



Request for Qualifications ***Northwest Neighborhood Improvements***

Owner's Representative

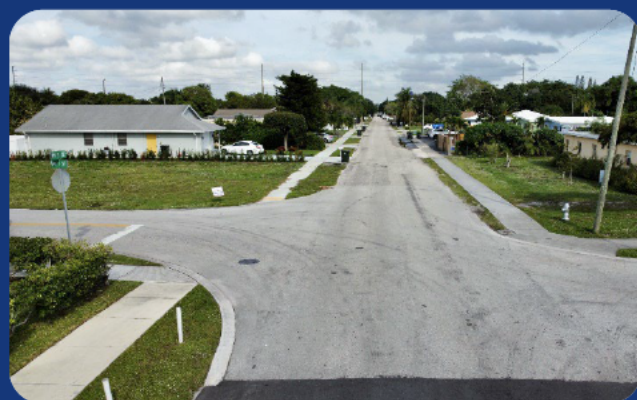
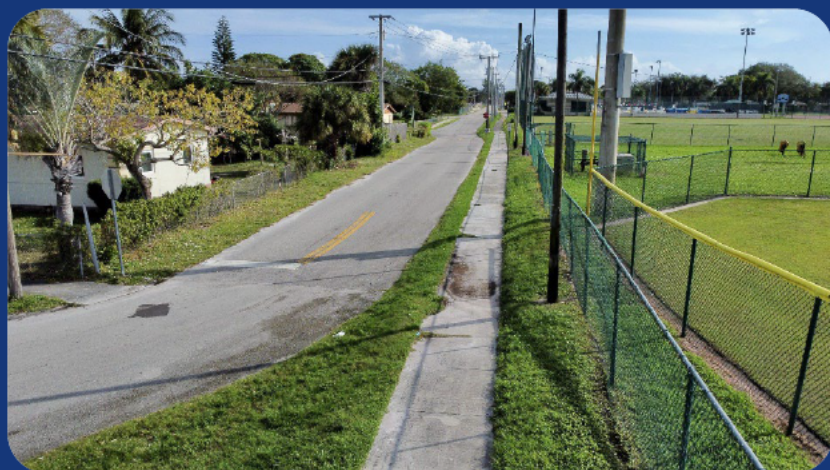
RFQ # No. 2025-002

Project No. 17-020

December 11, 2024



DELRAY BEACH CRA
COMMUNITY REDEVELOPMENT AGENCY



Holtz Consulting Engineers, Inc.

270 South Central Blvd, Suite 207

Jupiter, FL 33458

Phone: (561) 575-2005



HOLTZ CONSULTING ENGINEERS, INC

December 11, 2024

City of Delray Beach
City Purchasing and Contract Administration Division
Sent via Electronic Transmission

Subject: Request for Qualifications for Owner's Representative for Northwest Neighborhood Improvements (RFQ 2025-002)

Dear Selection Committee Members,

Holtz Consulting Engineers, Inc. (HCE) is pleased to submit our qualifications to provide professional services to serve as an Owner's Representative and provide oversight of a Construction Manager at Risk (CMAR) contractor for the construction of the Northwest Neighborhood Improvements project.

Our qualified staff and team, local knowledge of the City of Delray Beach and staff, as well as your design standards, and our team's recent experience with City of Delray Beach roadways, alleyways, sidewalks, swales, driveways, stormwater drainage systems, potable water mains, reclaimed water mains and sanitary sewer systems, traffic calming, lighting, landscaping, and irrigation improvements will prove beneficial to the City in implementing this project. HCE and our team of subconsultants, including South Florida Engineering Services, have extensive experience with infrastructure inspection, repair, and replacement, grant administration, and most importantly understand the importance of timely restoration, communication and coordination with residents during construction.

HCE's goal for this project is to work as an extension of City staff for successful project delivery that meets schedule and budget requirements for the important redevelopment of this area of the City.

Aaron Cutler, owner of South Florida Engineering Services (SFES) will be the Lead Project Manager for Owner's Representative, Public Outreach Services, and Construction Management. He will be supported by the full team at HCE. Aaron Cutler has over 15 years of completing successful projects with the City of Delray Beach similar to the Northwest Neighborhood Improvements Project. Aaron Cutler and HCE understand the importance of constant communication and daily coordination with the City's staff and elected officials.

We would be very pleased to provide professional services on this project and are committed and excited to help the City make critical improvements to your utility infrastructure and restore vital communities. The HCE team, including our quality local subconsultants, are committed to all aspects of successful project delivery. We understand the regulatory environment, the importance of communication and coordination with City staff and local residents, and timely project delivery with minimal adverse impacts to the community. We appreciate this opportunity to present our qualifications and experience with utility and infrastructure restoration projects for your consideration. We can be contacted at Stephen.Fowler@holtzconsulting.com or at our Jupiter office (561) 575-2005.

Sincerely,
HOLTZ CONSULTING ENGINEERS, INC.

Stephen Fowler, PE, CGC, Vice President

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TAB 3: MINIMUM QUALIFICATIONS

3.1 FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONS REGULATION LICENSE

THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



Florida

dbpr

Department of Business
& Professional Regulation

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LICENSEE DETAILS

Licensee Information

Name:	HOLTZ CONSULTING ENGINEERS, INC. (Primary Name)
Main Address:	270 SOUTH CENTRAL BOULEVARD SUITE 207 JUPITER Florida 33458
County:	PALM BEACH

License Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	26960
Status:	Current
Licensure Date:	05/05/2006
Expires:	

9:54:33 AM 12/4/2024

3.2 DISCLOSURE OF NO REPORTED CONFLICT OF INTEREST

Holtz Consulting Engineers, Inc., does not have any officers, directors or agents who are also employees of the City. There is no City employee who owns, directly or indirectly, any interest in Holtz Consulting Engineers, Inc. or any of its branches. No conflict of interests are present.

3.3 PRIOR OR PENDING LITIGATION STATEMENT

Holtz Consulting Engineers, Inc., or any of it’s employees, have not been involved in any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein within the last three (3) years.

3.4 SF330

As outlined in the Request for Qualifications requirements, the SF330 Sections are provided in Tabs 5 and 6 of this submittal. Please refer to these Tabs for the required information.

TAB 4: PROPOSER'S INFORMATION

4.1 LEGAL CONTRACTING NAME

The legal contracting name for Holtz Consulting is Holtz Consulting Engineers, Inc. The state of incorporation is Florida.

4.2 OWNERSHIP STRUCTURE

The ownership structure is a privately owned corporation.

4.3 W-9

Please refer to the following page for a copy of our W-9.

4.4 CONTACT INFORMATION FOR CORPORATE HEADQUARTERS



Corporate Headquarters - Jupiter, Florida

270 S. Central Boulevard, Jupiter, FL 33458, Phone: (561) 575-2005



Branch Office - Okeechobee, Florida

425 SW Park St. #8, Okeechobee, FL 34972, Phone: (863) 824-7200



Branch Office - Stuart, Florida

607 SW St. Lucie Crescent, Stuart, FL 34994, Phone: (772) 919-4905

4.5 CONTACT INFORMATION FOR PRIMARY AND SECONDARY REPRESENTATIVE

Primary Representative

- Stephen Fowler, PE, CGC, (561) 575-2005, stephen.fowler@holtzconsulting.com, 270 S. Central Blvd., Suite 207, Jupiter, FL 33458

Secondary Representative

- Christine Miranda, PE, (561) 575-2005, christine.miranda@holtzconsulting.com, 270 S. Central Blvd., Suite 207, Jupiter, FL 33458

4.6 OWNERSHIP CHANGES

There have been no ownership changes to Holtz Consulting Engineers, Inc. in the past three years, nor are any changes anticipated within six months from the submittal of this Request for Qualifications.

4.7 OFFICERS/PRINCIPALS OF THE COMPANY

The following are the officers/principals of the company: Andrea Holtz, President, David Holtz, Senior Vice President, Stephen Fowler, Vice President, Christine Miranda, Vice President, and Curtis Robinson, Vice President.

4.8 ADDITIONAL ORGANIZATIONAL INFORMATION

Holtz Consulting Engineers, Inc. (HCE) was founded in March 2006 in Palm Beach County to assist utilities, cities, and counties such as the City of Delray Beach with high-quality, responsive, and efficient engineering services on utility and infrastructure improvement projects. We have demonstrated our commitment to providing excellence and value on numerous successful projects over the past eighteen years. We are currently successfully providing engineering services to several other local entities and have the expertise and experience necessary to accomplish all required tasks related to the City's Northwest Neighborhood Improvement project.



HCE's central headquarters in Jupiter allows us to provide responsive and efficient engineering service to all our clients, including the City of Delray Beach

We have assembled a team of local, responsive, and cost-effective firms and individuals that we believe can provide outstanding engineering and technical support to the City on this project. Our team was selected with the specific needs of the City of Delray Beach in mind.

4.9 PRIOR OR PENDING LITIGATION

Holtz Consulting Engineers, Inc., or any of its employees or subcontractors, have not been involved in any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performance of the services to be rendered herein within the last three (3) years.

4.10 BUSINESS STATEMENT

Please refer to the end of this section for our most recent business financial statement.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Holtz Consulting Engineers, Inc.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. 270 S. Central Blvd., Suite 207	Requester's name and address (optional)
	6 City, state, and ZIP code Jupiter, FL 33458	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-						
or									
Employer identification number									
0	1	-	0	8	6	0	9	8	3

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ► <i>April Xarof</i>	Date ► <i>1-30-24</i>
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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



BABIONE, KUEHLER & COMPANY
CERTIFIED PUBLIC ACCOUNTANTS

Marcia S. Babione, CPA
Mark A. Kuehler, CPA
Linda D. Hutcheson, CPA
John S. Roicki, CPA

4060 Edgewater Drive
Orlando, FL 32804
(407) 291-6400
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Members:
American Institute of
Certified Public Accountants
Florida Institute of
Certified Public Accountants
A Partnership Including
Professional Associations

Independent Accountants' Review Report

To the Stockholders of
Holtz Consulting Engineers, Inc.
Jupiter, Florida

We have reviewed the accompanying financial statements of Holtz Consulting Engineers, Inc. (a Corporation), which comprise the balance sheets as of December 31, 2023 and 2022, and the related statements of income and retained earnings and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal controls relevant to the preparation of the financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct our review in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis of reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Holtz Consulting Engineers, Inc. and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our reviews.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Babione, Kuehler & Company

Orlando, Florida
July 2, 2024

TAB 5: PROPOSER'S INFORMATION

5.1 PROJECT EXPERIENCE

Holtz Consulting Engineers, Inc. (HCE) was founded in March 2006 in Palm Beach County to provide local utilities such as the City of Delray Beach with quality, timely and cost-effective civil engineering and consulting and construction services. Our staff and team have the qualifications, experience, availability, and commitment to continue to provide the highest level of service on this project.

HCE and our subconsultant, South Florida Engineering Services, have extensive construction administration and inspection consulting experience for projects ranging from less than \$100,000 to \$50 million in construction value. Our team is experienced in all facets of water and wastewater mains, roadway, lighting, and streetscape improvement projects for municipalities, including conceptual design, permitting, detailed design, cost estimates, bidding assistance, construction management and inspections, and final certifications. HCE has been providing construction administration services since our inception in 2006, and currently provide these type of services for neighboring communities such as the City of Boca Raton, City of Lake Worth Beach, Village of Palm Springs, Seacoast Utility Authority, Loxahatchee River District, Village of Tequesta, South Martin Regional Utilities, City of West Palm Beach, City of Stuart, City of Port St. Lucie, Martin County Utilities, and Fort Pierce Utilities Authority.

Our team is very knowledgeable and adept at successfully implementing infrastructure improvement projects in existing neighborhoods while minimizing disruptions to the community. Please refer to an example of some of our team's representative projects presented on the following pages. Our proposed lead project manager, Aaron Cutler, has extensive experience working with the City of Delray Beach and other local utilities on these types of projects. In addition to our engineering and construction experience, the HCE team also brings a wealth of grant procurement and administration experience. We have worked on over 150 individual grants totaling hundreds of millions of dollars for utility improvement projects, neighborhood and community enhancements and sustainability projects.

Boca iSIP Program Neighborhood Improvements

In 2017, the City of Boca Raton completed a critical infrastructure analysis to evaluate and prioritize the renewal or replacement of large-diameter pressurized pipelines within the City's service area. The vital assets studied consist of over 600 miles of water main as well as over 100 miles of force main. This analysis was performed to plan for the future of the utility system so that the City can continue to provide a high level-of-service to utility customers. The infrastructure analysis results are the basis for the City's multi-year sustainable infrastructure initiative. The first phase of this initiative includes multiple neighborhood projects. The assets being upgraded in this phase are a



collaboration between the Utility Services and Municipal Services Departments. The goal is to holistically upgrade the existing neighborhood infrastructure. HCE was selected by the City to complete the utility locating,

geotechnical investigation, survey, design, permitting, bidding and construction services for infrastructure improvements in three neighborhoods. The upgrades generally include construction of larger diameter water mains to replace aged mains, relocation and elimination of rear water service lines, as well as roadway, stormwater, and sidewalk improvements. Water main and force main improvement installation means and methods have included open-cut and horizontal directional drilling techniques, including a 16" Fusible PVC water main crossing under I-95.

City of Delray Beach CEI Services for NE 2nd Ave. Seacrest Beautification



The City of Delray Beach Contracted with Wantman Group to design the NE 2nd Ave Seacrest Corridor Beautification Project. The Project was 1.5 Miles of beautification from George Bush Boulevard at the south to Gulfstream Blvd to the north. The City hired CEI Aaron Cutler to provide construction management services. This beautification project also increased overall use of the roadway corridor and added traffic calming and safety improvements for pedestrians and cyclists along this route. The

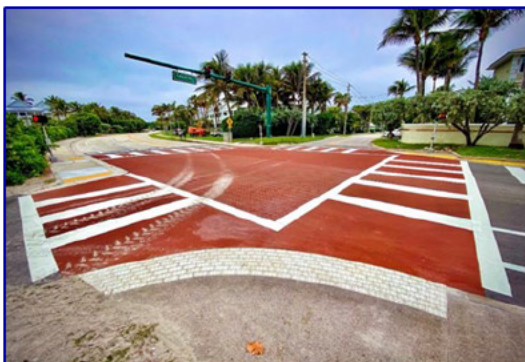
CEI construction services included Contract Administration, RPR Inspections, FDOT LAP Compliance, Public Outreach, coordination with Permitting Agencies, Constructability Review, and Project Closeout. The project was completed ahead of schedule and under budget.

City of Delray Beach CEI Services for Osceola Park Neighborhood Improvements

The Osceola Park Neighborhood Improvements was a full neighborhood infrastructure improvement project designed to improve all neighborhood utilities, improve streetscape beautification, and reclaim City rear property alleyways. The Osceola Park Neighborhood was kept fully active during construction and improvements included potable water main replacement, drainage system improvements, sanitary sewer improvements, full roadway reconstruction, roadway mill and overlay, pervious concrete alleyway improvements, signage and



pavement marking improvements, curbing, sidewalk, and driveway improvements, FPL decorative LED lighting improvements, and landscaping and irrigation improvements. The Neighborhood Improvements were designed by Baxter & Woodman. The City hired Aaron Cutler to provide CEI Construction Management Services, which included RPR Inspections, Contract Administration, Public Outreach, CRA Coordination, FDOT Coordination and FPL Street Lighting coordination.



City of Delray Beach CEI Services for Beach Master Plan Improvements

The City of Delray Beach contracted with Kimley-Horn to design the Atlantic Avenue and SR A1A Beach Master Plan Improvements and hired CEI Aaron Cutler to provide the construction management

services. The project was a beach and roadway improvement project. This City Public Works and CRA Joint Venture project, updated pedestrian paths, roadway intersections, and overall beautification along this highly traveled area. This project also increased the overall use of the pedestrian corridor and added traffic calming and safety improvements for cyclists along this beach access route. The CEI construction services included Contract Administration, RPR Inspections, FDOT Coordination, Public Outreach, coordination with Design Engineering Team, Constructability Review, and Project Closeout. The project was completed ahead of schedule and under budget.

City of Delray Beach CEI Services for Southwest Neighborhood Improvements

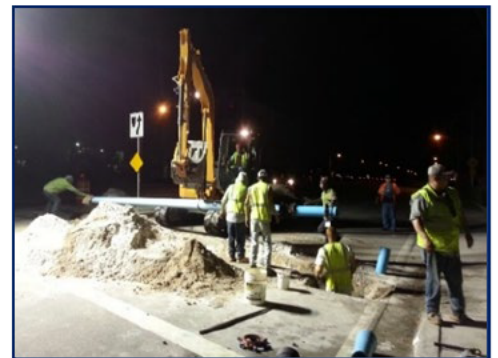


The City of Delray Beach Southwest Neighborhood Improvements was a full neighborhood infrastructure improvement project designed to improve all neighborhood utilities, improve streetscape beautification, and reclaim City rear property alleyways. The Southwest Neighborhoods were kept fully active during construction and improvements included potable water main replacement, reclaimed water main replacement, drainage system improvements, sanitary sewer improvements, full roadway reconstruction, roadway mill and overlay, pervious concrete alleyway improvements, signage

and pavement marking improvements, concrete curbing & sidewalk, and driveway improvements, FPL decorative LED lighting improvements, and landscaping and irrigation improvements. The Southwest Neighborhood Improvements were designed by Baxter & Woodman. The City hired Aaron Cutler to provide CEI Construction Management Services, which included RPR Inspections, Contract Administration, SFWMD Grant Administration, Public Outreach, CRA Coordination, FDOT Coordination and FPL Street Lighting coordination.

City of Stuart Water Main Replacement Project and FDEP SRF Funding

HCE provided the survey, design, permitting, State Revolving Fund (SRF) funding assistance, bidding, and construction administrative services for approximately 59,000 linear feet of 6-inch through 12-inch water mains in existing residential neighborhoods and commercial developments. The new mains replaced inadequately sized mains and old mains, looped dead ends, relocated mains and services from the rear of properties to the front, and increased fire protection. The mains were designed in City, County, and FDOT right-of-ways, including the open-cut installation of a 12-inch water main that was closely coordinated with numerous agencies and performed as night work. HCE also assisted the City of



Stuart with the preparation of the Request for Inclusion and Water Facilities Plan and all supporting documentation required for SRF funding, including State Clearinghouse, USDA, and Fish and Wildlife acceptance. This project was constructed with a \$5.9 million low-interest SRF loan that HCE helped the City administer including compliance with Davis-Bacon funding requirements.

Village of Tequesta Asbestos Cement Water Main Replacement Project



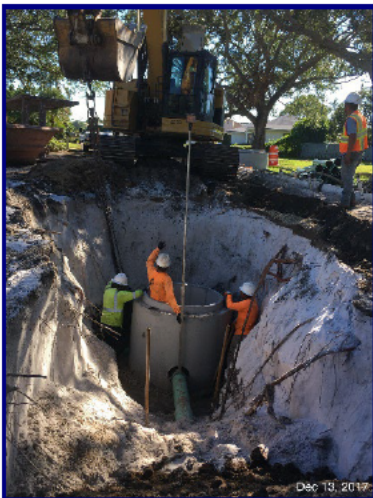
HCE is providing engineering services for the surveying, utility locating, geotechnical engineering, design, permitting, bidding, and construction of approximately 11,000 feet of potable water main to replace the existing AC pipe along various areas within the Village's service area. Included in the design will be the replacement of water services from the new water mains to the existing water meters, new fire hydrants, and the grouting/abandonment of the existing AC pipe after the new water mains are placed into service.

City of West Palm Beach 26th Street & Flagler Drive Stormwater Improvements – Phase 1

HCE is assisting the City of West Palm Beach with the replacement of all underground public utilities along 26th Street including water, gravity sewer, and stormwater. HCE is providing professional engineering services including field investigation, survey, and design for numerous existing utilities in an existing residential neighborhood along 26th street in West Palm Beach. In addition to complete utility replacement, this project includes roadway reconfiguration, design of new crosswalks and traffic calming facilities, and improvements to the existing landscaping. This project includes significant amounts of public outreach and coordination with the City and includes unique challenges due to the age of the existing infrastructure.



Loxahatchee River District Turtle Creek Community Septic to Sewer Conversion Program



HCE assisted the Loxahatchee River District with the implementation of a sanitary sewer conversion program throughout the Turtle Creek community in Tequesta. This project includes the survey, design, permitting, bidding, and services during construction of approximately 12,000 linear feet of new sewer systems to serve 138 residences which are currently on septic systems. This project was implemented in four phases, with homes grouped based on proximity and Homeowner's Association. This project included both gravity sewer and low-pressure force main installation, with different phases receiving different systems. This project required extensive coordination with residents and Homeowner's Associations in order to minimize disruption to residents, ensure that home access was maintained, and that sewer services were installed in the correct locations.

Okeechobee Utility Authority SE 8th Avenue Water Main Replacement

HCE provided survey, design, permitting, bidding, and services during construction for the replacement of existing water mains in the SE 8th Avenue area of the Okeechobee Utility Authority's (OUA) utility service area. Work included the development of construction plans for the installation of replacement water mains and removal of existing asbestos cement water mains and abandonment in place of galvanized steel mains, and tie-in of the new water mains to OUA's existing water distribution system. The SE 8th Avenue neighborhood was served by a combination of sizes and materials of water main, including 6-inch asbestos cement and PVC, 4-inch asbestos cement and galvanized steel, and 2-inch galvanized steel water mains. The project included the replacement of approximately 11,000 linear feet of new water mains to replace the existing distribution system within the SE 8th Avenue neighborhood via a combination of open-cut and horizontal directional drill methods. A new water distribution system with new services and fire hydrants was designed, constructed, and connected to the OUA system.

Town of Jupiter Maplewood Drive Drainage Repairs

HCE provided engineering services for the installation of 300 linear feet of new 36-inch reinforced concrete pipe exfiltration trench. The project included the preparation of drawings and specifications for the removal and replacement of the exfiltration trench and associated site restoration. This project was located within a busy roadway and required significant coordination with the Town and local businesses to limit the impacts of construction activities on resident access.

**Seacoast Utility Authority 24-inch Water Main on Alt. A-1-A**

HCE provided engineering services for the installation of a 24-inch water main along State Road Alternate A1A. The 24-inch water main was originally designed as three separate horizontal directional drills utilizing ductile iron pipe. However, during construction, HCE worked closely with the contractor to develop an alternate proposal to install the water main via traditional open-cut methods with partial road closures. HCE negotiated a deductive Construction Change Order of approximately \$500,000. This project was completed ahead of schedule due to extensive coordination with businesses and residences, the Florida Department of Transportation, Palm Beach County Roadway and Seacoast Utility Authority.

City of Port St. Lucie Glades to Tradition Reuse Water Main

HCE provided professional engineering services related to the survey, geotechnical exploration, modeling, design, permitting, bidding, and construction for an approximately 12,250 linear foot extension of the City's existing reuse water main originating from their Glades Wastewater Treatment Facility. The proposed extension started from the reuse water main's existing termination near Glades Cut-off Road and extended to the Glades Force Main Repump Station site at the end of SW Tradition Parkway right-of-way. The reuse water main extension allowed the City to provide reuse water sales to the Tradition Irrigation Company and provide the transmission for future expansion of the reuse system to developments including Verano, Western Grove, Riverland-Kennedy, and Wilson Groves.

As part of this project, HCE estimated future reuse demand for approximately 20,000 acres of service area in the southwest area of the City. HCE performed hydraulic modeling using the reuse demand estimates to determine the proposed water main extension sizing. The hydraulic modeling effort also extended to analyzing future expansion of the system as the southwest area of the City is built-out. A preliminary design report was prepared summarizing the demand estimates, modeling results, and future improvements required as the system expands.



Approximately 12,100 linear feet of 24-inch diameter reuse water main was installed. In addition, approximately 840 linear feet of 36-inch wastewater FM was constructed across roadways and across power line corridors during this project for future tie in and to eliminate the need to impact these areas in the future. The reuse water main was designed to be primarily installed by open cut.; however, horizontal directional drills were required in four (4) areas to cross an existing wetland and existing ditches along the route.

5.2 PROJECT TEAM

HCE has assembled a team of local, responsive, and cost-effective firms and individuals that we believe can provide outstanding services to the City on this project. Our team was chosen with the specific needs of the City of Delray Beach in mind. Please refer to our organizational chart provided under **Tab 6**.

5.3 AVAILABILITY AND COMMITMENT

The entire project team we are proposing for this project is conveniently located in Palm Beach County and can be at the job site in under an hour. All team members have the availability and commitment for the duration of the project to maintain accessibility and availability for all required meetings, communication, oversight and observation. We are proposing to establish an Owner's Representative Headquarters in Delray Beach which will include an office to be manned full-time by our lead project manager Aaron Cutler, and will include a conference room for meetings, computer and printing equipment, and can be used as a hub for the inspectors to review drawings and prepare reports. For further information about our availability and commitment please refer to our work plan approach outlined in **Tab 7**.



5.4 CLIENT REFERENCES

City of Boca Raton

Chris Helfrich, PE, Utilities Director

- chelfrich@myboca.us, 1401 Glades Road, Boca Raton, FL 33431, (561) 338-7303
- Date of Service: 2018-Present
- Scope of work: City-wide neighborhood improvement projects including utilities, roadway, and landscaping, and lighting

Village of Tequesta

Marjorie G Craig, PE, Utilities Director

- mcraig@tequesta.org, 345 Tequesta Drive, Tequesta, Florida 33469, (561) 768-0459
- Date of Service: 2020 - Present
- Scope of work: Water treatment and distribution general engineering including grant funded neighborhood water main replacement program projects

City of Stuart

Marc Rogolino, Project Manager

- mrogolino@stuartfl.gov, 121 SW Flagler Ave., Stuart, FL 34994, (772) 221-4700
- Date of Service: 2012- Present
- Scope of Work: General civil consulting including the completion of City-wide State Revolving Fund (SRF) neighborhood water main replacement program

5.5 CONTACT INFORMATION FOR PRIMARY AND SECONDARY REPRESENTATIVE

Primary Representative

- Aaron Cutler, CGC, PMP, South Florida Engineering Services, (561) 398-1585, acutler@sfengineeringservicesinc.com; 1224 Haywagon Trail, Loxahatchee, FL 33470

Secondary Representative

- Stephen Fowler, PE, CGC, (561) 575-2005, stephen.fowler@holtzconsulting.com, 270 S. Central Blvd., Suite 207, Jupiter, FL 33458

5.6 SF330 SECTION E

Please refer to the following pages for the SF330 Section E Resumes. All pertinent licenses and certifications have been provided with this information.



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Stephen R. Fowler, PE	Project Engineer Director	a. TOTAL 21	b. WITH CURRENT FIRM 12
15. FIRM NAME AND LOCATION <i>(City and State)</i> Holtz Consulting Engineers, Inc. Jupiter, Florida			
16. EDUCATION <i>(Degree and Specialization)</i> BS Environmental Engineering, 2003 University of Florida		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Professional Engineer Florida, Civil Engineering Certified General Contractor, Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i> Palm Beach County Lift Station Rehabilitation Program Palm Beach County, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i> 2020
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm HCE is responsible for the rehabilitation of 60 of Palm Beach County's wastewater pump stations. This effort has consisted of assessment and prioritization of the County's lift stations based on condition and risk of failure, followed by a variety of rehabilitation and upgrades to the sewage pumping system. As part of this effort, civil, mechanical, and electrical items have been assessed and identified for replacement in order to meet PBC minimum design standards where possible. HCE has provided survey, design, and bidding assistance in two phased bid packages, as well as assistance with shop drawing review and building department permitting during the construction phase. Specific Role: Project Manager		
(1) TITLE AND LOCATION <i>(City and State)</i> PBCWUD Palmetto Park Force Main Replacement, Boca Raton, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> N/A
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm HCE is providing design and permitting services of approximately two (2) miles of force main along Palmetto Park Road in Boca Raton from Boca Falls Drive to Catskill Road. For this project, HCE was tasked with conducting a hydraulic model of the existing system and propose a new force main size in the design. This new force main is necessary to replace the existing aging infrastructure of this area. Project Role: Senior Project Manager		
(1) TITLE AND LOCATION <i>(City and State)</i> PBCWUD Priority Aerial Crossing Improvements Ph 3, Palm Beach Coun	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> N/A
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm HCE is providing a condition assessment for fifty (50) aerial canal crossings throughout the Palm Beach County Water Utilities Department service area. From the condition assessment, HCE created a list of recommended of improvements and identified crossings for replacement or rehabilitation in order to meet PBC minimum design standards. HCE is providing civil engineering, structural, and geotechnical design, permitting and bid support for twenty (20) aerial crossings. Project Role: Senior Project Manager		
(1) TITLE AND LOCATION <i>(City and State)</i> PBCWUD Valve Additions Project, Palm Beach County FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> N/A
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm HCE is providing a design and permitting services for eighty (80) valves to be added to water mains and force mains throughout the Palm Beach County Water Utilities Department service area. This project is critical for Palm Beach County to allow the isolation of service mains during breaks or repairs. This benefits Palm Beach County Water Utilities Department during pipe breaks and reduces emergency repair costs, this also minimizes the interruption of water and sewer services to customers and critical facilities. Project Role: Senior Project Manager		
(1) TITLE AND LOCATION <i>(City and State)</i> SUA LS 88 Force Main Replacement, Palm Beach Gardens, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i> 2021
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm HCE's tasks for this project included the survey, design, permitting, and construction of approximately 1,500 LF of 8" force main along Hood Road and the rehabilitation of Lift Station No. 88 including cleaning and recoating of the wet well, replacing the base plates, base elbows, riser piping, and all above-grade valves and piping. Also included is the disassembly and removal of the temporary force main and all restoration. Project Role: Senior Project Manager		



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

FOWLER, STEPHEN R. JR.

88 YACHT CLUB PLACE
TEQUESTA FL 33469

LICENSE NUMBER: PE69039

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

FOWLER, STEPHEN ROBERT JR

HOLTZ CONSULTING ENGINEERS, INC.
270 SOUTH CENTRAL BOULEVARD
SUITE # 207
JUPITER FL 33458

LICENSE NUMBER: CGC1525114

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 05/22/2024

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State of Florida

Woman & Minority Business Certification

Holtz Consulting Engineers, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:

09/10/2024 to 09/10/2026



Pedro Allende
Florida Department of Management Services



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Aaron Cutler, CGC, PMP	Project Manager	a. TOTAL 23	b. WITH CURRENT FIRM 2

15. FIRM NAME AND LOCATION (City and State)
South Florida Engineering Services, Inc. Loxahatchee, FL

16. EDUCATION (Degree and Specialization)
A.A.S. - Civil Engineering Technology,

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
Certified General Contractor - Florida

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
Certifications: State of Florida Certified General Contractor, Project Management Professional Project Management Institute (PMI), Red Vector FDOT Asphalt Paving Level One Certification, Florida Department of Environmental Protection Stormwater Erosion and Sedimentation Control-Certified Stormwater Management Inspector (No. 21817)

19. RELEVANT PROJECTS		
(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
Delray Beach SW 4th Street and SW Neighborhoods Improvements Delray Beach, FL	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2022
a. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm Aaron Cutler was CEI Construction Manager as Vice President with B&W on this full Neighborhood Improvement Project. This project included CRA Coordination, Construction Management, Inspection Services, Contract Administration, Permitting Compliance, Field Engineering Coordination, FPL Street Lighting, and Public Outreach. Role: Construction Manager Construction Cost: \$ 6,000,000.00		
Delray Beach Seacrest Beautification FDOT LAP Project Delray Beach, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) 2022
b. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm Aaron Cutler was CEI Construction Manager as Vice President with B&W on this Full Roadway Replacement Project, Construction Administration, Public Outreach, and FDOT LAP Coordination, Sidewalk Replacement, Pedestrian crosswalks and dedicated bike lane improvements. Role: Construction Project Manager Construction Cost: \$ 1,800,000.00		
Delray Beach Master Plan Phase 2 Delray Beach, FL	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If applicable) 2021
c. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm Aaron Cutler was CEI Construction Manager as Vice President with B&W on this Beach Improvements and Decorative Roadway Intersection Replacement Project, Construction Administration, Public Outreach, and FDOT LAP Coordination, Sidewalk Replacement, Beach Access Pedestrian Fencing, ADA Ramps. Role: Construction Project Manager Construction Cost: \$ 5,500,000.00		
Delray Beach Osceola Park Phase 1 & Phase 2 Delray Beach, FL	PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) 2022
d. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm Aaron Cutler was CEI Construction Manager as Vice President with B&W on this full Neighborhood Improvement Project. This project included CRA Coordination, Construction Management, Inspection Services, Contract Administration, Permitting Compliance, Field Engineering Coordination, FPL Street Lighting, and Public Outreach. Role: Construction Manager Construction Cost: \$ 11,000,000.00		
FKA Islamorada Transmission Main Replacement Islamorada, FL	PROFESSIONAL SERVICES 2023 (ongoing)	CONSTRUCTION (If applicable) 2023 (ongoing)
e. (3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm Aaron Cutler is Lead Construction Manager for Large Diameter Steel Welded 36-inch Transmission Water Main Replacement Project, Construction Administration, Public Outreach, FDOT Coordination, Roadway Replacement, Heritage Trail Replacement, and Direct Owner Purchase Administration, Design Engineer Coordination. Grant Administration. Role: Construction Manager Construction Cost: \$ 45,000,000.00		



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

CUTLER, AARON ISRAEL

SOUTH FLORIDA ENGINEERING SERVICES INC.
1224 HAYWAGON TRAIL
LOXAHATCHEE FL 33470

LICENSE NUMBER: CGC1520812

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/23/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





Certificate of Completion

Is Hereby Granted to:

Aaron Cutler

On this date:

March 7, 2024

For Successful Completion of:

MS4 Stormwater Inspector

Instructor

T. Luke Owen, P.G.

4
Professional Development Hours

(678) 469-5120

www.NPDESTraining.com



THIS IS TO CERTIFY THAT

Aaron Cutler

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE
IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND
RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)®

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

A handwritten signature in black ink, reading 'LuAnn Piccard', positioned above a horizontal line.

LuAnn Piccard, PMP | Chair, Board of Directors



A handwritten signature in black ink, reading 'Pierre Le Manh', positioned above a horizontal line.

Pierre Le Manh | President & CEO

Certification Number: 2933228

Original Grant Date: 30 December 2020

Expiration Date: 30 December 2026



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Joshua Ramirez	Resident Compliance Specialist	6	2
15. FIRM NAME AND LOCATION (City and State) South Florida Engineering Services, Inc. Loxahatchee, FL			
16. EDUCATION (Degree and Specialization) Bachelors Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Certifications: Advance MOT FDOT, Confined Space Certification, First Aid CPR Certified			

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	Delray Beach SW 4th Street and SW Neighborhoods Improvements Delray Beach, FL	2020	2022
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Josh Ramirez was Assistant Construction Manager on this full Neighborhood Improvement Project. This project included CRA Coordination, Construction Management, Inspection Services, Contract Administration, Permitting Compliance, Field Engineering Coordination, FPL Street Lighting, and Public Outreach. Role: Construction Manager Construction Cost: \$ 6,000,000.00		
b.	Delray Beach Seacrest Beautification FDOT LAP Project Delray Beach, FL	2021	2022
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Josh Ramirez was Assistant Construction Manager on this Full Roadway Replacement Project, Construction Administration, Public Outreach, and FDOT LAP Coordination, Sidewalk Replacement, Pedestrian crosswalks and dedicated bike lane improvements. Role: Construction Project Manager Construction Cost: \$ 1,800,000.00		
c.	City of West Palm Beach Monceaux Road Improvements West Palm, FL	2022	2023
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Josh Ramirez was CEI Construction Manager with B&W on this Beach Improvements and Decorative Roadway Intersection Replacement Project, Construction Administration, Public Outreach, and FDOT LAP Coordination, Sidewalk Replacement, Beach Access Pedestrian Fencing, ADA Ramps. Role: Construction Project Manager Construction Cost: \$ 3,500,000.00		
d.	Delray Beach Osceola Park Phase 1 & Phase 2 Delray Beach, FL	2021	2022
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Josh Ramirez was Assistant Construction Manager on this full Neighborhood Improvement Project. This project included CRA Coordination, Construction Management, Inspection Services, Contract Administration, Permitting Compliance, Field Engineering Coordination, FPL Street Lighting, and Public Outreach. Role: Construction Manager Construction Cost: \$ 11,000,000.00		
e.	FKAA Islamorada Transmission Main Replacement Islamorada, FL	2023 (ongoing)	2023 (ongoing)
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Josh Ramirez is Assistant Construction Manager for Large Diameter Steel Welded 36-inch Transmission Water Main Replacement Project, Construction Administration, Public Outreach, FDOT Coordination, Roadway Replacement, Heritage Trail Replacement, and Direct Owner Purchase Administration, Design Engineer Coordination. Grant Administration. Role: Construction Manager Construction Cost: \$ 45,000,000.00		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Laurie M. Ernest-Jones	Public Information Officer	a. TOTAL 25	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION (City and State)

Conceptual Communications, Ft. Lauderdale, FL

16. EDUCATION (Degree and Specialization)

MS Integrated Communications, Advertising and Public Relations, Florida International University
BA, Business Administration, Florida Atlantic University

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

FEMA Trained Public Information Officer

19. RELEVANT PROJECTS

#	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
	City of Delray Beach (Delray Beach, FL)		Ongoing	N/A
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [✓] Check if project performed with current firm Assisting the City of Delray Beach with several public outreach projects. Successfully represented the City's brand and established trust with City staff members, the mayor, and commissioners. Served as the crisis communications team for the reclaimed water cross connections control error, educated residents about the new PFAS requirements per the EPA, and served as the public outreach team for the development services team to educate residents and contractors on the new digital permitting system ePlans.			
	Florida Keys Aqueduct Authority (Islamorada, FL)		N/A	N/A
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [✓] Check if project performed with current firm Islamorada Transmission Main Replacement Project, Whale Harbor subaqueous crossing, Tea Table subaqueous crossing, Windley Key Transmission Main Replacement Project, PFAS requirements per EPA			
	City of Wilton Manors (Wilton Manors, FL)		N/A	N/A
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [✓] Check if project performed with current firm Wilton Drive/FDOT lane elimination project, 2020-2025 Water, Wastewater, and Stormwater Master Plan, NE 26th Street improvements (mast arm traffic signals, raised crosswalks, milling, and resurfacing), NW 29th Street improvements (two lane undivided section with 10' travel lanes, 4' bike lanes on both sides, and 5' sidewalks on both sides), Colohatchee Dog Park and Mickel Park redevelopment projects			
	City of Hallandale Beach (Hallandale Beach, FL)		N/A	N/A
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [✓] Check if project performed with current firm Lift station rehabilitation, Schaffer Canal restoration, Water main replacement and repairs, North Miami Beach water Interconnect, Stormwater system modification, NE 3rd Street drainage mitigation, Water plant ammonia disinfection			
	Episcopal Church of Southeast Florida (Miami, FL)		N/A	Ongoing
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE [✓] Check if project performed with current firm Trinity Episcopal Cathedral Revitalization Project, 462 residential units and parking garage, 4,000 square foot cathedral hall on the ground floor, Saint Andrews and Saint James affordable housing conversions, Holy Comforter housing complex demolition			



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

Governmental Center Annex

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400

June 6, 2024

Ms. Laurie Menekou

CONCEPTUAL COMMUNICATIONS, LLC.

300 SW 1st Avenue, #155

Fort Lauderdale, Florida 33301

Dear Ms. Menekou:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** and **Small Business Enterprise (SBE)** certifications have been renewed.

Your firm's certifications are continuing from your anniversary date but are contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. **However, the responsibility to ensure continued certification is yours.** Failure to document your firm's continued eligibility for the CBE and SBE programs within **thirty (30) days** from your anniversary may result in the expiration of your firm's certifications. Should you continue to be interested in certification after it has expired, you will need to submit a new application, and all required supporting documentation for review.

In order to view and respond to Broward County's solicitations, you will need to be a registered vendor with Broward County. The current web-based procurement platform being used is Periscope S2G (f/k/a Bidsync). However, the County is in the process of switching to a new procurement system, powered by Bonfire, called BPRO. All vendors must complete the vendor registration process in the new BPRO system. It is free to do so. Until the switch to BPRO is completed, it is advisable to register your company to do business with Broward County under both Periscope S2G and BPRO. Information on how to register your company can be found on the Purchasing Division's webpage: www.broward.org/Purchasing.

Current Broward County Government bid opportunities can be viewed on www.broward.org/Purchasing, you may have to scroll down the page, and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in Periscope S2G or BPRO to ensure you have added all appropriate classification codes. Bid opportunities over \$3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Contract Services**. This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following areas:

NAICS CODE: 541613, 541820, 541430

Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Tim Ryan • Michael Udine
www.broward.org

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL
MCDONALD

Digitally signed by SANDY-
MICHAEL MCDONALD
Date: 2024.06.10 13:02:54
-04'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE SBE
ANNIVERSARY DATE: MAY 15TH

(Complete one Section E for each key person.)

19. RELEVANT PROJECTS		
a.	(1) TITLE AND LOCATION <i>(City and State)</i> Country Club Village Water Main and Force Main Replacements (Boca Raton, FL)	(2) YEAR COMPLETED
		PROFESSIONAL SERVICES 2022
	CONSTRUCTION <i>(If applicable)</i> 2022	
b.	(1) TITLE AND LOCATION <i>(City and State)</i> Glades-Tradition Reuse Water Main Project (Port St. Lucie, FL)	(2) YEAR COMPLETED
		PROFESSIONAL SERVICES Ongoing
	CONSTRUCTION <i>(If applicable)</i> Ongoing	
c.	(1) TITLE AND LOCATION <i>(City and State)</i> SUA Lift Station 88 Force Main Replacement (Palm Beach Gardens FL)	(2) YEAR COMPLETED
		PROFESSIONAL SERVICES 2021
	CONSTRUCTION <i>(If applicable)</i> 2021	
b.	(1) TITLE AND LOCATION <i>(City and State)</i> Hood Road Floridan Raw Water Main Installation (Palm Beach Gardens, FL)	(2) YEAR COMPLETED
		PROFESSIONAL SERVICES 2018
	CONSTRUCTION <i>(If applicable)</i> 2018	
c.	(1) TITLE AND LOCATION <i>(City and State)</i> SMRU Greenland Palms Force Main Extension (Hobe Sound, FL)	(2) YEAR COMPLETED
		PROFESSIONAL SERVICES 2019
	CONSTRUCTION <i>(If applicable)</i> 2019	

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Vaughn Hendrix	Construction Inspector	18	2

15. FIRM NAME AND LOCATION (City and State)
South Florida Engineering Services, Inc. Loxahatchee, FL

16. EDUCATION (Degree and Specialization)
High School Diploma

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)
Florida Certified General Contractor Representative for SFES

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)
NPDES Certified Inspector

RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	FCAA Plantation Key Transmission Main Replacement Islamorada, FL	2024 (ongoing)	2024 (ongoing)
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Field Representative to the Lead Construction Manager for Large Diameter Steel Welded 36-inch Transmission Water Main Replacement Project, Construction Administration, Public Outreach, FDOT Coordination, Roadway Replacement, Heritage Trail Replacement, and Direct Owner Purchase Administration, Design Engineer Coordination. Grant Administration. Role: Field Inspector Construction Cost: \$57,000,000.00		
b.	Town of Haverhill Courts Neighborhood Improvements West Palm Beach, FL	2023	2023 (ongoing)
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Construction Field Inspector on this Neighborhood Redevelopment Improvement Project, Construction Administration, NPDES Compliance, and Multi Agency Inspection Coordination, Site Improvements, and Full Underground Infrastructure. Role: Construction Inspector Construction Cost: \$800,000.00		
c.	Boynton Beach Sterling Village Boynton Beach, FL	2023	2023
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Construction Field Inspector on this Senior Neighborhood Improvement Project, Construction Administration, NPDES Compliance, and Multi Agency Inspection Coordination, Site Improvements, and Full Underground Infrastructure. Role: Construction Inspector Construction Cost: \$600,000.00		
d.	FPL Turkey Point CWRC Reclaimed Water Main Effluent Pipeline Homestead, FL	2023	2024
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Field Representative on this Design Build Pipeline Project that connected SDWWTP Effluent Reclaimed Flow to FPL Nuclear Plant. This project included Field Engineering Coordination, Contract Administration, Document Control, Construction Management, Field Inspection Services, Contract Administration, Permitting Compliance, Field Engineering Coordination, FPL Transmission Main Coordination, and Project Closeout. Role: Construction Inspector Construction Cost: \$45,000,000.00		
e.	City of West Palm Beach Broward Avenue West Palm Beach, FL	2022	2023
	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Construction Inspector for Multi Family Home Development Project, Full Underground Infrastructure Replacement, Permitting Coordination, Roadway Replacement, Sewer Lining, Design Engineer Coordination, and Stormwater System Role: Construction Inspector Construction Cost: \$900,000.00		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

12. NAME Ariana Ramjohn	13. ROLE IN THIS CONTRACT Project Administrator	14. YEARS EXPERIENCE <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">a. TOTAL</td> <td style="width: 50%; text-align: center;">b. WITH CURRENT FIRM</td> </tr> <tr> <td style="text-align: center; font-size: 1.2em;">5</td> <td style="text-align: center; font-size: 1.2em;">2</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	5	2
a. TOTAL	b. WITH CURRENT FIRM						
5	2						
15. FIRM NAME AND LOCATION (City and State) South Florida Engineering Services, Inc. Loxahatchee, FL							
16. EDUCATION (Degree and Specialization) Applied Business Science - Project Management, University of South Florida		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline) Florida Disaster Relief - General Contractor Representative for SFES					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Project Management Certification - USF Professional Education							

RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	FKAA Windley Key Transmission Main Replacement Islamorada, FL	PROFESSIONAL SERVICES 2024 (ongoing)	CONSTRUCTION (If applicable) 2024 (ongoing)
a.	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm Administrative Assistant to the Lead Construction Manager for Large Diameter Steel Welded 36-inch Transmission Water Main Replacement Project, Construction Administration, Public Outreach, FDOT Coordination, Roadway Replacement, Heritage Trail Replacement, and Direct Owner Purchase Administration, Design Engineer Coordination. Grant Administration. Role: Administrative Assistant Construction Cost: \$15,000,000.00		
	Town of Haverhill Courts Neighborhood Improvements West Palm Beach, FL	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2023 (ongoing)
b.	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm Administrative Assistant to Construction Manager on this Neighborhood Redevelopment Improvement Project, Construction Administration, NPDES Compliance, and Multi Agency Inspection Coordination, Site Improvements, and Full Underground Infrastructure. Role: Administrative Assistant Construction Cost: \$800,000.00		
	Boynton Beach Sterling Village Boynton Beach, FL	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2023
c.	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm Administrative Assistant to Construction Manager on this Senior Neighborhood Improvement Project, Construction Administration, NPDES Compliance, and Multi Agency Inspection Coordination, Site Improvements, and Full Underground Infrastructure. Role: Administrative Assistant Construction Cost: \$600,000.00		
	FPL Turkey Point CWRC Reclaimed Watermain Effluent Pipeline Homestead, FL	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2024
d.	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE Check if project performed with current firm Administrative Assistant to Project Manager Consultant on this Design Build Pipeline Project that connected SDWWTP Effluent Reclaimed Flow to FPL Nuclear Plant. This project included Field Engineering Coordination, Contract Administration, Document Control, Construction Management, Field Inspection Services, Contract Administration, Permitting Compliance, Field Engineering Coordination, FPL Transmission Main Coordination, and Project Closeout. Role: Administrative Assistant Construction Cost: \$45,000,000.00		
	FKAA Islamorada Transmission Main Replacement Islamorada, FL	PROFESSIONAL SERVICES 2023 (ongoing)	CONSTRUCTION (If applicable) 2023 (ongoing)
e.	(3) BRIEF DESCRIPTION (Brief scope size, cost, etc.) AND SPECIFIC ROLE x Check if project performed with current firm Administrative Assistant to Construction Manager for Large Diameter Steel Welded 36-inch Transmission Water Main Replacement Project, Construction Administration, Public Outreach, FDOT Coordination, Roadway Replacement, Heritage Trail Replacement, and Direct Owner Purchase Administration, Design Engineer Coordination. Grant Administration. Role: Construction Manager Construction Cost: \$19,000,000.00		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME PAUL WEINBERG, PLA	13. ROLE IN THIS CONTRACT Landscape Architect	14. YEARS OF EXPERIENCE	
		a. TOTAL 24	b. WITH CURRENT FIRM

15. FIRM NAME AND LOCATION (City and State)

KEITH, West Palm Beach, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION)

B.S., Landscape Architecture, Michigan State University, 2000

17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)

Registered Landscape Architect, State of Florida, #6666804

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

Council of Landscape Architecture Registration Boards (CLARB Certified); American Society of Landscape Architects (ASLA), Member; Urban Land Institute, Member; American Resort Development Association (ARDA), Member; CRA Work (North Miami, Deerfield, Fort Lauderdale, Riviera Beach, Pompano Beach); Streetscapes (Hillsboro, A1A, Sunrise, Nob Hill, Las Olas)

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Pompano Beach CRA District Improvements (Pompano Beach, FL)	PROFESSIONAL SERVICES On-going	CONSTRUCTION (If applicable) On-going
a.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE For this KEITH Life project, Mr. Weinberg was integral to the planning, urban design and landscape architecture improvements for this redevelopment project that has created a vibrant, beach-side promenade, encouraging citizens to enjoy new recreational and social opportunities. This project has generated millions of dollars of private development based on the improvements made to the increase the aesthetic and function of the public realm.		<input checked="" type="checkbox"/> Check if project performed with current firm
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	DC Alexander Park Improvements (Fort Lauderdale, FL)	PROFESSIONAL SERVICES On-going	CONSTRUCTION (If applicable) On-going
b.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KEITH is assisting the Client in developing a KEITH Play project that includes the visioning and redevelopment of an oceanfront park nestled in a unique 1+ acre spot on Fort Lauderdale's beachfront near the Fort Lauderdale Aquatic Center and International Swimming Hall of Fame. KEITH is providing services to the Client including survey/SUE, planning, civil and traffic engineering, landscape architecture, and construction observation. The KEITH Team assisted the Client with public engagement, turtle-compliant lighting, carefully planned stormwater infrastructure, shoreline habitat analysis, and practical and creative applications of stormwater mitigation practices resulting in a design that reflects and embraces the social and economic needs of the community. This award-winning project through its context – historic and present, its users, and the needs of the community – balances 'design for people' and 'design with nature' and is a testament to the value of comprehensive research, exploration, and analysis phases. Mr. Weinberg is leading the design, planning and permitting of this improvement project in conjunction with the City's CRA. He is managing a multi-disciplinary team to create a legacy project that will serve as an iconic, memorable place.		<input checked="" type="checkbox"/> Check if project performed with current firm
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Huizenga Park Capital Project CEI (Fort Lauderdale, FL)	PROFESSIONAL SERVICES On-going	CONSTRUCTION (If applicable) On-going
c.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KEITH is assisting the Client with a KEITH Play project including owner's representation and construction engineering inspection services to deliver the design of the Huizenga Park project. The park is envisioned to include a series of uniquely designed spaces intended to transform downtown Fort Lauderdale into an outdoor living room, dining room, and backyard all in one. The KEITH Team is assisting the Client in a drawings and project audit involving the full transdisciplinary team including value design/engineering, constructability, programing, operations/maintenance and potential errors/omissions/risks. Disciplines and services studied during Master Plan phase include: site planning and permitting analysis, civil engineering analysis, landscape architecture including arborist analysis, and traffic/transportation analysis.		<input checked="" type="checkbox"/> Check if project performed with current firm
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Fort Lauderdale Aquatics Center (Fort Lauderdale, FL)	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2023
d.	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE KEITH assisted the Client in redeveloping a KEITH Life/KEITH Play project situated on a man-made pier extending approximately 600' into the Intracoastal Waterway including an expanded FINA compliant competition pool, diving pool, instruction pool, 27-meter iconic diving platform – the tallest in North America, spa for divers, grandstand for up to 1,500 spectators, restrooms, concessions, ticket office, pool deck and drainage system, improvements to existing parking drainage systems, and landscape beautification. KEITH provided full services to the Client including surveying, subsurface utility engineering, planning, landscape architecture, and civil engineering. KEITH was involved in all stages of the project assisting the Client in ensuring the Center meets aquatic competition requirements and remains an icon of Fort Lauderdale Beach. Mr. Weinberg served as the Principal-in-Charge.		<input checked="" type="checkbox"/> Check if project performed with current firm



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

WEINBERG, PAUL HARVEY

KEITH AND ASSOCIATES, INC.
1201 SW 17TH STREET
FORT LAUDERDALE FL 33315

LICENSE NUMBER: LA6666804

EXPIRATION DATE: NOVEMBER 30, 2025

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)

ISSUED: 12/11/2023

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E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Michael Guida, P.E.	13. ROLE IN THIS CONTRACT Electrical Engineer	14. YEARS EXPERIENCE <table border="1"> <tr> <td>a. TOTAL</td> <td>b. WITH CURRENT FIRM</td> </tr> <tr> <td>31</td> <td>5</td> </tr> </table>		a. TOTAL	b. WITH CURRENT FIRM	31	5
a. TOTAL	b. WITH CURRENT FIRM						
31	5						
15. FIRM NAME AND LOCATION (City and State) C&W Engineering, Inc., West Palm Beach, FL 33411							
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science Electrical Engineering (BSEE)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer – Florida 60755					
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Florida Engineering Society (FES)							

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Designed parking lot lighting based on photometrics that meet Palm Beach County Photometrics requirements for public parking lot areas. The design was based on landscape plan and included lighting of the parking areas and access road to the buildings. Provided photometric plan limited to the layout of decorative fixtures. Nighttime compliance test was provided. \$13,500.00	2024	
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Designed new roadway lighting, photometrics, electrical installation for landscape lighting, pedestrian, multi-use path. New power service to the new lighting controller, landscape lighting and irrigation. Coordinated with the electrical utility. \$32,300.00	2018	2021
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Replacement of 2 surficial well sites, golf course parking area lighting including photometrics plan, electrical plan which showed conduit and wiring of poles. \$37,000.00	2020	2021
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Provided photometric lighting plan based on FDOT lighting standards. Coordinated with FPL for service points. Provided preliminary electrical design based on photometrics. \$14,500.00	2019	
e. (1) TITLE AND LOCATION (City and State)		



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

GUIDA, MICHAEL A.

6903 VISTA PARKWAY N
STE 10
WEST PALM BEACH FL 33411

LICENSE NUMBER: PE60755

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Palm Beach County Office of Equal Business Opportunity

Certifies That
C&W Engineering, Inc.
Vendor # **VS0000013065**

*is a Small Business Enterprise (SBE) as prescribed by section 2-80.21 - 2.80.30 of
the Palm Beach County Code for a three year period from
January 09, 2023 to January 08, 2026*

The following services and/or products are covered under this certification:

**Air Conditioning, Heating and Ventilating Engineering; Bridge Engineering; Electrical Engineering
Including Cogeneration Design Services; Engineering Consulting; Engineering Services (Not
Otherwise Classified); Engineering Services, Non-Licensed (Not Otherwise Classified); Highways;
Streets; Airport Pay-Parking Lots - Engineering; Industrial Engineering**


Allen Gray, Manager
12/15/2022



Palm Beach County Board of County Commissioners

Gregg K. Weiss, Mayor
Maria Sachs, Vice Mayor
Maria G. Marino
Dave Kerner
Marci Woodward
Sara Baxter
Mack Bernard

County Administrator
Verdenia C. Baker

(Complete one Section E for each key person.)

12. NAME Raj Krishnasamy, P.E.		13. ROLE IN THIS CONTRACT Principal-in-Charge, Principal Engineer		14. YEARS EXPERIENCE	
				a. TOTAL 37	b. WITH CURRENT FIRM 24
15. FIRM NAME AND LOCATION (City and State) TSFGeo, West Palm Beach, Florida					
16. EDUCATION (DEGREE AND SPECIALIZATION) BS Civil Engineering, Christian Brothers University, 1987 MS Civil Engineering, University of Memphis, 1996			17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer, Florida No. 53567		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) American Society of Highway Engineers, Past President, Florida Engineering Society, Past Treasurer Geotechnical Material Engineering Council, Past Chairman					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION (City and State) Lowson Blvd Roadway Improvements from Dover Road to US-1/Federal Highway, Delray Beach, Florida		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) N/A	
	(3) BRIEF DESCRIPTION (Briefscope, size, cost, etc.) AND SPECIFIC ROLE Mr. Krishnasamy was the Principal-in-Charge of the Geotechnical Engineering Services for Lowson Boulevard. The project consisted of two-lane roadways, sidewalk, and curb/gutter improvements. Provided a geotechnical engineering report which included evaluations and recommendations regarding permanent cut and fill slopes, groundwater control, pavement design considerations, on-site soil suitability, vibration and settlement monitoring, pre and post construction survey, and exfiltration testing.		<input checked="" type="checkbox"/> Check if project performed with current firm		
b.	(1) TITLE AND LOCATION (City and State) Barwick Rd. from Atlantic Ave. to Lake Ida Delray Beach, Florida		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) N/A	
	(3) BRIEF DESCRIPTION (Briefscope, size, cost, etc.) AND SPECIFIC ROLE Mr. Krishnasamy was the Principal-in-Charge of the Geotechnical Engineering Services for improvements along Barwick Road. The project included a shared use path with concrete pavement along with improvements on both sides of the roadway and a pipe culvert extension and new headwalls. Provided a geotechnical engineering report that included evaluations and recommendations regarding drainage extensions, permanent cut and fill slopes, excavations, groundwater control, pavement design considerations, on-site soil suitability, vibration and settlement monitoring and pre & post construction survey.		<input checked="" type="checkbox"/> Check if project performed with current firm		
c.	(1) TITLE AND LOCATION (City and State) Lindell Blvd. from Linton Blvd. to West of CSX Tracks Delray Beach, Florida		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) N/A	
	(3) BRIEF DESCRIPTION (Briefscope, size, cost, etc.) AND SPECIFIC ROLE Mr. Krishnasamy was the Principal-in-Charge of the Geotechnical Engineering Services for the roadway improvements at Lindell Blvd. from Linton Blvd. to West of CSX Tracks. The project consisted of a shared used path. Provided a geotechnical engineering report which included evaluations and recommendations regarding permanent cut and fill slopes, excavations, groundwater control, pavement design, on-site soil suitability, vibration and settlement monitoring and pre & post construction survey.		<input checked="" type="checkbox"/> Check if project performed with current firm		
d.	(1) TITLE AND LOCATION (City and State) Germantown Road from Old Germantown Rd to South of Congress Ave, City of Delray Beach, Palm Beach County, Florida		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) N/A	
	(3) BRIEF DESCRIPTION (Briefscope, size, cost, etc.) AND SPECIFIC ROLE Mr. Krishnasamy was the Principal-in-Charge of the Geotechnical Engineering Services for Germantown Road. The project included a shared use path for 1.43 miles with concrete pavement along with improvements on both sides of the roadway. Provided a geotechnical engineering report which included evaluations and recommendations regarding permanent cut and fill slopes, excavations, groundwater control, pavement design, on-site soil suitability, vibration and settlement monitoring and pre & post construction survey.		<input checked="" type="checkbox"/> Check if project performed with current firm		
e.	(1) TITLE AND LOCATION (City and State) SR 806 / Atlantic Avenue from SR 7 to Lyons Road Delray Beach, Florida		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) N/A	
	(3) BRIEF DESCRIPTION (Briefscope, size, cost, etc.) AND SPECIFIC ROLE Mr. Krishnasamy was the Principal-in-Charge for the Geotechnical Engineering Services for SR 806 and Atlantic Avenue. The project consisted of widening and reconstructing the existing Avenue and the existing canal on the south side of SR 806. Provided a geotechnical engineering report which included evaluations and recommendations regarding organic soils, permanent cut and fill slopes, excavations, groundwater control, resilient modulus test results for pavement design and considerations, and on-site soil suitability.		<input checked="" type="checkbox"/> Check if project performed with current firm		





Florida Department of Transportation

CHARLIE CRIST
GOVERNOR

605 Suwannee Street
Tallahassee, FL 32399-0450

STEPHANIE C. KOPELOUSOS
SECRETARY

October 1, 2009

Certified Mail – Return Receipt Requested

Tierra South of Florida, Inc.
Mr. Raj Krishnasamy, P.E.
2765 Vista Parkway, Suite 9
West Palm Beach FL 33411

ANNIVERSARY DATE – Annually on September 30

Dear Mr. Krishnasamy:

The Florida Department of Transportation [FDOT] is pleased to announce that your firm is certified under the **Florida Unified Certification Program [UCP]** as a **Disadvantaged Business Enterprise [DBE]** in accordance with Part 49 Section 26, Code of Federal Regulations.

DBE certification is continuing, but is contingent upon the firm maintaining its eligibility annually through this office. You will be notified of your annual responsibilities in advance of the **Anniversary Date**. You must submit the annual **AFFIDAVIT FOR CONTINUING ELIGIBILITY** no later than the **Anniversary Date**. Failure to do so will result in immediate action to remove certification.

Only those firms listed in the UCP DBE Directory, are certified by Florida UCP Members. **Prime contractors and consultants should verify your firm's DBE certification status, and identify the work area(s) for which the firm is DBE eligible, through this Directory.**

Your firm will be listed in Florida's UCP DBE Directory which can be accessed via the internet, at <http://www.bipincwebapps.com/biznetflorida/> or through The Department's website at www.dot.state.fl.us/equalopportunityoffice, then select "DBE Directory."

DBE certification is **NOT** a guarantee of work, but enables the firm to compete for, and perform, contract work on all USDOT Federal Aid (FAA, FTA and FHWA) projects in Florida as a DBE contractor, sub-contractor, consultant, sub-
If, at any time, there is a material change, you **must advise this office, by sworn affidavit and supporting documents, within thirty [30] days.** Changes

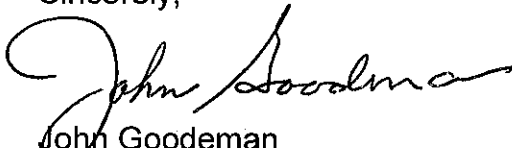
include, but are not limited to, ownership, officers, Directors, management, key personnel, scope of work performed, daily operations, on-going business relationships with other firms or individuals, or the physical location of your firm. After our review you should receive instructions as to how you should proceed, if necessary. Failure to do so will be deemed a failure, on your part, to cooperate, and will result in immediate action to Remove DBE certification.

Your firm is eligible to compete for, and perform, work on all USDOT Federal Aid projects throughout Florida, and may earn DBE credit for work performed in the following areas:

NAICS:	FDOT Specialty Code & Description
541330	943-Geotechnical Engineering Services
541380	944-Laboratory Testing Services

All other concerns should be directed to this office by mail or telephone. Our telephone number is (850) 414-4747. Our Fax number is (850) 414-4879

Sincerely,


John Goodman
DBE Certification Manager

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT*(Complete one Section E for each key person.)*

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Scott A. Reid, PSM	Surveying	25	

15. FIRM NAME AND LOCATION *(City and State)*

Compass Point Surveyors, Pompano Beach, Florida

16. EDUCATION *(Degree and Specialization)*BS Geomatics, 1996
University of Florida17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*Professional Surveyor and Mapper,
License No. 6258, Florida18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

Land Surveyors Continuing Education 24 hours of CEU with 2 year renewal period pertaining to Florida Minimum Technical Standards, State Statutes, Ethics, Laws and Principles, Membership Florida Surveying and Mapping Society, Broward County Chapter of the FSMS (Past President)

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Summary of Surveying Experience	Ongoing	N/A
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
a. Mr. Reid has been active in Surveying for over 25 years and has been involved with all levels of surveying from an instrument man on a field crew to the director of Surveying for a prominent Engineering and Land Surveying Company. His background includes training in everything from Global Positioning Systems (GPS), Geographic Information Systems (GIS), Remote Sensing, Photogrammetry, Business and Surveying Law, courses in Platting and Sectional land history and retracement to Coastal and Freshwater Mean High Water studies. In the course of his professional experience, Mr. Reid has worked a variety of different aspects of Surveying to include GPS and GIS projects, Florida Department of Transportation projects, Commercial, Residential and Government Subdivisions, Federal Emergency Management Agency Elevation Certificates and Letters of Map Amendments, Boundary and Title Surveys (to include ALTA Surveys), Subsurface Utility Locations, Condominium Documents and other types of Surveys for the Coast Guard, Veterans Administration, Lake Worth Water Drainage District, South Florida Water Management District, Florida Department of Environmental Protection, Attorneys or just the general public. Mr. Reid has even been involved with recording and reporting field measurements to the Guinness Book of World Records. His leadership roles include being an Officer in the United States Army, President of the Broward Florida Survey and Mapping Society Chapter, his participation in the Florida Atlantic University Surveying Curriculum Committee and various other positions within Surveying firms. This extensive experience within the Survey Profession combining a diversity of practical experience with a great deal of theoretical academic training is what separates Mr. Reid from many other professionals in his field. In all his years of service, his highest goals have always remained quality of work and client satisfaction.		



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

February 11, 2023

COMPASS POINT SURVEYORS PL
3350 NW 22ND TERR., - SUITE 1200 B
POMPANO BEACH, FL 33069

SUBJECT: Professional Surveyor and Mapper Business Certificate # LB7535

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

The license appears below and is valid through February 28, 2025.

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

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

Detach Here



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

License No.: **LB7535**

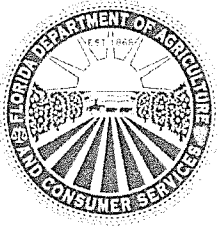
Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

COMPASS POINT SURVEYORS PL
3350 NW 22ND TERR., - SUITE 1200 B
POMPANO BEACH, FL 33069

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE



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

February 17, 2023

SCOTT A REID
3350 NW 22ND TER STE 1200
POMPANO BEACH, FL 33069-5911

Detach Here

SUBJECT: Professional Surveyor and Mapper License # LS6258

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

The license appears below and is valid through February 28, 2025.

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

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



Florida Department of Agriculture
and Consumer Services
Board of Professional Surveyors
and Mappers

LS6258

Professional Surveyor and Mapper
SCOTT A REID

IS LICENSED under the provisions of Ch. 472 FS
Expiration date: February 28, 2025

Detach Here



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

License No.: **LS6258**

Expiration Date February 28, 2025

Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

SCOTT A REID
3350 NW 22ND TER STE 1200
POMPANO BEACH, FL 33069-5911

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

Governmental Center Annex

115 S. Andrews Avenue, Room A680 • Fort Lauderdale, Florida 33301 • 954-357-6400

March 12, 2024

Mr. Benjamin Wiser

COMPASS POINT SURVEYORS, PL

3350 NW 22nd Terrace, Suite 1200-B

Pompano Beach, Florida 33069

Dear Mr. Wiser:

The Broward County Office of Economic and Small Business Development (OESBD) is pleased to announce that your firm's **County Business Enterprise (CBE)** certification has been renewed.

Your firm's certification is continuing from your anniversary date but is contingent upon the firm verifying its eligibility annually through this office. You will be notified in advance of your obligation to continue eligibility in a timely fashion. **However, the responsibility to ensure continued certification is yours.** Failure to document your firm's continued eligibility for the CBE program within **thirty (30) days** from your anniversary may result in the expiration of your firm's certification. Should you continue to be interested in certification after it has expired, you will need to submit a new application, and all required supporting documentation for review.

To review current Broward County Government bid opportunities, visit: www.broward.org/Purchasing and click on "Current Solicitations and Results." Also, from this website, you can log into your firm's profile in BidSync to ensure you have added all appropriate classification codes. Bid opportunities over \$3,500 will be advertised to vendors via e-mail and according to classification codes, so please ensure that both the Purchasing Division and OESBD are apprised of your current e-mail address.

Your primary certification group is: **Licensed Professional Services**. This is also how your listing in our directory will read. You may access your firm's listing by visiting the Office of Economic and Small Business Development Directory, located on the internet at: www.broward.org/EconDev and click on "Certified Firm Directories."

Your firm may compete for, and perform work on Broward County projects in the following area:

NAICS CODE: 541370

We look forward to working with you to achieve greater opportunities for your business through county procurement.

Sincerely,

SANDY-MICHAEL
MCDONALD

Digitally signed by SANDY-
MICHAEL MCDONALD
Date: 2024.03.13 12:43:06
-04'00'

Sandy-Michael McDonald, Director
Office of Economic and Small Business Development

Cert Agency: BC-CBE

ANNIVERSARY DATE: MARCH 20TH

Broward County Board of County Commissioners

Mark D. Bogen • Lamar P. Fisher • Beam Furr • Steve Geller • Robert McKinzie • Nan H. Rich • Hazelle P. Rogers • Tim Ryan • Michael Udine
Broward.org



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

July 15, 2024

REGISTERED VENDOR NO.: 116940

Mr. Benjamin Wiser, Manager
Compass Point Surveyors, PL
dba CBE Construction
3710 Park Central Blvd N
Pompano Beach, FL 33064

CERTIFICATION EFFECTIVE DATE:
July 25, 2024

CERTIFICATION EXPIRATION DATE:
July 25, 2027

Dear Mr. Wiser:

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

Professional Surveying and Mapping: Engineering Design, Topographic, Construction Staking, Hydrographic, GPS Control Network, ALT/ACSM Boundary, Wetland Delineation, Utility Location, As-Built, GIS Mapping Survey Services; FEMA Certifications

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

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

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

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

We look forward to a mutually beneficial working relationship.

Sincerely,

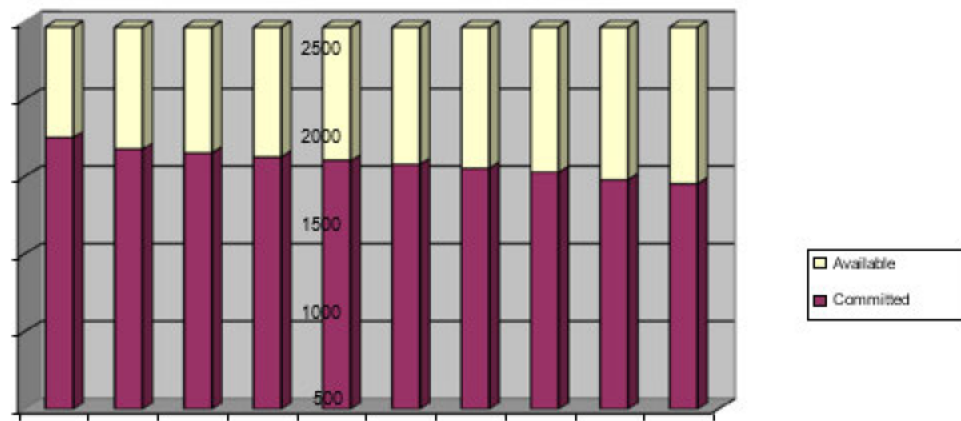
Jennifer Dollar
SBE Program Specialist
Procurement Bureau

JD

TAB 6: ORGANIZATIONAL STRUCTURE AND CAPACITY

6.1 RECENT, CURRENT AND PROJECTED WORKLOAD

The HCE team is available to begin Owner's Representative and Project Management tasks associated with this Contract immediately. Our experienced staff permits us to commit all of our necessary resources to the City of Delray Beach. The HCE team is committed to assigning the most qualified personnel to this project assignment. We provide our guarantee to meet the required schedules and budgets and produce exceptional project results. Our Construction Manager Aaron Cutler, PMP, CGC will be fully dedicated to this project and the City of Delray Beach to oversee the Contractor and ensure that all project tasks are performed on time and within budget. The projected workload is presented in the figure below. The chart shows that there are more than enough man-hours available to provide Constructability Workshops, Permitting Assistance, Bidding, Public Outreach, and Construction Services for this Contract.



As the chart demonstrates, our workload availability far exceeds the required staffing allocation for this Contract. We will devote the required resources and personnel to each project that is required to complete the project tasks efficiently, with the highest quality of standards. All key team members that will be involved in this project have availability for the duration of this project.

6.2 SF330 SECTION C

Please refer to the following pages for SF330 Section C which outlines the team proposed to work on this City project.

6.3 SF330 SECTION D

Please refer to the following pages for SF330 Section D which presents the organizational chart for HCE's proposed team to work on this City project.

6.4 SF330 PART II

Please refer to the following pages for the completed SF330 Part II forms for our proposed team.



ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

Request for Qualifications for Northwest Neighborhood Improvements Owner's Representative Delray Beach, Florida

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

RFQ No. 2025-002

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Stephen Fowler, PE, CGC, Vice President

5. NAME OF FIRM

Holtz Consulting Engineers, Inc

6. TELEPHONE NUMBER

(561)275-2005

7. FAX NUMBER

(561)575-2009

8. E-MAIL ADDRESS

stephen.fowler@holtzconsulting.com

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	SUBCONTRACTOR			
a.	✓			Holtz Consulting Engineers, Inc	270 South Central Boulevard, Suite 207 Jupiter, FL 33458	Project Engineer Director and Resident Project Representative
b.			✓	South Florida Engineering Services, Inc	1224 Haywagon Trail Loxahatchee, FL 33470	Lead Project Manager, Resident Compliance, Construction Inspection, Document Control
c.			✓	Compass Point Surveyors, PL	3350 NW 22 nd Terrace Pompano Beach, FL 33069	Surveying
d.			✓	Conceptual Communications, LLC	300 SW 1 st Avenue, #155 Fort Lauderdale, FL 33301	Public Information & Relations
e.			✓	KEITH, Inc	701 Northpoint Parkway Suite 218 West Palm Beach, FL 33407	Landscape Architecture
f.			✓	C&W Engineering, Inc	6903 Vista Parkway N. Suite 10 West Palm Beach, FL33411	Electrical Engineering
g.			✓	TSF Geo, Inc	2765 Vista Parkway Suite 10 West Palm Beach, FL	Geotechnical Engineering

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

Delray NW Neighborhood Organizational Chart



City of Delray Beach
City Staff

Community
Redevelopment
Agency



Holtz Consulting Engineers
Project Engineer Director
Stephen Fowler, PE

South Florida Engineering
Services
Lead Project Manager Aaron
Cutler, CGC, PMP

*NOTE: Our SFES Project Manager Aaron Cutler, CGC, PMP will be Primary Contact and will be involved with all aspects of every Owners Rep assignment. This will confirm continuity through the duration of the project.
P: 561-398-1585
E: acutler@sfengineeringservicesinc.com*

Resident Compliance
Specialist
Josh Ramirez
SFES

Public Information
Officer
Laurie Menekou
Conceptual
Communications

Resident Project
Representative
Lead RPR
Linwood Lee
Holtz Consulting

Construction
Inspector
Vaughn Hendrix
SFES

Document Control
Administrator
Ariana Ramjohn
SFES

Landscape Architect
Paul Weinberg, PLA
KEITH

Electrical Engineer
Michael Guida, PE
C&W Engineering

Geotechnical
Engineering
Raj Krishnasamy, PE
TSFGeo

Surveyor
Scott Reid, PSM
Compass Point

1. SOLICITATION NUMBER (If any)
Delray Beach RFQ 2025-002

1a. FIRM (or Branch Office) NAME South Florida Engineering Services, Inc.			3. YEAR ESTABLISHED 2022	4. UNIQUE ENTITY IDENTIFIER EIN: 92-1057734
2b. STREET 1224 Haywagon Trail			5. OWNERSHIP	
2c. CITY Loxahatchee	2d. STATE FL	2e. ZIP CODE 33470	a. TYPE S Corporation	
6a. POINT OF CONTACT NAME AND TITLE Aaron Cutler President/Owner			b. SMALL BUSINESS STATUS Small Business (not yet SBE certified)	
6b. TELEPHONE NUMBER 561-398-1585		6c. EMAIL ADDRESS acutler@sfengineeringservicesinc.com	7. NAME OF FIRM (If Block 2a is a Branch Office) South Florida Engineering Services, Inc	
8a. FORMER FIRM NAME(S) (If any) Baxter & Woodman, Inc.			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number
		(1) FIRM	(2) BRANCH			
16	Construction Manager	2		C15	Construction Management	3
15	Construction Inspector	1		C11	Community Facilities	1
02	Administrative	1		C16	Construction Survey	1
				D04	Design Build	1
				H07	Highways; Streets; Parking Lots	1
				H09	Hospital & Medical Facilities	1
				S04	Sewage Collection, Treatment and Disposal	1
	Other Employees					
Total		4				

1. Less Than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

a. SIGNATURE <i>Aaron Cutler</i>		b. DATE 12/9/24
c. NAME AND TITLE Aaron Cutler, CGC, PMP – President/Owner		

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)

2025-002

2a. FIRM (or Branch Office) NAME

Keith and Associates, Inc., dba KEITH

2b. STREET

701 Northpoint Parkway, Suite 218

2c. CITY

West Palm Beach

2d. STATE

FL

2e. ZIP CODE

33407

3. YEAR ESTABLISHED

1998

4. UNIQUE ENTITY IDENTIFIER

VBLCPKTQD5J6

5. OWNERSHIP

a. TYPE

Corporation

b. SMALL BUSINESS STATUS

N/A

7. NAME OF FIRM (If Block 2a is a Branch Office)

N/A

6b. TELEPHONE NUMBER

561-469-0992

6c. E-MAIL ADDRESS

marketing@KEITHteam.com

8a. FORMER FIRM NAME(S) (If any)

N/A

8b. YEAR ESTABLISHED

8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. Number of Employees	
		(1) FIRM	(2) BRANCH
02	Administrative	27	4
12	Civil Engineering, PE	20	5
60	Transportation Engineering, PE	6	0
15	Construction Inspector	4	0
16	Construction Manager	13	0
29	GIS Specialist	1	0
38	Land Surveyor, PSM	8	0
39	Landscape Architect, RLA	8	1
47	Planner: Urban/Regional	9	2
48	Project Manager	4	1
53	Scheduler	1	0
	Landscape Designer	8	0
	Project Engineer	27	5
	Project Surveyor	7	0
	Survey Field Crew	26	0
	Subsurface Utility Engineer	3	0
	Subsurface Utility Field Crew	11	0
	Utility Coordinator	6	1
	VDC/BIM/CIM	3	0
	Other Employees		
Total		192	19

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS

a. Profile Code	b. Experience	c. Revenue Index Number (see below)
A06	Airports; Terminals and Hangars	7
B02	Bridges	3
C07	Coastal Engineering	3
C10	Commercial Building	7
C11	Community Facilities	6
C15	Construction Management	7
C16	Construction Surveying	4
E02	Educational Facilities	4
F02	Field Houses; Gyms; Stadiums	4
G04	GIS Services; Development; Analys	2
H07	Highways, Street, Airfield Paving	5
H09	Hospitals & Medical Facilities	3
I06	Irrigation; Drainage	6
L03	Landscape Architecture	6
P05	Planning (Community, Regional...)	5
R03	Railroad; Rapid Transit	3
R04	Recreation Facilities	6
S10	Surveying; Platting; Mapping; Flood	6
S13	Storm Water Handling & Facilities	6
T04	Topographic Surveying & Mapping	6
W03	Water Supply; Treatment & Distrib.	5
Z01	Zoning; Land Use Studies	3

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)

a. Federal Work	1
b. Non-Federal Work	8
c. Total Work	8

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

1. Less than \$100,000
2. \$100,000 to less than \$250,000
3. \$250,000 to less than \$500,000
4. \$500,000 to less than \$1 million
5. \$1 million to less than \$2 million
6. \$2 million to less than \$5 million
7. \$5 million to less than \$10 million
8. \$10 million to less than \$25 million
9. \$25 million to less than \$50 million
10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE

b. DATE

12/05/2024

c. NAME AND TITLE

Alex Lazowick, PE, PMP, ENV SP - President/CEO

ARCHITECT – ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)
PBC WUD No. 23-025

PART II – GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME C&W Engineering, Inc.			3. YEAR ESTABLISHED 2019	4. DUNS NUMBER
2b. STREET 6903 Vista Parkway N., Suite 10			5. OWNERSHIP a. TYPE Sub Chapter "S" Corp.	
2c. CITY West Palm Beach	2d. STATE FL	2e. ZIP CODE 33411	b. SMALL BUSINESS STATUS Yes	
6a. POINT OF CONTACT NAME AND TITLE Michael Guida, P.E., President			7. NAME OF FIRM (If block 2a is a branch office)	
6b. TELEPHONE NUMBER (561) 642-5333		6c. E-MAIL ADDRESS mguida@cweng.us		
8a. FORMER FIRM NAME(S) (If any) Walker Enterprises, Inc. dba C&W Engineering			8b. YR ESTABLISHED 1992	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE

a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
9.03	Electrical Engineering - Industrial Facilities	4		E03	Electrical Engineering	4
8.05	Mechanical Engineering - Heating Systems			M05	Mechanical Engineering	4
8.06	Mechanical Engineering - Cooling Systems			M06	Mechanical Engineering	4
	Other Employees	1				
Total		5				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS

(Insert revenue index number shown at right)


a. Federal Work	None
b. Non-Federal Work	4
c. Total Work	4

PROFESSIONAL SERVICES REVENUE INDEX NUMBER

- | | |
|---|---|
| 1. Less than \$100,000 | 6. \$2 million to less than \$5 million |
| 2. \$100,000 to less than \$250,000 | 7. \$5 million to less than \$10 million |
| 3. \$250,000 to less than \$500,000 | 8. \$10 million to less than \$25 million |
| 4. \$500,000 to less than \$1 million | 9. \$25 million to less than \$50 million |
| 5. \$1 million to less than \$2 million | 10. \$50 million or greater |

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.


a. SIGNATURE 	b. DATE 12/5/2024
c. NAME AND TITLE Michael Guida, P.E., President	

1. SOLICITATION NUMBER (If any)

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (OR BRANCH OFFICE) NAME Tierra South Florida, Inc. d/b/a TSFGeo					3. YEAR ESTABLISHED 2003		4. UNIQUE ENTITY IDENTIFIER YXJCLPM6WJ84		
2b. STREET 2765 Vista Parkway, Suite 10					5. OWNERSHIP				
					a. TYPE Corporation				
2c. CITY West Palm Beach			2d. STATE FL		2e. ZIP CODE 33411			b. SMALL BUSINESS STATUS DBE - FDOT UCP SBE - Pinellas County & SFWMD	
6a. POINT OF CONTACT NAME AND TITLE Raj Krishnasamy, P.E., President/Principal Engineer					7. NAME OF FIRM (If block 2a is a branch office) N/A				
6b. TELEPHONE NUMBER (561) 687-8536		6c. E-MAIL ADDRESS Raj@TSFGeo.com							
8a. FORMER FIRM NAME(S) (If any)					8b. YR. ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER		
N/A					N/A		N/A		
9. EMPLOYEES BY DISCIPLINE					10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS				
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)			
		(1) FIRM	(2) BRANCH						
2	Administrative	6	6	S05	Soils and Geologic Studies; Foundations	6			
8	CADD Technician	2	2	T02	Testing and Inspection Services	6			
27	Foundation/Geotechnical Eng	7	7						
58	Technician/Analyst	27	27						
15	Construction Inspector	5	5						
16	Construction Manager	2	2						
Total		49	49						
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER							
a. Federal Work		6		1. Less than \$100,000.		6. \$2 million to less than \$5 million			
b. Non-Federal Work		6		2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million			
c. Total Work		7		3. \$250,000 to less than \$500,000		8. \$10 million to less than \$25 million			
				4. \$500,000 to less than \$1 million		9. \$25 million to less than \$50 million			
				5. \$1 million to less than \$2 million		10. \$50 million or greater			

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE November 27, 2024
c. NAME AND TITLE Raj Krishnasamy, P.E., President/Principal Engineer	

1. SOLICITATION NUMBER (If any)

(If a firm has branch offices, complete for each specific branch office seeking work.)

8a. FORMER FIRM NAME(S) (If any)	8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	0	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	5	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	5	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

The foregoing is a statement of facts.

STANDARD FORM 330 (REV. 7/2021) PAGE 6

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (If any)
RFQ NO.: 2025-002

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME Conceptual Communications			3. YEAR ESTABLISHED 2012	4. UNIQUE ENTITY IDENTIFIER 46-1355996
2b. STREET 300 SW 1 st Ave., #155			5. OWNERSHIP	
			a. TYPE LLC	
2c. CITY Fort Lauderdale	2d. STATE FL	2e. ZIP CODE 33301	b. SMALL BUSINESS STATUS CBE/SBE	
6a. POINT OF CONTACT NAME AND TITLE Laurie M. Ernest-Jones, Principal			7. NAME OF FIRM (If Block 2a is a Branch Office)	
6b. TELEPHONE NUMBER 954-732-0754		6c. EMAIL ADDRESS Lmenekou@conceptualpr.com		
8a. FORMER FIRM NAME(S) (If any) N/A			8b. YEAR ESTABLISHED N/A	8c. UNIQUE ENTITY IDENTIFIER N/A

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
	Principal	1			Public Outreach and Communications	4
	Marketing Ops Lead	1				
	Creative Director	1				
	PR Lead	1				
	Content Manager	1				
	Marketing Manager	1				
	Podcast Host	2				
	Web Master	1				
	Photographer	2				
	Videographer	2				
	Other Employees					
Total		13				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	0	1. Less Than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	4	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	4	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million
		5. \$1 million to less than \$2 million	10. \$50 million or greater

12. AUTHORIZED REPRESENTATIVE

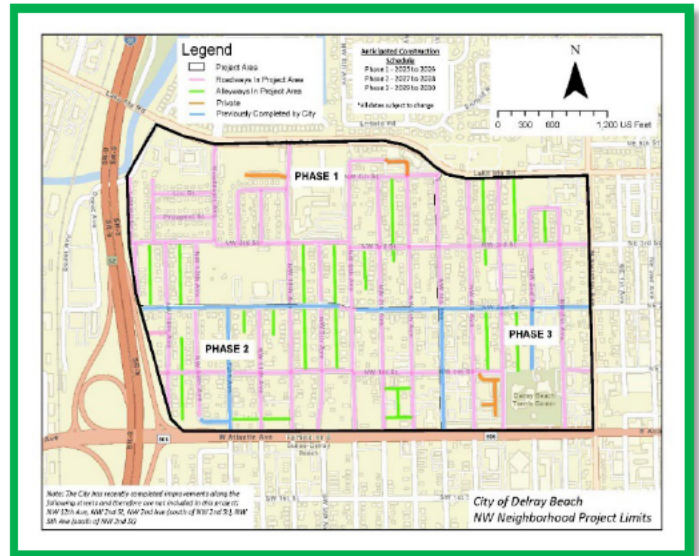
The foregoing is a statement of facts.

a. SIGNATURE <i>Laurie M. Ernest-Jones</i>	b. DATE December 9, 2024
c. NAME AND TITLE Laurie M. Ernest-Jones, Principal	

TAB 7: METHODOLOGY AND WORK PLAN

PROJECT UNDERSTANDING

The City of Delray Beach is soliciting proposals for Owner's Representative Services for the construction of the Northwest Neighborhood Improvements. The selected firm will be responsible for providing Owner's Representative services and oversight of a Construction Manager at Risk (CMAR) Contractor. This project is partially funded by the City of Delray Beach Community Redevelopment Agency (CRA) and the Owner's Representative will include scope for ongoing coordination and routine updates to the CRA. The project has three phases: Phases 1 and 2 has an expected construction duration of 24 months and will encompass the area west of NW 5th Avenue, divided by Martin Luther King Jr. Drive (NW 2nd Street) into Phase 1 (northwest section) and Phase 2 (southwest section). Martin Luther King Jr. Drive was previously improved, providing a travel route that will experience minimal disruption during construction. Phase 3 has an expected construction duration of 18 months and encompasses NW 5th Avenue and the area east of NW 5th Avenue. Martin Luther King Jr. Drive and portions of NW 5th Avenue were previously improved, providing a travel route that will experience minimal disruption during construction. The Owner's Representative services will also include coordination with the Pompey Park Community Center & Campus Improvements Project.



The improvements include:

- Roadway Construction
- Alleyway Paving
- Traffic Calming
- Pedestrian Crossings
- Signing and Pavement Markings
- Stormwater Improvements
- Potable Water Main Improvements
- Reclaimed Water Main Improvements
- Sanitary Sewer Improvements
- FPL Street & Alley Lighting
- Landscaping & Irrigation

OWNER'S REPRESENTATIVE PROJECT SCOPE

The successful Proposer will provide labor, equipment, supplies, and all necessary travel to provide Owner's Representative, Construction Engineering and Inspection services. The Owner's Representative Scope of Services will consist of the following phases:

- Phase 1 - Pre-Construction
- Phase 2 – During Construction
- Phase 3 – Project Closeout

Aaron Cutler, owner of South Florida Engineering Services (SFES) will be the Lead Project Manager for Owner's Representative, Public Outreach Services, and Construction Management. He will be supported by the full team at Holtz Consulting Engineers and Inspectors. Aaron Cutler has over 15 years of completing successful projects with the City of Delray Beach similar to the Northwest Neighborhood Improvements Project. Aaron Cutler and Holtz Consulting Engineers understand the importance of constant communication and daily coordination with the City's staff and elected officials. Once awarded, we are immediately ready to implement our preconstruction phase of this very complex neighborhood improvement project. We will have close communication with the City's staff to execute our plan to get the project underway. To ensure the project starts out successful, we will engage City staff early on the public outreach process, assist the City with contract negotiations with Construction Manager at Risk (CMAR), and coordinate with the hired CMAR Contractor for Constructability Review, and development of the Contractor's Construction Sequence, Traffic Control Plan, and Schedule. We will coordinate dates with the City to conduct initial Public Outreach services including in person meetings with the public prior to construction starting. We will also establish the lines of communication between the City, contractor, permit agencies, and public stakeholders and serve as the primary conduit between all parties. Aaron Cutler has a strong reputation for communicating with the City's team and all city staff. Through his experience, Aaron Cutler knows how to mitigate issues before they arise, negotiate through any conflicts that may arise with the Construction Contractor, and provide recommendations to the City that will keep the project progressing according to the contract requirements.



PRE-CONSTRUCTION PHASE

- Owner's Rep/City Initial Kickoff Meeting – Immediately upon Owner's Representative Contract Award and Notice to Proceed from the City. We will begin with a formal Kickoff Meeting with the City's Project Management Team, to establish the Owner's Representative Pre-Construction Scope activities, Public Outreach Timeline, Pending Design Completion, Determine the City's Desired NTP Date for CMAR Contractor and Sequence of Work, FPL Street Lighting Coordination, and begin to assist the City with their pending CMAR Bidding Process. This meeting will take place at the City's facilities, with an agenda prepared by our team, and meeting minutes will be recorded to cover all the items of discussion.
- CMAR Contract Bid Assistance – Owner's Rep Consultant will meet with City and their Design Team to assist with CMAR Bid Question & Answer Responses, Bid Evaluations, and Recommendation for Award of the CMAR Contractor Team. This will establish our Owner's Representative role as an extension of the City Staff and allow us to quickly and effectively transition to the Guaranteed Maximum Price (GMP) Contract Negotiations with the Awarded CMAR Team.
- CMAR Contract Negotiations - The Owner's Rep consultant will provide immediate assistance to the City to join up with city staff for the Contract GMP evaluation. We have vast experience from contractors bidding recent projects and are experts in evaluating current construction costs. As part of the GMP contract negotiations, we will conduct a constructability review of the completed design with the CMAR

team to determine potential cost savings, value engineering, or potential proposed changes. A full workshop with city staff and the design team will be conducted by the Owner's Representative Consultant with all constructability review comments to determine which changes will be approved.

- **Local Presence & Field Office** – All Owner's Rep Project Team Members are based in Palm Beach County so that we can be directly involved in with a "Boots on the Ground" approach for the entire project scope activities and any issues that may arise. We are prepared to establish an Owner's Representative Headquarters within the Project Location of Delray Beach. We have assessed commercial properties within the Congress Commerce Center located at Lake Ida Road and Congress Avenue. This location will include an office to be manned full time by our Lead SFES Project Manager Aaron Cutler, and will include a conference room for meetings, computer and printing equipment, and be used as a hub for the inspectors to review drawings and prepare reports.
- **Design Build Option to Expedite Construction Schedule** – If awarded this Owner's Representative Contract, Holtz Consulting Engineers along with SFES are experienced and capable of working with the City and CMAR Contractor to complete any design segments that are pending completion from the original design team, to expedite permitting and overall project design and construction completion schedule.
- **Coordination with City of Delray Beach Community Redevelopment Agency (CRA)** - CRA has participated in funding this project and it is vital that they stay up to date and informed on all aspects of the project. We will reach out to the CRA representatives immediately following Contract Notice to Proceed to bring them on board so they can be included in all phases of this project. Our Lead Project Manager Aaron Cutler with SFES has significant experience with CRA coordinating the construction, public outreach, schedule progress, milestone reporting, project team meetings, and site walkthroughs.
- **Coordination with Pompey Park Community Center & Campus Improvement Project with City Staff** – We will immediately, following Contract Notice to Proceed, reach out to the project team associated with the Pompey Park Campus Improvement Project to obtain their current Construction Schedule and Work Sequence and begin specific coordination with their team and ours. We will ensure that critical work activities by both projects are properly sequenced and planned so that there are not any delays in completing the proposed work scope on either project. We will also implement an ongoing Pompey Park coordination meeting during construction to facilitate the flow of information between all parties and resolve scheduling conflicts or other concerns on both projects.
- **FPL Street Lighting Coordination** – In conjunction with our Electrical Engineer, once we are awarded, our Owner's Representative Team will immediately begin coordination with city staff and FPL representatives to obtain status of Street Lighting Design so that this effort continues and is brought along into construction. We have a proven successful approach to this process, as SFES Aaron Cutler



implemented these same procedures on the previous Southwest Neighborhoods and Osceola Park projects to ensure that this work by FPL's Contractor is integrated into the CMAR Contractor's Baseline Schedule, and to provide layout of the new FPL Street Lighting prior to improvements being completed. During Construction we will conduct periodic walkthroughs street by street with the City Staff, FPL Representatives, Engineer and CMAR Contractor to confirm locations of the new Street Lights and address any potential conflicts with the new proposed improvements. We will also assist our Electrical Engineer to test lighting photometrics once all FPL Street Lighting is installed and energized.



- Public Outreach Prior to Construction – As Owner's Representative our priority will be to engage with

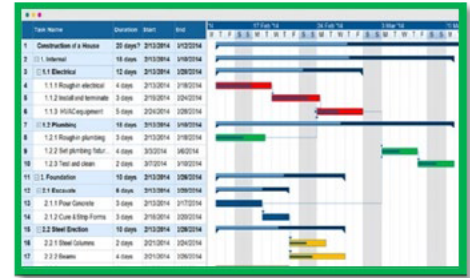


the City and design team to create a dedicated project webpage that can live on the City's website or be accessed through a landing page on the City's website, review the public outreach efforts that have taken place during the design phase, and determine what specific concerns stakeholders have regarding this project. We will then target our public outreach efforts to engage with the public and address their specific concerns. We have hired

Conceptual Communications to be our lead Public Information Firm on this project. They have over 25+ years of working with the Public & Municipalities like the City of Delray Beach on similar projects and have valuable local media relationships that will keep the public messaging positive. They know community outreach and will lead our team to implement an integrated approach using both digital media and print materials. We will conduct a minimum of two (2) public outreach meetings prior to construction. It is important for these meetings to take place at least 60 and 30 days prior to construction to address specific public concerns, any right of way relocation issues, identify key traffic control concerns, discuss construction sequence and phasing, and provide the public with resources on how to stay up to date and engaged with the project. The first Public Outreach Meeting 60 days ahead of construction will be aimed at notifying the public that the project is in the planning stages and will provide details on how to relocate their items within the right of way. The second Public Outreach Meeting 30-days prior to Construction will be attended by the awarded CMAR Contractor and will provide detailed information on the CMAR Contractor's day-to-day operation, specific project sequence and schedule, along with the CMAR Contractor's approved MOT Traffic Control Plan. We will reach specific northwest neighborhoods to attend these meetings with door-to-door handouts, direct mail postcards, and targeted social media posts.

- CMAR Contractor's Baseline Construction Schedule Workshop – Owner's Rep prior to Preconstruction Meeting will engage with the CMAR Contractor for a scheduling workshop meeting that will consider key factors on the project including planned work sequence in relation to their Traffic Control MOT Plan. This

will be critical to ensure the flow of local traffic through the main thoroughfare of NW 2nd Street. The Baseline Schedule Workshop will also be key for discussion of adjacent City projects such as the Pompey Park Campus Improvement project. The Owner's Rep Team will need to ensure that the CMAR Contractor captures within the Baseline Construction how they will maintain access to the Residents and install proposed improvements while keeping the essential infrastructure active.



- **Preconstruction Meeting with CMAR and City Staff** – The Owner's Representative will coordinate with Permit Agencies and all Project Team Members and prepare the Preconstruction Meeting Agenda to be held at the City's Facilities. This meeting will culminate all the Preconstruction Efforts completed to date and will lay the foundation for beginning actual Construction Activities on the Project. Before the Preconstruction Meeting, the CMAR Contractor will be provided by the Owner's Rep a shop drawing submittal request list that identifies all materials, components, and work plans to confirm that the materials and methods of construction are per the plans and specifications. The CMAR Contractor will also be provided by the Owner's Rep a clear list of items that must be submitted and approved prior to this meeting, which will include preliminary baseline construction schedule, list of subcontractors, schedule of values, and maintenance of traffic control plan. The Owner's Rep project manager will lead this meeting and prepare the project team for all of the City's construction standards, specific contract requirements, and permitting conditions. The Owner's Rep will assign action items to all associated parties and will issue the meeting minutes for all items of discussion and will include a full project contact list.



CONSTRUCTION PHASE

During the Construction Phase of this project, we will focus our priorities to close monitoring and oversight, ensuring that the Project is being constructed by the CMAR Contractor according to the City's Standards and full design specifications. SFES Aaron Cutler will work alongside our Public Outreach Firm Conceptual Communications to keep the Public Informed and Involved and will manage our team of construction inspectors. Our experienced Construction Inspectors are equipped with all required digital equipment to track the project on handheld devices or laptops to document key milestones, conflicts, and any authorized field changes. They will be the eyes and ears of our Owner's Rep Project Team and will report directly to our Lead Project Manager Aaron Cutler. Aaron Cutler will be fully supported by all Holtz Consulting Engineers technical engineering disciplines on this project from start to finish. For a full neighborhood infrastructure replacement project such as the Northwest Neighborhood Improvement Project to be successful, you will need a Construction Manager like Aaron Cutler who understands the



importance of sequencing all proposed underground utility infrastructure and proposed drainage with the underlying roadway reconstruction in concert with all the proposed surface improvements, while keeping the neighborhood active and all essential services in operation. There is intricate sequencing needed to expedite the underground infrastructure work components that will involve dewatering and abandoning of existing utilities under the neighborhood streets. We will work closely with the CMAR Contractor to ensure that their Construction Schedule displays the proper sequence of work and indicate that the existing watermain is taken out of service shortly after the new potable watermain system is installed



so that the new proposed underground utilities and drainage improvements can follow. We will also oversee the roadway reconstruction to ensure that the new sidewalk and curbing does not encounter issues connecting to the adjacent properties. It is vital that the Construction Management Team and Inspectors work closely with the CMAR and the City to identify conflicts with existing properties and identify all pre-existing irrigation so that proper topsoil and sod installation can follow. Aaron Cutler has a long history of delivering similar complex neighborhood improvement projects, like the Southwest Neighborhood Improvements and Osceola Park projects to the City of Delray Beach ahead of schedule and under the City's budget. Also, It will be vital for the City to select an Owner's Rep Team with our level of experience to navigate this complex project through the current industry challenges that if not managed properly could cause the City delays related to material supply shortages, supplier cost increases, and potential design team deficiencies. Aaron Cutler and our Holtz Consulting Engineering Team have a proactive "boots on the ground" approach to field engineer and Inspect work components in the proper phases to resolve issues before they surface. Close documentation of all phases of the CMAR's construction work is required to confirm that quality construction of all proposed improvements is provided. Our Owner's Representative Team are all local and headquartered right here in Palm Beach County. We will also implement a full-service planning, inspection, and construction management operation from our project field office headquarters located within the project limits. We will also work with city inspection staff to keep them fully informed and engaged on the project. We are also supported by additional outside engineering and construction inspection personnel as needed. Our Owner's Rep services during the construction phase will include the below:

- Resident Project Representative (RPR) - Our RPR will be an extension of the City's Staff and will serve as our main field liaison with the CMAR construction contractor, working principally through the contractor's superintendent and assisting him in understanding the intent of the contract documents. Our RPR will 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 the completed work conforms to the contract documents. The Owner's Representative Project Manager will report, in writing to the City, whenever the Owner's Rep 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. Our RPR will also act as the main face to face



project representative with residents and businesses. Our RPR will meet with concerned residents and businesses on a daily basis to make sure we are addressing and documenting all of their concerns. Our RPR will develop a rapport with the public to ensure that we have their support during the entire construction process. Our RPR will also work closely with the Inspectors representing the City or outside permit agencies having jurisdiction over the project. Record, in writing, the outcome of these inspections and report the same to the City. Consider and evaluate construction contractor's suggestions for modifications in drawings or specifications and our Project Manager will report them to the City, in writing. Our Owner's Rep Project Manager will also make recommendations for action by the City. Our Owner's Rep Team fully understands that no changes can be made to the project without City written approval. It is important that the City hires an Owner's Representative that also has the experience and knowledge in these type of full neighborhood infrastructure replacement projects. Our RPR will ensure that the sequence of work components are installed in the approved manner so that there will be positive progress and timely delays will be avoided. Our RPR will also review the CMAR Contractor's As-Built information monthly to confirm proper updates are being made. Our RPR will oversee and assist the Contractor in coordinating required density and pressure testing as required by the Construction Documents. Our RPR will work with the CMAR Contractor and develop a Daily Quantity Tracking 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. Our RPR will also be the lead point of contact for the additional Periodic Inspectors and any Specialty Inspections. We will provide the City with individual Construction Reports and Photos for all inspections and RPR daily activities.



- **Public Outreach During Construction** – Once Construction is underway, Our Construction Manager Aaron Cutler will work closely with our Public Information Officer Conceptual Communications to update the project's webpages on a monthly basis and push updates out through dedicated social media pages with photos on a weekly basis. All phone calls and emails received through our dedicated project hotlines will be measured and reported on. We will also implement quarterly "Coffee on the Corner" meetings to keep residents informed on the project schedule, key work activities, traffic control plan, and updates on the Resident Concern Log. We will identify a common area within the project limits to have these meetings every three months. The meetings will be fully interactive with the public and will include coffee and refreshments. The Resident Concerns Log will be a tracking document for any public concern that comes either from the project hotline, email, social media comment, forwarded by the City, or brought to our attention through our RPR. The Resident Concern Log will itemize every issue that is brought to our attention, and will include concern description, action taken, contact information, and dates of the initial concern and every subsequent action taken. We will track this all the way to project closeout, and any remaining items will be transferred to the Project Punch List to verify resolution. The public concerns log will also help drive our public messaging strategy and content.

- Quality Assurance (QA) Program & Dedicated Document Control Platform – Our Owner’s Rep Team will lead the Lines of Communication with the City and CMAR Contractor. We will also be the developers and administrators of the Quality Assurance (QA) Program to ensure that all CMAR construction work is within specified compliance guidelines. Our QA Program will be submitted to the City Staff for approval



prior to construction starting and will include Third Party Verification Testing and Third-Party Survey Verification for portions of the work. Our QA plan will also detail all of our oversight procedures, evaluation criteria, and frequency protocols for deploying the QA procedures. The administration of a quality assurance program and documentation of communication will be the most important component of this Owner’s Rep contract during the construction phase. Our approach to overall contract administration and documentation is

to stay on top of all construction activities and resolve conflicts before they cause delays and potential costs. Furthermore, the success of large-scale neighborhood improvement projects like the Northwest Neighborhood depends upon the ability of the Owner’s Rep Team to use their communication tools to streamline the distribution of project information to the full Project Team in a timely manner. Our Owner’s Rep Team will utilize the industry’s most advanced digital construction document management system, Trimble Unity Construct. We have many years of experience using this platform with similar municipal infrastructure projects. Trimble Unity Construct enables efficiencies across the entire project lifecycle for all project stakeholders to access workflow processes, and contract documents. We have assigned Josh Ramirez as the lead Resident Compliance Specialist to assist our Project Manager Aaron Cutler with keeping all project related documents, quality assurance reports, and all correspondence up to date and available for the City and the Project Team to access. This will also serve as a document control bank for Public Records Request or any type of Project Compliance Audit. Josh Ramirez has successfully assisted Aaron Cutler in a similar role on previous City of Delray Beach Neighborhood Improvement projects.



- MOT Traffic Control Monitoring – Safety and traffic control are the most important aspects of any project, and especially the Northwest Neighborhood Improvement Project. It is vital that the City hires an Owner’s Representative that understands the intricacies of monitoring the CMAR Contractor’s Safety and MOT Traffic Control Plan. Our Construction Team understands how to balance between not dictating safety and addressing concerns with the CMAR Contractor. We do this by utilizing trained Construction Inspectors who are well versed in OSHA Guidelines and MUTCD Traffic Standards. We will monitor Safety



and MOT all day every day, and it will be our role to inspect MOT and Jobsite Safety as the first thing we do each day and the last thing we do prior to leaving the project site. Should any safety or traffic control concern be identified it will be immediately passed along to the CMAR Contractor’s Site Superintendent and passed along to our Project Manager Aaron Cutler to issue written notice. These items will be identified in our Bi-Weekly Progress Meetings with a dedicated agenda item for all safety and traffic control issues. It will also be the role of our Public Information Officer to provide routine traffic control updates to the public and the initial

approved traffic control plan will be presented to the public at our second preconstruction public outreach meeting.

- Grant Administration – Our Owner’s Rep Team will administer all required reporting to satisfy the City’s Community Redevelopment Agency’s (CRA) funding requirements. We are also experienced administering and obtaining several other Grant’s that this project may qualify for including Federal WIFIA Grant, State of Florida Revolving Fund Grants, and South Florida Water Management District Reclaimed Water Grants. We will provide all reporting to the proper agencies, verify Buy American clauses are met, conduct Davis-Bacon wage rate interviews, administer certified payroll from the CMAR Contractor, and accompany any Grant Agency Representatives for Grant Milestone Inspections.
- Bi-Weekly Progress Meetings – Our Owner’s Rep Construction Manager Aaron Cutler will attend and administer Bi-Weekly Progress Meetings (every two weeks) for the duration of the project. These meetings will be held at City Facilities and will culminate the current work progress by the CMAR Contractor, upcoming work ahead, and any clarification, concern or issue on the project that may impact the project in a negative or positive manner. The Bi-Weekly Progress Meeting Agendas will be prepared by our Construction Manager Aaron Cutler and our Team will issue Meeting Minutes following the meetings. The Meeting Agendas and Meeting Minutes prepared by our Team are an essential project tracking document that details every issue on the project. A Virtual Link will be provided for any non-essential team members to attend. These meetings will be the most essential communication method that is administered. Many concerns will be resolved in a proactive manner through our meeting discussions before they can turn into any potential schedule delays or costly change orders.
- Construction Schedule Monitoring and Controls – Reviewing and evaluating the CMAR Contractor’s monthly construction schedule updates and revisions, along with 2-week look ahead schedules is integral to this project(s) successful completion. Our Owner’s Rep Construction Manager Aaron Cutler examines schedules to identify variances between scheduled and probable completion dates of activities, as presented by the CMAR Contractor, so that we can analyze the effect on the overall project completion. In conjunction with construction schedule review, we provide recommendations to the CMAR Contractor relevant to the adequacy of their crews or subcontractors 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. Also, our Owner’s Rep Construction Manager Aaron Cutler has a great rapport with local South Florida Contractors, and this is crucial to negotiate real time conflict resolutions and avoid timely & costly schedule delays. Aaron Cutler is also a state licensed general contractor and understands the necessity of responsiveness to not only the City, but the City’s CMAR Contractor. Aaron Cutler takes a “Boots on the Ground” approach to provide proper solutions as they are encountered. This is only possible with great communication from the City and the support of Holtz Consulting Engineering’s full Engineering Team. The following steps will be implemented on this Northwest Neighborhood Improvement Project to ensure success for the City:
 - Owner’s Rep 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 Construction Schedule provided by the Contractor will include the entire group of



electronic files so that the schedule logic can be analyzed by the Owner's Rep Team during the review process.

- The CPM Construction Schedule must include, at a minimum, work activities showing the baseline start column and baseline finish date column in calendar days. The CMAR Contractor's CPM Construction Schedule shall include a column displaying the amount of float time available and a column displaying percentage to completion.
- The CPM Construction 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 CMAR Contractor must provide a Monthly Updated Construction 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 initial approved baseline column will remain fixed.
- Owner's Rep Construction Manager will monitor the CMAR Contractor's Schedule and notify the City in writing when the CMAR Contractor appears to be behind schedule. We will also formally request from the Contractor a Revised Schedule or a Schedule Recovery Plan if deemed necessary. The pay application to the City will not be approved until a schedule recovery plan is submitted.

- Design Clarifications & Conflict Resolution Methods – Holtz Consulting Engineers will certify construction of the City's Design Engineer, in that the project is being built according to the substantial conformance



of the plans and specifications. We will also be the lead Owner's Rep Engineering Consultant for the project to respond to design or engineering clarification RFIs or conflicts. We are experienced and structured to handle any potential conflict that may arise on these types of neighborhood improvement projects without additional input from the Design Engineering Team. For our conflict resolution methods, we work closely with our Construction Manager Aaron Cutler who will

establish clear lines of responsibility among our own administrative and field inspection staff to perform the various functions and procedures required. Timely and accurate record-keeping by our construction administration team confirms that we react to any situation that may arise - providing the City 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 always preferred to costly and time-consuming litigation). To that end, should a contractor claim or dispute rise beyond the field level our Owner's Rep Team is diligent at providing a clear record of events that follow established procedures to document situations that may result in disputes. SFES Aaron Cutler has an excellent record on past projects with the City as the Construction Manager and we have also successfully worked with all of our municipal clients to minimize, if not eliminate, contractor claim situations.

- Drone Video Construction Progress Footage – Our Owner’s Rep Team will include licensed Drone Pilots to provide monthly documentation of the construction progress on a consistent path and timeline interval. We will provide the City with time lapse footage, which utilize the same flight waypoints to record footage at the various stages of the project and we can also overlay these videos with other graphics or proposed drawings for effect. Our Drone Video Footage will also provide the City and the Public with an aerial understanding of current MOT traffic control including the effectiveness of detour routes through NW 2nd Street.



PROJECT CLOSEOUT PHASE



Upon successful completion of the CMAR Contractor’s construction activities to the point where all the proposed improvements are operational for their intended use, the Owner’s Rep Construction Team will conduct punch list walkthroughs with City Staff to identify any outstanding work items or work deficiencies. The Owner’s Rep Team will also certify to all the Permit Agencies having jurisdiction that the project was constructed in accordance with permit all conditions, and approved plans and specifications. The punch list walkthrough with the City Staff will verify that, according to the City and Owner’s Rep Engineer, the project has reached

substantial completion, and the neighborhood is back fully active with the new improvements. If the project is deemed substantially complete, the Owner’s Rep will issue a formal punch list and certification of substantial completion to the City. The punch list to the CMAR Contractor will identify all items for correction or completion to reach Final Completion. Once the punch list items are completed by the CMAR Contractor, The Owner’s Rep and the City will review completion of identified punch list items to assist in the determination that Final Completion has been achieved by the CMAR Contractor. The Owner’s Rep will formally notify the City that Final Acceptance of the project has been reached in accordance with the Contract Documents. After Final Acceptance of all work activities the Owner’s Rep Team will assist the City in Project Closeout by administering the below listed items to complete the project:

- | | |
|--|--|
| • Final As-built Record Drawings | • Final Reconciliation of Pay Items to finalize GMP CMAR Contract |
| • Permit Closeout Termination Notices | • Final Pay Application with all Final Releases from CMAR Contractor |
| • Final Photo & Drone Video Documentation | • Provide City with Lessons Learned Log for use on Future Projects |
| • GIS Data Integrated into the City’s Platform | • Warranty Period Commencement Notification |
| • Final Claims and Change Order Negotiations | • Final public outreach report with quantifiable results |

SECTION 10: SOLICITATION SUMMARY

PURCHASING AND CONTRACT ADMINISTRATION DIVISION

**The City of Delray Beach
100 NW 1st Avenue
Delray Beach, FL 33444**

SOLICITATION SUMMARY

IMPORTANT NOTICE

The information you provide on this page will be read aloud at the PUBLIC OPENING for this Solicitation. It is VERY IMPORTANT that the summary information you provide below is exactly the same information contained in your Proposal. If subsequent to the opening of Proposals, the City determines that the information contained in the electronic version of your Proposal is different from the information on this Solicitation Summary, the City reserves the right to deem your Proposal NON-RESPONSIVE and remove your Proposal from further evaluation and consideration for contract award.

PROPOSAL INFORMATION

Proposal Number: RFQ No. 2025-002

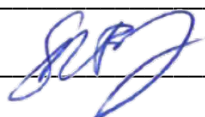
Title: Owner's Representative for 17-020 / Northwest Neighborhood Improvements

Due Date and Time: **December 11, 2024 @ 2:00PM (LOCAL TIME)**

Name of Proposer: _____

Address: _____

Contact Person: _____

Authorized Signature:  _____

Date: _____

By signing and submitting this Solicitation Summary, the Proposer affirms that the information provided above is an exact and correct summary of the information contained in the electronic version of the Proposer's Proposal to the City of Delray Beach.

THIS SOLICITATION SUMMARY MUST BE SIGNED AND UPLOADED WITH YOUR SECURE ELECTRONIC PROPOSAL SUBMITTAL THROUGH
[HTTPS://WWW.BIDNETDIRECT.COM/FLORIDA/CITYOFDELRAYBEACH](https://www.bidnetdirect.com/florida/cityofdelraybeach)

ACKNOWLEDGEMENT OF ADDENDA

Please complete Part I or Part II, as applicable

PART I:

List below the dates of issue for each addendum received in connection with this Solicitation:

Addendum #1, Dated _____

Addendum #2, Dated _____

Addendum #3, Dated _____

Addendum #4, Dated _____

Addendum #5, Dated _____

Addendum #6, Dated _____

Addendum #7, Dated _____

Addendum #8, Dated _____

Addendum #9, Dated _____

Addendum #10, Dated _____

PART II:

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS SOLICITATION

Firm Name _____

Signature 

Name and Title (Print or Type) _____

Date _____

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:

Street Address:

Mailing Address (if different from Street Address):

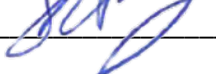
Telephone Number(s): _____

Fax Number(s): _____

Email Address: _____

Federal Employer Identification Number: _____

Prompt Payment Terms: _____% _____ days' net _____ days

Signature:  _____
(Signature of authorized agent)

Print Name: _____

Title: _____

Date: _____

By signing this document, the Proposer agrees to all terms and conditions of this Solicitation and the resulting contract/agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL, FOR NOT LESS THAN ONE HUNDRED AND TWENTY (120) DAYS, AND THE PROPOSER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS SOLICITATION. 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.

CONFLICT OF INTEREST DISCLOSURE FORM

The award of this contract 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 of the City of Delray Beach.

Furthermore, all Proposers must disclose the name of any City employee who owns, directly or indirectly, an interest of more than five percent (5%) in the Proposer's 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 evaluation team members and other 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 due to any other Cities, Counties, contracts, or property interest for this Proposal.

_____ 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 Proposal.

Acknowledged by:

Firm Name


Signature

Name and Title (Print or Type)

Date

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:

Firm Name



Signature

Name and Title (Print or Type)

Date

(The remainder of this page is intentionally left blank)

**NOTIFICATION OF PUBLIC RECORDS LAW PERTAINING TO PUBLIC CONTRACTS AND REQUESTS FOR
CONTRACTOR RECORDS PURSUANT TO CHAPTER 119, *FLORIDA STATUTES***

Pursuant to Chapter 119, *Florida Statutes*, Contractor shall comply with the public records law by keeping and maintaining public records required by the City of Delray Beach in order to perform the service. Upon request from the City of Delray Beach' custodian of public records, contract shall provide the City of Delray Beach with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law. Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract. If the Contractor does not transfer the records to the City of Delray Beach. Contractor upon completion of the contract, shall transfer, at no cost, to the City of Delray Beach all public records in possession of the Contractor or keep and maintain public records required by the City of Delray Beach in order to perform the service. If the Contractor transfers all public records to the City of Delray Beach upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City of Delray Beach, upon request from the City of Delray Beach' custodian of public records, in a format that is compatible with the information technology systems of the City of Delray Beach.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OFFICE OF THE CITY CLERK LOCATED AT 100 NW 1ST AVENUE, DELRAY BEACH, FLORIDA 33444, PHONE NUMBER (561) 243-7000, EMAIL ADDRESS:GIVINGS@MYDELRAYBEACH.COM.

Acknowledged:

Firm Name



Signature

Name and Title (Print or Type)

Date

DRUG-FREE WORKPLACE

_____ is a drug-free workplace and has
(Company Name)
a substance abuse policy in accordance with and pursuant to Section 440.102, *Florida Statutes*.

Acknowledged by:

Firm Name


Signature

Name and Title (Print or Type)

Date

(The remainder of this page is intentionally left blank)

NON-COLLUSION AFFIDAVIT

STATE OF _____
COUNTY OF _____

Before me, the undersigned authority, personally appeared _____, who, after being by me first duly sworn, deposes and says of his/her personal knowledge that:

- a. He/She is _____ of _____, the Proposer that has submitted a Proposal to perform work for the following:

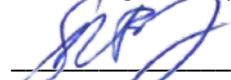
RFQ No.: _____ Title: _____

- b. He/She is fully informed respecting the preparation and contents of the attached Request for Qualifications, and of all pertinent circumstances respecting such Solicitation.

Such Proposal is genuine and is not a collusive or sham Proposal.

- c. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the Solicitation and contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Solicitation and contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached Proposal or any other Proposer, or to fix any overhead, profit, or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City or any person interested in the proposed contract.

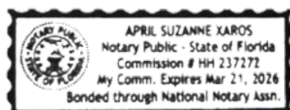
- d. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.




Signature

Subscribed and sworn to (or affirmed) before me this 9 day of December, 2024, by Stephen Fowler, who is personally known to me or who has produced _____ as identification

SEAL



Notary Signature 
Notary Name: April Xaros
Notary Public (State): Florida
My Commission No: HH237272
Expires on: 03/21/2026

TRUTH – IN – NEGOTIATION CERTIFICATE

The undersigned warrants (i) that it has not employed or retained any company or person, other than bona fide employees working solely for the undersigned, to solicit or secure the Agreement and (ii) that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than its bona fide employees working solely for the undersigned or agreed to pay any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Agreement.

The undersigned certifies that the wage rates and other factual unit costs used to determine the compensation provided for in the Agreement are accurate, complete, and current as of the date of the Agreement.

Name: _____

Title: _____

Date: _____

Signature:  _____

(The remainder of this page is intentionally left blank)

SCRUTINIZED COMPANY CERTIFICATION

This certification is required pursuant to Florida State Statute Section 287.135.

As of July 1, 2011, a company that, at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more.

Companies must complete and return this form with its response.

Company: _____ FID or EIN No.: _____

Address: _____

City: _____ State: _____ Zip: _____

I, _____, as a representative of _____
certify and affirm that this company is not on the Scrutinized Companies with Activities in Sudan List or
the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.



Signature

Title

Printed Name

Date

Affidavit Regarding the Use of Coercion for Labor and Services

Vendor Name: _____

Vendor FEIN: _____

Vendor's
Authorized
Representative

Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Florida Statute §787.06(13) requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that statute. The City of Delray Beach, Florida is a governmental entity for the purposes of this statute.

As the officer or representative of the company, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against his or her will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied towards the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit;
- Provide controlled substances as outlined in Schedule I or Schedule II of Florida State Statute §893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and the at the facts stated in it are true.

Signature:



(Authorized Signature)

Print Name
and Title:

Date:

