, Florida 33844 ❖ Phone (863) 421-3300 ❖ Fax (863) 421-3780

*\*CHA acquired Reiss Engineering in 2021.*



## SOUTH SEMINOLE & NORTH ORANGE COUNTY WASTEWATER TRANSMISSION AUTHORITY

410 Lake Howell Road      Maitland, FL 32751-5907

RE: Letter of Recommendation

To Whom It May Concern:

It gives me great pleasure to write this "Letter of Recommendation" for Reiss Engineering Inc. (REI). Since 2009, REI has been a trusted partner for the South Seminole & North Orange County Wastewater Transmission Authority (SSNOCWTA). REI has continually met schedule and budget commitments, while delivering the quality results they have promised. Some of the various wastewater engineering services REI has provided to SSNOCWTA include:

- Design, engineering, and construction inspection services for force main repairs and replacements. Pump station repairs, maintenance, and rehabilitations;
- Engineering services as requested regarding general system conditions, operation, and maintenance, including semi-annual pump station functional tests;
- Engineering services as required for pump station upgrades and improvements;
- Hydraulic modeling;
- Master Plan updates and the design and implementation of a CIP program;
- Preparation of grants and permits to construct and maintain sections of the transmission system;
- Engineering services as required during emergencies, including, but not limited to, loss of power, pump station overflows, outside contractor impacts, and infrastructure issues.

REI is a quality service provider that has a team \ common sense approach to resolving issues. We have enjoyed working with their personnel and continue to be impressed with their enthusiasm and expertise. We look forward to continually work with REI on future projects.

Sincerely,

Ed Gil de Rubio  
Executive Director  
(407) 628-0153

*\*CHA acquired Reiss Engineering in 2021.*



- e) The provisions of this Article are severable and if, for any reason, any one or more of the provisions contained in the Article shall be held by a court of competent jurisdiction to be invalid, illegal, against public policy or unenforceable in any respect, the invalidity, illegality, being against public policy or unenforceability shall not affect any other provision of this Article which shall remain in effect and be construed as if the invalid, illegal, against public policy or unenforceable provision had never been contained in the Article.

#### 8.19 LIENS:

- a) No liens of any type shall be allowed, including labor, materials, rentals, or services furnished.

#### 8.20 CONSTRUCTION AND CONSULTING EVALUATION:

- a) The award of contracts by the Town of Dundee for construction and/or consulting services is based on the lowest responsive/responsible bid (for construction) or in accordance with the guidelines and requirements of FS 287.055 – Consultants Competitive Negotiation Act-CCNA (for applicable consulting services). In addition, the Town will consider the previous performance of any bidder who may have completed work for the Town of Dundee or other entity.
- b) The Construction and Consulting Evaluation Form shall be completed by the department head or his designee responsible for the project. The form shall be filled in upon the completion of the project and submitted to Procurement for retention.
- c) This form will be completed on all firms performing construction and/or consulting work for the Town of Dundee. Furthermore, the Town may, at its discretion, provide this form to other entities for whom the noted firm has completed work.

### 9.0 STANDARD FORMS

THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL, AND ARE ATTACHED HEREWITH:

- 9.1 RFQ 23-01 SUBMITTAL COVER PAGE, Attachment A
- 9.2 ADDENDUM PAGE, Attachment B
- 9.3 LOBBYING CERTIFICATION FORM, Attachment C
- 9.4 NONCOLLUSION AFFIDAVIT OF PRIME BIDDER, Attachment D
- 9.5 AFFIDAVIT CERTIFICATION-IMMIGRATION LAWS, Attachment E
- 9.6 CERTIFICATION OF DRUG-FREE WORKPLACE, Attachment F

**NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL.**

**FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.**

#### 9.1 ATTACHMENT A

**RFQ-23-01 Submittal Cover Page** (this does not count as part of the maximum page limit)

8/31/2023



Date

CHA Consulting, Inc. \_\_\_\_\_ Name

of Company

Thomas D. Titsworth \_\_\_\_\_ Authorized  
Signature

Thomas D. Titsworth, Assistant Secretary & Vice President  
Printed Name Title/Position

20 3rd Street SW, Suite 202 \_\_\_\_\_ Physical  
Address

Winter Haven, FL 33880 \_\_\_\_\_  
Town State Zip

kmazana@chacompanies.com (Kelcia Mazana, Project Manager) \_\_\_\_\_ Email  
address

407-917-9590 \_\_\_\_\_ Telephone  
Number / Fax Number

List all "Professional Association/Sub-Consultants" (companies that you will be in association with for this project):

- 1. RESPEC Company, Inc. \_\_\_\_\_
- 2. JHS Environmental Engineering \_\_\_\_\_
- 3. Tierra, Inc. \_\_\_\_\_
- 4. ECHO Utility Engineering and Survey \_\_\_\_\_
- 5. AquaSciTech \_\_\_\_\_
- 6. Madrid CPWG \_\_\_\_\_
- 7. Pickett and Associates \_\_\_\_\_

Key Team members and addresses of principal office:

Allen Dethloff - 3507 E Frontage Rd., #180, Tampa, FL 33607 \_\_\_\_\_

Kelcia Mazana - 1016 Spring Villas Pt., Winter Springs, FL 32708 \_\_\_\_\_

J. Richard Voorhees - 1016 Spring Villas Pt., Winter Springs, FL 32708 \_\_\_\_\_

**9.2 ATTACHMENT B**

**ADDENDUM PAGE (RFQ 23-01)**

The undersigned acknowledges receipt of the following addenda to the Request for Qualifications (Give number and date of each): No Addenda Issued

Addendum No. Dated:

|              |       |       |        |
|--------------|-------|-------|--------|
| Addendum No. | _____ | _____ | Dated: |
| Addendum No. | _____ | _____ | Dated: |
| Addendum No. | _____ | _____ | Dated: |
| Addendum No. | _____ | _____ | Dated: |

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS:

CHA Consulting, Inc. \_\_\_\_\_

BY:   
 SIGNATURE

Thomas D. Titsworth, Assistant Secretary

NAME & TITLE, TYPED OR PRINTED: & Vice President

**9.3 ATTACHMENT C**

**LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**

**APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements *(To be submitted with each bid or offer exceeding \$100,000)*

The undersigned [Proposer] certifies, to the best of his or her knowledge and belief, that:

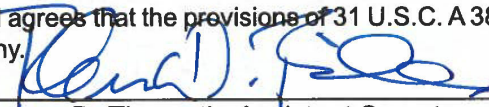
- 9.3.1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 9.3.2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
- 9.3.3 The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts

under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.**

[Note: Pursuant to 31 U.S.C. §1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Proposer, CHA Consulting, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

  
Thomas D. Titsworth, Assistant Secretary

Signature of Proposer's Authorized Official

& Vice President 8/31/2023 Name and Title of Proposer's Authorized Official Date

**9.4 ATTACHMENT D**

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of New York

County of Albany

Thomas D. Titsworth, being first duly sworn, deposes and says that:  
Name

(1) He is Asst. Secretary & Vice President of CHA Consulting, Inc., the  
Title Company Bidder that has submitted the  
attached bid;

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of his officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or has refrained from bidding in connection with such Contract; nor in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder; nor has fixed any overhead, profit or cost element of the Bid price, or the Bid price of any other Bidder; nor has

secured through any collusion, conspiracy, connivance or unlawful agreement, any advantage against the Town of Dundee or any person interested in the proposed Contract; and

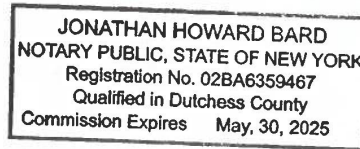
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Thomas D. Titsworth  
Name  
**Ast. Sec. & Vice President**  
Title

Subscribed and sworn to before me this 31st day of August, 2023

Jonathan H. Bard Notary  
Signature

**Jonathan H. Bard**  
Notary Name  
My commission expires May 30, 2025



**9.5 ATTACHMENT E**

**AFFIDAVIT CERTIFICATION  
IMMIGRATION LAWS**

TOWN OF DUNDEE WILL NOT INTENTIONALLY AWARD TOWN CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 a(e) (SECTION 274A(e) OF THE IMMIGRATION AND NATIONALITY ACT ("INA").

TOWN OF DUNDEE MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(e) OF THE INA. **SUCH VIOLATION BY THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN SECTION 274A(e) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY TOWN OF DUNDEE.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: CHA Consulting, Inc.

Thomas D. Titsworth Thomas D. Titsworth, Assistant Secretary & Vice President - 8/31/2023  
Signature Title Date

STATE OF: New York  
COUNTY OF: Albany

The foregoing instrument was signed and acknowledged before me this 31st day of

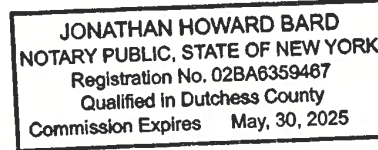


August, 2023, by Thomas D. Titsworth who has produced (Print or Type Name)

Personally known as identification. (Type of Identification and Number)

Public Signature Notary

Jonathan H. Bard Printed Name of Notary Public



May 30, 2025 Notary Commission Number/Expiration

9.6 Attachment F

CERTIFICATION OF DRUG-FREE WORKPLACE

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the purchasing of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

8/31/2023  
DATE

CHA Consulting, Inc.  
NAME OF FIRM

407-917-9590  
TELEPHONE NUMBER

20 3rd Street SW, Suite 202  
STREET ADDRESS

  
VENDOR'S SIGNATURE

Winter Haven, FL 33880  
TOWN STATE ZIP

Thomas D. Titsworth, Assistant  
Secretary & Vice President

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Jones / Edmunds

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Yvonne Musselwhite

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Civil Surv

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 0         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>90</b> |

Evaluator: Yvonne Musselwhite

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.



**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: CHA

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Yvonne Musselwhite

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Carter / Kaye

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Yvonne Musselwhite

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Dewberry

| EVALUATION FORM  |                |          |
|--|----------------|----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5        |
| Organizational Resources   | 10 points 0-10 | 10       |
| Experience and Qualifications  | 20 points 0-20 | 20       |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30       |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20       |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0        |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5        |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5        |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     |          |

Evaluator: Yvonne Musselwhite

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Rayl

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 7         |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>92</b> |

Evaluator: Yvonne Musselwhite

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.



**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: CHA

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Tasha Davis

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Carter Kaye

| EVALUATION FORM  |                |            |
|--|----------------|------------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL   |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5          |
| Organizational Resources   | 10 points 0-10 | 10         |
| Experience and Qualifications  | 20 points 0-20 | 20         |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30         |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20         |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 5          |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5          |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5          |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>100</b> |

Evaluator: Janice Davis

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name:         Jones Edmunds        

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator:         Tandra Davis        

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Rayl

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Jacdra Davis

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.



**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: CivilSurv

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Performed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Tandra Davis

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Drewberry

| EVALUATION FORM  |                 |           |
|--|-----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT          | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5    | 5         |
| Organizational Resources   | 10 points 0-10  | 5         |
| Experience and Qualifications  | 20 points 0-20  | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30  | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20  | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5    | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points<br>0-5 | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5    | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>      | <b>95</b> |

Evaluator: Tandra Davis

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Carter/Kaye

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Tracy Mercer

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: CHA

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Tracy Mercer

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.



**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Civil Serv

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 9         |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 28        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Performed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 0         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>87</b> |

Evaluator: Tracy Mercer

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Dewberry

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Tracy Mercer

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

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Firm Name: Jones Edmunds

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Tracy Mercer

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

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Firm Name: Rayl

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 25        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 15        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>85</b> |

Evaluator: Tracy Mercer

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.



**SUBMITTAL EVALUATION & SCORING**

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Firm Name: CHA

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 19        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 4         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>93</b> |

Evaluator: *John P. Stogowski*

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

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Firm Name: Carter Kaye

| EVALUATION FORM  |                |            |
|--|----------------|------------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL   |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5          |
| Organizational Resources   | 10 points 0-10 | 10         |
| Experience and Qualifications  | 20 points 0-20 | 20         |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30         |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20         |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0          |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5          |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5          |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>100</b> |

Evaluator: Melissa Grogan

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Jones Edmunds

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 8         |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>93</b> |

Evaluator: Melissa Glogowski

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.



**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Rayl Engineering & Surveying

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Melissa Glogowski

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.



**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Civil Serv

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 8         |
| Experience and Qualifications  | 20 points 0-20 | 18        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 0         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>86</b> |

Evaluator: Melissa Glogowski

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Dewberry

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 5         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: [Signature]

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: CHA

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 18        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 28        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 4         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>95</b> |

Evaluator: Gracie Peterson

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Carter Kaye Engineering

| EVALUATION FORM  |                |            |
|--|----------------|------------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL   |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5          |
| Organizational Resources   | 10 points 0-10 | 10         |
| Experience and Qualifications  | 20 points 0-20 | 20         |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30         |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20         |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 5          |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5          |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5          |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>100</b> |

Evaluator: Lorraine Petersen

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.



**SUBMITTAL EVALUATION & SCORING**

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Firm Name: Jones Edwards

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 8         |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 4         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>97</b> |

Evaluator: Lorraine Petersen

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Rayl Engineering & Surveying, LLC

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 4         |
| Organizational Resources   | 10 points 0-10 | 8         |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>92</b> |

Evaluator: Lorraine Peterson

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Civil Surv

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 18        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 30        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 0         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 0         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>88</b> |

Evaluator: Deanne Peterson

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.

**SUBMITTAL EVALUATION & SCORING**

Each section to be evaluated is identified and weighted independently. The score for each section should be marked clearly in the subtotal box. The final score will be the sum of each of the subtotal scores.

Firm Name: Sewberry

| EVALUATION FORM  |                |           |
|--|----------------|-----------|
| EVALUATION CRITERIA  | WEIGHT         | SUBTOTAL  |
| Meeting Minimum Requirements of RFQ  | 5 points 0-5   | 5         |
| Organizational Resources   | 10 points 0-10 | 10        |
| Experience and Qualifications  | 20 points 0-20 | 20        |
| Work Approach & Availability of Resources  | 30 points 0-30 | 29        |
| Team Member Qualifications & Organization  | 20 points 0-20 | 20        |
| MOB/WOB/Disabled Veteran & Veteran-Owned Business Utilization  | 5 points 0-5   | 5         |
| Preformed recent site visit to at least one (1) treatment facility within the past 2 years (5 points)            | 5 points 0-5   | 5         |
| Intent/Capacity to affect the local economy through the use of local labor, vendors subcontractors and resources | 5 points 0-5   | 5         |
| <b>TOTAL WEIGHTED RATING:</b>  | <b>100</b>     | <b>99</b> |

Evaluator: Ermine Peterson

The Town Clerk, or designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to properly and accurately rate the submissions.





# TOWN COMMISSION MEETING

October 24, 2023 at 6:30 PM

- 
- AGENDA ITEM TITLE:** DISCUSSION & ACTION, FDOT SHORT TERM AGREEMENT
- SUBJECT:** Traffic Signal Maintenance & Compensation Agreement
- STAFF ANALYSIS:** At the June 13, 2023, Town Commission meeting, the Commission requested that the Town Attorney seek a short-term option in order to transition out of the maintenance & compensation agreement/renewal. Polk County was the option to terminate following the expiration of the term provided by the Amendment. The expiration date will be June 1, 2024. By amending this agreement, the Town of Dundee will now enter into a short-term agreement that will terminate in 2024. Town Manager Davis is requesting permission to move forward with this short-term agreement with FDOT that allows Polk County to take over the said obligation upon our termination.
- FISCAL IMPACT:** No Impact at this time
- STAFF RECOMMENDATION:** At the will of the commission to approve the short-term agreement
- ATTACHMENTS:** Traffic Signal Maintenance and Compensation Agreement  
Resolution 22-18

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE  
AND COMPENSATION AGREEMENT**

CONTRACT NO. ARX92  
FINANCIAL PROJECT NO. 413647-1-88-01  
F.E.I.D. NO. F596000309004  
AMENDMENT NO. \_\_\_\_\_

**THIS AMENDMENT TO THE TRAFFIC SIGNAL AND MAINTENANCE AGREEMENT** ("Amendment") is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION ("Department"), an agency of the State of Florida, and the Town of Dundee, ("Maintaining Agency").

**RECITALS**

WHEREAS, the Department and the Maintaining Agency on July 16, 2015 entered into a Traffic Signal Maintenance and Compensation Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. Exhibit A is amended, superseded and replaced in its entirety with the new Exhibit A that is attached to this Amendment.

IN WITNESS WHEREOF, the undersigned parties have executed this Amendment on the day, month and year set forth above.

TOWN OF DUNDEE, Florida  
(Maintaining Agency)

By: \_\_\_\_\_  
(Authorized Signature)

Print/Type Name: Tandra Davis

Title: Town Manager

**STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
(Authorized Signature)

Print/Type Name: Walter Breuggeman, P.E.

Title: Interim District Traffic Operations  
Engineer

Legal Review: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT**

| EXHIBIT A  |      |                     |  |                                   |                                  |                                   |   |                              |                            |                                      |   |
|--|------|---------------------|--|-----------------------------------|----------------------------------|-----------------------------------|---|------------------------------|----------------------------|--------------------------------------|---|
| Compensation for Maintaining Traffic Signals and all other Devices for FY 2023 |      |                     |  |                                   |                                  |                                   |   |                              |                            |                                      |   |
| Effective Date: 7/1/2023 To: 6/30/2024   |      |                     |  |                                   |                                  |                                   |   |                              |                            |                                      |   |
| Maintaining Agency: Town of Dundee   |      |                     |  |                                   |                                  |                                   |   |                              |                            |                                      | Contract: ARX92                                       |
| Intersection Locations   | ID # | Traffic Signal (TS) | Traffic Signal Interconnected & Monitored (IMTS) | Intersection Control Beacon (ICB) | Pedestrian Flashing Beacon (PFB) | Emergency Fire Dept. Signal (FDS) | Speed Activated Warning Displays (SAWD) or Blank Out Sign (BOS) | Traffic Warning Beacon (TWB) | Travel Time Detector (TTD) | Uninterruptible Power Supplies (UPS) | Compensation Amount (using Unit Rates from Exhibit B) |
| SR 17/ CR 542  | 690  | \$ 3,910            |  |                                   |                                  |                                   |   |                              |                            |                                      | \$ 3,910  |
| SR 17/ FREDERICK AVE   | 691  | \$ 3,910            |  |                                   |                                  |                                   |   |                              |                            |                                      | \$ 3,910  |
| SR 25/US 27 SR 542 / DUNDEE RD   | 744  | \$ 3,910            |  |                                   |                                  |                                   |   | \$ 123                       |                            |                                      | \$ 4,033  |
|  |      |                     |  |                                   |                                  |                                   |   |                              |                            |                                      | \$ -  |
|  |      |                     |  |                                   |                                  |                                   |   |                              |                            |                                      | \$ -  |
| <b>Total Lump Sum *</b>  |      |                     |  |                                   |                                  |                                   |   |                              |                            |                                      | <b>\$ 11,853</b>                                      |

\* Amount paid shall be the Total Lump Sum minus any retainage or forfeiture.

I certify that the above traffic signals will be maintained and operated in accordance with the requirements of the Traffic Signal Maintenance and Compensation Agreement. For satisfactory completion of all services detailed in this Agreement for this time period, the Department will pay the Maintaining Agency a Total Lump Sum (minus any retainage or forfeiture) of \$ 11,853.00

\_\_\_\_\_  
 Maintaining Agency Tandra Davis, Town Manager Date

\_\_\_\_\_  
 District Traffic Operations Engineer Date

**RESOLUTION 22-18**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA AUTHORIZING AND RATIFYING THE EXECUTION BY THE TOWN MANAGER OF THE TOWN OF DUNDEE, FLORIDA, OF AN AMENDMENT TO THE TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT DATED AUGUST 24, 2016 WITH THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION AND FURTHER RATIFYING ANY AND ALL RELATED DOCUMENTS AND ACTIONS NECESSARY TO FACILITATE TRAFFIC SIGNAL MAINTENANCE WITHIN THE TOWN LIMITS OF THE TOWN OF DUNDEE, FLORIDA UNDER THE SAID AGREEMENT WHICH WAS APPROVED BY THE TOWN COMMISSION AT A DULY NOTICED AND HELD MEETING ON JULY 26, 2016; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the State of Florida Department of Transportation, hereinafter referred to as the "FDOT," proposes to compensate the Town of Dundee, Florida for maintenance of the traffic signals on the State Highway System that are located within the municipal boundaries of the Town of Dundee, Florida hereinafter referred to as the "Project;" and,

**WHEREAS**, in order to proceed with the Project, the Town Manager for the Town of Dundee, Florida executed An Amendment to The Traffic Signal Maintenance and Compensation Agreement dated August 24, 2016 that was approved and authorized by the Town Commission at a duly noticed and held meeting of the Town Commission on July 26, 2016; and

**WHEREAS**, the aforementioned Agreement is also referred to as Contract No. ARX92, and has the Financial Project ID of 413647-1-88-01, hereinafter referred to as the "Agreement"; and

**WHEREAS**, the Town Commission desires to confirm and ratify the Town Manager's authority to execute the above referenced Agreement between the Town of Dundee and the FDOT; and,

**WHEREAS**, the Town finds it to be in the best interest of the Town that the Town Manager have authority to execute documents necessary to facilitate and expedite the Project.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF DUNDEE, FLORIDA, THAT:**

1. The above recitals are incorporated herein and form a factual basis for the passage of this Resolution.

2. The Town of Dundee Town Commission hereby expressly authorizes, ratifies and confirms the Town Manager's authority on behalf of the Town to execute and enter into the said Agreement and any subsequent amendments and other documents specifically related to said Agreement.

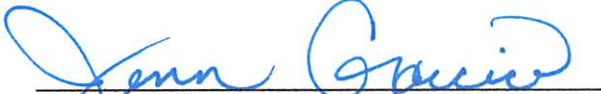
3. Any Resolution in conflict herewith is hereby repealed but only to the extent of the conflict and as required in order to give this Resolution full force and effect. In the event any provision of this Resolution shall, for any reason, be determined to be invalid, illegal, or unenforceable, such provision shall be considered severed and, to the greatest extent practicable, the remaining provisions shall remain in full force and effect.

4. This Resolution shall take effect immediately upon passage *nunc pro tunc* to July 26, 2016.


**TOWN OF DUNDEE**

  
\_\_\_\_\_  
Samuel Pennant, Mayor

ATTEST WITH SEAL:

  
\_\_\_\_\_  
Jenn Garcia, Town Clerk

Approved as to form:

  
\_\_\_\_\_  
Frederick J. Murphy, Jr., Town Attorney







# TOWN COMMISSION MEETING

## October 24, 2023 at 6:30 PM

- AGENDA ITEM TITLE:** DISCUSSION & ACTION, SELECTION OF TOWN FLAG
- SUBJECT:** Town Commission will consider a selection of Town of Dundee flag options
- STAFF ANALYSIS:** On September 26, 2023, Town Staff presented four (4) flag option for the Commission to consider. After gathering some feedback from the Commission & residents, staff took the markup example that was given as examples back to Haley Madison Designs who is designing the Town Flag. We have three (3) examples for consideration.
- FISCAL IMPACT:** Non-Additional at this time
- STAFF RECOMMENDATION:** Staff request that Town Commission pick one (1) of the three (3) flags to move forward with production of our town flag to begin flying as soon as January 1, 2024, for our Centennial kickoff event.
- ATTACHMENTS:**
  - Flag Version 8 Mockup
  - Flag Version 9 Mockup
  - Flag Version 10 Mockup

