

Statement of Qualifications

City of Delray Beach

RFO # 2017-042; Project # 16-024

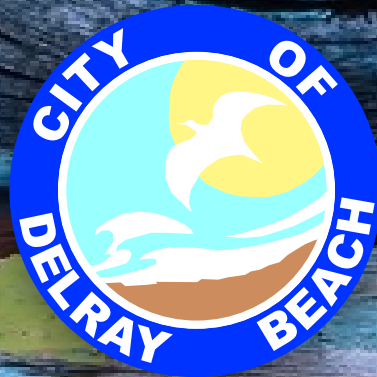
Construction Engineering & Inspection
for Area 12C Reclaimed Water

Prepared by:

MATHEWS
CONSULTING



a BAXTER & WOODMAN company



March 31, 2017

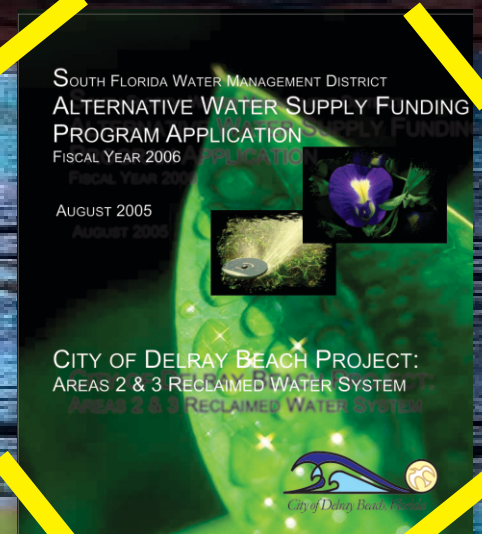


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Chapter 1

Letter of Intent



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 *Construction Engineering and Inspection for Area 12C Reclaimed Water (RFQ #2017-042)*. 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 project includes the installation of reclaimed water mains & services, water mains & services, gravity sanitary sewers & laterals, stormwater facilities and roadway reconstruction. The reclaimed water main will be installed using traditional open-cut methods and directional drill methods.

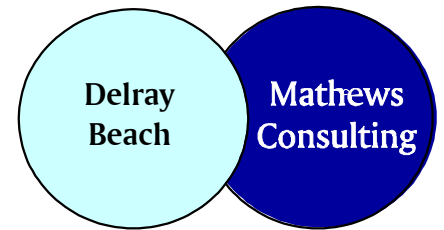
Mathews Consulting has extensive experience with managing this type of construction project in residential / commercial areas of the city of Delray Beach and we will provide the depth of resources needed to take on and successfully complete on time any task this Contract may entail.

We have extensive construction management experience working on the Delray Beach Barrier Island and in FDOT right-of-way (S.R. A.1.A.).

Mathews Consulting also offers a unique approach to serving the City of Delray Beach: we will protect your interests, provide high-quality construction solutions, and save you money with our cost effective services and solutions. 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 *Construction Management & Inspection Services* is such that responsiveness is the key to resolving construction issues in the field so that the Contractor's crews are not on stand-by, which could result in claims for crew time. 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-three (23) General Consulting Contracts that we serve throughout South Florida, including the City of Delray Beach (Environmental Services & CRA). It is important to note that all of these general consulting contracts include construction management and inspection services.

Leadership. A key component of Construction Engineering & Inspection 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 General Contractor. Our Construction Manager, Aaron Cutler, G.C., will direct all work products for this Contract and will be the City's central point of contact. Mr. Cutler is a Construction Manager for Mathews Consulting and has over 18 years of construction management and inspection experience and believes in doing "whatever it takes" to ensure project success. Mr. Cutler, as demonstrated on past numerous City of Delray Beach roadway, reclaimed water, drainage, and neighborhood improvement projects, will take personal ownership of this project assignment to ensure your satisfaction. Mr. Cutler will be supported by Richard Chipman, G.C., also a Construction Manager with Mathews Consulting, who will serve as Deputy Construction Manager and by David Mathews, P.E., Vice President of Mathews Consulting who will serve as the Project Director. Mr. Mathews will ensure that the Construction Management staff is on point at all times.



Flexible - Responsive - Seamless

Reclaimed Water Experience. Mathews Consulting has been providing reclaimed water design & construction services to the City of Delray Beach since 2003. The following is a partial list of successful projects:

- Reclaimed Water Master Plan
- Area 1 Reclaimed Water System
- Area 2 & 3 Reclaimed Water System
- Area 4 Reclaimed Water System
- Area 11 Reclaimed Water System
- Area 12A, 12B & 12C Reclaimed Water System
- AWS Grant Applications

We also have extensive experience in preparing all required grant information for compliance with all SFWMD and FDEP Grants, during construction.

Competitive Rates. Mathews Consulting is a local South Florida, mid-size engineering business enterprise that provides engineering services at a cost-effective rate. The principal owners of our firm will lead and perform specific assigned work task(s). We are also a full service design and construction firm and provide all construction administration, construction inspections, public outreach, design (civil, transportation, public outreach, structural, electrical and instrumentation), and value engineering services in-house.

Ease of Communication. Our Florida office is located at The Offices at CityPlace North, 477 S. Rosemary Avenue, West Palm Beach. We have been serving Delray Beach from this location since 1999. Additionally, our principals are always available during and after working hours should emergencies arise. This ease of communication promotes team-oriented interaction which produces results!!

Committed Project Partners. The City needs a consultant who will work as a partner with your staff – one who will be a proactive extension of your staff. Mathews Consulting has a solid track record of partnering with local utility 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 our civil / utility engineering practice in South Florida. Our highly experienced team will be accessible and responsive to your needs at all times.

Mathews Consulting's primary goal is to provide the City of Delray Beach with an **experienced, cost effective, responsive and accessible** construction management team that will help you improve and develop the best possible infrastructure to serve the City's residents and business owners, while meeting your technical, budget, and schedule needs. Mathews Consulting firmly understands the work to be completed in this Contract, and based our proven ability on past South Florida reclaimed water, gravity sewer, stormwater, water mains and roadway reconstruction projects (including the City of Delray Beach), we give 110% commitment to complete every project task within the required time and budget constraints.

We appreciate the opportunity to present our qualifications and look forward to a continued working relationship with the City on this very important and challenging project. Please contact us if additional information is needed during the evaluation and selection process.

Very Truly Yours,

**MATHEWS CONSULTING,
A BAXTER & WOODMAN COMPANY**



John Ambrose, P.E., President
477 S. Rosemary Avenue, Suite 330
West Palm Beach, FL 33401
Office: (561) 655-6175; Fax: (561) 655-6179

**MATHEWS CONSULTING,
A BAXTER & WOODMAN COMPANY**



David Mathews, P.E., V.P. / FL Operations
477 S. Rosemary Avenue, Suite 330
West Palm Beach, FL 33401
Office: (561) 655-6175; Fax: (561) 655-6179

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

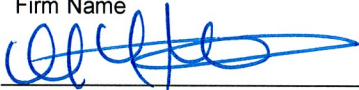
Email Address: dmathews@baxterwoodman.com

Federal Identification Number: 36-2845242

Acknowledged by:

Mathews Consulting, a Baxter & Woodman Company

Firm Name



Signature

3-30-17

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.

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Form A - Signature Authority

Indicate below Proposer's type of organization and provide the required documentation as applicable to demonstrate that the executor of Proposer's Proposal is duly authorized to execute on behalf of, and as the official act of, Proposer.

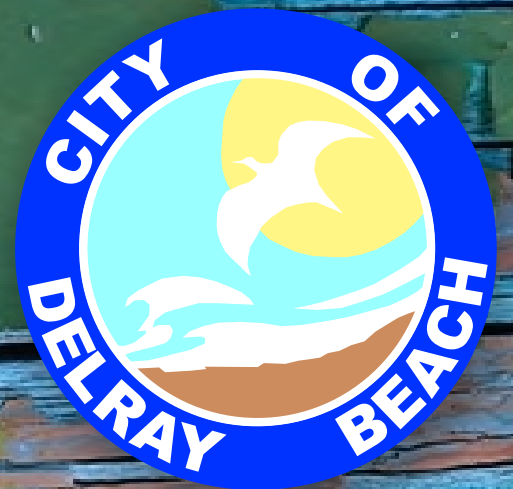
Select	Type of Organization	Officer Who Signed Proposal Submittal Signature Page	Required Authorizing Documentation
<input checked="" type="checkbox"/>	Corporation	President, Vice President, or Chief Executive Officer	None
<input type="checkbox"/>	Corporation	Director, Manager, or other title	Corporate resolution
<input type="checkbox"/>	Limited Liability Company (LLC) – Member-Managed	Member	Articles of Organization or Operating Agreement
<input type="checkbox"/>	Limited Liability Company (LLC) – Manager-Managed	Manager	Articles of Organization or Operating Agreement
<input type="checkbox"/>	Limited Partnership	General Partner	Document demonstrating the legal authority to bind the Limited Partnership
<input type="checkbox"/>	Partnership	Partner	None
		CEO, Director, Manager or other title	Authorizing documentation
<input type="checkbox"/>	Individual	Individual	None

Documentation is not required.

The required authorizing documentation is included with Proposal.

Chapter 2

Statement of Organization



Chapter 2

Statement of Organization

This section provides our statement of organization. Information is organized as follows:

- Firm Organization
- Legal Contracting Name
- State of Incorporation
- Date of Authorization
- Ownership Structure
- W-9 Form
- Company Owners
- Federal Identification Number
- Corporate Headquarters
- Local Office
- Hours of Operation
- Years in Business
- Primary Representative
- Secondary Representative
- Litigation Summary

2.1 Firm Organization

Baxter & Woodman is a forward-thinking civil engineering firm dedicated to combining sound engineering practices with emerging technologies to provide sustainable, innovative solutions. Our staff of 215 professionals specialize in municipal engineering, transportation services, water and wastewater management, stormwater management, construction services, and technology services. We help build community value through safe roads and bridges, clean water supplies, and reliable wastewater treatment.

Baxter & Woodman was founded in 1946 after the firm's founding fathers, Richard Baxter and Lorrin Woodman, became friends in graduate school at Harvard University where they both studied sanitary engineering. During World War II, their paths crossed again when they were stationed together in Guam. Before their return to the States, the two men struck a gentleman's agreement – they would start up an engineering firm upon their safe return home. Making good on this agreement, in 1946, the two friends founded Baxter & Woodman Consulting Engineers in Crystal Lake, Illinois.



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.”

Effective August 2016, the 18-year Florida firm operates under the name of Mathews Consulting, a Baxter & Woodman Company. Mr. David Mathews, P.E. serves as Vice President Florida Operations and Ms. Rene Mathews, P.E. leads the business development as Vice President of Business Development for the firm's Florida regional office. In a recent press release, Ms. Rene Mathews confirmed: "The services you receive today and staff members you work with will remain the same. Our team will be joining Baxter & Woodman's 215+ professionals, which allows us to expand our reach in offering GIS, surveying, wastewater and water treatment, instrumentation and controls, trenchless technology, transportation planning, design and construction services".

2.2 Legal Contracting Name

The legal contracting name for our firm is Baxter & Woodman, Inc. In Florida, we operate under the DBA name of Mathews Consulting, a Baxter & Woodman Company. Our State of Florida Department of State Certification No. F16000002059 and DBA Registration No. G16000074503 is included at the end of this section.

2.3 State of Incorporation

Baxter & Woodman's was incorporated February 1, 1969 in the State of Illinois. The firm is authorized to transact business in the State of Florida under the Department of State Certification No. F16000002059, a copy of which is included at the end of this section.

2.4 Date of Authorization

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 section.

2.5 Ownership Structure

Baxter & Woodman was organized as a Corporation in the State of Illinois.

2.6 W-9 Form

Please see our completed W-9 Form at the end of this Section.

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. Hausmann	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

2.10 Local Office

Contact information for Baxter & Woodman's local Florida Office is as follows:

Address: Mathews Consulting, a Baxter & Woodman Company
477 S. Rosemary Avenue, Suite 330
West Palm Beach, Florida 33401

Telephone: 561-655-6175
Fax: 561-655-6179
Email Address: David Mathews, Vice President Florida Operations
DMathews@baxterwoodman.com

Website: www.baxterwoodman.com

2.11 Hours of Operation

Mathews Consulting, a Baxter & Woodman Company, maintains the following hours of operation for Florida Operations:

Engineering & Administration:

- Monday – Thursday: 7:30 a.m. – 5:30 p.m.
- Friday: 8:00 a.m. – 12:00 p.m.

Construction Services:

- Monday – Friday: 7:30 a.m. – 4:30 p.m.

2.12 Years in Business

Baxter & Woodman, Inc. started its engineering business in the Year 1946 in the State of Illinois. The firm has been in business for over seventy (70) years.

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

Pending litigation includes:

- ***Village of Itasca vs. Baxter & Woodman, Inc. and Baxter & Woodman Control Systems Integration, LLC:*** Issues involve operational status of sludge dewatering, UV disinfection systems and SCADA system. The parties are currently in the mediation stage.
- ***Thorn Creek Basin Sanitary District vs. Baxter & Woodman, Inc.:*** Issues involve preliminary engineering services for a corrosion control study. The parties are currently providing responses and defenses to the legal documents.

State of Florida



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

Chapter 3

Minimum Qualifications



Chapter 3

Minimum Qualifications

This section 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
- Similar Reclaimed Water Design Projects

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 section.

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 section.

3.3 Similar Reclaimed Water Design Projects

Detailed project descriptions (minimum of two) for reclaimed water design engineering projects within the past three years that included two or more of the following design elements immediately following this Section:

- Storm Drain Pipes, Inlets & Manholes
- Swales
- Pedestrian Ramps (ADA)
- Sidewalks & Driveways
- Drainage / Stormwater Design
- Signing & Pavement Markings
- Water & Sewer Pipes & Services

PROJECT #1 - Reclaimed Water Expansion Area 12A (Phase I & II)

Name of Client: City of Delray Beach

Phone No.: (561) 243-7000 (Ext. 4205)

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

Contact Person Name: Victor Majtenyi

Title: Deputy Director of Public Utilities

Description of services:

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 was broken into Area 12A (Phase 1 & 2), Area 12B and Area 12C.

Mathews Consulting provided engineering design, permitting, surveying, geotechnical investigations, utility locates, bidding, construction administration support services and inspection services for the Area 12A (Phase I & II) reclaimed water transmission/distribution system. Specific project elements included the following:

- Reclaimed water mains (ranging from 4-inch to 10-inch diameters), valves, fittings & reclaimed water meter boxes/services. The reclaimed water mains included conventional open-cut method of construction and directional drill method of construction.
- Provided 6-inch reclaimed water stub-outs as required for future connections.
- Potable Water Mains (6-inch & 8-inch diameters), valves, fittings & water meter boxes/services.
- Drainage Piping (ranging from 15-inch to 48-inch diameters) and Drainage Structures.
- Roadways - Trench Repair and Mill & Overlay



Construction of the project has been completed. Area 12A (Phase I) was constructed for \$1,470,000. Area 12A (Phase II) was constructed for \$1,456,545. The total construction price was \$2,926,545.

Project Location: Venetian Dr., McFarlane Dr., Miramar St., Ingraham Ave., Nassau St., Bay St., and Langer Way on the Barrier Island in the City of Delray Beach

Completed on time: Yes No Start Date: 2/1/2011 End Date: 9/8/2014

Design Elements: Reclaimed Water Mains & Services, Water Mains & Services, Stormwater, Swales, Roadway Improvements, Signing & Pavement Markings

PROJECT #2 - Reclaimed Water Expansion Area 12B

Name of Client: City of Delray Beach

Phone No.: (561) 243-7000 (Ext. 4205)

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

Contact Person Name: Victor Majtenyi

Title: Deputy Director of Public Utilities

Description of services:

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 was "Area 12". The Area 12 RWS will be broken into Area 12A (Phase 1 & 2), Area 12B and Area 12C.



Mathews Consulting provided engineering design, permitting, surveying, geotechnical investigations, utility locates, bidding, construction administration and inspection services for the "Area 12B" reclaimed water transmission/distribution system. Specific project elements include the following:

- Reclaimed water mains (ranging from 4-inch to 10-inch diameters), valves, fittings & reclaimed water meter boxes/services.
- Connection will be made to the existing reclaimed water main stub-out at the intersection of Venetian Drive/Casuarina Road.
- Provide 6-inch reclaimed water stub-outs as required for future connections.
- Roadways – trench repair w/ all roads to be milled and overlaid.
- Abandon existing 4-inch water mains in the project area
- Remove or abandon existing 8-inch water main along Sea Sage Drive.
- Extend the existing 6-inch water main along Sea Sage Drive between Azalea Road and Bauhinia Road. The 6-inch water main will tie into the existing 12-inch water main on Bauhinia Road.
- Connect the two (2) existing catch basins on Casuarina Road to the existing outfall.
- **Six (6) inline check valves for outfalls ranging from 12-inch to 36-inch.**

Construction of the project has been completed. Area 12B was constructed for \$2,694,841.

Project Location: Sea Sage Dr., Poinsettia Rd., Seagate Dr., Hibiscus Rd., Azalea Rd., Bauhinia Rd., Tamarind Rd., Melaleuca Rd., Bucida Rd., Venetian Dr., Oleander Ln. & Casuarina Rd. on the Barrier Island in the City of Delray Beach.

Completed on time: Yes No Start Date: 2/25/2014 End Date: 2/10/2017

Design Elements: Reclaimed Water Mains & Services, Water Mains & Services, Stormwater, Roadway Improvements, Signing & Pavement Markings

PROJECT #3 - Reclaimed Water Expansion Area 12C

Name of Client: City of Delray Beach

Phone No.: (561) 243-7000 (Ext. 4205)

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

Contact Person Name: Victor Majtenyi

Title: Deputy Director of Public Utilities

Description of services:

The proposed reclaimed water system for "Area 12C" project involves providing engineering design, permitting, public outreach and bidding services for the "Area 12C" reclaimed water transmission/distribution system.

The City has also recently experienced problems with aging water mains in the project area and standing water issues after heavy rainfall events. Therefore, the City has requested for MC to also replace the water mains, gravity sanitary sewers, add drainage inlets and piping, and reconstruct the roads and add swales on the following City roads in the project area:

- Brooks Lane
- White Drive
- Rhodes Villa Avenue
- Del Haven Drive

Project Components Consist of:

- Reclaimed water mains (ranging from 4-inch to 10-inch diameters), valves, fittings & reclaimed water meter boxes/services. The reclaimed water mains include conventional open-cut method of construction and directional drill method of construction.
- Connection will be made to existing stub-outs for Area 12B
- Provide 6-inch reclaimed water stub-outs as required for future connections.
- Water Mains (ranging from 6-inch to 8-inch diameters), valves, fire hydrants, fittings & water meter boxes/services.
- Abandoning / Removal of existing water mains in project area
- Replace the existing sanitary sewer system (gravity piping and sewer laterals and clean-outs in kind).
- Add drainage catch basins and drainage piping. The new drainage piping will connect into the existing outfalls located on Brooks Lane, White Drive, Rhodes Villa Avenue and Del-Haven Drive.
- Inline check valves will be designed to be installed on all existing drainage outfalls in the project area.
- New swales will be located on both sides of the roadway.
- Roadway Reconstruction
- FDOT Coordination
- Public Outreach

Project Location: Brooks Ln., White Dr., Rhodes Villa Ave., Del Haven Dr., and Ocean Blvd. on the Barrier Island in the City of Delray Beach

Completed on time: Yes X No Start Date: 4/15/2016 End Date: In Progress

Design Elements: Reclaimed Water Mains & Services, Water Mains & Services, Stormwater, Sanitary Sewer & Laterals, and Roadway Improvements



State of Florida



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



State of Florida
Board of Professional Engineers

Attests that
Baxter & Woodman, Inc.

d/b/a: MATHEWS CONSULTING A BAXTER & WOODMAN COMPANY

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

Expiration: 2/28/2019
Audit No: 228201901016 R




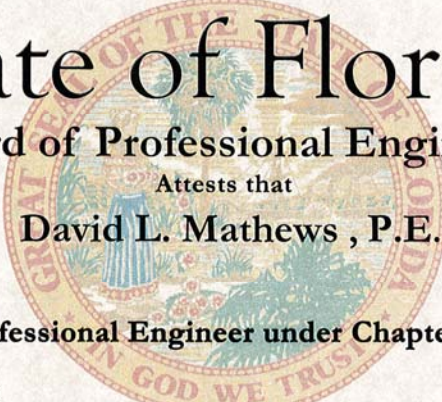
CA Lic. No:
31795

State of Florida
Board of Professional Engineers

Attests that
David L. Mathews , P.E.

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

Expiration: 2/28/2019
Audit No: 228201923241 R




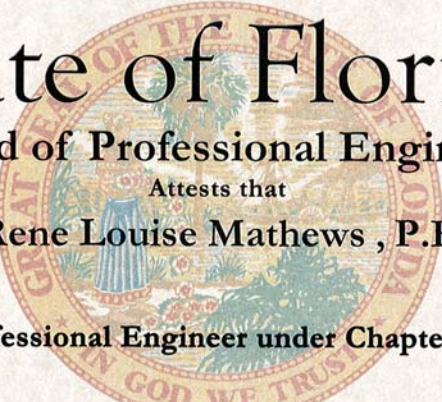
P.E. Lic. No:
48242

State of Florida
Board of Professional Engineers

Attests that
Rene Louise Mathews , P.E.

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


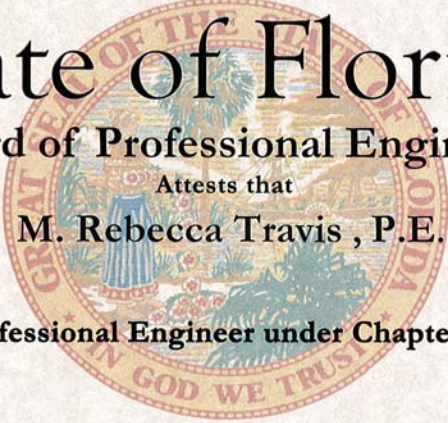
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P.E. Lic. No:
49298

State of Florida
Board of Professional Engineers

Attests that
M. Rebecca Travis , P.E.


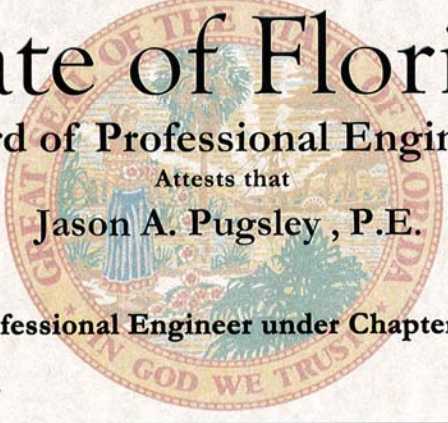


Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201900382 R

P.E. Lic. No:
40988

State of Florida
Board of Professional Engineers

Attests that
Jason A. Pugsley , P.E.


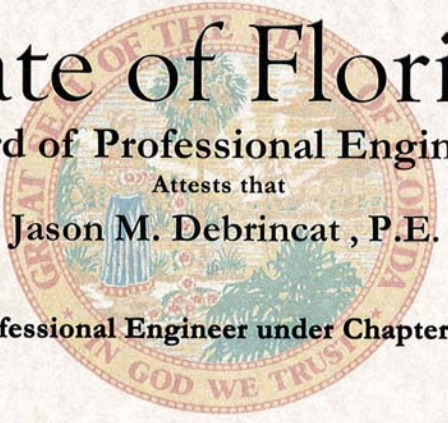


Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201908245 R

P.E. Lic. No:
67426

State of Florida
Board of Professional Engineers


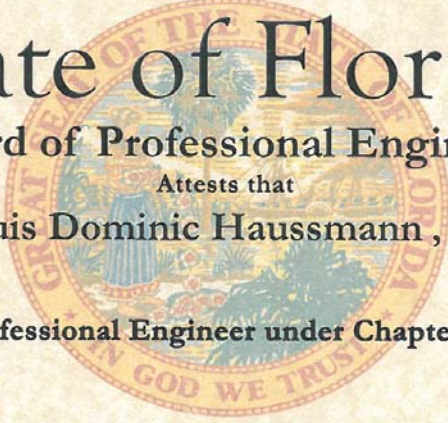
Attests that
Jason M. Debrincat , P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201914810 R

P.E. Lic. No:
71392


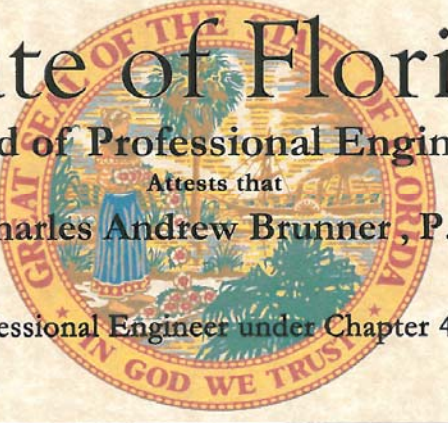
State of Florida
Board of Professional Engineers
Attests that
Louis Dominic Hausmann, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201908701 R

P.E. Lic. No:
81515

State of Florida
Board of Professional Engineers
Attests that
Charles Andrew Brunner, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201736287 I

P.E. Lic. No:
81536

Chapter 4

Response Requirements



Chapter 4

Response Requirements

This section provides our Proposal Response Requirements. Information is organized as follows:

- Firm Experience & Background
- Primary Engineering Consultant Experience
- Mathews Consulting Key Personnel
- References
- Key Employee Summary
- Project Management Approach
- Firm Organization

4.1 Firm Experience & Background



Mathews Consulting, a Baxter & Woodman Company, provides civil engineering design & construction services (transportation, roadway reconstruction & drainage) and general utility design & construction services (water, wastewater & reclaimed water) to municipalities in South Florida (Palm Beach County, Broward County & Monroe County). The firm's business philosophy is simple:

"Provide personal service and quality engineering consulting to every client."



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

Service Highlights:

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

- 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.



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 engineering consulting experience for projects ranging from \$100,000 to \$30 Million in construction value. We are experienced in all facets of reclaimed water, roadway, streetscape, water mains, sanitary sewers, drainage & neighborhood improvement projects for Municipalities, including conceptual design, permitting, detailed design, cost estimates,

bidding assistance, construction assistance and final certifications. We have been providing engineering consulting services as a Prime Consultant similar to the work in this General Contract to the City of Delray Beach (since 1998), City of Boca Raton, Town of Gulf Stream, Town of Highland Beach, City of West Palm Beach, Palm Beach County Water Utilities, Loxahatchee River District, Town of Lantana, City of Riviera Beach, City of Lake Worth, City of Boynton Beach, and Florida Keys Aqueduct Authority.

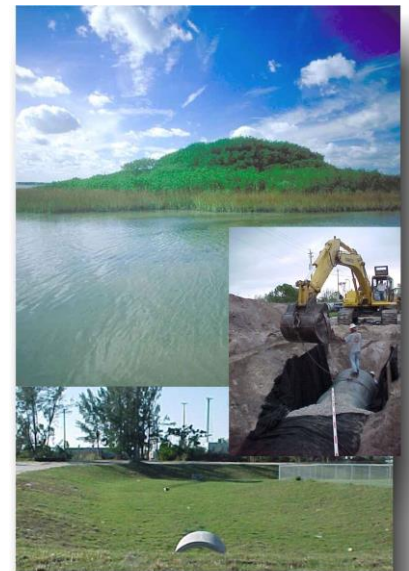
Awards & Certifications

Mathews Consulting has provided reliable and cost-effective solutions to our client's real-world challenges. Many of these solutions have been recognized for their high level of achievements, value and ingenuity by our peer associations. We are honored to be recognized for our past engineering accomplishments.

- Project: Duck Key Utility System Improvements
Client: Florida Keys Aqueduct Authority
Construction Cost: \$15.76 Million
Awards: The project was selected by the Florida Institute of Consulting Engineers (FICE) for a 2014 Engineering Excellence Grand Award.



- 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.



Specific Project Experience

As demonstrated in this Section, Mathews Consulting meets the following specific project experience as outlined by the City:

Experience as the prime engineering design consultant on reclaimed water projects	✓
Experience with design projects that include storm drain pipes, inlets and manholes	✓
Experience with design projects that include swales	✓
Experience with design projects that include pedestrian ramps	✓
Experience with design projects that include sidewalks and driveways	✓
Experience with design projects that include signing and pavement markings	✓
Experience with design projects that include drainage and stormwater	✓
Experience with design projects that include water and sewer pipes and services	✓
Experience with government agency roadway design construction projects	✓
Experience with roadway design projects in Florida, particularly in South Florida and in PBC	✓
Other types of experience or information	✓

For specific client references, refer to Pages 10-13 in Chapter 3.

Firm Specialties

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.

Reclaimed Water

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 has extensive experience in both potable water and reuse water transmission, pump stations & distribution systems; and wastewater collection & transmission system projects, ranging from: conventional gravity sewers, low pressure sewer systems, vacuum sewer systems, submersible lift stations, master booster pump stations and force mains.

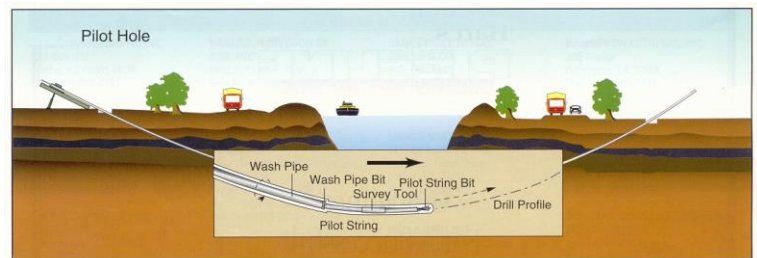


Gravity Sanitary Sewer System

We are also experienced in rehabilitation of existing sanitary sewer systems, including: lining sanitary sewers, coating manholes and converting "can-type" lift stations to "submersible-type" lift stations.

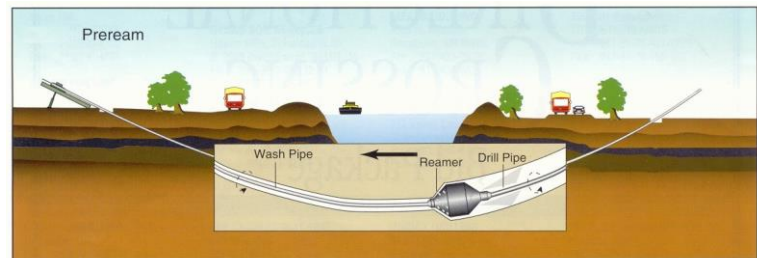
We are also proficient in the design of pipelines using conventional open-cut methods and both jack & bore and directional drill methods. In recent years, horizontal directional drilling (HDD) has been utilized in areas where traditional open-cut methods are not practical. HDD is a trenchless method for installing a pressure pipeline. It is a multistage process consisting of site preparation and restoration, equipment setup and drilling a pilot bore along a predetermined path and then pulling the pipe back through the drilled space. The technique is as follows:

- (1) **Pilot Hole** – A pilot hole is drilled beginning at a prescribed angle from horizontal and continues under and across the obstacle along a design profile made up of straight tangents and long radius arc;



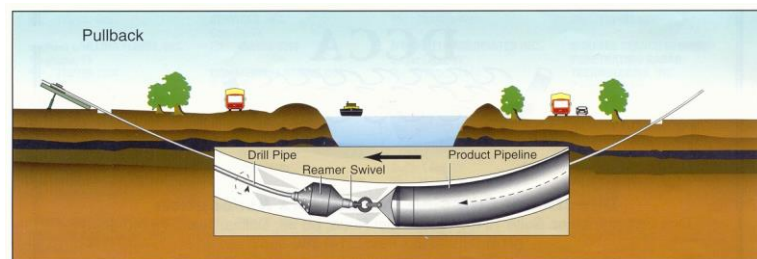
(1)

- (2) **Preream** – Once the pilot hole is complete, the hole must be enlarged to a suitable diameter for the product pipeline;



(2)

- (3) **Pullback** – Once the drilled hole is enlarged, the product pipeline can be pulled through it.

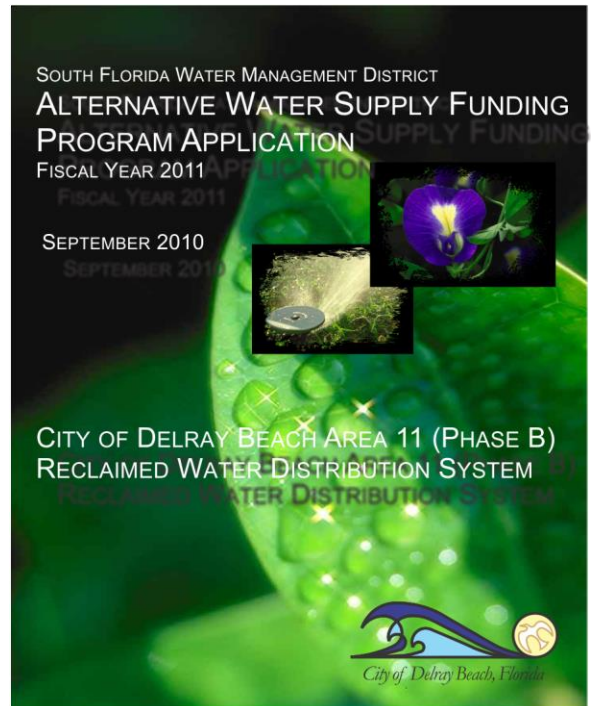
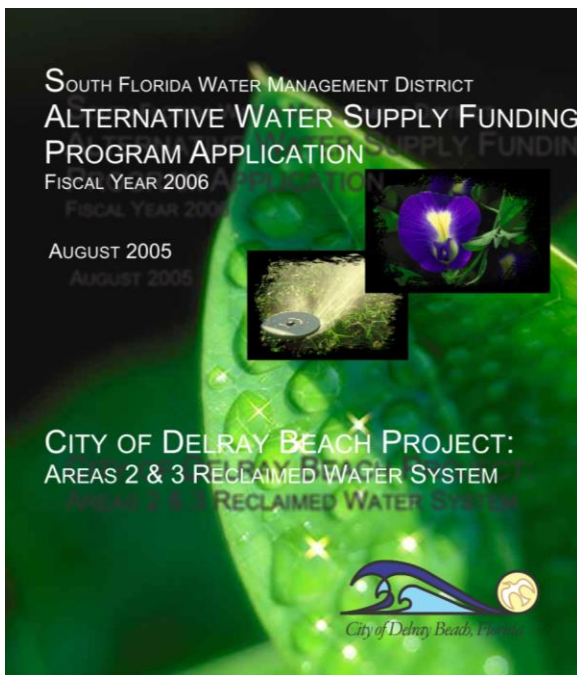


(3)

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



Construction Management

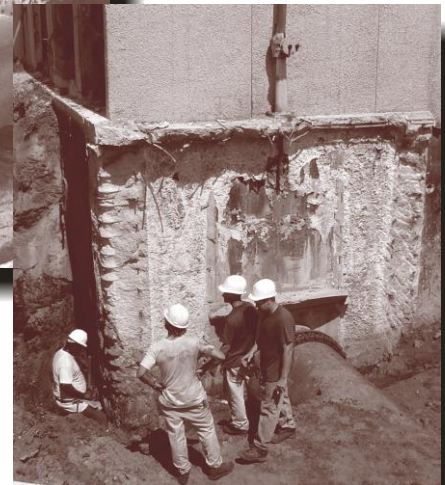
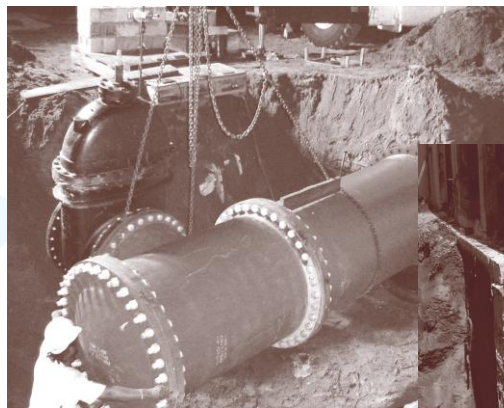
Mathews Consulting provides full service planning, management, operations and maintenance, and resident inspection of construction projects. Our experience includes construction of environmental and public works facilities, including reclaimed water facilities, water & sewer projects, wastewater / water treatment plants, pumping stations, pipeline projects, roadway / streetscape / hardscape projects and pilot facilities.

We tailor our construction management services to meet the specific needs of our clients

Construction administration services encompass the full realm of construction tasks: shop drawing review and approval; contract clarification; construction inspection; job site meetings; contractor pay request processing; change order negotiation; coordination of testing services; equipment testing/startup; and operator training.

Service Highlights:

- ◆ Construction Administration
- ◆ Construction Inspection
- ◆ Scheduling
- ◆ Equipment Testing/Startup
- ◆ Operator Training
- ◆ Cost Estimating
- ◆ Public Outreach



We provide construction administration capabilities through the use of MicroSoft® Project and Primavera software programs. Construction schedules are tailored to meet the individual needs of the client and respective construction projects. Schedule updating and detailed reporting in computer format complies with current industry standards and enables immediate, proactive responses to resolve schedule conflicts.

Transportation / Streetscape

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 lighting.

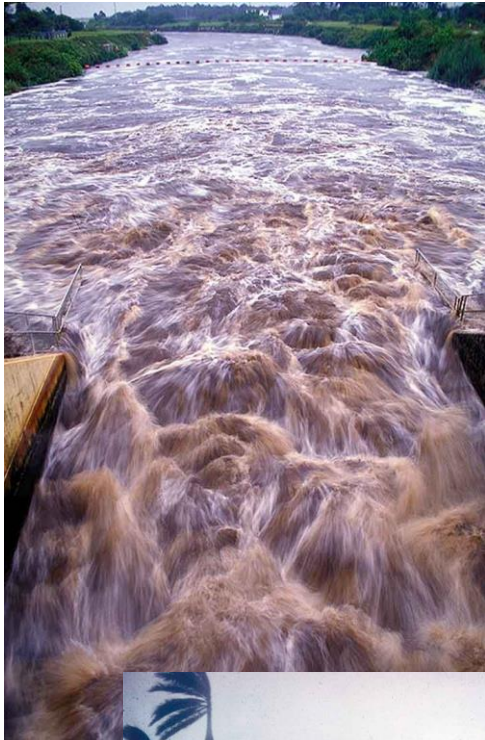
Mathews Consulting has provided these types of projects to the **City of Delray Beach**, City of Tamarac, City of West Palm Beach, City of Lake Worth, and City of Riviera Beach. We are also experienced in public outreach programs that are required for these types of projects.

Service Highlights:

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



Stormwater Facilities



In the last decade, our nation has realized the importance of properly collecting and treating stormwater separate from water and wastewater facilities. In Florida alone, stormwater runoff has greatly impacted our ecosystem as nutrients and contaminants have washed across agricultural areas and farmlands and have accumulated at dangerous levels in primary water bodies such as Lake Okeechobee and the Everglades. These same impacts are occurring within all watershed areas.

Mathews Consulting applies contemporary design concepts to maximize stormwater conveyance for flood protection while properly treating runoff to meet State water quality standards. We help our clients expand their vision and recognize new opportunities to solve recurring problems.

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.

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 project completion documentation. Through our permitting experience, we have maintained strong local ties to each of the communities that we serve.

Service Highlights:

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

Our familiarity with the rule makers and permitting staff at the various agencies simplifies the permitting process. Our goal is to help our clients meet regulatory compliance for all projects without "surprises" which may impact project objectives and schedules.

The complex interrelationship of the regulatory agencies can make permitting one of the most difficult project tasks to complete. Mathews Consulting maintains a clear understanding of the relationships between State and local agencies to ensure an accurate and efficient permitting process for all projects.

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 Stormwater 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

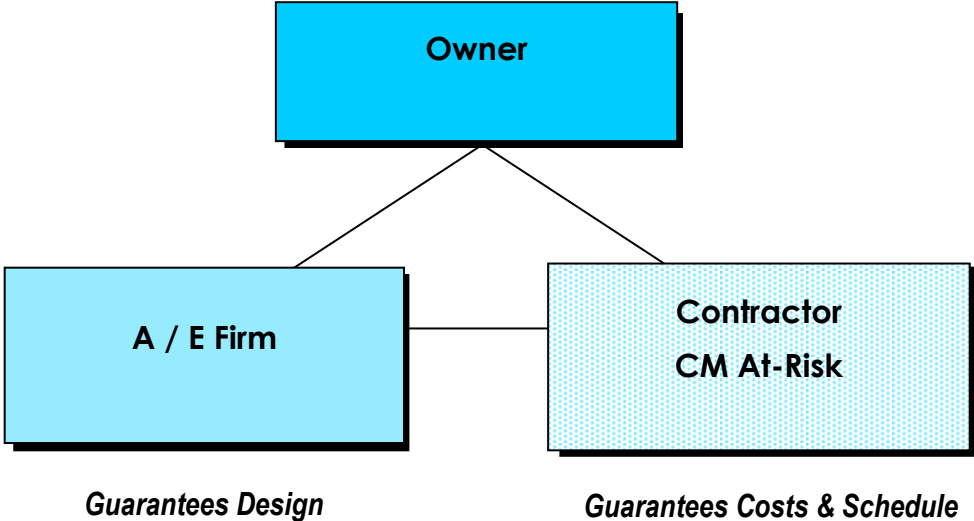
Construction Manager At-Risk Projects

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 during the construction phase. When a construction manager is bound to a GMP, the most fundamental character of the relationship is changed. In addition to acting in the owner's interest, the construction manager must manage and control construction cost to not exceed the GMP, which would be a financial hit to the CM company.

CM At-Risk is a global term referring to business relationship of Construction contractor, Owner and Architect / Designer. Typically, a CM At-Risk arrangement eliminates a "Low Bid" construction project. A GMP agreement is a typical part of the CM and Owner agreement somewhat

comparable to a "Low Bid" contract, but with a number of adjustments in responsibilities required by the CM.

Construction Management At-Risk (CM At-Risk)



The following is a summary of our CM-At-Risk projects:

Client	Project	CM-At-Risk
City of West Palm Beach	South Flagler Service Area Sanitary Sewer Rehabilitation Project	Whiting-Turner
City of West Palm Beach	Washington Road/Monroe Drive Infrastructure Improvements	Whiting-Turner
Town of Palm Beach	A-39 to A-7 Forcemain Replacement	Burkhardt Construction, Inc.
Lauderdale-by-the-Sea	Bel-Air Neighborhood Drainage Improvements	State Contracting
Lauderdale-by-the-Sea	Basin Drive Drainage Improvements	State Contracting

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.

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

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.

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

We provided Value Engineering services for the Loxahatchee River District's Wastewater Treatment Facility Expansion and Facility Upgrade project in Jupiter, Florida. We also served on the Value Engineering Team for the City of Boca Raton 40 mgd membrane water treatment facility – the largest membrane softening facility in the United States at the time of the review.

The results of our value engineering services are unsurpassed. On average, we have provided life cycle cost savings equal to 26% of construction cost, and the average rate of return for our services is 59:1, which means for every dollar clients have spent for our value engineering services, we have provided \$59 of life cycle cost savings.

Project	Construction Cost	VE Life Cycle Savings	VE Fees
West Palm Beach ECRWRF 71 MGD Expansion VE	\$16,000,000	\$11,850,000	\$108,776
PBC FPL Reclaimed Water Treatment VE	\$16,746,543	\$5,903,150	\$82,552
PBC Master P.S. 5229 VE	\$5,250,000	\$445,000	\$36,904
PBC SRWRF Expansion to 35 mgd VE	\$9,620,000	\$660,000	\$70,668
PBC WTP #8 VE/Rerate Analysis	\$7,300,000	\$5,000,000	\$29,248
PBC NROC 90% Constructibility Review	\$18,500,000	\$920,000	\$43,301
PBC SRWRF Master Plan VE Review	\$6,200,000	\$8,930,000	\$31,762
PBC WTP #3 Phase II Expansion VE	\$34,000,000	\$8,980,000	\$75,917
PBC Green Cay Wetlands VE	\$12,730,000	\$315,000	\$59,827
PBC WTP 2, 8, 9 VE	\$12,830,000	\$1,104,000	\$100,995
PBC WTP #8 Expansion VE	\$17,795,000	\$3,970,599	\$119,395
PBC Century Village Reclaimed System VE	\$3,500,000	\$629,251	\$24,535
LRECD WWTF 2 MGD Upgrade Constr. Rev.	\$24,200,000	\$1,020,000	\$39,000
S. Lake Worth Inlet Sand Transfer Plant	\$2,600,000	\$145,000	\$21,039
Total:	\$187,271,543	\$49,872,000	\$843,919
	Avg. Rate of Return:	59:1	
	Avg. Life Cycle Savings:	26% of Construction Costs	

Whether the project involves pump stations, force mains, sanitary sewer rehabilitation/replacement, reuse facilities, water treatment, stormwater facilities, streetscape improvements, or water main upgrades, Mathews Consulting can provide the expertise and outstanding performance record to improve the value and optimize the cost of any project.

4.2 Primary Engineering Consultant Experience

Mathews Consulting has served as the prime engineering consultant for the following eighteen (18) projects:

PROJECT #1	
Project Name:	Area 11A Reclaimed Water CMS
Owner:	City of Delray Beach
Location:	Delray Beach, FL
Start Date:	3/15/2009
End Date:	1/1/2011
Project Status:	Complete
Description:	The City of Delray Beach has recently completed design of the Area 11A Reclaimed Water System (Transmission System - Contract 2) and

(Distribution System - Contract 3). The piping will convey reclaimed water from the Reclaimed Water Booster Pump Station to the Barrier Island. The project has SFWMD AWS Grant Funding and the projects have to be completed in August/September 2009.

Mathews Consulting provided engineering services during construction of Contract 2 and Contract 3. Specific project elements include the following:

- Shop Drawing Review
- Construction Clarifications
- Coordination with the City of Delray Beach
- Construction Certifications
- Specialty Inspections
- Substantial and Final Inspection

The project was completed in January 2011.

PROJECT #2

Project Name: Area 11B Reclaimed Water System Expansion

Owner: City of Delray Beach

Location: Delray Beach, FL

Start Date: 12/1/2009

End Date: 11/1/2011

Project Status: Complete

Description: The City of Delray Beach is implementing an expansion of its reclaimed water distribution system through infrastructure improvements identified in the "Reclaimed Water Master Plan," developed by Mathews Consulting in 2003. This plan identified Areas throughout the City that would benefit from use of reclaimed water. Area 11B is located on the Barrier Island, between Beach Drive and George Bush Boulevard.

This project also includes the replacement of a portion of the existing force main and water main within the project limits.

Components of the project design included the following:

- 8,974 LF of Reclaimed Water Distribution and Transmission Piping ranging in size from 6-inches to 16-inches.
- 1,170 LF of 4-inch Force Main replacement.
- 1,296 LF of 8-inch Water Main replacement.
- Structural details for new reclaimed water main and potable water main at an existing bridge crossing.
- Minor drainage improvements.
- Micro-surfacing of affected roadways.

Mathews Consulting provided construction administration services for the

	<p>project, which included the following tasks:</p> <ul style="list-style-type: none"> ○ Facilitate progress meetings ○ Review shop drawings ○ Provide interpretation of plans and specifications ○ Review contractor's pay applications and schedule ○ Resident Project Representative for field inspections ○ Engineering and specialty inspections ○ Review Record Drawings for completeness <p>The project was bid in February 2011 with a construction cost of \$1,408,505. Construction of the project has been completed.</p>
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PROJECT #3

Project Name: Reclaimed Water Expansion Area 12A

Owner: City of Delray Beach

Location: Delray Beach, FL

Start Date: 2/1/2011

End Date: 9/8/2014

Project Status: Complete

Description: 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 will provide engineering design, permitting, surveying, geotechnical investigations, utility locates and bidding services for the Area 12A reclaimed water transmission/distribution system. 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).

- Drainage Improvements in project area shall be per the Bay Street Drainage Area Evaluation performed by Others
- Roadways – trench repair w/ all roads (with the exception of Atlantic Avenue) to be micro-surfaced.

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 first project identified for implementation in the RWMP was "Area 1" and was placed in operation in 2005. The second project(s) identified for implementation in the RWMP were "Area 2" and "Area 3" and they were placed in operation in 2006. The third project identified for implementation in the RWMP was "Area 4" and was placed in operation in 2008. The fourth project identified for implementation was "Area 11". The Area 11 RWS was broken into Area 11A and Area 11B. The Area 11A RWS was placed in operation in late 2009. The Area 11B RWS was placed in operation in August 2011. The fifth project identified for implementation is "Area 12". The Area 12 RWS is broken into Area 12A, Area 12B and Area 12C. Based on available funding Area 12A was further broken into Phase I and Phase II. The Area 12A – Phase I project was placed in operation in August 2013. The Area 12A – Phase II project was placed into operation in September 2014.

PROJECT #4

Project Name: Reclaimed Water Expansion Area 12B – Phase 2

Owner: City of Delray Beach

Location: Delray Beach, FL

Start Date: 2/25/14

End Date: 2/10/17

Project Status: Construction

Description: 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 was "Area 12". The Area 12 RWS will be broken into Area 12A (Phase 1 & 2), Area 12B and Area 12C. The Area 12A (Phase 1) was placed in operation in August 2013. The Area 12A (Phase 2) has been bid and construction is expected to be completed by end of August 2014.

	<p>Mathews Consulting will provide engineering design, permitting, surveying, geotechnical investigations, utility locates and bidding services for the "Area 12B" reclaimed water transmission/distribution system. Specific project elements include the following:</p> <ul style="list-style-type: none"> ○ Reclaimed water mains (ranging from 6-inch to 10-inch diameters), valves, fittings & reclaimed water meter boxes/services. ○ Connection will be made to the existing reclaimed water main stub-out at the intersection of Venetian Drive/Casuarina Road. ○ Provide 6-inch reclaimed water stub-outs as required for future connections. ○ Roadways – trench repair w/ all roads to be milled and overlaid. ○ Abandon existing 4-inch water mains in the project area ○ Remove or abandon existing 8-inch water main along Sea Sage Drive. ○ Extend the existing 6-inch water main along Sea Sage Drive between Azalea Road and Bauhinia Road. The 6-inch water main will tie into the existing 12-inch water main on Bauhinia Road. ○ Connect the two (2) existing catch basins on Casuarina Road to the existing outfall. <p>Construction of the project has been completed.</p>
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PROJECT #5	
Project Name:	Reclaimed Water Storage & Pumping Facility
Owner:	City of Boca Raton
Location:	Boca Raton, FL
Start Date:	1/2/2009
End Date:	3/1/2011
Project Status:	Complete
Description:	<p>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:</p> <ul style="list-style-type: none"> ○ 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. <p>Project components designed by the Mathews Consulting design team</p>

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. Construction of the project was completed in March 2011.

PROJECT #6

Project Name: Boca Raton Heights Infrastructure Improvements

Owner: City of Boca Raton

Location: Boca Raton, FL

Start Date: 9/29/2008

End Date: 9/1/2014

Project Status: Complete

Description: 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.

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 #7	
Project Name:	Monroe Drive Infrastructure Improvements
Owner:	City of West Palm Beach
Location:	West Palm Beach, FL
Start Date:	12/1/2004
End Date:	8/1/2011
Project Status:	Complete
Description:	<p>Mathews Consulting provided engineering services for the design, permitting, bidding and construction administration/inspections for the Monroe Drive Stormwater and Utility System Improvements Project. The project is part of the City's Phase II Stormwater Projects that is being funded by a Stormwater Bond. Elements of the project include Data Collection, Preliminary and Final Design, Permitting, Public Relations, Bidding Assistance, Construction Administration and Inspection Services.</p> <p>The infrastructure improvements included:</p> <ul style="list-style-type: none"><input type="radio"/> Stormwater facilities<input type="radio"/> Water main upgrades<input type="radio"/> Sanitary sewer replacement and rehabilitation<input type="radio"/> Roadway, curb & gutter, and sidewalk reconstruction<input type="radio"/> Signage and pavement markings<input type="radio"/> Landscaping<input type="radio"/> Decorative Street Lighting <p>Scope of work for the project included the following:</p> <ul style="list-style-type: none"><input type="radio"/> Collect and review record drawings of project area.<input type="radio"/> Conduct soil investigation of project area.<input type="radio"/> Prepare detailed plan and profile design drawings.<input type="radio"/> Prepare and process permit applications for South Florida Water Management District, FDOT, FEC Railway, and Palm Beach County Health Department.<input type="radio"/> Prepare technical specifications.<input type="radio"/> Prepare cost estimates. <p>The project was bid in July 2009 with a construction cost of \$5,984,486. Construction of the project has been completed.</p>

PROJECT #8	
Project Name:	Reuse System NE Expansion (Phase I)
Owner:	City of Pompano Beach
Location:	Pompano Beach, FL
Start Date:	3/20/2014
End Date:	In Progress
Project Status:	Design Phase
Description:	<p>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, commercial properties, City medians and residential areas. The City also has reuse water large user agreements with the City of Lighthouse Point. The City's reuse water is distributed to the customers through a high pressure piping network system comprised of approximately 30 miles of pipes ranging in size from 4-inch to 30-inch.</p> <p>The City desires to expand the reuse water transmission and distribution system as follows:</p> <ul style="list-style-type: none"> ○ NE 16th Street: Install approximately 195 LF of 16" Reuse Line. ○ NE 24th Avenue: Install approximately 1,810 LF of 16" Reuse Line. ○ NE 22nd Court: Install approximately 225 LF of 16" Reuse Line. ○ NE 25th Avenue: Install approximately 360 LF of 12" Reuse Line. ○ NE 26th Avenue: Install approximately 965 LF of 12" Reuse Line. ○ NE 24th Avenue: Install approximately 1,090 LF of 12" Reuse Line. ○ NE 22nd Avenue: Install approximately 1,210 LF of 12" Reuse Line. ○ NE 27th Street: Install approximately 370 LF of 12" Reuse Line. ○ NE 23rd Avenue: Install approximately 945 LF of 6" Reuse Line. ○ NE 23rd Avenue (terminate between NE 31 St. & NE 31 St.): Install approximately 1,070 LF of 4" Reuse Line. A small portion of this segment crosses the Intracoastal Waterway finger canal. ○ Stub-out reuse connections for all side streets included in the Phase II design. ○ The reuse line shall be designed to be in the roadway. This will require pavement trench repair and mill and resurface of one lane. The roadway south of NE 24th Street is under City of Pompano Beach jurisdiction and the roadway north of NE 24th Street is under the City of Lighthouse Point jurisdiction. ○ Provide new reclaimed water services and meter boxes.

PROJECT #9**Project Name:** Bel-Air Neighborhood Drainage Improvements**Owner:** Town of Lauderdale-by-the-Sea**Location:** Lauderdale-by-the-Sea, FL**Start Date:** 7/25/2013**End Date:** 11/1/2014**Project Status:** Complete

Description: The Town of Lauderdale by the Sea contracted with Mathews Consulting to prepare "Bel-Air Neighborhood Existing Drainage Condition Assessment" dated October 2012. The purpose of the Report was to evaluate the physical condition of the drainage piping, via televised video, and perform hydraulic modeling to determine if the existing drainage system has adequate capacity. The Report recommended three phases of improvements; immediate, median and long-term. The Town has decided to design and construct a modified version of the immediate and median improvements. These improvements are considered Phase I. The Town intends to perform the long-term improvements, as Phase II, at a later date. Phase I includes the replacement of six (6) outfalls within the Bel-Air neighborhood.

The Town contracted with Mathews Consulting to perform the following tasks:

- Data Collection
- Drainage Design
- Plan Preparation
- Permitting
- Bidding
- Construction Administration
- Part-Time Inspections

Construction of the project was completed in 2014 for a construction cost of \$675,650.

PROJECT #10**Project Name:** Lake Ida Area Drainage Improvements**Owner:** City of Delray Beach**Location:** Delray Beach, FL**Start Date:** 4/21/2014**End Date:** 12/1/2015**Project Status:** Complete

Description: 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 #11**Project Name:** Reclaimed Water Main Extension**Owner:** City of Boca Raton**Location:** Boca Raton, FL**Start Date:** 12/1/2008**End Date:** 12/31/2009**Project Status:** Complete**Description:** Mathews Consulting provided engineering services for the design of 12,000 LF of 20-inch reclaimed water main utilizing conventional open-cut methods and directional drill methods for the City of Boca Raton. Components of the project included the following:

- Review available record drawings of project area.
- Coordinate with Surveyor.
- Coordinate soil borings.
- Coordinate underground utilities with Florida Power & Light, BellSouth, Public Gas Company and Cable TV.
- Prepare detailed design drawings of pipeline route.
- Prepare technical specifications.
- Prepare directional drill alignments.
- Coordination with Lake Worth Drainage District (LWDD).
- Prepare all required permit applications including FDOT utility permit and PBC utility ROW permit.
- Bidding of the project.
- Construction Administration
- Construction Inspections
- Final Certifications

The project was bid in November 2009 with a construction cost of \$1,557,425. Construction of the project has been completed.

PROJECT #12**Project Name:** Reclaimed Water Main Extension Broken Sound East Golf Course**Owner:** City of Boca Raton**Location:** Boca Raton, FL**Start Date:** 9/18/2007**End Date:** 3/1/2009**Project Status:** Complete

Description: Mathews Consulting provided engineering services for the design of a reclaimed water main (5,200 LF of 16-inch diameter pipe and 350 LF of 12-inch diameter pipe) that provides reclaimed water to Broken Sound East Golf Course. The pipe was installed using a combination of directional drill methods and conventional open-cut methods. Components of the project included the following:

- Review available record drawings of project area.
- Coordinate with Surveyor.
- Coordinate soil borings.
- Coordinate underground utilities with Florida Power & Light, BellSouth, Public Gas Company and Cable TV.
- Prepare detailed design drawings of pipeline route.
- Prepare technical specifications.
- Prepare all required permit applications including FDOT utility permit and PBC utility ROW permit.
- Bidding of the project.
- Construction Administration.
- Construction Inspections.
- Final Certification.

The project was bid in July 2008 with a construction cost of \$1,010,000. Construction of the project has been completed.

PROJECT #13**Project Name:** FP&L WCEC Reclaimed Water Project**Owner:** Palm Beach County**Location:** Palm Beach County, FL**Start Date:** 5/20/2008**End Date:** 12/31/2009**Project Status:** Complete

Description: Florida Power & Light (FP&L) is currently constructing a new West County Energy Center (WCEC) west of West Palm Beach at the 20-mile bend of State Road 80. FP&L has asked Palm Beach County Water Utilities Department to

provide reclaimed water to the energy center for use as cooling water. The purpose of the project is to implement facilities necessary to deliver 22 mgd (average day flow) and 27 mgd (peak flow) of reclaimed water to the FP&L WCEC on a daily basis for a period of 40 years. The facilities include reclaimed water treatment, storage and pumping facilities (located at the East Central Regional Water Reclamation Facility), 17-miles of reclaimed water pipeline from the treatment plant to the FP&L energy center, and on-site facilities at the energy center consisting of piping and a ground storage tank.

Mathews Consulting was contracted to design the reclaimed water facilities at the WCEC site. The facilities included approx. 2 miles of 36-inch reclaimed water pipeline, a 5 MG ground storage tank, reclaimed water metering station, and various structural, mechanical, electrical and instrumentation appurtenances. Mathews Consulting also served as overall Program Manager for the project to coordinate the various team member activities, monitor permitting tasks and to track overall project schedule and cash-flow budget for the \$50M project. Construction of the project has been completed.

PROJECT #14

Project Name: 7th Avenue South Improvements

Owner: City of Lake Worth

Location: Lake Worth, FL

Start Date: 11/1/2013

End Date: 12/1/2014

Project Status: Complete

Description: The City of Lake Worth recently selected Mathews Consulting (MC) to provide Engineering Services for the 7th Avenue South (South "A" Street to South "F" Street) Roadway Improvements Project. The project is located within the City of Lake Worth's Community Development Block Grant (CDBG) target area. CDBG funding will be provided for the project through Palm Beach Department of Economic Sustainability.

Mathews Consulting will provide data collection, design services, permitting services, public outreach meetings, bidding assistance, construction administration services and inspections for the project. The infrastructure improvements consist of:

- Conversion of an unimproved 40-foot right-of-way section into a full roadway section
- New meandering pathway
- Swale area
- New 8-inch water main for looping purposes
- Roadway striping, signage & traffic calming
- Minor stormwater improvements

The project was bid in June 2015 with a construction cost of \$643,140. The construction of the project has been completed.

PROJECT #15**Project Name:** 2006 & 2011 Alternative Water Supply Grant**Owner:** City of Delray Beach**Location:** Delray Beach, FL**Start Date:** 1/14/2005; 9/2/2010**End Date:** 4/1/2005; 10/11/2010**Project Status:** Complete

Description: One of the key elements with creating successful reclaimed water programs in South Florida is applying for and obtaining grant money for projects that qualify for the South Florida Water Management District Alternative Water Supply (AWS) Grant Funding Program.

During the 2005 State Legislative Session, a bill creating the Water Protection and Sustainability Program, or SB444, was enacted, providing significant state funding for Alternative Water Supply Projects that are identified in the Water Management Districts' Regional Water Supply Plans. The Regional Water Supply Plans are updated every five years. In order to implement this program immediately as directed by the legislation, an interim process has been developed by the District to allow entities with projects that may be eligible for this funding to submit information for possible future funding.

Reclaimed Water Use, which is defined as utilizing reclaimed water for a beneficial purpose, including irrigation of residential lots, golf courses and other green space, ground water recharge, and industrial uses, is a primary candidate for funding from SFWMD's AWS grant funding program.

Mathews Consulting has been instrumental in assisting the City of Delray Beach implement their Reclaimed Water Master Plan. The plan identified a series of sixteen reclaimed water projects. These projects began in 2006 and will continue to be implemented for the next 10-15 years.

For the 2006 funding year, Mathews Consulting prepared and submitted the SFWMD AWS Grant Application for the City's "Area 2 & 3 Reclaimed Water System". The effort awarded the City with a \$500,000 grant from SFWMD.

For the 2011 funding year, Mathews Consulting prepared and submitted the SFWMD AWS Grant Application for the City's "Area11B Reclaimed Water System". The effort awarded the City with a \$210,900 grant from SFWMD.

PROJECT #16**Project Name:** Area 4 Reclaimed Water System**Owner:** City of Delray Beach**Location:** Delray Beach, FL**Start Date:** 3/20/2006**End Date:** 9/10/2008**Project Status:** Complete

Description: The City of Delray Beach has adopted a Reclaimed Water Master Plan (RWMP) prepared by Mathews Consulting in 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 first project identified for implementation in the RWMP was "Area 1" and was placed in operation in 2005. The second project(s) identified for implementation in the RWMP was "Area 2" and "Area 3". The "Area 2" and "Area 3" project was placed in operation in 2006. The next project identified for implementation is "Area 4". This project involved MC providing engineering design, permitting, and bidding services for implementation of the reclaimed water system in Area 4. The total length of reclaimed water mains for "Area 4" was approximately 9,000 feet with diameters ranging from 10-inch to 24-inch.

Components of the project include the following:

- Corridor Analysis
- Public Involvement Meetings
- Final Design
- Permitting
- Bidding
- Construction Management

The project was bid in January 2008 with a construction cost of \$1,384,333. Construction of the project has been completed.

PROJECT #17**Project Name:** Area 2 and Area 3 Reclaimed Water System**Owner:** City of Delray Beach**Location:** Delray Beach, FL**Start Date:** 1/1/2005**End Date:** 10/23/2008**Project Status:** Complete**Description:** Mathews Consulting provided engineering services for the design, permitting and bidding of a new reclaimed water main (approximately 15,470 feet with diameters ranging from 10-inch to 24-inch). Design components of the project included the following:

- Review available record drawings of project area.
- Coordinate with surveyor.
- Coordinate underground utilities with Florida Power & Light, BellSouth, Public Gas Company and Cable TV.
- Coordinate with Lake Worth Drainage District for crossing two (2) canals.
- Prepare detailed design drawings of pipeline route.
- Prepare all required permit applications.
- Bidding of the project.

Construction Administration components of the project included the following:

- Facilitate progress meetings
- Review shop drawings
- Provide interpretation of plans and specifications
- Review contractor's pay applications and schedule
- Resident Project Representative for field inspections
- Engineering and specialty inspections
- Project document management
- Review Record Drawings for completeness

The project was bid in November 2005 with a construction cost of \$1,240,565. Construction of the project was completed in May 2006.

PROJECT #18	
Project Name:	Area 1 Reclaimed Water System
Owner:	City of Delray Beach
Location:	Delray Beach, FL
Start Date:	11/7/2003
End Date:	5/31/2005
Project Status:	Complete
Description:	<p>The City of Delray Beach has adopted a Reclaimed Water Master Plan (RWMP) prepared by Mathews Consulting in 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.</p> <p>The first project identified for implementation in the RWMP is "Area 1". The project includes approximately 3,900 feet of 24" reclaimed water main and 6,300 feet of 30" reclaimed water main. Mathews Consulting provided design, permitting, bidding and construction assistance for the project.</p> <p>The project was bid on October 28, 2004 with a construction cost of \$1,730,052.00. Construction of the project has been completed.</p>

4.3 Mathews Consulting Key Personnel

1. David Mathews, P.E., Vice President Florida Operations

Office Location: West Palm Beach, FL

Education: BSCE University of South Florida, 1990

Project Role: Project Director

Specific Experience: Mr. Mathews has over 26 years of experience in the planning, design, permitting, construction, and management of general civil; roadway; drainage; reclaimed water; wastewater facilities; water mains; neighborhood infrastructure improvements; wastewater pumping stations; construction management; public outreach; and regulatory compliance. Relevant project experience includes the following:

Project	Role	Municipality
1. Area 12C Reclaimed Water Expansion	Project Manager / Design	City of Delray Beach
2. Area 11A Reclaimed Water Expansion	Project Manager / Design	City of Delray Beach
3. Area 12A & 12B Reclaimed Water Expansion	Project Manager / Design	City of Delray Beach

4. Reuse NE Expansion – Phase I	Project Manager / Design	City of Pompano Beach
5. Reclaimed Water Main Extension	Project Manager / Design	City of Boca Raton

Two Client References for David 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
City of Pompano Beach	John Sfiropoulos	1201 N.E. 5th Ave. Pompano Beach, FL 33060	954-545-7009	john.sfiropoulos@copbfl.com

2. Rene Mathews, P.E., Vice President

Office Location: West Palm Beach, FL

Education: BSCE North Carolina State University, 1995

Project Role: Construction Claims

Specific Experience: Ms. Mathews has over 26 years of experience in the planning, design, construction, and management of general civil, wastewater, water, and reuse projects. Her broad experience covers water and wastewater treatment, distribution, and collection systems; process operation and pilot facilities; effluent/reuse management and disposal; sludge treatment and disposal; odor control and air quality assurance; industrial pretreatment; construction management; and regulatory compliance. Ms. Mathews has also managed and participated in over twenty-five (25) value engineering and 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: Agency Certifications / 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, reclaimed water, 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. Lakeview Golf Course Reclaimed Water Connection	Design / Permitting	City of Delray Beach
2. Lake Ida Area Drainage Improvements	Design / Permitting	City of Delray Beach
3. Reclaimed Water Main Extension – Broken Sound Golf Course	Design / Permitting	City of Boca Raton
4. Polo Trace Reclaimed Water Main	Design / Permitting	City of Boca Raton
5. Southgate Boulevard Streetscape Improvements	Design / Permitting	City of Tamarac

Two Client References for Rebecca Travis 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
City of Tamarac	John Doherty	6011 Nob Hill Rd. Tamarac, FL 33321	954-597-3706	johnd@tamarac.org

4. **Courtney Marshall, E.I., Project Engineer**

Office Location: West Palm Beach, FL

Education: BSCE University of Florida, 2013

Project Role: Agency Certifications & Public Outreach

Specific Experience: Courtney Marshall is a Project Engineer with Mathews Consulting and will provide Agency Certifications & Public Outreach services for this Contract. Ms. Marshall has recently provided engineering services to South Florida Municipalities on the following projects:

Project	Role	Municipality
1. Area 12C Reclaimed Water Expansion	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. Tropic Palms Water Main Replacement	Project Engineer	City of Delray 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. **Aaron Cutler, G.C., Vice President, Construction Manager**

Office Location: West Palm Beach, FL

Education: AAS Civil Engineering Technology, Pensacola Junior College

Project Role: Quality Assurance

Specific Experience: Aaron Cutler is a Construction Manager with Mathews Consulting and will provide Quality Assurance services for this Contract. Mr. Cutler has 17 years of experience in all facets of construction management, ranging from roadway, and pipeline & pump station inspections to management of multiple contractors for water, wastewater and reuse facility projects. Mr. Cutler also has his General Contractor's License. Mr. Cutler recently provided Construction Management services to South Florida Municipalities on the following projects:

Project	Role	Municipality
1. Reclaimed Water Expansion – Area 12A	Construction Manager / Public Relations	City of Delray Beach
2. Reclaimed Water Expansion – Area 12B	Construction Manager / Public Relations	City of Delray Beach
3. A.1.A. Water Main Replacement	Construction Manager / Public Relations	Town of Highland Beach
4. S.E. Federal Hwy. Infrastructure Improvements	Construction Manager / Public Relations	City of Boynton Beach
5. Eagles Nest Sanitary Sewer System	Construction Manager / Public Relations	Loxahatchee River District

Two Client References for Aaron Cutler 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 Highland Beach	Ed Soper	3616 S. Ocean Blvd. Highland Beach, FL 33487	561-243-2084	esoper@highlandbeach.us

Dale Scott, Inspector, Mathews Consulting

Office location – West Palm Beach, FL - Resident Project Representative

Professional History: 2009-Present: Mathews Consulting, Inc.; 2003-2008: Arcadis; 2002-2003: Fanning / Howey Assoc.; 1998-2002: Reese, Macon & Assoc.; 1996-1998: School Board of PBC; 1987-1996: Reese, Macon & Assoc.; 1985-1987: Gee & Johnson

Dale Scott has over 40 years of experience in construction and supervisory management in the fields of building construction, land development, roadways, pipelines, and water and wastewater treatment. His interpersonal, management and technical skill offers a wide range of tangible experience. Relevant project experience includes the following:

Project	Role	Municipality
1. Reclaimed Water Expansion Area 12A	Inspector	City of Delray Beach
2. Reclaimed Water Expansion Area 12B	Inspector	City of Delray Beach
3. Reclaimed Water Storage & Pumping Facility	Inspector	City of Boca Raton
4. A1A Water Main Replacement	Inspector	Town of Highland Beach
5. Lake Wyman Infrastructure Improvements	Inspector	City of Boca Raton

Dale Scott will serve as primary Resident Inspector for this Contract. His interpersonal, management and technical skill offers a wide range of tangible experience. Mr. Scott is also highly experienced in serving as a Resident Liaison and managing any resident or commercial business owner's concerns at the construction project site.

Two Client References for Dale Scott 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
City of Boca Raton	Talia Garcia	1401 W. Glades Rd. Boca Raton, FL 33431	561-338-7300	tgarcia@ci.boca-raton.fl.us

Rick Adams, Inspector, Mathews Consulting**Office location – West Palm Beach, FL - Resident Project Representative****Professional History:** 2016-Present: Mathews Consulting; 2000-2015: Seacoast Utility Authority; 1995-2000: No Cuts, Inc. – Utility Locator

Rick Adams has over 15 years of experience in the fast-paced construction industry. Rick demonstrates excellent observation and compliance skills, and has an outstanding track record of achieving exceptional results in Plan / As-Built review. Relevant project experience includes the following:

Project	Role	Municipality
1. Western Region Operations Center	Inspector	Palm Beach County
2. Water Treatment Plant #8 Anion Exchange System	Inspector	Palm Beach County
3. Area D Sewer Improvements	Inspector	City of Pompano Beach
4. CIPP Lining Monitoring	Inspector	Town of Lauderdale-by-the-Sea
5. Water Main Replacement Project	Inspector	Town of Highland Beach

Rick Adams will serve as a back-up Resident Inspector for this Contract.

Two Client References for Rick Adams are shown in the table below:

Client	Point of Contact	Address	Telephone	Email
Town of Highland Beach	Ed Soper	3616 S. Ocean Blvd. Highland Beach, FL 33487	561-243-2084	esoper@highlandbeach.us
Town of Lauderdale-by-the-Sea	Don Prince	4501 Ocean Dr. Lauderdale-by-the-Sea, FL 33308	954-776-0576	DonP@Lauderdalebythesea-fl.gov

4.4 References

This sub-section provides a brief overview of our governmental entities experience and a list of our Client References.

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 (Reclaimed Water, Potable Water and Sewer) and Construction Services under continuing General Contracts to the following municipalities:

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

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 from State to State. And their high overhead costs and billable rates create challenges in meeting the expected tight project budgets in today's market conditions.

Mathews Consulting enjoys working with mid-size communities like the City of Delray Beach and find that we can easily meet and exceed the expectations of the client and offer the greatest value to their day-to-day operations.

References

One of the best measures of a Consultant's success is the response received from the firm's clients. We encourage the City of Delray Beach to contact any of our references listed below to provide information about our project performance. Mathews Consulting is proud of our commitment of meeting the goals and objectives of our clients. **Over 98% of our work is performed for repeat Clients!**

Mathews Consulting has been providing Civil Engineering and Roadway Design Services for Infrastructure Improvements to the City of Delray Beach since 1998. The working relationships we have established with the City Staff and the excellent performance we have demonstrated on past projects are invaluable to this new Contract. Our Project Manager, David Mathews, P.E., has a proven track record of delivering successful projects to the City of Delray Beach since 1999. The following table lists some of our current and past projects for the City of Delray Beach Environmental Services Department.

Projects for Delray Environmental Services Department	Status
Reclaimed Water Expansion Area 12C	In Progress
Reclaimed Water Master Plan Update	In Progress
Tropic Palms Water Main Replacement (Phase II)	In Progress
Lift Station #1 Upgrade Study	In Progress
Delray Shores Water Main (Phase III)	Completed (2016)
Reclaimed Water Expansion Area 12B	Completed (2016)
SFWMD Alternative Water Supply Grant for FY 2017	Completed (2016)
Delray Shores Water Main (Phase II)	Completed (2015)
Tropic Palms Water Main Replacement (Phase I)	Completed (2015)
Lake Ida Drainage Improvements	Completed (2015)
Delray Shores Water Main (Phase I)	Completed (2014)
Lake Ida Drainage Study	Completed (2013)

Projects for Delray Environmental Services Department	Status
Lift Station 100A Upgrade	Completed (2013)
Congress Avenue Force Main Replacement	Completed (2013)
Lowson Blvd. Force Main Replacement	Completed (2012)
Area 11A Reclaimed Water System	Completed (2009)
Congress Avenue Corridor Utilities Master Plan	Completed (2008)
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)

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

4.5 Project Management Approach

This sub-section provides Mathews Consulting's understanding of the project and the construction engineering services to be performed under this Contract. Also included is a specific project approach that will be implemented to ensure the successful 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 (including the City of Delray Beach), design, public outreach, permitting, and construction management experience on numerous South Florida neighborhood reclaimed water main projects 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.**
- Our Construction Management Services minimize change orders and schedule delays.
- We are highly experienced in the design & construction of reclaimed water mains and neighborhood infrastructure projects in residential neighborhoods and business 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 offer a "Good Neighbor" public outreach program to keep residents and elected officials informed of the project.
- **We take pride in getting the job done right "the first time".**

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

Project Understanding

The City of Delray Beach is soliciting proposals for the provision of Construction Engineering and Inspection (CEI) Services for the Area 12C Reclaimed Water Project. The project area consists of the following:

- Lewis Cove
- Brooks Lane
- White Drive
- Rhodes Villa Avenue
- Del Haven Drive
- S.R. A.1.A. (from Linton Blvd. to Casuarina Rd.)

The improvements include reclaimed water mains and services, potable water mains and services, gravity sewers and laterals, drainage facilities, swales, and roadway reconstruction.

The City also has two (2) grants for the project:

- SFWMD → \$400,000 grant
- FDEP → \$300,000 grant

The Barrier Island portion of the city has a high water table, hard limestone and muck areas. It is very important that the Consultant selected for this project understands these construction conditions. Mathews Consulting has provided numerous engineering design & construction services for projects located on the Barrier Island. Mathews Consulting is also the design engineer for the Area 12C Reclaimed Water project, and we fully understand all important construction issues for this project, including grant requirements.



Project Location Map

Project Scope

The successful Proposer (hereinafter in this Scope referred to as Consultant) shall provide all labor, equipment, supplies, and travel to provide Construction Engineering and Inspection services.

The Scope of Services consists of the following two (2) tasks:

- Task 1 – Construction Administration
- Task 2 – Resident Project Representative Services

Task 1 – Construction Administration

- Item 1.1 – Public Outreach Meeting. Consultant shall lead a public stakeholder outreach meeting at the City's Environmental Services Building.
- Item 1.2 – Pre-Construction Conference. Consultant shall assist with the preparation of agenda and facilitation of the pre-construction conference with selected Contractor and City staff. Prepare and issue written minutes of meeting.
- Item 1.3 – Submittal Review. Consultant shall receive, log, and review Shop Drawing and Product submittals for general conformance with the design intent and provisions of the Contract Documents. Review of up to 75 submittals (total, which includes submittals and re-submittals, if required) is included in the budget for SDC phase services. Consultant will review and return submittals to City and Contractor within 7 to 14 days of receipt.
- Item 1.4 – Bi-Weekly Meetings. Consultant shall attend construction progress meetings with the City and Contractor every month and provide an agenda and written summary of the issues discussed. Project meetings will be conducted by the Construction Manager with the Resident Project Representative also in attendance. Following the meeting, the Construction Manager will prepare and distribute meeting minutes (within 24 to 36 hours after meeting) to the City and other attendees. Meetings will be held at the City facilities. Twenty-four (24) progress meetings are included in the budget for this task.
- Item 1.5 – Pay Estimate Review. Consultant shall review monthly payment applications (total of 12) submitted in a format acceptable to the City. Consultant shall verify the quantities as represented on the pay request and make a recommendation to the City to proceed, with the payment as requested, or as modified based on Consultant review. A 12-month construction period is assumed in budgeting this task.
- Item 1.6 – Construction Administration. Consultant's Construction Manager shall provide all construction administration required for the Contract. The Construction Manager will also visit the project site an average of 12 hours a month for the twelve (12) month construction time frame.
- Item 1.7 – Construction Schedule Review. Consultant shall monitor the construction schedule monthly and report to the City conditions which may cause delay in completion.
- Item 1.8 – Construction Clarifications. Consultant shall respond in writing to Contractor's Request For Information (RFI) regarding the design documents. A total of twenty (20) RFI responses have been included in this task. Consultant shall issue interpretations and clarifications of the Contract Documents, along with associated support materials, as requested by the Contractor. These interpretations will be rendered and a response prepared and submitted to the Contractor within one week.

- Item 1.9 – Construction Changes. Consultant shall Prepare and negotiate Change Orders (CO) and Field Change Directives (FCD) during the 12-month construction period.
- Item 1.10 – Certification of Construction Completion. Consultant shall certify to PBCHD, FDOT based on visible project features inspections, and review of testing reports that the project was constructed in accordance with the plans and specifications submitted in the permit applications. Certification will include that water services were properly pressure tested and bacteriologically sampled to allow a “request for release of facilities to be placed into service” to be filed with the PBCHD. It is assumed that up to 5 partial releases and one final release will be prepared for PBCHD.
- Item 1.11 – Substantial & Final Inspection. In conjunction with City staff, Consultant shall make preliminary and final inspections and assist in the preparation of a Contractor "punch list" to achieve Substantial Completion. Consultant shall review completion of identified punch list items to assist in the determination that Substantial Completion has been achieved by the Contractor. Consultant shall advise the City that Final Acceptance of the project has been reached in accordance with the Contract Documents.
- Item 1.12 – Record Drawings. Consultant shall prepare final Record Drawings based on Contractor's monthly as-built information at the completion of the project. The Record Drawings shall be provided to the City within 30 days after substantial completion has been reached by the Contractor.
- Item 1.13 – Grant Assistance - SFWMD and FDEP Grants. Consultant shall prepare any and all necessary Grant information for the Compliance with any and all SFWMD and FDEP Grants (e.g., financial reports, quarterly reports).

Task 2 – Resident Project Representative Services

The Resident Project Representative Phase services to be provided by the Consultant include the following:

- Item 2.1 – Inspections. Consultant shall provide a full-time (40 hours/week) Resident Project Representative (RPR) during the construction (assumed 12-months) of the work in a total period of not-to-exceed 264 working days (for a total of 2,112 hours) for the construction contract. Activities performed by Consultant under this task consist of furnishing an RPR during the construction of the project, to observe the quality of the construction work, and to determine, in general, if the construction is proceeding in accordance with the contract documents so that an engineering certification can be made regarding the construction of the proposed improvements.

The RPR shall:

- Serve as Consultant's liaison with construction contractor, working principally through the contractor's superintendent and assisting him in understanding the intent of the contract documents.
- Conduct on-site observations of the work in progress to assist in determining if the work is proceeding in accordance with the contract documents and that completed work conforms to the contract documents. Consultant's Project Manager shall report, in writing to the City, whenever Consultant believes that work is unsatisfactory, faulty or defective, or does not conform to the contract documents, or does not meet the requirements of inspections, tests or approval required to be made, or has been damaged prior to final payment.
- Accompany visiting inspectors representing public or regulatory agencies having jurisdiction over the project. Record, in writing, the outcome of these inspections and report same to City.
- Consider and evaluate construction contractor's suggestions for modifications in drawings or specifications and report them to the City, in writing. Consultant shall make recommendation for action by the City.
- Review Contractor As-Built information on a monthly basis to confirm proper updates are being made.
- Observe, approve and certify all flushing and pressure testing of the piping.
- Assist the Contractor in coordinating all required density testing, etc. as required by the Construction Documents.
- RPR shall work with the Contractor and develop a Daily Quantity Sheet (based on the approved Schedule of Values) to be reviewed and accepted each day agreeing to the quantities of Schedule of Value items installed.
- Limitations of RFP Authority. Except upon written instructions of Consultant, RFP:
 - Shall not exceed limitations on Consultant's authority as set forth in the Contract Documents.
 - Shall not undertake any of the responsibilities of Contractor, Subcontractors or Construction Manager, or expedite the Work.
 - Shall not issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
 - Shall observe but not participate in specialized field or laboratory tests.

Project Approach

Mathews Consulting has a proven track-record in providing construction administration, public outreach and inspection services for reclaimed water mains, gravity sewers, water mains, drainage facilities and roadway reconstruction. Our project approach for this project involves the following primary tasks:

- Project Kick-Off
- Public Outreach
- Construction Administration
- Resident Project Representative Services (RPR)
- Final Certifications

Total Quality Assurance/Quality Control is maintained during all aspects of Mathews Consulting's projects.

Project Kick-Off

Mathews Consulting Team members will attend a notice-to-proceed kick-off meeting with the primary objectives of developing a clear understanding of the scope of work and the key concerns of all project participants, obtaining relevant information that may be available from the City, and establishing proper communication between Mathews Consulting's construction team and the City's staff.



Project Schedule

The construction work shall be substantially completed within 300 days after the date of Notice-to-Proceed, and be fully completed within 330 calendar days after the date of Notice-to-Proceed.

Community Outreach

As with any infrastructure improvements project, including roadway 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

Community Outreach Plan describes the general approach and specific benefits of each element of the program.

Newsletter / News Release

Newsletters will be written to include information, calendars of service days, telephone numbers, information about the Web site, and maps. The newsletters will be printed and distributed at fundamental intervals. Newsletters differ from press releases, in that a newsletter will have a smaller audience, greater depth of reporting, and more issues presented than a press release. Each newsletter will explain how to provide input. Newsletter distribution points are identified by the following locations:

- City Hall
- Delray Beach Environmental Services Department
- Delray Beach CRA

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

State Road A-1A:

- 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.

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

The first Public Meeting is being held at the City Public Library, 160 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.

CITY OF DELRAY BEACH

Reclaimed Water Expansion - Area 12C

City of Delray Beach Environmental Services Department

Mission:
"Environmental Services Department provides cost effective total life cycle management of the City's infrastructure and key essential services to enhance sustainability and the health, safety, and welfare of residents, businesses, and visitors."

www.mydelraybeach.com
"Village by the Sea"

City of Delray Beach Environmental Services Department
434 South Swinton Avenue
Delray Beach, FL 33444

Design Engineer:
MATHEWS CONSULTING
a BAXTER WOODMAN company

1993 2001
http://www.mydelraybeach.com/departments/environmental_services/index.php
Phone: 561-243-7000

Newsletter distribution points will be identified on the project Web site and via press releases distributed to the local media. Although the primary method of distribution will be at established distribution points, newsletters will be mailed out upon specific request. Based on need, newsletters can be printed in English on large-type formats.

Email Alerts

If the City has the capability to use email alerts to residences regarding issues and other announcements, this tool can be used to share information about the project.

Telephone Information Line

A dedicated telephone line can be developed to provide access for interested parties to leave questions, comments, and/or concerns on a voicemail system. Callers may leave messages and questions for senior staff to address. The number of the telephone line will be listed in newsletters and on the Web site. This service is internet based and transfers calls to a designated cell phone or any number programmed into the system. This system also allows for emergency call response.

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

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.

Construction Management

Close supervision and documentation is required to ensure that quality construction is provided. Mathews Consulting provides full service planning, resident inspection, management startup, operations and maintenance of construction projects. The Mathews Consulting Project Team has conducted comprehensive construction management services on various streetscape/hardscape projects and large infrastructure projects in South Florida. Our experience includes construction of environmental and public works facilities, including wastewater/water treatment plants, pumping stations, roadway reconstruction, underground utility pipeline infrastructure projects, neighborhood infrastructure projects, parks, and streetscape/beautification projects. Construction administration and inspection services are provided by our in-house engineers and construction management staff members.

Mathews Consulting is available to provide construction administration throughout the construction contract period. We will work with City staff to structure our construction management services (CMS) to fit your needs. In that way, we can work jointly with the City to cover necessary facets of CMS without spending duplicate time (and cost). These services may include the following for each of the projects:

- Conduct pre-construction conferences.
- Process detailed construction shop drawing submittals.
- Administer the City's contract with the Contractor and ensure all contract conditions are met.
- Interpret and clarify plans and specifications throughout construction.
- Monitor and ensure that the Contractor obtains all governmental and regulatory permits, inspections and approvals.
- Conduct site visits and direct construction meetings with the Contractor.
- 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 and FDOT.
- Prepare certificate of completion of construction.
- Ensure accurate Record Drawings are completed by the Contractor for the project.

Resident Project Representative (RPR)

Mathews Consulting will provide full-time (40 hours/week) construction inspection/resident engineering services to oversee all construction activities in the field for this project. The major field engineering responsibilities are summarized below:



- Serve as the Consultant's liaison with the contractor(s) and City staff.
- Conduct on-site observations of the work in progress to assist the City in determining if the work is proceeding in accordance with the Contract Documents and that completed work conforms to the Contract Documents, endeavoring to guard the City against defects and deficiencies in the work. Report in writing to the City whenever Consultant believes that the work is unsatisfactory, faulty, defective, or does not conform to the Contract Documents, or does not meet the requirements of inspections, tests or approval required to be made, or has been damaged prior to final payment.
- Coordinate, supervise, and review material sampling and testing, including concrete and soils testing, where appropriate.
- Coordinate the establishment of necessary surveying consistent with requirements of the specifications.
- Accompany visiting inspectors representing public and regulatory agencies having jurisdiction over the project. Record in writing, the outcome of these inspections and report same to the City.
- Consider and evaluate the Contractor's suggestions for modifications during construction and report them to the City, in writing. Consultant shall make recommendations to the City for action.
- Witness all testing and/or procedures as required by the Contract Documents.
- Observe all 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 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).

4.6 Project Controls

Mathews Consulting maintains detailed documentation and open lines of communication with clients and contractors to minimize the potential for claims during construction. ***Our approach to construction administration is to stay on top of the contractor's activities, identify conflicts before they cause delays and change orders, and keep the project on schedule.***



The overall contract will be administered by our Project Director, David L. Mathews, P.E., who has the direct authority to commit the resources as required for the successful completion of the project(s). The Project Director is responsible for maintaining full knowledge of all aspects of the project. Our project management framework results in direct lines of communication and responsibility and allows for simple project coordination.

The construction administration and inspections for the projects will be administered by our Construction Manager, Aaron Cutler, G.C., who will be "hands-on" during the construction of the project under this contract with the City. **Our Construction Manager will be answerable and responsive to the City at all times.**

Project Communication Tools

Communication will be the most important component of this construction contract. The success of most projects depends upon the ability to use communication tools to streamline the distribution of information to the Construction Team (Construction Manager, City, Contractor and Engineer of Record) in a timely manner.

Mathews Consulting will design and establish a special protected Project Document Exchange website for the 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, testing reports, RPR daily reports, etc. Refer to **Figure 4.1** for a copy of the website pages we have designed for this project. 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 will forward all relevant information to the City of Lake Worth and/or to the Engineer of Record for any significant design issues. All correspondence from the Construction Management Team will be sent by Mathews Consulting to the Contractor.

Mathews Consulting's Construction Manager will also prepare and distribute to the Project Team Monthly Progress Meeting Minutes, which will cover all significant project items and track any project issues from start to finish. These will be issued within 48 hours of the meeting and posted on the Project Document Exchange website.

Figure 4.1
Project Document Exchange Website



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 this 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.



- The Contractor must provide a Monthly Updated Schedule with each Pay Request. Two columns will be added to the monthly updated schedule for “Actual Start” and “Actual Finish” to track schedule progress. The Baseline Column will remain fixed.
- Mathews Consulting’s Construction Manager will monitor the Contractor’s Schedule and notify the City in writing when the Contractor appears to be behind schedule. Mathews Consulting will also request from the Contractor a Revised Schedule or a Schedule Recovery Plan if deemed necessary. The pay application will not be approved until a schedule recovery plan is submitted.

Our Construction Manager will 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.

With the vast changes in the construction business and the need to combine both design and construction together, our Project Team has become an avid user of many scheduling tools that assist the design and construction professional to maintain thorough understanding of the cost related to projects. While there are a variety of tools on the market today that give project management personnel the capability to manage construction projects, we have chosen the Primavera suite of software tools to assist these professionals with the difficult tasks they face on a daily basis. These tools include the following:

P6 Primavera Project Planner provides an easy-to-use approach to project planning with an intuitive interface that makes project planning and control easy without sacrificing the powerful sophistication of high-end project-management software. P6 is a multi-user product that operates on networks allowing users to share data with other networks users and anyone who manages projects using Primavera software. The unique features of P6 are:

- Project Modeling
- Scheduling
- Resource and Cost Management
- Reports and Graphics
- Data Exchange
- Add-on products

These features will ensure proper documentation is maintained to report progress of work for this construction project.

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



most timely and cost effective manner.

- Lastly, we establish a respectful working relationship with the Contractor to effectively resolve potential issues during construction that meet the City's and/or Engineering Standards, but can also be done in a practical and timely manner and that doesn't create additional costs or time on the Contractor.

Understanding of Project Contingency

Construction Contingency is a predetermined amount of funds or percentage of the contract set aside in a pay item allowance to be utilized for unpredictable changes (e.g. unforeseen conflicts) in the project. A contingency is a helpful risk management tool that financially prepares Owners for addressing risk within the project. If managed properly, a contingency can provide a safeguard for the Owner to complete the project within budget and time. Any contingency monies not used during the course of construction are returned to the Owner. Control of the contingency money is a combined responsibility of the City and Mathews Consulting's Construction Manager. Mathews Consulting will determine if an undefined or City requested change should be charged against the contingency and then include the City in the final decision making process of using the contingency fund. The following steps would be implemented:

- Mathews Consulting's Construction Manager will prepare Work Change Directives when approved to provide compensation to the Contractor for unforeseen conflict resolutions or for City requested changes.
- The Work Change Directives will be required to be signed by all parties and will include a description of the work, complete cost breakdown, and backup documentation.
- If approved, the Work Change Directives will be broken out into separate line items on the Contractor's Pay Application under the Construction Contingency Item.
- Mathews Consulting's Construction Manager will maintain a log of all Construction Contingency Work Change Directives to be discussed at Monthly Meetings. The Work



Change Directive Log will display the description and amounts of all Work Change Directives along with the original contingency amount and an updated contingency balance.

Change Order Controls

It is our goal to proactively approach potential change orders and/or delays. We utilize our experience in cost estimating, constructability engineering and construction to identify any potential changes before they require formal resolution. If these safeguards are unable to prevent potential changes and/or delays, we have the personnel and resources available to thoroughly assess project impacts. Our experience with diverse projects allows us to draw upon numerous solutions for varied conditions, with the result being minimal impact to project cost and the schedule. If a change order is deemed necessary by Mathews Consulting, the following steps will be implemented:

- Mathews Consulting's Construction Manager will prepare a formal Change Order to be signed by all parties, and will authorize the Contractor to proceed with the additional work. A Change Order will be prepared if there is a significant change in work to the Contractor's scope that amends the original Contract Sum or Contract Time. The cost of such work will either exceed or be determined by Mathews Consulting and the City to not be covered by Construction Contingency.

- The Contractor must provide to Mathews Consulting's Construction Manager a written description of the change and provide a complete cost breakdown with all backup documentation.

- Mathews Consulting's Construction Manager will review the Contractor's Change Order Request and, if necessary, negotiate with the Contractor to obtain an acceptable cost prior to making a formal written recommendation to the City.

Conflict Resolution Methods

We establish clear lines of responsibility among our own administrative and field inspection staff to perform the various functions and procedures required by our clients. Timely and accurate record-keeping ensures that we react to any situation that may arise - providing our clients with the best defense against potential contractor claims. However, we firmly believe that honest and fair settlement of disputes can be achieved during construction (which is preferred to costly and time-consuming litigation). To that end, our firm is diligent at providing a clear record of events that follow established procedures to document situations that may result in disputes. We have an excellent record on past projects and have successfully worked with our clients to minimize, if not eliminate, claim situations.



Construction disputes, when not resolved in a timely manner, can become very expensive in terms of finances, personnel, and time. Our approach is to first diagnose the issue and then select the least invasive procedure that will correct it and allow construction to move forward. We do this by following the Conflict Resolution Flow Chart on **Figure 4.2**. The first step after the conflict is identified is to try to resolve the issue in the field with our RPR. The Contractor shall immediately notify Mathews Consulting's Resident Project Representative (RPR) and within 24 hours notify the Mathews Consulting's Construction Manager in writing and prior to proceeding with any work which the Contractor believes constitutes a differing site condition with respect to:

- (1) Undefined underground conditions (utilities abandoned and not marked, existing utilities not marked, etc.) at the jobsite differing from those indicated in the Contract;
or
- (2) Unknown physical conditions at the jobsite, of an unusual nature (e.g. muck layer, large rock formations, etc.), differing from those ordinarily encountered in work of the character provided for in the Contract.

Mathews Consultings' Construction Manager will notify the City and Engineer of Record (if necessary for critical design issues). Mathews Consultings' Construction Manager will also promptly investigate such condition and discuss with the City and Contractor to determine a reasonable solution to resolve the conflict in a timely manner.

The second step, if the conflict is unresolved, is for our Construction Manager to hold a specific meeting with the Contractor to resolve the issue. The third step, if the conflict is still unresolved, is to have a meeting with the City's Project Manager and discuss the issues. Typically, in construction of our projects, 95% of the conflicts are resolved in the field within 2 working days (most of the time within a few hours). Very rarely does the fourth step occur with a construction claim and initiation of the legal process. This step is usually negotiated between the Contractor's attorney and the City's attorney, with input from our Claim's Coordinator (Rene Mathews), without having to proceed to the Court system.

We have found that the best practices for designing dispute resolution methods include flexibility, early intervention, and working through the issues so that construction can continue to move forward. The City may also want to implement a partnering process for the construction of the projects, in which a cooperative team approach is implemented at the beginning of the project between all parties. Partnering is a voluntary process, that includes working together as a team, developing a common set of project goals that the combined construction team supports, open communication and access to information, empowering participants to resolve issues at the lowest appropriate organizational level, reaching decisions and solving problems quickly and by consensus, and maintaining the relationship throughout the project.

The Conflict Resolution Flow Chart on **Figure 4.2** will be introduced at the pre-construction meeting to the Construction Management Team and the Contractor so that everyone has a clear understanding how conflict resolutions will be handled during the course of the project.

Professional Ethics

Mathews Consulting's policy is to uphold the highest ethics for all actions and work products implemented by the company in conducting our daily business activities. Rene Mathews, P.E., the company's President, is responsible for overseeing the ethics practice of the firm and our employees. The firm has developed an "Employee Manual" which details company policies and procedures, including the requirements for each employee to maintain proper ethics in performing their duties. The Manual specifically prohibits the disclosure of confidential information from our clients, and prohibits the acceptance of gifts and gratuities from any source which could, in any way, be construed as interfering with impartial and objective execution of one's duties. Each employee is required to sign an acknowledgement that they have read and agree to follow all policies of the company Employee Manual.

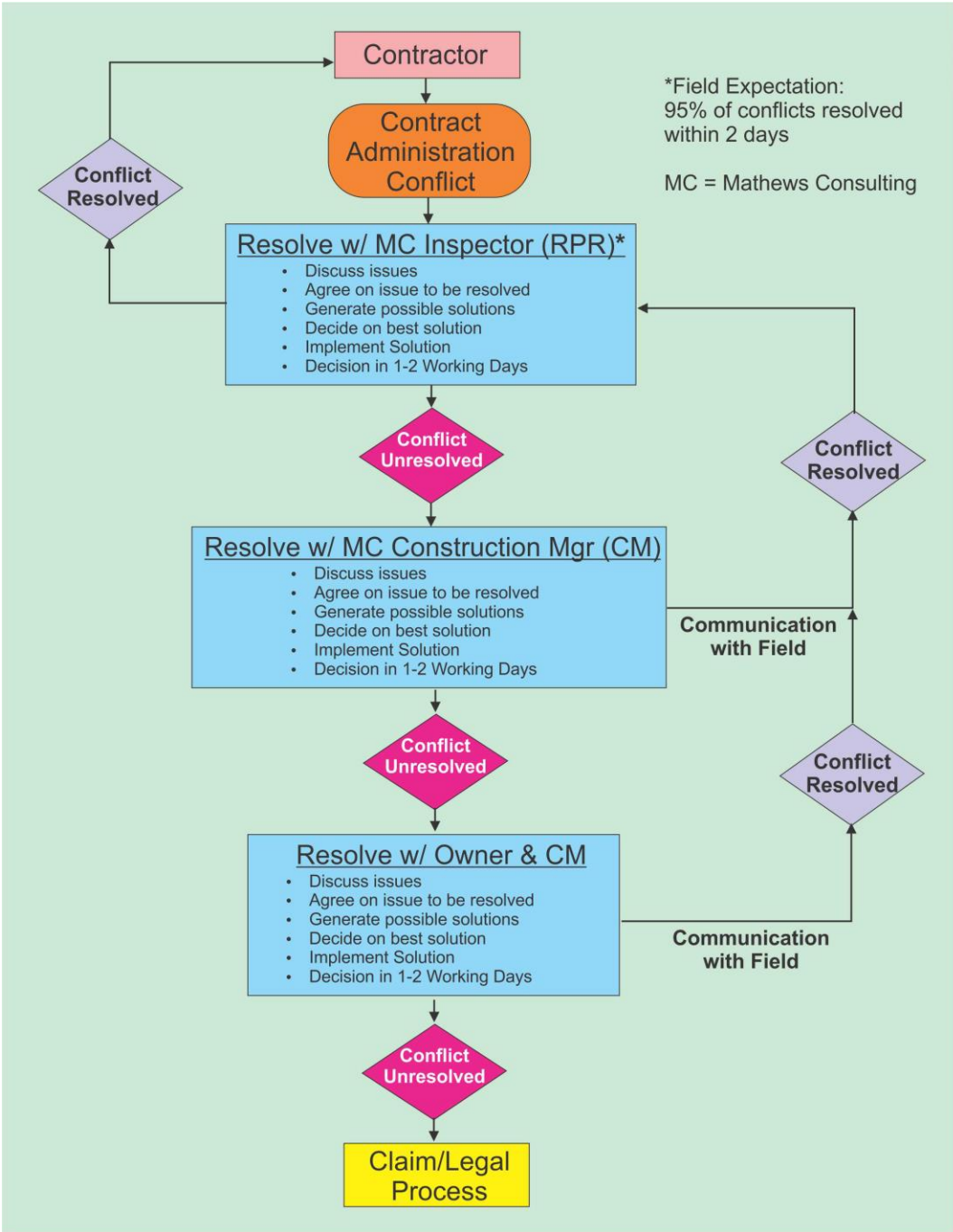
Our Firm's ethics policy will ensure there are no conflicts of interest or improper performance in completing engineering services under this contract.

City Staff Involvement

Our Team's project philosophy is to match experienced individuals with the Owner's staff when developing the project goals and defining the desired outcome. Key to the success of the project is frequent communication between Owner's staff, and the design team at scheduled meetings. There is no substitute for interpersonal interaction throughout the implementation phase to ensure a clearly defined set of deliverables that meet the Owner's and staff's expectations.

The Project Team Organization Chart shown in this Section in **Figure 4.3** defines the lines of communication between team members and shows the flow of information to and from the City Staff. Our Team's philosophy is not to employ unnecessary layers of management (i.e., project administrator, client coordinator, principal in charge, etc.), but to require **direct, open interface between the City Staff and our project manager and staff members.**

Figure 4.2
Conflict Resolution Flowchart



Regulatory Agency Experience


Mathews Consulting's staff for this Contract has extensive experience with all of the regulatory agencies that will be involved during the construction of the project associated with this Contract. The following matrix provides a summary of each of our Staff Members experience with the identified regulatory agencies for this Contract.

Regulatory Agency	David Mathews	Rebecca Travis	Rene Mathews	Aaron Cutler	Dale Scott	Courtney Marshall
Florida Department of Environmental Protection (FDEP)	✓	✓	✓	✓	✓	✓
Palm Beach County Health Department (PBCHD)	✓	✓	✓	✓	✓	✓
South Florida Water Management District (SFWMD)	✓	✓	✓	✓	✓	✓
Florida Department of Transportation (FDOT)	✓	✓	✓	✓	✓	✓
SFWMD Grant	✓	✓	✓	✓	✓	✓
FDEP Grant	✓	✓	✓	✓	✓	✓

4.7 Firm Organization

Figure 4.3 illustrates the functional role of each key project member assigned to our Project Team for this Contract. The team organization stresses short and direct lines of communication between the Construction Manager, Delray Beach Staff, and key project members. The Project Director will select the respective technical support staff for each specific assignment in order to provide the City with the most efficient team of professionals.

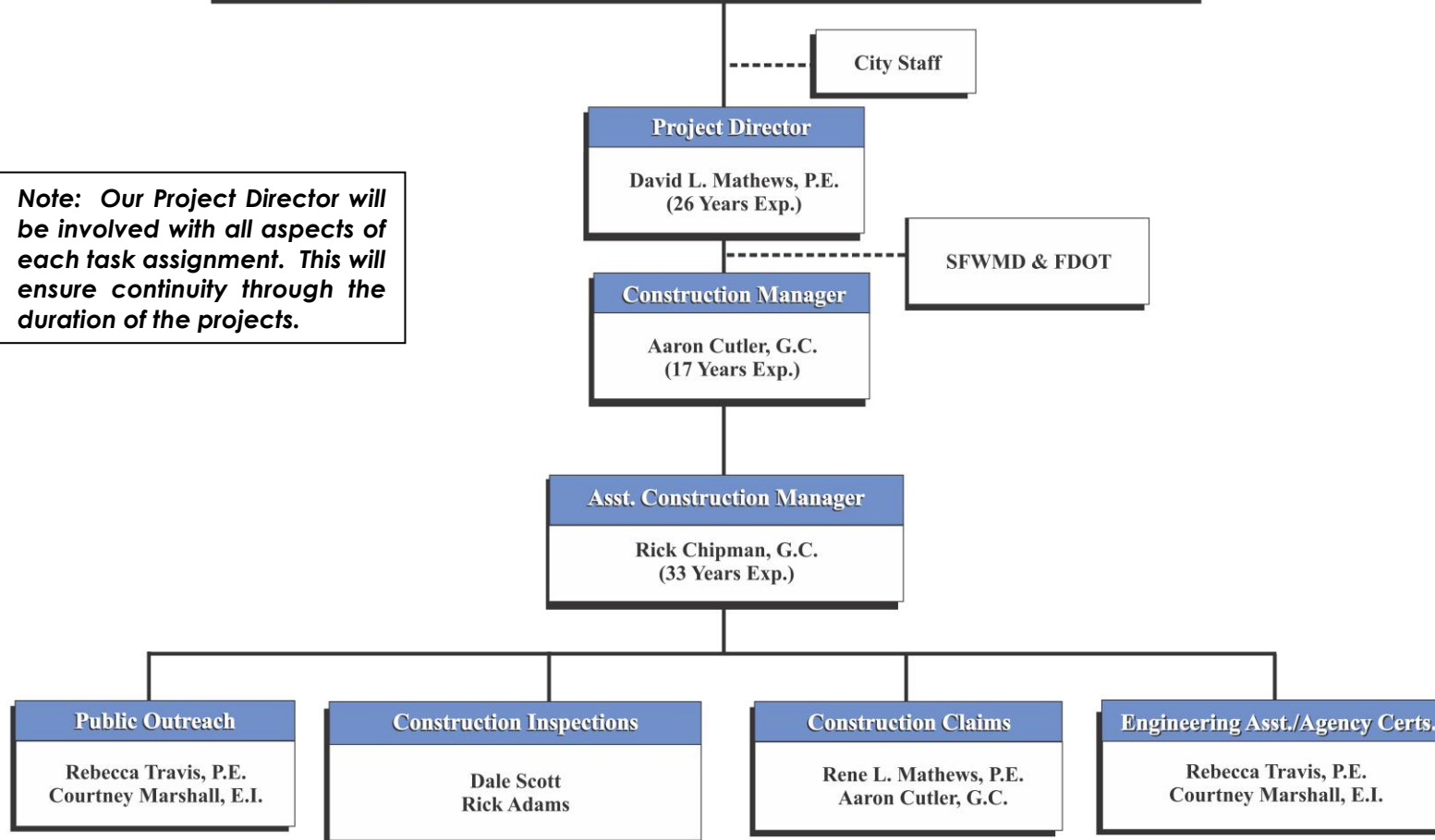
We are confident that our Team's organizational structure and qualifications will provide the City with the technical / construction resources needed to successfully complete all assignments on schedule and within budget constraints. **Our Team is "quick, nimble and responsive."** It is important to note that our Project Director, David Mathews, P.E., has successfully managed, designed and constructed numerous reclaimed water main projects for municipalities in South Florida, including eight (8) projects for the Delray Beach Environmental Services Department.



Construction Engineering & Inspection Services
Reclaimed Water Expansion Area 12C
 RFP # 2017-042

Figure 4.3
Project Team
Personnel

Note: Our Project Director will be involved with all aspects of each task assignment. This will ensure continuity through the duration of the projects.



Project Director's Experience

Mr. Mathews has over 26 years of experience in the planning, design, permitting, community outreach, bidding, construction and management of reclaimed water mains, water mains, gravity sewers, stormwater and roadway reconstruction projects in high profile neighborhoods, commercial districts and along FDOT and County roadways.

Great services require a responsive leader:

- Mr. Mathews has managed and designed over \$225 million roadway / streetscape and utility infrastructure in the last 18 years while at Mathews Consulting.
- Mr. Mathews will be available to the City of Delray Beach on a Daily Basis.
- Mr. Mathews puts 110% attention & energy into every project task.
- Mr. Mathews implements “Good Neighbor” approach in residential and commercial areas.
- Mr. Mathews is successful in meeting fast-track schedules.
- Mr. Mathews ensures projects are cost effective.
- **Mr. Mathews will be dedicated to the City of Delray Beach for the duration of the contract period.**

Current Workload & Availability

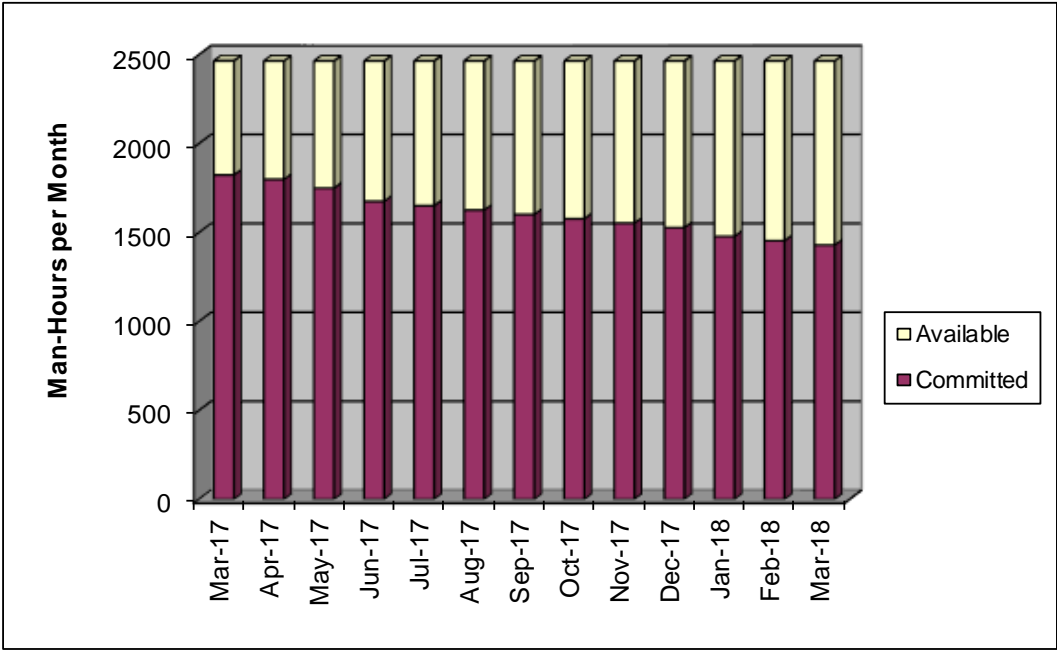
Mathews Consulting is available to begin the work tasks associated with this Contract immediately. Our experienced staff permits us to commit all of our necessary resources to the City of Delray Beach Construction Engineering and Inspection Services for Area 12C Reclaimed Water project. Mathews Consulting 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 Director, David Mathews, P.E., and our Construction Manager, Aaron Cutler, G.C., 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 Director and Construction 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 Construction Administration, Public Outreach and Resident Project Representative Services for this Contract. We are immediately

available to provide exceptional construction engineering and inspection 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 and personnel to the Project that is required to complete the project tasks efficiently, with the highest quality of standards.**

Commitment to Perform

The City of Delray Beach needs a consultant who will work as a partner with your staff – one who will be a proactive extension of your staff. Mathews Consulting has a solid track record of partnering with local utility 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 our utility practice in South Florida. Our highly experienced team will be accessible and responsive to your needs at all times.

Mathews Consulting's primary goal is to provide the City of Delray Beach with an **experienced, cost effective, responsive and accessible** Construction Management team that will help you improve and develop the best possible infrastructure to serve Delray Beach residents and businesses, while meeting your technical, budget, and schedule needs. Mathews Consulting firmly understands the work to be completed in this Contract, and based on our proven ability on past South Florida reclaimed water engineering and construction projects (including the City of Delray Beach), we give 110% commitment to complete every project task within the required time and budget constraints. Mathews Consulting is the best qualified firm to perform this engagement based upon our proven engineering design and construction management abilities and experienced staff that is familiar with the City of Delray Beach and is available for the duration of this Contract.

Office Location

Mathews Consulting, a Baxter & Woodman Company, operates its Florida Regional office located at **The Offices at CityPlace North, 477 S. Rosemary Avenue, West Palm Beach, Florida**. All of our Florida design work and construction administration is done at this office location. We are located approximately 18 miles from the City of Delray Beach. We are also located within minutes of the following regulatory agencies: FDEP, PBCHD, SFWMD and FDOT. **Our close proximity to the City of Delray Beach will ensure immediate response and direct availability of our staff.**

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.

Chapter 5

RFQ Forms



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 B - Public Entity Crimes

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Proposer, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Mathews Consulting, a Baxter & Woodman Company

Firm Name



Signature

3-30-17

Date

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

Printed Name and Title

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 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

3-30-17

Date

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

Printed Name and Title

Form D - Conflict of Interest Disclosure

The award of the agreement is subject to the provisions of Chapter 112, Florida Statutes. All Proposers must disclose within their Proposal, the name of any officer, director, or agent who is also an employee or relative of an employee of the City of Delray Beach.

Furthermore, all Proposers must disclose the name of any City employee or relative(s) of a City employee who owns, directly or indirectly, an interest in the Proposers firm or any of its branches.

The purpose of this disclosure form is to give the City the information needed to identify potential conflicts of interest for key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any City duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

To the best of our knowledge, the undersigned firm has no potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this RFQ.

Acknowledged by:

Mathews Consulting, a Baxter & Woodman Company

Firm Name



Signature

3-30-17

Date


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

Printed Name and Title

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	3-10-17
2	3-20-17
3	3-20-17
4	3-29-17

 <hr/> Signature of Proposer's Agent David L. Mathews, P.E. Printed Name	Vice President Title 3-30-17 Date
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Chapter 6

Insurance, Licenses & Certificates



Chapter 6

Insurance, Licenses & Certificates

This Section provides our insurance, licenses and certifications to perform the required services. Information is organized as follows:

- Proof of Insurance
- State of Florida Department of State Certification
- State of Florida Board of Professional Engineer's Business Registration License
- Florida Department of Transportation (FDOT) Certification

6.1 Proof of Insurance

In this section, 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.

6.2 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 section.

6.3 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 at the end of this section.

6.4 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
- 3.2 Major Highway Design
- 4.1.1 Miscellaneous Structures
- 4.1.2 Minor Bridge Design
- 7.1 Signing, Pavement Marking & Channelization
- 7.2 Lighting
- 7.3 Signalization
- 10.1 Roadway Construction Engineering Inspection

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/3/2016

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): E-MAIL ADDRESS:		FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Mathews Consulting, a Baxter & Woodman Inc. Company 477 S. Rosemary Av., #330 West Palm Beach FL 33401	INSURER A: Valley Forge Ins Co		20508
	INSURER B: Continental Casualty Co		20443
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** CL168318171 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6018314414	5/1/2016	5/1/2017	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input checked="" type="checkbox"/> primary/non contributory						MED EXP (Any one person)	\$ 15,000
	<input checked="" type="checkbox"/> subj to written contract						PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:							\$
A	AUTOMOBILE LIABILITY			6018314364	5/1/2016	5/1/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		6018314381	5/1/2016	5/1/2017	EACH OCCURRENCE	\$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$ 5,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6018314400	5/1/2016	5/1/2017	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
B	Professional Liability			AEH591900841	5/15/2016	5/01/2017	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 City of Delray Beach 434 S. Swinton Avenue Delray Beach, FL 33444	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Michael Christian/JAW <i>MCS Christian</i>

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State of Florida



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



State of Florida
Board of Professional Engineers

Attests that
Baxter & Woodman, Inc.

d/b/a: MATHEWS CONSULTING A BAXTER & WOODMAN COMPANY

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

Expiration: 2/28/2019
Audit No: 228201901016 R




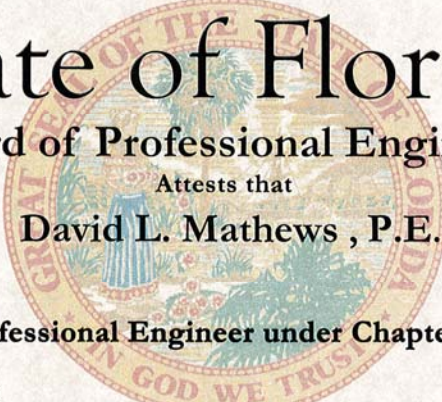
CA Lic. No:
31795

State of Florida
Board of Professional Engineers

Attests that
David L. Mathews , P.E.

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

Expiration: 2/28/2019
Audit No: 228201923241 R




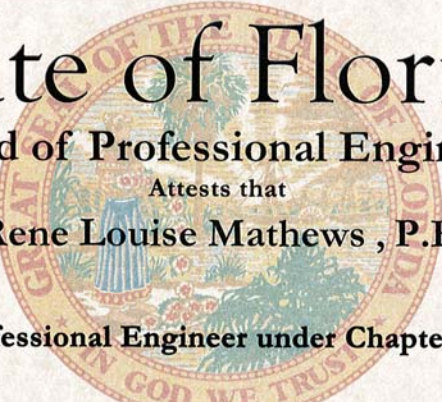
P.E. Lic. No:
48242

State of Florida
Board of Professional Engineers

Attests that
Rene Louise Mathews , P.E.

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


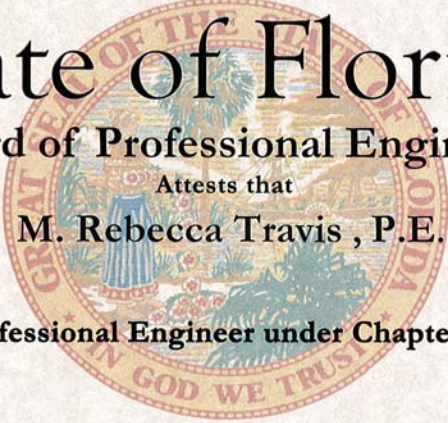
Expiration: 2/28/2019
Audit No: 228201916443 R



P.E. Lic. No:
49298

State of Florida
Board of Professional Engineers

Attests that
M. Rebecca Travis , P.E.


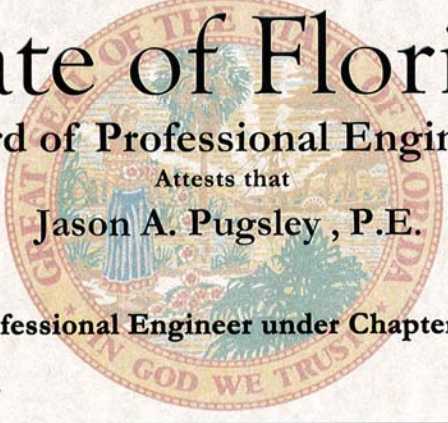


Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201900382 R

P.E. Lic. No:
40988

State of Florida
Board of Professional Engineers

Attests that
Jason A. Pugsley , P.E.


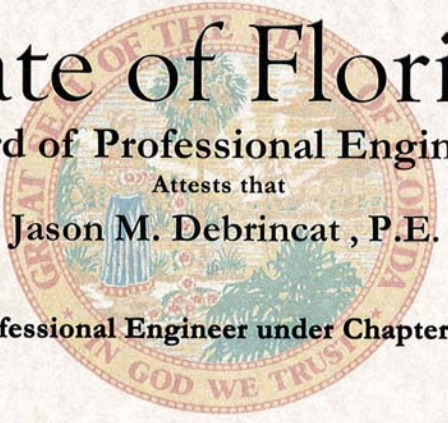


Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201908245 R

P.E. Lic. No:
67426

State of Florida
Board of Professional Engineers


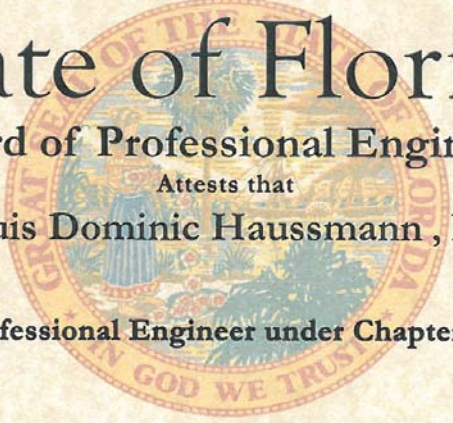
Attests that
Jason M. Debrincat , P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201914810 R

P.E. Lic. No:
71392


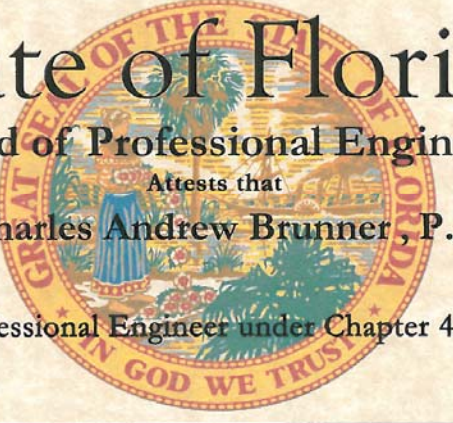
State of Florida
Board of Professional Engineers
Attests that
Louis Dominic Hausmann, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2019
Audit No: 228201908701 R

P.E. Lic. No:
81515

State of Florida
Board of Professional Engineers
Attests that
Charles Andrew Brunner, P.E.



Is licensed as a Professional Engineer under Chapter 471, Florida Statutes
Expiration: 2/28/2017
Audit No: 228201736287 I

P.E. Lic. No:
81536



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.

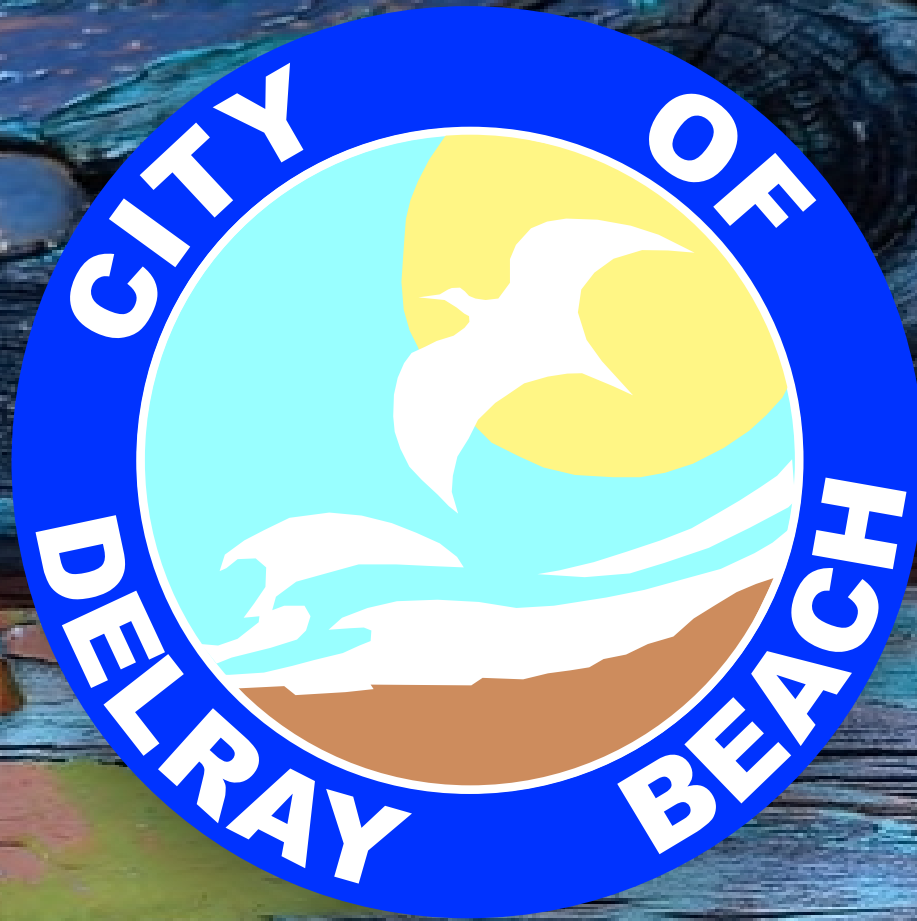
	Home/Branch <u>Office</u>	Facilities Capital Cost <u>of Money</u>	Overtime <u>Premium</u> Reimbursed	<u>Direct Expense</u> 4.08% (Home)
Indirect Cost	143.86%	0.347%		

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

Sincerely,

A handwritten signature in blue ink that reads "Carliayn Kell". The signature is written in a cursive, flowing style.

Carliayn Kell
Professional Services
Qualification Administrator



MATHEWS
CONSULTING



a BAXTER & WOODMAN company