



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

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

MASTER CONSULTING ENGINEERS, INC.

**AGREEMENT
FOR
PROFESSIONAL SERVICES (CCNA)**

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

THIS AGREEMENT is made and entered into this 31st day of August, 2017 (the "effective date"), by and between the **City of Delray Beach**, a Florida municipal corporation (hereinafter referred to as "City"), whose address is 100 NW 1st Avenue, Delray Beach, Florida, 33444, and **Master Consulting Engineers, Inc.** a Florida corporation (hereinafter referred to as "Consultant"), whose principal address is 4101 Ravenswood Road, Suite 307, Fort Lauderdale, Florida 33312.

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

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

ARTICLE 1. INCORPORATION OF REQUEST FOR QUALIFICATIONS

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

ARTICLE 2. SCOPE OF SERVICES

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

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

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

ARTICLE 3. COMPENSATION

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

ARTICLE 4. TERM

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

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

ARTICLE 5. TERMINATION

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

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

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

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the state of Florida. All Parties agree and accept that jurisdiction of any controversies or legal problems arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder, shall be exclusively in the state courts of the Fifteenth Judicial Circuit in Palm Beach County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such

state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. **BY ENTERING INTO THIS AGREEMENT, SECOND PARTY AND CITY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. IF A PARTY FAILS TO WITHDRAW A REQUEST FOR A JURY TRIAL IN A LAWSUIT ARISING OUT OF THIS AGREEMENT AFTER WRITTEN NOTICE BY THE OTHER PARTY OF VIOLATION OF THIS SECTION, THE PARTY MAKING THE REQUEST FOR JURY TRIAL SHALL BE LIABLE FOR THE REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY IN CONTESTING THE REQUEST FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION.**

ARTICLE 7. ATTORNEY'S FEES

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

ARTICLE 8. MISCELLANEOUS PROVISIONS

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

As to the City:

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

With a copy to:

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

As to the Consultant:

Master Consulting Engineers, Inc.
4101 Ravenswood Road, Suite 307
Fort Lauderdale, Florida 33312
Attn: Jose Vazquez, South Florida Operations
Principal

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

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

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

(The remainder of this page intentionally left blank)

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

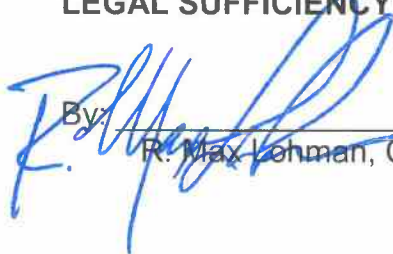
CITY OF DELRAY BEACH, FLORIDA

By: 
Cary D. Glickstein, Mayor

ATTEST:

By: 
Katerri Johnson, City Clerk

**APPROVED AS TO FORM AND
LEGAL SUFFICIENCY**

By: 
R. Max Lehman, City Attorney

CONSULTANT

By: Juan V. Lopez 7/27/17

Title: PRINCIPAL

WITNESSES:

By: Toni Farber

Print Name: TONI FARBER

By: Cory Nelson

Print Name: Cory Nelson

EXHIBIT A



CITY OF DELRAY BEACH

Continuing Engineering, Surveying, and Landscaping Architectural
Consulting Services
RFQ No. 2017-048

STATEMENT OF QUALIFICATIONS

May 2017



**MASTER
CONSULTING
ENGINEERS, INC.**

4101 Ravenswood Road, Suite 307
Fort Lauderdale, FL 33312
Phone: (954) 210-7671

RESPONSE CHECKLIST

A responsive Proposer means a Proposer that has submitted a proposal that conforms in all material respects to the requirements in the RFQ. The CPO or designee will determine whether each Proposer correctly submitted all of the necessary forms and documents. The purpose of this checklist is to assist Proposers in completing their Proposals and ensuring that all required forms and information is submitted. Do not include checklist with your Proposal submittal.

- ☒ Letter of Intent
- ☒ Proposal Submittal Signature Page
- ☒ Proposer's Statement of Organization and W-9
- ☒ Minimum Qualifications documentation
- ☒ Proposal Requirements information
 - ☒ Section A, Experience, Background, Reference Feedback
 - ☒ Section B, Approach to Project Management
 - ☒ Section C, Projects for Similar Services
 - ☒ Section D, Organizational Structure
- ☒ Public Entity Crimes Form
- ☒ Drug Free Workplace Form
- ☒ Conflict of Interest Form
- ☒ Acknowledgement of Addenda Form
- ☒ Evidence of Insurances



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City of Delray Beach

Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services | RFQ # 2017-048



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CHAPTER 1 LETTER OF INTEREST

May 25, 2017

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

RE: RFQ No. 2017-048
Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services
(918-42, 918-89, 906-56) [STRUCTURAL ENGINEERING SERVICES]

Attention Selection Commission,

Master Consulting Engineers Inc. (MCE) is pleased to submit, as a prime for this response to RFQ2017-048 as issued by the City of Delray Beach and seven (7) addenda that followed. MCE is a WMBE since 1999 with offices in Fort Lauderdale, Tampa and Orlando with extensive experience in structural engineering, threshold inspection and forensic engineering services for municipal facilities. MCE have successfully completed hundreds of municipal facilities across the State of Florida in the past decade. These facilities include: water, wastewater, pump stations, parks, cities administrative buildings, fire stations, police stations, marinas, airports, and energy plant buildings and facilities.

MCE Statement of Qualifications (SOQ) addresses the following:

| | |
|------------------|--|
| Chapter 1 | Letter of Intent |
| Chapter 2 | Proposer's Statement of Organization |
| Chapter 3 | Minimum Qualifications Documentation |
| Chapter 4 | Proposal Response Requirements Information |
| Chapter 5 | Forms Required (Public Entity Form, Drug Free Workplace Form, Conflict of Interest Form, Acknowledgement of Addendum Form) |
| Chapter 6 | Evidence of Insurance |

UNDERSTANDING OF THE SERVICES TO BE RENDER

It is our understanding the City of Delray Beach (the City) will be contracting with various professional engineering firms in accordance with Florida Statute 287.055, Consultants' Competitive Negotiation Act (CCNA) to provide services for various projects. Services will include various disciplines, including: civil, mechanical, electrical and plumbing, structural, transportation, environmental and natural resources, water resources and stormwater management (e.g. stormwater, potable water, reuse water, conveyance, supply, transmission, treatment storage), coastal marine engineering (collectively referred to as Professional Services). Professional Services are to support the needs to maintain and improve the City's infrastructure facilities in accordance with the City's Capital Improvement Plan (CIP) and non-CIP projects. These firms will be on a pool of approved consultants and assigned Task Work Orders on an as needed basis.



COMMITMENT TO PERFORM ACCORDING TO THE REQUIREMENTS NOTED IN RFQ NO. 2017-048

MCE is committed to support this contract by providing: Structural Engineering, Threshold Inspections and Forensic Engineering Services through the contract duration. MCE will make structural engineering staff available to the City of Delray Beach and upon Notice to Proceed (NTP), we will complete Task Work Orders assigned to MCE to the highest quality, on time and within budget.

RESPONSIBLE OFFICE AND POINTS OF CONTACT

Mr. Jose F. Vazquez, PE, MCE South Florida Principal, is our proposed Project Manager and primary point of contact for this contract. Jose is a Coral Springs resident responsible for the management of MCE South Florida Operations. MCE Fort Lauderdale, Florida office is our proposed office for this contract, office address and points of contact below:

PRIMARY POINT OF CONTACT

Jose F. Vazquez, PE (FL Resident)
Project Manager
Phone: (954) 210-7671
Email: Jose.Vazquez@mcengineers.com
Master Consulting Engineers, Inc.
4101 Ravenswood Road, Suite 307
Fort Lauderdale, FL 33312

SECONDARY POINT OF CONTACT

Armando Castellon, PE (FL Resident)
Principal/CEO
Phone: (813) 695-7447
Email: Armando.Castellon@mcengineers.com
Master Consulting Engineers, Inc.
4101 Ravenswood Road, Suite 307
Fort Lauderdale, FL 33312

MINIMUM QUALIFICATIONS

State of Florida Division of Corporations

- | Master Consulting Engineers, Inc.
- | Established since December 13, 1999 (18 years) **State of Florida P99000107717**
- | With Offices in Fort Lauderdale, Orlando and Tampa
- | Florida Department of Business & Professional Regulations

Master Consulting Engineers, Inc. FL 08426, expiration: 2/28/2019 (FL Resident)

Armando Castellon, PE
Jose F. Vazquez, PE
James Mehlretter, PE
Robert Bell, PE
Cody Davis, PE

FL 43453, expiration: 2/28/2019 (FL Resident)
FL 82831, expiration: 2/28/2019 (FL Resident)
FL 33860, expiration: 2/28/2019 (FL Resident)
FL 74081, expiration: 2/28/2019 (FL Resident)
FL 75154, expiration: 2/28/2019 (FL Resident)

Jose will be supported by a team of structural engineers, designers and administrative support through the duration of this contract. We are very excited about this opportunity and would like to assure you of our capabilities, resources, experience and our first class professional services.

Respectfully Submitted,

MASTER CONSULTING ENGINEERS, INC.

Armando Castellon
Principal/CEO

Jose F. Vazquez, PE
Project Manager

Form A - Proposal Submittal Signature Page

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

Firm Name: Master Consulting Engineers, Inc.

Street Address: 4101 Ravenswood Road, Suite 307, Fort Lauderdale, FL 33312

Mailing Address (if different from Street Address): SAME

Telephone Number(s): (954) 210-7671

Fax Number(s): (813) 287-3622

Email Address: Jose.Vazquez@mcengineers.com

Federal Identification Number: 59-3614371

Acknowledged by:

Master Consulting Engineers, Inc.

Firm Name



May 18, 2017

Signature

Date

Jose F. Vazquez, PE, MCE South Florida Operations Principal

Printed Name and Title

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

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

(Remainder of page intentionally left blank)



CHAPTER 2 PROPOSER'S STATEMENT OF ORGANIZATION

Master Consulting Engineers, Inc. (MCE) [**No former business entities**] has been a leading structural engineering firm for more than 18 years. Established in 1999, MCE maintains offices throughout Florida, with locations in Tampa, Orlando, and Fort Lauderdale and has provided structural engineering services throughout the United States. The firm is led by Senior Principals Jim Mehlretter, PE, Armando Castellon, PE, and Robert Bell, PE, and supported by over 16 engineers, designers/drafters, and administrative staff, including four licensed professional engineers.

Over 18 years ago, two engineers set out to develop a structural design firm that would encompass the idea of what they could see the industry needed. Having worked together for many years in a large international firm, Jim Mehlretter and Armando Castellon wanted to create an organization with all the capabilities and resources of a large firm while maintaining the agility, unique strengths, and advantages of a small, local office. The venture was about reclaiming their passion for design, dropping the corporate firm mentality and getting back to personal attention and accountability on all projects. The only way this could be accomplished was by knowing their clients and better understanding their needs so they could generate designs that were comprehensive, complete, and tailored to the needs and expectations of the building owner.

Since its founding, MCE has extended these services across the United States, while still keeping our Small/Minority Business status. Specializing in structural design, threshold inspections, and forensic engineering, MCE has blazed a trail of high performance engineering. No project has been too great and no opportunity has been too small to capture creativity towards generating dynamic, sustainable designs. The vast experience of the firm includes educational, medical, commercial, residential, government, judicial, and religious structures, as well as museums, airports and historical renovations. Jim and Armando continue to be individually involved in each project, ensuring the same expertise and passion that the firm was founded on is poured into every structure designed.

MCE has successfully performed structural design and consulting services for a wide range of projects, including large-scale Design Build projects, additions and renovations, and small repairs. The team at Master Consulting Engineers values collaboration, planning, and communication when designing projects. Each project is viewed as an opportunity to create quality, permanence, and lasting benefit to owners and users. Master Consulting Engineers has had the opportunity to provide many local and regional municipalities with structural engineering, threshold inspection, and consulting services.

| Year Founded: 1999

| Armando Castellon, PE *BS Mechanical Engineering, Universidad Metropolitana, 1978, MS Civil Engineering University of Miami, 1982*

Jim Mehlretter, PE *Bachelor of Architectural Engineering, Oklahoma State University, 1973*

Robert Bell, PE *BS Civil Engineering, University of South Florida, 2003*

Cody Davis, PE *BS Civil Engineering, Florida State, 2007, MS Structural Engineering, University of South Florida, 2015*

| Staff: 3 Senior Principals, 3 Principals, 8 Project Engineers, 6 Structural Designers, 3 Administrative Staff

| Responsible Office: 4101 Ravenswood Road, Suite 307, Building 3, Dana Beach, FL 33312

| Headquarters: 5523 W. Cypress Street Suite 200, Tampa, FL 33607

| Mission Statement: It is our mission to lead the industry by incorporating engineering quality, innovation, and integrity into our services and holding our designs to the highest standards possible.

| Certifications: **State of Florida (DBE) Hillsborough County (WMBE, SBE) FLUCP (DBE) Orange County (M/WBE) City of Orlando (M/WBE) City of Tampa (WMBE, SBE)**



City of Delray Beach

Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services | RFQ # 2017-048



- A. Legal Contracting Name, including any dba
- B. State of Organization or Incorporation
- C. Ownership Structure of Proposer Company
- D. Completed W-9 Form

Master Consulting Engineers, Inc.

Established in December 13, 1999 FL P99000107717
S Corporation

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service | Request for Taxpayer Identification Number and Certification | Give Form to the requester. Do not send to the IRS. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Master Consulting Engineers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 Business name/disregarded entity name, if different from above | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Print or type See Specific Instructions on page 2. | 3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Individual/sole proprietor or single-member LLC</div><div><input type="checkbox"/> C Corporation</div><div><input checked="" type="checkbox"/> S Corporation</div><div><input type="checkbox"/> Partnership</div><div><input type="checkbox"/> Trust/estate</div></div> <div style="margin-top: 5px;"><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶</div> <div style="margin-top: 5px;">Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</div> <div style="margin-top: 5px;"><input type="checkbox"/> Other (see instructions) ▶</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 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.) 5523 W. Cypress St. Suite 200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 6 City, state, and ZIP code Tampa, FL 33607 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 List account number(s) here (optional) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Part I Taxpayer Identification Number (TIN) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.</p> <p>Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="9" style="text-align: center;">Social security number</td></tr><tr><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td><td style="width: 25%;"> </td></tr><tr><td colspan="9" style="text-align: center;">OR</td></tr><tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr><tr><td style="width: 25%;">5</td><td style="width: 25%;">9</td><td style="width: 25%;">-</td><td style="width: 25%;">3</td><td style="width: 25%;">6</td><td style="width: 25%;">1</td><td style="width: 25%;">4</td><td style="width: 25%;">3</td><td style="width: 25%;">7</td></tr></table> | | | Social security number | | | | | | | | | | | | | | | | | | OR | | | | | | | | | Employer identification number | | | | | | | | | 5 | 9 | - | 3 | 6 | 1 | 4 | 3 | 7 |
| Social security number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer identification number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 9 | - | 3 | 6 | 1 | 4 | 3 | 7 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Part II Certification | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Under penalties of perjury, I certify that:</p> <ol style="list-style-type: none">The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); andI 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; andI am a U.S. citizen or other U.S. person (defined below); andThe FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct. <p>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sign Here | Signature of U.S. person ▶ | Date ▶ February 22, 2017 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General Instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Section references are to the Internal Revenue Code unless otherwise noted.</p> <p>Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.</p> <p>Purpose of Form</p> <p>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:</p> <ul style="list-style-type: none">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) <p>• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)</p> <p>• Form 1098-C (canceled debt)</p> <p>• Form 1099-A (acquisition or abandonment of secured property)</p> <p>Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.</p> <p>If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding?</i> on page 2.</p> <p>By signing this filled-out form, you:</p> <ol style="list-style-type: none">Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).Certify that you are not subject to backup withholding, orClaim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, andCertify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See <i>What is FATCA reporting?</i> on page 2 for further information. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cat. No. 10231X Form W-9 (Rev. 12-2014) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



City of Delray Beach

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E. Contact Information

- i. Corporate Headquarters: 5523 West Cypress Street, Suite 200, Tampa, FL 33607
- ii. Local Office: 4101 Ravenswood Road, Suite 307. Fort Lauderdale, FL 33312
- iii. Contact Information for Primary Representative: Jose F. Vazquez, PE / (954) 210-7671 / Jose.Vazquez@mcengineers.com
- iv. Contact Information for Secondary Representative: Armando Castellon, PE / (813) 695-7447 / Armando.Castellon@mcengineers.com

F. List of Officers, Owners and/or Partners or Managers of the Firm (include name, business address and phone numbers)

| | |
|-----------------|-----------------------|
| President/CEO: | Armando Castellon, PE |
| Vice President: | James Mehlretter, PE |
| Secretary: | Orquidea Castellon |
| Treasurer: | Sara Mehlretter |
| Partner: | Robert Bell, PE |

Headquarter: 5523 West Cypress Street, Suite 200, Tampa, FL 33607
Phone Number: (813) 287-3600

G. Briefly Summary any Current or Pending Litigation in which Proposer is a part to.

There is a third party lawsuit pending against MCE asserted by an architectural firm. The architectural firm is being sued by the project owners for several design and construction issues. However, the claim against MCE is related to a fire separation issue and not a structural under-design issue.

H. Ownership Changes During the Past Two Years or Changes Anticipated within Six Month of the Due Date and time

N/A



CHAPTER 3
MINIMUM QUALIFICATION DOCUMENTATION

- A. State of Florida Division of Corporations: P99000107717
B. Documentation to support MCE was established in December 13, 1999 (See Article of Incorporation Below)
C. Article of Incorporation

State of Florida
Department of State

I certify from the records of this office that MASTER CONSULTING ENGINEERS, INC. is a corporation organized under the laws of the State of Florida, filed on December 13, 1999.

The document number of this corporation is P99000107717.

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on February 25, 2016, and that its status is active.

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

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



Ken Detjen
Secretary of State

Tracking Number: CC9566892215

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

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



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D. Occupational Licenses

CITY OF FORT LAUDERDALE BUSINESS TAX YEAR 2016-2017

BUSINESS TAX DIVISION
100 N. ANDREWS AVENUE, 1ST FLOOR, FORT LAUDERDALE, FLORIDA 33301
(954) 828-5195

Business ID: 1400129
Business Address: 101 NE 3 AVE # 200
Business Category: ENGINEER

CASTELLON, ARMANDO
741133

CASTELLON, ARMANDO
MASTER CONSULTING ENGINEERS INC
5523 W CYPRESS ST # 200
TAMPA, FL 33607

DETACH AND POST THIS RECEIPT IN A CONSPICUOUS PLACE

- Business ID:** 1400129
Tax Number: 741133
Business Name: CASTELLON, ARMANDO
Business Address: 101 NE 3 AVE # 200
Business Owner: CASTELLON, ARMANDO
- This Receipt is issued for the period commencing October 1st and ending September 30th of the years shown above.
 - If you have moved out of the city, please provide a written statement.
 - A transfer of business location within the city limits is subject to zoning approval. Please complete a Business Tax Transfer Application and bring it to our office to obtain the necessary approval.
 - A Transfer fee applies of 10% of the annual business tax fee. The fee shall not be less than \$3.00, nor greater than \$25.00.
 - If you have sold your business, please provide us with a copy of the Bill of Sale.

Please be advised that this issuance of a Business Tax Receipt establishes that the business you intend to conduct is a use permitted by the City Zoning Code for the location at which you intend to operate. The issuance of a Business Tax Receipt in no way certifies that the property located at this address is in compliance with other provisions of the City Code of Ordinances.

BUSINESS TAX DIVISION
100 N. ANDREWS AVENUE, 1ST FLOOR, FORT LAUDERDALE, FLORIDA 33301
TEL (954) 828-5195 FAX (954) 828-5881
WWW.FORTLAUDERDALE.GOV

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT
115 S Andrews Ave. Rm A-100 Ft. Lauderdale, FL 33301-1895 - 954-831-4000
VALID OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

DBA: ARMANDO CASTELLON
Business Name: ARMANDO CASTELLON
Business Type: ENGINEER/STRUCTURAL ENGINEER

Owner Name: MASTER CONSULTING ENGINEERS INC
Business Location: 4101 SAUNDERS RD
Business Phone: 866-461-7013

Business Opened: 07/07/2014
State/Country/Cart/Reg: 8426
Exemption Code:

| Rooms | Seats | Employees | Machines | Professionals |
|-------|-------|-----------|----------|---------------|
| | | | | |

| Number of Machines | | | | Vending Type | | Total Paid |
|--------------------|--------------|---------|---------|--------------|-----------------|------------|
| Tax Amount | Transfer Fee | NSM Fee | Penalty | Prior Years | Collection Cost | |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

The tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:
MASTER CONSULTING ENGINEERS INC
5523 W CYPRESS ST STE 200
TAMPA, FL 33607

Receipt # 07C-16-0002771
Paid 01/17/2017 \$0.00

2016 - 2017

E. Professional Engineering Florida Licenses

Master Consulting Engineers, Inc. FL 08426, expiration: 2/28/2019 (FL Corporation)

State of Florida
Board of Professional Engineers
Attests that
Master Consulting Engineers, Inc.

Is authorized under the provisions of Section 471.022, Florida Statute, to offer engineering services to the public through a Professional Engineer, duly licensed under Chapter 471, Florida Statutes.

Expiration: 2/28/2019
Audit No: 22820190193 R

CA Lic. No: 8426



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F. Florida Professional Engineers:

Florida Department of Business & Professional Regulations

| | |
|-----------------------|---|
| Armando Castellon, PE | FL 43453, expiration: 2/28/2019 (FL Resident) |
| Jose F. Vazquez, PE | FL 82831, expiration: 2/28/2019 (FL Resident) |
| James Mehlretter, PE | FL 33860, expiration: 2/28/2019 (FL Resident) |
| Robert Bell, PE | FL 74081, expiration: 2/28/2019 (FL Resident) |
| Cody Davis, PE | FL 75154, expiration: 2/28/2019 (FL Resident) |

Key Staff PE Licenses

Jose F. Vazquez, PE
Project Manager/Senior Structural Engineer

Licensee Details

Licensee Information

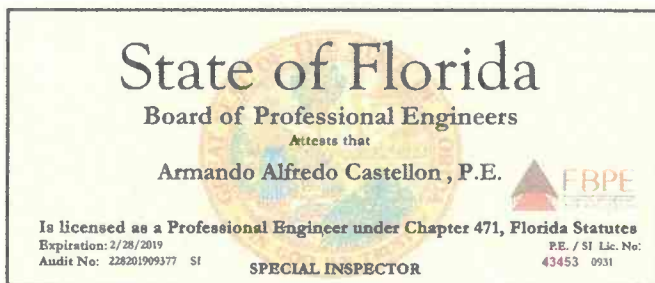
| | |
|------------------|--|
| Name: | VAZQUEZ, JOSE F. (Primary Name) |
| Main Address: | 9400 S. OCEAN DR. UNIT 803B JENSEN BEACH Florida 34957 |
| County: | MARTIN |
| License Mailing: | 4533 NW 88 TERR. CORAL SPRINGS FL 33065 |
| County: | BROWARD |
| LicenseLocation: | |

License Information

| | |
|-----------------|-----------------------|
| License Type: | Professional Engineer |
| Rank: | Prof Engineer |
| License Number: | 82831 |
| Status: | Current,Active |
| Licensure Date: | 04/10/2017 |
| Expires: | 02/28/2019 |

| | |
|------------------------|-------------------------|
| Special Qualifications | Qualification Effective |
| Civil | 04/10/2017 |

Armando Castellon, PE
Principal/Senior Structural Engineer



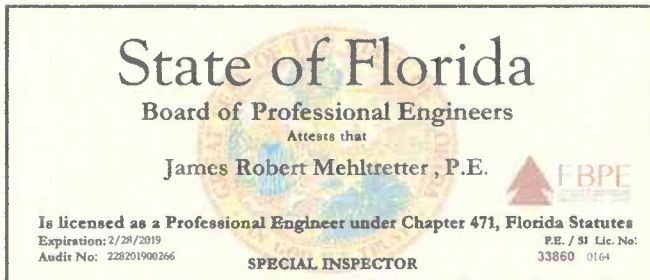


City of Delray Beach

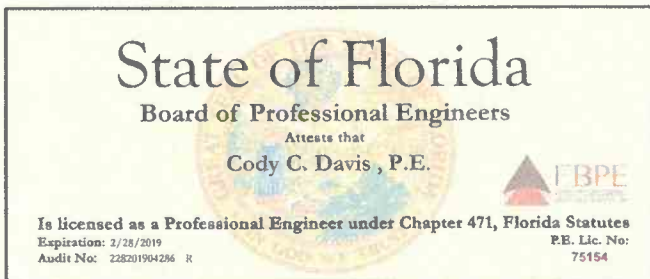
Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services | RFQ # 2017-048



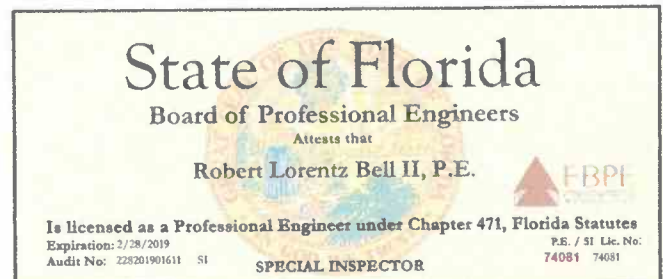
Jim Mehlretter, PE
Senior Structural Engineer



Cody Davis, PE
Senior Structural Engineer



Robert Bell, PE
Senior Structural Engineer



M/WBE Certifications

MC State of Florida WMBE Certification



UCP Certification



G. No-Conflict of Interest Statement

By submitting this Statement of Qualifications (SOQ), Master Consulting Engineers, Inc. (MCE) declares and certifies that no officer, employee or person whose salary is payable in whole or part from the City is directly or indirectly interested in this Proposal or in the supplies, materials, equipment or services to which it relates or in any portion of the profits thereof; or the award is subject to provisions of State Statutes and City Ordinances.



CHAPTER 4

PROPOSAL RESPONSE REQUIREMENTS INFORMATION

A. Experience, Background, Reference Feedback

- ii. **Identify Professional Services:** Structural Engineering Services
iii. **Professional Services Background and Experience**

MCE is a leading WMBE/DBE/SBE structural engineering firm providing consulting services throughout the United States. Established in 1999, MCE maintains offices in Tampa, Orlando and Fort Lauderdale, Florida and serves much the Eastern region of the United States.

MCE is comprised of a team of 25 structural engineers, designers and administrative staff and is led by Principals Jim Mehlretter PE, Armando Castellon PE, Robert Bell PE, Jose F. Vazquez, PE and Haitham Samih (Sam) Moussly, MSCE. Their experience and expertise bring leadership in structural design, having been responsible for a comprehensive array of projects ranging in construction costs from \$1 million to nearly \$1 billion.

MCE's specializes in a broad range of projects, including:

- Airports
- Churches and Religious buildings
- Commercial and Retail buildings
- Community Centers
- Condominiums and Apartment Buildings
- Courthouses
- K-12 schools
- Fire and EMT Stations
- Fleet Maintenance Facilities
- Government Buildings
- Hospitals and Medical facilities
- Hotels
- Jails and Corrections Facilities
- Movie Theaters
- Museums
- Nursing and Assisted Living Facilities
- Office Buildings
- Parking Structures
- Restoration of Historic Buildings
- Stadiums and Athletic Facilities
- University Buildings and Residence Halls

iv. **Experience on Other Related Services**

Threshold Inspection and Forensic Engineering: MCE's highly qualified designated representatives and field engineers enable MCE to provide Threshold Inspection services in accordance with Florida's Special Inspection Laws. These services include concrete, structural steel, and masonry inspections.

MCE has the expertise to investigate existing structures to assess their structural condition and ability to carry additional loads as the use of the building is modified. This is especially the case as new telecommunication companies occupy existing office buildings not designed for heavy equipment loads. Detailed reports with recommendations are prepared with methods for changing the capacity of the building. Expert testimony is available to help clients assess construction- or design- related problems. MCE has an extensive library of technical information which enables its engineers to research methods of design and construction. This capability is necessary when investigating historic buildings or analyzing existing structures



iv. **Awards, Certifications and Recognitions**

| Awards: AIA Merit Award for Architecture Historic Renovation – U•le•le, 2014
AIA H. Dean Rowe, FAIA Award For Design Excellence – Le Meridien Hotel, 2014
Urban Excellence Award – Public Sector Project Award – Waterworks Park, 2017

| LEED Certified Buildings:

City of Largo Community Center LEED Platinum
George C. Young Federal Building Renovations LEED Gold
University of Tampa Maureen A. Daly Innovation and Collaboration Building (ICB) LEED Silver
University of Tampa Dorm VII LEED Gold
University of Tampa Howard and Patricia Jenkins Hall LEED
University of Tampa ICP Building LEED Silver
St. Leo University School of Business LEED Gold

v. **Client References**

Name: Henry Woodroffe
Title: Principal
Reference's Company: Woodroffe Architects
Email Address: Enrique.woodroffe@woodroffearchitects.com
Phone Number: (813) 281-0411

Name: Lisa Wannemacher, AIA
Title: Principal
Reference's Company: Wannemacher Jensen Architects
Email Address: wannemacher@wjarc.com
Phone Number: (727) 822-5566

Name: Larry Wilder, AIA
Title: Principal
Reference's Company: Wilder Architecture
Email Address: lw@wilderarchitecture.com
Phone Number: (813) 242-6677

Name: Edward Lunz, AIA, NCARB
Title: Founder
Reference's Company: The Lunz Group
Email Address: elunz@lunz.com
Phone Number: (863) 682-1882

Name: Bill Neyland
Title: Project Manager
Reference's Company: University of Tampa
Email Address: bneyland@ut.edu
Phone Number: (813) 258-7256

Name: Rey Bulnes
Title: Project Manager
Reference's Company: The Bulnes Group
Email Address: thebulnesgroup@gmail.com
Phone Number: (813) 765-1578



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Name: Bret Azzarelli, AIA, LEED AP
Title: Vice President
Reference's Company: Elements Architects Interior Designers
Email Address: bret@elementstampa.com
Phone Number: (813) 251-0565

Name: Bryan Wilson, AIA
Title: Project Manager
Reference's Company: The Beck Group
Email Address: bryanwilson@beckarchitecture.com
Phone Number: (813) 282-3900

Name: Bret Azzarelli, AIA, LEED AP
Title: Vice President
Reference's Company: Elements Architects Interior Designers
Email Address: bret@elementstampa.com
Phone Number: (813) 251-0565

Name: John P. Adams, AIA, NCARB
Title: Principal - Healthcare
Reference's Company: KTH Architects, Inc.
Email Address: JAdams@KTHarch.com
Phone Number: (814) 590-5041

Name: Antonio J. Amadeo, AIA
Title: Architect
Reference's Company: LDC International, Inc.
Email Address: Antonio@ldci.com
Phone Number: (813) 253-5321

Name: Chris Wahl, AIA, NCARB
Title: Architect
Reference's Company: Gresham, Smith and Partner (GSP)
Email Address: chris_wahl@gspnet.com
Phone Number: (813) 251-6838

Name: Swapnali Salunkhe, RA
Title: Architect
Reference's Company: ROJO Architecture, LLC
Email Address: swap@rojoarchitecture.com
Phone Number: (813) 630-5508, Ext 104

Name: Ken Zucker
Title: Project Manager
Reference's Company: Fleishman Garcia Architects
Email Address: ken@fgafla.com
Phone Number: (813) 251-4400

Name: Chris Osborn, AIA
Title: Regional Director
Reference's Company: Lyman Davidson Dooley, Inc.
Email Address: cosborn@lddi-tampa.com
Phone Number: (813) 421-7150



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Name: Jeff McDowell
Title: Project Manager
Reference's Company: Wannemacher Jensen Architects
Email Address: jeff@wjarc.com
Phone Number: (727) 822-5566

Name: Israel Grajales, RA
Title: Project Manager
Reference's Company: Hillsborough County
Email Address: grajales@hillsboroughcounty.org
Phone Number: (813) 307-1033

Name: William "Bill" Hand
Title: Project Manager
Reference's Company: Hillsborough County
Email Address: handw@hillsboroughcounty.org
Phone Number: (813) 272-6838

Name: Thomas W. Friedrich, PE
Title: Project Manager
Reference's Company: Jones Edmunds & Associates, Inc.
Email Address: TFriedrich@jonesedmunds.com
Phone Number: (813) 258-0703

Name: Jack Ferras, PE
Title: Design Division Head
Reference's Company: City of Tampa
Email Address: jack.ferrars@tampabaygov.net
Phone Number: (813) 274-8095



vi. **Key Personnel**

Structural Engineering Services (10 Key Staff Members): The following pages include brief synopsis for the professionals anticipated to provide service under this Contract:



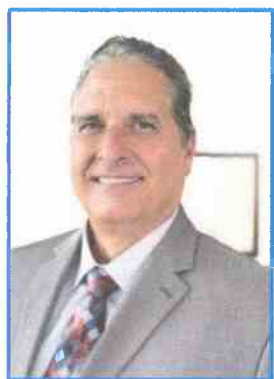
Armando Castellon, PE – Principal / Senior Structural Engineer

BS Mechanical Engineering, Universidad Metropolitana, 1978, MS Civil Eng. Univ. of Miami, 1982

| FL:PE 43453 / Total Years of Experience: 36 | Years with MCE: 17

As one of MCE co-founder, Armando's passion for the engineering profession establishes the standards for MCE culture. As a co-founder of MCE, Armando's pursuit of design excellence has driven MCE to lead building information model for building facilities and advanced design technology in structural design. Armando's 36 years of professional career has also entailed the role as a professor at the University of South Florida, where he had the opportunity to share his structural design experience and expertise with the next generation of engineers. Armando's structural design experience ranges from construction cost of from \$0.5 Million to \$1 Billion facilities. For Armando, no job is too small or too big for MCE to handle. Armando is committed to give the same level of quality to all projects regardless of the project size and budget. His ability to meet deadlines with precision engineering and a relentless demand for design integrity is what makes Armando well-known as a top-notch structural professional within the architectural, engineering and construction (AEC) industry nationwide. Key Relevant Experience:

- City of Tampa Wastewater Department Rehab - Digester No. 1, No. 3 and No. 6
- Hillsborough County NW Water Department Customer Service Center
- Falkenburg Road Water Treatment Facility
- Fawn Ridge Water Treatment Plant
- Hillsborough County NW Service Center
- Inverness Wastewater Treatment Plant
- HCF AWPT Digester No. 1, 3 and 6
- St. Cloud Water Treatment Plant No. 4
- SWFWMD District Office
- City of Port St. Lucie Prineville Catwalk Structure
- Hillsborough County Advanced WTP Demonstration



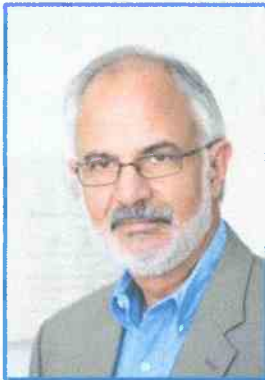
Jose Vazquez, PE – Contract/Project Manager / Senior Structural Engineering

BS Civil Engineering, University of Miami, 1980, MS Business Administration, Nova Southeastern University, 1994

| FL:PE 036912 / Total Years of Experience: 35 | Years with MCE: 1

Jose is responsible for MCE South Florida Operations. Jose also brings more than 35 years of experience in the engineering and construction industry as a Civil/Structural Engineer, Engineering Group Supervisor, Project Manager and General Contractor. Jose's experience includes structural engineering, forensic engineering and construction management. Jose is experienced performing structural field inspections, condition assessment and forensic engineering. As a Senior Structural Engineer, Jose is responsible for supervision, planning and coordination of structural engineering, threshold inspection and forensic engineering services. He is an excellent communicator and committed to delivering quality services. Key Relevant Experience:

- Fort Lauderdale International Airport Runway
- Structural Design of Underground Electrical Vault
- The Waterway Shoppes, Weston
- Assisted Living Facility, Palm Beach County
- Nuclear Power and Fossil Power Plants, throughout Florida, Tennessee and Alabama



Jim Mehlretter, PE – Senior Structural Engineer

BS Architectural Engineering, Oklahoma State University, 1973

| FL:PE 33860 / Total Years of Experience: 43 | Years with MCE: 18

As one of MCE co-founder, Jim has been responsible for a comprehensive array of structural projects ranging from construction costs from \$0.5 Million to \$1 Billion. Since this time he has grown the firm into a multi-disciplinary organization capable of surpassing the expectations of even the most challenging clients; completing projects both large and small with the utmost care in the pursuit of design excellence, with empathy to the client's needs and priorities, and as sensitivity to the both fiscal and resource conservation, including sustainable building practices. He has worked in the engineering industry across the USA for 43 years and is knowledgeable in the fields of structural design and construction. He is proficiency in the area of structural engineering, threshold inspections and forensic engineering for office

buildings, condominiums, residential homes with structural damage, baseball stadiums and parking garages. He has also served as an expert witness for a variety of challenging cases. Jim continues to be involved in each project he oversees, with a hands-on approach to each step of the design and project execution phases. Key Relevant Experience:

- Hillsborough County WRS Falkenburg Road Generator
- City of Tampa DLTWTF Master Plan (Study)
- Fawn Ridge Water Treatment Plant
- City of Tampa DTWTP Master Plan and Design/Build of Operations Facility



Robert L. Bell, PE – Senior Structural Engineer

BS Civil Engineering, University of South Florida, 2003

| FL:PE 74081 / Total Years of Experience: 14 | Years with MCE: 14

Since joining MCE in 2001, Robert has expanded his role into Senior Principal for the firm. Specializing in steel and concrete work, contracting, welding and sustainable design, Robert is a meticulous problem solver. He is detail oriented and thorough in his design. His extensive, multi-disciplinary experience brings an informed capability in offering comprehensive design solution to complex design challenges. Rob's passion is to produce designs that define quality, and with a level of economic and performance based design methodology that facilitates pride in every design he produces. His experience ranges from construction projects from \$0.5 Million to \$1 Billion. His experience includes design-bid-construction and design/build of projects. He has design projects such as educational,

churches, community centers, fire stations, housing, libraries, office buildings, recreational and sport facilities, utilities and municipal facilities and transportation facilities, including airports. Key Relevant Experience:

- City of Tampa Water Department HCF AWPT Digester No. 1, 3 and 6
- City of Port St. Lucie Prineville Catwalk Structure
- City of St. Cloud Water Plant #4
- HCF AWTP Site Survey
- City of Tampa Sulphur Spring Pump Station Repairs
- Hillsborough County Aviation Authority Tampa International Airport ConRAC and Automated People Mover (TIA ConRAC & APM) Design/Build



Cody Davis, PE – Senior Structural Engineer

MS Civil Engineering, University of South Florida, 2015

BS Civil Engineering, Florida State University, 2007

| FL:PE 75154 / Total Years of Experience: 10 | Years with MCE: 3

Cody has 10 years of structural design experience in both the DOT and private sectors. His experience in bridge design, most notably pre-stressed concrete and steel, makes him an implemental part of our Structural Design Team. His experience includes the design of miscellaneous roadway structures such as box culverts, sign gantries, mast arms, strain poles and retaining walls. He is proficient and experienced with the preparation of load factor rating (LFR) and load resistance factor rating (LRFR) for a variety of bridge types and

structural conditions. He is well versed in the latest design software and brings his design experience and knowledge to his projects. Key Relevant Experience:

- Hillsborough County Cone Ranch Bridge Replacement
- No Name Key Bridge Renovation Monroe County
- VA Bay Pines Buildings 11 and 54 Re-Roofing
- TECO People Gas System New Construction



Cory Nelson, EI - Project Engineer

BS Civil Engineering, University of Florida, 2014

Cory earned a Bachelor of Science in Civil Engineering from the University of Florida in 2014 and has three years of experience in the civil engineering field. Cory is skilled in AutoCAD and Revit. He has been involved in the designing of structural facilities such as airports, residential, educational, and medical facilities. Cory brings to the MCE Team his design and inspection skills. He is committed to produce quality construction plans and inspection services. He has excellent communications skills and is building an excellent reputation for the quality of his design deliverables. Key Relevant Experience:

- Sunrise Community
- North Miami Beach Watercrest Assisted Living Facility
- Palmetto First Baptist Church
- Sheer Excellence Building Renovation
- South Florida Baptist Hospital Pharmacy Remodeling
- Barry University, Thompson Hall Elevator, Fort Lauderdale
- TIA Consolidated Rental Care (ConRAC) Facility and Automated People Mover (APM)



Ryan Beckley, EI - Project Engineer

BS Civil Engineering, University of South Florida, 2012

| FL:EI 100800265 / Total Year of Experience: 5 | Years with MCE: 2

Ryan has five years of structural design and inspection experience. He is knowledgeable of the latest structural design methods learned from his studies at the University of South Florida. Ryan's previous experience coupled with his quick learning ability and attention to detail, allows him to produce exceptional structural designs. Ryan is a valuable member of MCE Design Team. His project experience with MCE includes such diverse experience as renovations, religious facilities, bridges, gymnasiums, and medical facilities. Ryan is proficient at drafting construction drawings for a variety of facilities. He has performed multiple types of structural plans, produced detailed drawing notes, cost estimates, managed

design team members and established excellent working relationships with architect, engineering firms, and general contractors. Ryan is detailed oriented, organized, and committed to quality deliverables. Key Relevant Experience:

- Al Lang Stadium Bridge Repair
Riverfront Park Recreational Center
- Bayfront Park
- MacDill Air Force Base – CENTCOM Canopy
- Fossil Park Fire Station #7



Stevie Lockhart, EI – Project Engineer

Master, Civil Engineering/Structural Engineering, University of South Florida, 2015

BS, Civil Engineering, University of South Florida, 2014

| FL:EI 1100018556 / Total Years of Experience: 3 | Years with MCE: 3

Stevie brings his education of the latest structural technologies. Stevie is a talented Engineer Intern with demonstrated success designing a multitude of facilities making him an essential member of the MCE Team. Stevie's three years of experience, include structural engineering and inspection services for residential, medical, religious, university stadiums and airport facilities. Stevie utilizes a broad range of collaborative and technical skills to assist team members and produce effective solutions to complex problems. Key Relevant Experience:

- Aquatica Residence at Bay to Bay
- Bay Isle Key Summer Kitchen II
- Bayshore Memory Care Entrance Canopy
- Beacon College Dorm
- Hillsborough County Aviation Authority Tampa International Airport ConRAC and People Mover
- Florida Power and Light Miami Parking Hand Rail
- Verizon Tampa Facility Floor Analysis



Yaniree Roman – Lead Designer

| Diploma, Drafting, Erwin Tech, 2002

| Total Years of Experience: 15 | Years with MCE: 7

Yaniree has led MCE Design Team with her expertise in structural design drafting and 3D modeling. Her experience as an Autodesk certified CAD designer comes through her resolution of challenging projects ranging up to \$50 million in construction costs. She is proficient in facilitating and generating full construction documents that clearly demonstrate the design and building requirements. She has lead the MCE Team to establish Revit 3D Modeling guidelines, enabling MCE to produce effective and cost efficient 3D models for clients. Her problem-solving skills and proficiency in building construction techniques ensure construction documents are executed accurately, on schedule, and to clients' specifications. Currently, Yaniree continues to lead the MCE Design Team in pursuing LEED AP accreditation in Green Building design techniques. Yaniree is responsible for leading MCE Team members' structural design drafting and 3D modeling mastery. Her problem solving skills and proficiency in building construction techniques ensure construction documents are executed accurately, on schedule, and on demand. Currently Yaniree continues to lead her team in pursuing LEED AP accreditation in Green Building design techniques. Key Relevant Experience:

- City of Tampa Water Department HCF AWPT Digester No. 3
- Madeira Beach City Hall
- Madeira Beach Fire House
- Dade City Police and City Hall
- Tarpon Spring Fire Station
- West Manatee Fire Rescue



Fabiola Rosales – Engineering Technician

Associate of Science, Political Marketing, Universidad Catolica Andres Bello

Bachelor of Engineering (BE), Industrial Engineer, Universidad de Carabobo

/ Total Years of Experience: 6 | Years with MCE: 1

Fabiola is an Industrial Engineer from Venezuela with six years of experience in the industrial industry. She is working toward obtaining her civil engineering degree in the United States and obtaining her Florida PE. She is responsible for the design and calculations of building stability, strength, and rigidity of structures. Fabiola's experience is in the private and public sectors. She is experienced in planning, programming, optimizing, managing, monitoring, and evaluating production processes. Fabiola brings to the MCE Team established working relations, strong public relations, and excellent organization skills. Fabiola is committed to the delivery of quality services and superior customer services. Key Relevant Experience:

- Cost and Public Procurement Director for Carabobo, Venezuela State Government Department of Transportation
 - Cabrera Tunnel Maintenance
 - Pedestrians Bridges Over Highways Throughout Carabobo, Venezuela
 - Resurfacing of Central Regional Highway, Carabobo, Venezuela
 - Lighting Maintenance and Installation throughout Valencia, Puerto Cabello, Venezuela



B. Approach to Project Management

i. Approach and Methodology for Engaging City Representatives, while Performing Duties

Upon Notice to Proceed, MCE Project Manager, Jose F. Vazquez, PE will have a project kick-off meeting with the assigned City Project Manager to go over the project overall goals, scope of services, project miles stones and deliverables. At this time we will determine method of communications preferred by the assigned City Project Manager and how often does the City Project Manager wants project status reporting. Our goal for projects assigned under this Contract is to maximize the City staff time and work as an extension of the City's staff.

ii. Approach to Design of Projects

Contract Understanding: Design Services for a variety of potential projects of various scopes and value on as needed, continuing contract basis. It is expected that the scope of these projects will involve primarily structural engineering work, but may include other trades as related to primary works.

In Summary, MCE understands that the scope of our services is unique to the job required, and will change as needed. In general, it can be expected that services will include:

- preparation and completion of the design program for space • requirements and relationships • schematic design • design development • preparation of contract documents for bidding • scope of work • assistance on review of bids • recommendation of contract award • cost estimating during design & document preparation • administration of contract documents • consultation and onsite inspection during construction • process shop drawings • recommend approval of contractor invoices • preparation and submittal of permit applications • zoning applications and presentations as necessary

For any of these processes to be effective, it is vital that communication is clear between client, consultants, contractors and stakeholders involved on projects assigned under this contract.

•**Communication.** Communication is fundamental to a successful project. Today communication goes beyond verbal interactions and includes multiple digital forms. To keep a team synergistic, these lines need to be maintained with sensitivity to each party's needs and interest in the processes at hand. The use of Building Information Management software (including Revit, STAAD, and Navisworks) enables MCE to provide seamless communication for a smooth construction process. We maintain our own computer and email servers as well as public and private FTP sites, allowing us to communicate digitally without any restriction to file size. To further strengthen understanding between the teams, coordination and review meetings are held between the architect and engineer after each major phase completion.

•**Plan.** As the Schematic Design Phase commences, MCE will meet with the client and consultants to discuss design requirements. The specs of the project will be used to establish the design criteria of the building and as well as the selection of the structural system for the design.

•**Prepare.** MCE will prepare for the project by thoroughly evaluating drawings, using their original drawings as the grounds for building our structural design drawing sheets. Preferably, all drawings will be established in Revit for 3D modeling, enabling us to seamlessly convert the files for all other 3D structural design and drafting software programs and for simplified and effective coordination with other disciplines.

•**Design.** In the Design Development and Construction Phases, MCE will complete all design requirements and follow a 50, 75, 95, and 100 percent Construction Document status schedule.

•**QA/QC.** Creating a culture of risk management and claims prevention requires that every member of the team share a vision stressing quality control as a standard daily practice. The importance of risk management and prevention is discussed at weekly project meetings, as well as the consequences of ignoring it. Creating this culture requires planning and involvement from all levels of staff and on every phase of a project. Principals work with project managers and engineers to develop a plan focusing on information flow and communication, contract



negotiations, and scope definition. Project managers communicate throughout the project with the client and fellow consultants, as well as the principal, to ensure a seamless, problem-free process from start to finish. MCE requires written record of all project communication, and that communication must be saved. Written documentation will take precedence in instances of conflicting information. When possible, MCE takes advantage of repetition in design elements and uses the knowledge of more experienced engineers and maintains a library of typical sections and details which eliminates errors when creating these details from scratch. MCE reviews submittals, requests for information and change orders. Site visits are performed and a record of the site visit is published in written form.

iii. **Work Knowledge and Understanding of Professional Services**

MCE is a leading WMBE/DBE/SBE structural engineering firm providing professional structural engineering, threshold inspections and forensic engineering services throughout the United States. Established in 1999, in the State of Florida by two structural engineers and led by principals Jim Mehlretter, PE, Armando Castellon, PE, Robert Bell, PE, Jose F. Vazquez, PE and Haitham Samih (Sam) Moussly, MSCE.

Florida Department of Business & Professional Regulations

| Structural Engineers | Licenses in Florida | Years of Exp. |
|-----------------------|---|---------------|
| Armando Castellon, PE | FL 43453, expiration: 2/28/2019 (FL Resident) | 36 |
| Jose F. Vazquez, PE | FL 82831, expiration: 2/28/2019 (FL Resident) | 36 |
| James Mehlretter, PE | FL 33860, expiration: 2/28/2019 (FL Resident) | 43 |
| Robert Bell, PE | FL 74081, expiration: 2/28/2019 (FL Resident) | 15 |
| Cody Davis, PE | FL 75154, expiration: 2/28/2019 (FL Resident) | 10 |

TOTAL COMBINED YEARS OF EXPERIENCE AS STRUCTURAL ENGINEERS: 140

Ability to Perform Work. The MCE Team has a highly qualified technical staff available to work with the City of Delray staff. MCE staff available for this contract includes:

- 5 Register Structural Engineers
- 10 Technical Designers
- 2 Administrative Staff

MCE structural engineering working knowledge includes the following key relevant municipal projects:

- City of Tampa Wastewater Department Rehab – Digester No. 1, No. 3 and No. 6
- Falkenburg Road Water Treatment Facility
- Fawn Ridge Water Treatment Plant
- Hillsborough County Northwest Service Center
- Inverness Wastewater Treatment Plant
- McKay Bay Solid Waste Transfer Station
- New Jersey Water Control Facilities (7)
- St. Cloud Water Treatment Plant No. 4
- Southwest Florida Water Management District Office
- City of Tampa David L Tippin Water Treatment Facility (Operations Buildings)
- Numerous municipals buildings throughout Florida (fire stations, libraries, public works facilities, police stations, courthouses, prisons, recreational facilities, marinas, municipal airports, bridges, community centers, educational facilities, office buildings, and parking structures) new buildings, rehabilitation, studies, expansion and additions, inspection and forensic engineering



iv. **Service Authorization Implementation and Services Process**

MCE has assembled a highly qualified and experienced Team of experts for this contract. The contract will be managed by MCE South Florida Operations Principal Jose F. Vazquez, PE, who has more than 35 years of experience in structural engineering design and construction. Jose will be supported by our Senior Principal Armando Castellon, PE and a team of senior structural engineers, designer and administrative staff members. Jose's role for this contract will be Project Manager and he will be your primary point of contact (POC) to the City of Delray Beach.

Once under contract with the City, MCE Project Manager, Jose F. Vazquez, PE will meet with City staff to access the structural engineering needs of the City. Jose will help City staff develop scope of services, associated fees and milestones for the City identified structural needs. No work will begin until the City issues MCE a Notice to Proceed (NTC). Upon NTP, Jose will work with City staff to develop a detailed project schedule and milestone for deliverables.

v. **Responsible Office Location**

MCE Proximity to the City of Delray. MCE Responsible Office is located at 4101 Ravenswood Road, Suite 307, Fort Lauderdale, FL 33312. MCE will manage this Contract from MCE's Fort Lauderdale office; proximity to the City of Delray Beach is **(35 minutes) 31 miles**.

SERVICES Structural Engineering

Master Consulting Engineers, Inc. (MCE)

4101 Ravenswood Road, Suite 307

Fort Lauderdale, FL 33312

Phone: (954) 210-7671

Primary Contact

Jose Vazquez, PE, Project Manager/POC/Senior Structural Engineer

Cell Phone: (865) 206-0927

Email: jose.vazquez@mcengineers.com

Secondary Contact

Armando Castellon, PE, Principal – Senior Structural Engineer

Cell Phone: (813) 695-7447

Email: armando.castellon@mcengineers.com

vi. **Specific Approach to**

a. **Meetings Availability, General Communications, Coordination and Supervision**

Jose F. Vazquez, PE, proposed Contract Manager and Primary Point of Contact (PPC) is available to meet with the City of Delray staff on short notice, Jose will also be available to the City staff via email, teleconference and cell phone. In his role as MCE South Florida Operations Principal, Jose will be able to coordinate and supervise the structural engineering needs of the City for CIP, non-CIP and emergency responses.



b. **Primary Method for Attending Meetings and Advanced Notification**

Proximity of Responsible Office at 4101 Ravenswood Road, Suite 307, Fort Lauderdale, FL 33312. MCE will manage this contract from MCE's Fort Lauderdale office; proximity to the City of Delray Beach is (35 minutes) 31 miles. Jose is available on a short notice to attend in person meetings and will also be available immediately via email, cell phone and teleconference. MCE has a proven track record and is committed to providing prompt responses. We understand the importance and urgency of our client's need to make technically-sound decision for projects at the design and construction phases.

c. **Pre-Schedule Meetings Attendance**

Jose will attend pre-schedule meetings. Additional MCE staff available to attend meetings are: Armando Castellon, PE and Cory Nelson. Other MCE technical staff will be available to attend meetings, as necessary, based on the technical expertise needed by the City at the time and to meet specific project's needs.

d. **Accessibility and Availability during the Term of the Agreement**

Jose is committed and available to the City of Delray Beach throughout the Contract duration. MCE is commitment to provide the necessary structural services to the City of Delray Beach throughout the duration of this contract. No project is too small or too big to handle. MCE will make available structural engineers, designers and administrative support staff to cost-efficiently provide the City with professional structural engineering services throughout this contract duration. The proposed staff for this contract is currently available to begin Task Work Order immediately upon Notice to Proceed (NTP). Please see staff availability percent next to each team member name on the Organizational Chart provided in is RFQ). We are proposing Jose Vazquez, PE as the Project Manager and Point-of-Contact to the City of Delray Beach, supported by Armando Castellon, PE- Project Principal. Both are highly qualified Structural Engineers with strong leadership in similar type contract. Both are committed one hundred percent to make this contract a successful contract by meeting the needs of the City of Delray Beach. MCE is currently working on the following projects and estimated completion dates are provided next to the project name. •Tampa International Airport Consolidated Rental Car Facility and Automated People Mover (TIA ConRAC/APM) | Estimated Completion Date: July 2017 | Percent Complete: 90%. •University of Tampa Renovations | Estimated Completion Date: July 2017 | Percent Complete: 70% •Hotel Fort Lauderdale | Estimated Completion Date: December 2-17 | Percent Complete: 100% Design; 10% Post Design Phase

COMMITMENT TO DELIVER ON TIME AND WITHIN BUDGET

The MCE Team Members are committed to provide the City of Delray Beach on-time and within-budget professional structural engineering services. We have a track record of providing Extreme Engineering, Incredible Results. We will deliver each task assignment for this contract with the highest standards, at an economical cost and using the Best Practices in our industry





C. Projects for Similar Services

The following pages provide Project Descriptions for 10 key relevant projects. Per Addendum No. 7, we are providing available project photos as **Attachment A: Project Photos**.

| | |
|--------------------------|--|
| PROJECT NO. 1 | David L. Tippin WTF Master Plan |
| Organization/Owner Name | City of Tampa |
| Address (City/State) | Tampa, Florida |
| Project Date (Start/End) | 2016/2016 |
| Status of Project | Complete |
| Scope | Structural Engineering Services |

The City of Tampa owns and operates the DLTWTF, which has an annual average daily flow (AADF) of 80 million gallons per day (mgd) and a permitted capacity of 120 mgd. During periods of average or high rainfall, the Hillsborough River is the Facility's only raw water source. Occasionally, during periods of low rain, the Facility draws from aquifer recovery storage (ARS) wells. This comprehensive Master Plan includes a prioritized capital improvement program that optimizes treatment, improves treated water quality, reduces operations costs and enhances treatment and operations through a carefully planned repair and replacement program. The Master Plan also identifies improvements that accommodate future plant expansions to treat additional flows, including those from alternatives water supplies being developed. As part of the Master Plan, a facility evaluation, and condition assessment was performed. This evaluation determined the status, condition and functionality of the existing facilities by assessing the structural, mechanical, electrical and architectural aspects of plant wide assets. MCE was responsible for providing structural engineering and forensic engineering for this Master Plan.

| | |
|--------------------------|---|
| PROJECT NO. 2 | Falkenburg Rd WTF Complex Office |
| Organization/Owner Name | Hillsborough County |
| Address (City/State) | Tampa, Florida |
| Project Date (Start/End) | 2006/2008 |
| Status of Project | Complete |
| Scope | Structural Engineering Services |

The project consisted of observing work to make sure it is in accordance with the permitted Official Contract Documents. We maintain a record of progress, working conditions and observations that are then reported to the Contractor along with any suspected deviations from the Official Contract Documents. The following areas were designed and inspected: foundation reinforcement and concrete placement, load bearing CMU wall reinforcement, erection and concrete placement, concrete tie beam reinforcement and concrete placement, structural steel/steel joist erection and steel roof deck placing and fastening.

| | |
|--------------------------|---|
| PROJECT NO. 3 | Water Department NW Service Center |
| Organization/Owner Name | Hillsborough County |
| Address (City/State) | Tampa, Florida |
| Project Date (Start/End) | 2003/2004 (Design) 2004/2005 Construction |
| Status of Project | Complete |
| Scope | Structural Engineering Services |

Project required converting an existing library into a service/admin facility for the Hillsborough County Water Department. Functional areas needed in this facility included a reception/lobby area, service and administrative offices, and a training room. The renovation included the complete replacement of the mechanical system as well as upgrades to the plumbing and electrical systems. Scope of Services included Programming, Basic Design Services, Construction Documents, Bidding, and Construction Administration.



PROJECT NO. 4

SWFWMD District Office Building

Organization/Owner Name Southwest Florida Water Management District
Address (City/State) Tampa, Florida
Project Date (Start/End) 2002/2005
Status of Project Complete
Scope **Structural Engineering Services**

Located in Tampa, Florida, this facility was a new 25,700 square foot office building for the Southwest Florida Water Management District (SWFWMD). The building included a 3,400 square foot storage mezzanine. MCE provided design development, construction documents, bid assistance and construction administration services including shop drawing review and periodic site visits during construction. The project was completed in 2005 with construction costs of \$4,000,000.

PROJECT NO. 5

Wastewater Department Digester 1 and 6

Organization/Owner Name City of Tampa
Address (City/State) Tampa, Florida
Project Date (Start/End) 2008/2010
Status of Project Complete
Scope **Structural Engineering Services**

Digester No. 1: The project consists of removal of internal sludge piping and mixing-gas piping extending to, and including, isolation valves; removal of four 24" gas mixing tubes and supports; removal of 8" gas withdrawal piping and fittings; installation of 16 jacking sleeves, pistons, rams, and associated hydraulic system(s) and controls; jacking-up digester cover to expose entire cover skirt wall; pressure washing previously unexposed surfaces of digester and cover; coating inner surfaces of digester's concrete walls and coating inner and outer surfaces of digester cover; possible welding repairs of structural members and skirting of the steel digester cover; installation of new 2" mixing gas piping and valves, 24" gas-mixing tubes and supports, new 6" sludge piping and valves and new 8" gas withdrawal piping and valves, removal of digester cover jacking system. Project was completed in 2010 for approximately \$1 million.

Digester No. 6: The project consist of the removal and replacement of existing 110 feet diameter structural steel digester cover including all appurtenances, application of approximately 14,300 square feet of a protective coating system on the interior digester walls. Also, modification of all sludge piping penetrations; air tight testing of digester cover; and surface preparation and painting with all associated work required for a complete project in accordance with the Contract Documents. Project was completed in 2010 for approximately \$1,960,659.

PROJECT NO. 6

Water Department Renovation

Organization/Owner Name City of Tampa
Address (City/State) Tampa, Florida
Project Date (Start/End) 2006/2008
Status of Project Complete
Scope **Structural Engineering Services**

This project consists of additions and renovations to a historic building including re-roofing, window replacement, lab/control room renovations, and a new laboratory. Costs for the project which was completed in 2004 were approximately \$1,000,000.

PROJECT NO. 7

Water Department Digester 3 Rehabilitation

Owner Name City of Tampa
Address (City/State) Tampa, Florida
Project Date (Start/End) 2014/2014
Status of Project Complete



Scope

Structural Engineering Services

This project required rehab for a digester tank roof cover. The tank is used for processing municipal wastewater and has a steel roof truss assembly that floats on the gases produced during the treatment cycle. The roof framing consists of structural steel trusses arranged in a radial layout with each truss having a bearing point of support at the tank walls and at the center-well of the framing elements. Design services were provided for a new open ceiling cover with rim skirt wall of stainless steel metal as well as providing lifting lug design and location on the cover.

PROJECT NO. 8

Fawn Ridge Water Treatment Plant

Organization/Owner Name Hillsborough County
Address (City/State) Tampa, Florida
Project Date (Start/End) 2007/2007
Status of Project Complete
Scope **Structural Engineering Services**

This project called for work on an existing water treatment facility in Hillsborough County. The scope of services on the project included strengthening of the building in order for the structure to withstand Category 4 hurricane force winds. The project was completed in 2007 for approximately \$795,000.

PROJECT NO. 9

St. Cloud Water Treatment Plant #4

Organization/Owner Name City of St. Cloud
Address (City/State) St. Cloud, Florida
Project Date (Start/End) 2005/2006 (Design) 2006/2007 (Construction)
Status of Project Complete
Scope **Structural Engineering Services**

This project consisted of a new water treatment plant for the City of St. Cloud. The Scope of Services include the structural design for a high service pump building, MIEX water holding tank, and other miscellaneous structural items. The structure is comprised of load bearing masonry walls, steel bar joist floor, and pre-engineered metal stud roof trusses with foundations on spread footings. Construction costs were estimated at approximately \$10,062,000 and the project was completed in 2007. In addition, design services for a 5,038 sq. ft. admin building with construction costs of approximately \$900,000 were included.

PROJECT NO. 10

Sulphur Springs Pump Station Concrete Repair

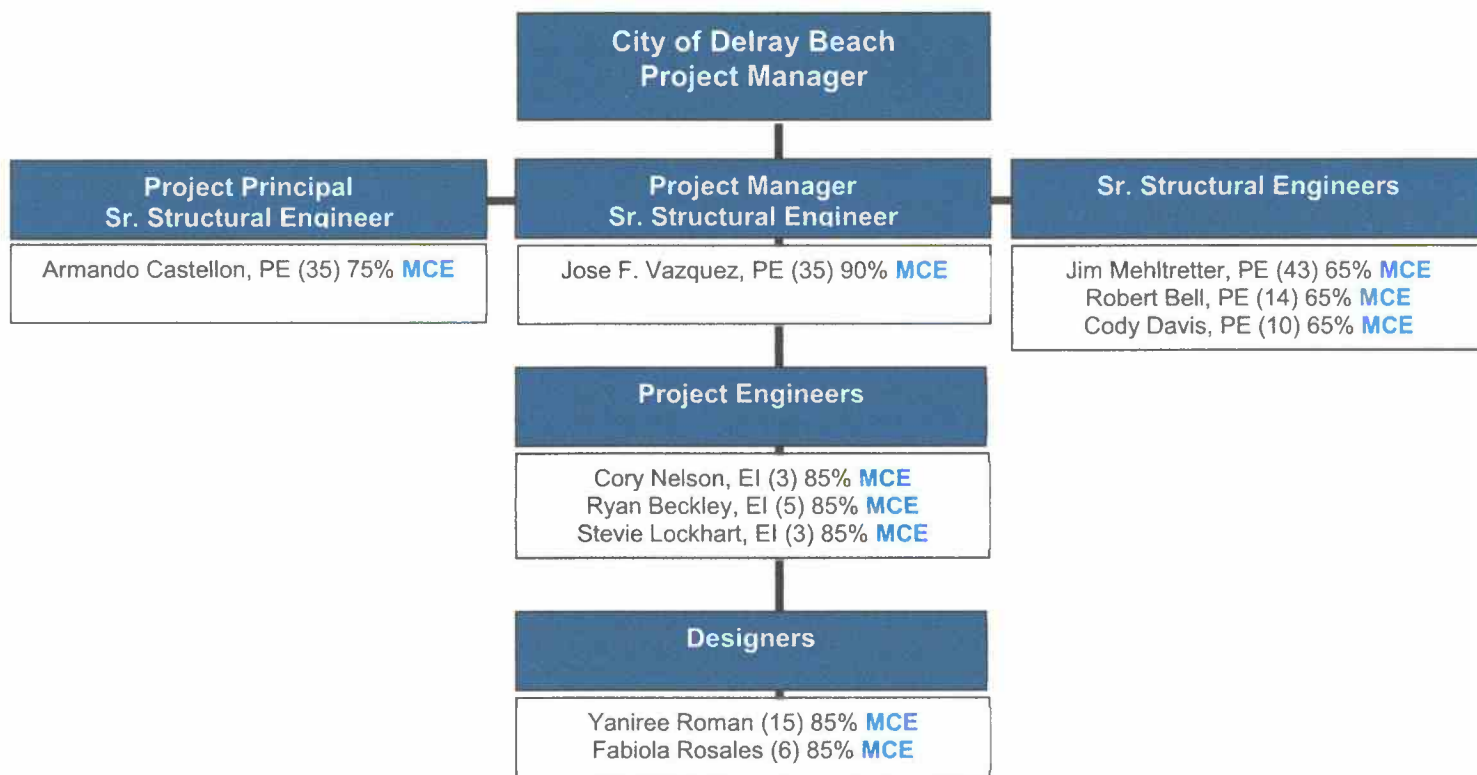
Organization/Owner Name City of Tampa
Address (City/State) Tampa, Florida
Project Date (Start/End) 2014/2016
Status of Project Complete
Scope **Structural Engineering Services**

MCE was the structural engineering for the development of plans and specifications for concrete restoration at the City of Tampa Sulphur Springs Pump Station. The design work entailed repairs and rehabilitation of existing structures. The repair work comprise installing an approved concrete repair material and protective coating system as specified including surface preparation, cleaning, application of hydraulic cement or other means to fill voids and stop infiltration, curing, surface preparation such as sand blasting or pressure washing and visually inspecting finished liner; removal of existing coatings, protection of adjacent facilities, restoring all disturbed areas to preconstruction condition or better, and all appurtenant work. The work also includes concrete crack repair and repair of concrete columns by constructing a 4" thick reinforced concrete wrap around and doweled in the existing concrete column as detailed in the plans.



D. Organizational Structure

STAFFING CHART
Structural Engineering Services



LEGEND:

Master Consulting Engineers, Inc. **MCE**; Years of Experience (xx); Percent Available xx%



City of Delray Beach

Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services | RFQ # 2017-048



CHAPTER 5 FORMS REQUIRED

- Form A Signature Authorization
- Public Entity Crimes Form
- Drug Free Workplace Form
- Conflict of Intent Form
- Acknowledgement of Addenda Form

Form A - Signature Authority

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

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

☐ Documentation is not required.

☒ The required authorizing documentation is included with Proposal.

Form B - Public Entity Crimes

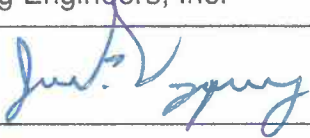
NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

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

Acknowledged by:

Master Consulting Engineers, Inc.

Firm Name



May 18, 2017

Signature

Date

Jose F. Vazquez, PE, MCE South Florida Operations Principal

Printed Name and Title

Form C - Drug-Free Workplace

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

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

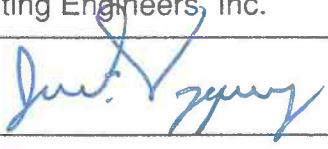
As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

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

Acknowledged by:

Master Consulting Engineers, Inc.

Firm Name



May 18, 2017

Signature

Date

Jose F. Vazquez, PE MCE South Florida Operations Principal

Printed Name and Title

Form D - Conflict of Interest Disclosure

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

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

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

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

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

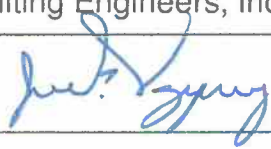
☒ To the best of our knowledge, the undersigned firm has no potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

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

Acknowledged by:

Master Consulting Engineers, Inc.

Firm Name



May 18, 2017

Signature

Date

Jose F. Vazquez, PE MCE South Florida Operations Principal

Printed Name and Title

Form E - Acknowledgment of Addenda

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

| ADDENDA NUMBER | ADDENDA DATE |
|-----------------|----------------|
| Addendum No.: 1 | April 24, 2017 |
| Addendum No.: 2 | April 27, 2017 |
| Addendum No.: 3 | May 4, 2017 |
| Addendum No.: 4 | May 10, 2017 |
| Addendum No.: 5 | May 10, 2017 |
| Addendum No.: 6 | May 11, 2017 |
| Addendum No. 7 | May 19, 2017 |
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Signature of Proposer's Agent

Jose F. Vazquez, PE

Printed Name

MCE South FL Operations Principal

Title

May 22, 2017

Date



City of Delray Beach

Continuing Engineering, Surveying, and Landscaping Architectural Consulting Services | RFQ # 2017-048



CHAPTER 6 EVIDENCE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

MASTE-4

OP ID: JT

DATE (MM/DD/YYYY)
12/30/2016

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

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

| | | | |
|---|--|---|--|
| PRODUCER Hookman Insurance Agency, Inc. 3438 Colwell Avenue Tampa, FL 33614 | | CONTACT NAME Jason Travis PHONE (A/C, No, Ext) 813-636-4000 FAX (A/C, No) 813-281-1086 E-MAIL ADDRESS: | |
| INSURED Master Consulting Engineers, Inc. 5523 West Cypress St., #200 Tampa, FL 33607 | | INSURER(S) AFFORDING COVERAGE INSURER A: Phoenix Insurance Co. INSURER B: Travelers Indemnity Co. INSURER C: Travelers Casualty & Surety Co INSURER D: Liberty Ins. Underwriters, Inc. INSURER E: INSURER F: | |
| | | NAIC # 25623 25658 31194 | |

| COVERAGES | | CERTIFICATE NUMBER: | | REVISION NUMBER: | | |
|---|--|---------------------|----------------|-------------------------|-------------------------|--|
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | | |
| INSR LTR | TYPE OF INSURANCE | ADOL SUBR INSD WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER | | 680-6H160432 | 01/06/2017 | 01/06/2018 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 6,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPO AGG \$ 4,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | 680-6H160432 | 01/06/2017 | 01/06/2018 | BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10,000 | | CUP-2B268668 | 01/06/2017 | 01/06/2018 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in FL) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N N/A | UB-3848T16A | 02/16/2017 | 02/16/2018 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000 |
| D | Professional Liability | | AEXNYAA8C07002 | 11/16/2016 | 11/16/2017 | Per Claim \$ 2,000,000 Ann Agg \$ 2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101 Additional Remarks Schedule, may be attached if more space is required)
Professional Liability is written on a claims made and reported basis.

| | |
|--|--|
| CERTIFICATE HOLDER For Proposal Purposes ***** ***** | FORPROP CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|--|--|

ACORD 26 (2016/03)

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City of Delray Beach

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ATTACHMENT A PROJECT PHOTOS

The following pages provided available project photos of project completed by MCE.

PROJECT NO. 1: David L. Tippin WTF Master Plan

Organization/Owner Name: City of Tampa
Address (City/State): Tampa, Florida



PROJECT NO. 2: Falkenburg Rd WTF Complex Office

Organization/Owner Name: Hillsborough County
Address (City/State): Tampa, Florida



PROJECT NO. 3: Water Department NW Service Center

Organization/Owner Name: Hillsborough County
Address (City/State): Tampa, Florida



PROJECT NO. 4: SWFWMD District Office Building

Organization/Owner Name: Southwest Florida Water Management District
Address (City/State): Tampa, Florida



PROJECT NO. 8: Fawn Ridge Water Treatment Plant

Organization/Owner Name: Hillsborough County
Address (City/State): Tampa, Florida



PROJECT NO. 10: Sulphur Springs Pump Station Concrete Repair

Organization/Owner Name: City of Tampa
Address (City/State): Tampa, Florida



PROJECT NO. 9

Organization/Owner Name
Address (City/State)

St. Cloud Water Treatment Plant #4

City of St. Cloud
St. Cloud, Florida





Tampa | Ft. Lauderdale | Orlando

EXHIBIT "B"



Category: Structural Engineering

Hourly Raw Salary Rate

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

PRICE ADJUSTMENTS BASED ON GOVERNMENTAL PRICE INDEX

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

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