



CITY OF DELRAY BEACH
100 NW 1st AVENUE, DELRAY BEACH, FL 33444

AGREEMENT FOR PROFESSIONAL SERVICES
RFQ 2017-048 (918-42, 918-89, 906-56)

BAXTER & WOODMAN, INC. DBA MATHEWS CONSULTING, A
BAXTER & WOODMAN COMPANY

**AGREEMENT
FOR
PROFESSIONAL SERVICES (CCNA)**

AGREEMENT NO. RFQ 2017-048 (918-42, 918-89, 906-56)

THIS AGREEMENT is made and entered into this 31st day of August, 2017 (the "effective date"), by and between the **City of Delray Beach**, a Florida municipal corporation (hereinafter referred to as "City"), whose address is 100 NW 1st Avenue, Delray Beach, Florida, 33444, and **Baxter & Woodman, Inc. dba Mathews Consulting, a Baxter & Woodman Company**, an Illinois corporation (hereinafter referred to as "Consultant"), whose principal address is 477 S. Rosemary Avenue, Suite 330, West Palm Beach, Florida 33401.

WHEREAS, the City desires to retain the services of the Consultant to provide certain Professional Services in accordance with the City's Request for Qualifications RFQ 2017-048, Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services (918-42, 918-89, 906-56), and the Consultant's response thereto, which are attached hereto and incorporated herein as Exhibit "A".

NOW, THEREFORE, in consideration of the mutual covenants and promises hereafter set forth, the Consultant and the City agree as follows:

ARTICLE 1. INCORPORATION OF REQUEST FOR QUALIFICATIONS

The terms and conditions of this Agreement shall include and incorporate the terms, conditions, and scope of services set forth in the City's Request for Qualifications, RFQ 2017-048, and the Consultant's response to the Request for Qualifications, including all addenda and documentation required thereunder.

ARTICLE 2. SCOPE OF SERVICES

The Consultant shall provide Professional Services to the City, under the following categories of work as defined in the Request for Qualifications:

- a. Category(s)
 - i. Engineering Services
 - ii. Surveying/Mapping Services
 - iii. Landscape Architectural Services

The Consultant shall provide the services on an as-needed and project-by-project basis, based on work requests from City departments through the issuance of Service Authorizations.

ARTICLE 3. COMPENSATION

The City shall pay the Consultant for performing the Services based on the Prices and Rates shown in Exhibit "B", which is attached hereto and incorporated herein.

ARTICLE 4. TERM

The term of this Agreement shall be from the effective date until August 30, 2022, unless terminated beforehand as provided for in Article 5. Nothing contained in the Request for Qualifications or this Agreement shall be construed by the Consultant as a guarantee of work from the City. The City reserves the right to extend the Agreement for one, two-year term, providing all terms conditions and specifications remain the same, both parties agree to the extension, and such extension is approved by the City.

At the City's request, the Consultant shall continue services beyond the final expiration date. This extension period shall not extend for more than one year beyond the final expiration date of the Agreement. The Consultant shall be compensated at the rate in effect when this extension period is invoked by the City.

ARTICLE 5. TERMINATION

a. This Agreement may be terminated by the City, with or without cause, upon providing written notice to the Consultant. This Agreement may be terminated by the Consultant upon thirty (30) days' prior written notice to the City. Upon any such termination, the Consultant waives any claims for damages from such termination, including, but not limited to, loss of anticipated profits. Unless the Consultant is in breach of this Agreement, the City shall pay the Consultant for services rendered through the date of termination in accordance with the terms of this Agreement.

b. The continuation of this Agreement beyond the end of any fiscal year shall be subject to both the appropriation and the availability of funds in accordance with Florida law.

ARTICLE 6. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. All Parties agree and accept that jurisdiction of any controversies or legal problems arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be

exclusively in the state courts of the Fifteenth Judicial Circuit in Palm Beach County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. **BY ENTERING INTO THIS AGREEMENT, SECOND PARTY AND CITY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. IF A PARTY FAILS TO WITHDRAW A REQUEST FOR A JURY TRIAL IN A LAWSUIT ARISING OUT OF THIS AGREEMENT AFTER WRITTEN NOTICE BY THE OTHER PARTY OF VIOLATION OF THIS SECTION, THE PARTY MAKING THE REQUEST FOR JURY TRIAL SHALL BE LIABLE FOR THE REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY IN CONTESTING THE REQUEST FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION.**

ARTICLE 7. ATTORNEY'S FEES

Any costs or expense (including reasonable attorney's fees) associated with the enforcement of the terms and for conditions of this Agreement shall be borne by the respective Parties, however, this clause pertains only to the Parties to this Agreement.

ARTICLE 8. MISCELLANEOUS PROVISIONS

a. Notice Format. All notices or other written communications required, contemplated, or permitted under this Agreement shall be in writing and shall sent by certified United States Mail, postage prepaid, return receipt requested, or sent by commercial express carrier with acknowledgement of delivery, or by hand delivery with a request for a written receipt of acknowledgment of delivery, addressed to the party for whom it is intended at the place last specified. The place for giving notice shall remain the same as set forth herein until changed in writing in the manner provided in this section. For the present, the Parties designate the following:

As to the City:

City of Delray Beach
100 NW 1st Avenue
Delray Beach, FL 33444
Attn: City Manager

With a copy to:

City of Delray Beach
200 NW 1st Avenue
Delray Beach, Florida 33444
Attn: City Attorney

As to the Consultant:

**Baxter & Woodman, Inc. dba Mathews
Consulting, a Baxter & Woodman Company**
477 S. Rosemary Avenue, Suite 330
West Palm Beach, Florida 33401
Attn: David L. Mathews, Vice President

b. Headings. The headings contained in this Agreement are for convenience of reference only and shall not limit or otherwise affect in any way the meaning or interpretation of this Agreement.

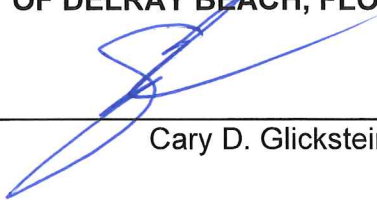
c. The documents listed below are a part of this Agreement and are hereby incorporated by reference. In the event of inconsistency between the documents, unless otherwise provided herein, the terms of the following documents will govern in the following order of precedence:

- i. Terms and conditions as contained in this Agreement.
- ii. Terms and conditions of RFQ 2017-048.
- iii. Consultant's response to RFQ 2017-048 and any subsequent information submitted by Consultant during the evaluation and negotiation process.

(The remainder of this page intentionally left blank)

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date hereinabove first written.

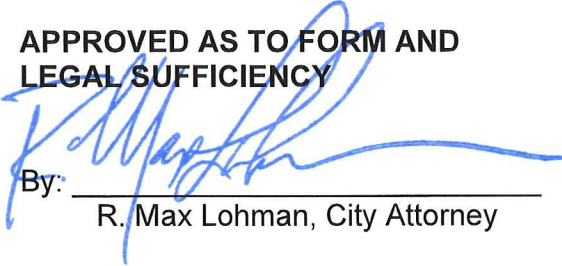
CITY OF DELRAY BEACH, FLORIDA

By: 
Cary D. Glickstein, Mayor

ATTEST:

By: 
Katerri Johnson, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

By: 
R. Max Lohman, City Attorney

CONSULTANT

By: 

Title: Vice President

WITNESSES:

By: 

Print Name: Courtney Marshall

By: 

Print Name: Rebecca Travis

Statement of Qualifications

City of Delray Beach

RFO # 2017 - 048

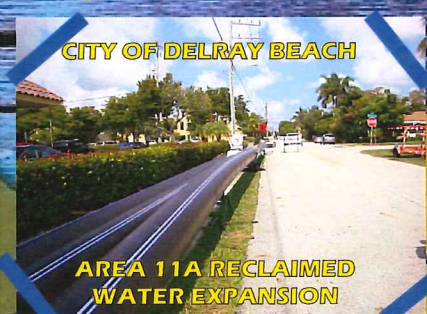
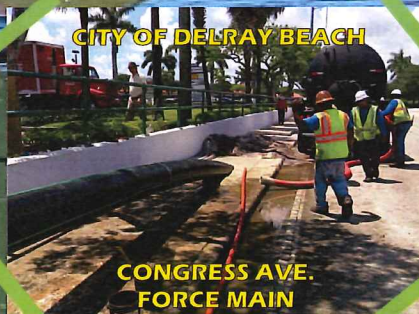
Continuing Engineering, Surveying &
Landscaping Architectural Consulting Services

May 30, 2017

Prepared by:

MATHEWS
CONSULTING

a BAXTER & WOODMAN company



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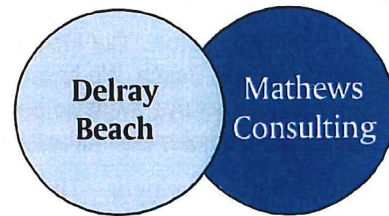
Chapter 1

Letter of Intent

Mathews Consulting, a Baxter & Woodman Company, is pleased to submit our Letter of Interest and Statement of Qualifications to the City of Delray Beach for *General Engineering, Surveying, and Landscape Architectural Consulting Services (RFQ #2017-048)*. Pursuant to your request, one (1) original unbound, six (6) bound copies, and three (3) electronic copies on USB portable flash memory card in PDF format of the required information are included for your consideration.

The engineering services for this Contract include a wide array of engineering disciplines. Mathews Consulting will be submitting on the following:

- Engineering
- Civil
- Transportation
- Water Resources/Stormwater Management



Flexible - Responsive - Seamless

The Mathews Consulting Team selected to serve you on this Contract has provided high-quality engineering consulting services to numerous municipalities in South Florida. In fact, we have been under Contract for General Engineering Services with the City of Delray Beach since 1999. **Mathews Consulting has extensive experience with these types of engineering services in residential neighborhoods, business districts and redevelopment districts and will provide the depth of resources needed to take on and successfully complete on time any task this Contract may entail.**

Mathews Consulting also offers a unique approach to serving the City of Delray Beach: we will protect your interests, provide high-quality engineering solutions, and save you money. Our strategy is to work as a valued partner with the City in order to accomplish your goals and objectives. **Our approach is based on achieving success for the City by providing the following:**

Responsiveness. The nature of *General Consulting* is such that responsiveness is the key to maintaining a long-term professional relationship. Many consultants claim to be responsive; however, we take great pride in ensuring that we are **immediately** accessible and responsive to our client's needs. This is demonstrated in the twenty-four (24) General Consulting Contracts that we serve throughout South Florida, including the City of Delray Beach (Environmental Services & CRA).

Leadership. A key component of General Consulting Contracts is having one point of contact with the engineering firm who can respond to all issues and needs pertaining to the Contract. This person will be knowledgeable of every project and provide an efficient means of communication between the City and the engineering firm. Our Client Manager, David Mathews, P.E., will direct all work products for this Contract and will be the City's central point of contact. Mr. Mathews is Vice President of Mathews Consulting and has over 25 years South Florida engineering experience and believes in doing "whatever it takes" to ensure project success. Mr. Mathews, as demonstrated on past numerous City of Delray Beach projects, will take personal ownership of each project assignment to ensure your satisfaction.

Form A - Proposal Submittal Signature Page

By signing this Proposal, the Proposer certifies that it satisfies all legal requirements as an entity to do business with the City, including all Conflict of Interest and Code of Ethics provisions.

Firm Name: Mathews Consulting, a Baxter & Woodman Company

Street Address: 477 S. Rosemary Avenue, Suite 330, West Palm Beach, FL 33401

Mailing Address (if different from Street Address):

Telephone Number(s): 561-655-6175

Fax Number(s): 561-655-6179

Email Address: dmathews@baxterwoodman.com

Federal Identification Number: 36-2845242

Acknowledged by:

Mathews Consulting, a Baxter & Woodman Company

Firm Name



Signature

5-8-17

Date

David L. Mathews, P.E., Vice President

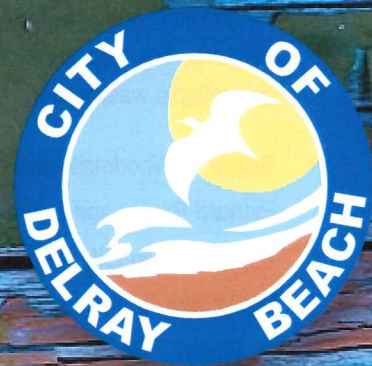
Printed Name and Title

By signing this document, the Proposer agrees to all terms and conditions of this RFQ which includes the Sample Agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.

(Remainder of page intentionally left blank)

Chapter 2 Organization



After WWII, the country began an era of prosperity and population growth. In response, Baxter and Woodman began providing infrastructure engineering to municipalities, state and county agencies, and sanitary districts. They focused on street, water main, sanitary sewer, and treatment plant design. They took great pride in providing personalized attention to each and every client.

Years later, much has changed – What started as a two-person operation almost 70 years ago, has transformed into a regionally recognized, thriving multi-discipline engineering firm with over 200 team members! Through it all, Baxter & Woodman staff remains committed to the core value of our founders:

“Provide government agencies with outstanding engineering services.”

Today, Baxter & Woodman, Inc. still practices this time-honored philosophy adopted by Richard Baxter & Lorrin Woodman decades ago! Baxter & Woodman has specialized in municipal engineering since 1946, and over 95% of our business is from various forms of government - municipalities, counties, and state agencies. With this municipal sector focus, we have developed the staff, resources and training to provide the full range of engineering and technology services required by today's municipalities and public agencies.

In 2016, Baxter & Woodman acquired with the Florida-based engineering firm Mathews Consulting, Inc., a civil engineering consulting firm that specializes in municipal work for clients throughout South Florida. The merger expands the midwest based firm's reach into the Florida region. The



acquisition brings in-house professional planning, water and wastewater treatment, electrical, structural, GIS, information technology, transportation and surveying services into the company's Florida operations.

Baxter & Woodman's President and CEO, John V. Ambrose stated, "The two companies share similar corporate values and complement each other to make a stronger team. We have combined the planning, design, and construction expertise of both firms to continue to serve the needs of the growing Florida population."

2.7 Company Owners and Officers

Baxter & Woodman is a privately held, employee-owned corporation. The company's success and integrity are determined by our employee shareholders. This corporate structure means the assigned project team has a direct vested interest in the success of each project. The corporation currently has 84 employee shareholders. All shareholders are active full-time employees.

The firms Officers are as follows:

Name	Title	Number of Years with the Firm
John V. Ambrose	President	32
Louis D. Haussmann	Vice President	20
Deborah Finn	Secretary	22
Christopher T. Sosnowski	Treasurer	20
David Mathews	Deputy Secretary	18
Rene Mathews	Deputy Secretary	19

2.8 Federal Employer Identification Number

Baxter & Woodman's Federal Employer Identification Number (FEIN) is 36-2845242.

2.9 Corporate Headquarters

Contact information for Baxter & Woodman' corporate headquarters are as follows:

Address: Baxter & Woodman, Inc.
8678 Ridgefield Road
Crystal Lake, Illinois 60012

Telephone: 815-459-1260
Fax: 815-455-0450
Email Address: John Ambrose, President
JAmbrose@baxterwoodman.com

Website: www.baxterwoodman.com

2.13 Primary Representative

The Primary Representative for Mathews Consulting, a Baxter & Woodman Company, is as follows:

Mr. David L. Mathews, P.E., Vice President Florida Operations
561-655-6175
DMathews@baxterwoodman.com
Mathews Consulting, a Baxter & Woodman Company
477 S. Rosemary Avenue, Suite 330
West Palm Beach, Florida 33401

2.14 Secondary Representative

The Secondary Representative for Mathews Consulting, a Baxter & Woodman Company, is as follows:

Ms. Rebecca Travis, P.E., Vice President
561-655-6175
RTravis@baxterwoodman.com
Mathews Consulting, a Baxter & Woodman Company
477 S. Rosemary Avenue, Suite 330
West Palm Beach, Florida 33401

2.15 Litigation Summary

In the past three years, Baxter & Woodman, Inc. has not been the subject of any:

- ☐ Debarment from contracting with any governmental entity
- ☐ Professional license discipline
- ☐ Disciplinary action taken or pending against the Respondent with state regulatory bodies or professional organizations
- ☐ Bankruptcies
- ☐ Adverse civil judgments and administrative findings
- ☐ Criminal felony convictions

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Baxter & Woodman, Inc.	
2 Business name/disregarded entity name, if different from above DBA Mathews Consulting, a Baxter & Woodman Company	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. ☐ Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) 8678 Ridgefield Road	Requester's name and address (optional)
6 City, state, and ZIP code Crystal Lake, IL 60012	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

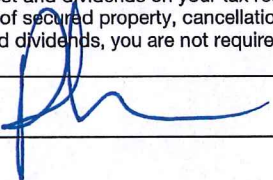
Social security number								
				-				
or								
Employer identification number								
3	6		2	8	4	5	2	4

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶ 	Date ▶ 10-24-16
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General Instructions

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

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

Purpose of Form

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

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

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

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

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

By signing the filled-out form, you:

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

Chapter 3

Minimum Qualifications

This chapter provides the Minimum Qualifications as required by the RFQ. Information is organized as follows:

- State of Florida Department of State Certification
- State of Florida Board of Professional Engineers' Business Registration License
- Florida Department of Transportation Certification
- State of Florida Board of Professional Surveyors and Mappers Business Registration License
- Florida Department of Business and Professional Registration for Landscape and Architectural Services
- Individual Registrations
- Conflict of Interest Statement

3.1 State of Florida Department of State Certification

Baxter & Woodman is authorized to do business in Florida as of May 2, 2016. Please see our State of Florida Department of State Certification No. F16000002059 at the end of this chapter.

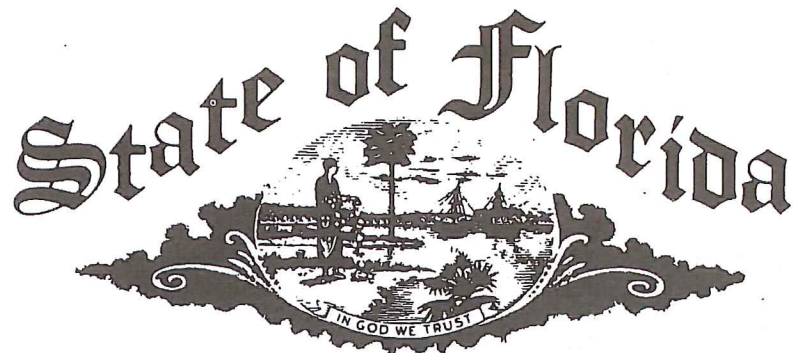
3.2 State of Florida Board of Professional Engineer's Business Registration License

Baxter & Woodman's State of Florida Board of Professional Engineer's Business Registration Number is EB #31795. A copy of our engineering business license, as well as a copy of our engineer's licenses, are provided in this chapter.

3.3 Florida Department of Transportation Certification

Mathews Consulting is certified by the Florida Department of Transportation for the following work categories:

- 3.1 Minor Highway Design



Department of State

I certify from the records of this office that BAXTER & WOODMAN, INC., is a corporation organized under the laws of Illinois, authorized to transact business in the State of Florida, qualified on May 2, 2016.

The document number of this corporation is F16000002059.

I further certify that said corporation has paid all fees due this office through December 31, 2016, and its status is active.

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

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Twenty-fifth day of August, 2016



CR2EO22 (1-11)

Ken Detzner

Ken Detzner
Secretary of State



Florida Department of Transportation

RICK SCOTT
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

RACHEL D. CONE
INTERIM SECRETARY

March 1, 2017

Louis Haussmann, Executive Vice President/COO
BAXTER & WOODMAN, INC.
d/b/a Mathews Consulting a Baxter & Woodman Company
477 South Rosemary Avenue, Suite 330
West Palm Beach, Florida 33401

Dear Mr. Haussmann:

The Florida Department of Transportation has reviewed your application for qualification package and determined that the data submitted is adequate to technically qualify your firm for the following types of work:

- Group 3 - Highway Design - Roadway
 - 3.1 - Minor Highway Design
 - 3.2 - Major Highway Design
- Group 4 - Highway Design - Bridges
 - 4.1.1 - Miscellaneous Structures
 - 4.1.2 - Minor Bridge Design
- Group 7 - Traffic Operations Design
 - 7.1 - Signing, Pavement Marking and Channelization
 - 7.3 - Signalization
- Group 10 - Construction Engineering Inspection
 - 10.1 - Roadway Construction Engineering Inspection

Your firm is now technically qualified to pursue work for the Department for minor projects only, enabling your firm to compete for Professional Services projects with fees estimated at below \$500,000.00. This status shall be valid until November 7, 2017 for contracting purposes.

On the basis of self-certification materials submitted, the rates listed below represent the costs the Department has accepted.

	Home/Branch Office	Facilities Capital Cost of Money	Overtime Premium Reimbursed	Direct Expense
Indirect Cost	143.86%	0.347%		4.08% (Home)



Florida Department of Agriculture and Consumer Services
Division of Consumer Services
Board of Professional Surveyors and Mappers
2005 Apalachee Pkway Tallahassee, Florida 32399-6500
800HELPFLA(435-7352) or (850) 488-2221

January 3, 2017

BAXTER & WOODMAN, INC.
477 S ROSEMARY AVE STE 330
WEST PALM BEACH, FL 33401-5798

SUBJECT: Professional Surveyor and Mapper Business Certificate # LB8175

Your application / renewal as a professional surveyor and mapper business as required by Chapter 472, Florida Statutes, has been received and processed.

The license appears below and is valid through February 28, 2019.

You are required to keep your information with the Board current. Please visit our website at www.800helpfla.com/psm to create your online account. If you have already created your online account, you can use the website to maintain your license. You can also find other valuable information on the website.

If you have any questions, please do not hesitate to call the Division of Consumer Services, Board of Professional Surveyors and Mappers at 800-435-7352 or 850-488-2221.

Detach Here



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

License No.: **LB8175**

Expiration Date: February 28, 2019

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

BAXTER & WOODMAN, INC.
477 S ROSEMARY AVE STE 330
WEST PALM BEACH, FL 33401-5798

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

DETACH HERE

RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER	
LCC000035	

The LANDSCAPE ARCHITECT BUSINESS
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2017

URBAN DESIGN STUDIO LLC
URBAN DESIGN KILDAY STUDIOS
610 CLEMATIS STREET
SUITE CU02
WEST PALM BEACH FL 33401



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

State of Florida

Board of Professional Engineers

Attests that

Jason A. Pugsley , P.E.



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

Expiration: 2/28/2019

Audit No: 228201908245 R

P.E. Lic. No:

67426

State of Florida

Board of Professional Engineers

Attests that

Jason M. Debrincat , P.E.



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

Expiration: 2/28/2019

Audit No: 228201914810 R

P.E. Lic. No:

71392

PROFESSIONAL LICENSES

Dennis J. Leavy & Associates, Inc.
Land Surveyors • Mappers



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.: **LR6599**
Expiration Date February 28, 2019

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

DENNIS J LEAVY & ASSOCIATES INC
460 BUSINESS PARK WAY STE B
ROYAL PALM BEACH, FL 33411-1710

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.



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

License No.: **LS5888**
Expiration Date February 28, 2019

Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

DAVID A BOWER
460 BUSINESS PARK WAY STE B
ROYAL PALM BEACH, FL 33411-1710

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

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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.: **LS6358**
Expiration Date February 28, 2019

Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

JEFFREY C CHANDLER
13337 75TH LN N
WEST PALM BEACH, FL 33412-2146

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

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RICK SCOTT, GOVERNOR

KEN LAWSON, SECRETARY

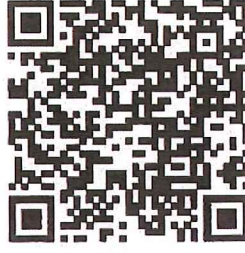
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE

LICENSE NUMBER

LA0000734

The LANDSCAPE ARCHITECT
Named below HAS REGISTERED
Under the provisions of Chapter 481 FS.
Expiration date: NOV 30, 2017

COHEN, HELEN L
5230 STONYBROOK DR
BOYNTON BEACH FL 33437



ISSUED: 08/30/2015

DISPLAY AS REQUIRED BY LAW

SEQ # L1508300002526

Chapter 4 Requirements



Mathews Consulting's objectives are based on the "grass roots" principles of our profession:

Service Highlights:

- ◆ Transportation
- ◆ Streetscape
- ◆ Civil Engineering
- ◆ Pumping Facilities
- ◆ Stormwater Facilities
- ◆ Collection Systems
- ◆ Transmission Systems
- ◆ Reclaimed Water
- ◆ Public Outreach
- ◆ Neighborhood Improvements
- ◆ Water Treatment
- ◆ Regulatory Compliance
- ◆ Construction Management
- ◆ Value Engineering

- Provide technical expertise and quality service.
- Serve clients with integrity and professionalism.
- Demonstrate responsiveness and reliability
- Meet and/or exceed all deadlines.
- Provide cost effective service and solutions.
- Be accountable for all services provided.

Mathews Consulting has a streamlined operation to keep overhead low and utilization high. Our philosophy is to control company growth and the number of project assignments to ensure proper attention is given to each and every client. Mathews Consulting develops its talents by providing staff with the opportunity to participate in the business to develop strength and continuity. Continuity ensures that after completion of the project, there is always a knowledgeable firm member available for consultation.

Our Florida Operation only targets South Florida for prospective business - our local presence and familiarity with these areas is essential for efficient project implementation. Additionally, by focusing our marketing efforts within a limited area, we are always available to serve our clients at short notice. When necessary, we supplement our services with specialists from other local consulting firms with whom we have established successful relationships to provide a multi-disciplined consulting team.



**We are
always
available to
serve our
clients at
short notice**

Mathews Consulting establishes direct relations between clients and firm principles for optimum communication protocol. We take pride in our work and ensure every project reflects our personal best.

Mathews Consulting has extensive Professional Engineering experience in the following:

- *Engineering:* We are experienced in all facets of providing a multi-disciplinary team, including civil, surveying, landscaping architectural design, structural, transportation and water resources / stormwater management for projects ranging from \$50,000 to \$50 Million in construction value. This includes conceptual design, permitting, detailed design, cost estimates, public outreach, bidding assistance, construction management and final certifications.

- Project: Garden Avenue Stormwater & Utility System Improvements

Client: City of West Palm Beach

Construction Cost: \$6.96 Million

Awards: The project was selected by the Florida Institute of Consulting Engineers (FICE) for a 2006 Engineering Excellence Grand Award.



- Project: Lantana Water Plant Process Upgrades

Client: Town of Lantana

Construction Cost: \$4.06 Million

Awards: The project was selected by the Florida Institute of Consulting Engineers (FICE) for a 2005 Engineering Excellence Grand Award.



- Project: South Flagler Sanitary Sewer Rehabilitation Project

Client: City of West Palm Beach

Construction Cost: \$4.0 Million

Awards: The project was selected by the Florida Institute of Consulting Engineers (FICE) for a 2003 Engineering Excellence Grand Award.



Service Highlights:

- ◆ Roadway Reconstruction
- ◆ Streetscape
- ◆ Traffic Calming
- ◆ Sidewalks
- ◆ Landscaping
- ◆ Traffic Studies
- ◆ Street Lighting

Firm Specialties

Streetscape / Permeable Pavers

Streetscape is a term often used to describe a complex rehabilitation and renewal for aging high profile residential areas, main corridors and business district thoroughfares. The design components typically include replacing aging underground utilities, new roadway configuration, curbing, traffic calming, sidewalks, landscaping, irrigation, and decorative street

For example, the Town of Gulf Stream faced chronic flooding in a pristine residential neighborhood due to difficult land conditions, extremely low road elevations, mucky soil conditions, and high tide levels from the Intracoastal Waterway that inhibited proper drainage of runoff from the area.

Mathews Consulting designed an integrated, multiple-option stormwater system with new submersible pump station and transmission system to relieve the Town's flooding hazard. To preserve the neighborhood's lush landscaping and architecture, the transmission pipeline was installed using the directional drill method to minimize disturbance to above ground facilities. Mathews Consulting's innovative design concepts provided flood protection, maintained water quality and preserved the Town's quality of life.

We are experienced in developing and running the following stormwater modeling programs: EPA Net, Interconnected Pond Routing (ICPR) and Stormwater Management Model (SWMM).

Water, Wastewater & Reclaimed Water Facilities

As Civil Engineers, we face a unique challenge of maintaining the delicate balance between using our natural resources to improve our quality of life while preserving the natural state of those resources for future generations to come. Meeting this challenge is the primary objective of all Mathews Consulting water, wastewater and reclaimed projects.

We strive to provide the highest quality drinking water to our customers through careful evaluation and process selection. We provide integrated solutions that will meet treatment and supply needs while providing future flexibility.



Force Main Replacement

We implement efficient collection and treatment systems for our wastes, and find ways to beneficially use and reuse the treatment process byproducts to add nutrients to the soil and to replenish the water supplies through irrigation and aquifer recharge. Through careful planning to utilize our wastes full-circle, our water, wastewater and reclaimed water designs enhance the environment's natural recycling process to keep our air, land and water supplies pristine.

Mathews Consulting is one of the leading engineering consultants for water and reclaimed water systems in the tri-county area of South Florida. We have developed five (5) Reclaimed Water Master Plans in the last 10 years for clients such as **City of Delray Beach**, City of Pompano Beach, City of Boca Raton, City of Boynton Beach and Loxahatchee River Environmental Control District. We have also helped these clients implement over \$20 million of reclaimed water infrastructure improvements to distribute more than 12 mgd of reclaimed water to new users.



Reclaimed Water Facilities

Regulatory Compliance

Florida is known throughout the nation as being a trend setter in regulatory compliance issues. The regulatory structure of the permitting agencies is constantly changing with delegation of new state regulatory programs and with pending rule revisions that impact water resources, wastewater facilities, reuse programs, drinking water quality, effluent disposal, and deep well injection, just to name a few. Mathews Consulting, Inc., actively monitors Federal, State and local regulatory requirements and rule revisions. We track and forecast critical regulations to ensure project design criteria does not become "outdated". Our regulatory services include preparation of permit applications, safety management programs, facility compliance reporting and

Service Highlights:

- ◆ Facility Permitting
- ◆ Capacity Analysis Reports
- ◆ Reuse Feasibility Studies
- ◆ Operation & Maintenance Reports
- ◆ Risk Management / Process Safety Management Plans
- ◆ Industrial Pretreatment Programs

Green Cay Trail Planning Document", which details the master plan for construction of a 2.5 mile bicycling/pedestrian shared use trail between the County's two (2) created wetland sites.

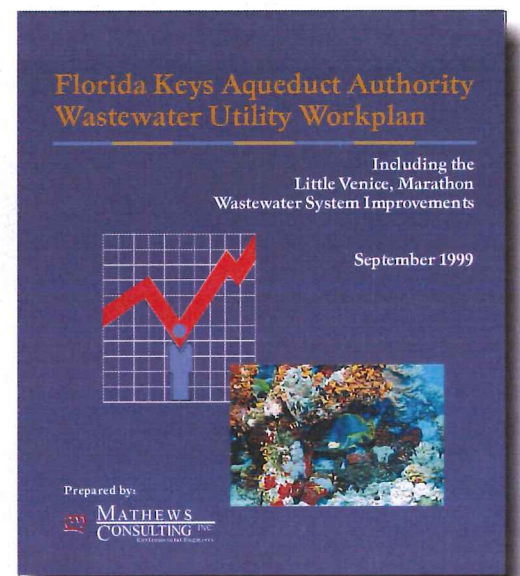
For the **City of Delray Beach**, we designed Eagle Park, which is a passive park on approximately 3.8 acres of land north and east of the intersection of Coral Trace Boulevard and West Atlantic Avenue. The project was completed in 2006.

We also recently completed the Lantana Sports Facility for the Town of Lantana. The project had a very tight budget and was funded solely by State grant monies and developer agreement funds. The 11 acre site consisted of three (3) lighted baseball fields, two (2) lighted soccer fields, concession/restroom building, batting cages, parking lot, landscaping, and irrigation. The project was constructed in 2015 for \$3 Million.

Utility and Asset Management

Utilities are under great pressure to operate efficiently, protect the public health and continuously do more with less. We help our clients achieve these goals with our utility and asset management services. We offer asset inventory services (including evaluation of infrastructure, sidewalks/roadways, treatment facilities, buildings, structures, and other utility equipment) to help our clients manage renewal and replacement programs and to meet new financial reporting requirements.

We also help our clients prepare business plans for new or existing utilities to define the legal, fiscal, technical and administrative requirements for managing a utility. These business plans help our clients identify utility organizational structures and staffing, contractual requirements, implementation tasks, and financial requirements, including plan of finance, budgets, chart of accounts and rate/fee structures. All of these tools can greatly improve the operating efficiency of a utility.



Design/Build Projects

Mathews Consulting has recently been involved in a number of design-build projects in South Florida. In the design-build process, quality, completion dates and costs can be brought firmly under control by assigning total responsibility for all these factors to one single entity: the Design-Builder. The Design-Build process should be considered a "one stop shopping" alternative that is ideal from the Owner's standpoint. The Owner gets to deal with a single, responsible entity, has maximum freedom in selecting a Contractor/Engineering team concept, is assured of quality commensurate with his/her intentions and proceeds with the comforts of cost and schedule guarantees. Mathews Consulting has proven to be the Engineer of choice by local Contractors for teaming for Design-Build projects in South Florida. The following is a summary of our design-build projects:

Client	Project
City of Boynton Beach	San Castle Water Distribution System Improvements
City of Boynton Beach	Surf Road Area Water Main Replacement
City of West Palm Beach	Garden Avenue Stormwater and Utility System Improvements
Florida Keys Aqueduct Authority	Boca Chica Bridge Water Transmission Replacement
City of Tamarac	Automatic Slide Gate System
City of Boca Raton	On-Site Sodium Hypochlorite Generation System for WWTP
City of Hollywood	On-Site Hypochlorite Generation System for WTP

Construction Manager At-Risk Projects

Mathews Consulting has also been involved in a number of Construction Manager At-Risk projects in South Florida. CM At-Risk is a delivery method which entails a commitment by the construction manager to deliver the project within a Guaranteed Maximum Price (GMP), in most cases. The construction manager acts as consultant to the owner in the development and design phases, (often referred to as "Preconstruction Services"), but as the equivalent of a general contractor

Value Engineering

Traditionally, construction projects have been developed by generating a program of needs, using in-house personnel or outside consultants to develop necessary documents, and subsequently awarding the projects to Contractors for implementation. This approach has fulfilled manager's requirements for presenting and controlling capital expenditures.

However, the traditional approach does not allow for programmed input to implement any kind of quality control/value assurance program. **Value Engineering** (VE) is an organized process with an impressive history of improving value and quality. The VE process identifies opportunities to remove unnecessary costs while assuring that quality, reliability, performance and other critical factors will meet or exceed the customer's expectations. The improvements are the result of recommendations made by a multidisciplinary team representing all parties involved. VE is a rigorous, systematic effort to improve the value and optimize the life cycle cost of a facility. VE generates these cost improvements without sacrificing needed performance levels.



Our VE results are unsurpassed!!! Our VE/CR services average a life cycle cost savings equal to 26% of construction costs

Mathews Consulting specializes in value engineering and constructability reviews for municipal projects. For the past eleven years, we have served as Palm Beach County's General Value Engineering Consultant and have provided VE and constructability reviews (CR) for a variety of projects, including:

- Lake Worth Sand Transfer Pump Station - VE
- East Central Regional WWTP Expansion to 71 mgd - VE/CR
- Water Treatment Plant No. 8 - VE/Rerate Analysis
- Membrane Water Treatment Plant No. 3 Expansion to 30 mgd - VE/CR
- Southern Region Water Reclamation Facility Upgrade to 35 mgd - VE
- Master Pump Station No. 5229 - VE/CR
- Northern Region Operations Center - CR
- Lyons Road Utility (WM & FM) Improvements - VE
- Winsberg Farm Wetlands Restoration - VE
- Lyons Rd. and Pinehurst Drive Utility (WM & FM) Improvements - VE

Governmental Entities Experience

The City of Delray Beach needs a consultant who will work as a partner with the City's staff – one who will be a proactive extension of your staff. Mathews Consulting has a solid track record of partnering with local municipality clients to deliver the high level of personal service you desire. We are structured to allow for a long-term commitment of specific staff to serve your needs. **By having principal owners directly involved, there is no "revolving door" of staff with our project team.**

Mathews Consulting is committed to its Municipal practice in South Florida. We have developed and refined our approach to continuing service contracts and offer you the advantages of our partnering philosophy. Mathews Consulting is currently providing General Civil; Streetscape; Neighborhood Improvements; Roadway/Stormwater; and Utility Engineering and Construction Services under continuing General Contracts to the following municipalities:

- | | |
|---|---|
| ☐ City of Delray Beach | ☐ Town of Highland Beach |
| ☐ Pompano Beach | ☐ Lauderdale-by-the-Sea |
| ☐ Town of Gulf Stream | ☐ City of Tamarac |
| ☐ Palm Beach County Water Utilities | ☐ Florida Keys Aqueduct Authority |
| ☐ City of Boca Raton | ☐ Loxahatchee River District |
| ☐ City of Riviera Beach | ☐ Town of Lantana |
| ☐ City of Lake Worth | ☐ City of West Palm Beach |

We pride ourselves on the fact that **95% of our business is repeat business** from existing clients. This high percentage demonstrates our ability to provide exceptional service to clients on a continual basis.

Mathews Consulting also specializes in providing exceptional consulting services to mid-size municipalities, similar to the City of Delray Beach (population 65,055). For the last 14 years, we have served as General Engineer to the City of Delray Beach, and we have also served as General Engineer to the City of Boca Raton (population 91,332) and the City of West Palm Beach (population 104,031) for the last 14 years. Mid-size communities need an engineering consultant who is readily accessible and available at short notice to address the various engineering questions, concerns or needs that may arise. Mid-size communities also need a consultant who provides cost effective services so that project costs meet budget constraints.

Large, national consulting firms have difficulty providing the hands-on, close/personal service that is expected from mid-size communities, as their staff is often traveling from office to office, and

Organization Name:	Lauderdale-by-the-Sea
Contact Name:	Mr. Don Prince, Municipal Services Director
Email Address:	donp@lbts-fl.gov
Address:	4501 N. Ocean Drive, Lauderdale-by-the-Sea, FL 33308
Telephone & Fax:	Phone: 954-640-4233, Fax: 954-640-4236
Dates of Services (start/end):	2011 to Present
Type of Professional Services:	Engineering / Civil / Transportation / Water Resources

Organization Name:	Palm Beach County Water Utilities Department
Contact Name:	Mr. Ali Bayat, Director of Engineering
Email Address:	ABayat@pbcwater.com
Address:	8100 Forest Hill Boulevard, West Palm Beach, FL 33413
Telephone & Fax:	Phone: 561-493-6000, Fax: 561-493-6085
Dates of Services (start/end):	1999 to Present
Type of Professional Services:	Engineering / Civil / Transportation / Water Resources

Organization Name:	City of Lake Worth
Contact Name:	Ms. Julie Parham, Assistant Water Utilities Director
Email Address:	jparham@LakeWorth.org
Address:	301 College Street, Lake Worth, FL 33460
Telephone & Fax:	Phone: 561-586-1798, Fax: None
Dates of Services (start/end):	2001 to Present
Type of Professional Services:	Engineering / Civil / Transportation / Water Resources

Organization Name:	City of Pompano Beach
Contact Name:	Mr. John Sfiropoulos, City Engineer
Email Address:	John.Sfiropoulos@copbfl.com
Address:	1201 N.E. 5th Ave., Pompano Beach, FL 33060
Telephone & Fax:	Phone: 954-545-7009, Fax: 954-786-4028
Dates of Services (start/end):	2010-Present
Type of Professional Services:	Engineering / Civil / Transportation / Water Resources

Organization Name:	City of Tamarac
Contact Name:	Mr. John Doherty, Assistant Director of Public Works/City Engineer
Email Address:	johnd@tamarac.org
Address:	6011 Nob Hill Rd., Tamarac, FL 33321-2401
Telephone & Fax:	Phone: 954-597-3706, Fax: 954-597-3710
Dates of Services (start/end):	2001-Present
Type of Professional Services:	Engineering / Civil / Transportation / Water Resources

Organization Name:	Town of Lantana
Contact Name:	Mr. Jerry Darr, Utilities Assistant Director
Email Address:	jdarr@lantana.org
Address:	510 W. Pine Street, Lantana, FL 33462
Telephone & Fax:	Phone: 561-540-5758, Fax: 561-540-5759
Dates of Services (start/end):	2001 to Present
Type of Professional Services:	Engineering / Civil / Transportation / Water Resources

Area 4 Reclaimed Water System	Completed (2008)
Area 2 & 3 Reclaimed Water System	Completed (2008)
L-33 Canal Culvert Extension	Completed (2006)
Area 1 Reclaimed Water System	Completed (2005)
Reclaimed Water Master Plan	Completed (2003)

Projects for Delray CRA	Status
NE 1 st Avenue Infrastructure Improvements	Completed (2013)
SW 12 th Avenue / Auburn Avenue / SW 14 th Avenue Infrastructure Improvements	Completed (2012)
Auburn Avenue Infrastructure Improvements	Completed (2011)
SW 12 th Avenue Alleys – Phase I	Completed (2010)
SW 2 nd Avenue Streetscape	Completed (2008)
SW 14 th Avenue Conceptual Design	Completed (2008)
SW Area Neighborhood – Surface Water Management Study	Completed (2008)

Mathews Consulting also has been instrumental in assisting the City in obtaining grant money for the City's reclaimed water program. Over the past ten (10) years, since implementation of the reclaimed water program started in 2005, Mathews Consulting has assisted the City in obtaining eight (8) grants totaling over \$3.2M. This funding assistance has greatly benefited and ensured the success of the reclaimed water program throughout the City's service area.

Client	Project	Funding Amount
City of Delray Beach	Area 1 Reclaimed Water System	\$150,000
City of Delray Beach	Area 2 & 3 Reclaimed Water System	\$500,000
City of Delray Beach	Area 4 Reclaimed Water System	\$619,700
City of Delray Beach	Area 11A Reclaimed Water System	\$1,118,000
City of Delray Beach	Area 11B Reclaimed Water System	\$210,910
City of Delray Beach	Area 12A Phase I Reclaimed Water System	\$170,000
City of Delray Beach	Area 12A Phase II Reclaimed Water System	\$100,000
City of Delray Beach	Area 12C Reclaimed Water System	\$400,000
	Total:	\$3,268,610

constructability reviews in the last 10 years. Relevant project experience includes the following:

Project	Role	Municipality
1. Lift Station 100A Upgrade	Design / Quality Assurance	City of Delray Beach
2. Reclaimed Water Master Plan	Prepared Report	City of Delray Beach
3. Hydraulic Water Model Update	Hydraulic Modeling	City of Delray Beach
4. 2006 Alternative Water Supply Grant	Prepared Grant Applications	City of Delray Beach
5. Stormwater Pump Station	Design / Quality Assurance	Town of Gulf Stream

Two Client References for Rene Mathews are shown in the table below:

Client	Point of Contact	Address	Telephone	Email
City of Delray Beach	Victor Majtenyi	434 South Swinton Ave. Delray Beach, FL 33444	561-243-7000	Majtenyi@ci.delray-beach.fl.us
Town of Gulf Stream	Bill Thrasher	100 Sea Rd. Gulf Stream, FL 33483	561-276-5116	bthrasher@gulf-stream.org

3. Rebecca Travis, P.E., Vice President

Office Location: West Palm Beach, FL

Education: BSCE Iowa State University, 1994

Project Role: Design & Public Outreach

Specific Experience: Ms. Travis has over 32 years of progressively responsible civil engineering design and project management experience in both private sector residential and commercial land development, as well as streetscape beautification, municipal stormwater, roadway and utility projects. Her range of experience includes performance of complex professional engineering work involving investigation, planning, design development, permitting, management and construction of public and private developer improvement projects. Ms. Travis also has extensive experience in streetscape / roadway design and stormwater facilities, including NPDES permitting. Relevant project experience includes the following:

Project	Role	Municipality
1. Auburn Avenue Infrastructure Improvements	Design / Permitting	Delray Beach CRA
2. Lake Ida Area Drainage Improvements	Design / Permitting	City of Delray Beach
3. SW 12 th Avenue Alleys – Phase I	Design / Permitting	Delray Beach CRA
4. Monroe Drive Infrastructure Improvements	Design / Permitting	City of West Palm Beach

Education: BSCE University of Florida, 2013

Project Role: Design, Permitting & Cost Estimating

Specific Experience: Courtney Marshall is a Project Engineer with Mathews Consulting and will provide Design, Permitting and Cost Estimating services for this Contract. Ms. Marshall has recently provided engineering services to South Florida Municipalities on the following projects:

Project	Role	Municipality
1. Tropic Palms Water Main Replacement	Project Engineer	City of Delray Beach
2. Lake Ida Drainage Improvements	Project Engineer	City of Delray Beach
3. River Oaks/Little Oaks Sanitary Sewer System	Project Engineer	Loxahatchee River District
4. Delray Shores Water Main Phase II	Project Engineer	City of Delray Beach
5. A.1.A. Water Main Improvements	Project Engineer	City of Pompano Beach

Two Client References for Courtney Marshall are shown in the table below:

Client	Point of Contact	Address	Telephone	Email
City of Delray Beach	Victor Majtenyi	434 South Swinton Ave. Delray Beach, FL 33444	561-243-7000	Majtenyi@ci.delray-beach.fl.us
Loxahatchee River District	Clint Yerkes	2500 Jupiter Park Dr. Jupiter, FL 33458	561-747-5700	clint.yerkes@loxahatcheeriver.org

5. Kyle Scott, E.I., Project Engineer

Office Location: West Palm Beach, FL

Education: BSCE University of Central Florida, 2013

Project Role: Hydraulic Modeling & Design

Specific Experience: Kyle Scott is a Project Engineer with Mathews Consulting and will provide Master Planning, Hydraulic Modeling and Design services for this Contract. Mr. Scott has recently provided engineering services to South Florida Municipalities on the following projects:

Project	Role	Owner Contact
1. Delray Shores Water Main Phase II	Project Engineer	City of Delray Beach
2. NW Service Area WW Hydraulic Study Update	Project Engineer	Loxahatchee River District
3. Delray Shores Water Main Phase III	Project Engineer	City of Delray Beach

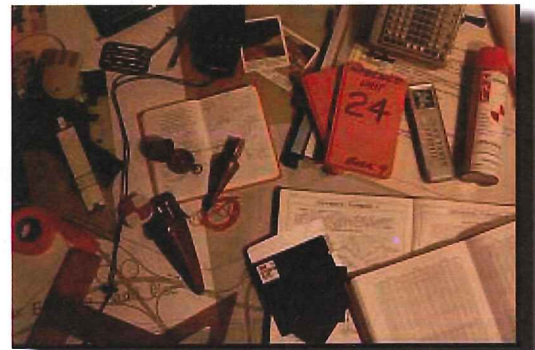
SUBCONSULTANTS KEY STAFF:

Collene Walter, PLA, ASLA, AICP, LEED AP
Urban Design Kilday Studios
Landscape Architecture

Ms. Walter joined Kilday & Associates in 1986, and supervised the landscape architecture and site planning division. She became a partner of the firm in 1993. In 2009, Kilday & Associates merged with Urban Design Studio. Ms. Walter is a Principal and continues in a supervisory role. She acts as the client's representative to perform due diligence, pursue entitlement approvals, and interface with reviewing agencies, elected officials and the public. She has extensive project experience in residential master and site planning, design and development of mixed use, commercial, industrial, institutional and educational projects for private development interests. Representative projects include Highland Dunes, Oakton Commons, Manheim's Auto Auction, Palms West Hospital, South Florida Fair and Oxbridge Academy.

David Bower, P.S.M, Vice President
Dennis J. Leavy & Associates, Inc. (Office location – Royal Palm Beach, FL)
Surveying & Mapping

David Bower is a Project Manager with Dennis J. Leavy & Associates and will direct all land surveying activities for the Contract. With over 22 years of experience in land surveying and project management, Mr. Bower has been involved in all disciplines of the land surveying profession. He is proficient in performing topographic, hydrographic, boundary, and ALT/ACSM surveys, as well as platting, record drawings, and construction layout for utilities, roadways and building. Mr. Bower's expertise is a valuable asset of our Team.



Kevin Aubry, P.E., Principal Engineer
Terracon Consultants (Office location – West Palm Beach, FL)
Geotechnical

Kevin Aubry is Principal-In-Charge of the West Palm Beach office of Terracon Consultants and will direct all subsurface geotechnical testing associated with the Contract. Mr. Aubry has over 31 years of proven technical expertise in soils related matters as it pertains to civil and utility infrastructure projects.

Project Name:	Tamarac Village Center
Organization:	City of Tamarac
Contact:	Mr. Alan Lam
Email:	Alan.Lam@tamarac.org
Address:	6011 Nob Hill Road, Tamarac, FL 33321
Phone/Fax:	(954) 597-3707 / (954) 597-3710
Start Date:	10/1/2012
End Date:	9/1/2013
Project Status:	Completed
Scope:	The City of Tamarac contracted with Mathews Consulting to prepare a Preliminary Design Report for the Tamarac Village Center. The project limits are along N.W. 57th Street between N.W. 94th Avenue and Pine Island Road. The Tamarac Village Center consists of approximately twenty-three (23) acres of vacant City-owned property, which is envisioned to be the City's future "Downtown" corridor, with 57th Street being the corridor's "Main Street". The Streetscape Project reflects the new mixed-use district ordinance designed by the City of Tamarac to improve the commercial conditions along the NW 57th Street corridor. Specific focus is placed on creating a pedestrian commercial environment that is unique. The first part of the project will be preparation of the Preliminary Design Report (PDR) for the Tamarac Village Center. Once the City has approved the PDR, the second part will be the preparation of 30%, 60%, 90% and 100% design plans. The streetscape and utility infrastructure improvements include: ○ Decorative roadway section (curb and sidewalk) ○ Lighting ○ Landscaping & Irrigation ○ Stormwater facilities ○ Water main upgrades ○ Sanitary sewer replacement ○ Wi-Fi System ○ CCTV Surveillance System ○ PA/Sound System ○ Undergrounding FPL and AT&T Facilities The preliminary design report has been completed.
Project Name:	Duck Key Utility System Improvements
Organization:	Florida Keys Aqueduct Authority
Contact:	Jolynn Reynolds
Email:	joreynolds@fkaa.com

for necessary improvements needed to maintain adequate level of service for the anticipated 20-year planning period.

Specific tasks completed include the following:

- Evaluate historical data
- Summarize current and future wastewater collection regulatory requirements
- Identify wastewater system goals
- Perform capacity analysis of wastewater system
- Perform asset evaluation and assessment of existing structures and equipment
- Evaluate non-sewered areas
- Evaluate City I&I abatement program
- Project future wastewater flows
- Develop hydraulic model and evaluate future capacity needs
- Develop recommendation of improvements with associated costs and schedule
- Summarize grant opportunities for wastewater system improvements
- Review current wastewater system operations and make recommendations for improvements

Project Name: Reuse Water System Master Plan

Organization: City of Pompano Beach

Contact: Mr. Randolph Brown, P.E., Utility Director

Email: Randolph.Brown@copbfl.com

Address: 1201 NE 5th Avenue, Pompano Beach, FL 33060

Phone/Fax: (954) 786-4061 / (954) 786-4028

Start Date: 4/22/2014

End Date: 4/1/2015

Project Status: Completed

Scope: The City of Pompano Beach owns and operates a 7.5 MGD reuse water treatment and distribution system that supplies reuse water for irrigation use to golf courses, community parks, city medians and residential areas. The City is also negotiating reuse water large user agreements with the City of Lighthouse Point and Broward County. The City's reuse water is distributed to the customers through a high pressure piping network system comprised of approximately 32 miles of pipes ranging in size from 4-inch to 30-inch.

The City recently contracted with Mathews Consulting (MC) to develop a hydraulic model of the reuse distribution system to reflect current and future conditions. The purpose of the project was to develop a computerized hydraulic model of the City's reuse transmission and

tasks and to track overall project schedule and cash-flow budget for the \$50M project.

Construction of the project has been completed.

Project Name:	Reclaimed Water Storage & Pumping Facility
Organization:	City of Boca Raton
Contact:	Mr. Chris Helfrich, Utilities Director
Email:	CHelfrich@ci.boca-raton.fl.us
Address:	1401 W. Glades Road, Boca Raton, FL 33431
Phone/Fax:	(561) 338-7300 / (561) 659-7458
Start Date:	2/15/2009
End Date:	8/30/2011
Project Status:	Completed
Scope:	The City contracted with Mathews Consulting, Inc. for the design of a remote, off-site reclaimed water storage and pumping facility to serve the reclaimed area west of I-95. The facility will be located on a 2 acre parcel just north of the proposed Countess de Hoernle Park, west of I-95 and adjacent to Spanish River Boulevard. The design elements of the project include the following: ○ Reclaimed water re-pump station estimated to have 12.5 mgd of peak hour pumping capacity. ○ Reclaimed water storage tank, 5 MG capacity. ○ Site development elements, including civil, access road and parking, landscaping and irrigation, and architecturally enhanced building. Project components designed by the Mathews Consulting design team included the civil, mechanical, structural, architectural, electrical, instrumentation, HVAC and plumbing disciplines for construction of the Reclaimed Water Storage and Pumping Facility. The project was bid in January 2009 with a construction cost of \$3.9M.
Project Name:	Central Cudjoe Regional Wastewater Collection System Inner Islands
Organization:	Florida Keys Aqueduct Authority
Contact:	Jolynn Reynolds, P.E.
Email:	joreynolds@fkaa.com
Address:	1100 Kennedy Drive, Key West, FL 33041
Phone/Fax:	(305) 296-2454 / (305) 294-5683
Start Date:	5/7/2009
End Date:	7/1/2016

Address:	1100 Kennedy Drive, Key West, FL 33041
Phone/Fax:	(305) 296-2454 / (305) 294-5683
Start Date:	3/30/2015
End Date:	2017 (est.)
Project Status:	Under Construction
Scope:	Key Haven is located in the lower keys and consists of six separate Districts A – F. There are approximately 24,100 linear feet of gravity sewer pipe and 80 manholes within the Key Haven collection system. There are also four lift stations within the neighborhood which are referred to as District A lift station, District B lift station, District C lift station and District D lift station. From these four lift stations, all wastewater is pumped to a treatment plant lift station located within Key Haven. The Key Haven also has existing water mains (approximately 24,500 linear feet) within the neighborhood. This Key Haven Utility Improvements – Phase I Project consists of replacing the existing gravity collection system and force mains in Districts A, B and C. The existing water main in Districts B and C will also be replaced. Phase I project area includes all of Districts B and C and a portion of District A. FCAA has asked Mathews Consulting (MC) to prepare design drawings and secure permits from FDEP to construct the project. The new sewer collection system must be designed and constructed parallel to the existing sewer collection system. The construction will need to be in a sequence that incorporates bypassing existing manhole to manhole pipe sections from the Lift Station Collection Manhole to the Terminal Manhole in each section. Once the bypass system for a section is in place, new adjacent manholes and sewer pipe are to be installed and activated along with the new service lateral stub-ups. Once the manhole and pipe section is complete the sewer laterals are stubbed up near the existing cleanout so that they can be switched over to the new system with zero disruption in service. Existing manholes and pipe are to be grout filled or removed. The project is currently in the 50% design stage. The preliminary construction cost estimate is \$4,900,000.
Project Name:	WROC Engineering Design, Facility Planning and Permitting Services
Organization:	Palm Beach County
Contact:	Mr. Hassan Hadjimiry, P.E.
Email:	hhadjimiry@pbcwater.com
Address:	8100 Forest Hill Boulevard, West Palm Beach, FL 33413-3336

Address: 8100 Forest Hill Boulevard, West Palm Beach, FL 33413-3336
Phone/Fax: (561) 493-6000 / (561) 493-6085
Start Date: 9/1/2012
End Date: 2/20/2015
Project Status: Completed
Scope: Mathews Consulting (MC) provided project management for the design of the 5,500 square foot Palm Beach County Water Utilities Department Northern Region Operations Center O&M Building. Services included preparation and coordination with the design team of sub-consultants for architecture, structural, mechanical, electrical, plumbing, life and fire safety and landscaping for the Preliminary Design Report.

Work also included design meetings with utility staff in order to determine requirements for building uses, floor plan layouts, and ease of flexibility for planned future building expansions. Design of the on-site submersible lift station, sewer, potable water, fireline, communications, drainage connections and access points. MC also coordinated power and communication feeds with the adjacent existing pump station building and coordination with on-going construction of site grading, paving and drainage improvements designed by Mathews Consulting under a previous contract.

Following completion of the design of the Northern Region Operations Center (NROC) O&M Building for Palm Beach County Water Utilities Department, Mathews Consulting was authorized to proceed with the construction management and inspections services for this 5,500 square foot facility. Mathews Consulting provided construction management services for the project including the following tasks:

- Facilitate progress meetings
- Review shop drawings
- Provide interpretation of plans and specifications
- Resident Project Representation for field inspections
- Engineering and specialty inspections
- Startup and testing services
- Substantial and Final Completion inspections
- Certification of Construction Completion
- AutoCAD Record Drawings of the project

Bids were opened in August 2013 with a construction cost of \$1,683,729. Construction of the project was completed in February 2015.

installation of new meters with new meter reading technology.

The City contracted with Mathews Consulting to conduct a water meter automatic meter reading (AMR) system evaluation and to develop a water meter strategic plan for the City. The goal of the plan was to establish a meter acquisition and replacement strategy that provides efficient and cost effective equipment replacement and maintenance.

Services included the following tasks:

- Assessing current water and reclaimed water metering program.
- Defining water metering program goals of various City Departments.
- Assessing various automatic meter reading (AMR) technologies (including advanced metering infrastructure, AMI).
- Establishing meter reading system benchmark comparisons with other Utilities.
- Performing life cycle cost analysis of metering options.

The final strategic plan recommended that the City implement an AMI system for replacement of the City's water and reclaimed water meters over a 5-year deployment period. Mathews Consulting is currently providing bidding and construction administration services with the AMI system materials supplier and with the meter and system installation contractor.

CIVIL PROJECTS

Project Name: SW 12th Avenue Alleys – Phase I

Organization: City of Delray Beach

Contact: Mr. Victor Majtenyi

Email: majtenyi@ci.delray-beach.fl.us

Address: 434 S. Swinton Avenue, Delray Beach, FL 33444

Phone/Fax: (561) 243-7328 / (561) 243-7333

Start Date: 6/9/2008

End Date: 9/7/2011

Project Status: Complete

Scope: Mathews Consulting provided engineering services for the final design, permitting, and bidding for roadway reconstruction, converting existing alleys to paved alleys and storm drainage improvements for SW 12th Avenue in the City of Delray Beach. The infrastructure improvements included:

East Alley

- Convert existing dirt alley to paved alley. Mono-pitch to one side and provide valley gutter to control stormwater discharge. Total of 4 Alleys.
- New stormwater Type 'C' catchbasins and 18"- 24" piping. The new catchbasins shall be located at alley/roadway intersections. The new drainage system will tie

sidewalks, striping, and decorative pavement in selected areas.

All work will be phased in order to provide parking during all phases of construction. The improvements will also be coordinated with the Town's contract to replace the existing parking meters with centralized pay kiosks.

The design includes permitting through the Florida Department of Transportation (FDOT) for construction of the entrance driveway improvements, located within the FDOT right-of-way.

The project was bid in December 2013 with a construction cost of \$777,774. Construction of the project has been completed.

Project Name: Reclaimed Water Expansion Area 12A (Phase I & II)

Organization: City of Delray Beach

Contact: Mr. Victor Majtenyi

Email: majtenyi@ci.delray-beach.fl.us

Address: 434 S. Swinton Avenue, Delray Beach, FL 33444

Phone/Fax: (561) 243-7300 / (561) 243-7333

Start Date: 2/1/2011

End Date: 9/8/2014

Project Status: Complete

Scope: The City of Delray Beach has adopted a Reclaimed Water Master Plan (RWMP), (prepared by Mathews Consulting, Inc., October, 2003) which identifies areas of service for the City's new reclaimed water system. The purpose of the RWMP is to serve as a planning document from which a reclaimed water system can be developed in phases as capital improvements are budgeted and scheduled through a designated time frame. The fifth project identified for implementation is "Area 12". The Area 12 RWS will be broken into Area 12A, Area 12B and Area 12C.

Mathews Consulting provided engineering design, permitting, surveying, geotechnical investigations, utility locates and bidding services for the Area 12A reclaimed water transmission/distribution system. The project was broken into Phase I & Phase II. Specific project elements include the following:

- Reclaimed water mains (ranging from 6-inch to 10-inch diameters), valves, fittings & reclaimed water meter boxes/services.
- Provide 6-inch reclaimed water stub-outs as required for future connections.
- 8-inch water main along Miramar Street (from Gleason St. to State Road A1A).
- 6-inch water main along Coconut Row (from Gleason St. to east dead-end).
- 8-inch water main along Ingraham Avenue (from Venetian Dr. to Gleason St).
- 8-inch water main along Nassau St. (from Gleason St. to State Road A1A).
- 8-inch water main along Bay St. (From Gleason St. to State Road A1A).

- Prepare and process permit applications for South Florida Water Management District, FDOT, FEC Railway, and Palm Beach County Health Department.
- Prepare technical specifications.
- Prepare cost estimates.

The project was bid in July 2009 with a construction cost of \$5,984,486. Construction of the project has been completed.

Project Name:	Boca Raton Heights Infrastructure Improvements
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Organization:	City of Boca Raton
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Contact:	Mr. Chris Helfrich, Utilities Director
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Email:	CHelfrich@ci.boca-raton.fl.us
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Address:	1401 W. Glades Road, Boca Raton, FL 33431
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Phone/Fax:	(561) 338-7300 / (561) 659-7458
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Start Date:	7/12/2012
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End Date:	7/22/2014
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Project Status:	Complete
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Scope:	Mathews Consulting is currently providing engineering services for the preliminary design, final design, public participation, permitting and bidding services for the Boca Raton Heights Infrastructure Improvement Project. The project is located in the City of Boca Raton.
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The Boca Raton Heights neighborhood is bounded by topographic features such as a natural ridge and roadways which result in stormwater runoff being trapped in the low-lying areas of the neighborhood. Stormwater improvements are proposed in order to address the problems associated with water ponding on the roadways, including pavement section deterioration. A pavement condition review was completed and a decision matrix prepared to assist in analyzing which of the existing roadways should be reconstructed or whether a cost-saving overlay would be recommended.

In addition, new sanitary sewer and a wastewater lift station are proposed to serve the houses and businesses that are currently on septic tank, and watermain improvements are proposed to improve fireflow and water system pressure.

The project was bid on July 19, 2013 with a construction cost of \$2,666,237. Construction of the project has been completed.

Project Name:	Congress Avenue Forcemain
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Organization:	City of Delray Beach
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End Date: 10/21/2011
Project Status: Complete
Scope: Mathews Consulting provided engineering services for the final design, permitting, and bidding of the Auburn Avenue Improvements project. The improvements include the following :

Auburn Avenue (SW 8th Street to SW 7th Street)

- ☐ Roadway reconstruction to provide a superelevated section
- ☐ Provide new drainage structures and piping
- ☐ 5-foot sidewalk along the west side of the roadway

SW 13th Avenue (SW 10th Street to SW 8th Street)

SW 12th Avenue (SW 10th Street to SW 8th Street)

SW 8th Street (SW 14th Avenue to SW 12th Avenue)

- ☐ Full roadway reconstruction
- ☐ New 8-inch potable water main
- ☐ New gravity sanitary sewer main and services
- ☐ Provide drainage structures and piping
- ☐ On-street parallel parking where available
- ☐ Landscape nodes on the west side of the roadway

The project was bid in February 2011 with a construction cost of \$1,156,896. Construction of the project has been completed.

Project Name: 108th Terrace Drainage Improvements

Organization: City of Tamarac

Contact: Alan Lam, Project Engineer

Email: Alan.Lam@tamarac.org

Address: 6011 Nob Hill Road, Tamarac, FL 33321

Phone/Fax: (954) 597-3725 / (954) 597-3710

Start Date: 7/1/2012

End Date: 2/1/2015

Project Status: Complete

Scope: The City contracted with Mathews Consulting (MC) to provide engineering design, bidding and construction administration services for the 108th Terrace Drainage Improvements project. The existing four-lane, median divided City roadway is approximately 1.8 miles long and extends from McNab Road to Nob Hill Road in the City of Tamarac. The asphalt on the roadway showed signs of becoming delaminated from the baserock along a majority of the roadway, especially near the center median. Based upon field testing by the City, the problem

the Alley, and new parking areas are proposed. This project is a joint venture for the City and the Community Redevelopment Agency (CRA). The CRA's input was critical in capturing the development vision to provide an aesthetically pleasing, pedestrian friendly corridor. Components of the project design included the following:

- 2,625 LF of 15-inch to 30-inch stormwater piping.
- Resurfacing SW 12th Avenue from Atlantic Avenue to SW 7th Street and along SW 14th Avenue from SW 8th Street to SW 10th Street.
- Providing parallel parking along SW 12th Avenue from Atlantic Avenue to SW 3rd Street.
- Providing landscaping nodes and street trees along SW 12th Avenue from Atlantic Avenue to SW 7th Street and along SW 14th Avenue from SW 8th Street to SW 10th Street.
- Obtaining a Florida Department of Transportation permit for the intersection improvements at SW 12th Avenue and Atlantic Avenue.

The project was bid in March 2011 with a construction cost of \$1,586,019. Construction of the project has been completed.

Project Name:	Park of Commerce Owner's Representative Services
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Organization:	City of Lake Worth
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Contact:	Brian Shields, P.E., Director
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Email:	bshields@LakeWorth.org
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Address:	301 College Street, Lake Worth, FL 33460
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Phone/Fax:	(561) 586-1675
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Start Date:	11/1/2013
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End Date:	2019 (Est.)
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Project Status:	Design
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Scope:	The City of Lake Worth recently selected Mathews Consulting to serve as the Owner's Representative for the Park of Commerce (POC) – Phase I Project. The project is located in central Palm Beach County and is bounded by 10th Avenue to the North, Lake Worth Road to the South, I-95 to the East and the E-4 Canal to the West. The infrastructure improvements consist of roadway redevelopment and utility upgrades for drainage, potable water, sanitary sewer, fire protection, electric supply, telecommunications, landscaping and street lighting. Phase I of the Park of Commerce infrastructure Improvements will center on upgrading Boutwell Road from 10th Avenue North to Lake Worth Road, including intersection improvements at 10th, 7th, 4th, and 10th Avenues North and Joyce Avenue. The ultimate build-out of the POC is anticipated to be carried out in three (3) phases for the redevelopment of the 393-acre industrial park, which will house an estimated 750,000 square feet of commercial space and 2,250,000 square feet of light industrial and office space by the year 2015.
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the project has been completed.

Project Name:	SW 2nd Avenue Streetscape
Organization:	City of Delray Beach
Contact:	Victor Majtenyi
Email:	majtenyi@ci.delray-beach.fl.us
Address:	4345 S. Swinton Avenue, Delray Beach, FL 33444
Phone/Fax:	(561) 243-7300 / (561) 243-7333
Start Date:	11/1/2013
End Date:	12/1/2014
Project Status:	Complete
Scope:	Mathews Consulting provided engineering services for the final design, permitting, and bidding of proposed streetscape improvements along SW 2nd Avenue from Atlantic Avenue to SW 1st Street. The improvements consisted of the reconstruction of the existing roadway, curbing, brick paver crosswalks, parallel parking spaces, pavement markings, decorative street lights, landscaping and irrigation, and minor stormwater improvements. Design components of the project included the following: ☐ Prepare detailed plan and profile design drawings. ☐ Conduct soil investigation of the project area. ☐ Conduct underground utility soft-digs in project area. ☐ Prepare and process permit applications for FDOT. ☐ Collect and review record drawings of project area. ☐ Prepare technical specifications. ☐ Prepare cost estimates. The project was bid in February 2008 with a construction cost of \$270,000. Construction of the project has been completed.

WATER RESOURCES / STORMWATER MANAGEMENT PROJECTS

Project Name:	Bel-Air Neighborhood Drainage Improvements
Organization:	Town of Lauderdale-by-the-Sea
Contact:	Don Prince, Municipal Services Director
Email:	DonP@lauderdalebythesea-fl.gov
Address:	4501 Ocean Drive, Lauderdale-by-the-Sea, FL 33308
Phone/Fax:	(954) 776-0576 / (954) 776-1857

Scope:

The City of Delray Beach previously selected Mathews Consulting to prepare a Drainage Study for the Lake Ida Area. This Study Report prepared by Mathews Consulting provided the recommended improvements to the Lake Ida Area (approx. 16.40 acres) in order to address reported standing water issues after heavy rainfall events at a residence on NW 3rd Avenue and also to address identified roadway ponding in the western areas of NW 12th Street near Lake Drive. The final recommendations from this Study Report were divided into three (3) phases:

- Phase #1 specifically addresses improvements for site ponding at 1127 NW 3rd Avenue and includes construction of a dry detention area, drainage structures and inlets that collect runoff from in front of 1127 NW 3rd Avenue and direct it to the dry detention area and subsequently to a bubble-up structure outfall along NW 12th Street.
- Phase #2 addresses the reported standing water in the roadway at the intersection of NW 12th Street and Lake Drive. Phase #2 includes an inlet at the southeast corner of the intersection with a bubble-up structure to the west which discharges to Lake Ida. This outfall will also assist in the collection and discharge of the overland runoff from the east within the swales.
- Phase #3 interconnects the improvements included in Phase #1 and Phase #2 with the installation of a drainage inlet and piping along the south side of NW 12th Street, between NW 6th Avenue and Lake Drive. This interconnect will improve the time it takes for the runoff from the eastern areas of the Lake Ida study area to be collected and discharged into Lake Ida.

All of the phases #1, #2, and #3 were combined into one (1) design project for the Lake Ida Area. Additionally, the City requested to upsize the existing 2-1/2" water mains along NW 3rd Avenue to 8" water mains. The project was bid in November 2015 with a construction cost of \$711,890. Construction of the project has been completed.

Project Name: Esquire Lake Stormwater Improvements

Organization: City of Pompano Beach

Contact: Mr. Randolph Brown, P.E., Utility Director

Email: Randolph.Brown@copbfl.com

Address: 1201 NE 5th Avenue, Pompano Beach, FL 33060

Phone/Fax: (954) 786-4061 / (954) 786-4028

Start Date: 4/13/2015

End Date: 2017 (Est.)

Project Status: Design and permitting complete; project waiting on funding for construction.

for quicker discharge of the standing water following a rain event.

The project was bid on June 2, 2015 with a construction cost of \$162,997. Construction of the project is underway.

Project Name: Dixie Highway Drainage Model Development

Organization: City of Pompano Beach

Contact: Mr. Randolph Brown, P.E., Utility Director

Email: Randolph.Brown@copbfl.com

Address: 1201 NE 5th Avenue, Pompano Beach, FL 33060

Phone/Fax: (954) 786-4061 / (954) 786-4028

Start Date: 5/1/17

End Date: 8/15/17 (Est.)

Project Status: In Progress

Scope: The City of Pompano Beach acquired from the Florida Department of Transportation (FDOT) maintenance responsibility for Dixie Highway from the northern to the southern City limits and E. Atlantic Boulevard between NW 6th Avenue and N. Ocean Boulevard.

The City also has an existing Stormwater Model (developed using the SWMM program) of the City's existing stormwater system. However, this model does not include all of the drainage system of this recently acquired area. The City contracted with Mathews Consulting to update the SWMM model to include the drainage system along Dixie Highway and determine if any flooding issues exist for up to two (2) rainfall events.

Project photos are provided on the following pages.

Client: City of Delray Beach
Project: NE 1st Avenue Improvements



Client: City of West Palm Beach
Project: Rutland Boulevard Improvements



Client: City of Lake Worth
Project: 7th Avenue South



Client: Town of Lantana
Project: Water Treatment Plant



Client: City of Delray Beach
Project: Eagle Park



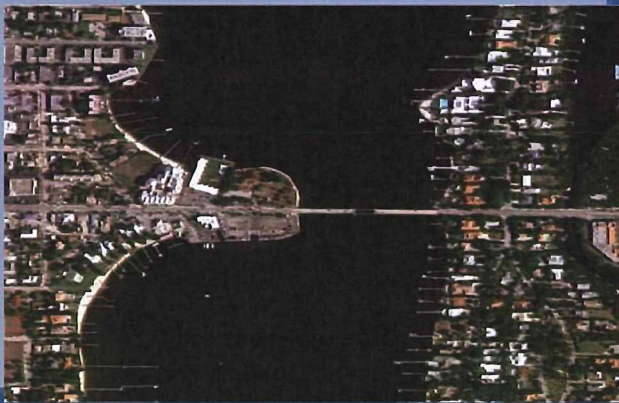
Client: City of Delray Beach
Project: L-33 Canal Culvert



Client: City of Tamarac
Project: Southgate Boulevard Streetscape Improvements



Client: Town of Lantana
Project: Intracoastal Waterway Force Main Subaqueous Crossing



4.6 Project Management Approach

This sub-section provides Mathews Consulting, Inc.'s, understanding of the project and the engineering services to be performed under this Contract. Also included is a specific project approach that will be implemented to ensure the successful design and construction of this project included under this Contract. We also describe the company project controls that are implemented for all projects. We feel our project approach, outstanding team members, South Florida experience, design, public outreach and permitting experience on numerous South Florida neighborhood improvements, parks, recreational facilities, streetscape / roadway beautifications, drainage, water, sewer, and our working relationship with the regulatory agencies will be the most cost effective and provide the most experienced team for the City of Delray Beach based on the following:

- We offer streamlined operations to implement projects efficiently.
- **We provide cost effective engineering rates.**
- We are highly experienced in the design & construction of **general engineering, civil, transportation and water resources** projects in residential neighborhoods, business districts and redevelopment districts.
- We offer a "Good Neighbor" public relations program to keep your residents and elected officials informed of the project.
- We are experienced in meeting schedules for fast-track projects.
- Our understanding of the local regulatory environment and our working relationship with permit reviewers ensures timely releases and certifications for construction.
- Our ability to work with local utility agencies (e.g. electric, telephone, gas, cable TV, etc.) ensures that these utilities will be accounted for during construction activities.
- **We maintain continuity of project staff throughout duration of project.**
- We are readily accessible to serve you at a moment's notice.
- Our construction management services minimize change-orders and scheduling delays.
- **We take pride in getting the job done right "the first time".**

Our project approach will provide the City with quality engineering services at a cost effective rate, while exceeding all project deadlines and budget requirements.

- Water Supply & Treatment
- Neighborhood Infrastructure Improvements
- Pump Stations & Force mains
- Water/Sewer Renewal & Replacement
- Stormwater Utility Improvements
- Reclaimed Water
- Bridge Repair & Maintenance
- Parks & Recreation Facilities

Project Approach (for general engineering, civil, transportation and water resources / stormwater management)

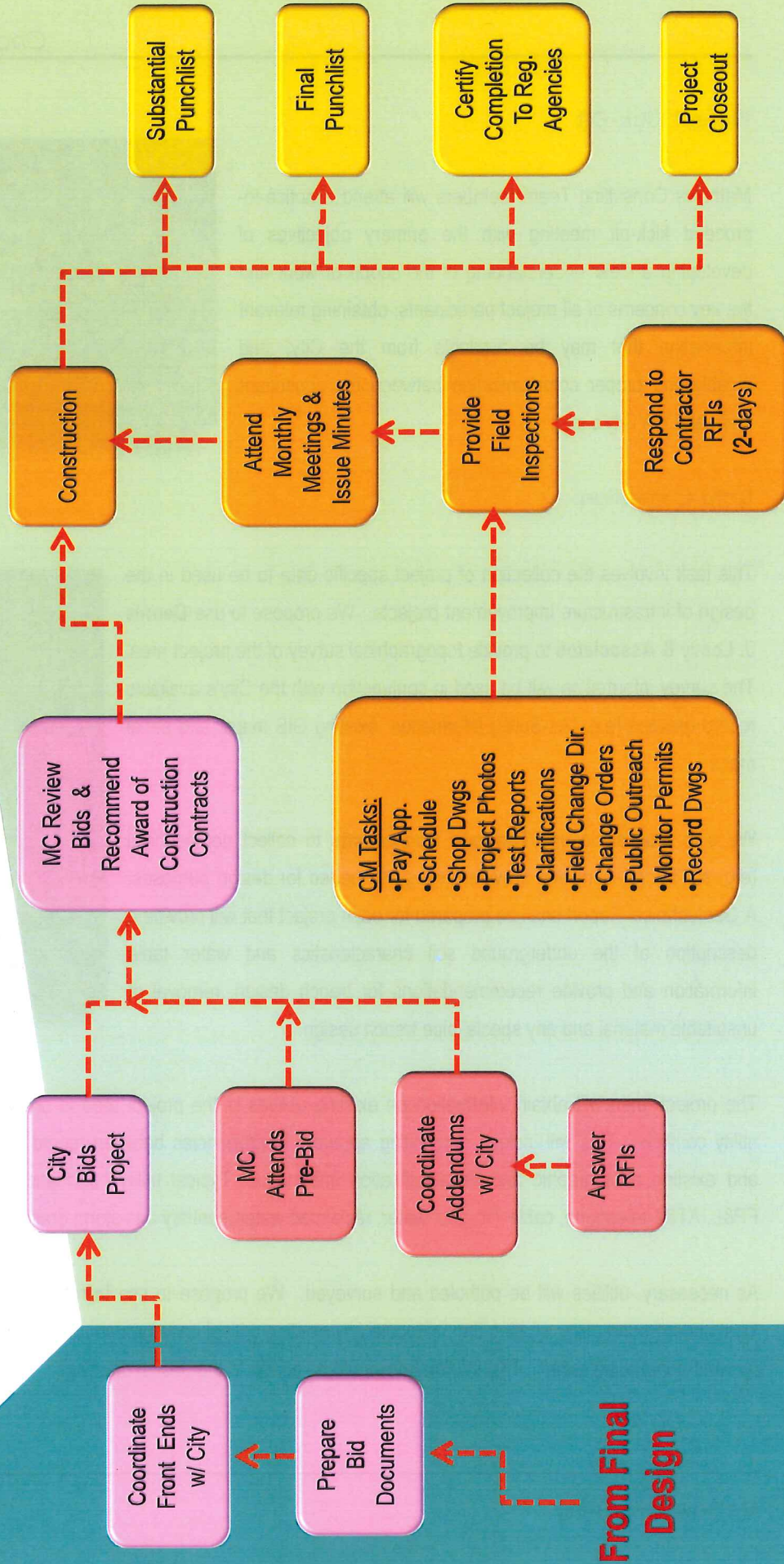
Mathews Consulting has a proven track-record in providing the design, permitting, community outreach, bidding and construction administration/inspections of residential neighborhoods, business districts, and redevelopment districts. Our project approach to general engineering / civil / transportation / water resources / municipal utility infrastructure projects involves the following primary tasks:

- Project Kick-Off
- Data Collection / Survey Mapping / Geotechnical Investigation
- Hydraulic Modeling
- Final Design Services
- Value Engineering Services
- Cost Estimate
- Permitting Services
- Bidding Services
- Community Outreach
- Construction Administration
- Resident Project Representative (RPR)
- Final Certification

Total Quality Assurance/Quality Control is maintained during all aspects of Mathews Consulting's projects. Our project approach for the project(s) under this Contract is summarized in the Flow Chart as shown on **Figure 4-1** and discussed below.

Bidding/Construction Project Approach – Flow Chart

Figure 4.1



During the data collection process, the Project Team will work closely with the City to determine what site data may already exist in an effort to avoid redundant collection of data. This will allow the project to move forward quickly and cost effectively.

Hydraulic Modeling

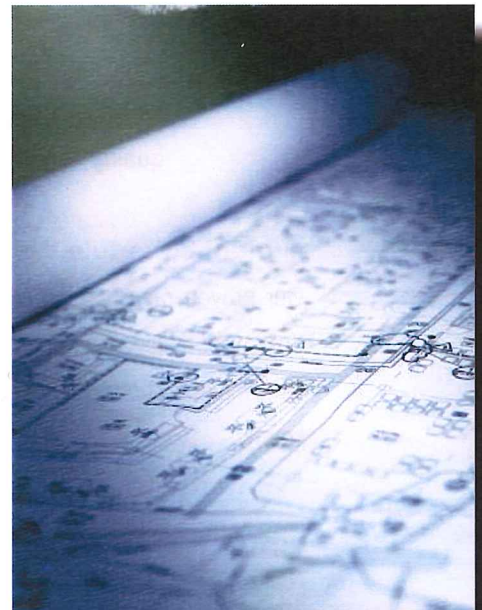
The Project Team will perform all necessary flood routing, system capacity and water quality calculations and hydraulic modeling for each project that includes stormwater/drainage improvements to confirm stormwater pipe routing and sizing. We will confirm input data, percolation rates, existing system conditions, elevations and delineation of the drainage areas.

Mathews Consulting will utilize various hydraulic modeling programs available for sanitary sewers, water mains and reclaimed water mains. We predominantly use WaterCAD® and SewerCAD® modeling programs, as well as InfoWater®.

Design

Our approach is to break each design project into two subtasks: preliminary design layout (preparation of 30% design documents and construction cost opinion), and final design (preparation of biddable contract documents – subject to 60 and 100 percent reviews).

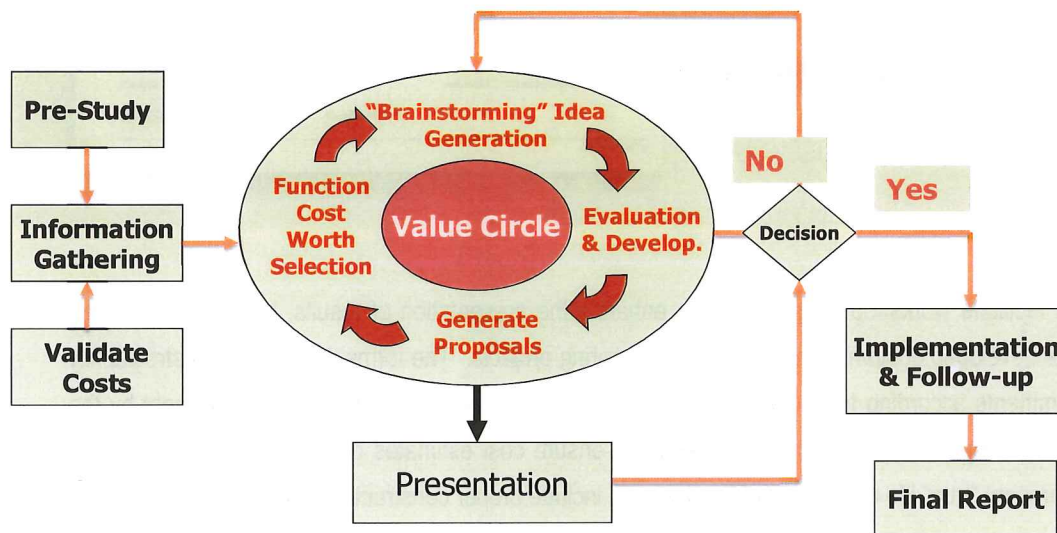
- **Preliminary Design Layout** – Based on the survey and geotechnical data collected and utility locates, the project team will layout the proposed infrastructure improvements for the project area. The system will be designed to maximize system performance, provide for ease of maintenance, minimize utility conflicts, and minimize construction costs. The project will also be designed in accordance with City design standards and regulatory agencies requirements (e.g. PBCHD, FDEP, FDOT, SFWMD, etc.). Also, any requirements that need to be followed in order to receive grant or stimulus money for the project will be closely adhered to. Upon completion of the layout, we will hold a review meeting with the Delray Beach to review the layout for approval before proceeding. This will also include preparation of a preliminary phasing plan, if required, to implement construction consistent with available multi-year funding.



Value Engineering and Constructability Reviews

Value Engineering (VE) is the method by which a project is studied and reviewed with the intent of generating cost improvements without sacrificing the project's needed performance levels. VE is a rigorous, systematic effort to improve the value and optimize the life cycle cost of a facility. Mathews Consulting has developed a unique and efficient approach to conducting value engineering studies:

- A team of in-house experts is assembled to participate in the workshop review session. Disciplines covered include civil, mechanical, process, structural, architectural, electrical, instrumentation and control, and/or operations as needed for the specific project requirements.
- The team utilizes brainstorming sessions coupled with independent reviews to identify VE proposals.



- VE proposals are thoroughly researched to present accurate capital and life cycle cost savings. A Function Analysis and Cost Model are developed for each project to validate project value and to establish target VE savings.
- The VE report is prepared in conjunction with the workshop session so that the client has immediate results at the end of the review period.

listing construction constraints and sequencing the design components to meet the construction schedule.

Cost Estimates

Cost estimates will be prepared at the 30, 60, and 100 percent completion stages. The cost estimates will reflect changes in general scope, and additional design requirements that may be incorporated during the design review stages. This affords the City the opportunity to make changes in project direction based on construction budget constraints.

Permitting

Typical civil/utility type projects that involve water and wastewater are permitted through the Palm Beach County Health Department (PBCHD); drainage facilities are permitted through South Florida Water Management District (SFWMD); any work in State road R-O-W will require an FDOT Utility permit and will be issued through the Florida Department of Transportation. It is very important that the regulatory agencies be involved in the project from the outset. This participation is vital to obtain information and direction, which may be critical to the success of the project. For this reason, we typically hold a pre-application conference with the regulatory agencies to discuss the project and troubleshoot any potential problems.

After approval by City staff of the 60 percent submittal, the contract documents will be submitted to the appropriate regulatory agencies for construction permits. **Mathews Consulting has a strong professional relationship with all regulatory agencies in South Florida.** This has been developed over many years of working with the various regulatory agencies in South Florida.

Bidding

The bid review process is very important in order to ensure that the Contractor selected for the work is qualified to provide the construction services in the bid documents. In all of our conventional design-bid-construct projects, Mathews Consulting evaluates the bids submitted by the General Contractor's. The bids are typically evaluated for the following items:

- Bidder maintains a permanent place of business and is fully licensed.
- Bidder has adequate manpower and equipment to do the work properly and expeditiously.
- Bidder has suitable financial resources to meet the obligations of the work.

Community Outreach

As with any infrastructure improvements project, including streetscape beautification and underground utility infrastructure improvements in residential neighborhood(s) and/or business districts, positive public relations are a vital aspect of the program. Our approach to Community Outreach is to keep the public and City Officials informed and involved. By using a proactive "Good Neighbor" approach with the public, the City can generate a partnering relationship with the affected residents. This can be done by keeping the public aware of project scope, road closures, schedules, and benefits of project through handouts, flyers, etc. We will tailor the public relations campaign to meet the specific needs of the City of Delray Beach for these particular project(s). The following outlines our approach to Public Relations:



The Residents and Business Owners Matter

Our Team understands that the public matters when it comes to a successful project. At the heart of the project are a series of tactics that will serve as the implementation component of the public education and outreach program. These tactics are summarized below and incorporate a variety of public education on outreach techniques.

- Conduct community outreach meetings
- Develop presentations and provide speakers to attend public meetings
- Post project updates on City's Web site
- Establish and maintain a project telephone information line
- Prepare traffic advisory flyers
- Provide email alerts
- Prepare project press releases and project fact sheets
- Develop and distribute a project newsletter

The objective of the community outreach program is to convey information to the public and interested groups. By using a multi-faceted approach to convey information, the success of the effort is optimized. For example, individuals wanting specific information about a certain area of the project may feel more comfortable leaving a message on the telephone information line, instead of asking a speaker a question in front of a group, or sending an email or written letter. The

Website

In today's fast moving technological environment, citizens want timely and accurate information. The City has a functional and easy-to-use Web site. Because the citizens are familiar with City's Web site, it can be used to provide information and description of the project and project schedule. The Web site can be updated on a weekly or monthly basis, or as frequently as City updates the information.

Community Outreach Meeting

Working with City staff and elected officials, our team will schedule community outreach meetings to inform the residents. These meetings will give an overview of the project budget, design and construction schedule. The community outreach meeting will also help to facilitate accurate information to the residents and businesses.

- Focus on residences
- Focus on commercial interest

An example of an Outreach Meeting Brochure that we developed for the City of Delray Beach Reclaimed Water Expansion Area 12-C Project is shown on the following page.

Press Releases

As important developments warrant, the Mathews Consulting Team will prepare press releases, project fact sheets, and traffic advisory flyers for local distribution. While newsletters address several issues with depth, press releases are limited on the number of items discussed and are typically constrained on the depth to which it addresses an issue. Press releases also have a wider audience than do newsletters. As with newsletters, press releases will be prepared at intervals when public awareness is encouraged or during significant events. These press releases can be disseminated via the local radio stations, local newspapers, etc.

Summary

A Community Outreach Plan is effective when several facets are implemented as part of a coordinated program. In certain situations, single elements of the plan may be more effective than other elements. Combining several techniques in conveying project information to the public creates an optimal approach.

Reclaimed Water Expansion - Area 12C

The City of Delray Beach adopted a Reclaimed Water Master Plan in 2003, which designates service areas from which a reclaimed water system can be developed in phases as capital improvement projects over time. To date, the City has completed eight (8) reclaimed water main projects and has been awarded over \$3 Million in Grant Funding from the South Florida Water Management District.

For Area 12C (Project Location Map shown below), the City has contracted with Mathews Consulting for the engineering design. Specific project elements include:

Lewis Cove, Brooks Lane, White Drive, Rhodes Villa Avenue & Del Haven Drive:

- Reclaimed Water Main
- Gravity Sanitary Sewer
- Water Main
- Stormwater Improvements

Project Location Map



Recent City Reclaimed Water Project: Area 12B - Reclaimed Water Expansion (Constructed in 2016)



R E C L A I M E D
W A T E R



S T O R M W A T E R



W A T E R
M A I N



R O A D W A Y

The first Public Meeting is being held at the City Public Library, 100 W. Atlantic Avenue on Wednesday, April 5, 2017 from 6:00 - 7:30 pm. Additional meetings will be held at later stages in the project.



State Road A.1.A:

- Reclaimed Water Main

The City would like your input regarding the project. Construction is expected to start in October 2017.

The construction of this project will disrupt normal daily transportation and other activities in the neighborhood.

Our commitment is to keep the community informed on the project status before and during the construction period.

- Monitor and ensure the Contractor(s) obtain all governmental and regulatory permits, inspections and approvals.
- Conduct site visits and direct construction meetings with the Contractor(s).
- Conduct monthly progress meetings.
- Review and approve monthly Applications for Payment.
- Field questions and phone calls from residents during construction.
- Review Construction Schedules.
- Review monthly record drawings.
- Observe initial operations and performance tests required by specifications.
- Respond to Contractor's request for information (RFI).
- Advise on negotiations with Contractors involving changes in extent or amount of contract or changes in design.
- Prepare and process change orders involving changes in approved design.
- Assist City regarding any construction claims.
- Certify construction completion to the various permitting agencies.
- Provide substantial and final completion inspections. Prepare substantial completion punchlist. Advise City of final Acceptance.
- Transmit all project closeout documentation to the City.
- Prepare certificate of completion of construction.
- Ensure accurate Record Drawings are completed by the Contractors for the project.

Resident Project Representative (RPR)

Mathews Consulting is prepared to provide complete construction inspection/resident engineering services to oversee all construction activities in the field as desired by the City or act as an extension of the City's in-house inspection team.

- Observe all pig insertion, flushing, and pressure testing.
- Review as-built (Record Drawings) information from the contractor(s) to confirm conformance to the Contract Documents.
- Consultant shall provide to the City copies of the RPR's daily inspection reports and digital photographs. Daily inspection reports and photographs shall be sent to the City via email on a weekly basis.
- RPR shall work with the contractor(s) and City inspectors to develop and implement a Daily Quantity Sheet (based on the City approved Schedule of Values) to be reviewed and accepted each day, agreeing to the quantities of the items installed, completed, and accepted. Consultant shall utilize this information to verify material quantities on monthly Applications for Payment.
- Attend Substantial Completion and Final Completion walk-throughs and verify that all punchlist items are completed by the contractor(s).

Construction Communication Tools

Communication will be the most important component once the projects move from the design phase into the construction phase. The success of most construction projects depends upon the ability to use communication tools to streamline the distribution of information to the Construction Team (Mathews Consulting Team, City and Contractors) in a timely manner.

Mathews Consulting will design and establish a special protected Project Document Exchange website for each construction contract that can be used by the Team to access project specific files. The files shall contain copies of the plans, permits, updated project schedule, Contractor's 2-week look ahead schedules, reviewed shop drawing submittals, project meeting minutes, Contractor RFI's, construction photos, testing reports, RPR daily reports, etc. Refer to **Figure 4-2** for an example of the website page that we would set up for Delray Beach projects. Each user of the website will be given a special User ID and Login Password for access to the website. The website will provide the Project Team 24-hour access to the project documents.

Mathews Consulting's Construction Manager will also implement clear lines of communication which will follow the requirements of the contract documents. All written communication from the Contractor will be sent to the Construction Manager. Mathews Consulting's Construction Manager

Construction Schedule Controls

Reviewing and evaluating the construction schedule - including the baseline schedule, monthly schedule updates and revisions, and 2-week look ahead schedules – is integral to construction project(s) successful completion. Mathews Consulting's Construction Manager examines schedules to identify variances between scheduled and probable completion dates of activities, as presented by the Contractor, so that we can analyze the effect on the overall project completion.

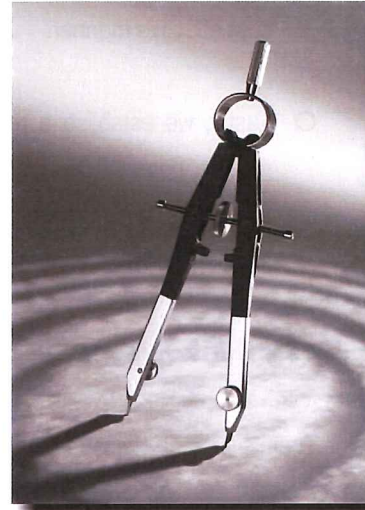
In conjunction with schedule review, we provide recommendations to the Contractor relevant to the adequacy of their personnel performing construction tasks. We make observations regarding the availability of equipment and materials necessary to execute work efficiently and effectively. These elements ultimately determine a construction schedule's success or failure. The following steps will be implemented on these construction projects for the City:



- Mathews Consulting's Construction Manager will request the contractor to provide a Baseline Critical Path Method (CPM) Construction Schedule as a formal Shop Drawing Submittal prior to Construction.
- The CPM Schedule provided by the Contractor will include the entire group of electronic files so that the schedule logic can be analyzed by Mathews Consulting during the review process.
- The CPM Schedule must include at a minimum all work activities showing the baseline start column and baseline finish date column in calendar days. The Contractor's CPM Schedule shall include a column displaying the amount of float time available and a column displaying percentage to completion.
- The CPM Schedule will be reviewed and approved based on conformance to contract milestone dates, logical phasing and succession of the work, material procurement & delivery, achievable crew production rates, permitting certifications, and project closeout and completion.

Construction Budget Controls

The dollar value awarded to the Contractor based on their bid is considered the Construction Budget for a specific construction time-frame. The goal of the construction budget management is to control the project costs within the approved budget and deliver the expected project goals. Mathews Consulting's definition of a successful construction project is: the project is constructed on schedule and budget, and once delivered, it meets the quality expectations of the Owner and regulatory agencies.



Examples of procedures that Mathews Consulting's Construction Manager will administer to ensure that the Project stays within budget are as follows:

- Close daily review and measurement of field quantities by our resident inspector (RPR) are discussed with the Contractor's Superintendent on a weekly basis. Mathews Consulting provides a weekly spreadsheet based on the approved schedule of values so that pay item quantities are accurately tracked in the field on a daily basis.
- Mathews Consulting will provide a detailed review of the Contractor's Pay Application for incorrect quantities, mathematical errors, and percentage of pay item completion. When completion percentages exceed the project progression the City will be notified to discuss and determine what action is needed.



- Our Team will respond in a timely manner to any Contractor claims or request for additional compensation. Mathews Consulting has significant experience resolving these types of claims and will not recommend approval of any such claim unless the claim is completely warranted and the procedures for filing such a claim listed in the contract documents are followed.
- We closely monitor the Contractor's schedule so that the project can be completed in the timeliest and

project. This approach is designed to provide one person answerable to the City at all times. Our project management framework results in direct lines of communication and responsibility and allows for simple project coordination.

For infrastructure construction projects in residential neighborhoods and/or business districts (e.g. roadway reconstruction and underground utility improvements, etc.), it is extremely beneficial to have the Project Manager integrally involved with the project – from conceptual design through construction services. This will ensure continuity during the entire duration of the project(s). Our Project Manager will be "hands-on" during the design and construction of projects under this contract with the City.

Schedule Control

It is important that each and every work authorization meet the established time schedule. The Project Manager will be responsible for schedule compliance. Mathews Consulting's principals review schedule compliance on a bi-monthly basis at project schedule control meetings and take appropriate action to prevent slippage with it first becomes apparent.

Cost Control

Just as it is with schedule control, it is essential that all work authorizations stay within approved budgets. Each task and associated subtasks will be tightly managed to achieve this goal. Work authorization budgets will be established by task and by subtask.

These budgets will be used as the basis against which actual costs will be measured. The Project Manager will be responsible for maintaining the task or subtask within the budget.

Quality Assurance / Quality Control

Our Team recognizes the importance of a clear focus on ensuring quality. Our Quality Control Manager will monitor the implementation of the QC program on each task order and will ensure that all work is performed in conformance with the "QA/QC Plan". The committee will work with the project manager to select an appropriate senior reviewer for each delivery order based on applicable experience and technical expertise.



Quality is not a
"one time"
commitment,
but rather a
continuous
process of
improvement

Our Firm's ethics policy will ensure there are no conflicts of interest or improper performance in completing engineering services under this contract.

Cost Control Performance

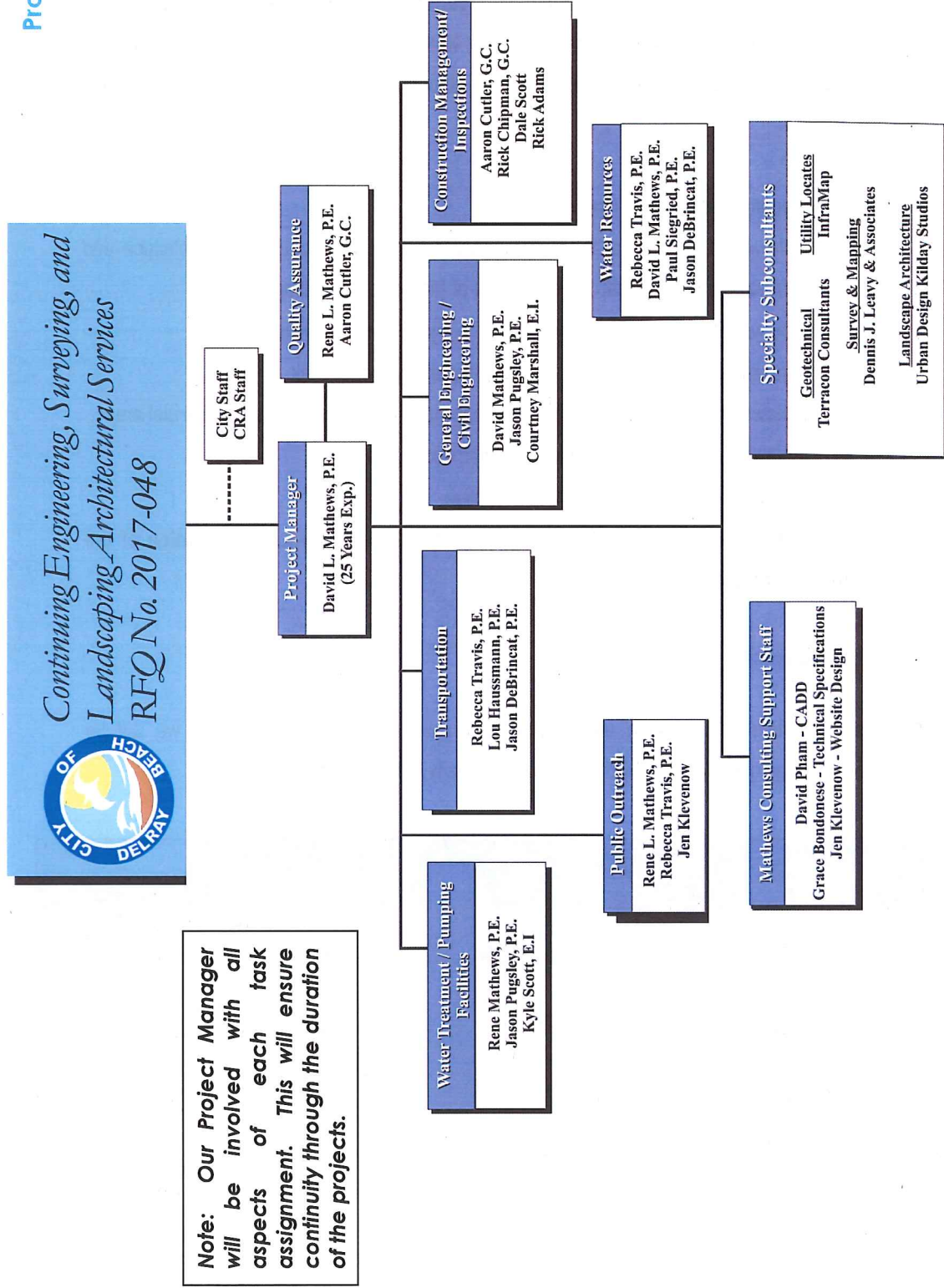
Mathews Consulting is committed to producing high quality, cost efficient products within required time frames. The Principal Owners of the firm continually monitor the design and construction costs of each project. Also, we are extremely familiar with the construction contractors in South Florida and are aware of bidding conditions that can affect the construction cost of a project.

Table 4.1 is a record of recent cost estimates which shows our competence and dedication to providing clients with accurate project estimating. This is the best physical evidence an engineering firm can present as demonstration of project cost control performance.

Table 4.1
Mathews Consulting's Recent Cost Estimates

Project	Engineer's Estimate	Bid Was
City of Boca Raton Reclaimed Water Storage & Pumping Facility	\$5,200,000	\$3,914,909
City of Boca Raton On-Site Reclaimed Water Pumping Facility	\$811,000	\$730,000
City of Boca Raton West Reclaimed Water Main Extension	\$1,768,437	\$1,557,425
City of Delray Beach - 24" Reclaimed Water Main	\$321,522	\$271,364
City of Delray Beach - Country Club Acres Infrastructure Imp.	\$1,515,811	\$1,377,027
City of Delray Beach - Sea Sage Dr/Melaleuca Rd/Oleander Lane	\$984,063	\$1,126,755
City of Delray Beach - SW 12th/SW 11th Avenue Water Main	\$736,740	\$721,420
City of Delray Beach - Venetian Drive Infrastructure Imp.	\$1,495,164	\$1,458,795
City of Delray Beach - Area 1 Reclaimed Water System	\$1,484,995	\$1,312,100
City of Delray Beach - Area 2 & 3 Reclaimed Water System	\$1,500,000	\$1,731,265
City of Delray Beach - Area 11 Reclaimed Booster Pump Station	\$989,590	\$691,084
City of Tamarac - Tamarac Lakes Water Main Improvements	\$837,441	\$766,175
City of Tamarac - Southgate Blvd. Streetscape Improvements	\$1,449,717	\$1,239,469
City of Tamarac - McNab Road Water Main Improvements	\$477,250	\$486,832
City of West Palm Beach Monroe Drive Infrastructure Improvements	\$7,077,975	\$5,984,486
Loxahatchee River District - S. Seabrook Road Sewer System	\$1,689,931	\$1,494,589
Loxahatchee River District - Tidewater Drive Sewer System	\$290,081	\$274,156
Loxahatchee River District - Jupiter Highlands Low Pressure System	\$315,728	\$245,018
Palm Beach County - 30" Reclaimed Water Main	\$368,520	\$299,705
Palm Beach County - FPL On-site Reclaimed Water Facilities	\$3,600,000	\$2,772,000
Town of Gulf Stream - 24" Stormwater Outfall	\$44,746	\$39,655
Town of Lantana - Raw Water Supply Wells No. 11	\$755,000	\$631,500
Town of Lantana - Raw Water Supply Well No. 12	\$400,000	\$341,400
Town of Highland Beach A.1.A. Water Main Replacement	\$3,700,000	\$2,714,707
Average		-11.43%
(under engineer's estimate)		

Figure 4-3
Project Team
Personnel



The Mathews Consulting Team is committed to providing the City with the highest quality engineering and construction solutions that will save you time and money. We do this by providing you with a team of experienced and technically superior professionals who know how to implement innovative, cost-saving ideas.

All of our specialty Subconsultants have worked with Mathews Consulting on past City projects and municipal infrastructure improvement projects. Our continued working relationship as a Team will ensure there is no learning curve in the services that will be included under this Contract for the City of Delray Beach.

Our Project Team offers compatible backgrounds, capabilities, and philosophies consistent with the City's needs and requirements. We have established team member roles and responsibilities utilizing the following guidelines.

- Assignment and dedication of the principal owners of each firm to specific work task(s).
The principals of each firm will be responsible for leading and performing the work.
- Best available technical expertise to ensure project quality.
- Extensive team experience on similar projects.

We are confident that our Project Team will provide the City with outstanding services in an efficient and cost-effective manner.



With distinctive core practice areas, **Urban Design Kilday Studios (UDKS)**

brings significant experience in land planning, zoning and governmental approvals. With more than thirty (30) years of

experience, UDKS is one of the largest and most recognized urban design, planning and landscape architecture firms in Palm Beach County.



Approvals Processing, Landscape Architecture, Design Guidelines and Graphics.



DENNIS J. LEAVY & ASSOC.



Mathews Consulting will utilize **Dennis J. Leavy & Assoc.** to assist with surveying, mapping and GIS services for the contract. Dennis J. Leavy & Associates is a Land Surveying and Mapping Firm established in 1994 and is located in Palm Beach County, Florida. They offer a wide spectrum of services to all aspects of the Municipal Engineering, Land Development and Construction trades. Their land related services include, but are not limited to: land surveying, land planning, land development consulting, and platting. Dennis J. Leavy takes pride in their ability to offer a quality professional service in a timely manner at very competitive rates.

The firm employs four Registered Land Surveyors with over 80 years combined experience which enables this firm to offer a vast variety of knowledge in all aspects of the land surveying profession.

For fast and accurate performance on the forefront of technology, Leavy's field crews are equipped with an array of equipment, including Global Positioning Systems (GPS), Geodetic Total Stations (Topcon) and Data Collection (TDS). In order to meet the need of any job request, their firm also owns and maintains an airboat, two wave runners, three all terrain cycles, one all terrain vehicle, an aluminum boat, and four four-wheel drive pick-up trucks. To compliment the efforts of field crews, the office staff is equipped with Civil 3D Release 2013. Mr. David Bower qualifies the firm under certificate No. LB-0006599 issued by the Florida State Board of Professional Surveyors and Mappers.

Leavy's Elements of Service:

- | | |
|--|---|
| ☐ Boundary Surveys | ☐ Project Management |
| ☐ Topographic Surveys | ☐ Legal Description Preparation |
| ☐ Right-of-way Surveys | ☐ Control Surveys |
| ☐ Hydrographic Surveys | ☐ As-Built Surveys |
| ☐ Platting | ☐ Record Drawings |
| ☐ Title Searches | ☐ ALTA/ACSM Surveys |

Terracon has been providing services for state and local governments in Florida through continuing services contracts since the early 1990's. Currently they hold over 100 continuing services (geotechnical, construction testing and inspection, building inspection, and environmental assessments) with more than 85 different governmental agencies in the state.

Terracon serves a diverse portfolio of private and public clients. By being responsive, resourceful, and reliable, they strive to exceed their clients' expectations for service, solutions, quality, and speed of delivery. Based on a deep understanding of our clients' needs, Terracon's commitment is centered around these key objectives.

For this contract, Terracon will provide geotechnical services (i.e. soil borings). Terracon's liaison for this contract will be Kevin Aubrey, Terracon, 1225 Omar Road, West Palm Beach, FL 33405, 561-689-4299.

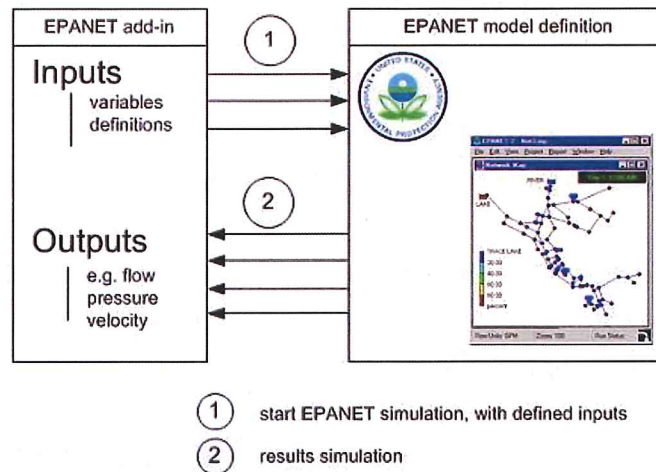


Mathews Consulting will utilize **InfraMap Corp.** to provide underground utility locates (soft-digs) for the Contract. InfraMap Corp. was founded in 1987 and is a leading provider of Utility

Infrastructure Mapping and Subsurface Utility Engineering (S.U.E.) services. Their clients include State and Local Transportation Departments, Airports, Port Authorities, Utility Municipalities and Engineering Consultants. They have performed some of the largest utility mapping projects ever undertaken by any firm.

InfraMap has the resources to perform and deliver multiple large scale projects on time throughout the United States as evidenced by our past and recent performance. InfraMap collects utility infrastructure data in the field using sophisticated geophysical techniques and instrumentation (including Ground Penetrating Radar/GPR), with automated data collection and state of the art survey equipment (including Spectra/ Global Positioning System/ GPS). They then merge this information onto the client's base mapping in their desired





WaterCAD® is a program from Bentley/Haestad Methods which models the design and analysis of complex pressurized systems. The program performs the following functions:

- Performs steady state analysis of water distribution systems with pumps, tanks and control valves.
- Performs extended period simulations to analyze the piping systems' response to varying supply and demand schedules.
- Performs water quality simulations and determines the water source and age, or track the growth or decay of a chemical constituent throughout the network.
- Performs Fire Flow Analyses on systems to determine how it will behave under extreme conditions.



The program also provides for profiling and enhanced pressure contours.

SewerCAD®, also a program from Bentley/Haestad Methods, models the design and analysis of gravity flow and pressure flow through pipe networks and pumping stations. The program can be run in AutoCAD mode or in Stand-Alone mode utilizing a separate graphic interface. The program performs the following functions:

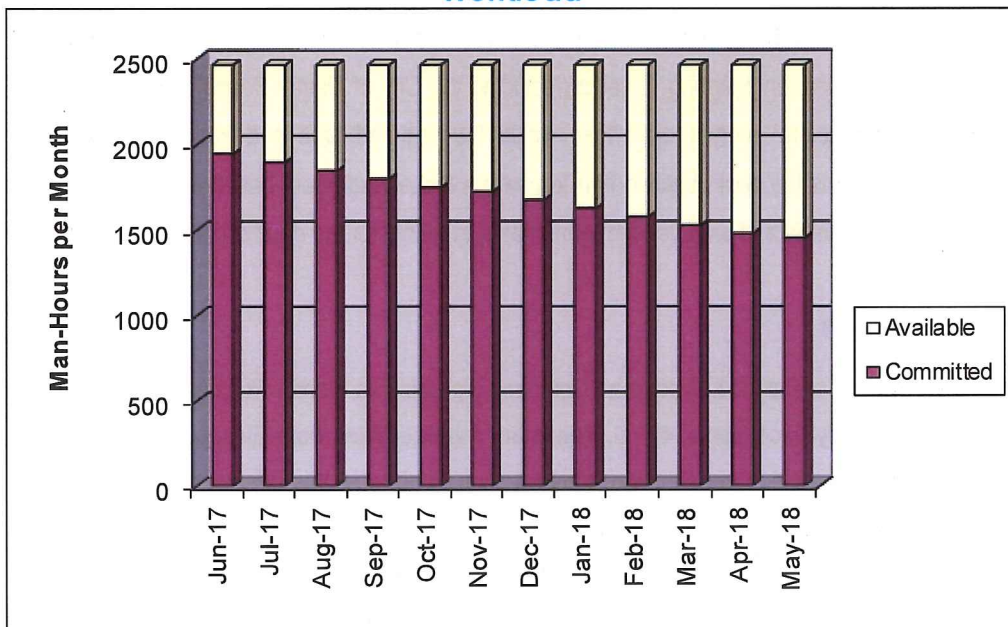
Current Workload & Availability

Mathews Consulting is available to begin the work tasks associated with this Contract immediately, and we are committed to be available for continuation of the work on an on-going and as needed basis. Our experienced staff and team members permit us to commit all of our necessary resources to the City of Delray Beach General Engineering Contract. Our team is committed to assign the most qualified, technical expertise to this project assignment, meet the required schedules and budgets, and produce exceptional project results.

Our Project Manager, David Mathews, P.E., will be fully dedicated to this Contract and to the City to ensure that all project tasks are performed on time and within budget. **Our Project Manager will be available for the duration of this Contract.**

Mathews Consulting's projected workload is presented in **Figure 4-4**. The chart shows that we have more than enough man-hours available to provide Design, Permitting, Bidding, Construction Management & Inspection Services for this Contract. We are immediately available to provide exceptional engineering and construction services to the City of Delray Beach.

Figure 4-4
Workload



As the chart demonstrates, our workload availability far exceeds the required staffing allocation for this project. **This Project will be our TOP PRIORITY, and we will devote all required resources**

Our office location is very close to the City of Delray Beach, and this ensures that we are immediately accessible and available to the City to attend meetings, and to provide general communications, coordination and supervision of all of our projects.

All of our staff can easily attend pre-scheduled meetings personally due to our close proximity to the City and short driving times.

As we have demonstrated to the City on past projects, we ensure accessibility and availability of our staff during the term of our Contract.

Our Company website can be found at: www.baxterwoodman.com. The office locations for our Subconsultants are listed below.

Subconsultant Firm	Expertise	Office Location
Urban Design Kilday Studios	Landscape Architecture	610 Clematis Street, Suite CU-02 West Palm Beach, FL 33401
Dennis J. Leavy & Associates	Surveying & Mapping	460 Business Park Way, Suite B Royal Palm Beach, Florida 33411
Terracon Consultants	Geotechnical (Soil Borings)	1225 Omar Road West Palm Beach, FL 33405
InfraMap, Inc.	Utility Locates (Soft Digs)	1860 Old Okeechobee Road, Suite 201 West Palm Beach, Florida, 33409

Chapter 5

RFQ Forms

This Section includes the following RFQ Forms:

- ☐ Form B – Public Entity Form
- ☐ Form C – Drug Free Workplace Form
- ☐ Form D – Conflict of Interest Form
- ☐ Form E – Acknowledgement of Addenda Form

Form C - Drug-Free Workplace

In the event a tie exists at the conclusion of evaluations, preference will be given to the supplier(s) who certifies it has a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

TIE: Whenever two or more proposals are equal with respect to scoring for the evaluation criteria (e.g., price, experience, quality, service) are received for the procurement of commodities or contractual services, a proposal received from a supplier that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing a tie will be followed if none of the tied suppliers have submitted this Form C and/or have a drug-free workplace program.

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

- 1) This firm publishes 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) This firm informs 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) This firm gives 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), this firm notifies 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 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) This firm imposes a sanction on or requires the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by:

Mathews Consulting, a Baxter & Woodman Company

Firm Name



Signature

5-8-17

Date

David L. Mathews, P.E., Vice President

Printed Name and Title

City of Delray Beach

RFQ No. 2017-048

Continuing Engineering, Surveying, and Landscaping
Architectural Consulting Services

Page 37

Form E - Acknowledgment of Addenda

The Proposer hereby acknowledges the receipt of the following addenda, which were issued by the City and incorporated into and made part of this RFQ. It is the sole responsibility of the Proposer to ensure that all addenda have been received and receipt of each has been acknowledged. Failure to submit acknowledgement of each addendum issued may result in the Proposer being deemed non-responsive.

ADDENDA NUMBER	ADDENDA DATE
1	4/24/17
2	4/27/17
3	5/04/17
4	5/10/17
5	5/10/17
6	5/18/17
7	5/19/17



Signature of Proposer's Agent

David L. Mathews, P.E.

Printed Name

Vice President

Title

5-25-17

Date

Chapter 6

Insurance Certificates

This Section provides our proof of insurance to perform the required services.

6.1 Proof of Insurance

In this chapter, please find certificates of insurance which indicate Mathews Consulting, a Baxter & Woodman Company's current level of insurance in the areas of General Liability, Worker's Compensation, and Professional Liability.

It is important to note that Mathews Consulting currently maintains a \$5 million Professional Liability insurance policy.

A copy of our certification is provided at the end of this chapter.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/18/2017

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

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

PRODUCER Risk Strategies Company 650 Dundee Road Suite 170 Northbrook IL 60062	CONTACT NAME:	
	PHONE (A/C No, Ext): (847) 412-1414	FAX (A/C No):
INSURED Mathews Consulting, a Baxter & Woodman Inc. Company 477 S. Rosemary Ave., #330 West Palm Beach FL 33401	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Valley Forge Ins Co	
	INSURER B: Continental Insurance Co	
	INSURER C: Transportation Insurance Company	
	INSURER D: Continental Casualty Company	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: CL1711827012

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY		6045872351	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 1,000,000	
	☐ CLAIMS-MADE ☒ OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000	
	☒ primary/non contributory					MED EXP (Any one person) \$ 15,000	
	☒ subj to written contract					PERSONAL & ADV INJURY \$ 1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000	
	☐ POLICY ☒ PRO-JECT ☐ LOC					PRODUCTS - COM/PROP AGG \$ 2,000,000	
	OTHER:						
	A	AUTOMOBILE LIABILITY					6045872348
☒ ANY AUTO			BODILY INJURY (Per person) \$				
☐ ALL OWNED AUTOS		☐ SCHEDULED AUTOS	BODILY INJURY (Per accident) \$				
☒ HIRED AUTOS		☒ NON-OWNED AUTOS	PROPERTY DAMAGE (Per accident) \$				
B	☒ UMBRELLA LIAB ☒ OCCUR		6045872365	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 5,000,000	
	☐ EXCESS LIAB ☐ CLAIMS-MADE					AGGREGATE \$ 5,000,000	
	DED RETENTION \$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		6045872379	1/1/2017	1/1/2018	☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)	☐ Y ☐ N				E.L. EACH ACCIDENT \$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
D	Professional Liability		AEN591900841	5/15/2016	1/1/2018	Per claim \$5,000,000 Aggregate \$5,000,000	

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

Re: 2012 General Engineering Consulting Services Agreement. City of Delray Beach is included as additional insured as respect GL/Auto/Umbrella, subject to written contract requiring same per blanket endt.

CERTIFICATE HOLDER

CANCELLATION

City of Delray Beach
434 S. Swinton Avenue
Delray Beach, FL 33444

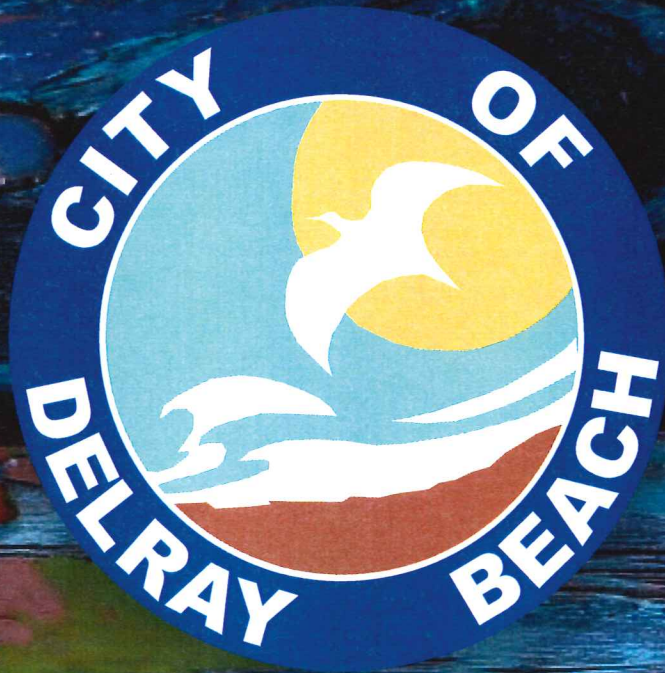
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael Christian/CID

Michael Christian

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MATHEWS
CONSULTING



a BAXTER & WOODMAN company

EXHIBIT "B"



Category: Engineering, Civil
Engineering, Transportation
Engineering, Water
Resources Engineering

Hourly Raw Salary Rate

Principal Engineer	\$ 53.42
Project Manager	\$ 33.06
Senior Engineer	\$ 34.61
Engineer I	\$ 20.00
Engineer II	\$ 24.52
Senior Engineering Tech	\$ 25.21
Senior CADD Designer	\$ 21.75
CADD Designer	\$ 20.00
Construction Manager	\$ 30.00
Senior Inspector	\$ 22.00
Office Support	\$ 18.68

PRICE ADJUSTMENTS BASED ON GOVERNMENTAL PRICE INDEX

Prior to the completion of the first year of the Contract term, and every 12-month anniversary thereafter, the City may consider an adjustment to prices based on the most recent 12 month change in the following pricing index: Bureau of Labor Statistics, Employment Cost Index, Private Industry Workers, Total Compensation, Management business and financial occupations, Not Seasonally Adjusted, CIU2010000110000A.

It is Consultant's responsibility to request any pricing adjustment under this provision. For any adjustment to be considered, the Consultant's request for adjustment should be submitted at least sixty (60) days prior to the anniversary date. The adjustment requested shall not be in excess of the relevant pricing index change. If a timely adjustment request is not received from the Consultant, the City may exercise its Option to Renew the Contract for another Term without any pricing adjustment.