CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

AGENDA ● MARCH 26, 2024

City Commission Chamber	Regular City Commission Meeting	6:00 PM

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

HOLLY HILL
FLORIDA

City Commission Chamber
City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117

CITY COMMISSION MEMBERS

Mayor
Chris Via

District 1 - Commissioner
John Penny

District 2 - Commissioner
Penny Currie

District 3 - Commissioner
John C. Danio

District 4 - Commissioner
Roy Johnson

CITY MANAGER
Joseph Forte

CITY CLERK
Valerie Manning

1. CALL TO ORDER

a. Roll Call
b. Invocation by City Commissioner Roy Johnson
c. Pledge of Allegiance

2. PRESENTATIONS

1. Fire Department Promotion - Austen Matranga Firefighter/Paramedic

   (Requested by Valerie Manning, City Clerk)

2. Volusia League of Cities Presentation to COHH

   (Requested by Valerie Manning, City Clerk)

3. The Month of April as Water Conservation Month 2024

   (Requested by Valerie Manning, City Clerk)

3. PUBLIC COMMENTS

4. APPROVAL OF MINUTES

1. Minutes - March 12, 2024 Regular City Commission Meeting

   (Requested by Valerie Manning, City Clerk)

5. CONSENT AGENDA - ITEMS (1 - 2)

The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items. Is there anyone in the audience who wishes to speak on any item on the Consent Agenda?

1. Resolution –2024-R-15 A Resolution of the City of Holly Hill, Florida, Awarding a Task Order to Black Sands Development Group for the Aerial Reuse Pipe Replacement Project at a Cost of $114,889.91 and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.

   (Requested by Antoine Khoury, Public Works)

2. Resolution –2024-R-16 A Resolution of the City Commission of the City of Holly Hill, Florida, Awarding a Primary Contract to Southeastern Surveying & Mapping and a Secondary Contract to WGI, Inc., for Surveying Services; and Authorizing the City Manager to Negotiate Rates; Providing for Severability; and Providing for an Effective Date.

   (Requested by Antoine Khoury, Public Works)

6. REGULAR AGENDA

1. Lien Reduction - 921 Daytona Avenue

(Requested by Brian Walker, Board of Planning and Appeals)

7. PUBLIC HEARING

1. Ordinance –2024-O-3073 FIRST READING - an Ordinance of the City of Holly Hill, Florida, Amending the Comprehensive Plan by Amending the Future Land Use Map Designation of Certain Property Identified in Exhibit A, by Virtue of a Small-Scale Future Land Use Map Amendment; Changing the Future Land Use Map Designation from Low Density Single-Family Residential to Low-Medium Density Residential; Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.

   (Requested by Brian Walker, Board of Planning and Appeals)

8. COMMUNICATIONS

A. City Manager Comments
B. City Attorney Comments
C. City Commission Comments
D. Mayor's Comments

9. ADJOURNMENT

Website Address – www.hollyhillfl.org (City Clerk)

NOTICE – If any person decides to appeal any decision of the City Commission at this meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City does not prepare or provide such a record.

For special accommodations, please notify the City Clerk's Office at least 72 hours in advance. (386) 248-9441

Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons needing a special accommodation to participate in the Commission proceedings should contact the City Clerk's Office no later than three (3) days prior to the proceedings.

HOLLY HILL
FLORIDA

City Commission
1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

Meeting: 03/26/24 06:00 PM
Department: City Clerk
Category: Presentation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 4460

PRESENTATION (ID # 4460)

Fire Department Promotion - Austen Matranga Firefighter/Paramedic

PRESENTATION:

Austen Matranga began his employment with the Holly Hill Fire Department in April 2005. He currently is a Firefighter/Paramedic and is being promoted to Driver Engineer.

HOLLY HILL
FLORIDA

City Commission
1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

Meeting: 03/26/24 06:00 PM
Department: City Clerk
Category: Presentation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 4439

PRESENTATION (ID # 4439)

Volusia League of Cities Presentation to COHH

PRESENTATION DISCUSSION:

Lois A. Paritsky, Mayor - Town of Ponce Inlet is the Volusia League of Cities President and she would like to discuss the Mission of the VLC, its initiatives, and encourage the continued participation of all the VLC's elected officials within the County.

HOLLY HILL
FLORIDA

City Commission
1065 Ridgewood Ave
Holly Hill, FL 32117

SCHEDULED

Meeting: 03/26/24 06:00 PM
Department: City Clerk
Category: Proclamation
Prepared By: Valerie Manning
Initiator: Valerie Manning
Sponsors:
DOC ID: 4440

PRESENTATION (ID # 4440)

The Month of April as Water Conservation Month 2024

HOLLY HILL
FLORIDA

PROCLAMATION

BY THE MAYOR OF THE CITY OF HOLLY HILL, FLORIDA DECLARING APRIL AS WATER CONSERVATION MONTH IN THE CITY OF HOLLY HILL, FLORIDA

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, The State of Florida, Water Management Districts and the City of Holly Hill are working together to increase awareness about the importance of water conservation; and

WHEREAS, the City of Holly Hill and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

WHEREAS, the City of Holly Hill has always encouraged and supported water conservation, through various educational programs and special events; and

WHEREAS, every business, industry, school and citizen can make a difference when it comes to conserving water; and

WHEREAS, every business, industry, school and citizen can help by saving water and thus promote a healthy economy and community; and

WHEREAS, outdoor irrigation comprises a large portion of water use; the City of Holly Hill will encourage citizens and businesses to focus on improving outdoor irrigation efficiency.

NOW, THEREFORE, I, Chris Via, Mayor of the City of Holly Hill, Florida and on behalf of the City Commission, do hereby proclaim April 2024 as:

WATER CONSERVATION MONTH

in the City of Holly Hill and urge all residents and businesses to help protect our precious water resources by practicing water saving measures and becoming more aware of the need to save water. For this, the 26th year of Water Conservation Month, there will be a special focus on improving outdoor irrigation efficiency.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 26th day of March, 2024.

City of Holly Hill, Florida

_____

Chris Via, Mayor

Attachment: Proclamation - Water Conservation Month - April 2024 (4440 : The Month of April as Water Conservation Month 2024)

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **March 26, 2024**
FROM: **Valerie Manning**
SUBJECT: **Minutes - March 12, 2024 Regular City Commission Meeting**
NUMBER: **(ID # 4456)**
APPLICANT:
PLANNER:

DISCUSSION:

Minutes from the March 12, 2024 regular City Commission meeting.

MOTION:

Approve the minutes as submitted by staff.

- Minutes - March 12, 2024 - Regular City Commission meeting (PDF)

CITY OF HOLLY HILL, FLORIDA

CITY COMMISSION

MINUTES ● MARCH 12, 2024

City Commission Chamber **Regular City Commission Meeting** **6:00 PM**

CITY HALL
1065 RIDGEWOOD AVENUE
HOLLY HILL, FL 32117

City Clerk's office: (386) 248-9441 - Fax: (386) 248-9448

1. CALL TO ORDER

a. Roll Call

*Commissioner Currie made a motion to **EXCUSE COMMISSIONER JOHNSON FROM THE MEETING TONIGHT DUE TO MEDICAL REASONS,** seconded by Commissioner Danio.*

Mayor Via opened public participation. No one spoke.

PASSED, 4-0.

Attendee Name	Title	Status	Arrived
Chris Via	Mayor	Present	
John Penny	District 1 - Commissioner	Present	
Penny Currie	District 2 - Commissioner	Present	
John C. Danio	District 3 - Commissioner	Present	
Roy Johnson	District 4 - Commissioner	Excused	

b. Invocation by City Commissioner John Danio
c. Pledge of Allegiance

2. PRESENTATIONS

1.

Holly Hill K-8 School Presentation

(Requested by Valerie Manning, City Clerk)

RESULT: **NO VOTE NEEDED**

2.

FY2023 Annual Audit Presentation Presented by James Halleran, James Moore & Co., CPAs.

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(Requested by Michele Moore, Finance)

RESULT:	**NO VOTE NEEDED**

3. PUBLIC COMMENTS

The following individuals spoke to the Mayor and City Commissioners:

Gabriel Varga, Holly Hill; Robin Hanger, Holly Hill; Mike Moon, Holly Hill; Jim Legary, Holly Hill.

4. APPROVAL OF MINUTES

1.

Minutes - February 27, 2024 Regular City Commission Meeting

(Requested by Valerie Manning, City Clerk)
Mayor Via opened public participation. No one spoke.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John Penny, District 1 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

Enacted and approved this 12th day of March, 2024, in Holly Hill

5. CONSENT AGENDA - ITEMS (1 - 3)

Mayor Via asked if anyone in the audience wished to speak on any item on the Consent Agenda or if any member of the City Commission wished to pull an item for further discussion.

Heidi Heller, Holly Hill spoke on Consent Agenda Item #2, Letter of Authorization for Mosquito Control Low Flying Treatments.

There was no one else to speak on any of the items.

1. –2024-R-13 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Awarding Utility Infrastructure Construction and Restoration Services to Black Sands Development Group as a Primary Contractor and to Cathcart Construction Company Fl, LLC as a Secondary Contractor, and Authorizing the City Manager to Enter into Agreements with the Selected Consultants; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)

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RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Penny, District 1 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

RESOLUTION
2024-R-13
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING UTILITY INFRASTRUCTURE CONSTRUCTION AND RESTORATION SERVICES TO BLACK SANDS DEVELOPMENT GROUP AS A PRIMARY CONTRACTOR AND TO CATHCART CONSTRUCTION COMPANY FL, LLC AS A SECONDARY CONTRACTOR, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS WITH THE SELECTED CONSULTANTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING UTILITY INFRASTRUCTURE CONSTRUCTION AND RESTORATION SERVICES TO BLACK SANDS DEVELOPMENT GROUP AS A PRIMARY CONTRACTOR AND TO CATHCART CONSTRUCTION COMPANY FL, LLC AS A SECONDARY CONTRACTOR, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENTS WITH THE SELECTED CONSULTANTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in order to expedite utility repairs and projects and ensure that competitive rates are received, it is in the City's best interest to have an active contract with utility construction contractors; and

WHEREAS, a Request for Proposals (RFP) was advertised for Utility Infrastructure Construction and Restoration Services with two responses received; and

WHEREAS, an Evaluation Committee met on February 28, 2024 and unanimously agreed that Black Sands Development Group, LLC should be recommended as a primary contractor and Cathcart Construction Company FL, LLC should be recommended as a secondary contractor; and

WHEREAS, no expenditures are being approved at this time as part of this award.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

Attachment: Minutes - March 12, 2024 - Regular City Commission meeting (4456 : Minutes)

SECTION 1. That the City Commission does hereby award Black Sands Development Group, LLC as the primary contractor for Utility Construction and Restoration Services and authorizes the City Manager to execute the same.

SECTION 2. That the City Commission does hereby award Cathcart Construction Company FL, LLC as the secondary contractor for Utility Construction and Restoration Services and authorizes the City Manager to execute the same.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption by the City Commission.

APPROVED AND AUTHENTICATED on this 12th day of MARCH, 2024.

Enacted and approved this 12th day of March, 2024, in Holly Hill

2. -DOC-2024-3

Letter of Authorization for Mosquito Control Low Flying Treatments

(Requested by Joseph Forte, City Manager)

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Penny, District 1 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

Enacted and approved this 12th day of March, 2024, in Holly Hill

3.

Interagency Agreement Between Volusia Sheriff's Office and Holly Hill Police Department for Criminal Justice Information Exchange and Use

(Requested by Jeff Miller, Police)

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RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Penny, District 1 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

Enacted and approved this 12th day of March, 2024, in Holly Hill

6. REGULAR AGENDA

1. –2024-R-14 Resolution

A Resolution of the City Commission of the City of Holly Hill, Florida, Rejecting All Bids for Contractuion of Lift Station #4; Authorizing the City Manager to Execute Change Order #2 for Lift Station #4 Replacement Project Design Modifications in the Amount of $6,430.00, Bringing the Total Cost of Professional Design Services to an Amount Not to Exceed $61,970.00; Providing for Severability; and Providing for an Effective Date.

(Requested by Antoine Khoury, Public Works)
Mayor Via opened public participation. No one spoke.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

RESOLUTION
2024-R-14
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, REJECTING ALL BIDS FOR CONTRACTUION OF LIFT STATION #4; AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #2 FOR LIFT STATION #4 REPLACEMENT PROJECT DESIGN MODIFICATIONS IN THE AMOUNT OF $6,430.00, BRINGING THE TOTAL COST OF PROFESSIONAL DESIGN SERVICES TO AN AMOUNT NOT TO EXCEED $61,970.00; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, REJECTING ALL BIDS FOR THE CONSTRUCTION OF LIFT STATION #4; AUTHORIZING THE CITY MANAGER TO EXECUTE CHANGE ORDER #2 FOR LIFT STATION #4 REPLACEMENT PROJECT DESIGN MODIFICATIONS IN THE AMOUNT OF $6,430.00, BRINGING THE TOTAL COST OF PROFESSIONAL DESIGN SERVICES TO AN AMOUNT NOT TO EXCEED $61,970.00; AND PROVIDING

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FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission approved an agreement for the design, permitting and bidding assistance for the Lift Station #4 Replacement Project with Parker Mynchenberg & Associates, Inc., on July 26, 2022; and

WHEREAS, Change Order #1 in the amount of $2,520.00 was approved at the staff level for Geotechnical engineering services on November 22, 2022; and

WHEREAS, this project was bid for construction on March 26, 2022, however bids received were at a cost significantly exceeding the project budget; and

WHEREAS, City staff recommends the City Commission rejects all bids for the construction of Lift Station #4, and

WHEREAS, the provision of value engineered bid modifications are recommended in order to reduce construction costs, causing a change in bid specifications; and

WHEREAS, a proposal for Change Order #2 was received from Parker Mynchenberg & Associates, Inc., in the amount of $6,430.00 in order to modify the completed bid packet to value engineered specifications.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission of the City of Holly Hill does hereby reject all bids for the construction of Lift Station #4 and authorizes the City Manager to execute Change Order #2 for Lift Station #4 Replacement Project Design Modifications in the amount of $6,430.00, bringing the total cost of design services to an amount not to exceed $61,970.00.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of MARCH, 2024.

Enacted and approved this 12th day of March, 2024, in Holly Hill

2.

Request for Code Enforcement Lien Reduction - 144 Ridgewood Avenue

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(Requested by Joseph Forte, City Manager)
Mr. Walker stated that the City Manager negotiated the lien reduction from $190,000.00 to $16,726.64 to be paid no later than April 19, 2024.
Mayor Via opened public participation. No one spoke.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Penny, District 1 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

Enacted and approved this 12th day of March, 2024, in Holly Hill

7. PUBLIC HEARINGS

1. –2024-O-3072 Ordinance

SECOND READING - an Ordinance of the City of Holly Hill, Florida, Amending Chapter 30 (Finance), Article IV (Special Assessment) to a New Title of Special Assessment – Code Enforcement Costs; Create New Article V (Special Assessments) Authorizing the City to Levy Special Assessment and Outlining the Procedures for Special Assessment to be Levied; Providing for Severability; and Providing for an Effective Date.

(Requested by Joseph Forte, City Manager)
Mayor Via opened public participation. No one spoke.

RESULT:	**ADOPTED AT 2ND READING [UNANIMOUS]**
MOVER:	Penny Currie, District 2 - Commissioner
SECONDER:	John C. Danio, District 3 - Commissioner
AYES:	Via, Penny, Currie, Danio
EXCUSED:	Johnson

ORDINANCE
2024-O-3072
SECOND READING - AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING CHAPTER 30 (FINANCE), ARTICLE IV (SPECIAL ASSESSMENT) TO A NEW TITLE OF SPECIAL ASSESSMENT – CODE ENFORCEMENT COSTS; CREATE NEW ARTICLE V (SPECIAL ASSESSMENTS) AUTHORIZING THE CITY TO LEVY SPECIAL ASSESSMENT AND OUTLINING THE PROCEDURES FOR SPECIAL ASSESSMENT TO BE LEVIED; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING CHAPTER 30 (FINANCE), ARTICLE IV (SPECIAL ASSESSMENT) TO A NEW TITLE OF SPECIAL ASSESSMENT - CODE ENFORCEMENT

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COSTS; CREATE NEW ARTICLE V (SPECIAL ASSESSMENTS) AUTHORIZING THE CITY TO LEVY SPECIAL ASSESSMENT AND OUTLINING THE PROCEDURES FOR SPECIAL ASSESSMENT TO BE LEVIED; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City has adopted regulations for special assessments specifically to collect the costs incurred by the City for correcting code violations and the City want to amend the Article title to make it clear; and

WHEREAS, the City desires to create a new Article that allows for all special assessments and adopts rules and regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The City Commission of the City of Holly Hill hereby amends Chapter 20, Article IV to be titled Special Assessment - Code Enforcement Costs.

SECTION 2. The City Commission of the City of Holly Hill hereby creates Article V (Special Assessments) to read as follows:

Article V (Special Assessments)

Section 30-90. Assessments.

Article VIII, Section 2 of the Florida Constitution and F.S. § 166.021, grant the City all governmental, corporate, and proprietary powers to enable the City Commission to conduct municipal government, perform municipal functions, and render municipal services, and exercise any power for municipal purposes, except when expressly prohibited by law, and such powers may be exercised by the enactment of City ordinances.

The Assessments authorized herein shall constitute non-ad valorem assessments within the meaning and intent of the Uniform Assessment Collection Act.

The Assessments imposed pursuant to this Article will be imposed by the City Commission, not the Property Appraiser or Tax Collector. Any activity of the Property Appraiser or Tax Collector under the provisions of this Article shall be construed solely as ministerial.

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Section 30-91 Authority and Purpose.

The City Commission is hereby authorized to impose Assessments against property located within an Assessment Area to fund Capital Improvements or Essential Services. The Assessment shall be computed in a manner that fairly and reasonably apportions the Capital Costs or Service Costs among the parcels of property within an Assessment Area, based upon objectively determinable Assessment Units related to the value, use or physical characteristics of the property.

Section 30-92 Creation of Assessment Areas.

1. The City Commission is hereby authorized to create Assessment Areas by resolution. Each Assessment Area shall encompass only that property specially benefited by the Capital Improvements or Essential Services proposed for funding from the proceeds of Assessments to be imposed therein. Either the Initial Assessment Resolution proposing an Assessment Area or the Final Assessment Resolution creating an Assessment Area shall include brief descriptions of the Capital Improvements or Essential Services proposed for such area, a description of the property to be included within the Assessment Area, and specific legislative findings that recognize the special benefit to be provided by each proposed Capital Improvement or Essential Service to property within the Assessment Area. Properties in any Assessment Area need not be adjacent or contiguous to any other property in an Assessment Area.

2. At its option, the City Commission may establish a process pursuant to which the owners of property may petition for creation of an Assessment Area to fund Capital Improvements and Essential Services. Notwithstanding any petition process established pursuant to this section, the City Commission shall retain the authority to create Assessment Areas without a landowner petition.

Section 30-93 Initial Assessment Resolution.

The initial proceeding for imposition of an Assessment shall be the City Commission's adoption of an Initial Assessment Resolution. The Initial Assessment Resolution shall:

1. describe the proposed Assessment Area;

2. describe the Capital Improvements or Essential Services proposed for funding from proceeds of the Assessments;

3. estimate the Service Cost or Capital Cost;

4. establish a Maximum Assessment Rate if desired by the City Commission;

5. describe with particularity the proposed method of apportioning the Service Cost or Capital Cost among the parcels of property located within the Assessment Area, including any applicable Assessment Unit;

6. include specific legislative findings that recognize the equity provided by the apportionment methodology;

7. schedule a public hearing at a meeting of the City Commission, which meeting shall be a regular, adjourned or special meeting, at which to hear objections of all interested persons and to consider adoption of the Final Assessment Resolution and approval of the Assessment Roll; and

8. direct the Assessment Coordinator to (1) prepare the Assessment Roll pursuant to Section 30-94 hereof, (2) publish the notice required by Section 30-95 hereof, and (3) mail the notice required by Section 30-96 hereof using information then available from the Property Appraiser.

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Section 30-94 Assessment Roll.

1. The Assessment Coordinator shall prepare a preliminary Assessment Roll that contains the following information:

a. a summary description of each parcel of property (conforming to the description contained on the Tax Roll) subject to the Assessment;

b. the name of the owner of record of each parcel, as shown on the Tax Roll;

c. the number of Assessment Units attributable to each parcel;

d. if applicable, the estimated maximum annual Assessment to become due in any Fiscal Year for each Assessment Unit; and

e. if applicable, the estimated maximum annual Assessment to become due in any Fiscal Year for each parcel.

2. Copies of the Initial Assessment Resolution and the preliminary Assessment Roll shall be on file in the office of the Assessment Coordinator and open to public inspection. The foregoing shall not be construed to require that the Assessment Roll be in printed form if the amount of the Assessment for each parcel of property can be determined by use of a computer terminal or otherwise accessible through the internet or similar data base. **Section 30-95 Notice by Publication.**

After filing the Assessment Roll in the office of the Assessment Coordinator, as required by Section 30-94(2) thereof, the Assessment Coordinator shall publish once in a newspaper of general circulation within Volusia County a notice stating that at a meeting of the City Commission on a certain day and hour, not earlier than 20 calendar days from such publication, which meeting shall be a regular, adjourned or special meeting, the City Commission will hear objections of all interested persons to the Final Assessment Resolution and approval of the Assessment Roll. The published notice shall conform to the requirements set forth in the Uniform Assessment Collection Act. Such notice shall include (A) a geographic depiction of the property subject to the Assessment; (B) the proposed schedule of the Assessment; (C) the method by which the Assessment shall be collected; (D) the Maximum Assessment Rate in the event one was adopted in the Initial Assessment Resolution; and (E) a statement that all affected property owners have the right to appear at the public hearing and to file written objections within 20 days of the publication of the notice. Notwithstanding anything herein to the contrary, notice of a proposed Assessment may be given in any manner authorized by law.

Section 30-96 Notice by Mail.

In addition to the published notice required by Section 30-95, Notice by Publication hereof, the Assessment Coordinator shall provide notice of the proposed Assessment by first class mail to the owner of each parcel of property subject to the Assessment. The mailed notice shall conform to the requirements set forth in the Uniform Assessment Collection Act. Such notice shall include (A) the purpose of the Assessment; (B) the total Assessment to be levied against each parcel of property including a Maximum Assessment Rate in the event one was adopted by the Initial Assessment Resolution; (C) the Assessment Unit to be applied to determine the Assessment; (D) the number of such Assessment Units contained in each parcel; (E) the total revenue to be collected by the Assessment; and (F) a statement that failure to pay the Assessment will cause a tax certificate to be issued against the property or foreclosure

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proceedings may be instituted, either of which may result in a loss of title to the property; (G) a statement that all affected property owners have a right to appear at the hearing and to file written objections with the City Commission within 20 days of the notice; and (H) the date, time and place of the hearing. Notice shall be mailed at least 20 calendar days prior to the hearing to each property owner at such address as is shown on the Tax Roll at least thirty (30) days prior to the date of mailing; provided, however, that failure to mail or receive such notice shall not invalidate any Assessment imposed hereunder. Notice shall be deemed mailed upon delivery thereof to the possession of the U.S. Postal Service. The Assessment Coordinator may provide proof of such notice by affidavit. Notwithstanding anything herein to the contrary, notice of a proposed Assessment may be given in any manner authorized by law.

Section 30-97 Adoption of Final Assessment Resolution.

1. At the time named in such notices, or to which an adjournment or continuance may be taken, the City Commission shall conduct a public hearing to receive written objections and hear testimony of interested persons and may then, or at any subsequent meeting of the City Commission, adopt the Final Assessment Resolution which shall:

a. confirm, modify or repeal the Initial Assessment Resolution with such amendments, if any, as may be deemed appropriate by the City Commission;

b. create the Assessment Area;

c. establish the maximum amount of the Assessment for each Assessment Unit;

d. approve the Assessment Roll, with such amendments as it deems just and right; and

e. determine the method of collecting the Assessments and when collection shall commence.

2. In any instance where the public hearing is adjourned or continued prior to adoption of the Final Assessment Resolution or any Annual Assessment Resolution requiring mailed notice as provided in Section 30-98 hereof, the City shall not be required to provide additional notices pursuant to Sections 30-95, Notice by Publication and/or 30-96, Notice by Mail, hereof, provided:

a. The public hearing is continued to a time and date certain as determined by majority vote of the City Commission at the public hearing included in the original mailed notices; and

b. Such time and date certain is within sixty (60) days of the public hearing date included in the original mailed notices.

Section 30-98 Annual Assessment Resolution.

The City Commission shall adopt an Annual Assessment Resolution during its budget adoption process for each Fiscal Year in which Assessments will be imposed to approve the Assessment Roll for such Fiscal Year. The Final Assessment Resolution shall constitute the Annual Assessment Resolution for the initial Fiscal Year. The Assessment Roll, as prepared in accordance with the Initial Assessment Resolution and confirmed or amended by the Final Assessment Resolution, shall be confirmed or amended by the Annual Assessment Resolution to reflect the then applicable portion of the cost of the Capital Improvements or Essential Services, or both, to be paid by Assessments. If the proposed Assessment for any parcel of property

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exceeds the Maximum Assessment Rate established in the Initial Assessment Resolution for the area and described in the notices provided pursuant to Sections 30-95, Notice by Publication and/or 30-96, Notice by Mail, hereof or if an Assessment is imposed against property not previously subject thereto, the City Commission shall provide notice to the owner of such property in accordance with Section 30-96, Notice by Mail hereof and conduct a public hearing prior to adoption of the Annual Assessment Resolution. In the case of an Annual Assessment Resolution which approves an Assessment against property not previously subject thereto, notice and public hearing shall not be required if all owners of the newly affected property provide written consent to the imposition of the Assessment. Failure to adopt an Annual Assessment Resolution during the budget adoption process may be cured at any time.

Section 30-99 Effect of Assessment Resolutions.

The adoption of the Final Assessment Resolution or of an Annual Assessment Resolution requiring notice as provided in Section 30-98 Annual Assessment Resolution hereof, shall be the final adjudication of the issues presented (including, but not limited to, the apportionment methodology, the rate of assessment, the maximum annual Assessment of each parcel, the adoption of the Assessment Roll and the levy and lien of the Assessments), unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of the City Commission's adoption of the Final Assessment Resolution. The Assessments for each Fiscal Year shall be established upon adoption of the Annual Assessment Resolution. If the Assessments are to be collected pursuant to the Uniform Assessment Collection Act, the Assessment Roll, as approved by the Annual Assessment Resolution, shall be certified to the Tax Collector.

Section 30-100 Repayment of Assessments.

1. Unless determined otherwise in the applicable Initial Assessment Resolution, Final Assessment Resolution or any Annual Assessment Resolution, the Assessment imposed against any parcel of property to fund Capital Improvements shall be subject to prepayment at the option of the property owner, as follows:

a. Prior to the issuance of Obligations, the Assessment Coordinator shall provide first class mailed notice to the owner of each parcel of property subject to the Assessment of the City Commission's intent to issue such Obligations. On or prior to the date specified in such notice (which shall not be earlier than the thirtieth day following the date on which the notice is delivered to the possession of the U.S. Postal Service), or such later date as the City Commission may allow in its sole discretion, the owner of each parcel of property subject to the Assessment shall be entitled to prepay the total Assessment obligation.

b. Following the date specified in the notice provided pursuant to Section 30-100(1)(a) hereof, or such later date as the City Commission may allow in its sole discretion, the owner of each parcel of property subject to the Assessment shall be entitled to prepay the total remaining Assessment upon payment of an amount equal to the sum of (a) such parcel's share of the principal amount of Obligations then outstanding, (b) the premium associated with redemption of such parcel's share of the principal amount of Obligations then outstanding, and (c) interest on such parcel's share of the principal amount of Obligations then outstanding, from the most recent date to which interest has been paid to the next date following such prepayment on which the City can redeem Obligations after providing all notices required by the ordinance or resolution authorizing issuance of such Obligations; provided however, that during any period commencing on the date the annual Assessment Roll is certified for collection pursuant to the

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Uniform Assessment Collection Act and ending on the next date on which unpaid ad valorem taxes become delinquent, the City may reduce the amount required to prepay the Assessments imposed against any parcel of property by the amount of the Assessment certified for collection with respect to such parcel.

2. At the City's election, the Assessment imposed against any parcel of property may be subject to acceleration and mandatory prepayment if at any time a tax certificate has been issued and remains outstanding in respect of such property. In such event, the amount required for mandatory prepayment shall be the same as that required for an optional prepayment authorized by Section 30-100(1)(b) hereof.

3. The amount of all prepayments computed in accordance with this Section 30-100 shall be final. The City shall not be required to refund any portion of a prepayment if (1) the Capital Cost is less than the amount upon which such prepayment was computed, or (2) annual Assessments will not be imposed for the full number of years anticipated at the time of such prepayment.

Section 30-101 Lien of Assessments.

1. Upon adoption of the Annual Assessment Resolution for each Fiscal Year, Assessments to be collected under the Uniform Assessment Collection Act shall constitute a lien against assessed property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid. The lien shall be deemed perfected upon adoption by the City Commission of the Annual Assessment Resolution and shall attach to the property included on the Assessment Roll as of the prior January 1, the lien date for ad valorem taxes.

2. Upon adoption of the Final Assessment Resolution, Assessments to be collected under the alternative method of collection provided in Section 30-106 Alternative Method of Collection hereof shall constitute a lien against assessed property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid. The lien shall be deemed perfected on the date notice thereof is recorded in the Official Records of Volusia County, Florida.

3. The lien of any Assessment imposed against any tax parcel hereunder shall survive a tax sale, and the purchaser of such parcel shall take title thereto subject to the lien of the Assessment.

Section 30-102 Revisions to Assessments.

If any Assessment made under the provisions of this Article is either in whole or in part annulled, vacated or set aside by the judgment of any court, or if the City Commission is satisfied that any such Assessment is so irregular or defective that the same cannot be enforced or collected, or if the City Commission has omitted the inclusion of any property on the Assessment Roll which property should have been so included, the City Commission may take all necessary steps to impose a new Assessment against any property benefited by the Capital Improvement or Essential Service, following as nearly as may be practicable the provisions of this Article, and in case such second Assessment is annulled, the City Commission may levy and impose other Assessments until a valid Assessment is imposed.

Section 30-103 Procedural Irregularities.

Any informality or irregularity in the proceedings in connection with the levy of any

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Assessment under the provisions of this Article shall not affect the validity of the same after the approval thereof, and any Assessment as finally approved shall be competent and sufficient evidence that such Assessment was duly levied, that the Assessment was duly made and adopted, and that all proceedings related to such Assessment were duly had, taken and performed as required by this Article; and no variance from the directions hereunder shall be held material unless it be clearly shown that the party objecting was materially injured thereby. Notwithstanding the provisions of this Section 30-103, Procedural Irregularities, any party objecting to an Assessment imposed pursuant to this Article must file an objection with a court of competent jurisdiction within the time periods prescribed herein.

Section 30-104 Corrections of Errors and Omissions.

1. No act of error or omission on the part of the City Commission, Assessment Coordinator, Property Appraiser, Tax Collector, or their deputies or employees, shall operate to release or discharge any obligation for payment of any Assessment imposed by the City Commission under the provisions of this Article.

2. The number of Assessment Units attributed to a parcel of property may be corrected at any time by the Assessment Coordinator, including upon presentation of competent substantial evidence by the owner of such parcel. Any such correction which reduces an Assessment shall be considered valid from the date on which the Assessment was imposed and shall in no way affect the enforcement of the Assessment imposed under the provisions of this Article. Any such correction which increases an Assessment or imposes an assessment on omitted property shall first require notice to the affected owner at the address shown on the Tax Roll notifying the owner of the date, time and place that the City Commission will consider confirming the correction and offering the owner an opportunity to be heard.

3. After the Assessment Roll has been delivered to the Tax Collector in accordance with the Uniform Assessment Collection Act, any changes, modifications or corrections thereto shall be made in accordance with the procedures applicable to errors and insolvencies for ad valorem taxes.

Section 30-105 Method of Collection.

Unless directed otherwise by the City Commission, Assessments (other than Assessments imposed against Government Property) shall be collected pursuant to the Uniform Assessment Collection Act, and the City shall comply with all applicable provisions thereof, including but not limited to (1) entering into a written agreement with the Property Appraiser and the Tax Collector for reimbursement of necessary expenses, (2) certifying the Assessment Roll to the Tax Collector, and (3) adopting a Resolution of Intent after publishing weekly notice of such intent for four consecutive weeks preceding the hearing. The Resolution of Intent may be adopted either prior to or following the Initial Assessment Resolution; provided, however, that the Resolution of Intent must be adopted prior to January 1 (March 1 with consent of the Property Appraiser and Tax Collector) of the year in which the Assessments are first collected on the ad valorem tax bill. This section shall not be construed to require adoption of an additional Resolution of Intent, and notice thereof, if a Resolution of Intent was previously adopted and is currently in effect for the area in question. Any hearing or notice required by this Article may be combined with any other hearing or notice required by the Uniform Assessment Collection Act.

Section 30-106 Alternative Method of Collection.

In lieu of using the Uniform Assessment Collection Act, the City may elect to collect the

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Assessment by any other method which is authorized by law or provided by this Section 30-106 as follows:

1. The City shall provide Assessment bills by first class mail to the owner of each affected parcel of property, other than Government Property. The bill or accompanying explanatory material shall include (1) a brief explanation of the Assessment, (2) a description of the Assessment Units used to determine the amount of the Assessment, (3) the number of Assessment Units attributable to the parcel, (4) the total amount of the parcel's Assessment for the appropriate period, (5) the location at which payment will be accepted, (6) the date on which the Assessment is due, and (7) a statement that the Assessment constitutes a lien against assessed property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments.

2. A general notice of the lien resulting from imposition of the Assessments shall be recorded in the Official Records of Volusia County, Florida. Nothing herein shall be construed to require that individual liens or releases be filed in the Official Records.

3. The City shall have the right to appoint or retain an agent to foreclose and collect all delinquent Assessments in the manner provided by law. An Assessment shall become delinquent if it is not paid within thirty (30) days from the due date. The City or its agent shall notify any property owner who is delinquent in payment of an Assessment within sixty (60) days from the date such Assessment was due. Such notice shall state in effect that the City or its agent will initiate a foreclosure action and cause the foreclosure of such property subject to a delinquent Assessment in a method now or hereafter provided by law for foreclosure of mortgages on real estate, or otherwise as provided by law.

4. All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any foreclosure action as described herein shall be included in any judgment or decree rendered therein. At the sale pursuant to decree in any such action, the City may be the purchaser to the same extent as an individual person or corporation. The City may join in one foreclosure action the collection of Assessments against any or all property assessed in accordance with the provisions hereof. All delinquent property owners whose property is foreclosed shall be liable for an apportioned amount of reasonable costs and expenses incurred by the City and its agents, including reasonable attorney fees, in collection of such delinquent Assessments and any other costs incurred by the City as a result of such delinquent Assessments including, but not limited to, costs paid for draws on a credit facility and the same shall be collectible as a part of or in addition to, the costs of the action.

5. In lieu of foreclosure, any delinquent Assessment and the costs, fees and expenses attributable thereto, may be collected pursuant to the Uniform Assessment Collection Act; provided, however, that (1) notice is provided to the owner in the manner required by law and this Article, and (2) any existing lien of record on the affected parcel for the delinquent Assessment is supplanted by the lien resulting from certification of the Assessment Roll to the Tax Collector.

Section 30-107 Responsibility for Enforcement.

The City and its agents, if any, shall maintain the duty to enforce the prompt collection of Assessments by the means provided herein. The duties related to collection of Assessments may be enforced at the suit of any holder of Obligations in a court of competent jurisdiction by mandamus or other appropriate proceedings or actions.

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Section 30-108 Government Property.

1. If Assessments are imposed against Government Property, the City shall provide Assessment bills by first class mail to the owner of each affected parcel of Government Property. The bill or accompanying explanatory material shall include (1) a brief explanation of the Assessment, (2) a description of the Assessment Units used to determine the amount of the Assessment, (3) the number of Assessment Units attributable to the parcel, (4) the total amount of the parcel's Assessment for the appropriate period, (5) the location at which payment will be accepted, and (6) the date on which the Assessment is due.

2. Assessments imposed against Government Property shall be due on the same date as Assessments against other property within the Assessment Area and, if applicable, shall be subject to the same discounts for early payment.

3. An Assessment shall become delinquent if it is not paid within thirty (30) days from the due date. The City shall notify the owner of any Government Property that is delinquent in payment of its Assessment within sixty (60) days from the date such Assessment was due. Such notice shall state in effect that the City will initiate a mandamus or other appropriate judicial action to compel payment.

4. All costs, fees and expenses, including reasonable attorney fees and title search expenses, related to any mandamus or other action as described herein shall be included in any judgment or decree rendered therein. All delinquent owners of Government Property against which a mandamus or other appropriate action is filed shall be liable for an apportioned amount of reasonable costs and expenses incurred by the City or its agents, including reasonable attorney fees, in collection of such delinquent Assessments and any other costs incurred by the City as a result of such delinquent Assessments including, but not limited to, costs paid for draws on a credit facility and the same shall be collectible as a part of, or in addition to, the costs of the action.

5. As an alternative to the foregoing, an Assessment imposed against Government Property may be collected on the bill for any utility service provided to such Government Property. The City Commission may also contract for such billing services with any utility not owned by the City.

6. Nothing herein shall require the imposition of Assessments against Government Property.

Section 30-109 Issuance of Obligations - General Authority.

1. The City Commission shall have the power and is hereby authorized to provide by ordinance or resolution, at one time or from time to time in series, for the issuance of Obligations to fund Capital Improvements and any amounts to be paid or accrued in connection with issuance of such Obligations including but not limited to capitalized interest, transaction costs and reserve account deposits.

2. The principal of and interest on each series of Obligations shall be payable from Pledged Revenue. At the option of the City Commission, the City may agree, by ordinance or resolution, to budget and appropriate funds to make up any deficiency in the reserve account established for the Obligations or in the payment of the Obligations, from other non-ad valorem revenue sources. The City Commission may also provide, by ordinance or resolution, for a pledge of or lien upon proceeds of such non-ad valorem revenue sources for the benefit of the holders of the Obligations. Any such ordinance or resolution shall determine the nature and extent of any pledge of or lien upon proceeds of such non-ad valorem revenue sources.

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Section 30-110 Issuance of Obligations - Terms of the Obligations.

The Obligations shall be dated, shall bear interest at such rate or rates, shall mature at such times as may be determined by ordinance or resolution of the City Commission, and may be made redeemable before maturity, at the option of the City, at such price or prices and under such terms and conditions, all as may be fixed by the City Commission. Said Obligations shall mature not later than forty (40) years after their issuance. The City Commission shall determine by ordinance or resolution the form of the Obligations, the manner of executing such Obligations, and shall fix the denominations of such Obligations, the place or places of payment of the principal and interest, which may be at any bank or trust company within or outside of the State of Florida, and such other terms and provisions of the Obligations as it deems appropriate. The Obligations may be sold at public or private sale for such price or prices as the City Commission shall determine by ordinance or resolution. The Obligations may be delivered to any contractor to pay for the provision of Capital Improvements or may be sold in such manner and for such price as the City Commission may determine by ordinance or resolution to be for the best interests of the City.

Section 30-111 Issuance of Obligations - Variable Rate Obligations.

At the option of the City Commission, Obligations may bear interest at a variable rate.

Section 30-112 Issuance of Obligations - Temporary Obligations.

Prior to the preparation of definitive Obligations of any series, the City Commission may, under like restrictions, issue interim receipts, interim certificates, or temporary Obligations, exchangeable for definitive Obligations when such Obligations have been executed and are available for delivery. The City Commission may also provide for the replacement of any Obligations which shall become mutilated, destroyed or lost. Obligations may be issued without any other proceedings or the happening of any other conditions or things other than those proceedings, conditions or things which are specifically required by this Article.

Section 30-113 Issuance of Obligations - Notes.

In anticipation of the sale of Obligations, the City Commission may, by ordinance or resolution, issue notes and may renew the same from time to time. Such notes may be paid from the proceeds of the Obligations, the proceeds of the Assessments, the proceeds of the notes and such other legally available moneys as the City Commission deems appropriate by ordinance or resolution. Said notes shall mature within five (5) years of their issuance and shall bear interest at a rate not exceeding the maximum rate provided by law. The City Commission may issue Obligations or renewal notes to repay the notes. The notes shall be issued in the same manner as the Obligations.

Section 30-114 Issuance of Obligations - Taxing Power Not Pledged.

Obligations issued under the provisions of this Article shall not be deemed to constitute a general obligation or pledge of the full faith and credit of the City within the meaning of the Constitution of the State of Florida, but such Obligations shall be payable only from Pledged Revenue and, if applicable, proceeds of the Assessments, in the manner provided herein and by the ordinance or resolution authorizing the Obligations. The issuance of Obligations under the provisions of this Article shall not directly or indirectly obligate the City to levy or to pledge any form of ad valorem taxation whatsoever. No holder of any such Obligations shall ever have the right to compel any exercise of the ad valorem taxing power on the part of the City to pay any

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such Obligations or the interest thereon or to enforce payment of such Obligations or the interest thereon against any property of the City, nor shall such Obligations constitute a charge, lien or encumbrance, legal or equitable, upon any property of the City, except the Pledged Revenue.

Section 30-115 Issuance of Obligations - Trust Funds.

The Pledged Revenue received pursuant to the authority of this Article shall be deemed to be trust funds, to be held and applied solely as provided in the Ordinance from which this Article is derived and in the ordinance or resolution authorizing issuance of the Obligations. Such Pledged Revenue may be invested by the City, or its designee, in the manner provided by the ordinance or resolution authorizing issuance of the Obligations. The Pledged Revenue upon receipt thereof by the City shall be subject to the lien and pledge of the holders of any Obligations or any entity other than the City providing credit enhancement on the Obligations.

Section 30-116 Issuance of Obligations - Remedies of Holders.

Any holder of Obligations, except to the extent the rights herein given may be restricted by the ordinance or resolution authorizing issuance of the Obligations, may, whether at law or in equity, by suit, action, mandamus or other proceedings, protect and enforce any and all rights under the laws of the state or granted hereunder or under such ordinance or resolution, and may enforce and compel the performance of all duties required by this part, or by such ordinance or resolution, to be performed by the City.

Section 30-117 Issuance of Obligations - Refunding Obligations.

The City may, by ordinance or resolution of the City Commission, issue Obligations to refund any Obligations issued pursuant to this Article, or any other obligations of the City issued to finance Capital Improvements, and provide for the rights of the holders hereof. Such refunding Obligations may be issued in an amount sufficient to provide for the payment of the principal of, redemption premium, if any, and interest on the outstanding Obligations to be refunded. If the issuance of such refunding Obligations results in an annual Assessment that exceeds the estimated maximum annual Assessments set forth in the notice provided pursuant by these regulations, the City Commission shall provide notice to the affected property owners and conduct a public hearing in the manner required by Article V of this Article.

Section 30-118 Definitions.

Assessment means a special assessment imposed by the City Commission pursuant to this Code to fund the capital cost of capital improvements or the service cost of essential services. The term "assessment" and the reference to non-ad valorem assessments herein means those assessments which are not based upon millage and which can become a lien against a homestead as permitted by Article X, Section 4 of the Florida Constitution.

Assessment area means any of specific areas created by resolution of the City Commission pursuant to Article V that specially benefit from capital improvements or essential services.

Assessment Coordinator means the City Manager or such person's designee.

Assessment roll means the special assessment roll relating to capital improvements or essential services containing the information specified in Article V, approved by a final assessment resolution or an annual assessment resolution pursuant to Article V.

Assessment unit means the apportionment unit utilized to determine the assessment for

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each parcel of property, as set forth in the initial assessment resolution. "Assessment units" may include, by way of example and not limitation, one (1) or a combination of the following: Front footage, land area, improvement area, equivalent residential connections or units, equivalent benefit units, permitted land use, trip generation rates, rights to future trip generation capacity under applicable concurrency management regulations, property value or any other physical characteristic or reasonably expected use of the property that is related to the capital improvements or essential services to be funded from proceeds of the assessment.

Capital cost means all or any portion of the expenses that are properly attributable to the acquisition, design, construction, installation, reconstruction, renewal or replacement (including demolition, environmental mitigation and relocation) of capital improvements under generally accepted accounting principles; and including reimbursement to the city for any funds advanced for capital cost and interest on any interfund or intrafund loan for such purposes.

Capital improvements means capital improvements constructed or installed by the city which provide a special benefit to lands within an assessment area

Essential services mean the services, facilities, or programs which provide a special benefit to, or relieve a burden attributable to, lands within an assessment area.

Obligations means bonds or other evidence of indebtedness including but not limited to, notes, commercial paper, capital leases or any other obligation issued or incurred to finance capital improvements and secured, in whole or in part, by proceeds of the assessments.

Service cost means all or any portion of the expenses that are properly attributable to the provision of essential services under generally accepted accounting principles; and including reimbursement to the City for any funds advanced for such expenses and interest on any interfund or intrafund loan for such purposes.

SECTION 3. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 4. That all ordinances made in conflict with this Ordinance are hereby repealed.

SECTION 5. That this Ordinance shall become effective immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 12th day of MARCH, 2024

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for second and final reading.

Enacted and approved this 12th day of March, 2024, in Holly Hill

8. COMMUNICATIONS

A. City Manager Comments

Mr. Walker reminded everyone about the Brazilian Peppertree removal event at Sunrise Park tomorrow at 9:00 AM - 2:00 PM; wanted to get some direction on having neighborhood meetings for projects that proposed the increasing of density as was discussed some time ago with the City Commission. ***There was consensus to bring it to the Board of Planning and Appeals as an agenda item and get their input and then have a workshop with the City Commission***. Mr. Walker asked if the City Commission wanted to workshop the solid waste rates and continue that discussion from the previous workshops on March 26th. There was ***no interest/consensus*** from the City Commission to workshop the solid waste rates; no rush to do this right now and wait a year to reevaluate the market or making any changes to the contract right now.

B. City Attorney Comments

None.

C. City Commission Comments

Ms. Manning reminded everyone about the upcoming 21st annual Easter Egg event next Saturday, March 23rd starting at 10:00 AM - 12:00 PM at City Hall.

Commissioner Penny encouraged everyone to come out to the fundraiser he mentioned taking place at Copper Bottom for the school; volunteers needed to read to the kids in June and July ant this fundraiser will help them be able to do it. He's hoping by next meeting to have some flyers to pass out.

Commissioner Currie appreciates the Finance Department and the staff and for meeting with them ahead of time; Mr. Voges is a great Principal for the Holly Hill School; very impressed by him and he's always involved and invested in the children.

D. Mayor's Comments

Mayor Via brought up several things to discuss with the City Commissioners. Mayor Via gave an update on the Veteran's Memorial Unveiling and there will be a meeting this coming Thursday with those that have been helping to plan the event. There was discussion and gathering of input from the City Commissioners and how they felt about the possibility of placing a moratorium pertaining to CBD dispensaries/cannabis operators within the city.

Commissioner Penny made a motion to ***DIRECT STAFF TO PROCESS A SIX (6) MONTH MORATORIUM ON MEDICAL MARIJUANA FACILITIES, PHARMACIES AND THE SALE OF ANY PRODUCT THAT CDB, HEMP PRODUCTS, SYNTHETIC, NATURAL PRODUCTS, FACILITIES EVEN THOUGH***

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IT'S LESS THAN 3 OR LESS OF THC; ALL THOSE NEW FACILITIES AND NEW PRODUCT SALES ARE ON A MORITORIUM UNTIL, *seconded by Commissioner Danio.*

Mayor Via opened public participation.

David Knopf, Holly Hill; Gabriel Varga; Jim Legary, Holly Hill; Gillis Blais.

Mayor Via closed public participation.

PASSED, 4-0.

Mayor Via mentioned the event tomorrow at Sunrise Park of the removal of the Brazilian Peppertrees and thanked Heidi Heller for all her help in getting that put together. There was mention about a house on Flomich Avenue and the concerns of that property.

Police Chief Miller came forward and briefly explained what the city and the HHPD has done so far and continues to do; they HHPD is aware of the situation and the property. Discussion on the property that was supposed to be a car wash off of Flomich Avenue. The salaries of the Mayor and City Commissioners were discussed and the possibility of increasing the pay for the elected officials; there was ***consensus*** to look into this and to see the city would be able to pay for the insurance for the elected officials. It was suggested to meet with Mr. Forte and if they need to workshop it in the future they can do that.

(A full copy of this meeting in its entirety is available on CD upon request in the City Clerk's Office or online on the city's YouTube channel)

9. ADJOURNMENT

The meeting adjourned at approximately 8:50 PM.

(A full copy of this meeting in its entirety is available on CD upon request in the City Clerk's Office or online on the city's YouTube channel)

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HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **March 26, 2024**
FROM: **Antoine Khoury**
SUBJECT: **A Resolution of the City of Holly Hill, Florida, Awarding a Task Order to Black Sands Development Group for the Aerial Reuse Pipe Replacement Project at a Cost of $114,889.91 and Authorizing the City Manager to Execute the Same; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2024-R-15**
APPLICANT:
PLANNER:

DISCUSSION:

The City Utility maintains an eastern reclaimed water main from the wastewater plant to City Hall. The eastern reclaimed main has an aerial pipe crossing over the drainage ditch between the Wastewater plant and Centennial Park that has an aerial crossing located on the south Bank of the LPGA drainage canal. Unfortunately, the existing steel aerial reuse pipe has experienced multiple leaks due to corrosion related to the brackish water in the LPGA canal and needs to be replaced. The aerial reuse pipe replacement is part of the Capital Project Improvements listed as of SB 64 compliance plan which is intended to expand reclaimed use to help diminish the need for the river discharge of excess reclaimed water.

Parker Mynchenberg & Associates, Inc. was contracted to engineer the aerial reuse pipe replacement as a more resilient HDPE underground pipe crossing. HDPE pipe is a superior material as it does not corrode like metal in the brackish environment. Further, moving the pipe crossing underground minimizes hurricane damage such as falling trees on the pipe.

In September of 2023, Parker Mynchenberg & Associates, Inc., completed their design. The City Utility broadcast BID 22-WW-06, Aerial Reuse Pipe Replacement Project, to obtain underground contractor bids. On October 26, 2023 the City received a single bid from T.B. Landmark Construction, Inc., in the amount of $386,823.00 for the project. Unfortunately, the bid was more than double the engineer's estimate. As T.B. Landmark Corporation was the only bidder and the price was not competitive, an award recommendation was not presented to the Commission. The proposal from T.B. Landmark Construction, Inc., is included under "Exhibit A".

Bidding individual small Public Works projects have not typically yielded economical bids in the post COVID-19 construction environment, due in part to supply train related issues. As an alternative, Public Works Staff facilitated a successful Utility Infrastructure & Site Remediation

Services Contract, RFP 24-PW-02, to economically address City projects such as the aerial reuse pipe replacement project. The goal of the RFP was to foster competitively bid local community construction partnerships for multiple utility projects and needs. The City Commission awarded a primary service contract to Black Sands Development Group (Black Sands) on March 12, 2024 through Resolution 2024-R-13. The Contract is attached as 'Exhibit B.'

The engineering plan for the Aerial Reuse Pipe Replacement was provided to Black Sands to obtain a task order to complete the project under the competitive RFP 24-PW-02 unit pricing. The price to replace the aerial crossing with an HDPE underground crossing is $ 114,889.91. Black Sands task order is attached as 'Exhibit C.' The task order is 1/3 the cost of the out-of-town bid received last year. The work is consistent with the original bid, but without the fiber splicing. The City will utilize a separate a continuous IT contractor to cut and splice the fiber connection in a 2 inch pipe and pull boxes provided by Black Sands.

FISCAL ANALYSIS:

There is $1,747,135.00 budgeted in general ledger account 400-8110-580-6300 under the SB-64 Compliance project 22-WW-06. The price to replace the aerial crossing with an more resilient HDPE underground crossing with Black Sands is $114,889.91.

STAFF RECOMMENDATION:

That the City Commission approve the Resolution as submitted by staff accepting the task order with Black Sands and authorize the City Manager to execute the same.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships and intergovernmental partnerships.

Goal #2: Enhance City aesthetics through beautification and maintenance of city property and public rights of way, consistent enforcement of zoning and property maintenance codes, and development of reasonable design standards and a corresponding process which is applicable to all new developments and business improvements in the city.

Goal #4: Provide proficient public health and safety services in terms of police and fire protection, water, storm water, waste water and solid waste management and disaster preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

MOTION:

APPROVE THE TASK ORDER WITH BLACK SANDS FOR THE AERIAL PIPE

REPLACEMENT FOR $ 114,889.91 AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE PURCHASE FOR THE CONSTRUCTION SERVICES.

ATTACHMENTS:

- Exhibit A - T.B. Landmark Construction Original Proposal (PDF)
- Exhibit B - Black Sands Development Group Contract (PDF)
- Exhibit C - Black Sands Aerial Reuse Crossing Task Order (PDF)

Resolution No. 2024-15

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING A TASK ORDER TO BLACK SANDS DEVELOPMENT GROUP FOR THE AERIAL REUSE PIPE REPLACEMENT PROJECT AT A COST OF $114,889.91 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING A TASK ORDER TO BLACK SANDS DEVELOPMENT GROUP FOR THE AERIAL REUSE PIPE REPLACEMENT PROJECT AT A COST OF $114,889.91 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE SAME; AND PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City broadcast Aerial Pipe Replacement Project 22-WW-06 in October 2023 but received only one bid at a cost of $386,823.00; and

WHEREAS, City staff did not present this bid to the City Commission for consideration as it was too far above the engineer's estimate to be considered competitive; and

WHEREAS, the City entered into a contract with Black Sands Development Group Resolution No. 2024-13 for Utility Infrastructure & Restoration Services; and

WHEREAS, the Black Sands Development Group provided a Task Order utilizing unit pricing under their City service contract agreement for $114,889.91 for the Aerial Reuse Pipe Replacement; and

WHEREAS, the Aerial Reuse Pipe Replacement is consistent with the City Utility SB 64 for Capital Funding Plan, Project No. 22-WW-06.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission rejects Bid No. 22-WW-06 with TB Landmark for $386,823.00 for the Aerial Reuse Pipe Replacement Project.

SECTION 2. That the City Commission of the City of Holly Hill does hereby award the Task Order to Black Sands Development Group, pursuant their approved service

contract approved as Resolution No. 2024-13 and authorize the City Manager to enter into a Task Order purchase agreement with Black Sands Development Group to provide for the Construction of the Aerial Reuse Pipe Replacement in the amount of $114,889.91.

SECTION 3. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 26th day of MARCH, 2024.

COPY

SECTION 00 30 00
PROPOSAL

FOR

CITY OF HOLLY HILL

AERIAL REUSE PIPE REPLACEMENT

BID NO. 22-WW-06

(To be completed in Duplicate)

Bidder's Name: T B Landmark Construction, I

Submitted: October 26th , 2023

City of Holly Hill
City Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117

Gentlemen:

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other persons than herein mentioned has any interest in the Proposal or the Contract to which the work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and that from personal knowledge and experience, or that he/she has made sufficient test holes and/or other subsurface investigations to fully satisfy self that such site is a correct and suitable one for this work and he/she assumes full responsibility therefore; that he/she is familiar with all legal requirements (Federal, State and local laws, ordinances, rules and regulations) pertaining to the Work; that he/she has examined the Drawings and Specifications for the work and from his/her own experience or from professional advice that the Drawings and Specifications are sufficient for the work to be done and he/she has examined the other Contract Documents and all addenda relating thereto, and that he/she has satisfied himself/herself fully, relative to all matters and conditions with respect to the work to which this Proposal pertains.

The Bidder proposes and agrees, if this Proposal is accepted, to contract with the City of Holly Hill , (Owner) in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, transportation, and labor and to perform all work necessary to complete the Work specified in the Proposal and other Contract Documents.

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

The Bidder further proposes and agrees to comply in all respects with the time limits for commencement and completion of the Work as stated in the Contract Form.

The Bidder further agrees that the deductions for liquidated damages, as stated in the Contract Form, constitute fixed and agreed liquidated damages to reimburse the Owner for additional costs to the Owner resulting from the Work not being completed within the time limit stated in the Contract Form.

The Bidder further agrees to execute a Contract and furnish satisfactory Performance and Payment Bonds, each in the amount of one-hundred percent of the Contract price, and the required Certificates of Insurance, within ten consecutive calendar days after written notice being given by the Owner of the award of the Contract, and the undersigned agrees that in case of failure on his/her part to execute the said Contract, Performance and Payment Bonds and Insurance Certificates within ten (10) consecutive calendar days after the award of the Contract, the bid guarantee accompanying his/her bid and the money payable thereon shall be paid to the Owner as liquidation of damages sustained by the Owner; otherwise, the bid guarantee shall be returned to the undersigned within fifteen days after the Contract is signed and the Performance and Payment Bonds and Insurance Certificates are filed.

The undersigned agrees to accept as full compensation for completion of the project in full compliance with the Contract Documents, the unit prices for the items named in Section 00 31 00, Schedule of Unit Prices, submitted herein with this Proposal.

The undersigned offers to furnish all materials, equipment and labor for construction of

AERIAL REUSE PIPE REPLACEMENT

for the City of Holly Hill, Florida, complete in every respect in strict accordance with the drawings, specifications and any future changes therein. The Contractor shall perform these obligations for the prices listed in the "Schedule of Unit Prices: Section 00 31 00" attached and made a part of this Bid.

Total Base Bid:

Three Hundred Eighty Six Thousand, Eight Hundred Twenty Three Dollars and Zero Cents
(In Words)

Dollars $ 386,823.00 (In Figures)

Bid Alternate #1:

Ten Thousand Dollars and Zero Cents
(In Words)

Dollars $ 10,000.00 (In Figures)

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

COMPLETION TIME OF CONTRACT

The Contractor agrees that the work shall be started not later than the date indicated in the Notice to Proceed and that the total work shall be substantially completed within **90 days** and final completion within **30 days** of substantial completion.

The Contractor further agrees that for each calendar day, with the exception of Sundays and legal holidays that any work shall remain uncompleted after the stations completion times stipulated above the sum of **$1,000 (One Thousand Dollars)** per day shall be deducted from monies due the contractor, not as a penalty, but as liquidated damages. If the Contractor is declared in default in accordance with the provisions of the Specifications, liquidated damages shall be charged as provided herein, and such amounts shall be deducted from the final amount payable to the Contractor or his/her Surety. Should the total amount chargeable as liquidated damages exceed the amount due or payable to the Contractor or his/her Surety, then such excess shall be paid to the Owner by the Contractor or his/her Surety.

SUPPLEMENTAL REQUIREMENTS

The following documents are attached to and made a condition of this bid:

Schedule of Unit Prices: Section 00 31 00
Statement of Bidder's Qualifications: Section 00 32 00
Listing of Subcontractors: Section 00 33 00
Listing of Previous Experience: Section 00 33 10
Public Entity Crimes Statement: Section 00 47 00
Anti-Collusion Statement: Section 00 48 00
Drug Free/Tie Preference Statement: Section 00 48 50
Compliance with the Public Records Law: Section 00 48 60
W9 Request for Taxpayer Identification Number and Certification: Section 00 48 70
Affidavit of E-Verify Requirements Compliance: Section 00 48 80
Trench Safety Affidavit: Section 00 49 00
Certificate as to Corporate Principal: Section 00 62 00
City of Holly Hill Insurance Requirements: Section 00 80 00A

REQUIRED DISCLOSURE

At its sole discretion, the City of Holly Hill, Florida may reject any bidder the City finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the City to lack honesty, integrity, or moral responsibility. The discretion of the City may be exercised based on the City's own investigation, public records, or any other reliable sources of information. By submitting a bid, bidder recognizes and accepts that the City may reject the bid based upon the exercise of its sole discretion and bidder waives any claim it might have for damages or other relief resulting from the rejection of its bid based on these grounds.

SCHEDULE OF MAJOR MANUFACTURERS AND SUPPLIERS

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

The equipment manufacturers/suppliers on this project shall be as delineated in the following schedule. Bidders should note that the Owner and Engineer have made rigorous investigations of equipment performance and features, and as a result, Bidders are to note that the contract price for this project shall be based on Base Bid equipment. The Base Bid equipment for this project falls under one of two categories. The first category is equipment that the Owner and Engineer have determined will be supplied by a sole source of supply, for which no substitutions or alternates will be entertained or allowed. Bidder is advised that offering of any alternatives to the sole source supplied equipment will be grounds for rejection of his bid as not responsive. The second category of equipment includes those items where the Owner and Engineer deem there to be more than one acceptable supplier of the particular item listed. The equipment which falls under these two categories is a shown on the subsequent pages of this Schedule of Major Manufacturers and Suppliers. Bidder is advised that the award of this Contract will be based solely on the use of Base Bid equipment.

The following comments relate only to the second category of equipment, where the Contract Documents are based upon the equipment or products available from the suppliers denoted as A, B, C, etc. below. These equipment manufacturers, along with the sole source suppliers constitute the Base Bid.

Provision is made in the Contract Documents for alternate manufacturers and suppliers whose equipment or product may be deemed equivalent in quality (see General Conditions). However, the Bidder must indicate in his Bid which Base Bid supplier he intends to use for each item of equipment listed by circling one of the listed manufacturers/suppliers. If the Bidder fails to indicate which listed manufacturer/supplier he intends to use if an alternate is rejected, he must use the supplier listed as "A". Also, if the Bidder circles more than one listed supplier, he must use the first supplier circled (unless an alternate is approved).

If the Bidder desires to propose one or more alternate manufacturers/suppliers, he may write in the name of such alternates in the spaces provided on the Alternate Manufactures/Suppliers page following the schedule. He must, nevertheless, also circle one of the listed manufacturers/suppliers because Bidders' Bid price must be based upon this Base Bid list. Wherever an alternate supplier is proposed, the Bidder must insert the amount to be deducted from the Contract Price (either lump sum or unit price) if the alternate supplier is eventually approved. If the proposed alternate supplier is determined "not equivalent" by the Engineer, the Bidder must use the circled supplier.

For any alternate supplier accepted by the Owner, the Contract Price will be reduced by the deductive amount stated in the Bid. However, the Contract Price will not be adjusted for any alternate supplier rejected.

Each proposed alternate will be evaluated in accordance with the General Conditions.

The deductive amount specified for alternate manufacturers/suppliers will not be used in determining the successful Bidder. Alternates will be considered only after award of the contract.

The Contractor shall reimburse the Owner for any costs directly attributable to the change in suppliers, such as additional field trips for the Engineer, additional redesign costs, additional review and inspection costs, etc.

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

The Owner may request and the Bidder shall supply complete information on proposed alternates prior to the Notice of Award.

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SCHEDULE OF MAJOR MANUFACTURERS AND SUPPLIERS

Category I - Major Equipment Items:

HDPE - Ferguson Waterworks

Conduit- Ferguson Waterworks

Valves- Ferguson Waterworks

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

ALTERNATE MANUFACTURERS/SUPPLIERS

EQUIPMENT ITEM MATERIAL	SPEC. SECTION	ALTERNATIVE MANUFACTURER / SUPPLIER (LIST ONE ONLY)	DEDUCTIBLE AMOUNT (indicate whether lump sum or unit price) ALTERNATE
1. N/A			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

10/26/2023

Name (signature) Date

Martin Adams

Name (typed and printed)

General Manager

Title

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

ACKNOWLEDGMENT OF ADDENDA

Addenda will be issued via email and it is the Bidder's responsibility to confirm that all addenda have been received prior to submitting a bid for the project. Acknowledgment is hereby made of the following Addenda received since issuance of Drawings and Specifications:

Addendum No. _____ Dated: _____
Addendum No. _____ Dated: _____
Addendum No. _____ Dated: _____

Addendum No. _____ Dated:
Addendum No. _____ Dated:
Addendum No. _____ Dated:

T B Landmark Construction, Inc.
(Name of Bidder) (Affix Seal)

(Signature of Officer)

Martin Adams, General Manager
(Title of Officer)

T B Landmark Construction, Inc.
Name of Bidder

11220 New Berlin Road
Address

Yulee, FL 32226
City/State/Zip

(904) 751-1016
Telephone

CGC060694/ CUC057226
Contractor's Florida License Number

The full names and residences of persons and firms interested in the foregoing bid, as principals, are as follows:

Robin R. Thigpen, President/ Secretary, 11220 New Berlin Road, Jacksonville, FL 32226

Timothy C. Beasley, Vice President/ Treasurer, 11220 New Berlin Road, Jacksonville, FL 32226

Martin Adams, General Manager, 11220 New Berlin Road, Jacksonville, FL 32226

END OF SECTION

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 31 00
SCHEDULE OF UNIT PRICES

CITY OF HOLLY HILL
AERIAL REUSE PIPE REPLACEMENT
BID# 22-WW-06

ITEM NO.	*DESCRIPTION*	*QTY*	*UNIT*	*UNIT COST*	*TOTAL*
	Base Bid				
1	Preconstruction Video	1	LS	$7,800.00	$7,800.00
2	Reuse Pipe Installation Complete	1	LS	$255,000.00	$255,000.00
3	Fiber Optic Conduit Installation Complete	1	LS	$59,000.00	$59,000.00
4	Remove and Dispose of Abandoned Reuse Main	1	LS	$35,000.00	$35,000.00
5	Permits and Allowances Up To Limit With Documenation	1	LS	$5,000.00	$5,000.00
6	As-Built Plans	1	LS	$5,023.00	$5,023.00
7	Restoration	1	LS	$20,000.00	$20,000.00
				Total Base Bid	$386,823.00
	Bid Alternates				
A-1	8" Fusible PVC instead of 10" HDPE	1	LS	$10,000.00	$10,000.00

Submitted by: _____ ,Martin Adams, General Manager
Contractor: T B Landmark Construction, Inc.
Address: 11220 New Berlin Road, Jacksonville, FL 32226
Telephone: (904) 751-1016 Fax: (904) 751-4125
State of Florida Certified General Contractor or Underground Contractor (Required Information)
Licensee: Robin R. Thigpen License No: CGC060694/ CUC05722

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 32 00

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, questions may be answered on separate attached sheets. The bidder may submit any additional information he desires.

A. Name of bidder. T B Landmark Construction, Inc.

B. Permanent main office address. 11220 New Berlin Road, Jacksonville, FL 32226

C. When organized. 11/10/1999

D. If a corporation, where incorporated. Florida

E. How many years have you been engaged in the contracting business under your present firm or trade name? 23+

F. Contracts on hand: (Schedule these, showing amount of each contract and the appropriate anticipated dates of completion.) Please see Contracts on Hand attached.

G. General character of work performed by your company.
Underground Utilities specializing in Horizontal Directional Drilling.

H.(1) Have you ever failed to complete any work awarded to you? If so, where and why?
No

H.(2) Provide list of any lawsuits or judgments filed by or against your company in the last three years, indicating the nature and outcome. N/A

I. Have you ever defaulted on a contract? If so, where and why? No

J. List the more important projects recently completed by your company, stating the approximate cost for each and the month and year completed.
Please see TBL's Recently Completed Projects attached.

K. List your major equipment Please see TBL's Owned Equipment List.

L. Experience in construction work similar in type to this project.
Please see TBL's Similar Experience attached.

M. Background and experience of the principal members of your organization, including the officers. Please see Resumes attached.

N. Credit available: $ 1,000,000.00

O. Give bank reference: Wells Fargo, Lori K. McCane, (904) 351-7322

P. Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the Owner? Yes

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

Q. The undersigned hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the Owner in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at 10:00AM this 26th day of October, 2023.

T B Landmark Construction, Inc.
Name of Bidder

By: _____, Martin Adams, General Mana
Title

State of Florida

County of Duval

Martin Adams being duly sworn deposes and says that

he is the General Manager of T B Landmark Construction, Inc. and that

the answers to the City of Holly Hill foregoing questions
Name of Organization

and all statements therein contained are true and correct.

Subscribed and sworn to before me this 26th day of October, 2023.

_____
Notary Public

Ashton Thigpen
Notary Public (Print or Type)

ASHTON THIGPEN
Notary Public - State of Florida
Commission # HH 098167
My Comm. Expires Mar 8, 2025
Bonded through National Notary Assn.

My commission expires: 3/8/2025

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

Contracts on Hand

Project	Owner	Reference/Contact	Contract Price	Date of Completion
Ravines to Henley Road Water Main Extension	Clay County Utility Authority	Darrin Parker/ (904) 445-9958	$ 3,047,318.00	TBD
Callahan Redi Force Main Extension	Town of Callahan	Mike Williams/ (904) 838-8724	$ 930,918.00	TBD
CR 2209 FM and Reclaimed WM – International Golf Parkway to SR 16	St. Johns County BOCC	Leigh Daniels/ (904) 209-0154	$ 2,294,318.00	TBD
Blackrock Cove Water Main and Force Main Extension	AMH Development FL GC TRS, LLC	James Shonkwiler/ (407) 432-9512	$ 1,593,403.00	TBD
Peters Creek WRF Expansion	CCUA/ Wharton-Smith, Inc.	Mike Alexakis, (407) 402-6134	$ 6,736,261.00	December 2024
Kennedy Space Center Water Main Loop	DNC Parks & Resorts at KSC, Inc.	Vinnie Spiteri (321) 449-4429	$ 3,225,077.10	Febuary 2024
SR 312 Reclaimed Water Line	St. Johns County BOCC	Leigh Daniels/ (904) 209-0154	$ 1,775,222.00	October 2023
D/B- Crawford Diamond Development Water & Sewer Facilities	Town of Callahan	Mike Williams/ (904) 838-8724	$ 12,305,133.94	January 2024
Darby -Offsite RFP	Corner Lot Development	Michael Blevins/ (904) 955-8390	$ 4,667,125.00	November 2023
DeLeon Springs Utility Extension	Wharton Smith, Inc.	Scott Jamison (407) 321-8410	$ 5,845,093.00	November 2023
			$ 42,419,869.04	

T B Landmark Construction, Inc.
Recently Completed Projects

Crabtree Force Main HDD
Installation of 380' of 24" HDPE FM via HDD and 1,620' of 24" HDPE via HDD in a single pull.

Contract Amount	Location	Job Start/End	Owner Contact
$491,000.00	Conway, SC	July 2023 August 2023	R.H. Moore Company, Inc. 10601 SC Highway 707 Murrells Inlet, SC 29576 Preston Spangler (843) 650-2155 prestonspangler@rhmoorecompany.com

JEA SIPS Segment- 2 HDD
Installation of 880 LF of 36" HDPE DR 11 DIPS SIPS Water Main by HDD in a single pull.

Contract Amount	Location	Job Start/End	Owner Contact
$385,810.00	Jacksonville, FL	August 2023	T.G. Utility, Inc. 526 Stockton Street Jacksonville, FL 32204 Alvaro Rios (904) 394-7917 arios@tgutility.com

Greenland WRF Pipelines
Installation of 15 wire lined horizontal directional drills ranging from 30"- 42" including 5 of these drills going under 9B in the FDOT ROW in single pulls are 1,697' of 30" HDPE RWM, 1,697 LF of 42" HDPE RWM, 1,713' of 30" HDPE FM, 1,767' of 42" HDPE FM, and 1,729' of 36" HDPE Raw WM. The other 10 drills completed in single pull are 1,800 LF, 900 LF, 900' and 1,200 LF of 30" HDPE Water Main, 1,300 LF, 1,300 LF, 700 LF, 800 LF, 900 LF and 1,000 LF of 36" Reclaim Water Main. Total drill footage on job is 19,403 LF.

Contract Amount	Location	Job Start/End	Owner Contact
$5,522,934.20	Jacksonville, FL	July 2022 July 2023	Garney Construction 370 East Crown Point Road Winter Garden, FL 34787 Kevin Kaus, (419) 704-1626 kkraus@garney.com

Savannah Quarters Master LS Upgrade HDD
Installation of 1,600' of 30" DR-11 HDPE force main in a single pull going under I-16 in Pooler, GA. Project also included 4,725' of 18" FPVC force main by HDD with the longest single pull of 1,560' of 18" FPVC.

Contract Amount	Location	Job Start/End	Owner Contact
$854,129.00	Pooler, GA	October 2022 May 2023	Southern Civil, LLC P.O. Box 9 Townsend, GA 31331 Matt Deal (912) 334-0540 mdeal@southerncivilllc.com

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

T B Landmark Construction, Inc.
Recently Completed Projects

South County AWTF DB- HDD
Installation of 2,300 LF of 30" DR 11 HDPE by HDD in a single pull and 180 LF of 30" by open cut.

Contract Amount	Location	Job Start/End	Owner Contact
$704,919.08	Ruskin, FL	March 2023 April 2023	Wharton- Smith, Inc. 5601 Seventy-Seven Drive, Ste. 120 Charlotte, NC 28217 Scott Jamison, (321) 363-6306 djamison@whartonsmith.com

St. Johns Avenue Downtown District Water Main
Installation of 950 LF of 10" PVC, 8,400 LF of 8" PVC, and 3,334 LF of 6" PVC water main by open cut. 500' of 8" FPVC water main by HDD and 2,000 LF of 4" FPVC water main by HDD. Project also included 100 LF of 20" steel casing jack and bore.

Contract Amount	Location	Job Start/End	Owner Contact
$3,493,896.75	Palatka, FL	February 2022 March 2023	City of Palatka 201 N. 2nd Street Palatka, FL 32177 Jonathan Griffith (386) 916-3163 jcgriffith@palatka-fl.gov

Harbour Island Dr Water and Force Main Replacement
Installation of 850 LF of 10" HDPE water main via HDD and 117 LF of 8" PVC water main via open cut. 311 LF of 6" HDPE force main via HDD and 175 LF of 4" PVC via open cut.

Contract Amount	Location	Job Start/End	Owner Contact
$833,394.10	Jacksonville, FL	October 2022 February 2023	JEA 21 West Church Street Jacksonville, FL 32202 Justin Sencer (904) 665-6826 sencjb@jea.com

L- Section PEP Main Improvements
Installation of 740 LF of 6" HDPE and 4,290 LF of 8" HDPE sanitary sewer PEP main via HDD. Project also includes 800 LF of 6" PVC and 150 LF of 4" PVC sanitary sewer PEP main via open cut. Valves and other related materials and tying in the new PEP mains to the existing active PEP main system.

Contract Amount	Location	Job Start/End	Owner Contact
$741,722.00	Palm Coast, FL	May 2022 March 2023	City of Palm Coast 160 Lake Avenue Palm Coast, FL 32164 Mary Kronenberg (386) 986-2306 mkronenberg@palmcoastgov.com

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

T B Landmark Construction, Inc.
Recently Completed Projects

St. Johns Avenue Water Main Improvements
TBL constructed the replacement/installation of 4,355 LF of 6" PVC water main and 142 LF of 6" DI water main. Elements of the work include pavement restoration, abandonment of existing water main, installing new fire hydrants, and replacing service connections.

Contract Amount	Location	Job Start/End	Owner Contact
$1,184,823.00	Palatka, FL	July 2022 November 2022	City of Palatka 201 N. 2nd Street Palatka, FL 32177 Jonathan Griffith (386) 916-3163 jcgriffith@palatka-fl.gov

SR 207 Water Main Phase 3
Installation of 900' of 30" DR-11 HDPE in a single shot by HDD in the FDOT right of way under I-95.

Contract Amount	Location	Job Start/End	Owner Contact
$391,664.00	St. Augustine, FL	April 2022	St. Johns County BOCC 500 San Sebastian View St. Augustine, FL 32084 Scott Trigg, (904) 484-6449 strigg@sjcfl.us

Reunion Resort RWM Extension
This project consisted of installation of 2,800 LF of 24" PVC reclaimed water main by open cut, 1,190 LF of 24" FPVC reclaimed water main by directional drill, and construction of a reclaimed water delivery station and discharge structure. The connection to the existing main was made by a 24"x36" tapping sleeve and valve. All associated golf course restoration was included on this project.

Contract Amount	Location	Job Start/End	Owner Contact
$1,411,075.00	Davenport, FL	May 2021 September 2021	Kingwood Orlando Reunion Resort 7385 Osceola Polk Line Road Davenport, FL 33896 Jason Shepler (904) 644-0644 Jshepler@mittauer.com

Marsh Landing WWTF Reclaimed Water Main Extension
Installation of 4,000 LF of 8" PVC reclaimed water main by open cut, and 5,000 LF of 10" HDPE reclaimed water main by HDD.

Contract Amount	Location	Job Start/End	Owner Contact
$933,316.00	St. Augustine, FL	May 2020 October 2020	St. Johns County BOCC 500 San Sebastian View St. Augustine, FL 32084 Scott Trigg (904) 484-6449 strigg@sjcfl.us

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

T B Landmark Construction, Inc.
Owned Equipment List

Drill Machines	American Augers DD-100	Recyclers/ Mix Systems	Trailer w/Tulsa Iron Rig
	Vermeer D10X15		Tulsa Reclaimer
	Vermeer 36x50		Vermeer MX240
	Vermeer40x55 (2)		Vermeer MX240
	McLaughlin Auger Bore Machine		Vermeer MX125 Mixing System
	Vermeer 100x120		Vermeer Recycler
	Vermeer 100x120		Vermeer Recycler R250C
	Vermeer 20x22		06 Recycler 8000 Gal
	Vermeer 36x50		10 Recycler 5000 Gal
	Vermeer 330x500 (2)		04 Recycler 1500 Gal
	HRE 500/3009		Vermeer MX240 Skid Mounted Mud Mixer (4)
	Vermeer Drill DR36X50DR		R600HC Mud Recycling System
	Vermeer 100x140 (2)		R600HC Mud Recycling System
	D40x55s 3 Vermeer		MCS 350 Mud System
	Vermeer D100X140 S3	Vaxcavators	Vermeer E550
Mud Motors	5" Mud Motor		VT 800D
	3" Mud Motor		319 Ring O Matic
	6 3/4" Mud Motor (2)		Ring O Matic 750 Portable Vacuum
Locators	DCI FALCON F5 Locating System (2)		800 Gal Vactron
	Digitrak Locator (5)	Frac Tanks	07 Frac Tank
	Vermeer Locating System (3)		07 Frac Tank
	Digitrak Eclipse (5)		08 Frac Tank
Butt Fusion Machines	Mcelroy T-28		07 Frac Tank
	412/618 Fusion Machine Model 1245001		Portable Frac Tank
	618 High Force	Trenchers	Ditch Witch WB
	T 500 Butt Fusion		Ditch Witch WB
	618 Mcelroy Low Pr		Vermeer 7550
	T-900 Mcelroy		Vermeer V4150A
	412 Mcelroy		2006 Ditch Witch Trencher
	McElroy 6" Pitbull Fusion(3)	Backhoes/Loaders	Cat 420 F2IT (3)
	T900 Fusion Machine		CAT 420 Backhoe
	1236 McElroy		CAT 926M Wheel Loader
	Fusion Machine 6" DIPS/IPS		Cat 420DIT (4)
Excavators	Komatsu PC200 E		CAT 420 F2IT Backhoe
	CAT 336 Excavator		930G Wheel Loader
	Komatsu PC228		Takeuchi TL140
	CAT 304 Exc		Cat 420D
	CAT 336EL		Cat 420EIT SN D
	304ECR		Cat 420EIT
	CAT 312 E		CAT 420F
	Komatsu PC138USLC-8		621B Case Loader
	John Deere 35G Compact		Takeuchi TL10V2R Track Loader (2)
	John Deere 35G Compact		Cat 930 Loader with Side Boom
	Yanmar Mini Excavator (2)		John Deere Backhoe Loader
	Volvo ECR 145 EL	Pumps	Mud Pump
	Yanmar VI0 50-6A Mini		Perkins 4cyl Hyd Pump
	314ELCR Hydraulic Excavator		Thompson Pump
	Yanmar Mini Excavator		Vermeer Pump
	CAT 315F (3)		Skid Mud Pump
	Komatsu PC 210 LC		Skid Pump
	Yanmar Vio Excavator (5)		Blue Thompson Pump
	CAT 336F		National Hyd Water Pump
Welders	Miller Big 40 Diesel Welder		Hydrostatic Test Pump (2)
	Lincoln Vantage 300 Diesel	Water Trucks	1996 Ford LNT 8000
	Lincoln Ranger 300 Dies		2007 Int 7400
	Lincoln SA 250		2007 Kenworth
	Lincoln SAE40		2000 F750
	Lincoln Ranger 300 DLX (2)		2005 Int 4400
	Miller 400 Amp Welder		2000 Freightliner
Dozers	John Deere Crawl		2004 Freightliner
	CAT D3 Dozer		4000 Gallon Water Truck
Milling Machine	AZ500 Asphalt Zipper	Drum Roller	Cat CS433E Roller
Concrete Mixer	STOW Concrete Mixer		

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

T B Landmark Construction, Inc.
Similar Experience

Harbour Island Dr Water and Force Main Replacement
Installation of 850 LF of 10" HDPE water main via HDD and 117 LF of 8" PVC water main via open cut. 311 LF of 6" HDPE force main via HDD and 175 LF of 4" PVC via open cut.

Contract Amount	Location	Job Start/End	Owner Contact
$833,394.10	Jacksonville, FL	October 2022 February 2023	JEA 21 West Church Street Jacksonville, FL 32202 Justin Sencer (904) 665-6826 sencjb@jea.com

SR 207 Water Main Phase 3
Installation of 900' of 30" DR-11 HDPE in a single shot by HDD in the FDOT right of way under I-95.

Contract Amount	Location	Job Start/End	Owner Contact
$391,664.00	St. Augustine, FL	April 2022	St. Johns County BOCC 500 San Sebastian View St. Augustine, FL 32084 Scott Trigg, (904) 484-6449 strigg@sjcfl.us

Reunion Resort RWM Extension
This project consisted of installation of 2,800 LF of 24" PVC reclaimed water main by open cut, 1,190 LF of 24" FPVC reclaimed water main by directional drill, and construction of a reclaimed water delivery station and discharge structure. The connection to the existing main was made by a 24"x36" tapping sleeve and valve. All associated golf course restoration was included on this project.

Contract Amount	Location	Job Start/End	Owner Contact
$1,411,075.00	Davenport, FL	May 2021 September 2021	Kingwood Orlando Reunion Resort 7385 Osceola Polk Line Road Davenport, FL 33896 Jason Shepler (904) 644-0644 Jshepler@mittauer.com

Marsh Landing WWTF Reclaimed Water Main Extension
Installation of 4,000 LF of 8" PVC reclaimed water main by open cut, and 5,000 LF of 10" HDPE reclaimed water main by HDD.

Contract Amount	Location	Job Start/End	Owner Contact
$933,316.00	St. Augustine, FL	May 2020 October 2020	St. Johns County BOCC 500 San Sebastian View St. Augustine, FL 32084 Scott Trigg (904) 484-6449 strigg@sjcfl.us

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

Robin R. Thigpen

11220 New Berlin Road
Jacksonville, FL 32226

904.751.1016
rt@tblandmark.com

PROFILE

Owner, Manager and Qualifier with over 35 years of experience in construction administration, financial oversight and quality control. He has been directly responsible as owner/qualifying agent for over $200 million dollars of completed construction projects. His primary focus has been on the trenchless technology market.

EMPLOYMENT

1999 – Present **President** T B Landmark Construction, Inc.

- Responsible for all Business Management activities – Financial, QC and Contracts
- Business Development Activities / Trade Shows / Networking
- Provide Vision & Direction for Natural Gas & Water/Wastewater Infrastructure divisions
- Qualifies TB Landmark in FL as General, Utility & Excavation, Mechanical and Plumbing Contractor. Also qualifies the company as General / Utility Contractor in Georgia, South Carolina and North Carolina

1990 – 1998 **General Superintendent** Fickling Construction, Inc.

LICENSE INFORMATION

- Florida General Contractor CGC 060694
- Florida Underground Utility Contractor CUC 057226
- Florida Mechanical Contractor CMC 1249354
- Florida Plumbing Contractor CFC 1425930
- Georgia Utility Contractor UC 301093
- Georgia Utility Manager UM 001485
- South Carolina Unlimited General Contractor G115615
- North Carolina Contractor (Utilities) 74098

PROFESSIONAL MEMBERSHIPS

- North Florida Builders Association
- Underground Utility Contractors
- Florida Natural Gas Association
- Northeast Florida Safety Council
- Florida Energy Pipeline Association

PROJECT EXPERIENCE

Subaqueous Force Main Crossing Madeira Beach: Madeira Beach, FL
Completed January 2017
Subaqueous Installation of 1,510 LF of 24" DR-11 HDPE via HDD underneath the Intracoastal waterway. This project also included installation of 710 LF of 24" DR-11 HDPE via HDD, as well as 462 LF of 20" PVC installed by open cut.

Country Way Boulevard Force Main: Oldsmar, FL
Completed March 2016
5,371 LF of 16" PVC Force Main installed by HDD. TBL connected the 16" main at West Waters Pump Station #1 and into the manhole at Woodbay Drive.

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

Timothy C. Beasley

11220 New Berlin Road
Jacksonville, FL 32226

904.751.1016
tbeasley@tblandmark.com

PROFILE

Owner and Construction Manager with over 35 years of experience in operations and project management; having supervised hundreds of miles of pipe installation totaling more than $450M throughout the southeastern U.S.

EXPERIENCE

2000 – Present **VP | Construction Manager** T B Landmark Construction, Inc.

- Responsible for all operations management and natural gas facilities construction
- Oversight of company equipment, including fleet management
- Field-based administration of company projects
- Oversight of horizontal directional drill (HDD) operations
- Supervision of projects such as:
  - 10 miles of 4" steel gas main on Chaffee Rd. – TECO | Peoples Gas
  - 5 miles of 24" steel gas main – Baxley, GA – AGL Resources
  - 10,800 LF of 20" steel gas main – Big Bend - TECO | Peoples Gas
  - 5,000 LF of 24" steel gas main relocation – Heckscher Dr. – TECO | Peoples Gas
  - 28.1 miles of 16" steel gas main – Greenland Energy Center Lateral – TECO | Peoples Gas
  - 31.8 miles of 12" steel gas main – Jacksonville to Fernandina Beach – TECO | Peoples Gas
  - 23 miles of 4 & 6" steel and HDPE gas main – Amelia Island / Fernandina Beach – Florida Public Utilities (FPU)
  - 11.7 miles of 2, 4 & 6" HDPE gas distribution line – Okeechobee, FL – Florida Public Utilities
  - 1,750 LF of 26" HDPE carrier conduit by HDD utilizing a reverse beach approach methodology – Mayport Naval Station – Jacksonville, FL
  - Installation of approximately 15,000 LF of 8" steel natural gas line. Of the total footage, 11,868 LF was installed by HDD due to wetlands and subaqueous crossings – Poplar Grove Plantation – North Charleston, SC

1987 – 2000 **Pipeline Superintendent** TECO | Peoples Gas

- Responsibilities included, but were not limited to the successful installation of:
  - 10 miles of 24" steel gas main – Panama City, FL
  - 13 miles of 36" steel gas main for the Jacksonville Relocate Project
  - 47 miles of 8" steel gas main in Sarasota, FL

ACCOMPLISHMENTS

- HVAC 4-year Journeyman License
- State 601 License

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

Martin Adams

11220 New Berlin Road
Jacksonville, FL 32226

904.751.1016
madams@tblandmark.com

PROFILE

Martin "Marty" Adams has been in the underground construction industry for over 30 years and has been with T B Landmark Construction since 2011. He has overseen a plethora of projects ranging from utility work on military installations to active air & seaports, and on municipal pipelines to investor-owned utilities; each of which have unique safety and security challenges to meet, for all stakeholders. As General Manager of T B Landmark, Marty is responsible for ensuring the success of projects, from estimation through final close out.

PROJECT SKILLS

Marty has undergone various training for construction safety including OSHA 30, slope stabilization / trench safety, accident reduction training, and leadership for crew leaders training through the Utility Contractor Association. He is also a past president of NUCA in North Florida. In his position, he works with the field safety representative and crews to ensure all maintenance of traffic (MOT), excavation activities, pipe fusion, layout and directional drill protocols are addressed prior to & during construction activities.

PROJECT EXPERIENCE HIGHLIGHTS

Greenland WRF Pipelines for JEA- Jacksonville, FL
Completed July 2023
Installation of 15 wire line bores ranging from 30" to 42". 5 of these drills went under FDOT roadway 9B. Total footage installed on this project was 19,403'.

Somerset Expansion Project: Princess Anne, MD
Completed September 2021
Installation of 52,778' of 8" steel, 7,476' of 6" HDPE and 580' of 4" steel all within the public right of way. Also installed 2 district regulator stations.

16" Steel Pipeline Callahan: Callahan, FL
Completed August 2020
Welding, installation, testing, and restoration of 26.4 miles of 16" steel gas transmission main running through the Town of Callahan to Yulee. This amount included 54,131 LF of HDD, 85,618 LF of open cut, and 678 LF of jack & bore.

Septic to Sewer Conversions: Putnam County, FL
Completed August 2020
As part of a design build package, TBL constructed 14,620 LF of 1.5" to 4" HDPE low pressure sewer main in 2 locations in Putnam County. Installed flushing and isolation valves throughout the project, as well as ran service lines and set 33 grinder pump stations, decommissioning the existing septic tank at each property.

Elliot's Cut 20" Water Transmission Main Replacement: Charleston, SC
Completed June 2020
Subaqueous HDD installation of 2,450 LF of 24"HDPE water main in a single pull.

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

East Putnam Regional WWTF Service Expansion- Phase 1: East Palatka, FL
Completed September 2019
As part of a design build package, T B Landmark constructed 35,000 LF of 6" PVC force main and 2 pump stations for Putnam County. This project was completed through a mixture of horizontal directional drill and open cut methods.

Nexton HP FM Phase 1- Summerville, SC
Completed April 2019
Installation of 38,604 LF of 18" steel gas main. Out of this amount, 26,654 LF was installed via open cut, with the remaining 11,950 LF being installed via HDD. TBL also performed the pigging and pressure testing of the pipe.

Riverport Phase 1: Hardeeville, SC
Completed February 2019
Installation of 18,945 LF of 12" steel gas main. Out of this amount, 9,995 LF was installed via open cut, with the remaining 8,950 LF being installed via HDD. Clearing of over 17 acres of uplands was required to complete this work.

Farmville Road Loop 24" Waterline: Shelby, NC
Completed January 2019
Installation of 3 bores; one 2,060 LF drill of 8" FPVC, and two 650 LF drills of 24" HDPE through granite rock.

Halifax River Force Main Improvements: Daytona Beach, FL
Completed May 2018
As prime contractor, TBL installed by subaqueous directional drill 2,500 LF of wire lined 30" FPVC. This project also included open cut installation of 1,700 LF of 30" DIP, 2 wet taps (24" and 30"), tie-ins to existing force main, 2- 24" insert valves, as well as all restoration of all disturbed areas.

EMPLOYMENT |EDUCATION |TRAINING | CERTIFICATIONS

T B Landmark Construction, Inc.	2011-Present
Pine Valley Concrete	2009-2011
A.J. Johns, Inc.	2008-2009
Ross & Logan	2007-2008
A.J. Johns, Inc.	1997-2007
Florida Asphalt	1995-1997

Marine Contractor License, State of Maryland Marine Contractors Licensing Board – License #438E
Hutchinson Community College, Hutchinson, KS
Florida Community College, Jacksonville, FL – Advanced Underground Construction
Estimating & Bid Strategy – Associated Builders & Contractors
Accident Reduction Training – NUCA
Leadership for Crew Leaders - NUCA

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

BJ Bourgholtzer

11220 New Berlin Road
Jacksonville, FL 32226

904.751.1016
bjb@tblandmark.com

PROFILE

Dedicated professional manager with 25 years of experience ranging from sales / customer service to high profile concrete restoration & MRO at power plants, to underground facilities construction, including horizontal directional drill (HDD) operational oversight.

EMPLOYMENT

2014 – Present **Operations Manager** TB Landmark Construction, Inc.

- Responsibility for turn-key project management from pre-construction through project close-out
  - Estimation
  - Contract administration
  - Sub-contractor screening, evaluation and selection
  - Crew assignments
  - Profit & Loss
- Ensure compliance with project specifications, including attending meetings and project correspondence with all stakeholders; including local, county and state
- Provide contingency planning for environmental and emergency response
- Issue official responses to Consent Orders, etc. as requested by FDEP or other regulatory authority
- Field oversight and overall project superintendence
- Team Leader whether in a prime or sub-contractor role

2011-2014 **Construction & QA/QC Manager** Structural Preservation Systems

- Field Safety Leadership
- Oversight of employees and sub-contractors on job-site
- Member: Frontline Quality Program development team
- Member: Tool Selection Committee
- Operational oversight of field quality control
- Manage and/or perform all field QC testing

2004-2011 **Owner / Operator** Coastal Renovations, Inc.

- Designed & performed residential remodels and restorations
- Established and maintained client base
- Developed & estimated project budgets
- Managed sub-contractors and temporary labor
- Reputation for quality resulted in 95% of new business being repeat clients

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

VARIOUS PROJECT EXPERIENCE

- Windward Ranch-CR 208- St. Augustine, FL
  - As HDD subcontractor, installed 1,665 LF of 20" HDPE in multiple drill shots.
- Dania Beach Offsite Force Main- Dania Beach, FL
  - As HDD subcontractor, installed 2,750 LF of 10" FPVC in a congested right of way in Dania Beach, FL.
- Subaqueous Force Main Crossing Madeira Beach- Madeira Beach, FL
  - Subaqueous Installation of 1,510 LF of 24" DR-11 HDPE via HDD underneath the Intracoastal waterway. Also included installation of 710 LF of 24" DR-11 HDPE via HDD, as well as 462 LF of 20" PVC installed by open cut.
- Country Way Boulevard Force Main- Oldsmar, FL
  - 5,371 LF of 16" PVC Force Main. 11,385 LF of 8" force main installed by open cut, 4,005 LF of 8" force main installed by directional drill; as well as 4,185 LF of 4" force main installed by open cut and 3,354 LF of 4" force main installed by directional drill. Connected the 16" Main at West Waters Pump Station #1 and into the manhole at Woodbay Drive. The project also included jack & bore construction, by-pass coordination and open trench excavation for tie-ins.
- Wet Weather Monitoring- Largo, FL
  - Construction of 9,945 LF of 12" FPVC force main 2,355 LF of 14" FPVC force main, 500 LF of 16" FPVC force main, 9,955 LF of 20" FPVC force main, and 5,280 LF of 30" FPVC force main via horizontal directional drill.
- Fort Island Trail Force Main Project- Citrus County, FL
  - Construction of ~7 miles of wastewater force main, including approximately 11,385 LF of 8" force main by open cut, 4,005 LF of 8" force main by directional drill, 4,185 LF of 4" force main by open cut and 3,354 LF of 4 inch force main by directional drill. This project also included the complete installation of a lift station and the demolition/removal of the existing WWTP structures and equipment.
- Avenues Walk Offsite Force Main- Jacksonville, FL
  - Installation of a complete sanitary sewer Force Main System including 1,660 LF of 12" force main installed via horizontal directional drill.

EDUCATION

- Florida State College of Jacksonville-- General Education Coursework -- 1996-1999
- Firefighter Training – January 2002- October 2002
- Emergency Medical Care Training – April 2004 – July 2004

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 33 00
LISTING OF SUBCONTRACTORS

The Bidder proposes that the following subcontractors are qualified to perform the referenced work and have successfully done so on recent projects similar in nature and size. Upon approval of subcontractors listed the successful bidder shall not substitute subcontractors without approval from the Engineer. Bidder shall attach additional sheets as necessary.

SUBCONTRACTOR	COMPANY NAME	REFERENCES
N/A		1) 2) 3)
		1) 2) 3)
		1) 2) 3)
		1) 2) 3)

END OF SECTION

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 33 10
LISTING OF PREVIOUS EXPERIENCE

The bidder proposes that he/she is qualified to perform the referenced work and has successfully done so on recent projects similar in nature and size. A minimum of three (3) projects must be listed below. The Owner reserves the right to check references and confirm information provided herein.

NO.	PROJECT	OWNER	DESCRIPTION/COST	REFERENCE	DATE WORK STARTED & FINISHED MM/YR TO MM/YR
1	Harbour Island Dr Water and Force Main Replacement	JEA	Installation of 850 LF of 10" HDPE water main via HDD and 117 LF of 8" PVC water main via open cut. 311 LF of 6" HDPE force main via HDD & 175 LF of 4" PVC via open cut.	Justin Sencer (904) 665-6826 sencjb@jea.com	October 2022 to February 2023
2	SR 207 Water Main Phase 3	St. Johns County BOCC	Installation of 900' of 30" DR-11 HDPE in a single shot by HDD in the FDOT right of way under I-95.	Scott Trigg (904) 484-6449 strigg@sjcfl.us	April 2022 to April 2022
3	Reunion Resort RWM Extension	Kingwood Orlando Reunion Resort	Installation of 2,800 LF of 24" PVC reclaimed water main by open cut, 1,190 LF of 24" FPVC reclaimed water main by directional drill, & construction of a reclaimed water delivery station and discharge structure.	Jason Shepler (904) 644-0644 Jshepler@mittauer.com	May 2021 to September 2021

END OF SECTION

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 47 00

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES:

This sworn statement is submitted with Bid, Proposal **or** Contract No. 22-WW-06 for Aerial Reuse Pipe Replacement.

This sworn statement is submitted by T B Landmark Construction, Inc. whose business address is 11220 New Berlin Road, Jacksonville, FL 32226 and (if applicable) its Federal Employer Identification Number (FEIN) is 59-3607816. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: N/A.)

My name is Martin Adams any my relationship to the entity named above is General Manager.

I understand that a "public entity crime" as defined in Paragraph 287.133(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(i)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contenders.

I understand that an "affiliate" as defined in Paragraph **287.133(l)(a),** Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime: or

2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie that one person controls another person. A person who knowingly enters into a joint venture with a

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(i)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

(Signature) _____ Date: 10/26/2023

State of Florida County of Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Martin Adams who, after first being sworn by me, affixed his/her signature in the space provided above on this 26th day of October, 2023.

Notary Public

ASHTON THIGPEN
Notary Public - State of Florida
Commission # HH 098167
My Comm. Expires Mar 8, 2025
Bonded through National Notary Assn.

My Commission Expires: 3/8/2025

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 48 00
ANTI-COLLUSION STATEMENT

By signing this form, the bidder agrees that this is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a proposal for the same purpose and that the proposal is in all respects fair and without collusion or fraud.

SIGN in ink in the space provided below. Unsigned bids will be considered incomplete, and will be disqualified, and rejected.

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THE BID REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS, CONTRACT AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN EACH OF THE GOVERNMENTAL PARTIES.

NAME OF FIRM: T B Landmark Construction, Inc.

SIGNED BY: _____ , Martin Adams
(MUST BE SIGNED BY A COMPANY OFFICER OR AUTHORIZED AGENT)

TITLE: General Manager

ADDRESS: 11220 New Berlin Road

CITY AND STATE: Jacksonville, FL 32226

TELEPHONE: (904) 751-1016

COMPLETION TIME: 10:00AM, 10/26/2023

NO proposals will be withdrawn for a period of ninety (90) days subsequent to the opening of the proposals, without the consent of the City of Holly Hill.

NO BID (REASON) _____

_____

_____

END OF SECTION

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 48 50
DRUG FREE/TIE PREFERENCE STATEMENT

In the event of a tie bid a preference is given to vendors submitting a certification with their bid/proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special conditions are as follow:

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

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction or, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on, or require the satisfaction participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

VENDOR'S SIGNATURE
Martin Adams, General Manager

END OF SECTION

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 48 60

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Project Number: ITB # 22-WW-06

Upon award recommendation or ten (10) days after opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the CITY.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the CITY in a separate envelope marked accordingly.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Valerie Manning, City Clerk
386-248-9441
vmanning@hollyhillfl.org
1065 Ridgewood Ave
Holly Hill, FL 32117

A provision that requires the contractor to comply with public records laws, specifically to:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

By submitting a response to this solicitation, the company agrees to defend the CITY in the event we are forced to litigate the public records status of the company's documents.

Company Name: T B Landmark Construction, Inc.

Authorized representative (printed): Martin Adams, General Manager

Authorized representative (signature): 

Date: 10/26/2023

END OF SECTION

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

T B Landmark Construction, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

11220 New Berlin Road

Requester's name and address (optional)

6 City, state, and ZIP code

Jacksonville, FL 32226

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

			–			–				

or

Employer identification number

5	9	–	3	6	0	7	8	1	6

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ▶ _____ Date ▶ 1/4/2023

General Instructions

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

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

Purpose of Form

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

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

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

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

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 48 80

Affidavit of E-Verify Requirements Compliance

ITB 22-WW-06 AERIAL REUSE PIPE REPLACEMENT

The Consultant/Contractor agrees to comply with Section 448.095, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.095, Florida Statutes.

1. The Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the Agreement term.

2. That the Consultant/Contractor understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subconsultant/subcontractors performing work under this Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of this Agreement for which the City may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, the Consultant/Contractor shall be liable to the City for any costs incurred by the City as a result of the Consultant's/Contractor's breach

Consultant/Contractor shall execute and return the Affidavit of E-Verify Requirements Compliance to City. IN WITNESS WHEREOF, the parties have made and executed this Agreement for the purposes stated above.

T B Landmark Construction, Inc.
11220 New Berlin Rd, Jacksonville, FL 32226
Consultant/Contractor Name and Address



Signature

Martin Adams, General Manager

Name and Title

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 00 49 00
TRENCH SAFETY AFFIDAVIT

Trench excavations on this Project are expected to be in excess of 5 feet deep. The Occupational Safety and Health Administration excavation safety standards, 29 CFR 1926.650 Subpart P trench safety standards will be in effect during the period of construction of the Project.

Bidder acknowledges that included in the Bid Price are costs for complying with the Florida Trench Safety Act (90-096, Laws of FL) effective October 1, 1990, and hereby gives assurance that, if awarded the Contract, the Contractor or Subcontractor performing trench excavation work on the Project will comply with the applicable trench safety standards. The Bidder further identifies the costs as follows:

Trench Safety Item (Description)	Cost
Trench Box	$3,500.00

(Cost in Words)

TOTAL $ 3,500.00

FAILURE TO COMPLETE THE ABOVE SHALL RESULT IN THE BID BEING DECLARED NON-RESPONSIVE

COMPANY NAME: T B Landmark Construction, Inc.

DATE: 10/26/2023 BY: _____

Martin Adams, General Manager

(Additional sheets shall be attached, as needed and, items shall be organized to correspond with the bid format)

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

2023 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P99000099386

Entity Name: T B LANDMARK CONSTRUCTION, INC.

Current Principal Place of Business:

11220 NEW BERLIN RD
JACKSONVILLE, FL 32226

Current Mailing Address:

11220 NEW BERLIN RD
JACKSONVILLE, FL 32226

FEI Number: 59-3607816

FILED
Jan 12, 2023
Secretary of State
9075945813CC

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

THIGPEN, ROBIN R
11220 NEW BERLIN RD
JACKSONVILLE, FL 32226 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	PS	Title	VT
Name	THIGPEN, ROBIN	Name	BEASLEY, TIMOTHY C
Address	11220 NEW BERLIN ROAD	Address	11220 NEW BERLIN ROAD
City-State-Zip:	JACKSONVILLE FL 32226	City-State-Zip:	JACKSONVILLE FL 32226

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: ROBIN R THIGPEN PS 01/12/2023

Electronic Signature of Signing Officer/Director Detail — Date

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

TBLANDM-01 DSMITH2

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/18/2022

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 Hub International Florida 1560 Orange Avenue Suite 750 Winter Park, FL 32789	CONTACT NAME: PHONE (A/C, No, Ext): (407) 894-5431 FAX (A/C, No): (407) 629-6378 E-MAIL ADDRESS: Certificates.FLA@HubInternational.com
INSURED TB Landmark Construction, Inc. 11220 New Berlin Road Jacksonville, FL 32226	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Valley Forge Insurance Company — 20508 INSURER B : The Continental Insurance Company — 35289 INSURER C : Federal Insurance Company — 20281 INSURER D : Steadfast Insurance Company — 26387 INSURER E : INSURER F :

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR X Standard Contractual GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT X LOC OTHER:			7034729810	11/23/2022	11/23/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY / SCHEDULED AUTOS HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY			7034729824	11/23/2022	11/23/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) FL PIP	$ 1,000,000 $ $ $ $ 10,000
B	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			7034729841	11/23/2022	11/23/2023	EACH OCCURRENCE AGGREGATE	$ 10,000,000 $ 10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		7034729838	11/23/2022	11/23/2023	X PER STATUTE / OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
C	Equipment Floater			6691538	11/23/2022	11/23/2023	Leased/Rented	400,000
D	Prof & Poll Liab			EOC-0271720-05	11/23/2022	11/23/2023	$25K Rtn/Claim&Aggr	3,000,000

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

CERTIFICATE HOLDER

For Information Only
For Information Only

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

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The ACORD name and logo are registered marks of ACORD

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

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

THIGPEN, ROBIN RODNEY

T B LANDMARK CONSTRUCTION INC
11220 NEW BERLIN ROAD
JACKSONVILLE FL 32226

LICENSE NUMBER: CGC060694

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

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

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

THIGPEN, ROBIN RODNEY

T B LANDMARK CONSTRUCTION INC
11220 NEW BERLIN ROAD
JACKSONVILLE FL 32226

LICENSE NUMBER: CUC057226

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

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

LIMITED POWER OF ATTORNEY

STATE OF FLORIDA
COUNTY OF DUVAL

Known all men by these presents, T B Landmark Construction, Inc. ("T B Landmark"), a Florida Corporation with principal offices at 11220 New Berlin Road, Jacksonville, Florida 32226 does hereby irrevocably constitute, nominate, appoint and authorize, Martin Adams, who presently resides at 6042 Antigua Court, Orange Park, FL 32003, and who is presently employed by T B Landmark holding the position of General Manager, as its true and lawful attorney-in-fact, to do in its name and on its behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of its bid for the proposed project, including but not limited to signing and submission of all bids, and other documents and writings, participating in bidders and other conferences, providing information/responses, representing it in all matters relating to the bidding process, signing and execution of all contracts and undertakings consequent to acceptance of its bid, and generally dealing with the necessary parties in all matters in connection with or relating to or arising out of its bid for the proposed project and/or upon award thereof to T B Landmark.

And T B Landmark hereby agrees to ratify and confirm, and does hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by its said attorney-in-fact pursuant to and in exercise of the powers conferred by this limited power of attorney, and that all acts, deeds, and things done by its said attorney-in-fact in exercise of the powers hereby conferred shall and shall always be deemed to have been done by T B Landmark.

In witness whereof, Robin Thigpen, on behalf of T B Landmark as its President, has executed this power of attorney on this 10th day of July, 2020.

Robin Thigpen, President
T B Landmark Construction, Inc.

SWORN AND SUBSCRIBED BEFORE ME THIS 10TH DAY OF JULY, 2020 BY ROBIN THIGPEN.

(Notary Public)
Print Name: Kyndell Bender
My Commission Expires: 07/9/2022

Kyndell Bender
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG236146
Expires 7/9/2022

Accepted by,

Martin Adams, General Manager
T B Landmark Construction, Inc.

SWORN AND SUBSCRIBED BEFORE ME THIS 10TH DAY OF JULY, 2020 BY MARTIN ADAMS.

(Notary Public)
Print Name: Kyndell Bender
My Commission Expires: 07/9/2022

Kyndell Bender
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG236146
Expires 7/9/2022

Attachment: Exhibit A - T.B. Landmark Construction Original Proposal (2024-R-15 : Aerial Reuse Pipe Replacement)

PROPOSER CHECK LIST

IMPORTANT: Please read carefully, sign in the spaces indicated and return with your Qualification.
Proposer should check off each of the following items as the necessary action is completed:

- ☐ The standard contract/ agreement has been signed and included.
- ☐ All applicable forms have been signed and included
- ☐ All information as requested in the Proposer's Qualification Form is included.
- ☐ Any addenda have been signed and included.
- ☐ The mailing envelope has been addressed to:

CITY CLERK
City of Holly Hill 1065 Ridgewood Ave.
Holly Hill, Florida 32117

- ☐ The **mailing envelope must be sealed and marked** with Qualification Number "**RFP 24-PW-02**", Proposal Title "Utility Infrastructure & Restoration Services" **and Due Date "February 22, 2024 @ 10:00 am**".
- ☐ The Proposals will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Proposals cannot be considered.)

ALL COURIER-DELIVERED PROPOSALS MUST HAVE THE RFP NUMBER AND PROPOSAL NAME ON THE OUTSIDE OF THE COURIER PACKET

Black Sands Development Group, PLLC
Company

Allison R. Worsham
Authorized Signature

Allison R. Worsham, Operations Director
Printed Name & Title

Blacksandsdg@outlook.com
Email

994 Derbyshire Road
Address

Daytona Beach, FL 32117
City, State, Zip Code

(386) 944-9351
Telephone No.

Fax No.

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

VENDOR SERVICES AGREEMENT
Utility Infrastructure Construction and Restoration
Services RFP#24-PW-02

THIS AGREEMENT is made and entered into this 22nd day of Feb, 2024, by and between Black Sands Development Group, PLLC, duly authorized to conduct business in the State of Florida and whose address is 994 Derbyshire Rd, Daytona, FL 32117, hereinafter, called "CONTRACTOR" and the **CITY OF HOLLY HILL**, a political subdivision of the State of Florida, whose address is 1065 Ridgewood Ave, Holly Hill, FL 32117, hereinafter called "CITY".

SECTION 1. AGREEMENT. The terms of this Agreement, together with the incorporation of the terms and conditions of the Request for Proposal (RFP #24-PW-02), and any exhibits, schedules and attachments hereto, and any and all amendments relating to same, and any and all submittals from CONTRACTOR, constitute the entire Agreement between CITY and CONTRACTOR. This Agreement is the final, complete and exclusive expression of the terms and conditions of the parties' Agreement. Any and all prior agreements, representations, negotiations, and understandings made by the parties, oral or written, expressed or implied, are hereby superseded and merged herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be for one (1) year from the date of award with four (4) additional one (1) year extension options. Renewal options may be exercised at the discretion of the City Manager based on performance of the company and adherence to the terms and conditions set forth in the RFP documents. The City Manager retains the sole right to determine whether the renewal option shall be granted.

SECTION 3. COMPENSATION. For Services rendered, the CITY shall pay the CONTRACTOR a lump-sum fee, including or excluding reimbursable expenses as mutually agreed upon. Unless otherwise agreed in a Scope of Services, the CONTRACTOR will invoice the City monthly based upon the CONTRACTOR's estimate of the portion of the total Services actually completed at the time of billing.

SECTION 4. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipts requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For City:
Valerie Manning, City Clerk
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117
(386)248-9441

For Contractor:
Allison R Worsham, Operations Dir. (Name, Title)
Black Sands Development Group. (Company)
994 Derbyshire Road (Address)
Daytona Beach, FL 32117 (City, State, Zip)
(386) 944-9351 (Phone)

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

SECTION 5. RIGHTS AT LAW RETAINED. The rights and remedies of CITY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

SECTION 6. CONTROLLING LAW, VENUE, ATTORNEY'S FEES. This Agreement is to be governed, construed, and interpreted by, through and under the laws of Florida. Venue for any litigation between the parties to this Agreement shall be in the County of Volusia, Florida and any trial shall be non- jury. The prevailing party in any litigation arising from or related to this Agreement shall be reimbursed reasonable attorney fees and costs, including all fees and costs of an appeal.

SECTION 7. MODIFICATIONS TO AGREEMENT. This Agreement and any exhibits, amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

SECTION 8. SEVERABILITY. If, during the term of this Agreement, it is found that a specific clause or condition of this Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force and effect.

SECTION 9. WAIVER OF JURY TRIAL. THE CITY AND CONSULTANT HAVE SPECIFICALLY WAIVED THE RIGHT TO A JURY TRIAL CONCERNNG ANY DISPUTES WHICH MAY ARISE CONCERNING THIS AGREEMENT.

SECTION 10. NON-WAIVER. No indulgence, waiver, election or non-election by CITY under this Agreement shall affect CONSULTANT's duties and obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date written above for execution by CITY.

WITNESSES: **CITY OF HOLLY HILL**

_____ _____

Joseph Forte, City Manager
Dated: _____

WITNESSES: **FIRMS**
By: Allison R. Worsham Black Sands Development Group
Allison R. Worsham, Operations Director
Dated: Feb 22nd 2024

Attachments: A. RFP #24-PW-02
B. Firm Response to RFP

Approved by the City Commission of the City of Holly Hill at a meeting held on this _____ day of_____, 2024 under Agenda Item No._____.

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the proposed work; and bear on whether the firm (employees, officers and/or agents) has a possible conflict have been fully disclosed.

Additionally, the firm (employees, officers and/or agents) agrees to immediately notify in writing the Finance Director, or designee, if any actual or potential conflict of interest arises during the contract and/or project duration.

Black Sands Development Group
Company

994 Derbyshire Road
Address

Allison R Worsham
Authorized Signature

Daytona Beach, FL 32117
City, State, Zip Code

Allison R Worsham, Operations Dir.
Printed Name & Title

(386) 944-9351
Telephone No.

Blacksandsdg@outlook.com
Email

Fax No.

State of Florida)
City of Volusia) County

SUBSCRIBED AND SWORN to before me this 13th day of February, 20 24, by Allison Worsham, who is personally known to me to be the Operations Director for the Firm, OR who produced the following identification: _____.

Michelle Velez Stewart
Notary Public

MICHELLE VELEZ STEWART
Notary Public - State of Florida
Commission # HH 110277
My Comm. Expires Mar 29, 2025
Bonded through National Notary Assn.

My Commission Expires: March 29, 2025

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

PROPOSERS QUALIFICATION FORM LIST MAJOR WORK

PRESENTLY UNDER CONTRACT:

% Completed	Project	Contract Amount
75%	Matanzas High School Addition Palm Coast, FL	$ 700,000
100%	Art 2 Development Orlando, FL	$ 323,000
70%	Back To Nature Wildlife Reserve Orlando, FL	$ 422,958.82

LIST CURRENT PROJECTS ON WHICH YOUR FIRM IS THE CANDIDATE FOR AWARD:

Daytona GSA Building, Daytona Bch, FL
Lake County Fire Station #71

OTHER INFORMATION ABOUT PROJECTS:

Have you, at any time, failed to complete a project? ☐ Yes ☑ No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?
☐ Yes ☑ No

If the answer to either question is yes, submit details on separate sheet. List all lawsuits that have been filed by or against your firm in the last five (5) years:

N/A

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

FEES:

List total fees for work done on all City projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Fees must be listed individually by contract or project and then summarized as a total dollar amount.** Attach additional page if necessary.

$ 479,047.75 **Total Fees for work done on all City projects**

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

City Projects 2019 - Present

Date	Type	No.	Customer / Project	Memo	Amount	Status
01/25/2024	Invoice	357	City of Holly Hill	**Cavanah Testing**	2,880.00	paid
01/08/2024	Invoice	356	City of Holly Hill	**425 Riverside drive**	4,385.62	paid
12/22/2023	Invoice	350	City of Holly Hill	**Sample Point Repair**	19,296.00	paid
12/18/2023	Invoice	349	City of Holly Hill	**734 Riverside Drive**	3,900.00	paid
12/18/2023	Invoice	347	City of Holly Hill	**734 Riverside Drive**	3,750.00	paid
11/13/2023	Invoice	330	City of Holly Hill	**10th & Alta**	14,100.00	paid
11/06/2023	Invoice	329	City of Holly Hill	**6th & Center Linestop**	15,847.66	paid
10/16/2023	Invoice	327	City of Holly Hill	**401 Elsie Ave**	5,300.00	paid
10/04/2023	Invoice	319	City of Holly Hill	**Emergency 6" AC Repair**	5,400.00	paid
10/04/2023	Invoice	318	City of Holly Hill	**Emergency 8" GV**	10,156.54	paid
09/15/2023	Invoice	315	City of Holly Hill	**Emergency 1146 Riverside Drive**	31,151.56	paid
08/22/2023	Invoice	313	City of Holly Hill	**Emergency Repair**	9,842.83	paid
08/22/2023	Invoice	312	City of Holly Hill	**Emergency Repair**	7,749.51	paid
08/17/2023	Invoice	289	City of Holly Hill	**Corporation & Card Drainage Repair**	24,919.14	paid
08/02/2023	Invoice	309	City of Holly Hill	**Daytona & 2nd St**	6,179.50	paid
08/01/2023	Invoice	282	City of Holly Hill	**Emergency Repair**	7,749.51	paid
07/21/2023	Invoice	288	City of Holly Hill	**2nd & burleigh**	4,500.00	paid
07/21/2023	Invoice	287	City of Holly Hill	**5th & burleigh**	4,500.00	paid
07/21/2023	Invoice	275	City of Holly Hill	**Flomich & Mobile Ave**	24,897.60	paid
07/11/2023	Invoice	298	City of Holly Hill	**15 & Moravia**	9,976.95	paid
07/03/2023	Invoice	271	City of Holly Hill	**Riverside & Robar Gravity SS**	9,105.63	paid
06/23/2023	Invoice	269	City of Holly Hill	**Well 15 Leak**	12,313.51	paid
06/06/2023	Invoice	267	City of Holly Hill	**Riverside & Harter Lateral Repair**	4,800.00	paid
05/18/2023	Invoice	266	City of Holly Hill	**LPGA & Center FM Repair**	15,694.99	paid
05/03/2023	Invoice	258	City of Holly Hill	**1112 Riverside Drive**	17,929.72	paid
04/10/2023	Invoice	253	City of Holly Hill	**1735 State Ave SS Repair**	14,450.85	paid
04/03/2023	Invoice	245	City of Holly Hill	**15th & Moravia**	9,976.95	paid

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

04/01/2023	Invoice	300	City of Holly Hill	**WWTP Reclaim Repair**	3,350.00 paid
03/21/2023	Invoice	251	City of Holly Hill	**Emergency 1029 Alabama**	3,350.00 paid
03/16/2023	Invoice	247	City of Holly Hill	**1625 Birmingham Ave**	27,611.75 paid
02/21/2023	Invoice	233	City of Holly Hill	**Install/Emergency Repair**	13,397.93 paid
01/30/2023	Invoice	227	City of Holly Hill	**Emergency Repair**	15,839.00 paid
01/27/2023	Invoice	223	City of Holly Hill	**Emergency Repair**	8,078.00 paid
01/26/2023	Invoice	249	City of Holly Hill	**914 Flomich Emer SS**	6,375.00 paid
11/28/2022	Invoice	212	City of Holly Hill	**25 Sample Points**	18,183.80 paid
11/14/2022	Invoice	209	City of Holly Hill	**2x6" Tap**	3,550.00 paid
11/03/2022	Invoice	208	City of Holly Hill	**30" CMP Replacement**	8,740.00 paid
08/31/2022	Invoice	193	City of Holly Hill	**12" DIP Spot Repair**	8,215.00 paid
05/12/2022	Invoice	152	City of Holly Hill	**Kabana Apart. 2" Water Svc Repair**	8,967.33 paid
04/25/2022	Invoice	153	City of Holly Hill	**Sewer Repair w/Patch**	7,625.00 paid
04/04/2022	Invoice	148	City of Holly Hill	**LPGA Water Line Repair**	2,700.00 paid
03/17/2022	Invoice	146	City of Holly Hill	**LS#21 Wetwell Repair**	4,900.00 paid
01/13/2022	Invoice	126	City of Holly Hill	**Emergency SS Repair**	24,120.87 paid
08/25/2021	Invoice	83	City of Holly Hill	**8" Clay Pipe Repair**	8,300.00 paid
07/23/2021	Invoice	71	City of Holly Hill	**Emergency FM Repair**	4,990.00 paid
					479,047.75

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

REFERENCES:
Bank(s) Maintaining Account(s): Space Coast Credit Union; South State Bank

Surety/Underwriter: (if required) Nielson, Wojtowicz, Ney : Associates
1000 Central Avenue, Suite 200 St. Petersburg, FL 33705
(727) 209-1803 ext. 1809 Attn: Stephanie Watt

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

☐ Corporation/Years in Business:_____. If firm is a corporation, please list state in which it is incorporated: _____. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida.
☐ Partnership/Years in Business: _____
☐ Sole Proprietorship/Years in Business: _____
☑ Other: Please list: PLLC 8 yrs

Pursuant to information for prospective Proposers for the above-mentioned proposed project, the undersigned is submitting the information as required with the understanding that it is only to assist in determining the proposals of the organization to perform the type and magnitude of work intended, and further, guarantee the truth and accuracy of all statements herein made. We will accept your determination of proposals without prejudice.

994 Derbyshire Road, Daytona Beach, FL 32117 [signature]
Company Address City, State Zip code Authorized Signature

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

DECLARATION STATEMENT

City of Holly Hill 1065
Ridgewood Ave. Holly Hill,
FL 32117

RE: RFP NO. 24-PW-02 "Utility Infrastructure & Restoration Services"

Dear Mayor and Commission Members:

The undersigned, as Proposer (herein used in the masculine, singular, irrespective of actual gender and number) declares that he is the only person interested in this Proposal or in the contract to which this Proposal pertains, and that this Proposal is made without connection or arrangement with any other person and this Proposal is in every respect fair and made in good faith, without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the Instructions to Proposers issued prior to the opening of Proposals, and that he has satisfied himself fully relative to all matters and conditions with respect to the general condition of the contract to which the Proposal pertains.

The Proposer puts forth and agrees to commence negotiations, in accordance with the Federal 40 USC Title 1101-1104 (Brooks Act) and F.S. 287.055(5), and execute an appropriate City document for the purpose of establishing a formal contractual relationship between him, and the City for the performance of all requirements to which the Proposal pertains. The Proposer states that the Proposal is based upon the Proposal documents listed in **RFP #24-PW-02.**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 21st day of February, 2024 in the City of Holly Hill, in the State of FL.

Black Sands Development Group
Company

994 Derbyshire Road
Address

Authorized Signature

Daytona Beach, FL 32117
City, State, Zip Code

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

INSURANCE REQUIREMENTS

INSURANCE TYPE	**REQUIRED LIMITS**
☒ 1. Worker's Compensation Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.	Statutory Limits of Florida
☒ 2. Commercial General Liability (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements. occurrence	Bodily Injury & Property Damage **$1,000,000** single limit per

☒ 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Holly Hill, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of the City of Holly Hill.

☒ 4. Automobile Liability Owned/Non-owned/Hired Automobile Included	$ **500,000** Each Occurrence
☒ 5. Other Insurance as indicated below: Errors and Omissions or Professional Malpractice Coverage	$ 1,000,000 Per Occurrence

6. ☐ Aircraft Liability $1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.

☒ 7. Contractor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Contractor shall provide City with certificates of insurance meeting the required insurance provisions.

☒ 8. The City of Holly Hill must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

INSURANCE REQUIREMENTS
(Continued)

☒ 9. The City of Holly Hill shall be named as the Certificate Holder. NOTE--The "Certificate Holder" should read as follows:

City of Holly Hill 1065 Ridgewood Ave. Holly Hill, Florida

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

☒ 10. **Thirty (30) Days Cancellation Notice** required.

☒ 11. The Certificate must state the **RFP** Number and Utility Infrastructure & Restoration Services

==========

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFP**.

Black Sands Development Group
Company

994 Derbyshire Road
Address

Allison Worsham
Authorized Signature

Daytona Beach, FL 32117
City, State, Zip Code

Allison R. Worsham, Operations Director
Printed Name & Title

(386)944-9351
Telephone No.

Blacksandsdg@outlook.com
Email

Fax No.

Brown & Brown 300 N. Beach St. Daytona Beach, FL 32114
Insurance Agency

Sean Kramer, Producer
Signature of Proposer's Agent (386)295-7681
sean.kramer@bbrown.com

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statues, as stated above?

☑ **Yes**
☐ **No**

Black Sands Development Group
Company

994 Derbyshire Road
Address

Authorized Signature

Daytona Beach, FL 32117
City, State, Zip Code

Allison R Worsham, Operations Dir.
Printed Name & Title

(386)944-9351
Telephone No.

Blacksandsdg@outlook.com
Email

Fax No.

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

State of Florida

County of Volusia

Allison R Worsham, being first duly sworn, deposes and says that:

He/she is Operations Director of Black Sands Development Group, Proposer that has submitted the attached Qualification;

He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Qualification or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF HOLLY HILL.

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

Black Sands Development Group
Company

994 Derbyshire Road
Address

Allison R Worsham
Authorized Signature

Daytona Beach, FL 32117
City, State, Zip Code

Allison R Worsham, Operations Director
Printed Name & Title

(386) 944-9351
Telephone No.

Blacksandsdg@outlook.com
Email

Fax No.

Subscribed and sworn to before me this 13th day of Feb., 2024.

State of Florida
County of Volusia

Michelle Velez Stewart
Michelle Velez Stewart
Title

MICHELLE VELEZ STEWART
Notary Public - State of Florida
Commission # HH 110277
My Comm. Expires Mar 29, 2025
Bonded through National Notary Assn.

My Commission Expires: March 29, 2025

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

ACKNOWLEDGEMENTS
RFP #24-PW-02 Utility Infrastructure & Restoration Services

To: City of Holly Hill
1065 Ridgewood Ave Holly Hill,
FL 32117

From : Insert Information
"Contractor"

The Contractor agrees to provide Utility Infrastructure & Restoration Services as defined in this Request for Proposals document and in accordance with the requirements of the specifications and related work authorizations/contract documents.

The undersigned Contractor has carefully examined the RFP requirements and related contract documents and is familiar with the nature and extent of the work and any local conditions that may in any manner affect the work to be done.

The undersigned agrees to provide the Utility Infrastructure & Restoration Services called for by the RFP documents, in the manner prescribed therein and to the standards of quality and performance established by the City for the quality of service quoted.

The undersigned agrees to the right of the City to hold the Request for Proposals submittals and guarantees the future related proposals for a period not to exceed one hundred eighty (180) days from the effective date of the contract term.

The undersigned accepts the invoicing and payment policies specified in the RFP.

Upon award of this RFP, the City and Contractor each binds himself, itself, or herself, its partners, successors, assigns, and legal representatives to the other party hereto in respect to all covenants, agreements, and obligations contained in the RFP Documents.

The RFP Document constitutes the entire agreement between City and Contractor and may only be altered, amended, or repealed by a Change Order or a written amendment.

The Contractor, by signing these RFP Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFP Document.

Contractor shall guarantee the Utility Infrastructure & Restoration Services within n/a **calendar days from receipt of Purchase Order or Work Authorization / Notice to Proceed.**

Dated this 27th **day of** February **,** 2024
(Month) **(Year)**

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

INDIVIDUAL, FIRM, CORPORATION, LIMITED LIABILITY, PARTNERSHIP, OR OTHER FORM OF ENTITY

By: _____ / Operations Director
Allison R Worsham **(Signature)**
Black Sands Development Group **(Print name)**

Address: 994 Derbyshire Road
Daytona Beach, FL 32117

Telephone: (386-944-9351) _____ **Fax:** (____) _____

Taxpayer Identification Number (TIN): 47-2981041

CORPORATION

By: _____
_____ / _____
(Signature) **(Print name)**

Address: _____

_____

_____

Telephone: (_____) _____ **Fax:** (____) _____

Taxpayer Identification Number (TIN/EIN): _____

State Under Which Corporation Was Chartered:

_____

Corporate President: _____
(Print Name)

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)
CORPORATE SEAL

Attest By: _____

_____
Secretary

Signature:_____ **Date:** _____

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or ten (10) days after opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the CITY.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the CITY in a separate envelope marked accordingly.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Valerie Manning, City Clerk
386-248-9441 vmanning@hollyhillfl.org 1065 Ridgewood Ave Holly Hill, FL 32117

A provision that requires the contractor to comply with public records laws, specifically to:
Keep and maintain public records required by the public agency to perform the service.
Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

By submitting a response to this solicitation, the company agrees to defend the CITY in the event we are forced to litigate the public records status of the company's documents.

Company Name: Black Sands Development Group

Authorized representative (printed): Allison R Worsham

Authorized representative (signature): Allison R Worsham

Project Number: **RFP 24-PW-02** Date: 2-07-2024

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

REFERENCES FORM

Provide the business names, contact persons and telephone numbers of four (4) references for which the firm has provided services described in this Qualification for three (3) years or more within the last five (5) years. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

Name of Company: Paul Culver Construction, Inc.
Address: 201 Osceola Ave Daytona Beach, FL 32114 Point of Contact: Kevin B. Flynn
Phone #: (386)763-4190 Email address: pm@paulculverconstruction.c
Service(s) Provided: Installation of new storm, sewer, water and fire line utility systems. FDOT erosion control monitoring/repair

Dates of Service: 2019-Present

Name of Company: WLM Contracting, Inc.
Address: 3018 Cherokee St. NW Kennesaw, GA 30144 Point of Contact: Wes Mitcham
Phone #: (678)903-3885 ext. 180 Email address: wes@wlmcontracting.com
Service(s) Provided: Installation of new storm, sewer, water and fire line utility systems. Some small repairs.

Dates of Service: 2021-2024/01

Name of Company: County of Volusia
Address: 123 W Indiana Ave Deland, FL 32720 Point of Contact: Earl Farmer
Phone #: (386)804-7788 Email address: efarmer@co.volusia.fl.us
Service(s) Provided: Installation of new water main, reclaim main and associated services.

Dates of Service: 2018-2019

Name of Company: Bay to Bay Properties
Address: 201 Main Street Ste 300 Safety Harbor, FL 34695 Point of Contact: Jeremy Morash
Phone #: (727) 483-9512 Email address: jmorash@baytobayproperties.c
Service(s) Provided: Complete site clearing - installed new liftstation, sewer, water, fire line and drainage. Included site stabilization & building Erosion Control/FDOT inspecting & monitoring.
Dates of Service: 01-2022 to 12-2023

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

THIS SWORN STATEMENT IS SUBMITTED TO City of Holly Hill
by Allison R Worsham, Operations Director
(Print Individual's Name and Title)
for RFP# 24-PW-02 For Utility Infrastructure & Site Restoration Services Task Orders
(Print Name of Entity Submitting Sworn Statement)
whose business is Black Sands Development Group

and (if applicable) its Federal Employer Identification Number (FEIN) is 47-2981041
I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

A predecessor or successor of a person convicted of a public entity crime; or

An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

__X__ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

State of Florida
County of Volusia

(Signature)

Sworn and subscribed before me this 13th day of February, 2024.

Personally known Allison Worsham

Michelle Velez Stewart
(Notary)

OR produced identification _____

Notary Public State of Florida

My commission expires: March 29, 2025
(Type of Identification)

MICHELLE VELEZ STEWART
Notary Public - State of Florida
Commission # HH 110277
My Comm. Expires Mar 29, 2025
Bonded through National Notary Assn.

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

VENDOR INFORMATION

Vendor is:
( ) Corporation
( ) Partnership
( ) Sole Proprietorship
(✓) Other PLLC (Professional Limited Liability Company) (Explain)

Federal Employer Identification Number: 47-2981041

Firm Name: Black Sands Development Group, PLLC

Mailing Address: 994 Derbyshire Road
Daytona Beach, FL 32117

Telephone No.: (386)944-9351 Fax No.: _____

Email Address: Blacksandsdg@outlook.com Web Address: www.Blacksandsdg.com

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

_____

_____

Submitted by: _____

Name & Title Printed: Allison R Worsham, Operations Director

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

Affidavit of E-Verify Requirements Compliance

RFP 24-PW-02 Utility Infrastructure & Restoration Services

The Consultant/Contractor agrees to comply with Section 448.093, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.093, Florida Statutes.

1. The Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the Agreement term.

2. That the Consultant/Contractor understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subconsultant/subcontractors performing work under this Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of this Agreement for which the City may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, the Consultant/Contractor shall be liable to the City for any costs incurred by the City as a result of the Consultant's/Contractor's breach.

Consultant/Contractor shall execute and return the Affidavit of E-Verify Requirements Compliance to City. IN WITNESS WHEREOF, the parties have made and executed this Agreement for the purposes stated above.

Black Sands Development Group, PLLC
994 Derbyshire Road
Daytona Beach, FL 32117

Consultant/Contractor Name and Address

Signature

Allison R Worsham, Operations Director

Name and Title

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

ITEMIZED BID WORKSHEET FORM

RFP # 24-PW-02 For UTILITY INFRASTRUCTURE & SITE RESTORATION SERVICES TASK ORDERS

Bidder to complete Maximum Unit Price Item prices.
Future TBA Task orders will be issued based actual "Quanity" and "Unit Price Item" costs for each project and restoration services as funded by City the budget.

Line Item Pricing to Develop Project & Restoration Task Orders
Note: If not bidding on an item, indicate "No Bid" in Unit Price cell.
Note: If no cost for item, indicate $0.00 or "N/C" (no charge) in Unit Price cell.
Note: Unit Prices are "Maximum Unit Prices" for the term of the contract. Units price may be less but not more based on Work Order Assignments which includes subcontractor items such as directional drilling and dewatering services.
(Contractors are encouraged to subcontract specialty services not performed in-house to complete unit pricing.)

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
1.00 Mobilization, Traffic Control and Project Documentation					
1.01	Mobilization/Demobilization (Not exceed 10% of task order)	%	1	Max. Bid =__10___	0.1
1.02	Maintenance of Traffic (Not to exceed 5% of task order)	%	1	Max. Bid =__5___ %	0.05
1.03	Arrow Board / Advance Warning Flashing	ED	1	$ 65.00	$ 65.00
1.04	Portable Changeable Message Sign, Temp.	ED	1	$ 75.00	$ 75.00
1.05	Pre Construction Video of Work Area	EA	1	$ 1,200.00	$ 1,200.00
1.06	Utility System Record Drawings	EA	1	$ 3,700.00	$ 3,700.00
1.07	FDEP Partial and Final Clearance Testing/Certifications	EA	1	$ 2,500.00	$ 2,500.00
1.08	FDEP Final Clearance Testing/Certifications	EA	1	$ 3,000.00	$ 3,000.00
1.09	Utility Survey and Layout Staking	EA	1	$ 6,800.00	$ 6,800.00
1.10	FI/Federal Funding Req. (Not exceed 5% of task order)	%	1	Max Bid = 5 %	$ 0.05
				Subtotal-Section 1	**$ 17,340.20**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
2.00 General Site Work and Site Protection					
2.01	Sediment Barrier (Silt Fence)	LF	1	$ 5.25	$ 5.25
2.02	Inlet Protection System	EA	1	$ 365.00	$ 365.00
2.03	Clearing and Grubbing	SY	1	$ 15.00	$ 15.00
2.04	Removal of Existing Structure	SF	1	$ 150.00	$ 150.00
2.05	Removal of Existing Concrete Pavement	SY	1	$ 13.00	$ 13.00
2.06	Regular Excavation	CY	1	$ 35.00	$ 35.00
2.07	Borrow Excavation, Truck Measure	CY	1	$ 30.00	$ 30.00
2.08	Embankment	CY	1	$ 30.00	$ 30.00
2.09	Excavation for Structures	CY	1	$ 30.00	$ 30.00
				Subtotal-Section 2	**$ 673.25**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
3.00 Water Main Potable/Reclaimed (Including fittings, pipe, materials and restoration)					
3.01	Utility Pipe, F&I, Water Main, 2" PVC DR18	LF	1	$ 25.00	$ 25.00
3.02	Utility Pipe, F&I, Water Main, 4" PVC DR18	LF	1	$ 27.00	$ 27.00
3.03	Utility Pipe, F&I, Water Main, 6" PVC DR18	LF	1	$ 35.00	$ 35.00
3.04	Utility Pipe, F&I, Water Main, 8" PVC DR18	LF	1	$ 44.00	$ 44.00
3.05	Utility Pipe, F&I, Water Main, 10" PVC DR18	LF	1	$ 53.00	$ 53.00
3.06	Utility Pipe, F&I, Water Main, 12" PVC DR18	LF	1	$ 59.00	$ 59.00
3.07	Utility Pipe, F&I, Water Main, 16" PVC DR18	LF	1	$ 63.00	$ 63.00
3.08	Utility Pipe, F&I, Water Main, 18" PVC DR18	LF	1	$ 70.00	$ 70.00

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

3.09	Utility Pipe, F&I, Water Main, 20" PVC DR18	LF	1	$ 75.00	$ 75.00
3.10	Utility Pipe, F&I, Water Main 2" Directional Drill HDD/HDPE	LF	1	$ 82.81	$ 82.81
3.11	Utility Pipe, F&I, Water Main 4" Directional Drill HDD/HDPE	LF	1	$ 100.31	$ 100.31
3.12	Utility Pipe, F&I, Water Main 6" Directional Drill HDD/HDPE	LF	1	$ 115.99	$ 115.99
3.13	Utility Pipe, F&I, Water Main 8" Directional Drill HDD/HDPE	LF	1	$ 133.89	$ 133.89
3.14	Utility Pipe, F&I, Water Main 10" Directional Drill HDD/HDPE	LF	1	$ 158.75	$ 158.75
3.15	Utility Pipe, F&I, Water Main 12" Directional Drill HDD/HDPE	LF	1	$ 195.14	$ 195.14
3.16	Utility Pipe, Water Main, Remove/Dispose, Galv. 0"-1.9"	LF	1	$ 15.00	$ 15.00
3.17	Utility Pipe, Water Main, Remove/Dispose, 2"	LF	1	$ 17.00	$ 17.00
3.18	Utility Pipe, Water Main, Remove/Dispose, 4"	LF	1	$ 18.00	$ 18.00
3.19	Utility Pipe, Water Main, Remove/Dispose, 6"	LF	1	$ 20.00	$ 20.00
3.20	Utility Pipe, Water Main, Remove/Dispose, 8"	LF	1	$ 20.00	$ 20.00
3.21	Utility Pipe, Water Main, Remove/Dispose, 10"	LF	1	$ 22.00	$ 22.00
3.22	Utility Pipe, Water Main, Remove/Dispose, 12"	LF	1	$ 25.00	$ 25.00
3.23	Utility Pipe, Water Main, Plug & Out of Service, 0"-1.9"	LF	1	$ 14.00	$ 14.00
3.24	Utility Pipe, Water Main, Plug & Out of Service, 2"	LF	1	$ 15.00	$ 15.00
3.25	Utility Pipe, Water Main, Plug & Out of Service, 4"	LF	1	$ 16.00	$ 16.00
3.26	Utility Pipe, Water Main, Plug & Out of Service, 6"	LF	1	$ 18.00	$ 18.00
3.27	Utility Pipe, Water Main, Plug & Out of Service, 8"	LF	1	$ 20.00	$ 20.00
3.28	Utility Pipe, Water Main, Plug & Out of Service, 10"	LF	1	$ 20.00	$ 20.00
3.29	Utility Pipe, Water Main, Plug & Out of Service, 12"	LF	1	$ 22.00	$ 22.00
				Subtotal-Section 3	**$ 1,499.89**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
4.00 Dewatering Equipment not otherwise specified under installation line items					
4.01	Quiet dewatering system (minimum 200 foot with well points for up t	LS	1	$ 10,600.00	$ 10,600.00
4.02	Driveway Crossings (28 Days each) priced per LF	LF	1	$ 21.00	$ 21.00
4.03	Additional Well Points	EA	1	$ 55.00	$ 55.00
4.04	Additional Header pipe	LF	1	$ 7.75	$ 7.75
4.05	Sand for well per load (up to 400 foot of well points)	EA	1	$ 265.00	$ 265.00
				Subtotal-Section 4	**$ 10,948.75**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
5.00 Utility - Water Services (Including fittings, pipe, materials and restoration)					
5.01	Utility Fixture, F&I, Water, Meter and Meter Box on 0"-1.9" WM	EA	1	$ 750.00	$ 750.00
5.02	Utility Fixture, F&I, Water, Backflow Assembly on 0"-1.9" WM	EA	1	$ 850.00	$ 850.00
5.03	Utility Fixture, F&I, Water, Saddle on 0"-1.9" WM	EA	1	$ 250.00	$ 250.00
5.04	Utility Fixture, F&I, Water, Gate Valve Assembly on 0"-1.9" WM	EA	1	$ 295.00	$ 295.00
5.05	Utility Fixture, F&I, Water, Meter and Meter Box on 2" WM	EA	1	$ 850.00	$ 850.00
5.06	Utility Fixture, F&I, Water, Saddle on 2" WM	EA	1	$ 275.00	$ 275.00
5.07	Utility Fixture, F&I, Water, Gate Valve Assembly on 2" WM	EA	1	$ 365.00	$ 365.00
5.08	Utility Fixture, F&I, Water, Line Stop Assembly on 2" WM	EA	1	$ 4,850.00	$ 4,850.00
5.09	Utility Fixture, F&I, Water, Mech Joint Restraint on 2" WM	EA	1	$ 125.00	$ 125.00
5.10	Utility Fixture, F&I, Water, Meter and Meter Box on 4" WM	EA	1	$ 825.00	$ 825.00
5.11	Utility Fixture, F&I, Water, Saddle on 4" WM	EA	1	$ 200.00	$ 200.00
5.12	Utility Fixture, F&I, Water, Gate Valve Assembly on 4" WM	EA	1	$ 675.00	$ 675.00
5.13	Utility Fixture, F&I, Water, Line Stop Assembly on 4" WM	EA	1	$ 7,230.00	$ 7,230.00
5.14	Utility Fixture, F&I, Water, Mech Joint Restraint on 4" WM	EA	1	$ 205.00	$ 205.00
5.15	Utility Fixture, F&I, Water, Meter and Meter Box on 6" WM	EA	1	$ 825.00	$ 825.00
5.16	Utility Fixture, F&I, Water, Saddle on 6" WM	EA	1	$ 850.00	$ 850.00
5.17	Utility Fixture, F&I, Water, Gate Valve Assembly on 6" WM	EA	1	$ 2,250.00	$ 2,250.00

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

5.18	Utility Fixture, F&I, Water, Line Stop Assembly on 6" WM	EA	1	$ 8,240.00	$ 8,240.00
5.19	Utility Fixture, F&I, Water, Mech Joint Restraint on 6" WM	EA	1	$ 250.00	$ 250.00
5.20	Utility Fixture, F&I, Water, Meter and Meter Box on 8" WM	EA	1	$ 925.00	$ 925.00
5.21	Utility Fixture, F&I, Water, Saddle on 8" WM	EA	1	$ 1,005.00	$ 1,005.00
5.22	Utility Fixture, F&I, Water, Gate Valve Assembly on 8" WM	EA	1	$ 2,400.00	$ 2,400.00
5.23	Utility Fixture, F&I, Water, Line Stop Assembly on 8" WM	EA	1	$ 9,405.00	$ 9,405.00
5.24	Utility Fixture, F&I, Water, Mech Joint Restraint on 8" WM	EA	1	$ 375.00	$ 375.00
5.25	Utility Fixture, F&I, Water, Meter and Meter Box on 10" WM	EA	1	$ 925.00	$ 925.00
5.26	Utility Fixture, F&I, Water, Saddle on 10" WM	EA	1	$ 1,150.00	$ 1,150.00
5.27	Utility Fixture, F&I, Water, Gate Valve Assembly on 10" WM	EA	1	$ 3,250.00	$ 3,250.00
5.28	Utility Fixture, F&I, Water, Line Stop Assembly on 10" WM	EA	1	$ 10,280.00	$ 10,280.00
5.29	Utility Fixture, F&I, Water, Mech Joint Restraint on 10" WM	EA	1	$ 525.00	$ 525.00
5.30	Utility Fixture, F&I, Water, Meter and Meter Box on 12" WM	EA	1	$ 1,025.00	$ 1,025.00
5.31	Utility Fixture, F&I, Water, Saddle on 12" WM	EA	1	$ 1,250.00	$ 1,250.00
5.32	Utility Fixture, F&I, Water, Gate Valve Assembly on 12" WM	EA	1	$ 3,950.00	$ 3,950.00
5.33	Utility Fixture, F&I, Water, Line Stop Assembly on 12" WM	EA	1	$ 10,745.00	$ 10,745.00
5.34	Utility Fixture, F&I, Water, Mech Joint Restraint on 12" WM	EA	1	$ 3,500.00	$ 3,500.00
5.35	Utility Fixture, F&I, 1" Single Short Water Service on 0"-2"	EA	1	$ 750.00	$ 750.00
5.36	Utility Fixture, F&I, 1" Single Long Water Service on 0"-2"	EA	1	$ 2,000.00	$ 2,000.00
5.37	Utility Fixture, F&I, 1.5" Double Short Water Service on 0"-2"	EA	1	$ 800.00	$ 800.00
5.38	Utility Fixture, F&I, 1.5" Double Long Water Service on 0"-2"	EA	1	$ 2,200.00	$ 2,200.00
5.43	Utility Fixture, F&I, 1" Single Short Water Service on 4"	EA	1	$ 775.00	$ 775.00
5.44	Utility Fixture, F&I, 1" Single Long Water Service on 4"	EA	1	$ 2,050.00	$ 2,050.00
5.45	Utility Fixture, F&I, 1.5" Double Short Water Service on 4"	EA	1	$ 825.00	$ 825.00
5.46	Utility Fixture, F&I, 1.5" Double Long Water Service on 4"	EA	1	$ 2,225.00	$ 2,225.00
5.47	Utility Fixture, F&I, 1" Single Short Water Service on 6"	EA	1	$ 800.00	$ 800.00
5.48	Utility Fixture, F&I, 1" Single Long Water Service on 6"	EA	1	$ 2,050.00	$ 2,050.00
5.49	Utility Fixture, F&I, 1.5" Double Short Water Service on 6"	EA	1	$ 850.00	$ 850.00
5.50	Utility Fixture, F&I, 1.5" Double Long Water Service on 6"	EA	1	$ 2,250.00	$ 2,250.00
5.51	Utility Fixture, F&I, 1" Single Short Water Service on 8"	EA	1	$ 800.00	$ 800.00
5.52	Utility Fixture, F&I, 1" Single Long Water Service on 8"	EA	1	$ 2,100.00	$ 2,100.00
5.53	Utility Fixture, F&I, 1.5" Double Short Water Service on 8"	EA	1	$ 900.00	$ 900.00
5.54	Utility Fixture, F&I, 1.5" Double Long Water Service on 8"	EA	1	$ 2,300.00	$ 2,300.00
5.55	Utility Fixture, F&I, 1" Single Short Water Service on 10"	EA	1	$ 950.00	$ 950.00
5.56	Utility Fixture, F&I, 1" Single Long Water Service on 10"	EA	1	$ 2,400.00	$ 2,400.00
5.57	Utility Fixture, F&I, 1.5" Double Short Water Service on 10"	EA	1	$ 1,000.00	$ 1,000.00
5.58	Utility Fixture, F&I, 1.5" Double Long Water Service on 10"	EA	1	$ 2,600.00	$ 2,600.00
5.59	Utility Fixture, F&I, 1" Single Short Water Service on 12"	EA	1	$ 1,100.00	$ 1,100.00
5.60	Utility Fixture, F&I, 1" Single Long Water Service on 12"	EA	1	$ 2,500.00	$ 2,500.00
5.61	Utility Fixture, F&I, 1.5" Double Short Water Service on 12"	EA	1	$ 1,200.00	$ 1,200.00
5.62	Utility Fixture, F&I, 1.5" Double Long Water Service on 12"	EA	1	$ 2,600.00	$ 2,600.00
5.63	Utility Fixture, F&I, Single Meter Box	EA	1	$ 350.00	$ 350.00
5.64	Utility Fixture, F&I, Double Meter Box	EA	1	$ 500.00	$ 500.00
				Subtotal-Section 5	**$ 119,745.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
6.00 Fire Hydrants					
6.01	Fire Hydrant Assembly, Stnd 3 Way, F&I, 6"	EA	1	$ 7,800.00	$ 7,800.00
6.02	Fire Hydrant, Adjust & Modify	EA	1	$ 3,700.00	$ 3,700.00
6.03	Fire Hydrant Relocate	EA	1	$ 3,700.00	$ 3,700.00
6.04	Fire Hydrant Remove	EA	1	$ 2,600.00	$ 2,600.00
6.05	FH Assembly Connection Fitting - 6"x6"x6" MJ Tee - FH to Main	EA	1	$ 1,030.00	$ 1,030.00

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

6.06	FH Assembly Connection Fitting - 8"x8"x6" MJ Tee - FH to Main	EA	1	$	1,270.00	$	1,270.00
6.07	FH Assembly Connection Fitting-10"x10"x6" MJ Tee-FH to Main	EA	1	$	1,790.00	$	1,790.00
6.08	FH Assembly Connection Fitting-12"x12"x6" MJ Tee-FH to Main	EA	1	$	2,037.50	$	2,037.50
6.09	FH Assembly Connection Fitting - 6" MJ 90° Elbow - FH to Main	EA	1	$	695.00	$	695.00
6.10	FH Assembly Connection Fitting - 8" MJ 90° Elbow - FH to Main	EA	1	$	970.00	$	970.00
6.11	FH Assembly Connection Fitting-10" MJ 90° Elbow - FH to Main	EA	1	$	1,607.50	$	1,607.50
6.12	FH Assembly Connection Fitting-12" MJ 90° Elbow - FH to Main	EA	1	$	1,917.50	$	1,917.50
				Subtotal-Section 6		**$**	**29,117.50**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
7.00	**Utility - Sewer Service (Including fittings, pipe, materials and restoration)**				
7.01	Utility Pipe, F&I, Sewer, 2" PVC DR18	LF	1	$ 200.00	$ 200.00
7.02	Utility Pipe, F&I, Sewer, 4" PVC DR18	LF	1	$ 220.00	$ 220.00
7.03	Utility Pipe, F&I, Sewer, 6" PVC DR18	LF	1	$ 230.00	$ 230.00
7.04	Utility Pipe, F&I, Sewer, 8" PVC DR18	LF	1	$ 235.00	$ 235.00
7.05	Utility Pipe, F&I, Sewer, 10" PVC DR18	LF	1	$ 240.00	$ 240.00
7.06	Utility Pipe, F&I, Sewer, 12" PVC DR18	LF	1	$ 260.00	$ 260.00
7.07	Utility Pipe, Sewer, Remove/Dispose, 4"	LF	1	$ 20.00	$ 20.00
7.08	Utility Pipe, Sewer, Remove/Dispose, 6"	LF	1	$ 22.00	$ 22.00
7.09	Utility Pipe, Sewer, Remove/Dispose, 8"	LF	1	$ 24.00	$ 24.00
7.10	Utility Pipe, Sewer, Remove/Dispose, 10"	LF	1	$ 28.00	$ 28.00
7.11	Utility Pipe, Sewer, Remove/Dispose, 12"	LF	1	$ 28.00	$ 28.00
7.12	Utility Fixture, F&I, 6" Single Short Sewer Service on 6"	EA	1	$ 2,400.00	$ 2,400.00
7.13	Utility Fixture, F&I, 6" Single Long Sewer Service on 6"	EA	1	$ 6,800.00	$ 6,800.00
7.14	Utility Fixture, F&I, 6" Single Short Sewer Service on 8"	EA	1	$ 2,500.00	$ 2,500.00
7.15	Utility Fixture, F&I, 6" Single Long Sewer Service on 8"	EA	1	$ 7,000.00	$ 7,000.00
7.16	Utility Fixture, F&I, 6" Single Short Sewer Service on 10"	EA	1	$ 2,850.00	$ 2,850.00
7.17	Utility Fixture, F&I, 6" Single Long Sewer Service on 10"	EA	1	$ 7,200.00	$ 7,200.00
7.18	Utility Fixture, F&I, 6" Single Short Sewer Service on 12"	EA	1	$ 2,950.00	$ 2,950.00
7.19	Utility Fixture, F&I, 6" Single Long Sewer Service on 12"	EA	1	$ 7,500.00	$ 7,500.00
7.20	Utility Fixture, F&I, 6" Cleanout Sewer on 6"	EA	1	$ 720.00	$ 720.00
7.21	Utility Fixture, F&I, 6" Cleanout Sewer on 8"	EA	1	$ 780.00	$ 780.00
7.22	Utility Fixture, F&I, 6" Cleanout Sewer on 10"	EA	1	$ 850.00	$ 850.00
7.23	Utility Fixture, F&I, 6" Cleanout Sewer on 12"	EA	1	$ 925.00	$ 925.00
7.24	Sewer Manhole Complete Depth 0 to 8 foot	EA	1	$ 8,900.00	$ 8,900.00
7.25	Sewer Manhole Complete Depth 8.1 to16 foot	EA	1	$ 12,600.00	$ 12,600.00
7.26	Sewer Manhole Complete Depth 16.1 to 24 foot	EA	1	$ 14,900.00	$ 14,900.00
7.27	Connect to Sewer Manhole	EA	1	$ 3,100.00	$ 3,100.00
				Subtotal-Section 7	**$ 83,482.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
8.00	**Supplemental and Emergency Services (Hourly labor rates with appropriate equipment and tools for response as needed)**				
8.01	Mobilization for supplemental and emergency response	LS	1	$ 2,400.00	$ 2,400.00
8.02	Crew Regular (Minimum 4 HRs)	HR	1	$ 444.47	$ 444.47
8.03	Crew After-Hr Response Typically 5PM to 6AM (Min. 4 HRs)	HR	1	$ 544.52	$ 544.52
8.04	Dump Truck with Operator (Min. 4 HRs)	HR	1	$ 484.00	$ 484.00
8.05	Additional Labor (Min. 4 HRs)	HR	1	$ 385.00	$ 385.00
				Subtotal-Section 8	**$ 4,257.99**

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Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
9.00	**Concrete and Temporary Road Plat Services.**				
9.01	Sidewalk Concrete, 4" thick	SY	1	$ 54.00	$ 54.00
9.02	Sidewalk Concrete, 6" thick	SY	1	$ 72.00	$ 72.00
9.03	Driveway Apron Concrete, 6" thick	SY	1	$ 80.00	$ 80.00
9.04	Steel Vehicular Plates, Temp., F&I 8' W x 10' L x 1" thick	EA	1	$ 2,199.50	$ 2,199.50
				Subtotal-Section 10	**$ 2,405.50**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
10.00	**Roadway and Right of Way Subbase Restoration**				
10.01	Stabilization Fill (FDOT Standard)	SY	1	$ 18.00	$ 18.00
10.02	Optional Base Group 06 or 8" Lime rock (FDOT Standard)	SY	1	$ 54.00	$ 54.00
10.03	Temporary Asphalt Parching (cold or hot patch up to 2" thick)	SY	1	$ 89.00	$ 89.00
				Subtotal-Section11	**$ 161.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
11.00	**Stormwater Improvements and Restoration**				
11.01	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type1 Top, 6' OAH	EA	1	$ 7,995.11	$ 7,995.11
11.02	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type2 Top, 6' OAH	EA	1	$ 8,268.43	$ 8,268.43
11.03	Curb Inlet Complete, F&I-TypeJ, 5'Dia Rnd, Type1 Top, 6' OAH	EA	1	$ 9,694.29	$ 9,694.29
11.04	Curb Inlet Complete, F&I-Type J, 5' Dia Rnd, Type2 Top, 6'	EA	1	$ 10,151.93	$ 10,151.93
11.05	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type5 Top, 6'	EA	1	$ 7,167.14	$ 7,167.14
11.06	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type6 Top, 6'	EA	1	$ 8,013.12	$ 8,013.12
11.07	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type5 Top, 6' OAH	EA	1	$ 9,276.38	$ 9,276.38
11.08	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type6 Top, 6' OAH	EA	1	$ 9,896.62	$ 9,896.62
11.09	Ditch Bottom Inlet, F&I -Type C, 3' Square, 6' OAH	EA	1	$ 6,463.38	$ 6,463.38
11.10	Ditch Bottom Inlet, F&I -Type D, 5' Square, 6' OAH	EA	1	$ 9,536.66	$ 9,536.66
11.11	Ditch Bottom Inlet, F&I -Type E, 4' Square, 6' OAH	EA	1	$ 8,459.07	$ 8,459.07
11.12	Ditch Bottom Inlet, F&I -Type H, 4 x 7 Rectangle, 6' OAH	EA	1	$ 11,296.33	$ 11,296.33
11.13	USF 5100 Valley Gutter Inlet Frame and 6147 Grate or Equiv.	EA	1	$ 2,694.00	$ 2,694.00
11.14	Manhole Complete, F&I-TypeP, 4' Dia. Rnd, Type8 Top, 6' OAH	EA	1	$ 7,284.82	$ 7,284.82
11.15	Manhole Adjust to Grade Existing	EA	1	$ 2,850.00	$ 2,850.00
11.16	Pipe Culvert, F&I, RCP, Round, 15"	LF	1	$ 94.00	$ 94.00
11.17	Pipe Culvert, F&I, RCP, Round, 18"	LF	1	$ 117.00	$ 117.00
11.18	Pipe Culvert, F&I, RCP, Round, 24"	LF	1	$ 135.00	$ 135.00
11.19	Pipe Culvert, F&I, RCP, Round, 30"	LF	1	$ 155.00	$ 155.00
11.20	Pipe Culvert, F&I, RCP, Round, 36"	LF	1	$ 202.00	$ 202.00
11.21	Pipe Culvert, F&I, RCP, Round, 42"	LF	1	$ 259.00	$ 259.00
11.22	Pipe Culvert, F&I, RCP, Round, 48"	LF	1	$ 311.00	$ 311.00
11.23	Pipe Culvert, F&I, RCP, Round, 54"	LF	1	$ 383.00	$ 383.00
11.24	Pipe Culvert, F&I, RCP, Round, 60"	LF	1	$ 465.00	$ 465.00
11.25	Pipe Culvert, F&I, ERCP, Round, 12 x 18" (15")	LF	1	$ 89.00	$ 89.00
11.26	Pipe Culvert, F&I, ERCP, Round, 14 x 23" (18")	LF	1	$ 124.00	$ 124.00
11.27	Pipe Culvert, F&I, ERCP, Round, 19 x 30" (24")	LF	1	$ 169.00	$ 169.00
11.28	Pipe Culvert, F&I, ERCP, Round, 24 x 38" (30")	LF	1	$ 205.00	$ 205.00
11.29	Pipe Culvert, F&I, ERCP, Round, 29 x 45" (36")	LF	1	$ 272.00	$ 272.00
11.30	Pipe Culvert, F&I, ERCP, Round, 34 x 53" (42")	LF	1	$ 352.00	$ 352.00
11.31	Pipe Culvert, F&I, ERCP, Round, 38 x 60" (48")	LF	1	$ 426.00	$ 426.00

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

11.32	Pipe Culvert, F&I, ERCP, Round, 43 x 68" (54")	LF	1	$	533.50	$	533.50
11.33	Pipe Culvert, F&I, HDPE, Round, 12"	LF	1	$	35.30	$	35.30
11.34	Pipe Culvert, F&I, HDPE, Round, 15"	LF	1	$	45.69	$	45.69
11.35	Pipe Culvert, F&I, HDPE, Round, 18"	LF	1	$	57.13	$	57.13
11.34	Pipe Culvert, F&I, HDPE, Round, 24"	LF	1	$	83.35	$	83.35
11.35	Pipe Culvert, F&I, HDPE, Round, 30"	LF	1	$	110.73	$	110.73
11.36	Pipe Culvert, F&I, HDPE, Round, 36"	LF	1	$	138.00	$	138.00
11.37	Mitered End Section Complete, F&I, RCP, Round, 15" Pipe	EA	1	$	1,500.00	$	1,500.00
11.38	Mitered End Section Complete, F&I, RCP, Round, 18" Pipe	EA	1	$	1,800.00	$	1,800.00
11.39	Mitered End Section Complete, F&I, RCP, Round, 24" Pipe	EA	1	$	2,400.00	$	2,400.00
11.40	Mitered End Section Complete, F&I, RCP, Round, 30" Pipe	EA	1	$	2,900.00	$	2,900.00
				Subtotal-Section 12		**$**	**132,408.98**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
12.00	**Landscape Restoration**				
12.01	Turf Sod (installation and rolling of Bahia or St. Augustine)	SY	1	$ 6.25	$ 6.25
12.01	Irrigation System Repairs	EA	1	$ 225.00	$ 225.00
				Subtotal-Section 13	**$ 231.25**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
13.00	**Out-of-Scope Items**				
13.01	Out of Scope Item(s) includes receiving, installation and tax. The Contractor shall receive quotes for all out of scope items. Out of scope items may not exceed 10% markup. The City reserves option to owner direct purchase materials under ODP guidelines. **(The total Out of Scope item(s) may not exceed 49% of Total Work Order Assignment)**	LS	No Bid Item	TBA 10 % maximum markup	0.1

	TOTAL EXTENDED PRICE OF ALL LINE ITEMS 1.00 to 12.00 (Base Quantity = 1 for bid evaluation only)	$	**$ 402,271.41**

Unit Price and Quatity will be issued to determine future project and restoration services cost, as requested.

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

Please provide a detailed description of all costs associated with the process:

Bid prices must include all freight charges and delivery charges for any and all material delivered to the work sight. Prices to be per scope of services in bid and as outlined in Exhibit A and Exhibit B. Prices are to be annualized. Payments are to be made monthly.

THE ABOVE AMOUNTS INCLUDE SALARY COST, FRINGE BENEFITS, OVERHEAD, OPERATING MARGIN AND PROFIT, AND ALL DIRECT AND INDIRECT EXPENSES.

PLEASE INCLUDE ABOVE ANY OTHER POTENTIAL ADDITIONAL SERVICES THAT MAY BE REQUIRED AND ASSOCIATED COSTS.

Authorized Signature

994 Derbyshire Road
Address

Allison R Worsham, Operations Dir.
Printed Name & Title

Daytona Beach, FL 32117
City, State, Zip Code

Black Sands Development Group
Company

(386) 944-9351
Telephone No.

02-07-2024
Date

Blacksandsdg@outlook.com
Email Address.

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

Form **W-9**
(Rev. October 2007)
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.

Print or type See Specific Instructions on page 2.

Name (as shown on your income tax return)
Black Sands Development Group PLLC
Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☑ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ C
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)
994 Derbyshire Road

Requester's name and address (optional)

City, state, and ZIP code
Daytona Beach, FL 32117

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

or

Employer identification number
47-2981041

Part II Certification

Under penalties of perjury, I certify that:

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

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 4.

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 02-07-2024

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X Form **W-9** (Rev. 10-2007)

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

ADDENDUM NUMBER
RFP 24-PW-01
UTILITY INFRUSTRUCTURE CONSTRUCTION & RESTORATIONS SERVICES
CITY OF HOLLY HILL

To All Plan Holders:

The following changes, clarifications and additions are hereby made part of the **RFP 24-PW-01** for the above request for **UTILITY INFRUSTRUCTURE CONSTRUCTION & RESTORATIONS SERVICES** as fully and completely as if the same were fully set forth therein. All required forms (must be included in the submitted RFQ or it will be declared Non-Responsive.

GENERAL

1) **RFP 24-PW-01**
Revised Pages:
Page 2 – Added intent to replace galvanized pipe and services
Page 43 – Added Line item 1.10 for FL/Federal Fund Requirements

Line Item 1.10 has been added to the Technical Specification SECTION 1.03 J as:
Section 1.03J - **FL/FEDERAL FUNDING REQUIRMENTS – 1.10**: This is a Percentage (%) of the total work effort to meet FL/Federal funding requirements when applicable to a task order funded by the State of Florida or Federal monies for Municipal reimbursement. Requirements include but are not limited to American Iron and Steel (AIS) and Davis Bacon wages as required under a specific Task Order. This item shall reflect an increase in the total task price as an added percentage of the unit pricing for the services requested. The percentage for meeting the State and Federal funding requirements shall not exceed 5% the total tasks order of the project.

QUESTIONS AND ANSWERS

1) QUESTION: the Itemized Bid Worksheet Form attached is requesting our maximum bid price, based on today's market prices without the ability to adjust with future market conditions. Is this correct?
RESPONSE: Yes, the line items prices are "maximum" costs for approved contract year. Refer to Page 5 of the RFP which states the conditions of pricing as, "All prices quoted shall remain firm for the duration of that renewal year."

2) QUESTION: Also, the winning contractor will sign a one-year contract with the ability for renewal by the city manager for up to 4 additional 1-year terms and this is the only time pricing can adjust.
RESPONSE: Yes, the line item prices are "maximum" costs annually. Refer to Page 5 of the RFP which states, "The term of this agreement shall be for (1) one year beginning on the date the contract is

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

issued. This contract may be renewed by the City Manager for up to four (4) additional one-year periods. The City will request new pricing prior to issuance of the renewal and determine if unit prices are within reasonable construction industry standards costs. All prices quoted shall remain firm for the duration of that renewal year."

3) QUESTION: Is this truly the intent of this RFP?
RESPONSE: Yes, it is a "Request for Pricing" with vendor qualification and ability to respond considerations for award. Refer to pages 17 to 21 that describe the "Response Format."

4) QUESTION: Can I put pricing together for modular solutions for the job?
RESPONSE: No, there is no anticipated modular storage containers anticipated for this contract.

5) QUESTION: Have you selected a General Contract for the project yet?
RESPONSE: No, the project has not be awarded. Refer to page 6 that describes the anticipated Proposal Opening Date as Feb 22, 2024 at 10AM with a tentative award date of March 12, 2024.

End Addendum # 1

Attachment: Exhibit B - Black Sands Development Group Contract (2024-R-15 : Aerial Reuse Pipe Replacement)

ITEMIZED BID WORKSHEET FORM

RFP # 24-PW-02 For UTILITY INFRASTRUCTURE & SITE RESTORATION SERVICES TASK ORDERS

Bidder to complete Maximum Unit Price Item prices.
Future TBA Task orders will be issued based actual "Quanity" and "Unit Price Item" costs for each project and restoration services as funded by City the budget.

Line Item Pricing to Develop Project & Restoration Task Orders
Note: If not bidding on an item, indicate "No Bid" in Unit Price cell.
Note: If no cost for item, indicate $0.00 or "N/C" (no charge) in Unit Price cell.
Note: Unit Prices are "Maximum Unit Prices" for the term of the contract. Units price may be less but not more based on Work Order Assignments which includes subcontractor items such as directional drilling and dewatering services. (Contractors are encouraged to subcontract specialty services not performed in-house to complete unit pricing.)

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
1.00 Mobilization, Traffic Control and Project Documentation					
1.01	Mobilization/Demobilization (Not exceed 10% of task order)	%	10	Max. Bid =__10___	$9,787.65
1.02	Maintenance of Traffic (Not to exceed 5% of task order)	%	5	Max. Bid =__5___	$4,893.83
1.03	Arrow Board / Advance Warning Flashing	ED	0	$ 65.00	$0.00
1.04	Portable Changeable Message Sign, Temp.	ED	0	$ 75.00	$0.00
1.05	Pre Construction Video of Work Area	EA	1	$ 1,200.00	$1,200.00
1.06	Utility System Record Drawings	EA	1	$ 3,700.00	$3,700.00
1.07	FDEP Partial and Final Clearance Testing/Certifications	EA	1	$ 2,500.00	$2,500.00
1.08	FDEP Final Clearance Testing/Certifications	EA	1	$ 1,006.43	$1,006.43
1.09	Utility Survey and Layout Staking	EA	1	$ 6,800.00	$6,800.00
1.10	FI/Federal Funding Req. (Not exceed 5% of task order)	%	0	$ -	0
				Subtotal-Section 1	**$29,887.91**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
2.00 General Site Work and Site Protection					
2.01	Sediment Barrier (Silt Fence)	LF	700	$ 5.25	$3,675.00
2.02	Inlet Protection System	EA	2	$ 365.00	$730.00
2.03	Clearing and Grubbing	SY	0	$ 15.00	$0.00
2.04	Removal of Existing Structure	SF	0	$ 150.00	$0.00
2.05	Removal of Existing Concrete Pavement	SY	0	$ 13.00	$0.00
2.06	Regular Excavation (for DD pits)	CY	75	$ 35.00	$2,625.00
2.07	Borrow Excavation, Truck Measure	CY	0	$ 30.00	$0.00
2.08	Embankment	CY	0	$ 30.00	$0.00
2.09	Excavation for Structures	CY	0	$ 30.00	$0.00
				Subtotal-Section 2	**$7,030.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
3.00 Water Main Potable/Reclaimed (Including fittings, pipe, materials and restoration)					
3.01	Utility Pipe, F&I, Water Main, 2" PVC DR18	LF	0	$ 25.00	$0.00
3.02	Utility Pipe, F&I, Water Main, 4" PVC DR18	LF	0	$ 27.00	$0.00
3.03	Utility Pipe, F&I, Water Main, 6" PVC DR18	LF	0	$ 35.00	$0.00
3.04	Utility Pipe, F&I, Water Main, 8" PVC DR18	LF	20	$ 44.00	$880.00
3.05	Utility Pipe, F&I, Water Main, 10" PVC DR18	LF	0	$ 53.00	$0.00
3.06	Utility Pipe, F&I, Water Main, 12" PVC DR18	LF	0	$ 59.00	$0.00
3.07	Utility Pipe, F&I, Water Main, 16" PVC DR18	LF	0	$ 63.00	$0.00
3.08	Utility Pipe, F&I, Water Main, 18" PVC DR18	LF	0	$ 70.00	$0.00
3.09	Utility Pipe, F&I, Water Main, 20" PVC DR18	LF	0	$ 75.00	$0.00
3.10	Utility Pipe, F&I, Water Main 2" Directional Drill HDD/HDPE	LF	250	$ 82.81	$20,702.50

Attachment: Exhibit C - Black Sands Aerial Reuse Crossing Task Order (2024-R-15 : Aerial Reuse Pipe Replacement)

3.11	Utility Pipe, F&I, Water Main 4" Directional Drill HDD/HDPE	LF	0	$	100.31	$0.00
3.12	Utility Pipe, F&I, Water Main 6" Directional Drill HDD/HDPE	LF	0	$	115.99	$0.00
3.13	Utility Pipe, F&I, Water Main 8" Directional Drill HDD/HDPE	LF	0	$	133.89	$0.00
3.14	Utility Pipe, F&I, Water Main 10" Directional Drill HDD/HDPE	LF	250	$	158.75	$39,687.50
3.15	Utility Pipe, F&I, Water Main 12" Directional Drill HDD/HDPE	LF	0	$	195.14	$0.00
3.16	Utility Pipe, Water Main, Remove/Dispose, Galv. 0"-1.9"	LF	0	$	15.00	$0.00
3.17	Utility Pipe, Water Main, Remove/Dispose, 2"	LF	0	$	17.00	$0.00
3.18	Utility Pipe, Water Main, Remove/Dispose, 4"	LF	0	$	18.00	$0.00
3.19	Utility Pipe, Water Main, Remove/Dispose, 6"	LF	0	$	20.00	$0.00
3.20	Utility Pipe, Water Main, Remove/Dispose, 8"	LF	11	$	20.00	$220.00
3.21	Utility Pipe, Water Main, Remove/Dispose, 10"	LF	0	$	22.00	$0.00
3.22	Utility Pipe, Water Main, Remove/Dispose, 12"	LF	0	$	25.00	$0.00
3.23	Utility Pipe, Water Main, Plug & Out of Service, 0"-1.9"	LF	0	$	14.00	$0.00
3.24	Utility Pipe, Water Main, Plug & Out of Service, 2"	LF	0	$	15.00	$0.00
3.25	Utility Pipe, Water Main, Plug & Out of Service, 4"	LF	0	$	16.00	$0.00
3.26	Utility Pipe, Water Main, Plug & Out of Service, 6"	LF	0	$	18.00	$0.00
3.27	Utility Pipe, Water Main, Plug & Out of Service, 8"	LF	0	$	20.00	$0.00
3.28	Utility Pipe, Water Main, Plug & Out of Service, 10"	LF	0	$	20.00	$0.00
3.29	Utility Pipe, Water Main, Plug & Out of Service, 12"	LF	0	$	22.00	$0.00
					Subtotal-Section 3	**$61,490.00**

Pay Item	Descriptions	Unit	Qty		Maximum Unit Price $'s	Extended Price $'s for Task Order
4.00 Dewatering Equipment not otherwise specified under installation line items						
4.01	Quiet dewatering system (minimum 200 foot with well points for up	LS	1	$	10,600.00	$10,600.00
4.02	Driveway Crossings (28 Days each) priced per LF	LF	0	$	21.00	$0.00
4.03	Additional Well Points	EA	0	$	55.00	$0.00
4.04	Additional Header pipe	LF	0	$	7.75	$0.00
4.05	Sand for well per load (up to 400 foot of well points)	EA	0	$	265.00	$0.00
					Subtotal-Section 4	**$10,600.00**

Pay Item	Descriptions	Unit	Qty		Maximum Unit Price $'s	Extended Price $'s for Task Order
5.00 Utility - Water Services (Including fittings, pipe, materials and restoration)						
5.01	Utility Fixture, F&I, Water, Meter and Meter Box on 0"-1.9"	EA	0	$	750.00	$0.00
5.02	Utility Fixture, F&I, Water, Backflow Assembly on 0"-1.9" WM	EA	0	$	850.00	$0.00
5.03	Utility Fixture, F&I, Water, Saddle on 0"-1.9" WM	EA	0	$	250.00	$0.00
5.04	Utility Fixture, F&I, Water, Gate Valve Assembly on 0"-1.9"	EA	0	$	295.00	$0.00
5.05	Utility Fixture, F&I, Water, Meter and Meter Box on 2" WM	EA	0	$	850.00	$0.00
5.06	Utility Fixture, F&I, Water, Saddle on 2" WM	EA	0	$	275.00	$0.00
5.07	Utility Fixture, F&I, Water, Gate Valve Assembly on 2" WM	EA	0	$	365.00	$0.00
5.08	Utility Fixture, F&I, Water, Line Stop Assembly on 2" WM	EA	0	$	4,850.00	$0.00
5.09	Utility Fixture, F&I, Water, Mech Joint Restraint on 2" WM	EA	0	$	125.00	$0.00
5.10	Utility Fixture, F&I, Water, Meter and Meter Box on 4" WM	EA	0	$	825.00	$0.00
5.11	Utility Fixture, F&I, Water, Saddle on 4" WM	EA	0	$	200.00	$0.00
5.12	Utility Fixture, F&I, Water, Gate Valve Assembly on 4" WM	EA	0	$	675.00	$0.00
5.13	Utility Fixture, F&I, Water, Line Stop Assembly on 4" WM	EA	0	$	7,230.00	$0.00
5.14	Utility Fixture, F&I, Water, Mech Joint Restraint on 4" WM	EA	0	$	205.00	$0.00
5.15	Utility Fixture, F&I, Water, Meter and Meter Box on 6" WM	EA	0	$	825.00	$0.00
5.16	Utility Fixture, F&I, Water, Saddle on 6" WM	EA	0	$	850.00	$0.00
5.17	Utility Fixture, F&I, Water, Gate Valve Assembly on 6" WM	EA	0	$	2,250.00	$0.00
5.18	Utility Fixture, F&I, Water, Line Stop Assembly on 6" WM	EA	0	$	8,240.00	$0.00
5.19	Utility Fixture, F&I, Water, Mech Joint Restraint on 6" WM	EA	0	$	250.00	$0.00
5.20	Utility Fixture, F&I, Water, Meter and Meter Box on 8" WM	EA	0	$	925.00	$0.00

Attachment: Exhibit C - Black Sands Aerial Reuse Crossing Task Order (2024-R-15 : Aerial Reuse Pipe Replacement)

5.21	Utility Fixture, F&I, Water, Saddle on 8" WM	EA	0	$	1,005.00	$0.00
5.22	Utility Fixture, F&I, Water, Gate Valve Assembly on 8" WM	EA	0	$	2,400.00	$0.00
5.23	Utility Fixture, F&I, Water, Line Stop Assembly on 8" WM	EA	0	$	9,405.00	$0.00
5.24	Utility Fixture, F&I, Water, Mech Joint Restraint on 8" WM	EA	0	$	375.00	$0.00
5.25	Utility Fixture, F&I, Water, Meter and Meter Box on 10" WM	EA	0	$	925.00	$0.00
5.26	Utility Fixture, F&I, Water, Saddle on 10" WM	EA	2	$	1,150.00	$2,300.00
5.27	Utility Fixture, F&I, Water, Gate Valve Assembly on 10" WM	EA	0	$	3,250.00	$0.00
5.28	Utility Fixture, F&I, Water, Line Stop Assembly on 10" WM	EA	0	$	10,280.00	$0.00
5.29	Utility Fixture, F&I, Water, Mech Joint Restraint on 10" WM	EA	0	$	525.00	$0.00
5.30	Utility Fixture, F&I, Water, Meter and Meter Box on 12" WM	EA	0	$	1,025.00	$0.00
5.31	Utility Fixture, F&I, Water, Saddle on 12" WM	EA	0	$	1,250.00	$0.00
5.32	Utility Fixture, F&I, Water, Gate Valve Assembly on 12" WM	EA	0	$	3,950.00	$0.00
5.33	Utility Fixture, F&I, Water, Line Stop Assembly on 12" WM	EA	0	$	10,745.00	$0.00
5.34	Utility Fixture, F&I, Water, Mech Joint Restraint on 12" WM	EA	0	$	3,500.00	$0.00
5.35	Utility Fixture, F&I, 1" Single Short Water Service on 0"-2"	EA	0	$	750.00	$0.00
5.36	Utility Fixture, F&I, 1" Single Long Water Service on 0"-2"	EA	0	$	2,000.00	$0.00
5.37	Utility Fixture, F&I, 1.5" Double Short Water Service on 0"-2"	EA	0	$	800.00	$0.00
5.38	Utility Fixture, F&I, 1.5" Double Long Water Service on 0"-2"	EA	0	$	2,200.00	$0.00
5.43	Utility Fixture, F&I, 1" Single Short Water Service on 4"	EA	0	$	775.00	$0.00
5.44	Utility Fixture, F&I, 1" Single Long Water Service on 4"	EA	0	$	2,050.00	$0.00
5.45	Utility Fixture, F&I, 1.5" Double Short Water Service on 4"	EA	0	$	825.00	$0.00
5.46	Utility Fixture, F&I, 1.5" Double Long Water Service on 4"	EA	0	$	2,225.00	$0.00
5.47	Utility Fixture, F&I, 1" Single Short Water Service on 6"	EA	0	$	800.00	$0.00
5.48	Utility Fixture, F&I, 1" Single Long Water Service on 6"	EA	0	$	2,050.00	$0.00
5.49	Utility Fixture, F&I, 1.5" Double Short Water Service on 6"	EA	0	$	850.00	$0.00
5.50	Utility Fixture, F&I, 1.5" Double Long Water Service on 6"	EA	0	$	2,250.00	$0.00
5.51	Utility Fixture, F&I, 1" Single Short Water Service on 8"	EA	0	$	800.00	$0.00
5.52	Utility Fixture, F&I, 1" Single Long Water Service on 8"	EA	0	$	2,100.00	$0.00
5.53	Utility Fixture, F&I, 1.5" Double Short Water Service on 8"	EA	0	$	900.00	$0.00
5.54	Utility Fixture, F&I, 1.5" Double Long Water Service on 8"	EA	0	$	2,300.00	$0.00
5.55	Utility Fixture, F&I, 1" Single Short Water Service on 10"	EA	0	$	950.00	$0.00
5.56	Utility Fixture, F&I, 1" Single Long Water Service on 10"	EA	0	$	2,400.00	$0.00
5.57	Utility Fixture, F&I, 1.5" Double Short Water Service on 10"	EA	0	$	1,000.00	$0.00
5.58	Utility Fixture, F&I, 1.5" Double Long Water Service on 10"	EA	0	$	2,600.00	$0.00
5.59	Utility Fixture, F&I, 1" Single Short Water Service on 12"	EA	0	$	1,100.00	$0.00
5.60	Utility Fixture, F&I, 1" Single Long Water Service on 12"	EA	0	$	2,500.00	$0.00
5.61	Utility Fixture, F&I, 1.5" Double Short Water Service on 12"	EA	0	$	1,200.00	$0.00
5.62	Utility Fixture, F&I, 1.5" Double Long Water Service on 12"	EA	0	$	2,600.00	$0.00
5.63	Utility Fixture, F&I, Single Meter Box	EA	0	$	350.00	$0.00
5.64	Utility Fixture, F&I, Double Meter Box	EA	0	$	500.00	$0.00
					Subtotal-Section 5	**$2,300.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
6.00 Fire Hydrants					
6.01	Fire Hydrant Assembly, Stnd 3 Way, F&I, 6"	EA	0	$ 7,800.00	$0.00
6.02	Fire Hydrant, Adjust & Modify	EA	0	$ 3,700.00	$0.00
6.03	Fire Hydrant Relocate	EA	0	$ 3,700.00	$0.00
6.04	Fire Hydrant Remove	EA	0	$ 2,600.00	$0.00
6.05	FH Assembly Connection Fitting - 6"x6"x6" MJ Tee - FH to Main	EA	0	$ 1,030.00	$0.00
6.06	FH Assembly Connection Fitting - 8"x8"x6" MJ Tee - FH to Main	EA	0	$ 1,270.00	$0.00
6.07	FH Assembly Connection Fitting-10"x10"x6" MJ Tee-FH to	EA	0	$ 1,790.00	$0.00
6.08	FH Assembly Connection Fitting-12"x12"x6" MJ Tee-FH to	EA	0	$ 2,037.50	$0.00

Attachment: Exhibit C - Black Sands Aerial Reuse Crossing Task Order (2024-R-15 : Aerial Reuse Pipe Replacement)

6.09	FH Assembly Connection Fitting - 6" MJ 90° Elbow - FH to	EA	0	$ 695.00	$0.00
6.10	FH Assembly Connection Fitting - 8" MJ 90° Elbow - FH to	EA	0	$ 970.00	$0.00
6.11	FH Assembly Connection Fitting-10" MJ 90° Elbow - FH to	EA	0	$ 1,607.50	$0.00
6.12	FH Assembly Connection Fitting-12" MJ 90° Elbow - FH to	EA	0	$ 1,917.50	$0.00
				Subtotal-Section 6	**$0.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
7.00	**Utility - Sewer Service (Including fittings, pipe, materials and restoration)**				
7.01	Utility Pipe, F&I, Sewer, 2" PVC DR18	LF	0	$ 200.00	$0.00
7.02	Utility Pipe, F&I, Sewer, 4" PVC DR18	LF	0	$ 220.00	$0.00
7.03	Utility Pipe, F&I, Sewer, 6" PVC DR18	LF	0	$ 230.00	$0.00
7.04	Utility Pipe, F&I, Sewer, 8" PVC DR18	LF	0	$ 235.00	$0.00
7.05	Utility Pipe, F&I, Sewer, 10" PVC DR18	LF	0	$ 240.00	$0.00
7.06	Utility Pipe, F&I, Sewer, 12" PVC DR18	LF	0	$ 260.00	$0.00
7.07	Utility Pipe, Sewer, Remove/Dispose, 4"	LF	0	$ 20.00	$0.00
7.08	Utility Pipe, Sewer, Remove/Dispose, 6"	LF	0	$ 22.00	$0.00
7.09	Utility Pipe, Sewer, Remove/Dispose, 8"	LF	0	$ 24.00	$0.00
7.10	Utility Pipe, Sewer, Remove/Dispose, 10"	LF	0	$ 28.00	$0.00
7.11	Utility Pipe, Sewer, Remove/Dispose, 12"	LF	0	$ 28.00	$0.00
7.12	Utility Fixture, F&I, 6" Single Short Sewer Service on 6"	EA	0	$ 2,400.00	$0.00
7.13	Utility Fixture, F&I, 6" Single Long Sewer Service on 6"	EA	0	$ 6,800.00	$0.00
7.14	Utility Fixture, F&I, 6" Single Short Sewer Service on 8"	EA	0	$ 2,500.00	$0.00
7.15	Utility Fixture, F&I, 6" Single Long Sewer Service on 8"	EA	0	$ 7,000.00	$0.00
7.16	Utility Fixture, F&I, 6" Single Short Sewer Service on 10"	EA	0	$ 2,850.00	$0.00
7.17	Utility Fixture, F&I, 6" Single Long Sewer Service on 10"	EA	0	$ 7,200.00	$0.00
7.18	Utility Fixture, F&I, 6" Single Short Sewer Service on 12"	EA	0	$ 2,950.00	$0.00
7.19	Utility Fixture, F&I, 6" Single Long Sewer Service on 12"	EA	0	$ 7,500.00	$0.00
7.20	Utility Fixture, F&I, 6" Cleanout Sewer on 6"	EA	0	$ 720.00	$0.00
7.21	Utility Fixture, F&I, 6" Cleanout Sewer on 8"	EA	0	$ 780.00	$0.00
7.22	Utility Fixture, F&I, 6" Cleanout Sewer on 10"	EA	0	$ 850.00	$0.00
7.23	Utility Fixture, F&I, 6" Cleanout Sewer on 12"	EA	0	$ 925.00	$0.00
7.24	Sewer Manhole Complete Depth 0 to 8 foot	EA	0	$ 8,900.00	$0.00
7.25	Sewer Manhole Complete Depth 8.1 to16 foot	EA	0	$ 12,600.00	$0.00
7.26	Sewer Manhole Complete Depth 16.1 to 24 foot	EA	0	$ 14,900.00	$0.00
7.27	Connect to Sewer Manhole	EA	0	$ 3,100.00	$0.00
				Subtotal-Section 7	**$0.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
8.00	**Supplemental and Emergency Services (Hourly labor rates with appropriate equipment and tools for response as needed)**				
8.01	Mobilization for supplemental and emergency response	LS	0	$ 2,400.00	$0.00
8.02	Crew Regular (Minimum 4 HRs)	HR	0	$ 444.47	$0.00
8.03	Crew After-Hr Response Typically 5PM to 6AM (Min. 4 HRs)	HR	0	$ 544.52	$0.00
8.04	Dump Truck with Operator (Min. 4 HRs)	HR	0	$ 484.00	$0.00
8.05	Additional Labor (Min. 4 HRs)	HR	0	$ 385.00	$0.00
				Subtotal-Section 8	**$0.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
9.00	**Concrete and Temporary Road Plat Services.**				
9.01	Sidewalk Concrete, 4" thick	SY	0	$ 54.00	$0.00

Attachment: Exhibit C - Black Sands Aerial Reuse Crossing Task Order (2024-R-15 : Aerial Reuse Pipe Replacement)

9.02	Sidewalk Concrete, 6" thick	SY	0	$	72.00	$0.00
9.03	Driveway Apron Concrete, 6" thick	SY	0	$	80.00	$0.00
9.04	Steel Vehicular Plates, Temp., F&I 8' W x 10' L x 1" thick	EA	0	$	2,199.50	$0.00
				Subtotal-Section 10		**$0.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
10.00 Roadway and Right of Way Subbase Restoration					
10.01	Stabilization Fill (FDOT Standard)	SY	0	$ 18.00	$0.00
10.02	Optional Base Group 06 or 8" Lime rock (FDOT Standard)	SY	0	$ 54.00	$0.00
10.03	Temporary Asphalt Patching (cold or hot patch up to 2" thick)	SY	0	$ 89.00	$0.00
				Subtotal-Section11	**$0.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
11.00 Stormwater Improvements and Restoration					
11.01	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type1 Top, 6'	EA	0	$ 7,995.11	$0.00
11.02	Curb Inlet Complete, F&I-TypeP, 4'Dia Rnd, Type2 Top, 6'	EA	0	$ 8,268.43	$0.00
11.03	Curb Inlet Complete, F&I-TypeJ, 5'Dia Rnd, Type1 Top, 6'	EA	0	$ 9,694.29	$0.00
11.04	Curb Inlet Complete, F&I-Type J, 5' Dia Rnd, Type2 Top, 6'	EA	0	$ 10,151.93	$0.00
11.05	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type5 Top, 6'	EA	0	$ 7,167.14	$0.00
11.06	Curb Inlet Complete, F&I-TypeP, 4' Dia Rnd, Type6 Top, 6'	EA	0	$ 8,013.12	$0.00
11.07	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type5 Top, 6'	EA	0	$ 9,276.38	$0.00
11.08	Curb Inlet Complete, F&I-TypeJ, 5' Dia Rnd, Type6 Top, 6'	EA	0	$ 9,896.62	$0.00
11.09	Ditch Bottom Inlet, F&I -Type C, 3' Square, 6' OAH	EA	0	$ 6,463.38	$0.00
11.10	Ditch Bottom Inlet, F&I -Type D, 5' Square, 6' OAH	EA	0	$ 9,536.66	$0.00
11.11	Ditch Bottom Inlet, F&I -Type E, 4' Square, 6' OAH	EA	0	$ 8,459.07	$0.00
11.12	Ditch Bottom Inlet, F&I -Type H, 4 x 7 Rectangle, 6' OAH	EA	0	$ 11,296.33	$0.00
11.13	USF 5100 Valley Gutter Inlet Frame and 6147 Grate or Equiv.	EA	0	$ 2,694.00	$0.00
11.14	Manhole Complete, F&I-TypeP, 4' Dia. Rnd, Type8 Top, 6'	EA	0	$ 7,284.82	$0.00
11.15	Manhole Adjust to Grade Existing	EA	0	$ 2,850.00	$0.00
11.16	Pipe Culvert, F&I, RCP, Round, 15"	LF	0	$ 94.00	$0.00
11.17	Pipe Culvert, F&I, RCP, Round, 18"	LF	0	$ 117.00	$0.00
11.18	Pipe Culvert, F&I, RCP, Round, 24"	LF	0	$ 135.00	$0.00
11.19	Pipe Culvert, F&I, RCP, Round, 30"	LF	0	$ 155.00	$0.00
11.20	Pipe Culvert, F&I, RCP, Round, 36"	LF	0	$ 202.00	$0.00
11.21	Pipe Culvert, F&I, RCP, Round, 42"	LF	0	$ 259.00	$0.00
11.22	Pipe Culvert, F&I, RCP, Round, 48"	LF	0	$ 311.00	$0.00
11.23	Pipe Culvert, F&I, RCP, Round, 54"	LF	0	$ 383.00	$0.00
11.24	Pipe Culvert, F&I, RCP, Round, 60"	LF	0	$ 465.00	$0.00
11.25	Pipe Culvert, F&I, ERCP, Round, 12 x 18" (15")	LF	0	$ 89.00	$0.00
11.26	Pipe Culvert, F&I, ERCP, Round, 14 x 23" (18")	LF	0	$ 124.00	$0.00
11.27	Pipe Culvert, F&I, ERCP, Round, 19 x 30" (24")	LF	0	$ 169.00	$0.00
11.28	Pipe Culvert, F&I, ERCP, Round, 24 x 38" (30")	LF	0	$ 205.00	$0.00
11.29	Pipe Culvert, F&I, ERCP, Round, 29 x 45" (36")	LF	0	$ 272.00	$0.00
11.30	Pipe Culvert, F&I, ERCP, Round, 34 x 53" (42")	LF	0	$ 352.00	$0.00
11.31	Pipe Culvert, F&I, ERCP, Round, 38 x 60" (48")	LF	0	$ 426.00	$0.00
11.32	Pipe Culvert, F&I, ERCP, Round, 43 x 68" (54")	LF	0	$ 533.50	$0.00
11.33	Pipe Culvert, F&I, HDPE, Round, 12"	LF	0	$ 35.30	$0.00
11.34	Pipe Culvert, F&I, HDPE, Round, 15"	LF	0	$ 45.69	$0.00
11.35	Pipe Culvert, F&I, HDPE, Round, 18"	LF	0	$ 57.13	$0.00
11.34	Pipe Culvert, F&I, HDPE, Round, 24"	LF	0	$ 83.35	$0.00
11.35	Pipe Culvert, F&I, HDPE, Round, 30"	LF	0	$ 110.73	$0.00

Attachment: Exhibit C - Black Sands Aerial Reuse Crossing Task Order (2024-R-15 : Aerial Reuse Pipe Replacement)

11.36	Pipe Culvert, F&I, HDPE, Round, 36"	LF	0	$ 138.00	$0.00
11.37	Mitered End Section Complete, F&I, RCP, Round, 15" Pipe	EA	0	$ 1,500.00	$0.00
11.38	Mitered End Section Complete, F&I, RCP, Round, 18" Pipe	EA	0	$ 1,800.00	$0.00
11.39	Mitered End Section Complete, F&I, RCP, Round, 24" Pipe	EA	0	$ 2,400.00	$0.00
11.40	Mitered End Section Complete, F&I, RCP, Round, 30" Pipe	EA	0	$ 2,900.00	$0.00
				Subtotal-Section 12	**$0.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
12.00	**Landscape Restoration**				
12.01	Turf Sod (installation and rolling of Bahia or St. Augustine)	SY	200	$ 6.25	$1,250.00
12.01	Irrigation System Repairs	EA	0	$ 225.00	$0.00
				Subtotal-Section 13	**$1,250.00**

Pay Item	Descriptions	Unit	Qty	Maximum Unit Price $'s	Extended Price $'s for Task Order
13.00	**Out-of-Scope Items**				
13.01	Out of Scope Item(s) includes receiving, installation and tax. The Contractor shall receive quotes for all out of scope items. Out of scope items may not exceed 10% markup. The City reserves option to owner direct purchase materials under ODP guidelines. **(The total Out of Scope item(s) may not exceed 49% of Total Work Order Assignment)**	LS	0	2120	$2,332.00

	TOTAL EXTENDED PRICE OF ALL LINE ITEMS 1.00 to 12.00		**$114,889.91**
	(Base Quantity = 1 for bid evaluation only)	$	

Unit Price and Quatity will be issued to determine future project and restoration services cost, as requested.

Attachment: Exhibit C - Black Sands Aerial Reuse Crossing Task Order (2024-R-15 : Aerial Reuse Pipe Replacement)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Resolution

MEETING DATE: **March 26, 2024**
FROM: **Antoine Khoury**
SUBJECT: **A Resolution of the City Commission of the City of Holly Hill, Florida, Awarding a Primary Contract to Southeastern Surveying & Mapping and a Secondary Contract to WGI, Inc., for Surveying Services; and Authorizing the City Manager to Negotiate Rates; Providing for Severability; and Providing for an Effective Date.**
NUMBER: **2024-R-16**
APPLICANT:
PLANNER:

DISCUSSION:

The City Public Works Department requires continuous surveying services to provide professional services ranging from projects in the rights-of-way to staking grades on construction sites. The current Professional Surveying Services contract expired. To obtain new surveyor services, the City broadcast RFQ-PW-03 for a continuing services surveying consultant in accordance with section 287.055, Florida Statutes that sets forth requirements for the procurement and contracting of professional architectural, engineering, landscape architectural, or land surveying services by a governmental agency in Florida known as CCNA. This RFQ is included under "Exhibit A".

The city received five (5) responses to a Request For Qualifications on February 27, 2024. An evaluation matrix was distributed to the City selection committee per the CCNA guidance. The evaluation committee met on March 14, 2024 to rank the proposals. The Committee's team score and recommended survey ranking is as follows:

RFQ # 24-PW-01 Professional Surveying Services		
Consultant Name	**Total Team Point Score**	**RANKING**
Southeastern Surveying & Mapping (SSMC)	281.0	1
WGI, Inc	250.0	2
Allen & Company	238.0	3
Matthews DCCM	211.0	4
Bowman	185.0	5

The evaluation matrix and individual proposal scoring is included under "Exhibit B". The proposal received from Southeastern Surveying & Mapping Corporation is included under

"Exhibit C" and the proposal received from WGI, Inc., is included under "Exhibit D".

FISCAL ANALYSIS:

There are no costs affiliated with the selection of Surveying Firms as continuing agreement consultants. Surveying projects in excess of $50,000 will be brought to the City Commission for approval with the appropriate project funding.

RECOMMENDATION:

The City Commission approve the ranking of the survey proposals and authorize the City Manager to negotiate rates and enter into an agreement with Southeastern Surveying & Mapping Corporation as the primary vendor and WGI, Inc., as a secondary provider.

COMMISSION GOAL:

Goal #1: Develop and maintain a sound and sustainable financial plan for the city that establishes sufficient reserves for all funds, ensures (whenever possible) that user fees pay for services rendered, provides a realistic capital improvement program, and encourages public/private sector partnerships and intergovernmental partnerships.

Goal #3: Implement the CRA master plan with a focus on the best utilization of vacant properties and blighted properties in the city. Attention should also focus on infrastructure improvements within the district and strategies to encourage private investment and business retention.

Goal #4: Provide proficient public health and safety services in terms of police and fire protection, water, storm water, waste water and solid waste management and disaster preparedness with a focus on intergovernmental collaboration, private sector partnerships, and utilization of technologies and proven innovations.

MOTION:

APPROVING THE RANKING OF THE SURVEY PROPOSALS AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE RATES AND ENTER INTO AN AGREEMENT WITH SOUTHEASTERN SURVEYING & MAPPING CORPORATION AS A PRIMARY VENDOR AND WGI, INC., AS A SECONDARY PROVIDER.

ATTACHMENTS:

- Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (PDF)
- Exhibit B - Evaluation Matrices (PDF)
- Exhibit C - Southeastern Surveying & Mapping Qualifications (PDF)
- Exhibit D - WGI Inc Qualifications (PDF)

Resolution No. 2024-16

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING A PRIMARY CONTRACT TO SOUTHEASTERN SURVEYING & MAPPING AND A SECONDARY CONTRACT TO WGI, INC., FOR SURVEYING SERVICES; AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE RATES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA, AWARDING A PRIMARY CONTRACT TO SOUTHEASTERN SURVEYING & MAPPING AND A SECONDARY CONTRACT TO WGI, INC., FOR SURVEYING SERVICES; AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE RATES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City solicited for Professional Surveying Services through Request for Proposals RFW-PW-03; and

WHEREAS, the City received five (5) responses to RFQ-PW-03 on February 27, 2024; and

WHEREAS, the City selection committee met on March 14, 2023 to rank the proposals for recommendation of contract award; and

WHEREAS, the selection committee evaluated survey proposals and voted to recommend a primary contract to Southeastern Surveying and Mapping Corporation (SSMC) and a secondary award to WGI, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. That the City Commission approve the ranking of the survey proposals and authorize the City Manager to negotiate rates and enter into an agreement with Southeastern Surveying & Mapping as the primary vendor and WGI, Inc., as a secondary provider.

SECTION 2. SEVERABILITY. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION 3. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

APPROVED AND AUTHENTICATED on this 26th day of MARCH, 2024.

Request for Qualification

NUMBER
RFQ #24-PW-03

HOLLY HILL
FLORIDA

PROFESSIONAL SURVEYING SERVICES

Michele Moore, Finance Director

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

LEGAL NOTICE

Notice is hereby given that the City of Holly Hill is accepting Sealed Qualifications to provide Professional Surveying Services for the City of Holly Hill. Qualifications will be received until Feb 27, 2024 **at 2:00 p.m.,** by the City Clerk's Office, City Hall, 1065 Ridgewood Ave., Holly Hill, FL 32117.

RFQ# 24-PW-03
"Professional Surveying Services"

Services to be provided shall include, but not be limited to the following:

Professional Surveying Services for the City of Holly Hill to complete all / any land surveying services, utility horizontal and vertical utility and depth verification of utilities as needed in accordance with the terms, conditions, and specifications stated herein.

☒ A pre-bid conference is not applicable for this solicitation.

One (1) original, and one (1) electronic copy on a USB flash drive, of the proposal should be delivered to the City Clerk's Office, City of Holly Hill, 1065 Ridgewood Ave., Holly Hill, FL 3211757 in a sealed envelope plainly marked on the outside: **"RFQ 24-PW-03 – Professional Surveying Services."**

All statements shall be made upon the official bid form which may be obtained on the City's E-Procurement site.

City of Holly Hill does not discriminate based on age, race, color, sex, religion, national origin, disability or marital status.

This Public Notice has been posted on the City of Holly Hill Finance website: www.hollyhillfl.org, and also posted in the Lobby of City Hall.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

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1) Introduction/Overview

A) Purpose/Objective

In accordance with the 40 USC Title 1101-1104 (Brooks Act) and the "Consultants Competitive Negotiation Act" (F.S. 287.055), the City of Holly Hill Finance Department (herein after, "City") has issued this Request for Qualifications (hereinafter, "**RFQ**") with the sole purpose and intent of obtaining Qualifications from interested and qualified firms offering to provide **Professional Surveying Services** in accordance with the specifications stated and/or attached herein/hereto. The successful proposer will hereinafter be referred to as the "Contractor".

If awarded, this Agreement shall be effective for an initial term of five (5) years, unless terminated earlier as provided herein. At the option of the parties, this Agreement may be renewed for two (2) additional one (1) year terms.

As is more fully explained in Section "6L" of this **RFQ**, an award, if made, will be made to the best overall proposer(s) whose bid is most advantageous to the City, taking into consideration the evaluation factors set forth in this **RFQ**. The City will not use any other factors or criteria in the evaluation of the bids received.

B) Background

The City serves an area of less than 4 square miles with a population of approximately 12,479. The City's fiscal year begins on October 1st and ends on September 30th. The Finance Department maintains the funds and accounts of the City. The Finance Department is responsible for the custody and accounting of funds of each department.

More detailed information on the government and its finances can be found in City of Holly Hill's Comprehensive Annual Financial Report for fiscal year 2022-2023 and in the City's Annual Budget for fiscal year 2023-2024. Copies of these documents may be viewed on www.hollyhillfl.org. The City of Holly Hill is exempt from any and all state, local and federal taxes.

C) Inquiries

Direct questions related to this **RFQ** to Michelle Moore, Finance Director, and submit such questions in writing to financedirector@hollyhillfl.org include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly.

Proposers must clearly understand that the only official answer or position of the City will be the one stated in writing from financedirector@hollyhillfl.org . All questions asked, along with the answers rendered will be electronically distributed to firms registered for this solicitation and additionally posted on the City website (www.hollyhillfl.org) and on VendorLink (www.myvendorlink.com).

D) Method of Source Selection

The City is using the Competitive Sealed Qualifications methodology of source selection for this procurement, as authorized by Resolution 2018-R-30 establishing and adopting the City Purchasing Policy. Each Qualification will be reviewed to determine if the Qualification is responsive to the **RFQ**.

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Qualifications deemed to be non-responsive may be rejected without being evaluated by the Selection Committee appointed by the city manager, which shall be comprised of a minimum of three (3) City employees. The committee will make a recommendation to the City Commission who will make the final selection(s). A responsive Qualification is one which has been signed and submitted by the specified Qualification deadline, and has provided the information required to be submitted with the Qualification. While poor formatting, poor documentation and/or incomplete or unclear information may not be cause to reject a Qualification without evaluation, such substandard submissions may adversely impact the evaluation of a Qualification. Respondents who fail to comply with the required and/or desired elements of this **RFQ** do so at their own risk.

The City may, as it deems necessary, conduct discussions with responsible proposers determined to be in contention for being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to solicitation requirements.

E) Pre-Bid Conference

☒ A pre-bid conference is not applicable for this solicitation.

F) Projected Timetable

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the **RFQ** process.

Event	**Date**
Issue **RFQ** Notice	January 21, 2024
Last Date for Receipt of Written Questions	February 20, 2024 – 5:00 pm
Addendum Issued (If Applicable)	February 21, 2024
Qualification Opening Date	February 27, 2024 – 2:00 pm
Evaluation Committee	March 5, 2024 - 10:00 am
Notice of Recommendation	March 6, 2024
City Commission Hearing Date	March 12, 2024 6:00 PM

2) General Description of Specifications or Scope of Work

The City is seeking the services of a Professional Surveyor to provide land surveying and mapping services. Professional land surveying and mapping services to include, but not limited to, all those types of surveys depicted in the Florida Administrative Code Chapter 61G17-6.002 (10 a-k), preparation of legal descriptions and expert witness. Professional Surveyor shall provide, but not limited to the following services:

- Land Surveys
- Maintenance Plats
- Right-of-way location
- Ground truthing for aerial topography

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- Cross-sections for drainage basin analysis
- Design survey
- Construction staking
- Preparation of legal descriptions
- Research of titles
- Serve as City Surveyor for all plat review and recording
- Establish GPS coordinates at designated locations
- Provide consulting expertise in the development of the City's GIS and GPS systems
- Perform subsurface utility explorations

Other miscellaneous surveying and mapping services as necessary including utility vertical and horizontal verifications

Additional Requirements

- Surveyor shall responsible for the professional quality, technical accuracy, and coordination of all services provided. Surveyor shall be responsible, without any additional compensation, to correct or revise errors of deficiencies in maps, drawings, specifications, or other services provided.
- All deliverable reference data, survey data, maps, plans, reports, and all other deliverables resulting from the Surveyor's services shall become mutual property of the Surveyor and the City of Holly Hill.

Deliverables may include, but not be limited to:

- Final deliverables will include four (4) bound sets of feasibility reports and exhibits, plans and specifications, and as built drawings drawn to scale. All elements of the deliverables shall also be provided on a CD or DVD in applicable format as specified by the City.
- All text and graphic information will be provided in the City standard MS Office software (MS Word, MS Power Point, etc) and in the Adobe .PDF format, unless otherwise specified.
- All geo-spatial information including plans, surveys, maps, and aerial photography will be provided in AutoCAD or ESRI Personal Geodatabase format. This data will be referenced by a minimum of three (3) coordinates in the Florida State Plane Coordinate System, East Zone in US Survey Feet. The horizontal datum is NAD83/(1990) HARN and the vertical datum is NAVD 88 Feet, in accordance with Florida Statues, Chapter 177.151

AutoCAD files will follow the City's AutoCAD standard format.

- All plans, drawings, reports, and specifications that result from the Consultant's services shall become the property of the City.
- Additional digital copies of documents shall be provided to the City upon request at no additional fee.

Consultant shall respond to all requests for additional information at no additional fee to the City.

Each Project will have an expanded Scope of Services tailored to the specific needs of the City. Each project will be negotiated at the time of the development of the specific scope of work

A) Contractor's Responsibilities/Requirements

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

It shall be understood and agreed that a firm submitting a Qualification shall meet the following responsibilities/requirements:

Drug-Free Workplace: In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more Qualifications which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a Qualification received from a business that furnishes a form certifying that it is a Drug Free Workplace shall be given preference in the award process.

B) City's Responsibilities

City responsibilities include:

- The City will work with the Contractor to develop a schedule and ensure access to all locations assigned under future work orders.

3) City's Right to Inspect

The City or its authorized Agent shall have the right to inspect the Contractor's files to determine status of work on this project.

4) Terms and Conditions of Contract

The City has developed standard contracts/agreements. The Contractor shall be required to return a signed standard City contract/agreement contained within this **RFQ** with your submittal.

A contract/agreement resulting from this **RFQ** shall be subject to the terms and conditions set forth in a standard City Contract and any terms and conditions included in this **RFQ**. The City reserves the right to include in any contract document such terms and conditions, as it deems necessary for the proper protection of the rights of the City. The City will not be obligated to sign any contracts, maintenance and/or service agreements or other documents provided by the Contractor with their submittal until approved by Commission.

The term of this Agreement shall be for five (5) years from the date of award with two (2) one year extension options that may be exercised at the discretion of the City Manager based on performance of the company and adherence to the terms and conditions set forth in the RFQ documents. The City retains the sole right to determine whether the extension option shall be granted.

5) General Terms and Conditions

A) Licenses

The Contractor is required to possess the correct occupational license, professional license, and any other authorizations necessary to carry out and perform the work required by the project pursuant to all applicable Federal, State and Local Law, Statute, Ordinances, and rules and regulations of any kind.

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If required and/or requested, copies of the required licenses must be submitted with the bid response indicating that the entity proposing, as well as the team assigned to the City account, are properly licensed to perform the activities or work included in the contract documents. A Contractor, with an office within the City is also required to have a business tax receipt and certificate of use.

If you have questions regarding required professional licenses and Business Tax Receipt and Certificate of use, contact the Finance Department, (386) 248-9420.

B) Principals/Collusion

By submission of this Qualification, the undersigned, as Proposer, does declare that the only person or persons interested in this Bid as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this Bid or in the contract to be entered into; that this Bid is made without connection with any person, company or parties making a Bid, and that it is in all respects fair and in good faith without collusion or fraud.

C) Taxes

The City is exempt from Federal Excise and State of Florida Sales Tax.

D) Relation of City

It is the intent of the parties hereto that the Contractor shall be legally considered an independent contractor, and that neither the Contractor nor their employees shall, under any circumstances, be considered employees or agents of the City, and that the City shall be at no time legally responsible for any negligence on the part of said Contractor, their employees or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

E) Term Contracts

If funds are not appropriated for continuance of a term contract to completion, cancellation will be accepted by this Contractor on thirty (30) days prior written notice.

F) Termination

Should the Contractor be found to have failed to perform his services in a manner satisfactory to the City, the City may terminate this Agreement immediately for cause; further the City may terminate this Agreement for convenience with a thirty (30) day written notice. The City shall be sole judge of non-performance.

G) Liability

The Contractor will not be held responsible for failure to complete contract due to causes beyond its control, including, but not limited to, work stoppage, fires, civil disobedience, riots, rebellions, Acts of Nature and similar occurrences making performance impossible or illegal.

H) Assignment

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The Contractor(s) shall not assign, transfer, convey, sublet or otherwise dispose of this contract, or of any or all of its rights, or interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the City.

I) Lobbying

All firms are hereby placed on **NOTICE** that the City does not wish to be lobbied, either individually or collectively about a matter for which a firm has submitted a Qualification.

Firms and their agents are not to contact members of the City Commission for such purposes as meeting or introduction, luncheons, dinners, etc. During the process, **from Qualification announcement to final Commission approval**, no firm or their agent shall contact any other employee of the City in reference to this Bid, with the exception of the Finance Director or his designee(s). Failure to abide by this provision may serve as grounds for disqualification for award of this contract to the firm.

J) Single Bid

Each Proposer must submit, with their bid, the required signed contract/agreement and all forms included in this **RFQ**. Only **one** bid from a legal entity as a primary will be considered. A legal entity that submits a bid as a primary or as part of a partnership or joint venture submitting as primary may not then act as a sub-consultant to any other firm submitting under the same **RFQ**.

If a legal entity is not submitting as a primary, or, that legal entity may not act as a sub-consultant to any other firm or firms submitting under the same **RFQ** nor act as part of a partnership or joint venture to the primary. All submittals in violation of this requirement will be deemed non-responsive and rejected from further consideration.

K) Protest Procedures

Any appeal or protest to the Request for Bid shall be governed by the City of Holly Hill's Purchasing Policies and Procedures.

L) Public Entity Crime

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, bid, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, bid, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, bids, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity for a period of 36 months following the date of being placed on the convicted vendor list.

M) Conflict of Interest

Proposer shall complete the Conflict of Interest Affidavit included as an attachment to this **RFQ** document.

Disclosure of any potential or actual conflict of interest is subject to City staff review and does not in

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and of itself disqualify a firm from consideration.

These disclosures are intended to identify and or preclude conflict of interest situations during contract selection and execution.

N) Prohibition of Gifts to City Employees

No organization or individual shall offer or give, either directly or indirectly, any favor, gift, loan, fee, service or other item of value to any City employee, as set forth in Chapter 112, Part III, Florida Statutes, the current City Ethics Ordinance, and City Administrative Policy. Violation of this provision may result in one or more of the following consequences: a. Prohibition by the individual, firm, and/or any employee of the firm from contact with City staff for a specified period of time; b. Prohibition by the individual and/or firm from doing business with the City for a specified period of time, including but not limited to: submitting bids, **RFQ**, and/or quotes; and, c. immediate termination of any contract held by the individual and/or firm for cause.

O) Immigration Reform and Control Act

Proposer acknowledges, and without exception or stipulation, any firm(s) receiving an award shall be fully responsible for complying with the provisions of the Immigration Reform and Control Act of 1986 as located at 8 U.S.C. 1324, et seq. and regulations relating thereto, as either may be amended. Failure by the awarded firm(s) to comply with the laws referenced herein shall constitute a breach of the award agreement and the City shall have the discretion to unilaterally terminate said agreement immediately.

P) Billing Instructions – Awarded Professional Consultants

Invoices, unless otherwise indicated, must show Work Order or Purchase Order numbers and shall be submitted in to the City of Holly Hill, 1065 Ridgewood Ave., Holly Hill, FL 32117. Specific format of the invoice shall be worked out between the City and the consultant prior to the first invoice being submitted. Payment shall be made in accordance with the Florida Prompt Payment Act, as amended from time to time.

Q) Vendor Preference

A local vendor would be interpreted as a bidder, which as of the date of the bid opening, has a valid Business Tax Receipt (BTR) issued by the City of Holly Hill to do business in the City of Holly Hill which authorizes the vendor to provide the goods, services, or construction to be purchased and has a physical address located within the limits of Holly Hill from which the vendor operates or performs business. A Post Office Box cannot be used to establish physical address. A local vender preference of no greater than 5% (Not to exceed $5,000) of the price submitted by the non-local vender shall be granted with City Commission approval.

6) Instructions for Bid

A) Compliance with the RFQ

Bids must be in strict compliance with this **RFQ**. Failure to comply with all provisions of the **RFQ** may result in disqualification.

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B) Acknowledgment of Insurance Requirements

By signing the Insurance Requirements included in this **RFQ**, Proposer acknowledges these conditions include Insurance Requirements.

It should be noted by the Proposer that, in order to meet the City's requirements, there may be additional insurance costs to the Proposer's firm. It is, therefore, imperative that the proposer discuss these requirements with the Proposer's insurance agent, as noted on the Insurance Check List, so that allowances for any additional costs can be made by the Proposer.

The Proposer's obligation under this provision shall not be limited in any way by the agreed upon contract price, or the Proposer's limit of, or lack of, sufficient insurance protection.

Proposer also understands that the evidence of required insurance may be required within five (5) business days following notification of its offer being accepted; otherwise, the City may rescind its acceptance of the Proposer's bid.

The specific insurance requirements for this solicitation are included as part of this solicitation.

C) Acknowledgment of Bonding Requirements

By signing its bid, and if applicable, Proposer acknowledges that it has read and understands the bonding requirements for this bid. Requirements for this solicitation are checked.
☒ Not Applicable

☐ Bid Bond: Shall be submitted with bid response in the form of certified funds, cashiers' check, or an irrevocable letter of credit, a cash bond posted with the City Clerk, or bid bond in a sum equal to 5% of the cost bid. All checks shall be made payable to the City of Holly Hill on a bank or trust company located in the State of Florida and insured by the Federal Deposit Insurance Corporation. The Bid Bond shall be retained by the City as liquidated damages if the successful Proposer fails to execute and deliver to the City the unaltered contract, or fails to deliver any required Performance and Payment Bonds or Certificates of Insurance, all within twenty-one (21) calendar days after receipt of the Notice of Selection for Award. Bid Bonds shall be executed by a corporate surety licensed under the laws of the State of Florida to execute such bonds, with conditions that the surety will, upon demand, forthwith make payment to the City upon said bond. The Bid Bonds of the three (3) highest ranked Proposers shall be held until the contract has been executed by the successful Proposer and same has been delivered to the City together with the required bonds and insurance, after which all three (3) Bid Bonds shall be released to the respective Bidders. All other Bid Bonds shall be released within fourteen (14) calendar days of the Selection Committee meeting date. No bids including alternates shall be withdrawn within one hundred and eighty (180) days after the bid closing date thereof. If a bid is not accepted within said time period it shall be deemed rejected and the Bid Bond shall be released to the Proposer. In the event that the City awards the contract prior to the expiration of the one hundred and eighty (180) day period without selecting any or all alternates, the City shall retain the right to subsequently award to the successful Proposer said alternates at a later time and approved by the Finance Director or designee, and the successful Proposer.

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☐ Performance and Payment Bonds: For projects in excess of $300,000, bonds shall be submitted with the executed contract by Proposers receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award. The Performance and Payment Bonds shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.

Should the contract amount be less than $500,000, the requirements of Section 287.0935, F.S. shall govern the rating and classification of the surety. All performance security under the subsequent contract shall be in force throughout the final completion and acceptance of the project awarded.

If the surety for any bond furnished by Contractor is declared bankrupt, becomes insolvent, its right to do business is terminated in the State of Florida, or it ceases to meet the requirements imposed by the Contract Documents, the Contractor shall, within five (5) calendar days thereafter, substitute another bond and surety, both of which shall be subject to the Owner's approval.

D) Delivery of Bids

All bids are to be delivered before 2:00 p.m., local time, on or before to:

City of Holly Hill
City Clerk
1065 Ridgewood Ave.
Holly Hill, Florida 32117

The City shall not accept bids delivered to the City Clerk past the stated date and/or time indicated, or to an incorrect address by proposer's personnel or by the proposer's outside carrier. However, the City Clerk, or designee, shall reserve the right to accept bids received after the posted close time only under the following condition: The tardy submission of the bid is due to the following circumstances, which shall include but not be limited to: late delivery by commercial carrier such as Fed Ex, UPS or courier where delivery was scheduled before the deadline.

Proposers must submit TWO (2) total copies of the Qualification, one (1) original and one (1) electronic copy in PDF format, on an USB flash drive.

List the Qualification Number on the outside of the box or envelope and note "Request for Qualification enclosed."

E) Evaluation of Bids (Procedure)

The City's procedure for selecting is as follows:

1. The City Manager shall approve an Evaluation Committee to review all Qualifications submitted in accordance with Statute. At a minimum there will be one member of the Finance Department as part of the evaluation committee. There shall be a minimum of three members of the committee, but always an odd number.

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2. Request for Qualifications (**RFQ**) issued.

3. Subsequent to the closing of Qualifications, the Finance Department shall review the Qualifications received and verify whether each Qualification appears to be minimally responsive to the requirements of the published **RFQ**. Meetings shall be open to the public and the Finance Department shall endeavor to publicly post prior notice of such meeting in the lobby of the City Hall three (3) days in advance of all such meetings, but no less than (1) day in advance.

4. The committee members shall review each Qualification individually and score each Qualification based on the evaluation criteria state herein.

5. Prior to the first meeting of the evaluation committee, the City will post a notice announcing the date, time and place of the first committee meeting. Said notice shall be posted in the lobby of the City Hall not less than three (3) working days prior to the meeting. The City shall also post prior notice of all subsequent committee meetings and shall post such notices at least one (1) day in advance of all subsequent meetings.

6. The committee will compile individual rankings, based on the evaluation criteria as stated herein, for each Qualification to determine committee recommendations. The committee may schedule presentations or demonstrations from the top-ranked firm(s), and may at their discretion make site visits, and obtain guidance from third party subject matter experts. The final recommendation will be decided based on review of scores and consensus of committee.

In general, the City wishes to avoid the expense to the City and to proposers of unnecessary oral interviews. Therefore, the City will make every reasonable effort to achieve the ranking using written submittals alone. If no single top-ranked firm can be clearly identified by review of the written submittals alone, then the evaluator(s) will request the Finance Department to schedule the top ranked firm(s) for oral presentations/interviews. The City reserves the right to withdraw this **RFQ** at any time and for any reason, and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.

Receipt of a Qualification by the City or a submission of a Qualification to the City offers no rights upon the Proposer nor obligates the City in any manner.

Acceptance of the Qualification does not guarantee issuance of any other governmental approvals.

F) Ambiguity, Conflict, or Other Errors in the RFQ

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the **RFQ**, Proposer shall immediately notify the Finance Director, noted herein, of such error in writing and request modification or clarification of the document. The Finance Director will make modifications by issuing a written addendum/revision and will give written notice to all parties who have received this **RFQ** from the Finance Department.

The Proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the **RFQ** prior to submitting the Qualification or it shall be waived.

G) Qualification, Presentation, and Protest Costs

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The City will not be liable in any way for any costs incurred by any proposer in the preparation of its Qualification in response to this **RFQ**, nor for the presentation of its Qualification and/or participation in any discussions, negotiations, or, if applicable, any protest procedures.

H) Acceptance or Rejection of Qualifications

The right is reserved by the City to waive any irregularities in any Qualification, to reject any or all Qualifications, to re-solicit for Qualifications, if desired, and upon recommendation and justification by the City to accept the Qualification which in the judgment of the City is deemed the most advantageous for the public and the City.

Any Qualification which is incomplete, conditional, obscured or which contains irregularities of any kind, may be cause for rejection. In the event of default of the successful proposer, or their refusal to enter into the City contract, the City reserves the right to accept the Qualification of any other proposer or to re-advertise using the same or revised documentation, at its sole discretion.

I) Requests for Clarification of Qualifications

Requests by the Finance Director to a proposer(s) for clarification of Qualification(s) shall be in writing. Proposer's failure to respond to request for clarification may deem proposer to be non-responsive, and may be just cause to reject its Qualification.

J) Validity of Qualifications

No Qualification can be withdrawn after it is filed unless the Proposer makes their request in writing to the City prior to the time set for the closing of Qualifications.
All Qualifications shall be valid for a period of one hundred eighty (180) days from the submission date to accommodate evaluation and selection process.

K) Response Format

The Qualification shall be deemed an offer to provide services to the City. In submitting a Qualification, the Proposer declares that he/she understands and agrees to abide by all specifications, provisions, terms and conditions of same, and all ordinances and policies of the City. The Proposer agrees that if the contract is awarded to him/her, he/she will perform the work in accordance with the provisions, terms and conditions of the contract.

To facilitate the fair evaluation and comparison of Qualifications, all Qualifications must conform to the guidelines set forth in this **RFQ**. Any portions of the Qualification that do not comply with these guidelines must be so noted and explained the Acceptance of Conditions section of the Qualification. However, any Qualification that contains such variances may be considered non-responsive.

Qualifications should be prepared simply and economically, providing a straightforward concise description of the Proposer's approach and ability to meet the City's needs, as stated in the **RFQ**. All copies of the Qualification should be bound and tabbed. The utilization of recycled paper for Qualification submission is strongly encouraged.

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The items listed below shall be submitted with each Qualification and should be submitted in the order shown. Each section should be clearly labeled, with pages numbered and separated by tabs. Failure by a proposer to include all listed items may result in the rejection of its Qualification.

Title Page:

Title Page shall show the Request for Qualification's subject, title and Qualification number; the firm's name; the name, address and telephone number of a contact person; and the date of the Qualification.

Table of Contents:

The Table of Contents shall provide listing of all major topics, their associated section number, and starting page.

1) Tab I – Management Summary (1 Page)

Provide a cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of the firm in providing the services stated herein. Include the name(s), telephone number(s), and email(s) of the authorized contact person(s) concerning qualification. Submission of a signed Qualification is Proposer's certification that the Proposer will accept any awards made to him as a result of said submission of the terms contained therein.

2) Tab II – Corporate Experience and Capacity (2 Pages)

The Qualification should state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part- time basis.

3) Tab III – Specialized Expertise of Team Members (2 Pages)

The firm should identify the individuals who will provide the services, including resume and experience in similar work as follows:
Project Team and Previous Experience

- Provide an organizational chart for the project team – including any sub consultants.
- Identify the project manager and each team member who will work on this project.
- For each individual listed above, answer the following questions. Please use a separate page for each team member.
    a. What will be the individual's role in the project(s)?
    b. Where is this individual located?
    c. What is the availability of this individual to devote time to the project(s)?
    d. How long has this individual been with the firm/project team?
    e. Give one example of specific experience relevant to this project.
- Provide one page resume for all key personnel and sub consultants.
- Identify the number of years in business along with a brief historical summary of the firm.
- Provide past experience in providing similar consulting services to governmental entities
- Describe the team's previous experience in environmental consulting, (one page maximum)

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- Describe the team's familiarity with the City of Holly Hill.
- Identify the location of the firm and the team and discuss how that will affect the services required under this request (one page maximum).
- Provide a client listing and a minimum of four (4) current or previous references, (2) must be in State of Florida, for similar projects as defined by the Scope of Service herein. Include the term of the relationship(s), current status and individual, contact name, address, email, and telephone number.

4) Tab IV – Customer Listing (1 Page)

Provide a listing of all previous customers during the past three years for all work of similar size and scope. The services provided to these clients should have characteristics as similar as possible to those requested in this RFQ.

Information provided for each client shall include the following:

- Client name, address, and current telephone number.
- Description of services provided.
- Time period of the project or contract.
- Client's contact reference name and current telephone number.

Failure to provide complete and accurate client information, as specified here, may result in the disqualification of your Qualification.

The City reserves the right to contact any and all references to obtain, with limitation, ratings for the following performance indicators includes:

- On a scale of 1-10, with 1 being very dissatisfied and ten exceeding your every expectation, how satisfied were you with the contractor's performance?
- What specifically did you like about their approach?
- What do you believe were shortcomings or that they could have done better?
- Did they meet your schedule requirements?
- How were their communications? Were you always kept in the loop?
- How responsive were they in addressing problems?
- How was the quality/experience/personality of their personnel? (
- Would you use this Contractor again?
- Additional comments

A uniform sample of references will be checked for each Proposer. Proposers will be scored on a scale of 1 to 10, with 10 being the highest possible score. This score will also be used in determining the score to be given to the "past performance" evaluation factor for each Qualification.

5) Tab V, Acceptance of Conditions

Indicate any exceptions to the general terms and conditions of the RFQ, and to insurance requirements or any other requirements listed in the RFQ. If no exceptions are indicated in this tabbed section, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

6) Tab VI, Documents

- Professional Certifications/Licenses
- Affiliations and/or memberships

7) Tab VII, Required Form Submittals

Required forms:

- Standard Construction Contract
- Proposers Checklist
- Conflict of Interest Affidavit
- Proposers Qualification Form
- Declaration Statement
- Insurance Requirements
- Drug Free Workplace Certification
- Non-Collusion Affidavit of Prime Bidder
- Acknowledgements
- Compliance with Public Records Law
- References Form
- Public Entity Crimes Statement
- Vendor Information
- W9
- Label

L) Qualification Evaluation Committee and Evaluation Factors

All Qualifications will be subject to a review and evaluation process. It is the intent of the City that all proposers responding to this RFQ, who meet the requirements, will be ranked in accordance with the criteria established in these documents. The City will consider all responsive and responsible Qualifications received in its evaluation and award process. For evaluation purposes, the term "Responsible" means: A business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required and be able to fully document the ability to provide good faith performance.

Qualifications shall include all of the information solicited in this RFQ, and any additional data that the Proposer deems pertinent to the understanding and evaluating of the Qualification. Proposers will provide their best price and cost analysis and should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Each proposer will be ranked based on the criteria herein addressed.

Proposers submitting the required criteria will have their Qualifications evaluated by an evaluation committee and scored for the non-price factors to include technical response, qualifications and experience. Weights for cost will not be assigned by the evaluation committee. Some exceptions may apply depending on the complexity of the project scope of work.

During the evaluation process and at the sole discretion of the City, requests for clarification of one or

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

more proposer submittals may be conducted. This request for clarification may be performed by the City in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the City may have on a proposer's submittal.

Submissions will be evaluated on a total score basis, with a maximum score of one hundred (100) points. The following criteria will be used in the evaluation process to determine the successful respondent(s):

	Maximum Points
Summary of Proposer's Qualifications (Tab I, II and Tab III)	**35**
Experience with Government Municipalities within the State of Florida and within the region. (Tab IV)	**35**
Location of Primary Office in Florida	**5**
How familiar is Firm with this type of surveying services in Volusia County and the City of Holly	**25**
Total Points	**100**

Formal Oral Presentations/Interviews (If Requested) (maximum 4 X 2.5 = maximum 10 points)

Drug-Free Workplace: In accordance with Florida Statute 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more Qualifications which are equal with respect to quality and service are received by the City for the procurement of commodities or contractual services, a Qualification received from a business that furnishes a form certifying that it is a Drug Free Workplace shall be given preference in the award process. NOTE: In the event, the submitter wishes to provide items specified above and beyond the stated requirements of this request at "no cost" to the City of Holly Hill, these services should be identified and included in the request response.

Tie Breaker: In the event of a tie (with each business certifying that it is a Drug-Free Workplace), both in individual scoring and in final ranking, the firm with the lowest volume of work on City projects within the last five (5) years will receive the higher individual ranking. This information will be based on information provided by the Proposer, subject to verification at the City's option. If there is a multiple firm tie in either individual scoring or final ranking, the firm with the lowest volume of work shall receive the higher ranking, the firm with the next lowest volume of work shall receive the next highest ranking and so on. If neither vendor has performed in work in the last five years, the preference will be given to the Proposer within the city limits or principal office closest to City Hall.

7) Contract / Agreement and All Required Forms

Required forms:

- Standard
- Contract
- Proposers Checklist
- Conflict of Interest Affidavit
- Proposers Qualification Form
- Declaration Statement
- Insurance Requirements
- Drug Free Workplace Certification
- Non-Collusion Affidavit of Prime Bidder

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

- Acknowledgements
- Compliance with Public Records Law
- References Form
- Public Entity Crimes Statement
- Vendor Information
- W9
- Label

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

PROPOSER CHECK LIST

I M P O R T A N T: **Please read carefully, sign in the spaces indicated and return with your Qualification.**
Proposer should check off each of the following items as the necessary action is completed:

☐ The standard contract/ agreement has been signed and included.

☐ All applicable forms have been signed and included

☐ All information as requested in the Proposer's Qualification Form is included.

☐ Any addenda have been signed and included.

☐ The mailing envelope has been addressed to:

CITY CLERK
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, Florida 32117

☐ The **mailing envelope must be sealed and marked** with Qualification Number "**RFQ 24-PW-03"**, Qualification Title "**PROFESSIONAL SURVEYING SERVICES**" and Due Date "**@ 2:00 pm**".

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☐ The Qualification will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Qualification cannot be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

Company	Address
Authorized Signature	City, State, Zip Code
Printed Name & Title	Telephone No.
Email	Fax No.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

PROFESSIONAL CONSULTANT SERVICES AGREEMENT
Professional Surveying Services
Request for Qualification (RFQ) #24-PW-01

THIS AGREEMENT is made and entered into this _____ day of March , 2024, by and between_____ , duly authorized to conduct business in the State of Florida and whose address is_____, hereinafter, called "CONSULTANT" and the **CITY OF HOLLY HILL**, a political subdivision of the State of Florida, whose address is 1065 Ridgewood Ave, Holly Hill, FL 32117, hereinafter called "CITY".

SECTION 1. AGREEMENT. The terms of this Agreement, together with the incorporation of the terms and conditions of the Request for Qualifications (RFQ #24-PW-01), and any exhibits, schedules and attachments hereto, and any and all amendments relating to same, and any and all submittals from CONSULTANT, constitute the entire Agreement between CITY and CONSULTANT. This Agreement is the final, complete and exclusive expression of the terms and conditions of the parties' Agreement. Any and all prior agreements, representations, negotiations, and understandings made by the parties, oral or written, expressed or implied, are hereby superseded and merged herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be for five years (5) years from the date of award with two (2) one year extension options which may be exercised at the sole discretion of the City Manager.

SECTION 3. COMPENSATION. For Services rendered, the CITY shall pay the CONSULTANT a lump-sum fee, including or excluding reimbursable expenses as mutually agreed upon. Unless otherwise agreed in a Scope of Services, the CONSULTANT will invoice the City monthly based upon the CONSULTANT's estimate of the portion of the total Services actually completed at the time of billing.

SECTION 4. REIMBURSABLE EXPENSES. "Reimbursable Expenses" means the actual, necessary and reasonable expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto for travel; toll telephone calls and facsimiles; reproduction of reports, drawings and specifications, and similar Project-related items; as provided in the City's Purchasing Policy.

SECTION 5. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipts requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For City:
Valerie Manning, City Clerk
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117
(386)248-9441

For Contractor:
_____, _____(Name, Title)
_____. (Company)
_____ (Address)
_____ (City, State, Zip)
_____ (Phone)

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

SECTION 6. RIGHTS AT LAW RETAINED. The rights and remedies of CITY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

SECTION 7. CONTROLLING LAW, VENUE, ATTORNEY'S FEES. This Agreement is to be governed, construed, and interpreted by, through and under the laws of Florida. Venue for any litigation between the parties to this Agreement shall be in the County of Volusia, Florida and any trial shall be non-jury. The prevailing party in any litigation arising from or related to this Agreement shall be reimbursed reasonable attorney fees and costs, including all fees and costs of an appeal.

SECTION 8. MODFICATIONS TO AGREEMENT. This Agreement and any exhibits, amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

SECTION 9. SEVERABILITY. If, during the term of this Agreement, it is found that a specific clause or condition of this Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force and effect.

SECTION 10. WAIVER OF JURY TRIAL. THE CITY AND CONSULTANT HAVE SPECIFICALLY WAIVED THE RIGHT TO A JURY TRIAL CONCERNNG ANY DISPUTES WHICH MAY ARISE CONCERNING THIS AGREEMENT.

SECTION 11. NON-WAIVER. No indulgence, waiver, election or non-election by CITY under this Agreement shall affect CONSULTANT's duties and obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date written above for execution by CITY.

WITNESSES:

_____

CITY OF HOLLY HILL

_____
Joseph Forte, City Manager

Dated: _____

WITNESSES:

_____

_____

FIRMS
By: _____
_____, _____

Dated: _____

Attachments: A. RFQ # 24-PW-03
B. Firm Response to RFQ
C. Scope of Service

Approved by the City Commission of the City of Holly Hill at a meeting held on this _____ day of _____, 2024 under Agenda Item No. _____.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the proposed work; and bear on whether the firm (employees, officers and/or agents) has a possible conflict have been fully disclosed.

Additionally, the firm (employees, officers and/or agents) agrees to immediately notify in writing the Finance Director, or designee, if any actual or potential conflict of interest arises during the contract and/or project duration.

_____	_____
Company	Address
_____	_____
Authorized Signature	City, State, Zip Code
_____	_____
Printed Name & Title	Telephone No.
_____	_____
Email	Fax No.

State of _____)
City of _____)

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____, by _____, who is personally known to me to be the _____ for the Firm, OR who produced the following identification:_____.

_____

Notary Public

My Commission Expires: _____

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

PROPOSERS QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

% Completed	Project	Contract Amount
		$
		$
		$

LIST CURRENT PROJECTS ON WHICH YOUR FIRM IS THE CANDIDATE FOR AWARD:

OTHER INFORMATION ABOUT PROJECTS:

Have you, at any time, failed to complete a project? ☐ Yes ☐ No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?
☐ Yes ☐ No

If the answer to either question is yes, submit details on separate sheet. List all lawsuits that have been filed by or against your firm in the last five (5) years:

FEES:

List total fees for work done on all City projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Fees must be listed individually by contract or project and then summarized as a total dollar amount.** Attach additional page if necessary.

$_____Total Fees for work done on all City projects

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

REFERENCES:
Bank(s) Maintaining Account(s): _____

_____

Surety/Underwriter: (if required)_____

_____

Other References: (Use additional sheets if necessary)

_____

_____

TYPE OF FIRM:

☐ Corporation/Years in Business: _____. If firm is a corporation, please list state in which it is incorporated: _____. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida.
☐ Partnership/Years in Business: _____
☐ Sole Proprietorship/Years in Business: _____
☐ Other: Please list: _____ _____

Pursuant to information for prospective Proposers for the above-mentioned proposed project, the undersigned is submitting the information as required with the understanding that it is only to assist in determining the qualifications of the organization to perform the type and magnitude of work intended, and further, guarantee the truth and accuracy of all statements herein made. We will accept your determination of qualifications without prejudice.

_____ Company	_____ Address
_____ Authorized Signature	_____ City, State, Zip Code
_____ Printed Name & Title	_____ Telephone No.
_____ Email	_____ Fax No.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

DECLARATION STATEMENT

City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117

RE: RFQ NO. 24-PW-03 - "PROFESSIONAL SURVEYING SERVICES for City of Holly Hill"

Dear Mayor and Commission Members:

The undersigned, as Proposer (herein used in the masculine, singular, irrespective of actual gender and number) declares that he is the only person interested in this Qualification or in the contract to which this Qualification pertains, and that this Qualification is made without connection or arrangement with any other person and this Qualification is in every respect fair and made in good faith, without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the Instructions to Proposers issued prior to the opening of Qualifications, and that he has satisfied himself fully relative to all matters and conditions with respect to the general condition of the contract to which the Qualification pertains.

The Proposer puts forth and agrees to commence negotiations, in accordance with the Federal 40 USC Title 1101-1104 (Brooks Act) and F.S. 287.055(5), and execute an appropriate City document for the purpose of establishing a formal contractual relationship between him, and the City for the performance of all requirements to which the Qualification pertains. The Proposer states that the Qualification is based upon the Qualification documents listed in **RFQ #24-PW-03.**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this _____ day of _____, 20__ in the City of _____, in the State of _____.

_____	_____
Company	Address
_____	_____
Authorized Signature	City, State, Zip Code
_____	_____
Printed Name & Title	Telephone No.
_____	_____
Email	Fax No.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

INSURANCE REQUIREMENTS

INSURANCE TYPE	REQUIRED LIMITS
☒ 1. Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
☒ 2. Commercial General Liability (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.	Bodily Injury & Property Damage **$1,000,000** single limit per occurrence

☒ 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Holly Hill, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of the City of Holly Hill.

☒ 4. Automobile Liability	**$ 500,000** Each Occurrence Owned/Non-owned/Hired Automobile Included
☒ 5. Other Insurance as indicated below: Errors and Omissions or Professional Malpractice Coverage	**$** 1,000,000 Per Occurrence

☐ 6. Aircraft Liability $1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.

☒ 7. Contractor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Contractor shall provide City with certificates of insurance meeting the required insurance provisions.

☒ 8. The City of Holly Hill must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

INSURANCE REQUIREMENTS
(Continued)

☒ 9. The City of Holly Hill shall be named as the Certificate Holder. NOTE--The "Certificate Holder" should read as follows:

City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, Florida

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

☒ 10. **Thirty (30) Days Cancellation Notice** required.

☒ 11. The Certificate must state the **RFQ** Number and SURVEYING SERVICES.

= =

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

Company	Address
Authorized Signature	City, State, Zip Code
Printed Name & Title	Telephone No.
Email	Fax No.

Insurance Agency

Signature of Proposer's Agent

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statues, as stated above?

☐ **YES**
☐ **NO**

Company	Address
Authorized Signature	City, State, Zip Code
Printed Name & Title	Telephone No.
Email	Fax No.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

State of_____

County of_____

_____, being first duly sworn, deposes and says that:

He/she is _____of_____, Proposer that has submitted the attached Qualification;

He/she is fully informed respecting the preparation and contents of the attached Qualification and of all pertinent circumstances respecting such Qualification;

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Qualification or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF HOLLY HILL.

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

_____	_____
Company	Address
_____	_____
Authorized Signature	City, State, Zip Code
_____	_____
Printed Name & Title	Telephone No.
_____	_____
Email	Fax No.

Subscribed and sworn to before me this _____day of_____, 20___.

_____

_____
Title

My Commission Expires: _____

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

ACKNOWLEDGEMENTS
RFQ #24-PW-03 Professional Surveying Services

To: City of Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117

_____
(Professional Consultant)

agrees to provide PROFESSIONAL SURVEYING SERVICES as defined in this Request for Qualifications document and in accordance with the requirements of the specifications and related work authorizations/contract documents.

The undersigned Qualifier/Consultant has carefully examined the RFQ requirements and related contract documents and is familiar with the nature and extent of the work and any local conditions that may in any manner affect the work to be done.

The undersigned agrees to provide the PROFESSIONAL SURVEYING SERVICES called for by the RFQ documents, in the manner prescribed therein and to the standards of quality and performance established by the City for the quality of service quoted.

The undersigned agrees to the right of the City to hold the Request for Qualifications submittals and guarantees the future related proposals for a period not to exceed one hundred twenty (120) days from the effective date of the contract term.

The undersigned accepts the invoicing and payment policies specified in the RFQ.

Upon award of this RFQ, the City and Qualifier/Consultant each binds himself, itself, or herself, its partners, successors, assigns, and legal representatives to the other party hereto in respect to all covenants, agreements, and obligations contained in the RFQ Documents.

The RFQ Document constitutes the entire agreement between City and Qualifier/Consultant and may only be altered, amended, or repealed by a Change Order or a written amendment.

The Qualifier/Consultant, by signing these RFQ Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFQ Document.

Qualifier/Consultant shall guarantee PROFESSIONAL SURVEYING SERVICES within _____calendar days from receipt of Purchase Order or Work Authorization / Notice to Proceed.

Dated this_____ day of_____, _____
(Month) (Year)

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

INDIVIDUAL, FIRM, CORPORATION, LIMITED LIABILITY, PARTNERSHIP, OR OTHER FORM OF ENTITY

By: _____/_____
(Signature) **(Print name)**

Address: _____

_____

_____

Telephone: (_____) _____ **Fax: (_____)** _____

Taxpayer Identification Number (TIN): _____

CORPORATION

By: _____/_____
(Signature) **(Print name)**

Address: _____

_____

_____

Telephone: (_____) _____ **Fax: (_____)** _____

Taxpayer Identification Number (TIN/EIN): _____

State Under Which Corporation Was Chartered:

_____

Corporate President: _____
(Print Name)

Corporate Secretary: _____
(Print Name)

Corporate Treasurer: _____
(Print Name)

CORPORATE SEAL

Attest By: _____
Secretary

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

Signature: _____ **Date:** _____

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or ten (10) days after opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the CITY.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the CITY in a separate envelope marked accordingly.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Valerie Manning, City Clerk
386-248-9441 vmanning@hollyhillfl.org 1065 Ridgewood Ave Holly Hill, FL 32117

A provision that requires the contractor to comply with public records laws, specifically to:
Keep and maintain public records required by the public agency to perform the service.
Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

By submitting a response to this solicitation, the company agrees to defend the CITY in the event we are forced to litigate the public records status of the company's documents.

Company Name: _____

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

Authorized representative (printed): _____

Authorized representative (signature): _____

Project Number: **RFQ #24-PW-03**

Date: _____

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

REFERENCES FORM

Provide the business names, contact persons and telephone numbers of four (4) references for which the firm has provided services described in this Qualification for three (3) years or more within the last five (5) years. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

1. Name of Company: _____

   Address: _____

   Point of Contact: _____

   Phone #: _____ Email address: _____

   Service(s) Provided: _____

   _____

   Dates of Service: _____

2. Name of Company: _____

   Address: _____

   Point of Contact: _____

   Phone #: _____ Email address: _____

   Service(s) Provided: _____

   _____

   Dates of Service: _____

3. Name of Company: _____

   Address: _____

   Point of Contact: _____

   Phone #: _____ Email address: _____

   Service(s) Provided: _____

   _____

   Dates of Service: _____

4. Name of Company: _____

   Address: _____

   Point of Contact: _____

   Phone #: _____ Email address: _____

   Service(s) Provided: _____

   _____

   Dates of Service: _____

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Holly Hill

by _____
(Print Individual's Name and Title)
for _____
(Print Name of Entity Submitting Sworn Statement)
whose business is
_____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

    a. A predecessor or successor of a person convicted of a public entity crime; or

    b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(Signature)

Sworn and subscribed before me this_____day of_____, 2018.

Personally known_____

OR produced identification_____

_____
(Type of Identification)

_____
(Notary)

Notary Public State of_____

My commission expires:_____

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

VENDOR INFORMATION

Vendor is:
( ) Corporation
( ) Partnership
( ) Sole Proprietorship
( ) Other _____(Explain)

Federal Employer Identification Number: _____

Firm Name: _____

Mailing Address: _____

_____

Telephone No.: _____ Fax No.: _____

Email Address: _____Web Address:_____

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

_____

_____

Submitted by: _____

Name & Title Printed: _____

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

Form **W-9**
(Rev. October 2007)
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.

Print or type See **Specific Instructions** on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

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

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 4.

Sign Here **Signature of U.S. person** ▶ **Date** ▶

General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

Affidavit of E-Verify Requirements Compliance

The Consultant/Contractor agrees to comply with Section 448.095, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.095, Florida Statutes.

1. The Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the Agreement term.

2. That the Consultant/Contractor understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subconsultant/subcontractors performing work under this Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of this Agreement for which the City may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, the Consultant/Contractor shall be liable to the City for any costs incurred by the City as a result of the Consultant's/Contractor's breach

Consultant/Contractor shall execute and return the Affidavit of E-Verify Requirements Compliance to City. IN WITNESS WHEREOF, the parties have made and executed this Agreement for the purposes stated above.

Consultant/Contractor Name and Address	Signature
	Name and Title

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

Cut and use this label for Qualification Package

CITY OF HOLLY HILL
CITY CLERK
1065 RIDGEWOOD AVE
HOLLY HILL, FL 32117

RFP #24-PW-03

PROFESSIONAL SURVEYING SERVICES

OPENING DATE/TIME:
February 27, 2024
by 2:00 p.m.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

EXHIBIT 'A'

Description/Scope of Services

GENERAL SCOPE OF SERVICES

The City is seeking sufficient information in the qualification statement to determine if the firm is qualified to provide the City with surveying services for various projects within the City. It is anticipated that the Surveyor shall provide, but not is limited to, the following services:

Professional Services

- Land Surveys
- Maintenance Plats
- Right-of-way location
- Ground truthing for aerial topography
- Cross-sections for drainage basin analysis
- Design survey
- Construction staking
- Preparation of legal descriptions
- Research of titles
- Serve as City Surveyor for all plat review and recording
- Establish GPS coordination at designated locations
- Provide consulting expertise in the development of the City's GIS and GPS systems
- Perform subsurface utility explorations
- Other miscellaneous surveying and mapping services as necessary

Additional Requirements

- Surveyor shall responsible for the professional quality, technical accuracy, and coordination of all services provided. Surveyor shall be responsible, without any additional compensation, to correct or revise errors of deficiencies in maps, drawings, specifications, or other services provided.
- All deliverable reference data, survey data, maps, plans, reports, and all other deliverables resulting from the Surveyor's services shall become mutual property of the Surveyor and the City of Holly Hill.

Deliverables may include, but not be limited to

- Final deliverables will include four (4) bound sets of feasibility reports and exhibits, plans and specifications, and as built drawings drawn to scale. All elements of the deliverables shall also be provided on a CD or DVD in applicable format as specified by the City.
    - All text and graphic information will be provided in the City standard MS Office software (MS Word, MS Power Point, etc) and in the Adobe .PDF format, unless otherwise specified.
    - All geo-spatial information including plans, surveys, maps, and aerial photography will be provided in AutoCAD or ESRI Personal Geodatabase format. This data will be referenced by a minimum of three (3) coordinates in the Florida State Plane Coordinate

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

System, East Zone in US Survey Feet. The horizontal datum is NAD83/(1990) HARN and the vertical datum is either NGVD 29 or NAVD 88 Feet, in accordance with Florida Statues, Chapter 177.151

- AutoCAD files will follow the City's AutoCAD standard format.

- All plans, drawings, reports, and specifications that result from the Consultant's services shall become the mutual property of the City and the Consultant.
- Additional digital copies of documents shall be provided to the City upon request at no additional fee.

Consultant shall respond to all reasonable requests for additional information at no additional fee to the City.

Each Project will have an expanded Scope of Services tailored to the specific needs of the City. Each project will be negotiated at the time of the development of the specific scope of work.

Attachment: Exhibit A - RFQ_24-PW-03_Professional_Surveying_Services (2024-R-16 : Professional Surveying Services Contract Award)

Team Score Sheet

RFQ # 24-PW-01 Professional Surveying Services						
Consultant Name	Summary of Proposer's Qualifications 35 points	Experience with Government Municipalities 35 points	Location of Primary Office in Florida 5 points	Familiarity with similar services in Volusia County and Holly Hill 25 points	Total Team Point Score	RANKING
Matthews DCCM	86.0	79.0	8.0	38.0	211.0	4
Allen & Company	85.0	79.0	11.0	63.0	238.0	3
Bowman	70.0	74.0	3.0	38.0	185.0	5
Southeastern Surveying & Mapping	95.0	102.0	9.0	75.0	281.0	1
WGI, Inc	89.0	91.0	7.0	63.0	250.0	2

Reviewer 1

RFQ # 24-PW-01 Professional Surveying Services						
Consultant Name	Summary of Proposer's Qualifications 35 points	Experience with Government Municipalities 35 points	Location of Primary Office in Florida 5 points	Familiarity with similar services in Volusia County and Holly Hill 25 points	Point Score	RANKING
Matthews DCCM	31.0	29.0	3.0	17.0	80.0	
Allen & Company	30.0	28.0	5.0	20.0	83.0	
Bowman	29.0	28.0	2.0	12.0	71.0	
Southeastern Surveying & Mapping	30.0	32.0	5.0	25.0	92.0	
WGI, Inc	28.0	28.0	3.0	20.0	79.0	

Reviewer 2

RFQ # 24-PW-01 Professional Surveying Services						
Consultant Name	Summary of Proposer's Qualifications 35 points	Experience with Government Municipalities 35 points	Location of Primary Office in Florida 5 points	Familiarity with similar services in Volusia County and Holly Hill 25 points	Point Score	RANKING
Matthews DCCM	25.0	20.0	3.0	10.0	58.0	
Allen & Company	29.0	30.0	4.0	20.0	83.0	
Bowman	20.0	20.0	0.0	10.0	50.0	
Southeastern Surveying & Mapping	30.0	35.0	3.0	25.0	93.0	
WGI, Inc	28.0	30.0	3.0	23.0	84.0	

Reviewer 3

RFQ # 24-PW-01 Professional Surveying Services						
Consultant Name	Summary of Proposer's Qualifications 35 points	Experience with Government Municipalities 35 points	Location of Primary Office in Florida 5 points	Familiarity with similar services in Volusia County and Holly Hill 25 points	Point Score	RANKING
Matthews DCCM	30.0	30.0	2.0	11.0	73.0	
Allen & Company	26.0	21.0	2.0	23.0	72.0	
Bowman	21.0	26.0	1.0	16.0	64.0	
Southeastern Surveying & Mapping	35.0	35.0	1.0	25.0	96.0	
WGI, Inc	33.0	33.0	1.0	20.0	87.0	

Attachment: Exhibit B - Evaluation Matrices (2024-R-16 : Professional Surveying Services Contract Award)

RFQ # 24-PW-01 Professional Surveying Services						
Consultant Name	Summary of Proposer's Qualifications 35 points	Experience with Government Municipalities 35 points	Location of Primary Office in Florida 5 points	Familiarity with similar services in Volusia County and Holly Hill 25 points	Point Score	RANKING
Matthews DCCM	31.0	29.0	3.0	17.0	80.0	3
Allen & Company	30.0	28.0	5.0	20.0	83.0	2
Bowman	29.0	28.0	2.0	12.0	71.0	5
Southeastern Surveying & Mapping	30.0	32.0	5.0	25.0	92.0	1
WGI, Inc	28.0	28.0	3.0	20.0	79.0	4

Reviewer Name (Print) Josef Grzywinski

Reviewer Signature/Date 3-14-24

RFQ # 24-PW-01 Professional Surveying Services						
Consultant Name	Summary of Proposer's Qualifications 35 points	Experience with Government Municipalities 35 points	Location of Primary Office in Florida 5 points	Familiarity with similar services in Volusia County and Holly Hill 25 points	Point Score	RANKING
Matthews DCCM	25.0	20.0	3.0	10.0	58.0	4
Allen & Company	29.0	30.0	4.0	20.0	83.0	3
Bowman	20.0	20.0	0.0	10.0	50.0	5
Southeastern Surveying & Mapping	30.0	35.0	3.0	25.0	93.0	1
WGI, Inc	28.0	30.0	3.0	23.0	84.0	2

Reviewer Name (Print) Antoine Khoury

Reviewer Signature/Date Antoine E Khoury 3-14-24

RFQ # 24-PW-01 Professional Surveying Services						
Consultant Name	Summary of Proposer's Qualifications 35 points	Experience with Government Municipalities 35 points	Location of Primary Office in Florida 5 points	Familiarity with similar services in Volusia County and Holly Hill 25 points	Point Score	RANKING
Matthews DCCM	30.0	30.0	2.0	11.0	73.0	3
Allen & Company	26.0	21.0	2.0	23.0	72.0	4
Bowman	21.0	26.0	1.0	16.0	64.0	5
Southeastern Surveying & Mapping	35.0	35.0	1.0	25.0	96.0	1
WGI, Inc	33.0	33.0	1.0	20.0	87.0	2

Reviewer Name (Print) Steven Juengst

Reviewer Signature/Date Steven Juengst

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

SSMC™

SUE • SURVEY • GIS

Request for Qualifications

City of Holly Hill

RFQ#24-PW-03 Professional Surveying Services

Due: February 27, 2024 @2:00 PM

Submitted By: Southeastern Surveying and Mapping Corporation

Responsible Office: 6500 All American Blvd, Orlando, FL 32810

Point of Contact: Edwin Munoz Jr., PSM | emunoz@ssmc.us | (407) 789-3697

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Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Tab I – Management Summary

Michele Moore, Finance Director
City of Holly Hill, City Clerk
1065 Ridgewood Ave, Holly Hill, FL 32117

February 27, 2024

Commitment. Expertise. Stability. Responsiveness. These are just some of the traits that Southeastern Surveying and Mapping Corporation (SSMC) offers to the City of Holly Hill on this Professional Surveying Services contract. With SSMC, the City will experience a workflow founded on accountability and responsibility for the high-performance quality of all assigned tasks, from conception to completion.

The Underlying Philosophy of the Firm

Founded in 1972, SSMC is an independent, 100% employee-owned Professional Surveying and Mapping, Geographic Information Systems (GIS), and Subsurface Utility Engineering (SUE) firm. With three unique divisions that work together seamlessly, the SSMC team is committed to providing a single statewide source for Geospatial data, graphic presentation, database design, delivery, and management. The SSMC project managers in all divisions are hands-on on maintaining constant contact with the client while at the same time minimizing the need for the client's participation.

Our clients know that our emphasis on quality, schedule, and budget are essential ingredients that make their projects successful. The direct result of SSMC working for over five decades with public sector clients was the formation of SSMC's full-service Subsurface Utility Engineering (SUE) and Geographic Information (GIS) Division. SSMC's Land Surveying, GIS and SUE Divisions work closely to meet our client's needs.

Traditional Services

Professional Surveying and Mapping by SSMC applies experience and a complete surveyor's toolkit including 4 WD vehicles, ATV's, boats, airboats, fathometers, Terrestrial, Mobile and Static LiDAR, GPS, reflector less total stations, digital levels, electronic field books and a proprietary data collection format. Graphic production using MicroStation, Open Roads, ArcInfo, AutoCAD Civil 3D, AutoCAD Land Development, TopoDOT, Revit, CAiCE, and GEOPAK tools deliver compatible data in ready-to-use form to our clients and team members. Qualifications by the Federal Highway Administration, the FDOT, FDEP, SWFWMD, SFWMD, SRWMD, NWFWMD, and SJRWMD testify that SSMC employs the staff, equipment, and methods suitable for three-dimensional surveying and mapping to the highest standards.

Non-Traditional Services

Geographic Information Systems (GIS) are created and maintained by SSMC's full-service GIS Division. This division has been designing and developing digital maps and collecting data for their associated databases since 1989, and to date has completed inventory and condition assessment/inspection projects for thousands of stormwater features that have included culverts, ponds, conveyances, levees, dams, pump stations and manholes. This division is also available to supply the training and support required to help clients derive maximum returns from the integration of GIS mapping into an asset management system.

Subsurface Utility Engineering by SSMC's full-service SUE Division since 1990, employs the best electronic sensing devices as well as Ground Penetrating Radar (GPR) and records research to designate underground utilities and then uses highly mobile, safe, nondestructive vacuum excavation equipment to uncover and positively identify them. The SSMC SUE Division also performs pipe thickness testing using Sonar Equipment and is offered as an alternative to cutting coupons on aging force mains.

By submission of this RFQ Response the undersigned officers certify that they will accept the terms of this contract.

Thomas K. Mead, PSM, PLS | President | Principal in Charge
tmead@ssmc.us | M: (850) 220-6613 | (407) 292-8580

Edwin Munoz Jr., PSM | Project Manager | Point of Contact
emunoz@ssmc.us | M: (321) 626-3504 | (407) 789-3697

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Tab II – Corporate Experience and Capacity

Size of the Firm: 239 Persons
Location of Corporate Office: Orlando, 6500 All American Blvd, Orlando, FL 32810
Number of Full-Time Professional Staff: 235
Number of Part-Time Professional Staff: 4

With 51 years of experience, Southeastern Surveying and Mapping Corporation (SSMC) has maintained an independent status and became an 100% employee-owned Professional Surveying and Mapping, Geographic Information Systems (GIS), Subsurface Utility Engineering (SUE) team that serves Florida's leading public and private organizations.

We know the City of Holly Hill requires services that involve definite and often expedited schedules, and we commit to being extremely responsive and consistently delivering a quality product on time and within the agreed-upon budget. SSMC has been in business and working throughout Volusia County since 1972 and has been working under contract with the City of Holly Hill since 2013.

Our staff of over 200 personnel includes 15 licensed Professional Surveyors and Mappers, one (1) Professional Engineer, 52 nationally Certified Survey Technicians (CST), eight (8) licensed unmanned aerial vehicle (UAV) pilots, two (2) Engineers in Training (EI), four (4) internationally Certified GIS Professionals, one (1) Certified in GIS and dozens of highly experienced surveyors, computer-aided design (CAD), and GIS technicians, who work together as a team using state-of-the-art resources, both field and office.

In lieu of a list of current projects that will change daily, SSMC has submitted an availability of staff document based on our current and projected workload that will more accurately convey the message we want to communicate. SSMC makes a commitment and has a record of being willing to dedicate whatever company resources are necessary, both manpower/equipment, in a timely fashion to expedite services when necessary and to complete all services on time and within the agreed upon budget.

Our firm has available 56% of current staff ready to be applied to new work. SSMC has a track record of being willing and able to meet all time and budget constraints. The SSMC team has the capacity to apply our workforce resources to the City's projects. The SSMC Project Manager, Edwin Munoz, Jr., PSM, is dedicated to completing of all the City's task assignments on time and within budget."

SSMC makes a commitment to the City of Holly Hill that the Quality Assurance/Quality Control (QA/QC) of all tasks will be reviewed for accuracy, completeness, and compliance with agreed upon scope by our dedicated QA/QC Manager, James Mazurak, PSM.

SSMC's team resources and workload are designed to apply enough time to the City of Holly Hill's projects.

SSMC's Key Personnel Staffing Availability Based on our Current and Projected Assignments

Project Personnel	Project Role	% Of Availability
Thomas K. Mead, PSM, PLS	President | Principal in Charge	Approximately 52%
Edwin Munoz, PSM	Project Manager | Point of Contact	Approximately 54%
William Rowe, PSM	Office Project Surveyor	Approximately 54%
Steven Fensterer	Field Project Surveyor	Approximately 56%
James Mazurak, PSM	QA/QC Manager	Approximately 56%
Brian Garvey, PE, GISP	GIS Division Manager	Approximately 55%
Darryll DeMarsh, GPRT	Utility Division Manager	Approximately 54%

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

SSMC's Project Approach

The SSMC team understands that the City of Holly Hill requires on an on-demand basis, oftentimes with an expedited schedule managed by a professional project manager. Services to be provided shall include, but not be limited to the following: Professional Surveying Services for the City to complete all / any land surveying services, utility horizontal and vertical utility and depth verification of utilities as needed in accordance with the terms, conditions, and specifications stated herein. The SSMC Project Management Approach is founded on many core principles: consistency, commitment, experience, and qualified staff members.



- To provide Professional Land Surveying and Mapping Services to meet or exceed the client's expectations.
- To provide the successful completion of all task assignments within the task schedule and budget.
- To provide more than ample field and office personnel for each task assignment.
- To provide more than ample resources for each task assignment.
- To provide more than adequate QA/QC for all deliverables for each task assignment.
- To provide good communication between the SSMC team and the clients' staff.

SSMC's Brief Quality Assurance & Quality Control Plan

The goal of the SSMC QA/QC plan is to establish procedures and methods that make QA/QC a part of what everyone does daily, even when no one is watching. This begins with defining the initial scope of work that considers the clients' expectations relative to deliverables, and schedule and ends with the successful delivery of a quality product on time and within budget. It all starts with an embedded management commitment that is designed to ensure the successful delivery of a quality product on time and within budget. James Mazurak, PSM, your dedicated QA/QC Manager, will oversee the City's QA/QC plan.

These are some basic commitments that we make to ensure the success of our QA/QC plan:

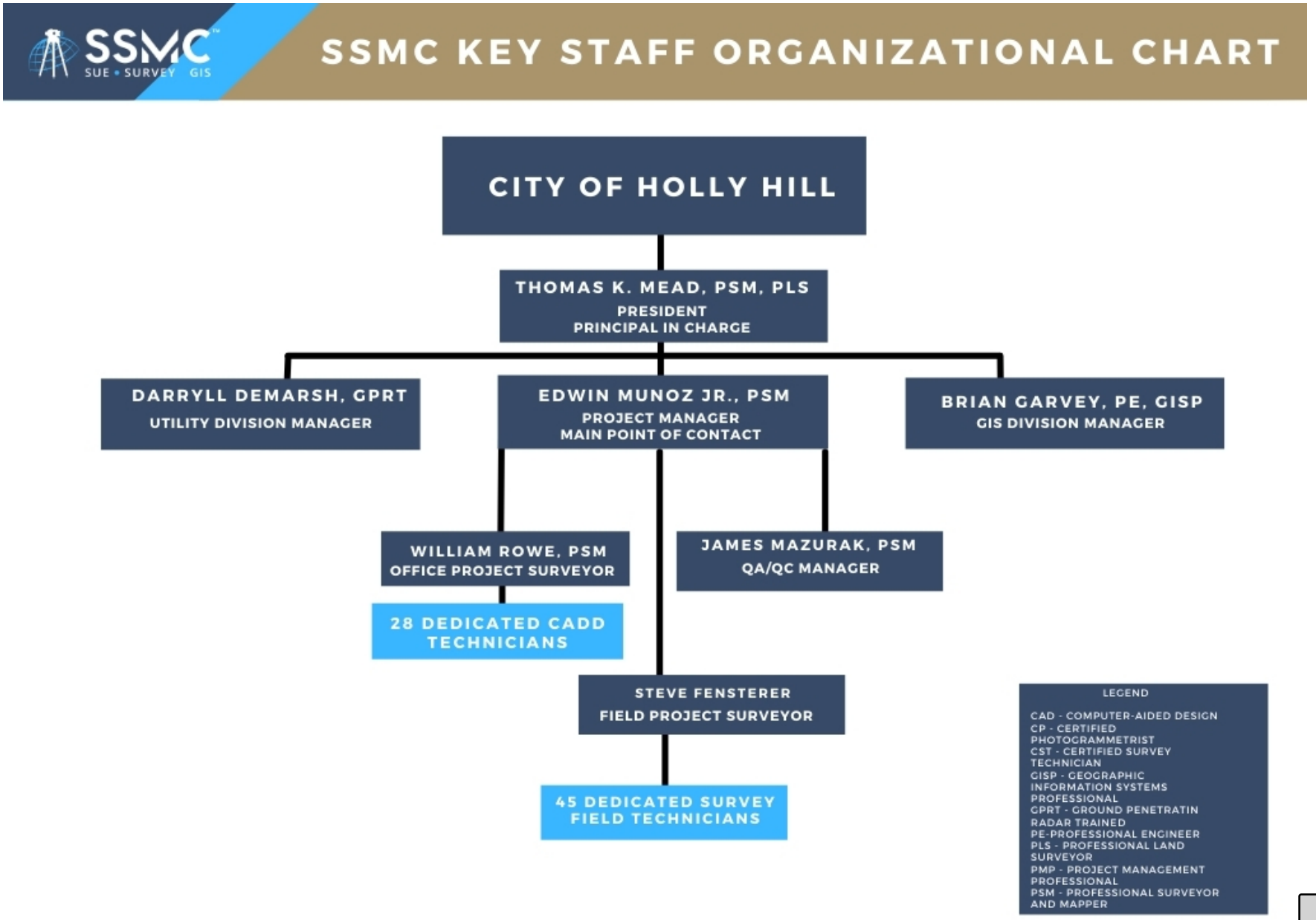
- Our firm's management is committed to embedded QA/QC practices.
- The commitment of a qualified, experienced staff assigned to each task assignment for its life.
- The commitment of our resources/equipment to get the job done right the first time.
- Our staff is committed to tracking field and office task assignment schedules and milestones daily.
- The commitment to review the results of every step in the process, including the initial field effort calculations performed and the decisions made, and not just the results of the final drafting effort.
- Mr. Mazurak is solely assigned to QA/QC review and is not involved in any other aspect of the project; therefore, acting independently with an unbiased product review ensures that a high-quality product is delivered.

This is not an inclusive QA/QC plan but focuses on SSMC's basic commitment to the City of Holly Hill.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Tab III – Specialized Expertise of Team Members

The chart below shows the Southeastern Surveying and Mapping Corporation's (SSMC) key personnel assigned to the City of Holly Hill contract.



SSMC's Key Team Member, Role, Location, Availability, Time with SSMC, and Relevant Experience



Thomas Mead, PSM, PLS | Florida Registration LS5624

Role: President / Principal in Charge

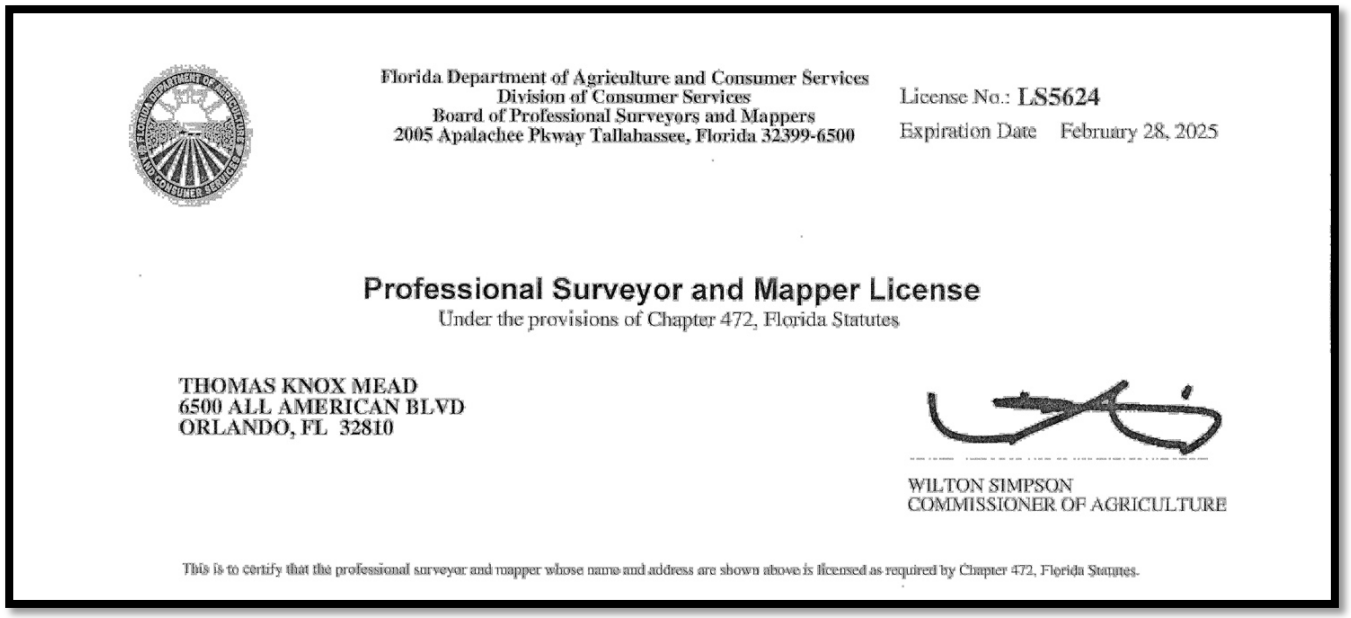
Location: Orange County / Volusia County

Availability: 52%

Years with the SSMC: 35 Years

Example of Specific Experience Relative to this Project/Contract

- **Professional Experience:** 39 Years
- **Professional Surveying Services Contract Experience:** 30 Years
- City of Holly Hill Contract since 2013



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

License No.: LS5624
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

THOMAS KNOX MEAD
6500 ALL AMERICAN BLVD
ORLANDO, FL 32810

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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



Edwin Munoz Jr., PSM | Florida Registration LS7288

Role: Project Manager/Point of Contact

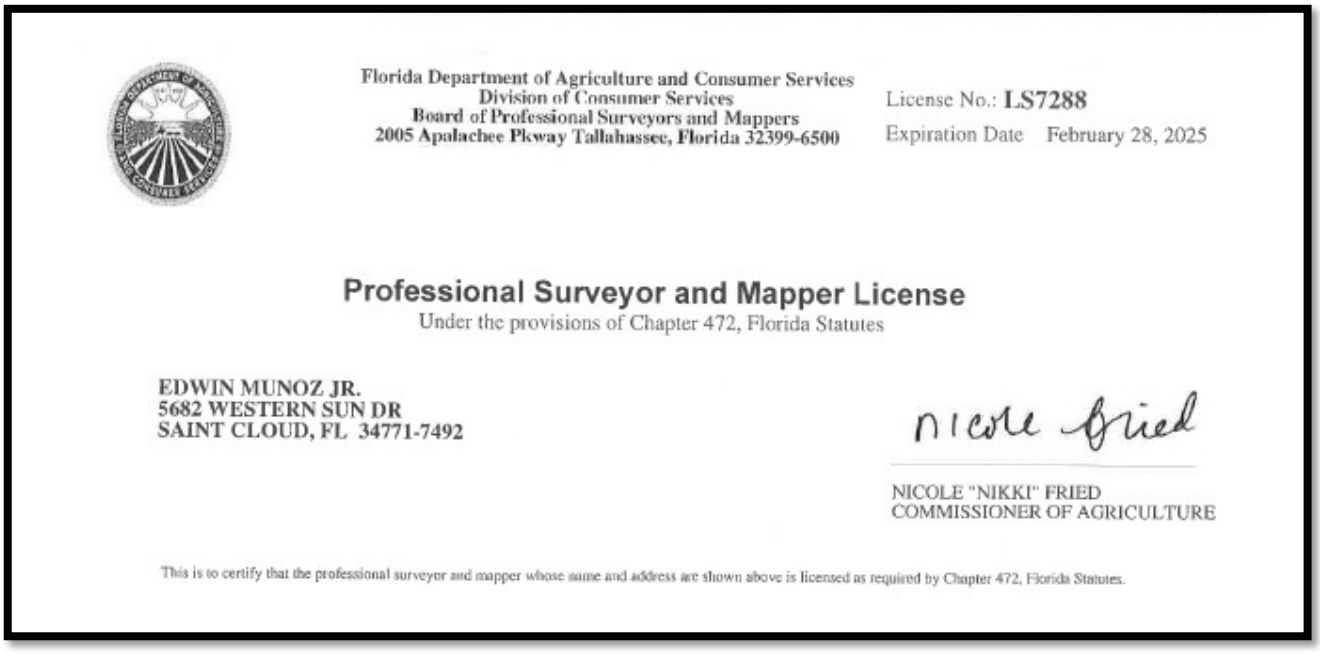
Location: Orange County

Availability: 54%

Years with the SSMC: 7 Years

Example of Specific Experience Relative to this Project/Contract

- **Professional Experience:** 13 Years
- **Professional Surveying Services Contract Experience:** 10 Years
- City of Holly Hill Contract since 2018



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

License No.: LS7288
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

EDWIN MUNOZ JR.
5682 WESTERN SUN DR
SAINT CLOUD, FL 34771-7492

Nicole Fried

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

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



William Rowe, PSM | Florida Registration LS5225

Role: Office Project Surveyor

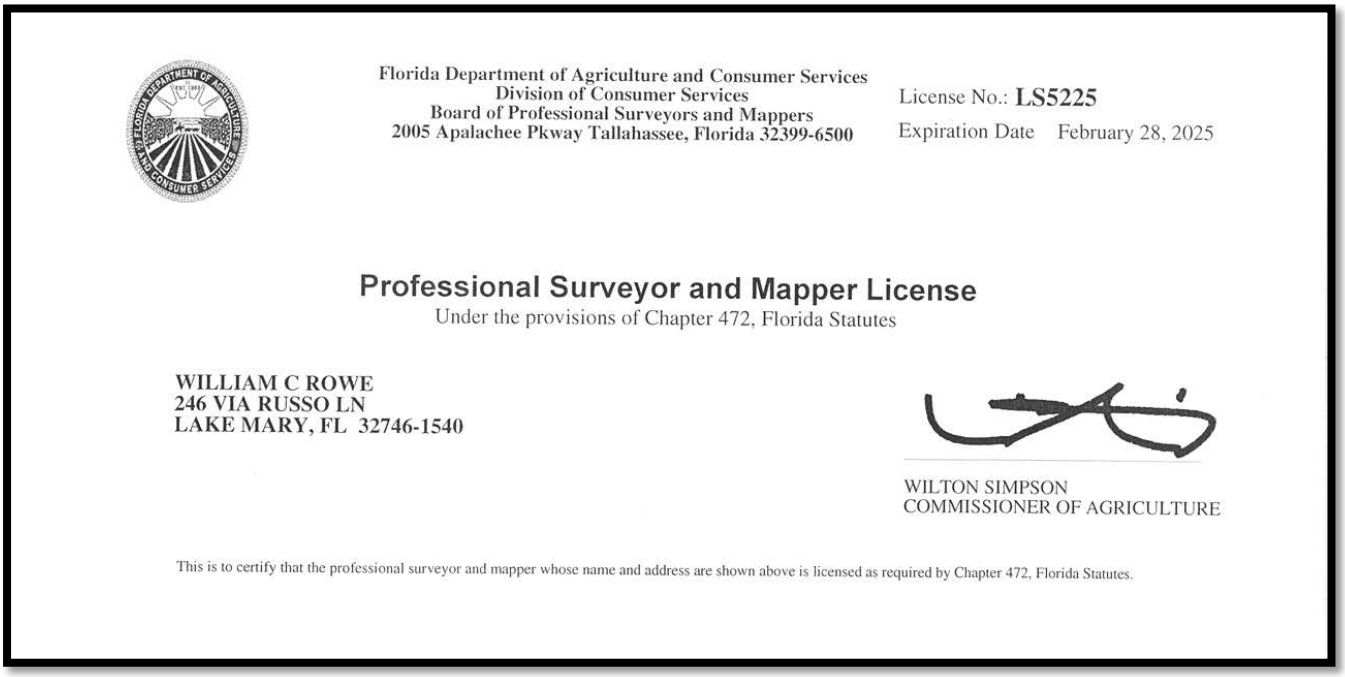
Location: Orange County

Availability: 54%

Years with the SSMC: 26 Years

Example of Specific Experience Relative to this Project/Contract

- **Professional Experience:** 37 Years
- **Professional Surveying Services Contract Experience:** 30 Years
- City of Holly Hill Contract since 2013



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

License No.: LS5225
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

WILLIAM C ROWE
246 VIA RUSSO LN
LAKE MARY, FL 32746-1540

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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Steven Fensterer

Role: Field Project Surveyor

Location: Lake County / Volusia County

Availability: 56%

Years with the SSMC: 13 Years

Example of Specific Experience Relative to this Project/Contract

- **Professional Experience:** 43 Years
- **Professional Surveying Services Contract Experience:** 30 Years
- City of Holly Hill Contract since 2013

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



James Mazurak, PSM | Florida Registration LS6377

Role: QA/QC Manager

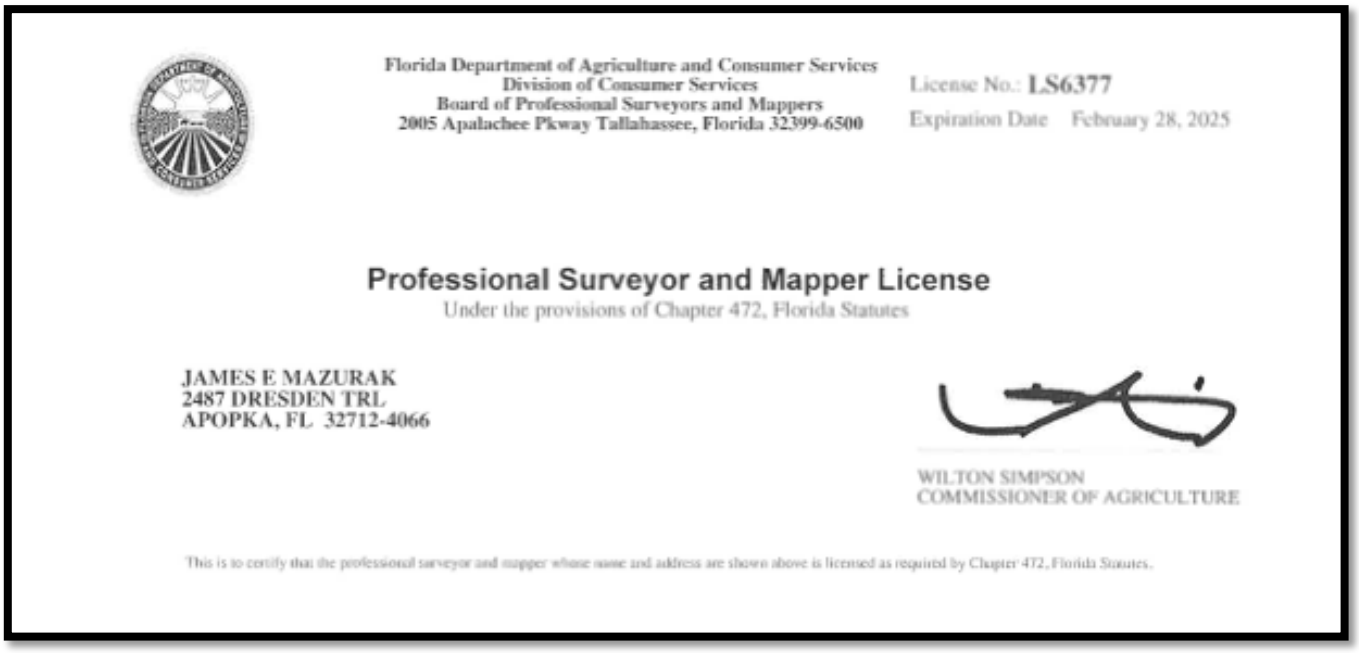
Location: Orange County

Availability: 56%

Years with the SSMC: 15 Years

Example of Specific Experience Relative to this Project/Contract

- **Professional Experience:** 50 Years
- **Professional Surveying Services Contract Experience:** 40 Years
- City of Holly Hill Contract since 2013



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

License No.: LS6377
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

JAMES E MAZURAK
2487 DRESDEN TRL
APOPKA, FL 32712-4066

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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



Brian Garvey, PE, GISP | PE 39479

Role: GIS Division Manager / Vice President

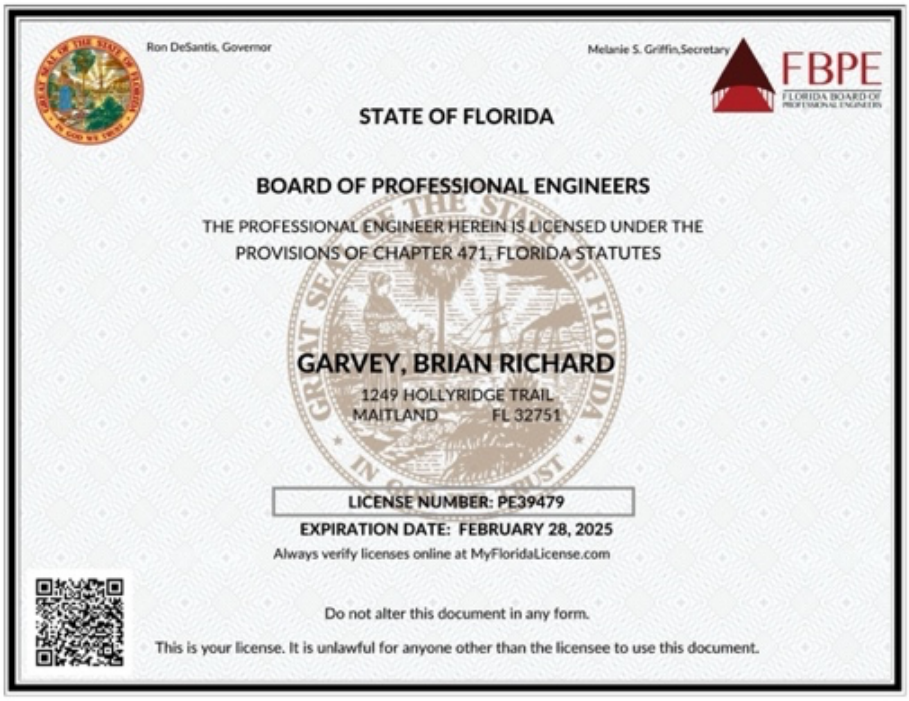
Location: Orange County

Availability: 55%

Years with the SSMC: 24 Years

Example of Specific Experience Relative to this Project/Contract

- **Professional Experience:** 41 Years
- **Professional Surveying Services Contract Experience:** 35 Years
- City of Holly Hill Contract since 2013



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

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FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

GARVEY, BRIAN RICHARD

1249 HOLLYRIDGE TRAIL
MAITLAND FL 32751

LICENSE NUMBER: PE39479

EXPIRATION DATE: FEBRUARY 28, 2025

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Darryll DeMarsh, GPRT

Role: Utility Division Manager / Vice President

Location: Orange County

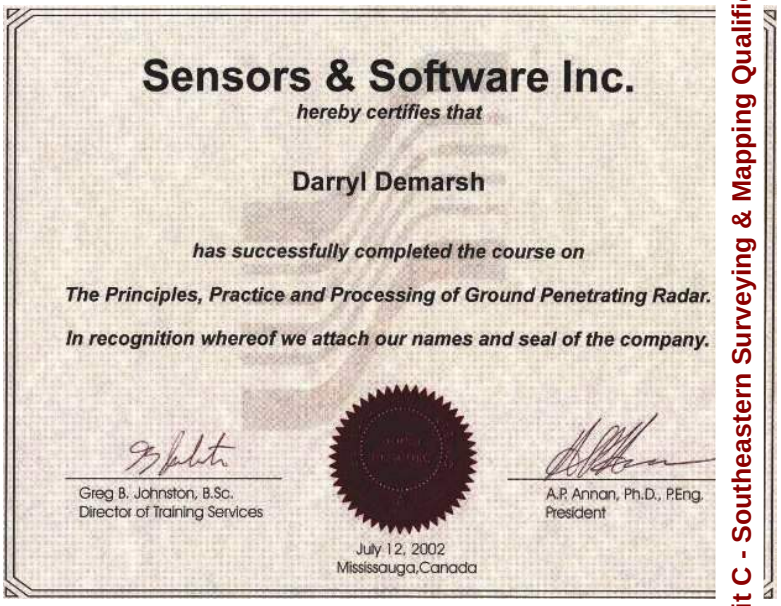
Availability: 54%

Years with the SSMC: 25 Years

Example of Specific Experience Relative to this Project/Contract

- **Professional Experience:** 31 Years
- **Professional Surveying Services Contract Experience:** 20 Years
- City of Holly Hill Contract since 2013





Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Thomas K. Mead, PSM, PLS | 1996 Florida Registration LS5624

TMead@SSMC.us | (850) 220-6613 | 6500 All American Blvd, Orlando, FL

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Education

- Valencia Community College, Geoplane Training and Continuing Education
- Cont. Education License Requirements

Organizations

- Florida Surveying and Mapping Society
- Alabama Society of Professional Land Surveyors
- National Society of Professional Surveyors
- Florida GPS Users Group
- Florida GNSS Users Group

Employment

Southeastern Surveying and Mapping Corporation — Florida
President | Principal in Charge — 1988-Present

Thom has a total of 40 years of Professional Surveying and Mapping experience and 36 years with SSMC. He coordinates and schedules personnel for various state, federal, and private survey projects. Thom has worked on thousands of boundary surveys, as well as topographic surveys, and right-of-way design surveys with Mapping. He has also worked on as-built surveys, construction layouts, control surveys, hydrographic surveys, mean high water surveys, quantity surveys, land platting, and special-purpose surveys. Additionally, Thom has provided leadership in Mobile and Terrestrial LiDAR techniques, processes, and products. **As Principal-in-Charge, Thom commits to having the resources and equipment needed to complete your project on time and within budget and ensure the quality of all deliverables.**

Relevant Experience

3rd St. Water Main Improvements — 2023
Volusia County, FL

The purpose of this project was to provide a Topographic Survey for the City of Holly Hill as a Subcontractor. Thom acted as the principal in charge for this project. SSMC was able to locate all improvements and utilities, as evidenced by above ground features or if designated and marked by the Utility Owners. Crews also determined the horizontal and vertical location of selected natural and artificial features such as terrain elevations, trees, roads, buildings and sidewalks that are a part of the Earth's surface.

Spruce Creek Fly-In Water Main and Force Main Replacement — 2023
Volusia County, FL

The SSMC team conducted a Topographic Survey for Volusia County as a subcontractor. SSMC was able to locate all improvements and utilities, as evidenced by above ground features or if designated and marked by the utility owners. Obtained spot elevations on natural ground and existing improvements suitable for interpolation of one-foot contours to be shown on the final drawing. Established a minimum of two site benchmarks.

LS-71 Repump Master Lift Station Design — 2022
Volusia County, FL

The purpose of this project was to provide a Topographic Survey, Survey Sketch, Utility Designation, and Boundary Survey for Volusia County as a subcontractor. SSMC was able to establish the location of all boundary corners and reset any missing corners. Review title work if provided by the client and add any pertinent information to the final drawing. Crews also coordinated Sunshine 811 and utility locates to include supplemental calls to each locator to expedite the field marking of each subsurface utility as required by law.

Edwin Munoz, Jr., PSM | 2021 Florida Registration LS7288

EMunoz@SSMC.us | (321) 626-3504 | 6500 All American Blvd, Orlando, FL

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Education

- B.A. in Business Administration, University of Central Florida
- Geomatics Certification, University of Florida

Organizations

- Florida Surveying and Mapping Society
- Florida Surveying and Mapping Society - Central Florida Chapter
- National Society of Professional Surveyors

Employment

Southeastern Surveying and Mapping Corporation — Orlando, Florida
Project Manager | Point of Contact — 2017-Present

Edwin has 13 years of Professional Surveying and Mapping Experience, with 7 years at SSMC and 6 at other firms. His responsibilities include research, reconnaissance, project coordination, and scheduling field and office personnel for various private and public survey projects. Edwin has extensive experience in all aspects of surveying and mapping services, including topographic surveys, boundary surveys, right-of-way, mapping, control surveys, specific purpose surveys, hydrographic surveys, construction layout, program and budget development, presentations to public entities, and project management with embedded QA/QC and various other survey types, as well as producing plat maps and reports, setting monuments, marking boundary lines, and other duties related to surveying. **Edwin's commitment as Project Manager is to be your single point of contact, commit to a hands-on role on all tasks assigned and deliver a quality product on time and within the agreed-upon budget while exceeding your expectations.**

Relevant Experience

Aquifer Recharge Project- Expanded Recharge Basin — **Active**
Volusia County, FL
For this project the SSMC team will conduct a Topographic Survey and Boundary Survey for the City of Orange City as a subcontractor. Edwin is the project manager for this project. SSMC will establish the location of all boundary corners and reset any missing corners. Obtain spot elevations on natural ground and existing improvements suitable for interpolation of one-foot contours to be shown on the final drawing. Establish a minimum of two site benchmarks

1800 West French Avenue — **2023**
Volusia County, FL
The purpose of this project was to provide a Boundary Survey for the City of Orange City with prime responsibility. SSMC established horizontal and vertical control. Crews also established the location of all boundary corners and reset any missing corners.

1015 South Woodland Boulevard — **2021**
Volusia County, FL
The purpose of this project was to provide a Topographic Survey for a private party with prime responsibility. SSMC was able to establish horizontal and vertical control. Located all improvements and utilities, as evidenced by above ground features or if designated and marked by the Utility Owners. Obtained spot elevations on natural ground and existing improvements suitable for interpolation of one-foot contours to be shown on the final drawing.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

William “Bill” Rowe, PSM | 1993 Florida Registration LS5225

BRowe@SSMC.us | 321-666-4499 | 6500 All American Blvd, Orlando, FL

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Education

- Bachelors of Science Surveying and Mapping, University of Florida
- Continuing Education for Licensing Requirements
- Mean High Water Surveying Training for Florida Department of Environmental Protection Methodology

Organizations

- Florida Surveying and Mapping Society
- Central Florida Chapter of the Florida Surveying and Mapping Society
- National Society of Professional Surveyors
- Florida Surveying and Mapping Political Action Committee

Employment

Southeastern Surveying and Mapping Corporation — Orlando, Florida
Office Project Surveyor — 1998-Present

Bill has 37 years of Professional Surveying and Mapping experience, 26 with the SSMC Team and 11 with other firms. He is responsible for calculations, research and preparation, and supervision of Surveying and Mapping projects for both the private and public sectors. Bill’s duties include producing and maintaining a comprehensive QA/QC Program. **Bill’s commitment will be to assist Edwin in managment of assigned CAD staff and ensure that all of your data is delivered in a format compatible with your project-specific database.**

Relevant Experience

Deland Municipal Airport T-Hangers & Box Hangars — 2024
Volusia County, Florida

The purpose of this project was to perform a construction layout survey. Existing Horizontal and Vertical Control were set and recovered, and new control for construction was established. Crews laid out the building envelope and after the foundation slab was poured, an as-built survey was performed to determine if it was constructed to the correct dimensions, in the correct location, and to the correct finshed floor elevations.

Westside Regional WRF IPS & Headworks — 2023
Volusia County, Florida

The purpose of this project was to perform a Construction Layout Survey for the City of Daytona Beach as a subcontractor. William acted as the project manager for this project. SSMC verified Horizontal and Vertical Control (Benchmarks) and establish new Control for construction. Upon substantial completion of construction, SSMC performed an As-Built Survey of all above-described improvements.

Daytona Convention Hotel and Condominiums — 2021
Volusia County, Florida

The purpose of this project was to perform a boundary & topographic survey for the North Tower, South Tower & Parking Garage of the convention hotel in Daytona. The location of all boundary corners were established and any missing corners were reset. The review title work was provided. Spot elevations on natural ground and existing improvements were obtained. Two site benchmarks were also established and topographic coverage was limited to 25-feet outside of the parcel limits.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Steven Fensterer

SFensterer@SSMC.us | (352) 358-3259 | 550 S Highland St., Mount Dora, FL



Education

- Advanced AutoCAD, Advanced Civil Technology, Valencia Community College

Employment

Southeastern Surveying and Mapping Corporation Mount Dora, Florida
Field Project Surveyor 2015-Present

Steven has 43 total years of experience in surveying, and has spent 13 of those years with SSMC. Steven has a proven track record of job performance, completing projects on time and within budget, and providing quality deliverables for projects for private and public sector clients. He is responsible for research, reconnaissance, coordination, estimation, and scheduling for various projects. These projects include, but are not limited to, the following services: boundary, topographic, tree, as-built, control, bathymetric/hydrographic and quantity surveys, land platting, construction layout, plat review, field locations, easement drawings, special purpose or miscellaneous surveys using various methodologies and technologies, subsurface utility designation/location, survey support for aerial photography and mapping projects, right-of-way mapping, and legal descriptions and sketches. **Steven commits to assisting Edwin in managment of all field related activities and assigned staff to further ensure high quality data and schedule conformance within the established budget.**

Relevant Experience

925 Sycamore St. Boundary & Lot Split 2023
Volusia County, FL

The SSMC team conducted a Boundary Survey, Survey Sketch and Legal Description for the City of Daytona Beach with prime responsibility. Steven acted as the project manager for this project. SSMC established the location of all boundary corners and reset any missing corners. Crews located all improvements and utilities, as evidenced by above ground features.

3rd BTU & Influent Headworks Modifications 2022
Volusia County, FL

The purpose of this project was to provide a Topographic Survey for the City of Holly Hill with prime responsibility. Steven acted as the project manager for this project. SSMC located all improvements, as evidenced by above ground features, including trees six inches and above at breast height. Crews obtained spot elevations on natural ground and existing improvements suitable for interpolation of one-foot contours to be shown on the final drawing. Established a minimum of four site benchmarks.

Airport Road Regional Lift Station #79 2022
Volusia County, FL

The purpose of this project was to provide a Topographic Survey, Survey Sketch, Utility Designation, and Utility Verification for the Utilities Commission of City of New Smyrna Beach. SSMC acted as a subcontractor and Steven was the project manager for this project. Crews located all improvements, as evidenced by above ground features, including trees six inches and above. Prepared a Sketch of Description for the proposed parcel. Horizontally located and field marked all public subsurface utility mains found excluding service lines, gravity sewer lines and irrigation.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

James E. Mazurak, PSM | 2002 Florida Registration LS6377
JMazurak@SSMC.us | (321) 403-4123 | 6500 All American Blvd, Orlando, FL

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Education

- Florida Computer Studies, Seminole University of Central
- Valencia Community College Softdesk Survey Cogo Training
- Continuing Education for Licensing Requirements

Organizations

- Central Florida Chapter of the Florida Surveying and Mapping Society
- National Society of Professional Surveyors
- Florida Surveying and Mapping Society

Employment

Southeastern Surveying and Mapping Corporation — Orlando, Florida
QA/QC Manager — 2008-Present

James has 50 years of Professional Surveying and Mapping Experience with 15 years at SSMC and 35 years at other firms. In addition, he has served as a Project Manager on Continuing Surveying and Mapping Services Contracts. Jim's responsibilities have included processing raw field data from data collection instruments to drawing files that CAD Technicians can edit. He is also experienced in calculating areas of taking and remainder, boundary closure, and plotting the survey data from Legal Descriptions and drawings into CAD and GIS file format. Jim has extensive experience in Right-of-Way Analysis and the production of Right-of-Way Maps, Parcel Sketches/Descriptions, Maintenance Maps, ID Maps, and Control Surveys for various Counties and the Florida Department of Transportation. **James' commitment to your project will be to provide a fully independent and continuous detailed QA/QC review of all data and drawings to ensure a high-quality product that meets scope requirements and exceeds project goals.**

Relevant Experience

Lift Station #1 Replacement — 2022
Volusia County, FL

The purpose of this project was to perform a boundary survey, topographic survey, utility designation, and survey sketch and/or legal description services for the city of South Daytona. SSMC was able to prepare a description for the easement and prepare one sketch of the same, suitable for recording in the Public Records of Volusia County, FL. The location of all boundary corners were established and any missing corners were reset on the Proposed Lift Station site and Existing Lift Station site.

Debary Main Street Town Center — 2022
Volusia County, FL

The purpose of this project was to perform a ALTA/NSPS survey, Survey Plat Review, and Boundary Survey. SSMC located all improvements and utilities, as evidenced by above ground features or if designated and marked by the Utility Owners. Two site benchmarks were established. Crews performed the field work necessary to perform the Plat calculations to include ties to GIS control. A boundary survey was prepared to support the plat.

Edgewater FL Self-Storage — 2021
Seminole County, FL

The purpose of this project was to perform a tree location survey, topographic survey, and ALTA/NSPS survey services in Edgewater, FL. As a part of this task, SSMC was able to establish the property boundary of existing property and survey site features for the proposed subdivided parcel including structures and utilities. Detailed topography was performed at a 50-foot grid throughout the proposed site, extending 50 feet beyond the approximate project limits.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Brian Garvey, PE, GISP | Florida PE #39479 | 2015 Florida GISP #91332

BGarvey@SSMC.us | (407) 466-0240 | 6500 All American Blvd, Orlando, FL

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Education

- Computer Engineering, University of Central Florida
- Civil Engineering, Georgia Institute of Technology

Organizations

- American Society of Civil Engineers
- Florida Engineering Society
- American Public Works Association - Central Florida Branch
- Florida Geodetic User Group
- Urban & Regional Information Systems Association - Florida Chapter
- Florida Surveying and Mapping Society

Employment

Southeastern Surveying and Mapping Corporation — **Orlando, Florida**
GIS Division Manager — **2000-Present**

Brian has 41 years of Professional Surveying and Mapping experience, 24 with SSMC. Brian serves as the GIS Division Manager and is responsible for all aspects of GIS Database Design and Development and GPS Asset Inventories. Brian was responsible for the development of the company's Pavement Inventory and Condition Assessment program and management of all software development, instructional training, and GIS technical support for client firms. Brian commits to ensuring a consistent quality GIS product, having the available resources and equipment needed to complete any GIS-related task on your project, and delivering on time and within budget. **Brian commits to assisting Edwin with any GIS needs or assignments related to assigned projects and to completing within the budget and established schedule.**

Relevant Experience

City of Holly Hill: Network Pavement Condition Assessment — 2021
Volusia County, Florida

SSMC provided Surveying and Mapping services that included GIS ADA Compliance Assessments and transition plans, GIS Pavement Markings Condition Assessment, GIS Sidewalk Condition Assessment, GIS Mobile Imaging Services, and GIS Pavement Condition Assessments. These services involve using GIS systems by using spherical panoramic images at regular intervals along a roadway to use in mapping, measurement and condition assessments.

Woodbound Lake to Lake Charles Stormwater Outfall Improvements — 2021
Volusia County, Florida

SSMC performed a Topographic Survey for Volusia County as a subcontractor. The scope of this survey included but was not limited to determining the horizontal and vertical location of selected natural and artificial features such as terrain elevations, trees, roads, buildings and sidewalks that are a part of the Earth's surface

Advent Health Port Orange — 2021
Volusia County, Florida

The purpose of this project was to perform Construction Layout survey for the Advent Health center in the City of Port Orange. Horizontal and vertical controls were set and recovered. The Boundary Corners and Layout the Building Envelope was also recovered. A drawing depicting the location of where the Building Envelope was set in relation to the Boundary Corners/Boundary Lines was produced.

Darryll DeMarsh, GPRT

DDemarsh@SSMC.us | (407) 431-0465 | 6500 All American Blvd, Orlando, FL

SSMC™ SUE • SURVEY • GIS



Education

- Liberal Arts, Dutchess Community College
- FDOT Training
- Ground Penetrating Radar
- Confined Space Entry Awareness

Organizations

- Florida Utilities Coordinating Committee
- Utility Engineering & Surveying Institute (UESI)
- Sunshine State One Call Center of Florida
- American Society of Civil Engineers, East Central Branch
- American Public Works Association
- Florida Surveying and Mapping Society, Central Florida Chapter

Employment

Southeastern Surveying and Mapping Corporation Orlando, Florida
Utility Division Manager 1999-Present

Darryll has a total 31 years of SUE experience, 25 years with SSMC, and 6 years with other firms. He has served as 'SSMC's SUE Division Manager on numerous Continuing Surveying and Mapping and SUE Services Contracts for government and municipal agencies for 23 years. Additionally, he is an integral part of our division's training for all designation services, underground utility/public infrastructure surveys, ground penetrating radar (GPR), vacuum excavation, concrete imaging, and materials thickness testing (ultrasonic testing). **Darryll's role as your dedicated Utility Division Manager will be to assist Edwin in all utility related tasks and ensure that any task assignments involving utilities are completed on time and within the agreed-upon budget.**

Relevant Experience

Holly Hill 10th Street Sewer Extension **2024**
Volusia County, Florida
The purpose of this project was to perform a Utility Designation for the City of Holly Hill as a subcontractor. Ssmc was able to horizontally locate and field mark (paint & flags) all public subsurface utility mains found excluding service lines, gravity sewer lines and irrigation of the full right-of-way. This project is set to be completed in March of 2024.

Debary Stormwater Improvements **2022**
Volusia County, Florida
The purpose of this project was to perform a Topographic Survey and Utility Designation. SSMC was able to determine the horizontal and vertical location of selected natural and artificial features such as terrain elevations, trees, roads, buildings and sidewalks that are a part of the Earth's surface. Crews also identified the location of underground utility lines.

East Regional Force Main **2022**
Volusia County, Florida
The scope of this project included but was not limited to Topographic Survey as well as Utility Designation. For this project, crews were able establish horizontal and vertical natural and artificial features such as terrain elevations, trees, roads, buildings and sidewalks that are a part of the Earth's surface. Crews also identified the location of underground utility lines before excavation or construction work was performed.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

SSMC's Brief Historical Summary

Founded in Orlando in 1972, SSMC is an independent, 100% employee-owned geomatics services firm providing professional surveying and mapping, subsurface utility engineering (SUE), and geographic information systems (GIS) services serving Florida and the Southeastern United States.

Our staff of over 200 personnel includes 14 licensed Professional Surveyors and Mappers, one (1) Professional Engineer, 52 nationally Certified Survey Technicians (CST), eight (8) licensed unmanned aerial vehicle (UAV) pilots, two (2) Engineers in Training (EI), four (4) internationally Certified GIS Professionals, one (1) Certified in GIS and dozens of highly experienced surveyors, computer-aided design (CAD), and GIS technicians. To maintain our commitment to meeting our customers' needs, SSMC has worked tirelessly to develop highly innovative and needs-specific solutions for numerous municipal, public transportation, private development, and infrastructure improvements. At the forefront of technology, SSMC uses state-of-the-art equipment, leading-edge software, and cutting-edge processes to drive results. SSMC provides the personalized touch of a small company with the resources of a large firm and continually strives to live by our motto: **"Proven commitment to our client's success."**

A well-trained, qualified, professional staff is the foundation of a safe work environment, and to meet this need, SSMC provides ongoing specialized training, including Florida Department of Transportation Temporary Traffic Control, Confined Space Entry, CSX Transportation Safety, OSHA safety, Transportation Worker Identification Credentials, first aid, and CPR. These efforts allow SSMC to provide one of the safest work environments in the industry. Additionally, we support, sponsor, and encourage training in advanced and emerging technologies and continually strive to remain at the forefront of our profession.

Through the ongoing commitment of our staff, SSMC has grown, and consistently maintained, being Florida's largest surveying firm and is a leader in responsiveness and service excellence. We have decades of experience providing services to a variety of both public and private entities throughout Florida and at all levels of government. We regularly perform work for cities, municipalities, counties, school districts, water management districts, utilities, and state agencies.

Experience with Governmental Entities

SSMC has held dozens of Surveying and Mapping Services contracts similar in size and scope to the City of Holly Hill Contract throughout Florida for five decades. Our firm regularly works with many of Florida's largest cities, providing the types of services requested in the City's RFP scope of services. This experience ensures SSMC has standardized processes and a staff that consistently delivers a quality product, on time, using cost-effective and creative solutions.

SSMC has successfully completed thousands of land surveying and mapping projects as a prime consultant and is highly experienced with the City of Holly Hill's safety policies and preferences requirements, as our firm has worked with the City since 2013, and within the City since 1990. During this time, SSMC has provided Professional Surveying and Mapping services that include the full list of those described in the RFQ, such as Boundary surveys, Topographic Surveys, Route Surveys, Construction Surveys, Right of Way Location, and legal descriptions to name just a few. Due to our work for clients and our 51 years in business, our firm fully understands all related Federal, State, and Local Government codes, laws, regulations, and the Florida Standards of Practice for Surveying and Mapping.

The chart below provides the names of local and state governmental agencies and the status of our contractual relationship.

Cities/Municipalities			
City of Atlantic Beach	Ongoing	City of Marianna	Ongoing
City of Altamonte Springs	Ongoing	City of Melbourne	Ongoing
City of Apopka	Ongoing	City of Mount Dora	Ongoing
City of Belle Isle	Ongoing	City of New Smyrna Beach	Ongoing
City of Bonifay	Ongoing	City of North Port	Ongoing
City of Bunnell	Ongoing	City of Ocala	Ongoing
City of Callaway	Ongoing	City of Ocoee	Ongoing

City of Cape Canaveral	Ongoing	City of Orange City	Ongoing
City of Casselberry	Ongoing	City of Orlando	Ongoing
City of Chipley	Ongoing	City of Oviedo	Ongoing
City of Clermont	Ongoing	City of Palm Bay	Ongoing
City of Cocoa	Ongoing	City of Palm Coast	Ongoing
City of Daytona Beach	Ongoing	City of Panama City	Ongoing
City of Deland	Ongoing	City of Panama City Beach	Ongoing
City of Dunedin	Ongoing	City of Plant City	Ongoing
City of Edgewater	Ongoing	City of Ponce Inlet	Ongoing
City of Eustis	Ongoing	City of Port Orange	Ongoing
City of Flagler Beach	Ongoing	City of Sanford	Ongoing
City of Groveland	Ongoing	City of Sarasota	Ongoing
City of Gulfport	Ongoing	City of St. Cloud	Ongoing
City of Holly Hill	Ongoing	City of St. Petersburg	Ongoing
City of Jacksonville	Ongoing	City of Tallahassee	Ongoing
City of Kissimmee	Ongoing	City of Tampa	Ongoing
City of Lake Mary	Ongoing	City of Tavares	Ongoing
City of Lakeland	Ongoing	City of West Melbourne	Ongoing
City of Largo	Ongoing	City of Winter Garden	Ongoing
City of Leesburg	Ongoing	City of Winter Park	Ongoing
City of Longwood	Ongoing	City of Winter Springs	Ongoing
City of Maitland	Ongoing	Town of Astatula	Ongoing
City of Mascotte	Ongoing	Town of Esto	Ongoing
City of New Smyrna Beach	Ongoing	Town of Montverde	Ongoing
Counties			
Bay County	Ongoing	Orange County	Ongoing
Brevard County	Ongoing	Osceola County	Ongoing
Calhoun County	Ongoing	Pasco County	Ongoing
Citrus County	Ongoing	Pinellas County	Ongoing
Escambia County	Ongoing	Polk County	Ongoing
Flagler County	Ongoing	Santa Rosa County	Ongoing
Hernando County	Ongoing	Sarasota County	Ongoing
Highlands County	Ongoing	Seminole County	Ongoing
Hillsborough County	Ongoing	St. Johns County	Ongoing
Indian River County	Ongoing	St. Lucie County	Ongoing
Jackson County	Ongoing	Sumter County	Ongoing
Lake County	Ongoing	Volusia County	Ongoing
Lee County	Ongoing	Walton County	Ongoing
Leon County	Ongoing	Washington County	Ongoing
Okaloosa County	Ongoing		
Schools			
Citrus County School District	Ongoing	Osceola County School District	Ongoing
Jackson County School District	Ongoing	Seminole County School District	Ongoing
Charlotte County School District	Ongoing	St. Johns County School District	Ongoing
Lake County School District	Ongoing	Washington County School District	Ongoing
Orange County School District	Ongoing		
Housing Authorities			

Housing Finance Authority of St. Johns County	Ongoing	Sanford Housing Authority	Ongoing
St. Johns Housing Authority	Ongoing	Tampa Housing Authority	Ongoing
Water Management Districts			
Lake Apopka Natural Gas District	Ongoing	Southwest Florida Water Management District	Ongoing
Northwest Florida Water Management District	Ongoing	St. Johns River Water Management District	Ongoing
Pinellas Park Water Management District	Ongoing	Suwanee River Water Management District	Ongoing
South Florida Water Management District	Ongoing	Tampa Bay Water	Ongoing
South Seminole and North Orange County Wastewater Transmission Authority	Ongoing	Toho Water Authority	Ongoing
State Agencies			
Alabama Department of Transportation	Ongoing	Florida Department of Military Affairs	Ongoing
Alabama Department of Natural Resources	Ongoing	Florida Fish and Wildlife Conservation Commission	Ongoing
Florida Department of Environmental Protection	Ongoing	Florida Department of Transportation (Districts 1, 2, 3, 5 and 7)	Ongoing

SSMC's Familiarity with the City of Holly Hill

SSMC has been in business and working throughout Volusia County for 51 years, and more importantly has been working under contract as both a prime and sub-consultant with the City of Holly Hill since 2013, the City of Daytona Beach since 2008, the City of Port Orange since 2001, the City of Orange City since 2015, and the City of DeBary as a sub-consultant since 2005. Additionally, below are relevant City of Holly Hill projects that demonstrate area familiarity and experience.

City of Holly Hill Projects

- Holly Hill 10th St Sewer Extension, Sub-Consultant, Utility Designation 2024
- 3rd Street Water Main Improvements, Sub-Consultant, Topographic Survey 2023
- US 1 OH to UG Phase III, Sub-Consultant, Topographic Survey 2021
- 3rd St. Water Main Improvements, Sub-Consultant, Topographic Survey 2021
- Network Pavement Condition Assessment, Prime Consultant, GIS Mobile Imaging Services, Pavement Condition Assessment, Sidewalk Condition Assessment 2021
- Cordova and Ridge Avenue Stormwater Improvements, Sub-Consultant, Utility Designation/Location 2019
- Walmart Pickup Store, Within the City of Holly Hill, Subsurface Utility Designation, with Survey Collection 2018
- Water Reclamation Facility Outfall Evaluation, Prime Consultant, Design Topographic Survey, Utility Designation 2016
- Overhead to Underground Conversion: Conduit System, Prime Consultant, Utility Designation 2014
- Holly Hill Pier, Prime Consultant, Boundary Survey, Descriptions/Sketches (2) 2014
- Holly Hill Pier, Sub-Consultant, Construction Layout, As-Built Survey 2014
- Electric, Prime Consultant, Utility Location 2013
- Mast Arm Traffic Signals at 3rd St. and US 1, Prime Consultant, Utility Designation/Location 2013
- Volusia County School Board - Holly Hill Elementary School K-8 Conversion, Utility Designation & Verification 2010
- Holly Hill Water Treatment Plant (5 ac):
  Subsurface Utility Designation and Location (2000 LF) to include M.O.T. 2009
  Subsurface Utility Designation and Location to include: 10 Test Holes with M.O.T. 2008
- FDOT District 5 - Holly Hill Outfall along Granada St., Drainage Survey 1998

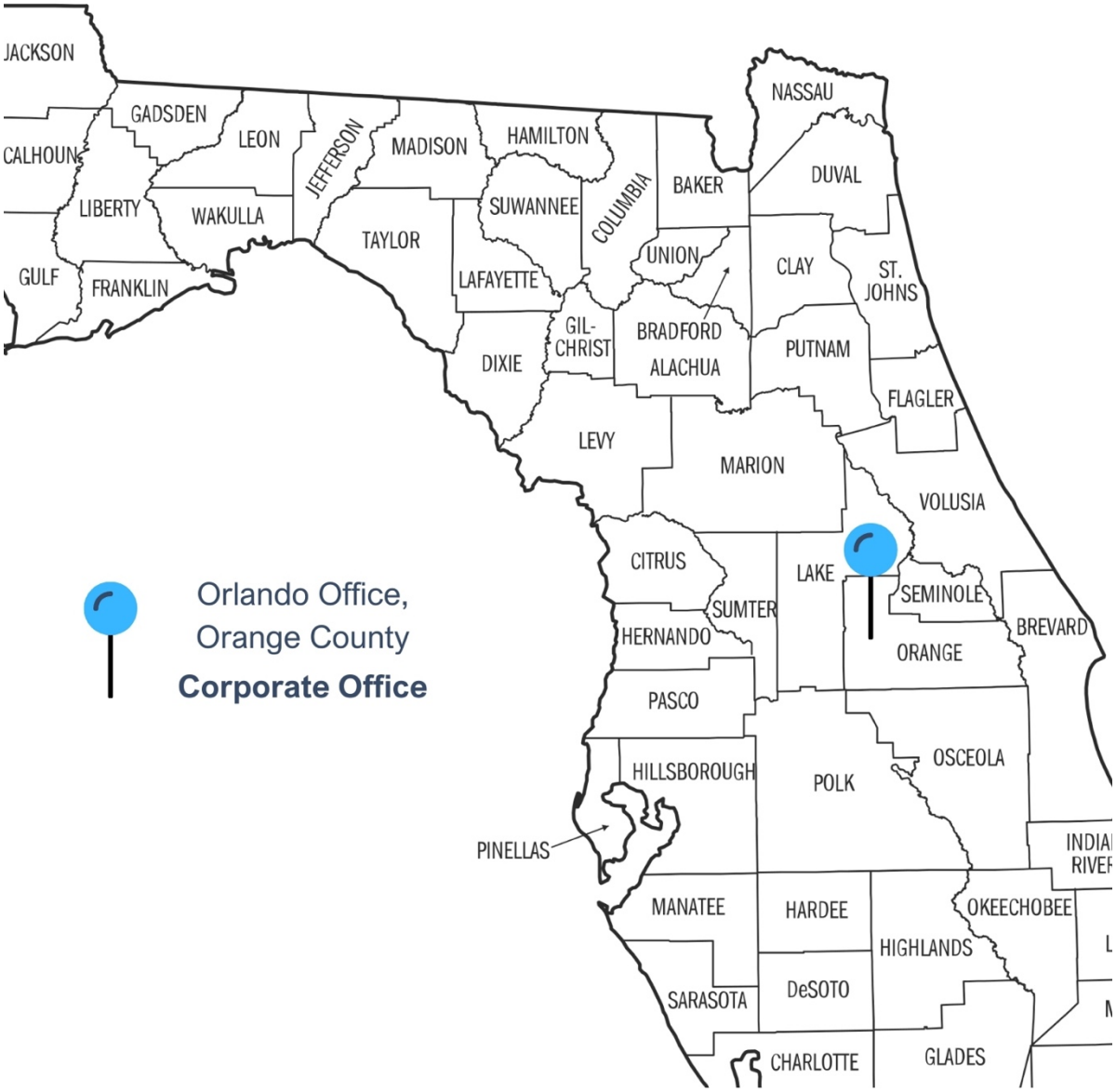
Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

SSMC's Office Locations

SSMC developed an understanding of the local regulatory landscape, zoning requirements, and environmental considerations that are critical to the success of this contract with the City of Holly Hill. Our firm has 9 offices throughout the Florida region, including Duval County, Lake County, Hillsborough County, Osceola County, and Orange County. Assignments for this contract will be worked out of SSMC's Orange County office, in Orlando, with support from our other office in Mount Dora if needed, at no additional charge for mobilization or travel. This level of proximity promotes responsive action to assigned projects and planning needs. Our more than adequate staff, sensitivity to client's needs, and sense of urgency for all projects daily allow us to respond to assignments without delay.

Primary Office Location

Location	Address	Contact	Email
Orlando, Florida	6500 All American Blvd., Orlando, FL 32810	407.789.3697 (Work) 321.626.3504 (Mobile)	EMunoz@ssmc.us



Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

References

REFERENCES FORM

Provide the business names, contact persons and telephone numbers of four (4) references for which the firm has provided services described in this Qualification for three (3) years or more within the last five (5) years. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

1. Name of Company: City of Orange City, as Prime Consultant
   Address: 426 S. Volusia Ave., Orange City, FL 32763
   Point of Contact: Migdalia Hernandez | Public Works Director
   Phone #: (386) 775-5446 Email address: mhernandez@ourorangecity.com
   Service(s) Provided: Professional Surveying and Mapping Services
   Dates of Service: Ongoing Since 2015

2. Name of Company: City of Daytona Beach, as Prime Consultant
   Address: 950 Bellevue Ave., Daytona Beach, FL 32114
   Point of Contact: Brian Woodworth, P.E | Technical Services Project Director
   Phone #: (386) 671-8635 Email address: woodworthbrian@codb.us
   Service(s) Provided: Professional Surveying and Mapping Services
   Dates of Service: Ongoing Since 2001

3. Name of Company: City of Altamonte Springs, as Prime Consultant
   Address: 225 Newburyport Avenue, Altamonte Springs, FL 32701-3640
   Point of Contact: Janelle Mack | Utilities Coordinator
   Phone #: (407) 571-8344 Email address: Jmack@altamonte.org
   Service(s) Provided: Professional Surveying and Mapping Services
   Dates of Service: Ongoing Since 1992

4. Name of Company: City of Apoka, as Prime Consultant
   Address: 748 E. Cleveland Street, Apopka, FL 327
   Point of Contact: Richard Earp PE CFM | City Engineer
   Phone #: (407) 703-1632 Email address: REarp@apopka.net
   Service(s) Provided: Surveying and Mapping Services, Engineering, Plat Review
   Dates of Service: Ongoing Since 1997

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Tab IV – Customer Listing

This is a list of Southeastern Surveying and Mapping Corporation's (SSMC) customers/clients we have worked with for the past 3 years, providing similar services described in the City of Holly Hill's scope of work.

Customer/Client	Contact Name	Address/Number	Services	Date
City of Altamonte Springs	Chad Elliott	225 Newburyport Ave, Altamonte Springs, FL 32701 | 407-571-8077	Surveying and Mapping	2004-Ongo
City of Apopka	Susan Bone	120 E Main St, Apopka, FL 32703 | 407-703-1704	Surveying and Mapping	1997- 202
City of Casselberry	Donna Gardner	95 Triplet Lake Drive, Casselberry, FL 32707 | (407) 262-7700	Surveying, GIS, and Infrastructure Asset Management	2002-Ongo
City of Cocoa	Stockton Whitten	65 Stone Street, Cocoa, FL 32922 | (321) 433-8737	Surveying and Mapping	2016-Ongo
City of Daytona Beach	**Letitia LaMagna**	**301 S. Ridgewood Ave., Room 210 Daytona Beach, FL 32114 | (386) 671-8022**	**Professional Surveying Services**	**2008- 202**
City of Eustis	Tracy Jeanes	10 N Grove St #3, Eustis, FL 32726 | (352) 483-5475	Professional Engineering	2011-Ongo
City of Flagler Beach	Dale Martin	105 Second Street, Flagler Beach, FL 32136 | 386-517-2000 ext. 222	Architect, Engineer, Surveyor, Mapping	2016-Ongo
City of Holly Hill	**Valerie Manning**	**1065 S.Ridgewood ave., Holly Hill, FL 32117 | 386-248-9441**	**Professional Surveying**	**2013-Ongo**
City of Kissimmee	Ashley Willis	101 Church Street Suite 301, Kissimmee, FL 34741 | (407) 518-2170	Continuing Surveying Services	1994-202
City of Lakeland	Kelly Koos	228 S Massachusetts Ave, Lakeland, FL 33801 | (863) 834-6210	Professional Land Surveying	2015-Ongo
City of Largo	John Curp	201 Highland Drive, Largo, FL 33770 | (727) 586-7454	Contract to Furnish Professional Services	2012-Ongo
City of Maitland	Kimberley Tracy	1776 Independence Lane, Maitland, FL 32751 | (407) 539-6216	Surveying and Mapping Services	1988-Ongo
City of Mount Dora	Jeanann Hand	510 N. Baker St., Mount Dora, FL 32757 | (352) 735-7126	Professional Consultant Services	2014-Ongo
City of New Smyrna Beach	**Kyle Fegley**	**210 Sams Ave, New Smyrna Beach, FL 32168 | (386) 410-2800**	**Professional Surveying and Mapping Services**	**2018-Ongo**
City of Ocoee	Melanie Sibbitt	1 North Bluford Avenue Ocoee, FL 34761 | 407-905-3105	Surveying and Mapping Services	1990-Ongo
City of Orange City	**Kaley Burleson**	**229 E Graves Ave., Orange City, FL 32763 | (386)775-5404**	**Surveying and Mapping Services**	**2015-Ongo**
City of Orlando	David Billingsley	400 South Orange Avenue, Orlando, FL, 32801 | (407) 246-2897	Surveying and Mapping Services	2000-Ongo
City of Oviedo	Bryan Cobb	400 Alexandria Boulevard, Oviedo, FL 32765 | (407) 971-5506	Surveying Services	2006-Ongo
City of Panama City	Jan Smith	501 Harrison Avenue, Panama City, FL 32401 | (850) 872-3021	Continuing Professional Services Contract	2017-Ongo
City of Port Orange	**Robin Fenwick**	**1000 City Center Cir, Port Orange, FL, 32129 | (386) 506-5501**	**Professional Survey Services**	**2001-Ongo**
City of Sanford	Traci Houchin	300 N Park Ave, Sanford, FL 32771 | (407) 688-5010	Professional Consultant Services	2000-Ongo
City of St. Cloud	Ivy Llauro	1300 9th Street, City Hall Building A, St. Cloud, FL 34769 | (407) 957-7300	Professional Surveying and Mapping Services	2012-Ongo
City of Tampa	Shirley Foxx-Knowles	315 East Kennedy Boulevard, Tampa, Florida 33602	Professional Services As Needed	2013-Ongo
City of Tavares	Susie Novack	201 E. Main Street, Tavares, FL 32778 | (352) 742-6209	Professional Surveying Services	2011-Ongo
City of Winter Garden	Angela Grimmage	300 W Plant Street, Winter Garden, FL 34787 | 407-656-4111, ext. 2297	Professional Surveying and Mapping	2013-Ongo
City of Winter Springs	Christian Gowan	1126 East State Road 434, Winter Springs, FL 32708 | 407-327-6560	Civil Engineering Continuing Services	1997-Ongo

Tab V – Acceptance of Conditions

Southeastern Surveying and Mapping Corporation (SSMC) accepts the general terms and conditions of the RFQ, insurance requirements and any other requirements as listed in the as presented in the City of Holly Hill RFQ.

Southeastern Surveying and Mapping Corporation
COMPANY NAME



AUTHORIZED SIGNATURE

Thomas K. Mead, PSM
NAME (PRINT OR TYPE)

President
TITLE

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Tab VI – Documents

Business Licenses and Certifications

State of Florida Corporate Charter

State of Florida
Department of State

I certify from the records of this office that SOUTHEASTERN SURVEYING AND MAPPING CORPORATION is a corporation organized under the laws of the State of Florida, filed on September 1, 1975.

The document number of this corporation is 483957.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 15, 2024, 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 Fifteenth day of January, 2024

Secretary of State

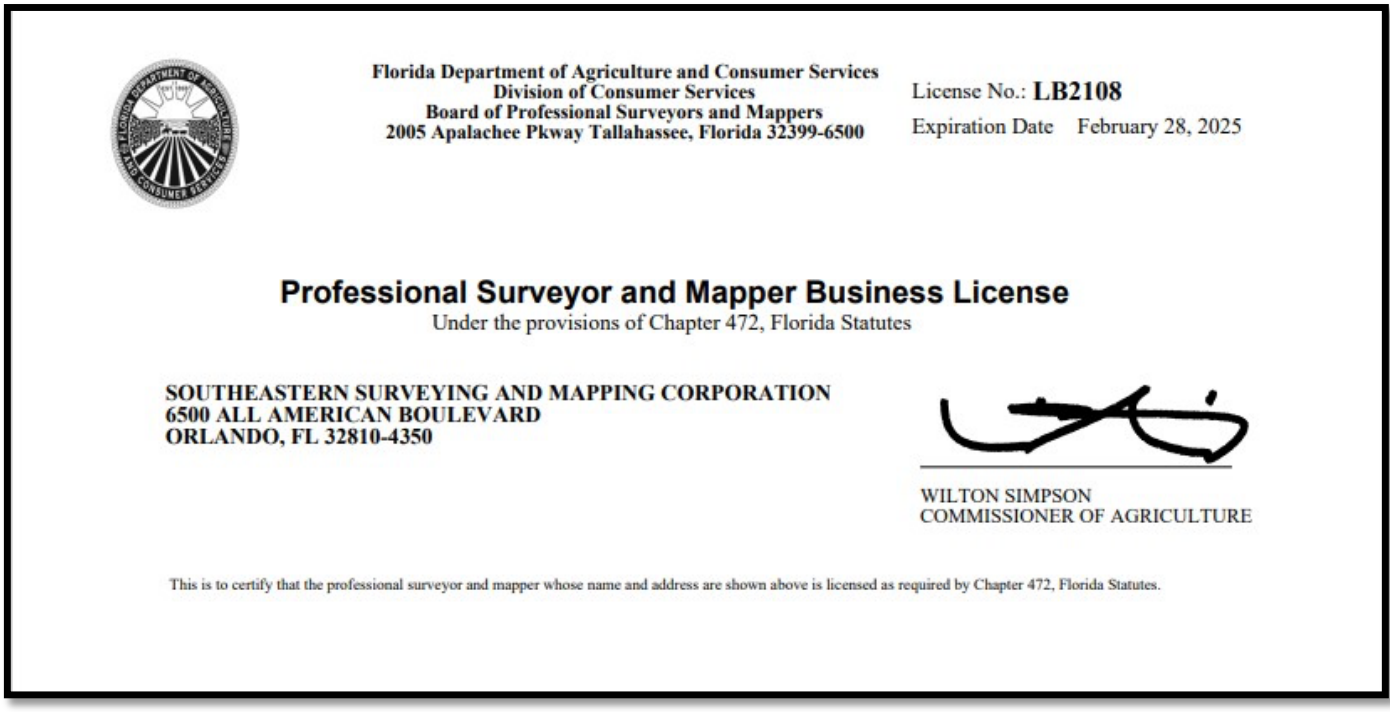
Tracking Number: 3550362344CC

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

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

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Florida Professional Surveyor and Mapper Business License No. LB2108



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

License No.: **LB2108**
Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License
Under the provisions of Chapter 472, Florida Statutes

SOUTHEASTERN SURVEYING AND MAPPING CORPORATION
6500 ALL AMERICAN BOULEVARD
ORLANDO, FL 32810-4350

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

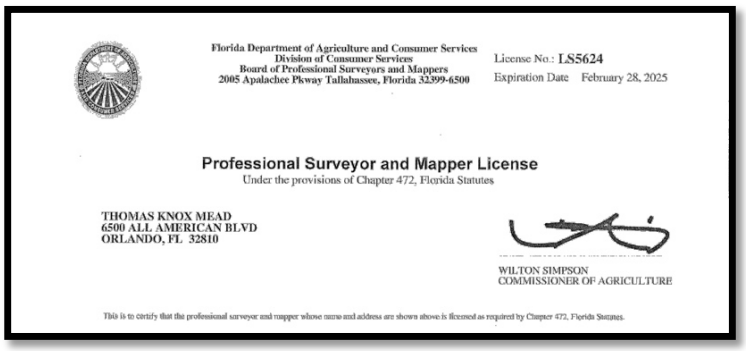
This is to certify that the professional surveyor and mapper whose name and address are shown above is licensed as required by Chapter 472, Florida Statutes.

SSMC's Key Team Member Licenses and Certifications

SSMC supports our team members in obtaining specialized licensing and certifications, such as our 52 Nationally Certified Survey Technicians, and eight (8) UAVs, as it benefits the individual, SSMC, and our clients. Our team comprises individuals with specialized licensing demonstrating knowledge and expertise in professional surveying, GIS, and SUE.

The City of Holly Hill can be assured that our team often engages in ongoing education and professional development to remain current with the latest industry trends and best practices. Below are our proposed team's licenses and certifications that demonstrate the credentials displaying their skills and abilities. The City will find the licenses are current and applicable to the scope of work for this contract.

Thomas Mead, PSM, PLS
President | Principal in Charge



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

License No.: LS5624
Expiration Date February 28, 2025

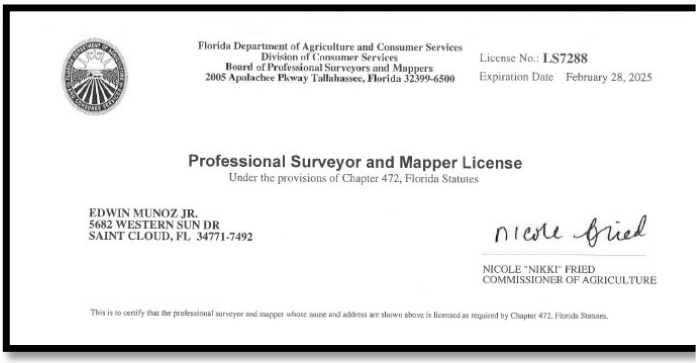
Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

THOMAS KNOX MEAD
6500 ALL AMERICAN BLVD
ORLANDO, FL 32810

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

Edwin Munoz Jr., PSM
Project Manager | Point of Contact



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

License No.: LS7288
Expiration Date February 28, 2025

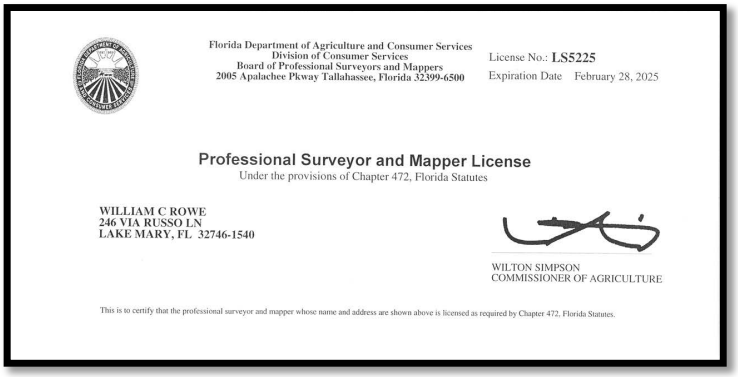
Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

EDWIN MUNOZ JR.
5682 WESTERN SUN DR
SAINT CLOUD, FL 34771-7492

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

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

William Rowe, PSM
Office Project Surveyor



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

License No.: LS5225
Expiration Date February 28, 2025

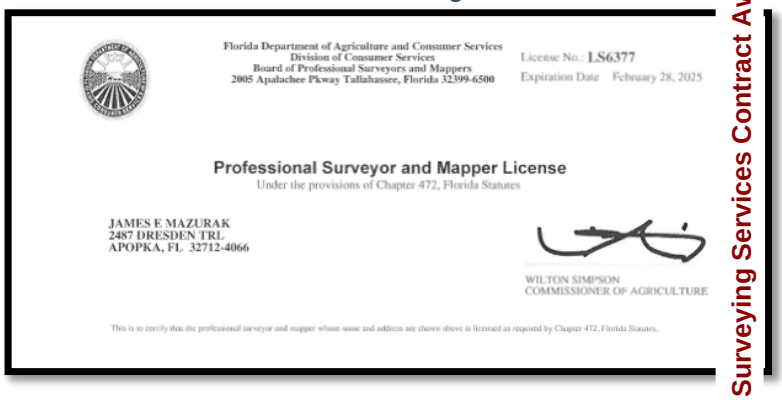
Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

WILLIAM C ROWE
246 VIA RUSSO LN
LAKE MARY, FL 32746-1540

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

James Mazurak, PSM
QA/QC Manager



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

License No.: LS6377
Expiration Date February 28, 2025

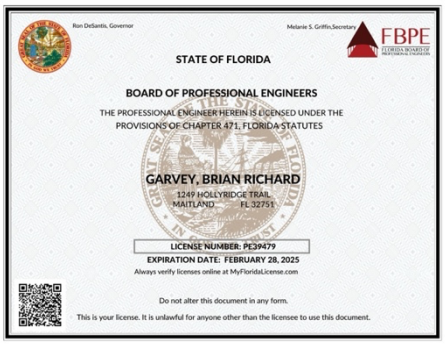
Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

JAMES E MAZURAK
2487 DRESDEN TRL
APOPKA, FL 32712-4066

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

Brian Garvey, PE, GISP
GIS Division Manager



Ron DeSantis, Governor
Melanie S. Griffin, Secretary
FBPE

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

GARVEY, BRIAN RICHARD
1249 HOLLYRIDGE TRAIL
MAITLAND FL 32751

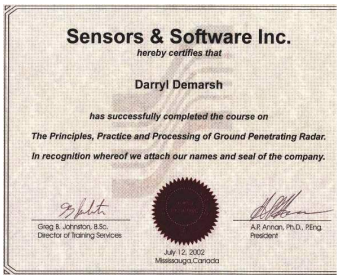
LICENSE NUMBER: PE39479
EXPIRATION DATE: FEBRUARY 28, 2025
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Darryll DeMarsh, GPRT
Utility Division Manager



Sensors & Software Inc.
hereby certifies that
Darryll DeMarsh
has successfully completed the Conquest™ Short Course on Ground Penetrating Radar presented on March 1st, 2005 in Orlando, Florida.
Troy De Souza, B.Sc.
Applications Specialist
Greg S. Johnston, B.Sc.
Director of Training Services



Sensors & Software Inc.
hereby certifies that
Darryl Demarsh
has successfully completed the course on
The Principles, Practice and Processing of Ground Penetrating Radar.
In recognition whereof we attach our names and seal of the company.
Greg S. Johnston, B.Sc.
Director of Training Services
A.P. Annan, Ph.D., P.Eng.
President
July 12, 2002
Mississauga, Canada

Affiliations and/or Memberships

SSMC team members are active in numerous organizations or associations to stay up to date with any changes or improvements to processes that may benefit what we do for our private and public-sector clients.

Adding a Subsurface Utility Engineering (SUE) Division and Geographic Information System (GIS) Division to our traditional Surveying and Mapping Division is the result of listening to our public-sector client's feedback. Many of our clients' employees are also members of these same organizations and associations that we are as follows:

- Alabama Society of Professional Land Surveyors (ASPLS)
- American Public Works Association (APWA)
- American Society Civil Engineers (ASCE)
- American Society Highway Engineers (ASHE)
- Northeast Florida Chapter (ASHE / NEFL)
- Associated Builders & Contractors FL - First Coast Chapter (ABC - FFCC)
- Associated Builders & Contractors FL - Gulf Coast Chapter Tampa (ABC - GCCT)
- Florida Chapter of Urban & Regional Information Systems Association (URISA)
- Florida Engineering Society (FES)
- Florida Stormwater Association (FSA)
- Florida Surveying & Mapping Society (FSMS)
- Volusia County Chapter of FSMS
- Orange County Chapter of FSMS
- Geospatial Users Group (GUG)
- Kissimmee/Osceola Chamber of Commerce
- National Society of Professional Surveyors (NSPS)
- North Florida Safety Council (Chipley)
- Society of American Military Engineers (SAME)
- Sunshine State One Call of Florida (811)
- Washington County Chamber of Commerce (WCCC)
- West Coast Land Surveyors Association (WCLSA)

Tab VII – Required Form Submittals

PROPOSER CHECK LIST

I M P O R T A N T: **Please read carefully, sign in the spaces indicated and return with your Qualification.**
Proposer should check off each of the following items as the necessary action is completed:

[x] The standard contract/ agreement has been signed and included.

[x] All applicable forms have been signed and included

[x] All information as requested in the Proposer's Qualification Form is included.

[x] Any addenda have been signed and included.

[x] The mailing envelope has been addressed to:

CITY CLERK
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, Florida 32117

[x] The **mailing envelope must be sealed and marked** with Qualification Number "**RFQ 24-PW-03"**, Qualification Title "**PROFESSIONAL SURVEYING SERVICES**" and Due Date "**@ 2:00 pm**".

8

[x] The Qualification will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Qualification cannot be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

Southeastern Surveying and Mapping Corporation (SSMC)	6500 All American Blvd
Company	Address
Authorized Signature	Orlando, FL 32810
	City, State, Zip Code
Thomas Mead, PSM, PLS | President	(407) 292-8580
Printed Name & Title	Telephone No.
TMead@SSMC.us	(407) 292-0141
Email	Fax No.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

PROFESSIONAL CONSULTANT SERVICES AGREEMENT
Professional Surveying Services
Request for Qualification (RFQ) #24-PW-01

THIS AGREEMENT is made and entered into this 27th day of February, 2024, by and between Southeastern Surveying and Mapping Corporation (SSMC), duly authorized to conduct business in the State of Florida and whose address is 6500 All American Blvd., Orlando, Fl 32810, hereinafter, called "CONSULTANT" and the **CITY OF HOLLY HILL**, a political subdivision of the State of Florida, whose address is 1065 Ridgewood Ave, Holly Hill, FL 32117, hereinafter called "CITY".

SECTION 1. AGREEMENT. The terms of this Agreement, together with the incorporation of the terms and conditions of the Request for Qualifications (RFQ #24-PW-01), and any exhibits, schedules and attachments hereto, and any and all amendments relating to same, and any and all submittals from CONSULTANT, constitute the entire Agreement between CITY and CONSULTANT. This Agreement is the final, complete and exclusive expression of the terms and conditions of the parties' Agreement. Any and all prior agreements, representations, negotiations, and understandings made by the parties, oral or written, expressed or implied, are hereby superseded and merged herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be for five years (5) years from the date of award with two (2) one year extension options which may be exercised at the sole discretion of the City Manager.

SECTION 3. COMPENSATION. For Services rendered, the CITY shall pay the CONSULTANT a lump-sum fee, including or excluding reimbursable expenses as mutually agreed upon. Unless otherwise agreed in a Scope of Services, the CONSULTANT will invoice the City monthly based upon the CONSULTANT's estimate of the portion of the total Services actually completed at the time of billing.

SECTION 4. REIMBURSABLE EXPENSES. "Reimbursable Expenses" means the actual, necessary and reasonable expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto for travel; toll telephone calls and facsimiles; reproduction of reports, drawings and specifications, and similar Project-related items; as provided in the City's Purchasing Policy.

SECTION 5. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipts requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For City:
Valerie Manning, City Clerk
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117
(386)248-9441

For Contractor:
Thomas Mead, PSM, PLS, President (Name, Title)
Southeastern Surveying and Mapping Corp. (Company)
6500 All American Blvd. (Address)
Orlando, FL 32810 (City, State, Zip)
(407) 292-8580 (Phone)

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

SECTION 6. RIGHTS AT LAW RETAINED. The rights and remedies of CITY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

SECTION 7. CONTROLLING LAW, VENUE, ATTORNEY'S FEES. This Agreement is to be governed, construed, and interpreted by, through and under the laws of Florida. Venue for any litigation between the parties to this Agreement shall be in the County of Volusia, Florida and any trial shall be non-jury. The prevailing party in any litigation arising from or related to this Agreement shall be reimbursed reasonable attorney fees and costs, including all fees and costs of an appeal.

SECTION 8. MODFICATIONS TO AGREEMENT. This Agreement and any exhibits, amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

SECTION 9. SEVERABILITY. If, during the term of this Agreement, it is found that a specific clause or condition of this Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force and effect.

SECTION 10. WAIVER OF JURY TRIAL. THE CITY AND CONSULTANT HAVE SPECIFICALLY WAIVED THE RIGHT TO A JURY TRIAL CONCERNNG ANY DISPUTES WHICH MAY ARISE CONCERNING THIS AGREEMENT.

SECTION 11. NON-WAIVER. No indulgence, waiver, election or non-election by CITY under this Agreement shall affect CONSULTANT's duties and obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date written above for execution by CITY.

WITNESSES:

_____

WITNESSES:

_____

_____

Attachments: A. RFQ # 24-PW-03
B. Firm Response to RFQ
C. Scope of Service

CITY OF HOLLY HILL

_____
Joseph Forte, City Manager

Dated: _____

FIRMS
By: _____
Thomas Mead, PSM, PLS, President

Dated: 02/27/2024

Approved by the City Commission of the City of Holly Hill at a meeting held on this _____ day of _____, 2024 under Agenda Item No. _____.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the proposed work; and bear on whether the firm (employees, officers and/or agents) has a possible conflict have been fully disclosed.

Additionally, the firm (employees, officers and/or agents) agrees to immediately notify in writing the Finance Director, or designee, if any actual or potential conflict of interest arises during the contract and/or project duration.

Southeastern Surveying and Mapping Corp.	6500 All American Blvd.
Company	Address
Authorized Signature	Orlando, FL 32810
	City, State, Zip Code
Thomas Mead, PSM, PLS	(407) 292-8580
Printed Name & Title	Telephone No.
tmead@ssmc.us	(407) 292-0141
Email	Fax No.

State of FL)
City of Chipley)

SUBSCRIBED AND SWORN to before me this 26 day of February, 2024, by Thomas Mead, who is personally known to me to be the President for the Firm, OR who produced the following identification: _____.

Notary Public

ASHLEY FREDERICK
MY COMMISSION # HH 396268
EXPIRES: July 1, 2027

My Commission Expires: 07/01/2027

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

PROPOSERS QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

% Completed	Project	Contract Amount
95%	City of Orlando Continuing Professional Surveying and Mapping Services	$ **243,160.14**
85%	OUC Master Surveying Services Agreement	$ **89,210**
70%	Brevard County Continuing Professional Services Contract Engineering	$ **123,107**

LIST CURRENT PROJECTS ON WHICH YOUR FIRM IS THE CANDIDATE FOR AWARD:

City of Port Orange Professional Surveying Services

School Board of Volusia County Land Surveying Continuing Services

OTHER INFORMATION ABOUT PROJECTS:

Have you, at any time, failed to complete a project? ☐ Yes ☒ No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?
☐ Yes ☒ No

If the answer to either question is yes, submit details on separate sheet. List all lawsuits that have been filed by or against your firm in the last five (5) years:

FEES:

List total fees for work done on all City projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Fees must be listed individually by contract or project and then summarized as a total dollar amount.** Attach additional page if necessary.

$ 126,210.70 Total Fees for work done on all City projects

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

REFERENCES:
Bank(s) Maintaining Account(s): Refer to Bank Reference Letter (Next Page)

Surety/Underwriter: (if required)

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

☒ Corporation/Years in Business: 1972. If firm is a corporation, please list state in which it is incorporated: Florida. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida.
☐ Partnership/Years in Business: _____
☐ Sole Proprietorship/Years in Business: _____
☐ Other: Please list: _____ _____

Pursuant to information for prospective Proposers for the above-mentioned proposed project, the undersigned is submitting the information as required with the understanding that it is only to assist in determining the qualifications of the organization to perform the type and magnitude of work intended, and further, guarantee the truth and accuracy of all statements herein made. We will accept your determination of qualifications without prejudice.

Southeastern Surveying and Mapping Corp.	6500 All American Blvd.
Company	Address
Authorized Signature	Orlando, FL 32810
	City, State, Zip Code
Thomas Mead, PSM, PLS	(407) 292-8580
Printed Name & Title	Telephone No.
tmead@ssmc.us	(407) 292-0141
Email	Fax No.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

February 22, 2024

To Whom it May Concern:

This letter shall serve as a bank reference letter for Southeastern Surveying and Mapping Corporation ("SSMC"). SSMC has had a banking relationship with Axiom Bank since 2020. SSMC's relationship with Axiom Bank has and continues to be upheld in the highest manner possible and SSMC keeps deposit balances in the low seven (7) figures in total which is spread between several accounts. The bank account info is below:

Southeastern Surveying and Mapping Corporation 6500 ALL AMERICAN BLVD ORLANDO FL 32810-4350 ABA/Routing #: 263184815 Account Number: 2101359186

For your reference, the information for the bank contact person here at Axiom concerning its relationship with SSMC is as follows:

Matt Clemens, CFA – Senior Vice President, Sr. Relationship Manager – phone – 407-625-2173

Axiom's office address is as follows: 258 Southhall Lane, Ste 400, Maitland, FL 32751

Axiom's fax # - 407-732-5675

Should you have any other questions on Axiom's relationship with SSMC, please don't hesitate to call me directly at 407-625-2173.

Sincerely yours,

Matt Clemens, CFA

Senior Vice President, Commercial Banking

407-625-2173

Member FDIC

258 Southhall Lane • Suite 400
Maitland, FL • 32751
(800) 584-0015 • www.axiombanking.com

EQUAL HOUSING

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

DECLARATION STATEMENT

City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117

RE: RFQ NO. 24-PW-03 - "PROFESSIONAL SURVEYING SERVICES for City of Holly Hill"

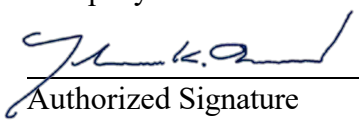
Dear Mayor and Commission Members:

The undersigned, as Proposer (herein used in the masculine, singular, irrespective of actual gender and number) declares that he is the only person interested in this Qualification or in the contract to which this Qualification pertains, and that this Qualification is made without connection or arrangement with any other person and this Qualification is in every respect fair and made in good faith, without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the Instructions to Proposers issued prior to the opening of Qualifications, and that he has satisfied himself fully relative to all matters and conditions with respect to the general condition of the contract to which the Qualification pertains.

The Proposer puts forth and agrees to commence negotiations, in accordance with the Federal 40 USC Title 1101-1104 (Brooks Act) and F.S. 287.055(5), and execute an appropriate City document for the purpose of establishing a formal contractual relationship between him, and the City for the performance of all requirements to which the Qualification pertains. The Proposer states that the Qualification is based upon the Qualification documents listed in **RFQ #24-PW-03.**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 27th day of February, 2024 in the City of Orlando, in the State of Florida.

Southeastern Surveying and Mapping Corp.	6500 All American Blvd.
Company	Address
	Orlando, FL 32810
Authorized Signature	City, State, Zip Code
Thomas Mead, PSM, PLS	(407) 292-850
Printed Name & Title	Telephone No.
tmead@ssmc.us	(407) 292-0141
Email	Fax No.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

INSURANCE REQUIREMENTS

INSURANCE TYPE	REQUIRED LIMITS
☒ 1. Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
☒ 2. Commercial General Liability (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.	Bodily Injury & Property Damage **$1,000,000** single limit per occurrence

☒ 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Holly Hill, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of the City of Holly Hill.

☒ 4. Automobile Liability	**$ 500,000** Each Occurrence Owned/Non-owned/Hired Automobile Included
☒ 5. Other Insurance as indicated below: Errors and Omissions or Professional Malpractice Coverage	**$** 1,000,000 Per Occurrence

☐ 6. Aircraft Liability $1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.

☒ 7. Contractor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Contractor shall provide City with certificates of insurance meeting the required insurance provisions.

☒ 8. The City of Holly Hill must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

INSURANCE REQUIREMENTS
(Continued)

☒ 9. The City of Holly Hill shall be named as the Certificate Holder. NOTE--The "Certificate Holder" should read as follows:

City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, Florida

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

☒ 10. **Thirty (30) Days Cancellation Notice** required.

☒ 11. The Certificate must state the **RFQ** Number and SURVEYING SERVICES.

= = = =

Client#: 2323150 569SOUTHSUR

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/09/2024

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Patricia Byrne
McGriff Insurance Services LLC 12485 28th Street N St Petersburg, FL 33716	PHONE (A/C, No, Ext): 813-682-1510 FAX (A/C, No): E-MAIL ADDRESS: patricia.byrne@mcgriff.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Southeastern Surveying and Mapping Corp 6500 All American Blvd Orlando, FL 32810	INSURER A : Transportation Insurance Company	20494
	INSURER B : The Continental Insurance Company	35289
	INSURER C : Pacific Insurance Company, Ltd	10046
	INSURER D :	
	INSURER E :	
	INSURER F :	

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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			6081133087	06/25/2023	06/25/2024	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			BUA6081133042	06/25/2023	06/25/2024	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR			CUE6081133056	06/25/2023	06/25/2024	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10,000							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			WC737190049	06/25/2023	06/25/2024	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N	N/A					E.L. EACH ACCIDENT	$1,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$1,000,000
C	Professional Liab Full Prior Acts			21OH044754023	06/25/2023	06/25/2024	$5,000,000 Each Claim $5,000,000 Aggregate $50,000 Ded per Claim	

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

FOR INFORMATIONAL PURPOSES ONLY

CERTIFICATE HOLDER

Southeastern Surveying and Mapping Corporation
INFORMATION PURPOSES
6500 All American Blvd.
Orlando, FL 32810

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statues, as stated above?

☒ **YES**
☐ **NO**

Southeastern Surveying and Mapping Corp.	6500 All American Blvd.
Company	Address
Authorized Signature	Orlando, FL 32810
	City, State, Zip Code
Thomas Mead, PSM, PLS	(407) 292-8580
Printed Name & Title	Telephone No.
tmead@ssmc.us	(407) 292-0141
Email	Fax No.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

State of Florida

County of Orange

Thomas Mead, PSM,PLS, being first duly sworn, deposes and says that:

He/she is President of Southeastern Surveying and Mapping Corp., Proposer that has submitted the attached Qualification;

He/she is fully informed respecting the preparation and contents of the attached Qualification and of all pertinent circumstances respecting such Qualification;

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Qualification or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF HOLLY HILL.

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

Southeastern Surveying and Mapping Corp.	6500 All American Blvd.
Company	Address
[signature]	Orlando, FL 32810
Authorized Signature	City, State, Zip Code
Thomas Mead, PSM, PLS	(407) 292-8580
Printed Name & Title	Telephone No.
tmead@ssmc.us	(407) 292-0141
Email	Fax No.

Subscribed and sworn to before me this 26 day of February, 2024.

[signature]

ACCOUNTS RECEIVABLE SPECIALIST
Title

My Commission Expires: 07/01/2027

NOTARY PUBLIC STATE OF FLORIDA
ASHLEY FREDERICK
MY COMMISSION # HH 396268
EXPIRES: July 1, 2027

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Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

ACKNOWLEDGEMENTS
RFQ #24-PW-03 Professional Surveying Services

To: **City of Holly Hill**
1065 Ridgewood Ave
Holly Hill, FL 32117

Southeastern Surveying and Mapping Corp.
(Professional Consultant)

agrees to provide PROFESSIONAL SURVEYING SERVICES as defined in this Request for Qualifications document and in accordance with the requirements of the specifications and related work authorizations/contract documents.

The undersigned Qualifier/Consultant has carefully examined the RFQ requirements and related contract documents and is familiar with the nature and extent of the work and any local conditions that may in any manner affect the work to be done.

The undersigned agrees to provide the PROFESSIONAL SURVEYING SERVICES called for by the RFQ documents, in the manner prescribed therein and to the standards of quality and performance established by the City for the quality of service quoted.

The undersigned agrees to the right of the City to hold the Request for Qualifications submittals and guarantees the future related proposals for a period not to exceed one hundred twenty (120) days from the effective date of the contract term.

The undersigned accepts the invoicing and payment policies specified in the RFQ.

Upon award of this RFQ, the City and Qualifier/Consultant each binds himself, itself, or herself, its partners, successors, assigns, and legal representatives to the other party hereto in respect to all covenants, agreements, and obligations contained in the RFQ Documents.

The RFQ Document constitutes the entire agreement between City and Qualifier/Consultant and may only be altered, amended, or repealed by a Change Order or a written amendment.

The Qualifier/Consultant, by signing these RFQ Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFQ Document.

Qualifier/Consultant shall guarantee PROFESSIONAL SURVEYING SERVICES within 30 **calendar days from receipt of Purchase Order or Work Authorization / Notice to Proceed.**

Dated this 27th **day of** February **(Month)**, 2024 **(Year)**

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

INDIVIDUAL, FIRM, CORPORATION, LIMITED LIABILITY, PARTNERSHIP, OR OTHER FORM OF ENTITY

By: _____ / Thomas Mead, PSM, PLS
(Signature) **(Print name)**

Address: 6500 All American Blvd., Orlando, FL 32810

Telephone: (407) 292-8580 **Fax:** (407) 292-0141

Taxpayer Identification Number (TIN): 59-1621976

CORPORATION

By: _____ / _____
(Signature) **(Print name)**

Address: _____

Telephone: (_____) _____ **Fax:** (_____) _____

Taxpayer Identification Number (TIN/EIN): _____

State Under Which Corporation Was Chartered:

_____

Corporate President: Thomas Mead, PSM, PLS
(Print Name)

Corporate Secretary: Darryll DeMarsh, GPRT
(Print Name)

Corporate Treasurer: Brian Garvey, PE, GISP
(Print Name)

CORPORATE SEAL

Attest By: Darryll DeMarsh, GPRT
Secretary

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Signature: _____ **Date:** 02/27/24

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or ten (10) days after opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the CITY.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the CITY in a separate envelope marked accordingly.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Valerie Manning, City Clerk
386-248-9441 vmanning@hollyhillfl.org 1065 Ridgewood Ave Holly Hill, FL 32117

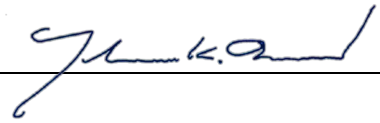
A provision that requires the contractor to comply with public records laws, specifically to:
Keep and maintain public records required by the public agency to perform the service.
Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

By submitting a response to this solicitation, the company agrees to defend the CITY in the event we are forced to litigate the public records status of the company's documents.

Company Name: Southeastern Surveying and Mapping Corp.

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Authorized representative (printed): Thomas Mead, PSM, PLS

Authorized representative (signature): 

Project Number: **RFQ #24-PW-03**

Date: 02/27/2024

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

REFERENCES FORM

Provide the business names, contact persons and telephone numbers of four (4) references for which the firm has provided services described in this Qualification for three (3) years or more within the last five (5) years. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

1. Name of Company: City of Orange City, as Prime Consultant
   Address: 426 S. Volusia Ave., Orange City, FL 32763
   Point of Contact: Migdalia Hernandez | Public Works Director
   Phone #: (386) 775-5446 Email address: mhernandez@ourorangecity.com
   Service(s) Provided: Professional Surveying and Mapping Services
   Dates of Service: Ongoing Since 2015

2. Name of Company: City of Daytona Beach, as Prime Consultant
   Address: 950 Bellevue Ave., Daytona Beach, FL 32114
   Point of Contact: Brian Woodworth, P.E | Technical Services Project Director
   Phone #: (386) 671-8635 Email address: woodworthbrian@codb.us
   Service(s) Provided: Professional Surveying and Mapping Services
   Dates of Service: Ongoing Since 2001

3. Name of Company: City of Altamonte Springs, as Prime Consultant
   Address: 225 Newburyport Avenue, Altamonte Springs, FL 32701-3640
   Point of Contact: Janelle Mack | Utilities Coordinator
   Phone #: (407) 571-8344 Email address: Jmack@altamonte.org
   Service(s) Provided: Professional Surveying and Mapping Services
   Dates of Service: Ongoing Since 1992

4. Name of Company: City of Apoka, as Prime Consultant
   Address: 748 E. Cleveland Street, Apopka, FL 327
   Point of Contact: Richard Earp PE CFM | City Engineer
   Phone #: (407) 703-1632 Email address: REarp@apopka.net
   Service(s) Provided: Surveying and Mapping Services, Engineering, Plat Review
   Dates of Service: Ongoing Since 1997

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Holly Hill

by Thomas Mead, PSM, PLS | President | Principal in Charge
(Print Individual's Name and Title)
for Southeastern Surveying and Mapping Corp.
(Print Name of Entity Submitting Sworn Statement)
whose business is

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-1621976

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(Signature)

Sworn and subscribed before me this 27th day of February, 2024.

Personally known Yes

_____
(Notary)

OR produced identification _____

Notary Public State of Florida

_____
(Type of Identification)

My commission expires: 07/01/2027

ASHLEY FREDERICK
MY COMMISSION # HH 396268
EXPIRES: July 1, 2027

37

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

VENDOR INFORMATION

Vendor is:
(X) Corporation
( ) Partnership
( ) Sole Proprietorship
( ) Other _____(Explain)

Federal Employer Identification Number: 59-1621976

Firm Name: Southeastern Surveying and Mapping Corp.

Mailing Address: 6500 All American Blvd., Orlando, FL 32810

Telephone No.: (407) 292-8580 Fax No.: (407) 292-0141

Email Address: tmead@ssmc.us Web Address: www.southeasternsurveying.com

If remittance address is different from the mailing address so indicate below.

Firm Name: _____

Remittance Address: _____

Submitted by: _____

Name & Title Printed: Thomas Mead, PSM, PLS | President | Principal in Charge

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See **Specific Instructions** on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Southeastern Surveying and Mapping Corporation

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
6500 All American Boulevard

Requester's name and address (optional)

6 City, state, and ZIP code
Orlando, Florida 32810

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number
			–		–				

or

Employer identification number
5	9	–	1	6	2	1	9	7	6

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here **Signature of U.S. person** ► Thomas K. Mead **Date** ► 02/27/2024

General Instructions

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

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

Purpose of Form

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

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

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

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

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Affidavit of E-Verify Requirements Compliance

The Consultant/Contractor agrees to comply with Section 448.095, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.095, Florida Statutes.

1. The Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the Agreement term.

2. That the Consultant/Contractor understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subconsultant/subcontractors performing work under this Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of this Agreement for which the City may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, the Consultant/Contractor shall be liable to the City for any costs incurred by the City as a result of the Consultant's/Contractor's breach

Consultant/Contractor shall execute and return the Affidavit of E-Verify Requirements Compliance to City. IN WITNESS WHEREOF, the parties have made and executed this Agreement for the purposes stated above.

Southeastern Surveying and Mapping Corp.
6500 All American Blvd., Orlando, FL 32810

Consultant/Contractor Name and Address



Signature

Thomas Mead, PSM, PLS | President | Principal in Charge

Name and Title

Attachment: Exhibit C - Southeastern Surveying & Mapping Qualifications (2024-R-16 : Professional Surveying Services Contract Award)











CREATIVELY TRANSFORMING HOW OUR WORLD IS **envisioned + designed + experience**

Firm Name:
WGI, Inc.

Contact Person:
Eric Orndorff, PSM
Contract Manager
800 North Magnolia
Avenue, Suite 1750
Orlando, FL 32803
p. 407.581.1221

Response Due:
February 27, 2024

RFQ No. 24-PW-03 Request for Qualifications for

PROFESSIONAL SURVEYING SERVICES

WGI | HOLLY HILL FLORIDA

Digital Copy

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



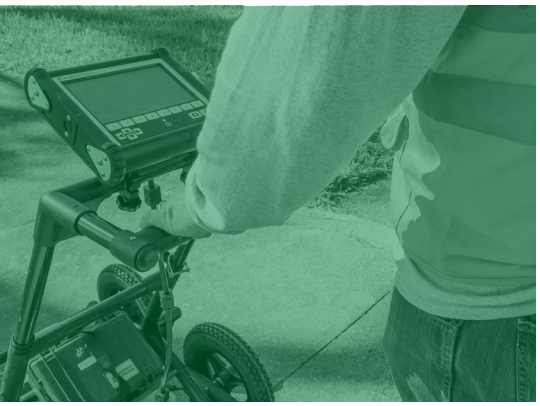






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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Tab I - Management Summary



WGI, Inc.

Responsible Office

800 North Magnolia Avenue,
Suite 1750
Orlando, FL 32803

Authorized Contacts

Eric Orndorff, PSM
Contract Manager
p. 407.581.1221
Eric.Orndorff@WGInc.com

Stephen Clancy, PSM, GISP
Principal
p. 561.440.6317
Stephen.Clancy@WGInc.com

February 27, 2024

City Clerk's Office
City of Holly Hill
1065 Ridgewood Avenue
Holly Hill, FL 32117

RE: RFQ# 24-PW-03/Professional Surveying Services

Dear Selection Committee,

Municipal governments require timely and accurate information to make complex daily decisions effectively. **WGI, Inc. (WGI)** recognizes the City of Holly Hill's (City) dedication to fostering financial sustainability and growth while also managing the resources that enhance the community's health and safety. Thus, those who are extensions of the City must understand its culture and embrace each unique attribute, supporting a high quality of life and demonstrating a positive experience for current and future Holly Hill residents.

Since our inception in 1972, WGI has consistently developed innovative solutions, providing over 50 years of superior geospatial services and overseeing all types of survey and geospatial projects throughout Florida and nationwide. We have significant experience with continuing service contracts, providing professional services for a multitude of Florida municipalities, counties, and agencies, including Volusia County. Other local clients include the City of Melbourne, Ormond Beach, Oviedo, Daytona Beach, and Deland; Brevard, Seminole, Orange, Flagler, and Osceola Counties; and the Florida Department of Transportation (FDOT) District 5. Additionally, our GIS manager, Al Hill, has significant experience with Volusia County and the City of Holly Hill as Volusia County's GIS program manager for 16 years.

WGI's full suite of surveying and mapping capabilities is unique in Florida. The ability to leverage our highly experienced staff with a complete technological geospatial toolkit produces highly innovative and customized solutions for projects of any scale or complexity. Most importantly, we know how to communicate with your project managers while successfully delivering the required services on time and within budget.

As the contract manager, I am committed to ensuring exceptional performance on every assignment. As your primary point of contact, I will coordinate the efforts of our staff, adhere to the project scope, meet or exceed the schedule, and deliver high-quality deliverables. WGI's trifecta of exceptional staff, technical understanding, and successful track record in the public and private sector provides the City with prompt, reliable service and professionalism throughout the contract. We appreciate the opportunity to provide our proposal, and I look forward to further discussing our qualifications and your goals.

Sincerely,

Eric Orndorff, PSM
Contract Manager

Stephen Clancy, PSM, GISP
Principal

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



Tab II - Corporate Experience and Capacity

WGI

TAB II - CORPORATE EXPERIENCE AND CAPACITY

Size Of The Firm

WGI is headquartered in West Palm Beach with 10 satellite offices throughout Florida and 14 additional offices spread throughout the United States. WGI has grown to over 600 associates, including a team of nearly 150 geospatial professionals (10 Florida Professional Surveyor and Mappers (PSM), six certified survey technicians, five certified photogrammetrists (CP), and over 100 geospatial technicians, field staff, and supporting personnel). Below is a map of our Florida offices in relation to the City of Holly Hill and a list of our Florida office addresses.

600+ EMPLOYEES **23** OFFICES **11** FLORIDA OFFICES

ORLANDO
800 North Magnolia Avenue,
Suite 1750
Orlando, FL 32803

WINTER GARDEN
1232 Winter Garden Vineland Road,
Suite 124
Winter Garden, FL 34787

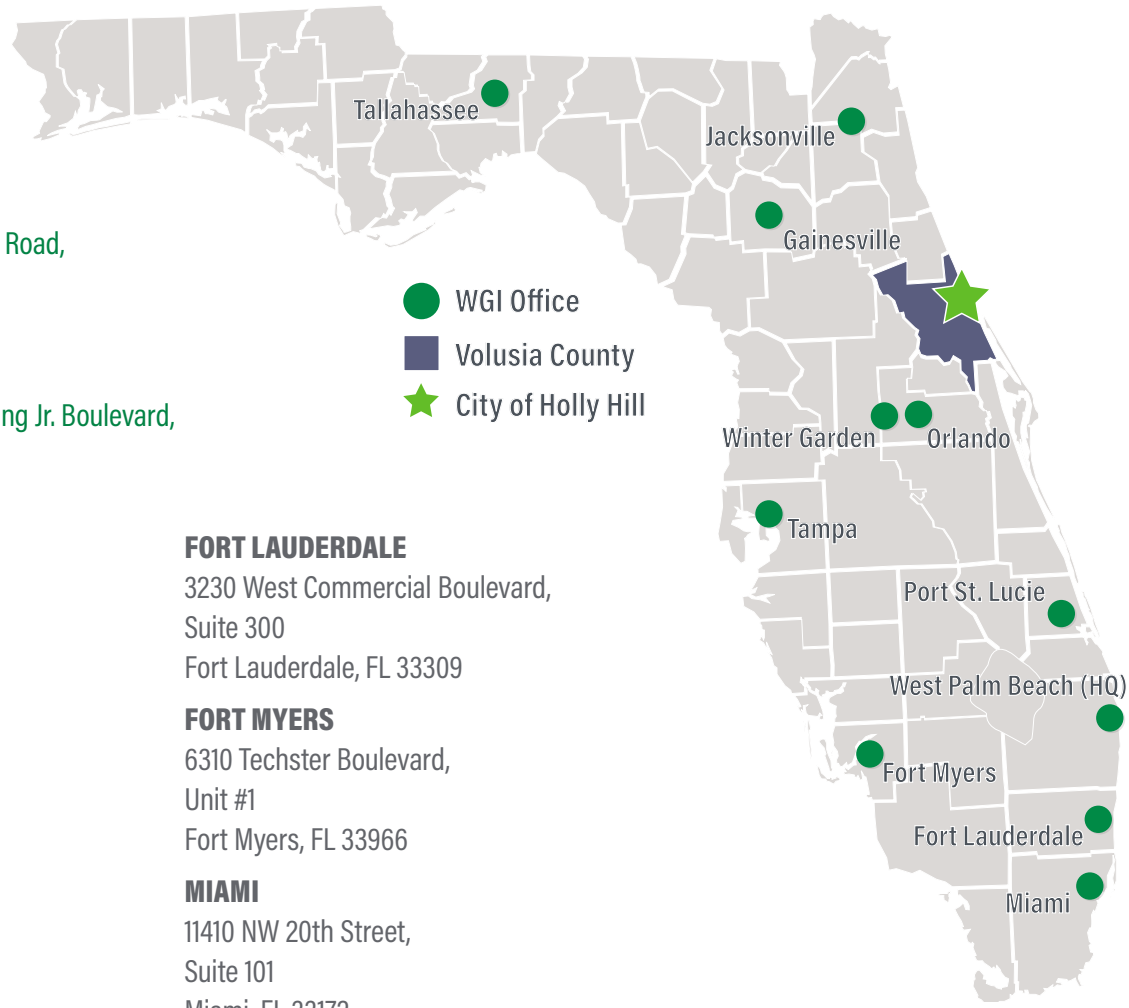
TAMPA
3111 West Dr. Martin Luther King Jr. Boulevard,
Suite 375
Tampa, FL 33607

WEST PALM BEACH (HQ)
2035 Vista Parkway
West Palm Beach, FL 33411

GAINESVILLE
3499 NW 97th Boulevard,
Suite 14
Gainesville, FL 32606

JACKSONVILLE
4371 US Highway 17 South,
Suite 203
Fleming Island, FL 32003

TALLAHASSEE
2316 Killearn Center Boulevard
Building C, Suite 100
Tallahassee, FL 32309



FORT LAUDERDALE
3230 West Commercial Boulevard,
Suite 300
Fort Lauderdale, FL 33309

FORT MYERS
6310 Techster Boulevard,
Unit #1
Fort Myers, FL 33966

MIAMI
11410 NW 20th Street,
Suite 101
Miami, FL 33172

PORT ST. LUCIE
548 Mercantile Place
Port St. Lucie, FL 34986

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Location Of The Firm From Which The Work On This Engagement Is To Be Performed

WGI will provide services primarily from our Orlando office with support from our Winter Garden, Gainesville, Tampa, and West Palm Beach offices as necessary. We also dedicated two survey and Subsurface Utility Engineering (SUE) crews to this contract for immediate mobilization. Our team of experienced professionals has the necessary expertise and knowledge of the area to successfully execute the scope of work outlined in the request for proposal. With additional offices throughout Florida, we are able to draw upon a vast pool of talent and experience, ensuring that we have the necessary resources to meet all demands of the contract.

Number And Nature Of The Professional Staff To Be Employed In This Engagement On A Full-Time And Part-Time Basis

Professional Staff To Be Employed In This Engagement

Staff Member	Title	Full-Time Basis	Part-Time Basis
Eric Orndorff, PSM	Contract and Quality Assurance/ Quality Control (QA/QC) Manager	X	
Al Quickel, PSM	Project Manager	X	
Shannon Wright	SUE Manager	X	
Al Hill, GISP, CPM	GIS Manager		X
Stephen Clancy, PSM, GISP	Principal	X	

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



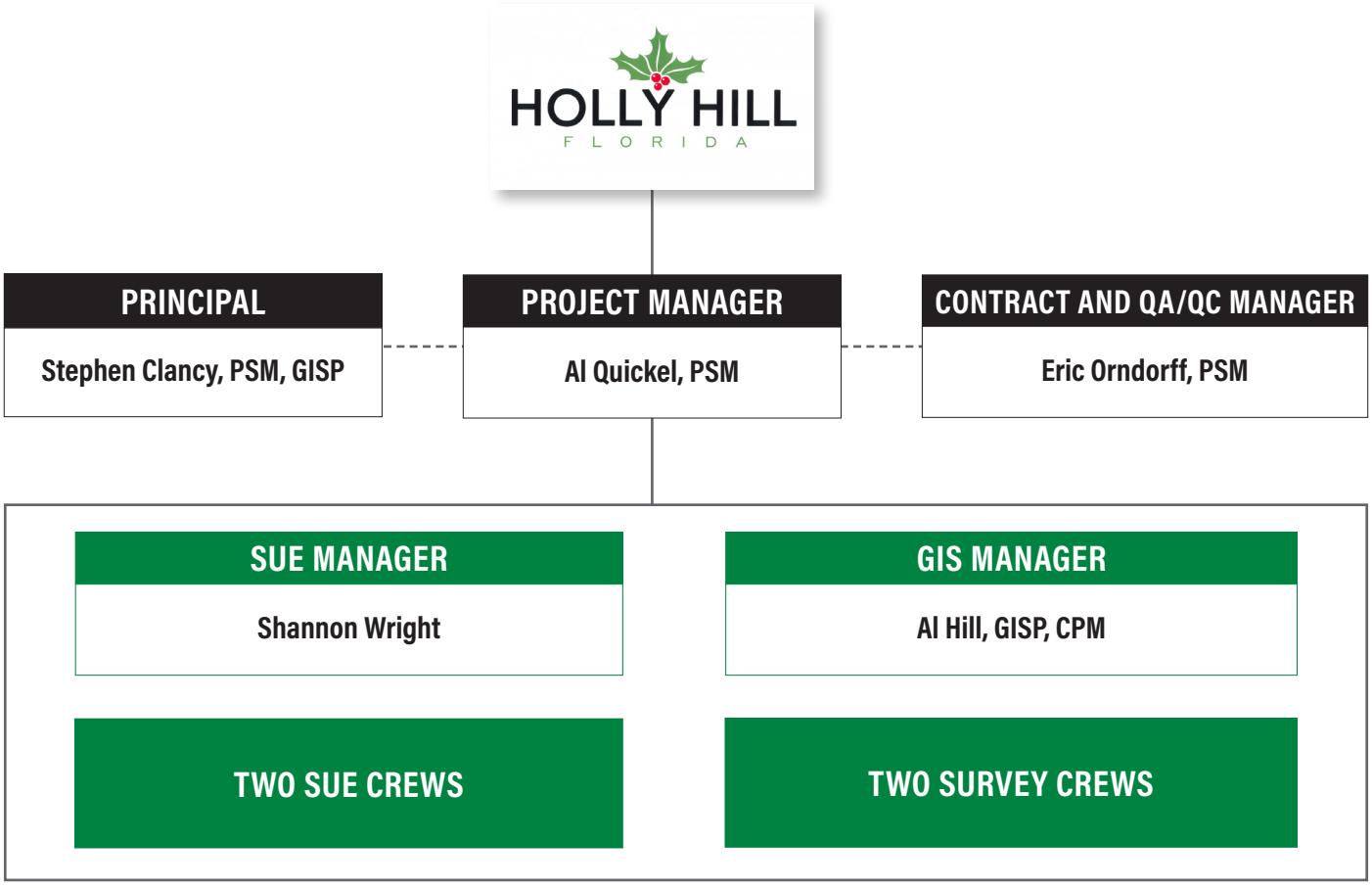
Tab III - Specialized Expertise of Team Members

TAB III - SPECIALIZED EXPERTISE OF TEAM MEMBERS

Project Team And Previous Experience

Organizational Chart

The organizational chart below identifies the project team who will be responsible for the work on this contract.



Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



Eric has primarily focused on municipal clients throughout his career. He has performed boundary, right-of-way, and topographic surveys to support infrastructure projects and has led numerous municipal GIS asset management projects. He has presented some of his work at conferences and published in peer magazines.



Deliverable for a stormwater conservation easement task work order issued from the City of Oviedo Master Survey Agreement.

Eric Orndorff, PSM

What will be the individual's role in the project(s)?

Contract and QA/QC Manager

Where is this individual located?

Orlando, FL

What is the availability of this individual to devote time to the project(s)?

40%

How long has this individual been with the firm/project team?

Two years

Give one example of specific experience relevant to this project.

Eric is the contract manager for WGI's three-year master services agreement with the City of Oviedo for surveying services, which began in April 2019. As the City of Oviedo's primary point of contact, Eric ensures WGI's work and deliverables meet expectations. His continued dedication to this contract helped WGI secure six task work orders, totaling $10.6K. Eric led contract management and QA/QC efforts on the following project:

City of Oviedo Master Survey Agreement, Seminole County, FL. WGI provided professional surveying services for miscellaneous projects throughout Oviedo under this task order driven master services contract. Services included preparation of land surveys, boundary surveys, topographic surveys, tree surveys, Right-of-Way (ROW) location surveys, legal descriptions, plat and map reviews and recommendations, title searches, as-built surveys, construction staking, cross-selections for drainage basin analysis, design surveys, construction layout and subsurface utility locations, and Geographic Information System (GIS) grade mapping.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

CONTRACT AND QA/QC MANAGER

Eric is an experienced market leader for geospatial services at WGI, with over 20 years of experience in engineering consulting and five years in the non-profit sector. He is well-versed in providing geospatial services on municipal surveying and GIS projects. Eric spent the majority of his career serving state and local clients on infrastructure improvement and asset management projects. He is always keen on bringing GIS solutions to his surveying work and understands approaching projects with appropriate accuracies and integrating other data sources. Eric is also familiar with the platting process from both the submission side and as a reviewing agent. He's led surveys for countless projects to support area-wide sanitary sewer, water and stormwater infrastructure projects, natural gas midstream pipelines, energy transmission projects, and dozens of municipal and county infrastructure GIS projects. He also presents at national industry conferences and writes about his work in peer publications.



Eric
Orndorff, PSM

REGISTRATIONS:
Professional Surveyor and Mapper:
Florida: #LS7248
Professional Land Surveyor:
Maryland: #21219
Pennsylvania: #SU075125
North Carolina: #L-5480
Kentucky: #4530

EDUCATION:
Master of Science, Surveying and Mapping – University of Florida, 2002

Bachelor of Science, Geography – Pennsylvania State University, 1995

YEARS OF EXPERIENCE
TOTAL: 22 **WITH WGI:** 2

RELEVANT EXPERIENCE

City of Oviedo Master Survey Agreement, Seminole County, FL, City of Oviedo, Contract Manager. Eric provided oversight of site control and as-built surveying along with periodic QC reviews. WGI provided professional surveying services for miscellaneous projects throughout Oviedo under this task order driven master services contract. Services included preparation of land surveys, boundary surveys, topographic surveys, tree surveys, ROW location surveys, legal descriptions, plat and map reviews and recommendations, title searches, as-built surveys, construction staking, cross-selections for drainage basin analysis, design surveys, construction layout and subsurface utility locations, and GIS grade mapping.

Pineda Causeway Water Transmission Mains - Survey Construction Staking and As-Builts, Brevard County, FL, City of Melbourne, Contract Manager. Eric provided oversight of site control and as-built surveying along with periodic QC reviews. WGI provided site control and as-built surveying to support the City of Melbourne and City of Cocoa's two water transmission main construction projects along approximately 4.2 miles of the Pineda Causeway, connecting US Highway 1 to Patrick Air Force Base. Services included project management, control surveying, as-built surveying, and preparation of as-built survey plans. The surveying required 65 site visits, and WGI coordinated with the project site supervisor for in-ditch locations and for locating bore entry and exit points.

Montague Street Force Main Replacement Survey and SUE Services, Hillsborough County, FL, Hillsborough County Board of County Commissioners, QA/QC Manager. Eric provided oversight of site control and as-built surveying along with periodic QC reviews. WGI provided topographic and ROW surveying, as well as SUE services to include American Society of Civil Engineers (ASCE) 38-22 Quality Level B (QLB) line designating and ASCE 38-22 Quality Level A (QLA) test hole locations, for approximately 1.5-miles of Montague Street, from Alonso High School to Waters Avenue. WGI used Terrestrial Mobile Lidar (TML) to capture the majority of topography and planimetric features, with support from conventional surveying. Centerline, ROW, and reference control points were surveyed and used to reestablish centerline alignment, ROW, and adjacent easement lines. WGI set missing reference marks. All utility data from SUE collection was integrated into the final survey base map.

Northwest Water Reclamation Facility (NWWRF), Northeast Water Reclamation Facility (NEWRF), and Drying Bed's Improvement Geospatial Services, Pinellas County, FL, City of St. Petersburg, Contract Manager. Eric provided oversight of site control and as-built surveying along with periodic QC reviews. Through our miscellaneous professional services for surveying contract with the City of St. Petersburg, WGI provided survey and SUE services. This included obtaining existing horizontal control points, vertical benchmarks, and reviewing as-builts and utility plans provided by the City. WGI established horizontal control points and vertical benchmarks for each site, performed a topographic survey, and provided ASCE 38-22 QLB utility investigations and ASCE 38-22 QLA utility investigations and test hole excavation. We also provided the City survey base mapping in AutoCAD Civil 3D and final files and plots.

Duke Energy Master Consulting Services Agreement - Survey and SUE, Multiple Counties, FL, Duke Energy Corporation, Contract Manager. Eric is the primary point of contact for this four-year master consulting services agreement with Duke Energy. He oversees site control and as-built surveying along and performs periodic QC reviews. To date, WGI has responded to 73 task work orders, totaling over $1.6M.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



Al Quickel, PSM

What will be the individual's role in the project(s)?

Project Manager

Where is this individual located?

Winter Garden, FL

What is the availability of this individual to devote time to the project(s)?

60%

How long has this individual been with the firm/project team?

Four years

Give one example of specific experience relevant to this project.

Having performed surveying and mapping services on over 70 FDOT projects throughout his 24-year career, Al is WGI's go-to expert when it comes to FDOT projects in the Central Florida area. Throughout his four years with WGI, Al has completed 23 projects in District 5, including the following ongoing project in Volusia County:

St. Johns River to Sea Loop Trail from Palmetto Avenue Ridge Boulevard to Beville Road, Volusia County, FL. Al provided specific purpose survey mapping for this project, preparing a survey of the existing alignment and ROW lines to allow design to fall in existing ROW without the need for additional property acquisition. This project was Segment 5 of the St. Johns River to Sea Loop Project Development and Environment (PD&E) Study, a 1.2-mile link between Ridge Road and Beville Road in South Daytona. WGI's design of the east side alignment minimized impacts to adjacent landowners and eliminated potentially dangerous mid-block and utility crossings. Sun trail funding and design criteria were requirements for this project and prohibited ROW acquisition by eminent domain. South Palmetto Avenue is a residential collector road in a ROW owned by South Daytona and posted for 25 mph. Variations of the FDOT Design Manual (FDM) criteria were approved to utilize a two-foot trail separation offset from the travel lane edge to the trail edge, an eight- to 10-foot trail width, and a two-foot outside buffer, eliminating costly ROW and a lengthy ROW acquisition process. The design incorporated the varying widths of the trail and buffer to eliminate costly ROW costs and a lengthy acquisition process.

"I've always been good at math and knew I wanted to do work that required complicated calculations. During college, I found out that surveyors were essentially mathematicians who worked outdoors. When I discovered how history, law, and technology, such as GPS, lidar, and aerial drones, play an important role in surveying and mapping, I knew it was my calling."



Design for the St. Johns River to Sea Loop Trail from Palmetto Avenue Ridge Boulevard to Beville Road.

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PROJECT MANAGER

Al is a senior project manager specializing in transportation, geodetic control, and land acquisition surveying services. He draws on his field survey and office production experience to direct field crews and office technicians in producing high-quality deliverables under tight schedules. He is proficient in AutoCAD and MicroStation as a production drafter and survey project technician and is experienced in Trimble Access, and electronic field book data collection/processing software, as well as Trimble Business Center, MicroStation V8i/SS104/ORD, TopoDOT, GeoPAK, and Autodesk Civil 3D software. Al possesses a wealth of knowledge and experience in survey-related municipal requirements.



Allen "Al"
Quickel, PSM

REGISTRATIONS:
Professional Surveyor and Mapper:
Florida #LS6481, 2004

EDUCATION:
Bachelor of Science, Surveying Engineering – New Mexico State University, 1999

CERTIFICATIONS:
FAA Remote Pilot Small UAS (Certification #1182646-20210417-00677)

AFFILIATIONS:
Florida Surveying and Mapping Society – District Director

YEARS OF EXPERIENCE
TOTAL: 24 WITH WGI: 4

RELEVANT EXPERIENCE

Montague Street Force Main Replacement Survey and SUE Services, Hillsborough County, FL, Hillsborough County Board of County Commissioners, Project Manager. Al provided QC of ROW calculations, and performed research of County records for easements and other access rights outside the existing ROW. WGI provided topographic and ROW surveying, as well as SUE services to include QLB line designating and QLA test hole locations, for approximately 1.5-miles of Montague Street, from Alonso High School to Waters Avenue. WGI used TML to capture the majority of topography and planimetric features, with support from conventional surveying. Centerline, ROW, and reference control points were surveyed and used to reestablish centerline alignment, ROW, and adjacent easement lines. WGI set missing reference marks. All utility date from SUE collection was integrated into final survey base map.

SR A1A from Broadway Street to Milsap Road Survey Services, Volusia County, FL, FDOT District 5, Project Manager. Al served as project manager and provided QC review of deliverables for this project. WGI was tasked with providing topographic surveys at multiple intersections along a four mile section of SR A1A in Daytona Beach and Ormond Beach. Field data was collected using TML and extracted with the TopoDOT module in MicroStation Connect Edition. SUE was provided by the prime contractor and merged into WGI's final survey deliverables.

Pineda Causeway Water Transmission Mains - Survey Construction Staking and As-Builts, Brevard County, FL, City of Melbourne, Project Manager. Al served as project manager and provided QC review of deliverables for this project. WGI provided site control and as-built surveying to support City of Melbourne and City of Cocoa's two water transmission main construction projects along approximately 4.2 miles of the Pineda Causeway, connecting US Highway 1 to Patrick Air Force Base. Services included project management, control surveying, as-built surveying, and preparation of as-built survey plans. The surveying required 65 site visits, and WGI coordinated with the project site supervisor for in-ditch locations and for locating bore entry and exit points.

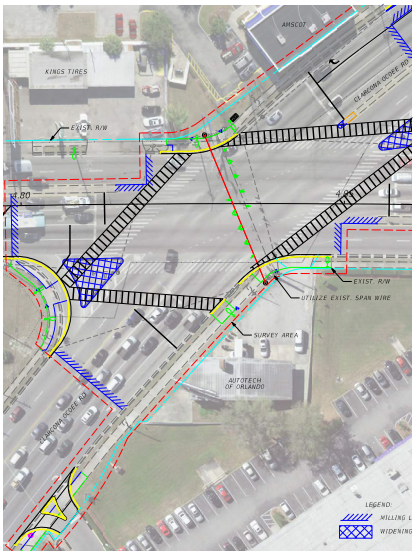
SR A1A North of SR 40 Granada to North of Roberta Road SUE, Volusia County, FL, FDOT District 5, Project Manager. Al served as project manager and provided QC review of deliverables for this project. WGI conducted a QLB investigation, as per the ASCE 38-22 guidelines, within the designated project limits. The purpose of this investigation was to analyze utility conflicts and the horizontal alignment from ROW to ROW. The investigation involved nine utility agency owners and 11 facilities. Additionally, WGI performed a QLA investigation, which included approximately 173 test holes for the verification of vertical and horizontal utilities.

Design Services for Pedestrian Crossings on A1A Survey and SUE, Brevard County, FL, FDOT District 5, Project Manager. Al served as project manager and provided QC review of deliverables for this project. WGI was tasked with providing topographic surveys and SUE at multiple intersections in Cocoa Beach to support the design of pedestrian signals, crosswalks, and other safety improvements. All data was collected using a Leica P40 static lidar scanner and extracted using the TopoDOT module in MicroStation Connect Edition.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



Throughout his 30+ year SUE career, Shannon has performed, supervised, and managed over 60,000 test holes and 10M linear feet of designating.



Plan for the SR 500 at Clarcona Ocoee Road SUE Services

Shannon Wright

What will be the individual's role in the project(s)?

SUE Manager

Where is this individual located?

Tampa, FL

What is the availability of this individual to devote time to the project(s)?

60%

How long has this individual been with the firm/project team?

Four years

Give one example of specific experience relevant to this project.

A seasoned veteran, Shannon has expertly managed SUE projects for WGI for four years. As a project's SUE manager, Shannon directs field crews, reviews field data, coordinates with utility owners, and submits deliverables to the client. The following projects demonstrates Shannon's ability to perform the services specific to this contract.

City of Tarpon Springs Raw Water Route SUE Services, Pinellas County, FL. WGI performed an ASCE 38-22 QLB field investigation to flag/mark the existing discoverable underground utility facilities along approximately four miles of multiple roads in Tarpon Springs, Florida. WGI also performed an ASCE 38-22 QLA field investigation of 100 locations. WGI provided field test hole datasheets with the obtainable data; location, digital photos, utility description, depth, size, type, direction; and material for each test hole. All test holes were backfilled with the soil excavated from the same hole, compacted with a pneumatic tamper to the existing grade.

FDOT District 5, SR 500 at Clarcona Ocoee Road SUE Services, Orange County, FL. WGI was tasked with providing SUE and scanning of overhead utility lines to the prime survey consultant to be merged into a cohesive survey deliverable for the prime engineering consultant to design intersection improvements for this busy Orange County intersection.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

SUE MANAGER

For over three decades, Shannon has worked on a diverse range of SUE projects. His hands-on experiences involve a variety of electronic devices, survey equipment, and air/vacuum excavators on transportation and infrastructure improvement projects throughout the United States and Puerto Rico. Shannon has cleared 5,000+ foundations, including Closed-Circuit Television (CCTV), light poles, mast arms, Dynamic Message Sign (DMS) signs, and cantilevers, and performing the necessary survey to correlate and depict the information to the project designer. He also has expertise in utility construction and coordination for highway and bridge improvement projects.



Shannon
Wright

EDUCATION:
High School Diploma - Stranahan High School

CERTIFICATIONS:
Advanced Maintenance of Traffic
Confined Space

AFFILIATIONS:
Florida Utilities Coordinating Committee

YEARS OF EXPERIENCE
TOTAL: 31 WITH WGI: 4

RELEVANT EXPERIENCE

NWWRF, NEWRF, and Drying Bed's Improvement Geospatial Services, Pinellas County, FL, City of St. Petersburg, SUE Manager. Shannon was responsible for directing field crews, reviewing field data, coordinating with utility owners, and submitting deliverables to the client. Through our miscellaneous professional services for surveying contract with the City of St. Petersburg, WGI provided survey and SUE services. This included obtaining existing horizontal control points, vertical benchmarks, and reviewing as-builts and utility plans provided by the City. WGI established horizontal control points and vertical benchmarks for each site, performed a topographic survey, and provided ASCE 38-22 QLB utility investigations and ASCE 38-22 QLA utility investigations and test hole excavation. We also provided the City survey base mapping in AutoCAD Civil 3D and final files and plots.

Montague Street Force Main Replacement Survey and SUE Services, Hillsborough County, FL, Hillsborough County Board of County Commissioners, SUE Manager. Shannon was responsible for directing field crews, reviewing field data, coordinating with utility owners, and submitting deliverables to the client. WGI provided topographic and ROW surveying, as well as SUE services to include QLB line designating and QLA test hole locations, for approximately 1.5-miles of Montague Street, from Alonso High School to Waters Avenue. WGI used TML to capture the majority of topography and planimetric features, with support from conventional surveying. Centerline, ROW, and reference control points were surveyed and used to reestablish centerline alignment, ROW, and adjacent easement lines. WGI set missing reference marks. All utility date from SUE collection was integrated into final survey base map.

Design Services for Pedestrian Crossings on A1A Survey and SUE, Brevard County, FL, FDOT District 5, SUE Services Manager. Shannon managed and coordinated with field crews and utility owners. As a subconsultant for a continuing services contract, WGI provided topographic surveys and SUE at multiple intersections in Cocoa Beach, Florida, to support the design of pedestrian signals, crosswalks, and other safety improvements. All data was collected using a Leica P40 static lidar scanner and extracted using the TopoDOT module in MicroStation Connect Edition.

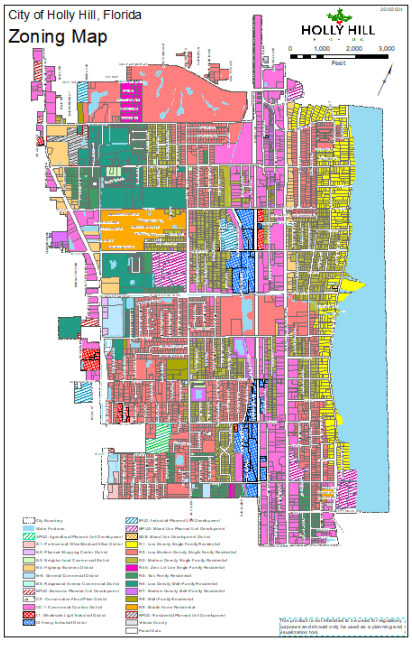
St. Johns River to Sea Loop Trail-Palmetto Avenue Ridge Boulevard to Beville Road, Volusia County, FL, FDOT District 5, SUE Services Manager. Shannon was responsible for directing field crews, reviewing field data, coordinating with utility owners, and submitting deliverables to the client. This segment of the St. Johns River to Sea Loop Trail consisted of a 10-foot to 12-foot-wide trail, running along the east side of South Palmetto Avenue from Ridge Boulevard to Beville Road. The trail runs along the north side of Beville Road, connecting to the existing trail on the west side of South Palmetto Avenue, which leads into Daytona Beach. The design included roadway, drainage, lighting analysis, signing and pavement marking, 3D modeling, utility coordination, survey, ROW mapping, geotechnical studies, minor structures, cultural resources, environmental survey, and permit exemption. SUE services included designating to mark the horizontal position of underground utilities and test holes to investigate potential utility conflicts and foundation clearing.

SR 15 from North of SR 15A/Taylor Road to Chelsea Avenue, Volusia County, FL, FDOT District 5, SUE Manager. Shannon provided SUE services for the resurfacing of SR 15 in Volusia County. His responsibilities included coordinating with all utility owners to gather all record drawings, designating and locating all utilities within the project corridor, reviewing utility mark-ups, and communicating all findings with the engineer of record and utility owners.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



In addition to his professional experience as a GIS Manager, Al has been teaching GIS courses as an adjunct professor at educational institutions, including Daytona State College and the University of Central Florida's College of Health and Human Affairs, for over 20 years.



City of Holly Hill land use map created during Al's time as GIS manager for Volusia County.

Al Hill, GISP, CPM

What will be the individual's role in the project(s)?

GIS Manager

Where is this individual located?

Orlando, FL

What is the availability of this individual to devote time to the project(s)?

75%

How long has this individual been with the firm/project team?

Two years

Give one example of specific experience relevant to this project.

Al was the GIS program manager for Volusia County for 16 years, managing all aspects of an award-winning County enterprise geographic and land information systems operation. His responsibilities included managing staff, budget, training, hardware, software, data management, database design, and business practices employing the entire suite of Esri products (ArcGIS Online, Desktop and ArcGIS Server Enterprise platforms) to include all integrated application suites (Growth and Resource Management AMANDA, Public Works Lucity, and Public Safety WebEOC systems). He also collaborated and coordinated between the County, its elected officials, regional agencies, and 16 member municipalities for efficient and effective service provision.

As GIS manager for Volusia County, Al led the following projects:

- Managed the entire GIS initiative to support Volusia County's Community Rating System program, a voluntary incentive program that recognizes and encourages community floodplain management practices that exceed the minimum National Flood Insurance Program requirements.
- Supported economic development efforts by integrating 17 separate jurisdictional zoning datasets every quarter and generating appropriate interactive mapping tools and analysis for Team Volusia's marketing efforts.
- Provided significant support to Volusia County emergency management efforts, including assisting with the creation of their emergency management mobile application, FEMA flood zone updates and structures analysis, and GIS situational awareness and mapping support during Emergency Operations Center activations for wildfires and hurricanes.
- Conducted monthly user group meetings and training sessions for County GIS practitioners and local municipal, regional agencies, and private technology users.
- Managed three County-level decennial redistricting efforts.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

GIS MANAGER

Al is a seasoned GIS manager with over 30 years of experience leading various projects related to GIS in local government. He possesses strong multi-tasking skills, with the ability to simultaneously manage multiple projects and schedules. Al is an excellent public-facing point person for clients, customers, consultants, and service providers. He is tech savvy and efficiency focused.



Albert "Al"
Hill, GISP, CPM

EDUCATION:
Master of Science, Geography – University of Tennessee, 1986

Bachelor of Science, Geography – Fitchburg State College, 1984

CERTIFICATIONS:
Certified GIS Professional #23324, 2004

Certified Public Manager

AFFILIATIONS:
Urban and Regional Information Systems Association

Florida Urban and Regional Information Systems Association

Florida Surveying and Mapping Society

GIS Certification Institute

Central Florida GIS Workshop

National Committee for Digital Cartographic Data Standards

YEARS OF EXPERIENCE
TOTAL: 30 **WITH WGI:** 2

RELEVANT EXPERIENCE

City of Holly Hill GIS Services for Future Land Use and Zoning Data Update, Volusia County, FL, City of Holly Hill, GIS Manager. Albert was entirely responsible for this project. He handled customer coordination, digital and hard copy data collection and review, updates, and deliverables production. WGI conducted an on-site visit to review and retrieve the currently available data and the necessary future land use and zoning data updates. GIS services included updating and improving future land use and zoning data files to fit the current municipal boundary and Volusia County property appraisal data accurately. Final deliverables included PDF files of the generated GIS data and ArcGIS 10.8.1 project files.

City Commission Zone Redistricting, Volusia County, FL, City of Daytona Beach, GIS Manager. Al provided GIS management services for this contract. He was responsible for all aspects of the redistricting process, including meetings with City Commissioners and senior staff, presentations at public meetings, provision of materials for the municipal website using Survey123 and Esri StoryMaps, and generation of six potential redistricting plans within local, state, and federal guidelines for review and final selection.

City of Daytona Beach Municipal Digital Map Book Creation For Emergency Management and Planning, Volusia County, FL, City of Daytona Beach, Project and GIS Manager. As part of this project, Al conducted training in the employment of the US National Grid for planning and code enforcement staff.

I-95 Interchange at Pioneer Trail SR 9 FP No. 436292-1, Section 79002, Volusia County, FL, Real Estate Analysts, LLC, GIS Manager. Al researched and acquired data, including lidar, soils, parcel, and wetland data. He also generated impact tables and reported figures for planning purposes. WGI provided land planning, engineering, and environmental services to FDOT for properties affected by a new I-95 interchange. WGI's planning analysis included curative plans, wetland impact assessments, mitigation cost estimates, drainage analysis, maximum development potential scenarios, density analysis, and quantities. Research and acquire data, including lidar, soils, parcel and wetland data, generated impact tables, and report figures for planning purposes.

PREVIOUS EMPLOYMENT

Board Chair/President, Central Florida GIS Workshop 501(C) 3, Orange County, FL. The main goal is to facilitate an annual two-day regional workshop serving the educational needs of regional GIS professionals. Establish and facilitate a regional GIS workshop as a yearly gathering for GIS professionals and data users to promote cooperation, communication, education, data sharing, and to improve the status and the level of effectiveness of GIS in Central Florida. Al manages all aspects of regional GIS educational initiatives serving Central Florida, conducting GIS software and applications training for GIS professionals in the region as a fundraising activity of the workshop. He acquired and managed two US Geological Survey (USGS) grants for regional metadata training coordination and regional data standardization for critical facilities. The region covered 16 counties along the I-4 corridor and two major urban areas.

Introduction To GIS Course, Volusia County, FL, Daytona State College, Adjunct Instructor. Undergraduate level courses on the use of systems concepts, an introduction to ArcGIS Desktop and ArcGIS Online software, and analysis techniques used in GIS. Manage the school's ArcGIS Online corporate account.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



Stephen Clancy, PSM, GISP

What will be the individual's role in the project(s)?

Principal

Where is this individual located?

West Palm Beach, FL

What is the availability of this individual to devote time to the project(s)?

20%

How long has this individual been with the firm/project team?

Two years

Give one example of specific experience relevant to this project.

Stephen is well-versed in all things geospatial and is a licensed PSM in five states. For almost 20 years, Stephen has performed surveying and mapping services for multiple Florida agencies, counties, and municipalities. Stephen provided principal oversight on the following county project:

Florida Department of Environmental Protection Brevard Coastal Scrub Ecosystem Boundary Survey, Brevard County, FL. Stephen's responsibilities included GPS control network planning and execution of static GPS survey using ten field crews, General Land Office retracement surveying of 12 Public Land Survey System sections, and location of all fixed improvements. He prepared an ownership database of 6,000 parcels in the project boundary. He also wrote custom visual basic applications to streamline the mapping process.

Goodlette-Frank Ditch Improvements Design Services, Collier County, FL. This design project refined the hydraulic model and recommended design improvements (widening and deepening) for the Goodlette-Frank Road ditch to support FEMA flood hazard mitigation funding. The widening and deepening optimized the ditch's drainage capacity, benefiting the neighborhood areas to the west by lowering flood water levels. WGI used mobile and backpack lidar for topographic survey, GPR, and multiple pipe and cable locating technologies to define the existing underground utilities during the SUE phase. Street, driveway, and structure elevations within portions of neighborhoods, collected with mobile lidar, provided base elevation data for flood hazard mitigation modeling.

In addition to his professional experience, Stephen has five years of university-level teaching experience in the fields of Geomatics, Photogrammetry, and GIS.



Goodlette-Frank Ditch Improvements Design Services Project

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

PRINCIPAL

Stephen has extensive experience in transportation asset management, linear referencing systems, GIS, lidar, GNSS, and traditional surveying and mapping. He has managed surveying services for engineering design and construction of large-scale infrastructure projects across the United States. His experience includes the development of project management plans, project-specific quality management plans, and International Organization for Standardization quality management programs for surveying projects. Stephen has successfully managed transportation and utility survey projects encompassing thousands of miles, as well as large boundary surveying for land acquisition programs throughout Florida. During his career, Stephen has sought to utilize innovative geospatial technologies to enhance offerings and deliver quality projects to clients.



Stephen
Clancy, PSM, GISP

REGISTRATIONS:
Professional Surveyor and Mapper:
Florida: #LS6450
Professional Land Surveyor:
Louisiana: #5059
Alabama: #32371
Mississippi: #25124
Kentucky: #4211

EDUCATION:
Bachelor of Science, Geomatics – University of Florida, 1998

CERTIFICATIONS:
Certified GIS Professional #43694
OSHA 10-Hour Construction

AFFILIATIONS:
MAPPS
Society of American Military Engineers
Florida Surveying and Mapping Society

YEARS OF EXPERIENCE
TOTAL: 25 **WITH WGI:** 2

RELEVANT EXPERIENCE

Tampa Bay Water Survey Continuing Services, Multiple Counties, FL, Tampa Bay Water, Principal. Stephen provided principal oversight on this contract. WGI performs various surveying assignments under a continuing services contract. WGI is conducting SUE and surveying on an 84-inch Cypress Creek water main for GIS development. This includes QLB designating, QLA test hole locations, and surveying features along the pipeline and collecting of attributes for those features.

SR A1A North of SR 40 Granada to North of Roberta Road SUE, Volusia County, FL, FDOT District 5, Principal. Stephen provided principal oversight on this project. WGI conducted an ASCE 38-22 QLB investigation within the designated project limits. The purpose of this investigation was to analyze utility conflicts and the horizontal alignment from right-of-way to right-of-way. The investigation involved nine utility agency owners and 11 facilities. Additionally, WGI performed a ASCE 38-22 QLA investigation, which included approximately 173 test holes for the verification of vertical and horizontal utilities.

Deland Industrial Land Purchase Survey, Volusia County, FL, Duke Energy Corporation, Principal. Stephen provided principal oversight for this project. WGI prepared a certified ALTA/NSPS boundary and topographic survey, and performed QLB utility designation on a future substation parcel and adjoining roadway. The survey included the current legal description from the vesting deed, a metes and bounds legal description, with coordinates for all corners in the Florida State Plane Coordinate System, as well as zoning designations, and FEMA Flood Zones. In addition, the survey indicated existing easements, access to the parcel, fences, buildings (exterior dimensions, finished floor elevations and structure height), structures, improvements, and encroachments. WGI also located and flagged wetlands and identified all environmentally sensitive water bodies, and located and detailed all curbs, curb cuts, weirs, and other drainage improvements, including pipe inverts, sizes, and material.

Miami-Dade County Water and Sewer Department (WASD), Surveying, Mapping, and SUE Services, Miami-Dade County, FL, Miami-Dade County, Principal. Stephen is providing principal oversight on this contract. WGI played an integral part in conducting the surveys, including the location of water and sewer utility features throughout the metropolitan Miami area. The team incorporated the information procured from these surveys into Miami-Dade WASD's GIS to provide better utility maintenance, construction, and service throughout its 250-square-mile District. Representative tasks included the mapping of utility infrastructures, determination of geoidal models, and extensive use of GPS real-time methodology and procedures.

Village of Estero Sidewalk Assessment, Lee County, FL, Village of Estero, Principal. Stephen provided principal oversight on this project. WGI performed geospatial services for 26.3 miles of roadway in the Village of Estero. The scope of services included a right-of-way and pavement management system development, an automated pavement survey, a sidewalk condition survey, a shoulder condition survey, a street sign survey, acquired video imagery, GIS database assistance, and a condition evaluation.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Summary Of The Firm

WGI is a full-service, multidisciplinary consulting firm, providing professional services for private, public, and federal clients since 1972. We have 23 offices nationwide and are headquartered in West Palm Beach, Florida. WGI's geospatial division, consisting of 150+ professionals, measures the world with diverse geospatial technology to perform surveying and mapping services, including SUE, aerial surveying, hydrographic surveying, and GIS. Our focus is on embracing advancements in technology to help us continually drive innovative solutions. Combining our staff's thought leadership with leading-edge surveying and mapping technology, we provide cost-effective, real-world solutions to meet our clients' geospatial needs on even the most challenging projects. ***For example, WGI has pioneered advancements in lidar collection to support sidewalk assessments with customized dashboards, providing volumes of data while reducing collection time exponentially.*** At WGI, we strive to be purposefully different by pushing the boundaries of technology, software, and modern workflows, allowing unmatched efficiency and quality.

52 YEARS PROVIDING COMPLETE INFRASTRUCTURE SOLUTIONS

Our geospatial staff includes:

- Five American Society for Photogrammetry and Remote Sensing certified photogrammetrists
- Six GIS Certification Institute certified GIS professionals
- Four Project Management Institute project management professionals
- 10 Florida licensed PSMs

WGI's vast geospatial experience providing services to municipal clients throughout Florida helps us understand and develop the most advantageous project plan while maintaining their budgetary goals. The expertise and knowledge held by WGI staff uniquely position us to support projects of varying size and complexity on time, on budget, and to the client's expectations.

WGI's geospatial professionals measure the world with diverse surveying and mapping technology to perform the scope of services in this request for qualifications, including land surveys, maintenance plats, ROW location, ground truthing for aerial topography, cross-sections for drainage basin analysis, design survey, construction staking, preparation of legal descriptions, and research of titles.

WGI'S FULL-SCOPE GEOSPATIAL SERVICES



Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Past Experience Providing Similar Consulting Services to Governmental Entities

WGI has a long history of providing services for continuing services contracts for an extensive list of county, state, and local government agencies. Our performance has resulted in numerous repeat clients—the greatest testament to our quality of work, cost-effectiveness, and adherence to schedules. The list below are some of the clients we currently or recently held continuing services contracts with. We provided half-page project sheets for work similar to this contract.

STATE

- Florida Department of Environmental Protection
- Florida Fish and Wildlife Conservation Commission
- Florida Department of Transportation
- Florida's Turnpike Enterprise
- Northwest Florida Water Management District
- South Florida Water Management District
- Southwest Florida Water Management District
- Seminole Tribe of Florida
- South Florida Regional Planning Council

COUNTY

- Bay
- Broward
- Charlotte
- Clay
- Hillsborough
- Lee
- Leon
- Martin
- Miami-Dade
- Monroe
- Osceola
- Northern Palm Beach
- Palm Beach
- Pasco
- Pinellas
- St. Johns
- St. Lucie
- Wakulla

MUNICIPAL

- Boca Raton
- Boynton Beach
- Clearwater
- Coconut Creek
- Dania Beach
- Deerfield Beach
- Delray Beach
- Doral
- Fort Lauderdale
- Gainesville
- Green Cove Springs
- Greenacres
- Inverness
- Jacksonville Beach
- Lake Worth Beach
- Margate
- Miami
- Miami Beach
- North Miami
- Orlando
- Oviedo
- Pahokee
- Palm Beach Gardens
- Palm Coast
- Pompano Beach
- St. Augustine
- St. Petersburg
- Tallahassee
- Tampa
- West Palm Beach

WGI has a proven record of past performance with Florida agencies

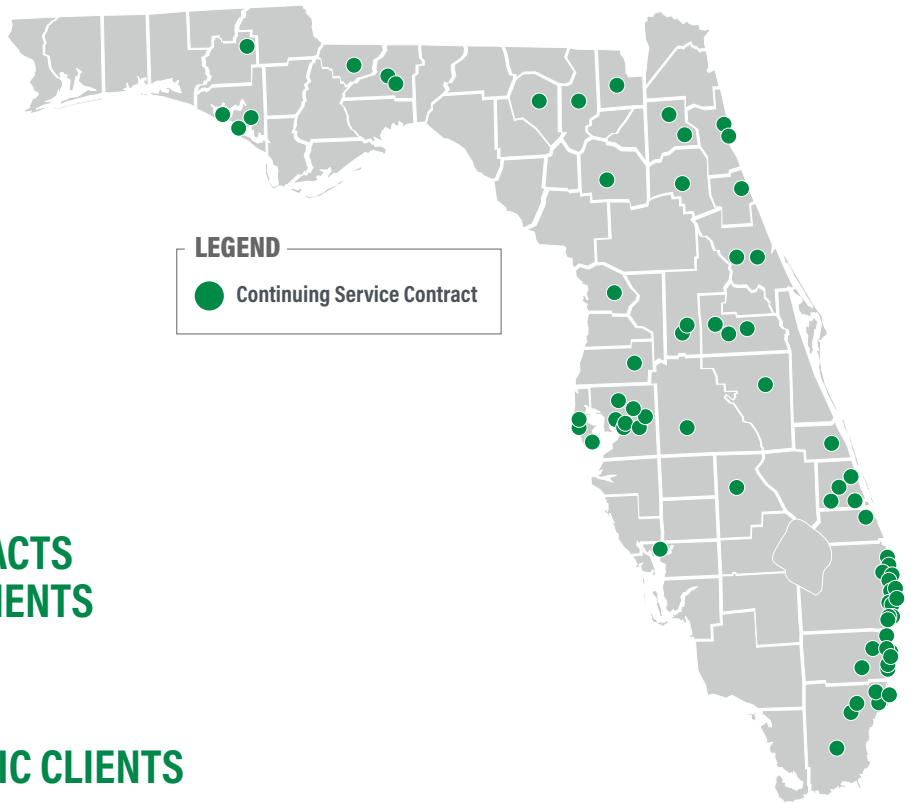
38 COUNTIES SERVED

198 CITIES SERVED

18 STATE AGENCIES SERVED

180 MASTER CONTRACTS WITH PUBLIC CLIENTS

≈900 PROJECTS WITH PUBLIC CLIENTS



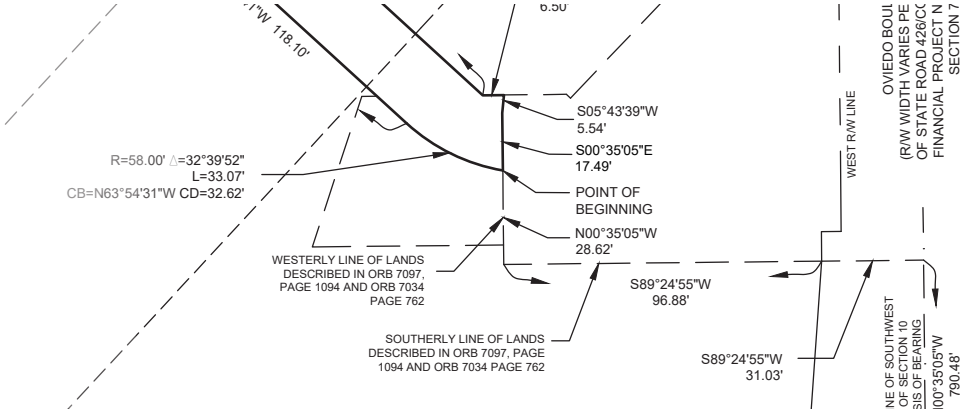
Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Project Matrix

The table below demonstrates how WGI's projects referenced in this proposal compare to the scope of services listed in this request for qualifications. On the following pages, we provide more information for each listed project.

Project	Land Survey	Maintenance Plats	Right-of-Way Location	Ground Truthing for Aerial Topography	Cross-Sections For Drainage Basin Analysis	Design Survey	Construction Staking	Legal Descriptions	Title Research	Establish GPS Coordination	GIS/GPS System Development	SUE	Plat Review and Recording
City of Holly Hill GIS Services for Future Land Use and Zoning Data Update											X		
City of Oviedo Master Services Agreement	X		X				X	X	X	X		X	X
Pineda Causeway Water Transmission Mains - Survey Construction Staking and As-Builts	X						X			X			
Ray Road Maintained Right-of-Way Map Survey Services	X	X	X				X						
Montague Street Force Main Replacement Survey and SUE Services	X		X			X				X		X	
Odessa Booster Station Specific Purpose Survey	X									X		X	
Regional Water Treatment Plant 36-Inch Beachfield Upstream Development Pipeline Locate Survey and SUE Services	X					X				X		X	
Deland Industrial Land Purchase Survey	X					X		X	X	X		X	
FDOT District 5, SR A1A from Broadway Street to Milsap Road Survey Services	X			X		X				X			
FDOT District 5, SR A1A North of SR 40 Granada to North of Roberta Road SUE	X			X		X				X		X	
NWWRF, NEWRF, and Drying Bed's Improvement Geospatial Services	X			X		X				X		X	
Goodlette-Frank Ditch Improvements Design Services	X				X							X	

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



CITY OF OVIEDO MASTER SURVEY AGREEMENT

Seminole County, Florida

CLIENT:
City of Oviedo

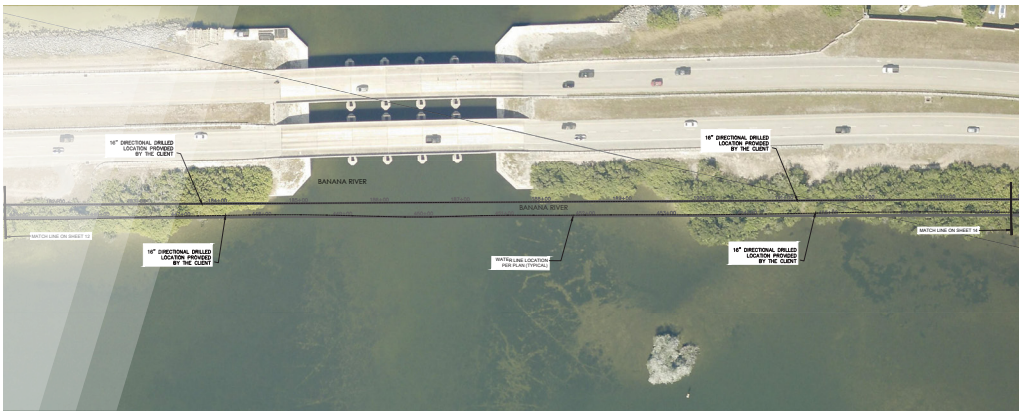
CONTRACT DATES:
04/2019-04/2022

CONTRACT VALUE:
$10.6K

SERVICES PROVIDED:
Survey and SUE

KEY PERSONNEL:
Eric Orndorff, PSM

WGI provided professional surveying services for miscellaneous projects throughout Oviedo under this task order driven master services contract. Services included preparation of land surveys, boundary surveys, topographic surveys, tree surveys, ROW location surveys, legal descriptions, plat and map reviews and recommendations, title searches, as-built surveys, construction staking, and cross-sections for drainage basin analysis.



PINEDA CAUSEWAY WATER TRANSMISSION MAINS - SURVEY CONSTRUCTION STAKING AND AS-BUILTS

Brevard County, Florida

CLIENT:
City of Melbourne

CONTRACT DATES:
11/2021-04/2022

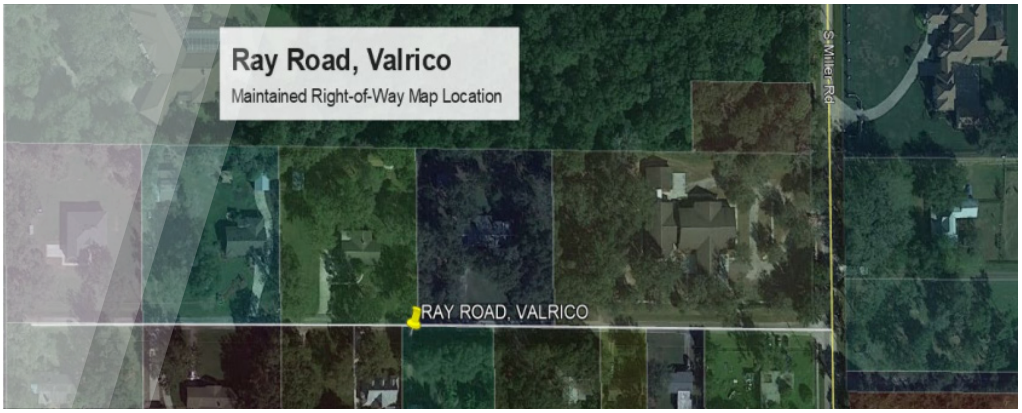
CONTRACT VALUE:
$55.5K

SERVICES PROVIDED:
Survey

KEY PERSONNEL:
Al Quickel, PSM; Eric Orndorff, PSM

WGI provided site control and as-built surveying to support City of Melbourne and City of Cocoa's two water transmission main construction projects along approximately 4.2 miles of the Pineda Causeway, from US Highway 1 to Patrick Air Force Base. Services included project management, control surveying, as-built surveying, and preparation of as-built survey plans. The surveying required 65 site visits, and WGI coordinated with the project site supervisor for in-ditch locations and for locating bore entry and exit points. Deliverables included as-built drawings with vertical and horizontal dimensions of constructed improvements, and pipe deflection as-built drawings that included the type and manufacturer of the pipe, PVC manufacturer deflection allowance, allowable angle of offset and radius of curvature, laying length of pipe, and coordinates.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



RAY ROAD MAINTAINED RIGHT-OF-WAY MAP SURVEY SERVICES

Hillsborough County, Florida

CLIENT:
Hillsborough County Board of County Commissioners

CONTRACT DATES:
06/2020-08/2020

CONTRACT VALUE:
$14K

SERVICES PROVIDED:
Survey

KEY PERSONNEL:
Eric Orndorff, PSM

As part of our Hillsborough County continuing survey master contract, which began in 2018, WGI prepared a maintained ROW map for Ray Road, from South Miller Road west for approximately 1,320 feet. The map was prepared to County Survey and Mapping Manual standards, and deliverables included AutoCAD files and signed and sealed mylars, which we submitted within 40 working days of notice to proceed.



MONTAGUE STREET FORCE MAIN REPLACEMENT SURVEY AND SUBSURFACE UTILITY ENGINEERING SERVICES

Hillsborough County, Florida

CLIENT:
Hillsborough County Board of County Commissioners

CONTRACT DATES:
03/2021-05/2021

CONTRACT VALUE:
$54.7K

SERVICES PROVIDED:
Survey and SUE

KEY PERSONNEL:
Al Quickel, PSM; Eric Orndorff, PSM; Shannon Wright

WGI provided topographic and right-of-way surveying, as well as SUE services to support design of the replacement pipe for an existing force main. Services included QLB line designating of five conflicting utility lines running parallel with the force main as well as crossing lines, and 25 QLA test hole locations for approximately 0.5-miles of Montague Street, from Alonso High School to Waters Avenue. Terrestrial mobile lidar was used to capture the majority of topography and planimetric features, with support from conventional surveying. Centerline, right-of-way, and reference control points were surveyed and used to reestablish centerline alignment, right-of-way, and adjacent easement lines. WGI set missing reference marks. All utility data from SUE collection was integrated into the final survey base map. All services were performed, and final AutoCAD mapping along with a copy of the electronic field data collected, was delivered within six weeks of notice to proceed.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



CLIENT:
Tampa Bay Water

CONTRACT DATES:
12/2022-02/2023

CONTRACT VALUE:
$45K

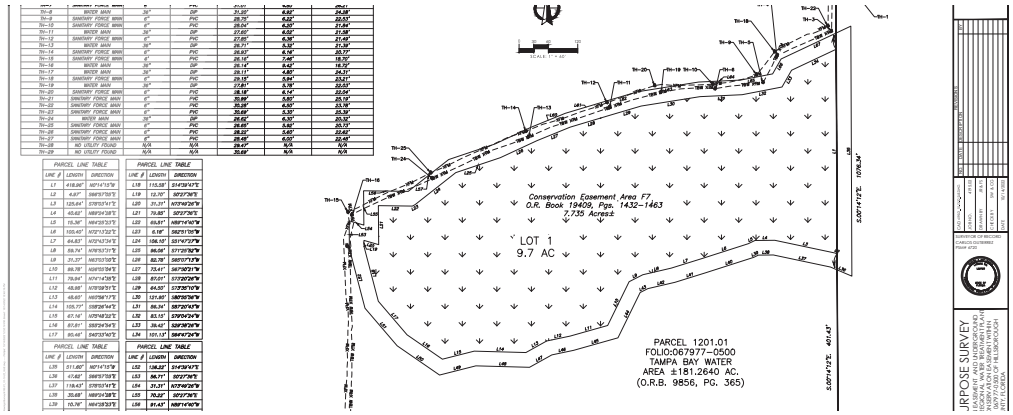
SERVICES PROVIDED:
Survey and SUE

KEY PERSONNEL:
Eric Orndorff, PSM; Shannon Wright

ODESSA BOOSTER STATION SPECIFIC PURPOSE SURVEY

Pasco County, Florida

As a task order under our Tampa Bay Water as-needed surveying services contract, WGI completed two surveys to establish benchmark control, and locate and itemize above and below ground infrastructure. One was a topographic and boundary survey showing improvements for the Odessa Booster Station general utility easement. The other was an American Land Title Association (ALTA)/National Society of Professional Surveyors (NSPS) Land Title Survey showing improvements for the Odessa Booster Station referencing NAD 83/11 horizontal datum, and NAVD 88 vertical datum. Deliverables included an ArcGIS geodatabase of all layers with field notes and color photos in JPG format of infrastructure and benchmarks, as well as a list of benchmark and sites in Excel format, and benchmark forms with published benchmark reference sheets in PDF format.



CLIENT:
Tampa Bay Water

CONTRACT DATES:
08/2022-10/2022

CONTRACT VALUE:
$23K

SERVICES PROVIDED:
Survey and SUE

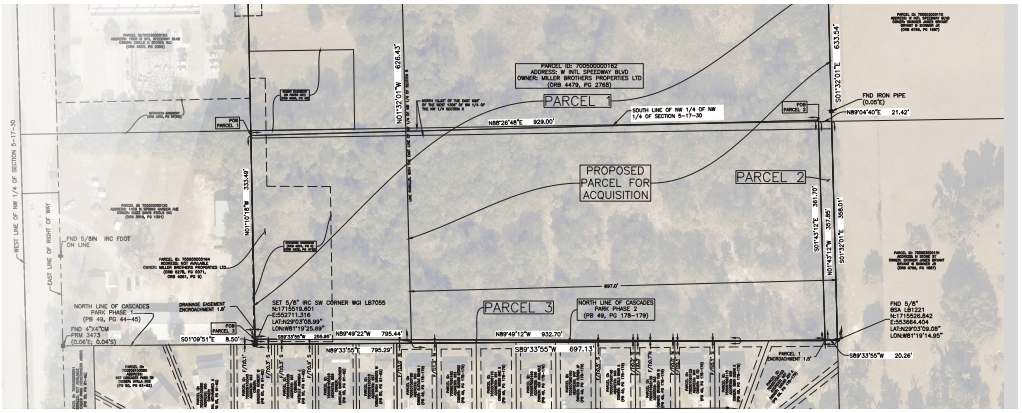
KEY PERSONNEL:
Shannon Wright

REGIONAL WATER TREATMENT PLANT 36-INCH BEACHFIELD UPSTREAM DEVELOPMENT PIPELINE LOCATE SURVEY AND SUBSURFACE UTILITY ENGINEERING SERVICES

Hillsborough County, Florida

As a task order under our Tampa Bay Water as-needed surveying services contract, WGI conducted this survey for the conservation easement and underground pipelines locate at the Tampa Bay Water Regional Water Treatment Plant. The task order had three components 1) a survey to locate the beachfield upstream development 36-inch transmission main six-inch force main, wetland easement, and its 30-foot buffer; 2) SUE utility designates (QLB) to determine the horizontal location of the underground facilities; and 3) 26 SUE utility test holes (QLA) to locate changes in pipeline direction and obtain additional information.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



DELAND INDUSTRIAL LAND PURCHASE SURVEY

Volusia County, Florida

CLIENT:
Duke Energy Corporation

CONTRACT DATES:
11/2023-03/2024

CONTRACT VALUE:
$34.7K

SERVICES PROVIDED:
Survey

KEY PERSONNEL:
Eric Orndorff, PSM; Shannon Wright

WGI prepared a certified ALTA/NSPS boundary and topographic survey and performed QLB utility designation on a future substation parcel and adjoining roadway. The survey included the current legal description from the vesting deed and the metes and bounds legal description, with coordinates for all corners in the Florida State Plane Coordinate System, zoning designations, and FEMA Flood Zones. In addition, the survey indicated existing easements, access to the parcel, fences, buildings, structures, improvements, and encroachments. WGI also located and detailed all curbs, curb cuts, weirs, and other drainage improvements.



SR A1A FROM BROADWAY STREET TO MILSAP ROAD SURVEY SERVICES

Volusia County, Florida

CLIENT:
KEITH & Associates, Inc.

CONTRACT DATES:
05/2021-06/2022

CONTRACT VALUE:
$583.6K

SERVICES PROVIDED:
Survey and Environmental

KEY PERSONNEL:
Al Quickel, PSM; Eric Orndorff, PSM

WGI provided topographic surveys and environmental services to support the design and preparation of construction contract documents and engineering services for improvements along a four-mile section of SR A1A in Daytona Beach and Ormond Beach. A supplemental amendment expanded our scope of work to include support for the design of left turn lanes at SR A1A and Neptune Avenue, and the analysis required for two proposed pedestrian crossings at Seaside Manor in Ormond by the Sea and Hibiscus Drive. During the project, our team collected field data using TML and extracted it using the TopoDOT module in MicroStation Connect Edition. The prime consultant provided SUE services, which we merged into the final survey deliverables.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



SR A1A NORTH OF SR 40 GRANADA TO NORTH OF ROBERTA ROAD SUBSURFACE UTILITY ENGINEERING

Volusia County, Florida

CLIENT:
KEITH & Associates, Inc.

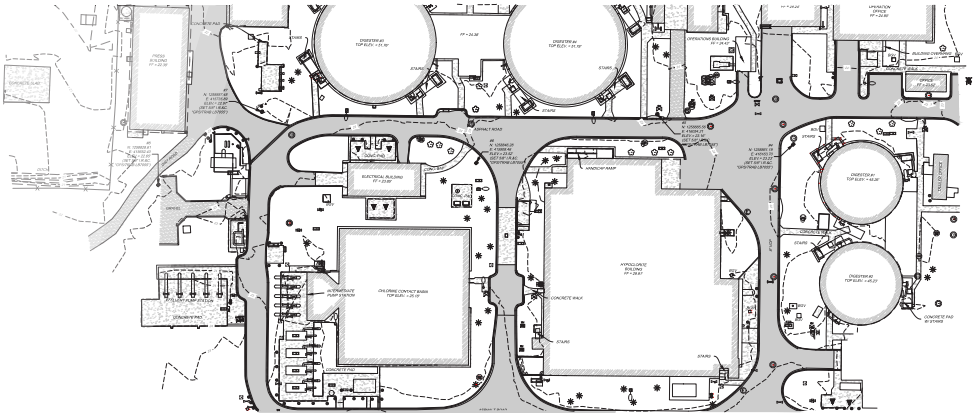
CONTRACT DATES:
02/2023-05/2023

CONTRACT VALUE:
$246.7K

SERVICES PROVIDED:
SUE

KEY PERSONNEL:
Al Quickel, PSM; Stephen Clancy, PSM, GISP

WGI conducted a QLB investigation, as per the ASCE 38-22 guidelines, within the designated project limits. The purpose of this investigation was to analyze utility conflicts and the horizontal alignment from right-of-way to right-of-way. The investigation involved nine utility agency owners and 11 facilities. Additionally, WGI performed a QLA investigation, which included approximately 173 test holes for the verification of vertical and horizontal utilities. The deliverables included a survey of the designates and test holes, as well as the updating of the utilities existing (UTEXRD and UTVHRD) with all the required documents.



NWWRF, NEWRF, AND DRYING BED'S IMPROVEMENT GEOSPATIAL SERVICES

Pinellas County, Florida

CLIENT:
City of St. Petersburg

CONTRACT DATES:
02/2021-08/2021

CONTRACT VALUE:
$73K

SERVICES PROVIDED:
Survey and SUE

KEY PERSONNEL:
Eric Orndorff, PSM; Shannon Wright

Under our City of St. Petersburg miscellaneous professional services for surveying contract, WGI provided the survey and SUE services needed for the City's construction of new digesters and drying beds at the NEWRF and the NWWRF. WGI established horizontal and vertical control, performed a QLB utility investigation and a QLA field investigation, and prepared topographic surveys of the two water reclamation facilities — a four-acre site and a 6.3-acre site. Terrestrial 3D scanning was completed for each facility, from which WGI obtained topographic data. Deliverables included an AutoCAD file, and a signed and sealed plot of the topographic survey.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Previous Experience in Environmental Consulting

Environmental Consulting Services

Environmental regulations are complicated – WGI's knowledgeable professionals understand the regulations and the permitting process. Many of WGI's environmental scientists formerly worked for regulatory agencies, so we know the rules from the inside out. We have the personal connections to streamline the permitting process. Projects can be impacted by many environmental issues, including wetlands, protected habitats, threatened and endangered species, water quality, historical and archaeological resources, and contamination. We identify these impacts early, developing creative design options to avoid or minimize impacts and project delays. Services include:

- Arborist Services
- Contamination Assessment and Remediation
- Dock, Pier, and Marina Permitting
- Dune and Shoreline Protection
- Ecological and Habitat Restoration
- Environmental Impact Statements
- Erosion Control and NPDES Compliance
- NEPA Compliance
- Seagrass and Coral Surveys
- Threatened and Endangered Species Permitting and Relocation
- Tree Surveys and Permitting
- Vegetation Removal Permitting
- Water Resources Planning and Permitting
- Wetland Delineation and Permitting
- Wildlife Surveys
- Expert Witness Services

The complexity of environmental regulatory processes requires knowledgeable professionals who understand the regulations and how they affect permitting success. WGI's environmental scientists combine up-to-the-minute knowledge of all regulatory changes with crucial regional knowledge developed through years of on-the-ground experience. Projects can be impacted by many environmental issues, including wetlands, protected habitat, threatened and endangered species, water quality, historical and archaeological resources, and contamination. We identify these impacts and develop creative design options to avoid or minimize impacts and delays. WGI's professionals have all relevant certifications needed to solve any environmental issue:

- Certified Environmental Professionals
- Professional Wetland Scientists
- Certified Arborists
- Certified Pesticide Applicators
- Professional Geologists
- Professional Engineers
- Certified Divers
- Florida Department of Environmental Protection Stormwater, Erosion, and Sedimentation Control Inspectors
- Florida Fish and Wildlife Conservation Commission Authorized Gopher Tortoise Agents
- PSMs
- FEMA Floodplain Managers
- LEED Accredited Professionals

DELRAY BEACH SEAGRAPE TRIMMING

City of Delray Beach, Florida

WGI was tasked with implementing the City of Delray Beach's public dune maintenance program authorized under the Coastal Construction Control Line permit AW-30. The City's Seagrape Trimming Management Plan required regular trimming of the seagrapes along the dune to provide a healthier, more diverse dune community. WGI implemented the management plan through four tasks.

- An initial mass trimming to lower seagrapes to 36-inch height and 42-inch height in front of commercial uses, as well as removing the most seaward seagrapes on the dune



- Removing and/or treating in place Florida Exotic Pest Plant Council Category I plants from the dune
- Replanting a diverse collection of native plants within areas made bare by the first two tasks
- Continuing a semi-annual maintenance trimming event to keep seagrape growth under control.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Team Familiarity with the City of Holly Hill

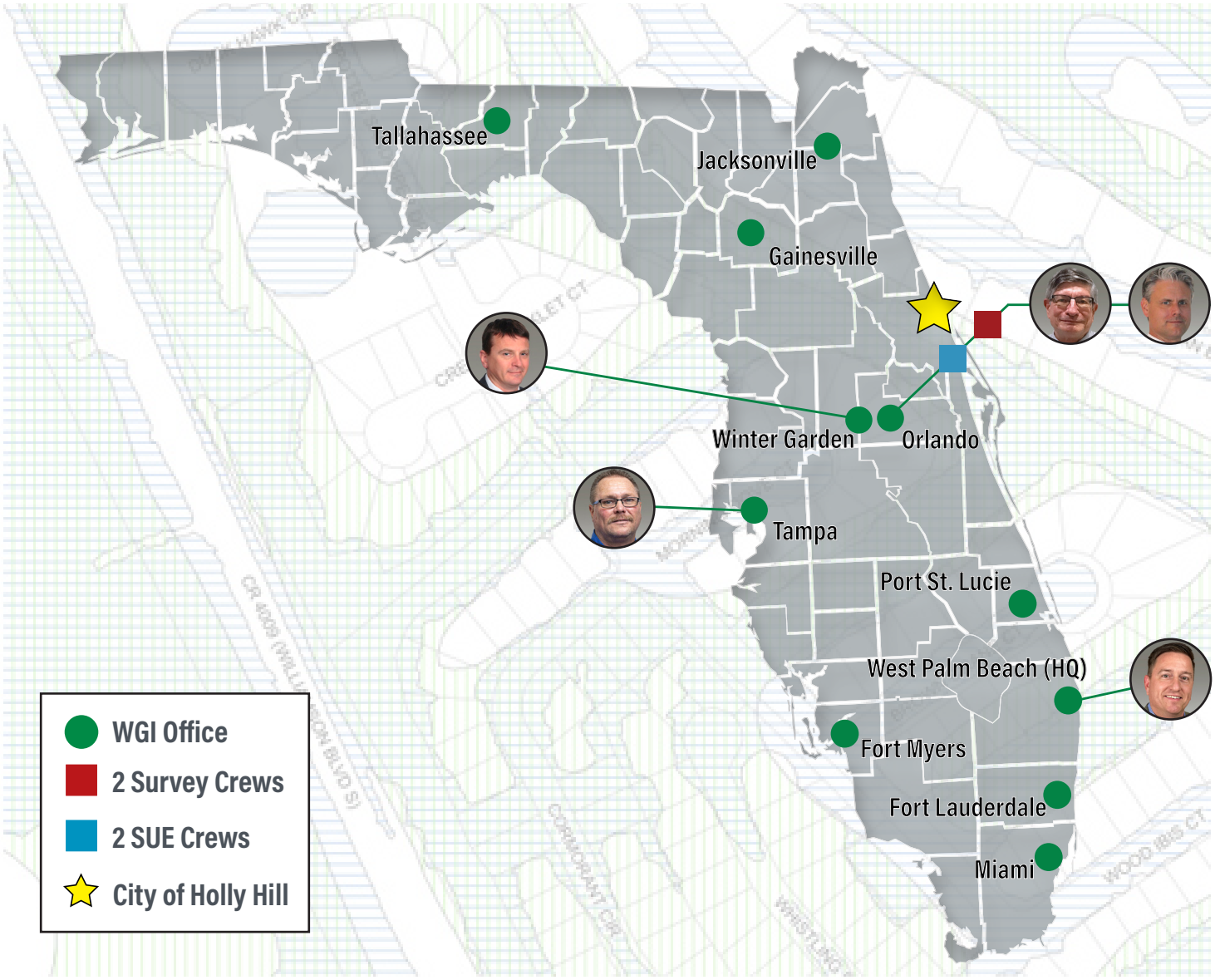
City of Holly Hill GIS Services for Future Land Use and Zoning Data Update, Volusia County, FL

Al Hill, GIS, CPM, is the GIS manager for this contract responsible for handling customer coordination, digital and hard copy data collection and review, and deliverables production.

WGI is providing professional services for this project, which involves on-site visits to gather current data and review necessary updates to Future Land Use and Zoning data. GIS services included accurately enhancing and aligning these data files with the current municipal boundary and Volusia County Property Appraisal data. Deliverables included PDF files and all generated GIS data and ArcGIS 10.8.1 project files, ensuring comprehensive data provision for improved decision-making and planning processes.

Location of the Firm and Team

WGI's Orlando and Winter Garden offices are closest to the City of Holly Hill. We will work primarily out of our Orlando office and have two survey and two SUE field crews available to respond to a task work order within 24 hours. We can also draw resources from our other 10 Florida offices, if necessary. With over 150 geospatial professionals located throughout Florida, WGI is resource-loaded to perform the services required under this request. The map below demonstrates the location of the firm and team in relation to Holly Hill.



Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Client Listing and References

The listing below includes four current or previous references who are in the State of Florida, for similar projects defined by the scope of services.

Client	Term of Relationship	Current Status	Contact Reference
City of Oviedo	Five Years	Active	Bobby Wyatt, PE Public Works Director p. 407.971.5648
City of St. Petersburg	Three Years	Active	Hamza Bouloudene Civil Engineer p. 727.893.7171 e. Hamza.Bouloudene@stpete.org
Hillsborough County Board of County Commissioners	Five Years	Active	Christopher Snyder, PSM Survey Manager p. 813.307.4782 e. Snyderc@hillsboroughcounty.org
Tampa Bay Water	Four Years	Active	David Grizzle, PSM Survey Manager p. 727.796.2355 e. Dgrizzle@TampaBayWater.org



WGI's Investment in Technology

WGI prioritizes innovation and technology to provide accurate solutions and unlock new use cases for our clients. WGI recently invested over $3M to purchase surveying technology and infrastructure, including our virtual desktop infrastructure with three petabytes of active server capacity, 15 Trimble R12LT GNSS receivers, and data collectors to complement our inventory of over 50 receivers; expanded hydrographic survey capabilities with multi-beam sonar and a 25-foot survey vessel; acquired our fourth mobile lidar system; and expanded our UAS fleet with US-manufactured systems, meeting the latest Florida regulatory requirements.



Electric Stand-Up Vehicles for Mobility Projects

WGI uses Electric Stand-Up Vehicles (ESV) for our pedestrian mobility projects, allowing technicians to traverse sidewalk networks without requiring any right-of-way permit or extensive traffic controls. Our new ESV-based sidewalk profiler (pictured above) streamlines the data collection process for sidewalk assessment projects. This strategy and equipment let WGI meet data collection goals established by our clients. The ease of access and rapid pace of collection keep us ahead of schedule and facilitate a swift handover of data for office-based analysis and quality assurance.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



Tab IV - Customer Listing

TAB IV - CUSTOMER LISTING

The listing below includes all previous customers during the past three years for all work of similar size and scope.

Customer	Contract	Services Provided	Contract Dates	Contact Reference
Active				
FDOT District 3 1074 Highway 90 East Chipley, FL 32428 p. 850.415.9713	Districtwide Subsurface Utility Services	SUE	09/2023-09/2033	Jonathan Harris District 3 Utility Administrator p. 850.260.9550
RS&H, Inc. 1715 North Westshore Boulevard, Suite 600 Tampa, FL 33607 p. 813.289.5550	FDOT District 3 Design Group 23-08 Survey Master Services Agreement (MSA)	Survey and SUE	10/2022-10/2032	Charles Donaldson, PE Senior Transportation Engineer p. 850.558.2816
Patrick Engineering, Inc. 4970 Varsity Drive Lisle, IL 60532 p. 630.795.7200	Subconsultant MSA	Survey and SUE	07/2020-07/2030	William Huffman, PE Senior Pipeline Engineer p. 904.532.8621
FDOT Central Office 605 Suwannee Street Tallahassee, FL 32399 p. 866.374.3368	Outdoor Advertising BE623 Permitting #2	Permitting	07/2018-06/2023 (renewed to 06/2028)	Kenneth Pye Manager, Outdoor Advertising and Logo p. 850.414.4600
RS&H, Inc. 1715 North Westshore Boulevard, Suite 600 Tampa, FL 33607 p. 813.289.5550	FDOT District 4 General Engineering Consultant for Development Division	Survey and Mapping	12/2022-12/2027	Phil Schwab, PE Office Manager and Professional Engineer p. 954.593.0042
Protean Design Group 777 Main Street, Building A Chipley, FL 32428 p. 850.727.5707	FDOT District 2 Districtwide Safety Design	Survey	10/2022-10/2027	Kelsea Patterson Project Manager, Highway Group Leader p. (850) 727-5707
Scalar Consulting Group, Inc. 4152 West Blue Heron Boulevard, Suite 119 Riviera Beach, FL 33404 p. 561.429.5065	FDOT District 4 Continuing Services for Project Design	Survey	08/2022-07/2027	JD Whitaker, PE Project Manager p. 561.284.2376
SRD Engineers 3812 Coconut Palm Drive, Suite 100 Tampa, FL 33619 p. 813.621-3250	FDOT District 5 Districtwide Lighting Design Survey MSA	Survey	09/2022-05/2027	Patrick Hatton, PE Project Manager p. 813.621-3250
FDOT District 6 1000 NW 111th Avenue Miami, FL 33172 p. 305.470.5403	Districtwide Miscellaneous Location Survey Consultant	Survey	04/2022-04/2027	Zurelys Perez De Alejo, PSM District Location Surveyor p. 305.640.7471

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Customer	Contract	Services Provided	Contract Dates	Contact Reference
St. Johns County Board of County Commissioners 500 San Sebastian View St. Augustine, FL 32084 p. 904.209.0157	Continuing Services Contract - Geospatial	Survey and Mapping	03/2022-03/2027	April Johnston Procurement Coordinator p. 904.209.0157
McKim & Creed 3903 Northdale Boulevard, Suite 115E Tampa, FL 33624 p. 813.549.3740	FDOT D1 Surveying and Mapping CSC	Survey	02/2023-02/2027	Chris Bosshart, PSM Geomatics Regional Manager South p. 239.940.2111
Clary & Associates 3830 Crown Point Road Jacksonville FL 32257 p. 904.260.2703	FDOT District 2 Continuing Services Survey and Mapping	Survey and Mapping	08/2022-12/2026	Michael Nethery Executive Vice President p. 904.260.2703
FDOT District 4 3400 West Commercial Boulevard Ft. Lauderdale, FL 33309 p. 866.336.8435	Continuing Services for Surveying, Mapping, and SUE	Survey, Mapping, and SUE	11/2021-11/2026	Robert Chavez, PSM Senior Right-of-Way Mapping Specialist p. 954.777.4597
Lake Worth Drainage District 13081 Military Trail Delray Beach, FL 33484 p. 561.819.5488	L-08 Canal Rehabilitation Survey Services	Survey	11/2023-11/2026	Ibrahin Nunez Project Surveyor p, 561.819.5488
St. Lucie County 2300 Virginia Avenue Ft. Pierce, FL 34982 p. 772.462.1721	Professional Surveying and Mapping Continuing Services	Survey and Mapping	07/2021-07/2026	Alexey Gilev, PSM County Surveyor p. 772.999.8064
Miami-Dade County WASD 3575 South Lejeune Road, PO Box 330316 Miami, FL 33233 p. 305.665.7477	Surveying and Mapping Services	Survey and Mapping	12/2021-06/2026	Carlos Escalante, PE Engineer p. 305.665.7477
City of Lake Worth Beach 7 North Dixie Highway Lake Worth, FL 33460 p. 561.586.1665	Professional Services - Survey	Survey	03/2023-03/2026	Brian King Assistant Director, Power Generation p. 561.586.1665
M.G. Vera & Associates 13960 SW 47th Street Miami, FL 33175 p. 561.203.2704	Florida' Turnpike Enterprise Survey Services South System	Survey and SUE	05/2021-01/2026	Mark Sowers, PSM Senior Surveyor and Mapper p. 561.203.2704
American Acquisition Group, LLC 711 North Sherrill Street, Suite B Tampa, FL 33609 p. 813.287.8191	Osceola County Right-of-Way Acquisition Services for Road Improvement Projects	Survey	01/2021-01/2024 (renewed to 01/2026)	D. Wade Brown President, CEO p. 813.287.8191

Customer	Contract	Services Provided	Contract Dates	Contact Reference
FDOT District 3 1074 Highway 90 East Chipley, FL 32428 p. 850.415.9713	Districtwide Survey and Right-of-Way Mapping Consultant Services	Survey and Mapping	01/2021-01/2026	CD Davis District 3 Surveying Project Manager p. 850.260.1638
Northwest Florida Water Management District 81 Water Management Drive Havana, FL 32333 p. 850.539.5999	Professional Surveying Services	Survey	12/2021-12/2025	Carol Bert Asset Management Administrator p. 850.539.2777
American Acquisition Group, LLC 711 North Sherrill Street, Suite B Tampa, FL 33609 p. 813.287.8191	FDOT District 1 Districtwide Right-of-Way Consultant Services Acquisition	Survey	12/2020-12/2025	D. Wade Brown President, CEO p. 813.287.8191
Mock, Roos & Associates, Inc. 5720 Corporate Way West Palm Beach, FL 33407 p. 561.683.3113	Manalapan A1A Wastewater Pump Station Continuing Services	SUE	11/2023-11/2025	Garry Gruber Vice President p. 561.722.9185
City of Palm Beach Gardens 10500 North Military Trail Palm Beach Gardens, FL 33410 p. 561.799.4100	Continuing Contract for Professional Services	Survey	10/2020-09/2025	Todd Engle, PE City Engineer p. 561.804.7012
Inwood Consulting Engineers, Inc. 3000 Dovera Drive, Suite 200 Oviedo, FL 32765 p. 407.971.8850	St. Lucie County Roadway and Intersection Engineering and Design	Survey	10/2022-09/2025	Kevin Iannarone, PE Associate Principal p. 407.399.9641
Zeman Consulting Group 21301 Powerline Road, Suite 107 Boca Raton, FL 33433 p. 561.223.8035	South Florida Water Management District Professional Surveying and Mapping Services	Survey and Mapping	10/2022-09/2025	Derek Zeman, PSM President p. 561.252.0037
Solid Waste Authority of Palm Beach County 7501 North Jog Road West Palm Beach, FL 33412 p. 561.640.4000	Professional Surveying and Mapping Services	Survey and Mapping	09/2021-08/2025	Nathan Mayer Director of Land Management Services p. 561.640.4000
FDOT District 3 1074 Highway 90 East Chipley, FL 32428 p. 850.415.9713	Districtwide SUE Services	SUE	07/2020-07/2025	Jonathan Harris District 3 Utility Administrator p. 850.260.9550
Burgess & Niple, Inc. 1511 North Westshore Boulevard, Suite 500 Tampa, FL 33607 p. 813.962.8689	FDOT District 5 Districtwide Drainage Maintenance Consultant Services	Survey	04/2022-06/2025	Michael Mills, PE Stormwater Service Lead p. 813.335.6640

Customer	Contract	Services Provided	Contract Dates	Contact Reference
Stantec Consulting Services, Inc. 3510 Kraft Road Naples, FL 34105 p. 239.649.4040	Multi-use Corridors of Regional Economic Significance Northern Turnpike Extension PD&E and Design	Survey and Mapping	03/2021-06/2025	Ross Shillingford, PE Senior Project Manager, Transportation p. 561.209.7459
Village of Estero 9401 Corkscrew Palms Circle Estero, FL 33928 p. 239.221.5035	Miscellaneous Professional Services	Survey	06/2022-05/2025	Bob Franceschini Purchasing Manager p. 239.221.5035
Kimley-Horn and Associates, Inc. 1920 Wekiva Way, Suite 200 West Palm Beach, FL 33411 p. 561.845.0665	Professional Services Master Agreement	Survey and SUE	05/2021-05/2025	Scott Gilner Vice President p. 561.845.0665
GPI Geospatial, Inc. 8935 NW 35th Lane, Suite 100 Doral, FL 33172 p. 305.290.4997	FDOT District 6 Districtwide Aerial Photography	Survey and Mapping	04/2020-04/2025	Frank Paruas, PSM Project Surveyor p. 786.831.2251
Inwood Consulting Engineers, Inc. 3000 Dovera Drive, Suite 200 Oviedo, FL 32765 p. 407.971.8850	St. Lucie County Stormwater Management Design and Permitting Services	Survey and SUE	01/2020-01/2025	Kevin Iannarone, PE Associate Principal p. 407.399.9641
Singhofen & Associates, Inc. 11723 Orpington Street, Suite 100 Orlando, FL 32817-4620 p. 407.679.3001	Pasco County Engineering Services for Drainage Related Projects	Survey	01/2020-01/2025	Kent Boulicault, PE Principal Engineer p. 407.923.4492
Martin County Board of County Commissioners Engineering Department, 2nd Floor 2401 SE Monterey Road Stuart, FL 34996 p. 772.288.5400	Surveying and Mapping Services	Survey and Mapping	01/2021-01/2025	Thomas Walker, PSM Project Manager - Survey, Engineering Department p. 772.288.5928
South Florida Water Management District 3301 Gun Club Road West Palm Beach, FL 33406 p. 561.682.2397	Surveying and Mapping Services	Survey and Mapping	01/2022-01/2025	Michael O'Brien, PSM Survey Section Administrator p. 772.485.6035
Duke Energy Corporation 400 South Tryon Street Charlotte, NC 28285 p. 407.942.9300	Master Consulting Services Agreement Survey and SUE	Survey and SUE	12/2020-12/2024	Thomas Camden, PSM Land Surveying Coordinator p. 352.988.3564

Customer	Contract	Services Provided	Contract Dates	Contact Reference
FDOT District 2 1109 South Marion Avenue Lake City, FL 32025 p. 800.749.2967	Districtwide Surveying and Mapping	Survey and Mapping	12/2019-12/2024	Clay Driggers, PSM District Location Surveyor p. 386.961.7088
JACOBS 2020 SW 4th Avenue, Suite 300 Portland, OR 97201 p. 720.286.2000	Land Surveying Services MSA	Survey	12/2021-11/2024	Chris Loncharich Direct Category Management p. 720.286.2000
Bay County Board of County Commissioners 840 West 11th Street, Suite 2500 Panama City, FL 32401 p. 850.248.8140	Continuing Contract for Architectural, Engineering, Geotechnical, and Surveying Professional Services	Survey	11/2020-11/2024	Robert Majka County Manager p. 850.248.8140
Leon County 2280 Miccosukee Road Tallahassee, FL 32308 p. 850.606.1500	Continuing Services Survey/SUE Support	Survey and SUE	11/2021-10/2024	Will Grissom Procurement Administrator p. 850.606.1600
Tampa Bay Water 2575 Enterprise Road Clearwater, FL 33763 p. 727.796.2355	As-Needed Surveying Services	Survey	09/2019-9/2024	David Grizzle, PSM Survey Manager p. 727.796.2355
Pinellas County Board of County Commissioners 400 South Fort Harrison Avenue Clearwater, FL 33756 p. 727.464.4759	Professional Engineering Services for Countywide Unmanned Aerial Services	Survey	07/2019-07/2024	Brian Zumwalt, GISP Director, Office of Technology and Innovation p. 727.452.8948
Miami-Dade County 111 NW 1st Street, Suite 1300 Miami, FL 33128 p. 305.375.4866	Miscellaneous Survey Services	Survey and SUE	07/2021-07/2024	Luis Lacau, PSM Senior Land Surveyor p. 305.375.5774
City of St. Augustine 75 King Street St. Augustine, FL 32085 p. 904.825.1007	General Land and Engineering Surveying, Aerial, Underground and Hydro Surveying Services	Survey	08/2022-07/2024	Todd Grant, PG Utilities Director p. 904.825.1007
Blueprint Intergovernmental Agency 315 South Calhoun Street, Suite 450 Tallahassee, FL 32301 p. 850.219.1060	Continuing Services Contract - GES&R	Survey	06/2021-05/2024	Daniel Scheer, PE Design and Construction Manager p. 850.219.1066

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Customer	Contract	Services Provided	Contract Dates	Contact Reference
Mock, Roos & Associates, Inc. 5720 Corporate Way West Palm Beach, FL 33407 p. 561.683.3113	Northern Palm Beach County Industrial District MSA	Survey	02/2009-03/2024	Garry Gruber Vice President p. 561.722.9185
Environmental and Geotechnical Specialists 104 North Magnolia Boulevard Tallahassee, FL 32301 p. 850.536.8373	City of Tallahassee Geotech Engineering, Material Testing, and Environmental Services	Survey and SUE	03/2021-03/2024	Thomas Hayden Vice President p. 850.519.6812
Vanasse Hangen Brustlin, Inc. 501 East Kennedy Boulevard, Suite 1010 Tampa, FL 33602 p. 813.327.5450	FTE Districtwide Traffic Operations TSM&O Studies and Design Services	Survey and SUE	10/2021-03/2024	Joe Perri Director of Transportation Technology p. 813.327.5450
WSP USA, Inc. 2202 North Westshore Boulevard, Suite 300 Tampa, FL 33607 p. 813.520.4444	Support for Florida Fish and Wildlife Conservation Commission BOA 1005086	Survey	03/2020-03/2024	Rick Harter Coastal Restoration Specialist p. 850.591.6957
Southwest Florida Water Management District 2379 Broad Street Building #1 Brooksville, FL 34604 p. 352.796.7211	Agreement for Professional Consulting Services	Survey and SUE	03/2019-03/2024	Rita Harrod Water Resources Project Manager p. 352.796.7211
FDOT District 1 801 North Broadway Avenue Bartow, FL 33830 p. 863.519.2300	Districtwide Surveying and Mapping	Survey and Mapping	02/2019-02/2024	Ryan Kuhn, PSM District Surveyor p. 863.519.2337
Expired (Past Three Years)				
Hillsborough County Board of County Commissioners 601 East Kennedy Boulevard Tampa, FL 33602 p. 813.272.5900	Continuing Survey	Survey and SUE	11/2018-11/2023	Chris Snyder, PSM Survey Manager p. 813.307.4782
Lake Worth Drainage District 13081 Military Trail Delray Beach, FL 33484 p. 561.819.5488	Annual Surveying Services for Canal Rehabilitation Program	Survey	11/2018-11/2023	Ibrahin Nunez Project Surveyor p, 561.819.5488
Singhofen & Associates, Inc. 11723 Orpington Street, Suite 100 Orlando, FL 32817-4620 p. 407.679.3001	Suwannee River Water Management District General Engineering and Environmental Services	Survey	11/2019-11/2023	Kent Boulicault, PE Principal Engineer p. 407.923.4492

Customer	Contract	Services Provided	Contract Dates	Contact Reference
City of St. Petersburg One 4th Street, 7th Floor St. Petersburg, FL 33701 p. 727.893.7171	Surveying Continuing Services	Survey	11/2019-10/2023	Hamza Bouloudene Civil Engineer p. 727.893.7171
Protean Design Group 100 East Pine Street, Suite 600 Orlando, FL 32801 p. 407.246.0044	FDOT D5 Continuing Service Contract Roadway Design 025	Survey and SUE	02/2021-09/2023	Scott Horlander, PE Vice President p. 321.303.4598
Lee County 1500 Monroe Street Fort Myers, FL 33901 p. 941.479.8394	Miscellaneous Surveying and Mapping	Survey and Mapping	09/2022-09/2023	David Jones Procurement Analyst p. 941.479.8394
F.R. Aleman & Associates, Inc. 10305 NW 41st Street, Suite 200 Miami, FL 33178 p. 305.591.8777	FDOT District 4 Survey Mapping and SUE	Survey, Mapping, and SUE	05/2018-05/2023	Lis Tolstoy, PSM Director, Geospatial p. 305.497.6476
City of Lake Worth Beach 7 North Dixie Highway Lake Worth, FL 33460 p. 561.586.1665	Survey Services Master Agreement	Survey	03/2018-03/2023	Brian King Assistant Director, Power Generation p. 561.586.1665
AIM Engineering and Surveying, Inc. 5300 Lee Boulevard Lehigh Acres, FL 33971 p. 800.226.4569	FDOT D1 DW Subsurface Utility Designate, Locate, and Coordination	SUE	01/2018-01/2023	Grant Fichter Survey Manager p. 239.332.4569
Inwood Consulting Engineers, Inc. 3000 Dovera Drive, Suite 200 Oviedo, FL 32765 p. 407.971.8850	St. Lucie County Roadway and Intersection Design Survey Services	Survey	10/2017-10/2022	Kevin Iannarone, PE Associate Principal p. 407.399.9641
Mock, Roos & Associates, Inc. 5720 Corporate Way West Palm Beach, FL 33407 p. 561.683.3113	City of Delray Beach MSA	Survey and SUE	08/2020-09/2022	Garry Gruber Vice President p. 561.722.9185
Kimley-Horn and Associates, Inc. 1920 Wekiva Way, Suite 200 West Palm Beach, FL 33411 p. 561.845.0665	City of Tallahassee Continuing Water and Sewer Consulting Services	Survey	02/2020-05/2022	Felicity Appel, PE Engineer p. 850.553.3537
City of Oviedo 400 Alexandria Boulevard Oviedo, FL 32765 p. 407.971.5681	Professional Services Agreement for Surveying Services	Survey	04/2019-04/2022	Bobby Wyatt Public Works Director p. 407.971.5681

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Customer	Contract	Services Provided	Contract Dates	Contact Reference
City of Boynton Beach PO Box 310 Boynton Beach, FL 33425 p. 561.742.6261	Surveying and Mapping Services	Survey and Mapping	03/2017- 03/2022	Michael Rumpf Director of Development p. 561.742.6261
FDOT District 4 3400 West Commercial Boulevard Ft. Lauderdale, FL 33309 p. 866.336.8435	Districtwide Survey, Mapping, and SUE #1	Survey, Mapping, and SUE	02/2017- 02/2022	Paul Doll Senior Advisor, Geospatial p. 954.294.0105
FDOT District 4 3400 West Commercial Boulevard Ft. Lauderdale, FL 33309 p. 866.336.8435	Districtwide Survey, Mapping, and SUE #2	Survey, Mapping, and SUE	02/2017- 02/2022	Paul Doll Senior Advisor, Geospatial p. 954.294.0105
FDOT District 6 1000 NW 111th Avenue Miami, FL 33172 p. 305.470.5403	Districtwide Utility Locating Services #1	SUE	02/2017- 02/2022	Tim Albury Utility Administrator p. 305.470.5262
FDOT District 6 1000 NW 111th Avenue Miami, FL 33172 p. 305.470.5403	Districtwide Utility Locating Services #2	SUE	02/2017- 02/2022	Tim Albury Utility Administrator p. 305.470.5262
Mock, Roos & Associates, Inc. 5720 Corporate Way West Palm Beach, FL 33407 p. 561.683.3113	City of Lake Worth Beach Neighborhood Street Program Survey Services	Survey and SUE	02/2017- 02/2022	Garry Gruber Vice President p. 561.722.9185
South Florida Water Management District 3301 Gun Club Road West Palm Beach, FL 33406 p. 561.682.2397	Survey and Mapping Services	Survey and Mapping	01/2018- 01/2022	Michael O'Brien, PSM Survey Section Administrator p. 772.485.6035
GPI Geospatial, Inc. 8935 NW 35th Lane, Suite 100 Doral, FL 33172 p. 305.290.4997	FDOT District 5 Districtwide Miscellaneous Survey Services	Survey	01/2017- 12/2021	Steve Kuda, PSM, PPS Project Director p. 407.851.7880
Northwest Florida Water Management District 81 Water Management Drive Havana, FL 32333 p. 850.539.5999	Professional Surveying Services	Survey	10/2018- 10/2021	Carol Bert Asset Management Administrator p. 850.539.2777
Martin County Board of County Commissioners Engineering Department, 2nd Floor 2401 SE Monterey Road Stuart, FL 34996 p. 772.288.5400	Continuing Survey and Mapping Services	Survey and Mapping	05/2016- 05/2021	Thomas Walker, PSM Project Manager - Survey, Engineering Department p. 772.288.5928

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



Tab V - Acceptance of Conditions

TAB V - ACCEPTANCE OF CONDITIONS

WGI accepts the general terms and conditions, the insurance requirements, and any other requirements listed in the request for qualifications, as written.

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Tab VI - Documents



WGI®

TAB VI - DOCUMENTS

Professional Certifications and Licenses

FIND A BUSINESS OR INDIVIDUAL
License Lookup
*AS MAINTAINED BY THE DIVISION OF CONSUMER SERVICES

Name	License (ex. LS9999)	Phone	City
WGI, Inc.		5616872220	West Palm Beach

County: PALM BEACH | Program: | Limit results by Active status | SEARCH | CLEAR ALL

Records Found : 1 — File Complaint

Search Results

Sort By: NAME : A to Z | Filter By State,City: <Show All> | Display per page: 20

1

WGI, INC
2035 VISTA PARKWAY, WEST PALM BEACH, FL 33411
Phone 561-687-2220

License Type	License#	Issued	Expires	Status
Surveyor Business	LB7055	08/29/00	02/28/25	Active
Surveyor of Record	LS6387	08/06/02	02/28/25	Active
Surveyor of Record	LS6717	02/10/09	02/28/25	Active

1

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

License No.: LS7248
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

ERIC MATTHEW ORNDORFF
661 MOJAVE TRL
MAITLAND, FL 32751-3866

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

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

License No.: LS6481
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

ALLEN LEE QUICKEL
1519 WHOOPING DR
GROVELAND, FL 34736-8323

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

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

License No.: LS6450
Expiration Date February 28, 2025

Professional Surveyor and Mapper License
Under the provisions of Chapter 472, Florida Statutes

STEPHEN JAMES CLANCY
109 OAK DR
BRANDON, MS 39047-6201

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

State of Florida
Department of State

I certify from the records of this office that WGI, INC. is a corporation organized under the laws of the State of Florida, filed on July 12, 1991.

The document number of this corporation is S66593.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 4, 2024, 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 Fourth day of January, 2024

Secretary of State

Tracking Number: 8795191638CC

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

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

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



GIS Certification Institute

This certifies that

Albert Hill

has met the standards for ethical conduct and professional practice as established by the GIS Certification Institute for recognition as a

Certified Geographic Information Systems (GIS) Professional (GISP)

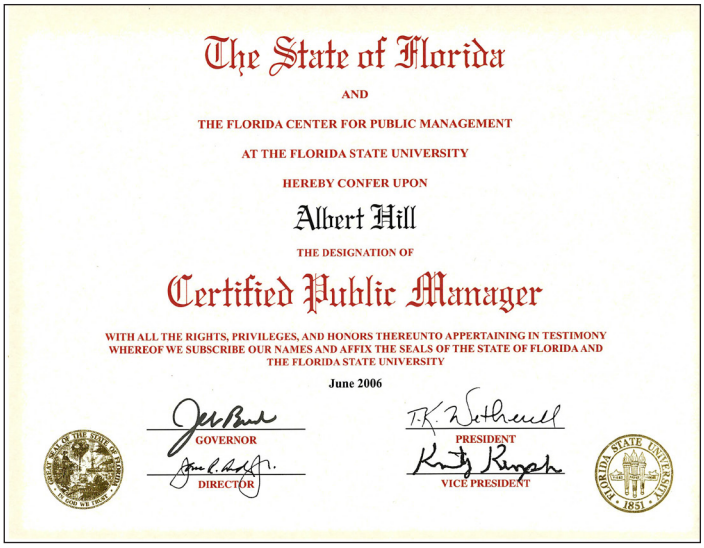
and is therefore entitled to all the rights and privileges thereunder.

This grant of certification shall expire or be deemed inactive on 5/25/2025 unless, by that date, the individual shall have successfully completed recertification.

Certification Number 23324 Date of Initial Certification 5/25/2004

Martin Roche
Martin Roche, GISP
GISCI President

Anthony A Spicci
Tony Spicci, GISP
GISCI Executive Director



The State of Florida

AND

THE FLORIDA CENTER FOR PUBLIC MANAGEMENT

AT THE FLORIDA STATE UNIVERSITY

HEREBY CONFER UPON

Albert Hill

THE DESIGNATION OF

Certified Public Manager

WITH ALL THE RIGHTS, PRIVILEGES, AND HONORS THEREUNTO APPERTAINING IN TESTIMONY WHEREOF WE SUBSCRIBE OUR NAMES AND AFFIX THE SEALS OF THE STATE OF FLORIDA AND THE FLORIDA STATE UNIVERSITY

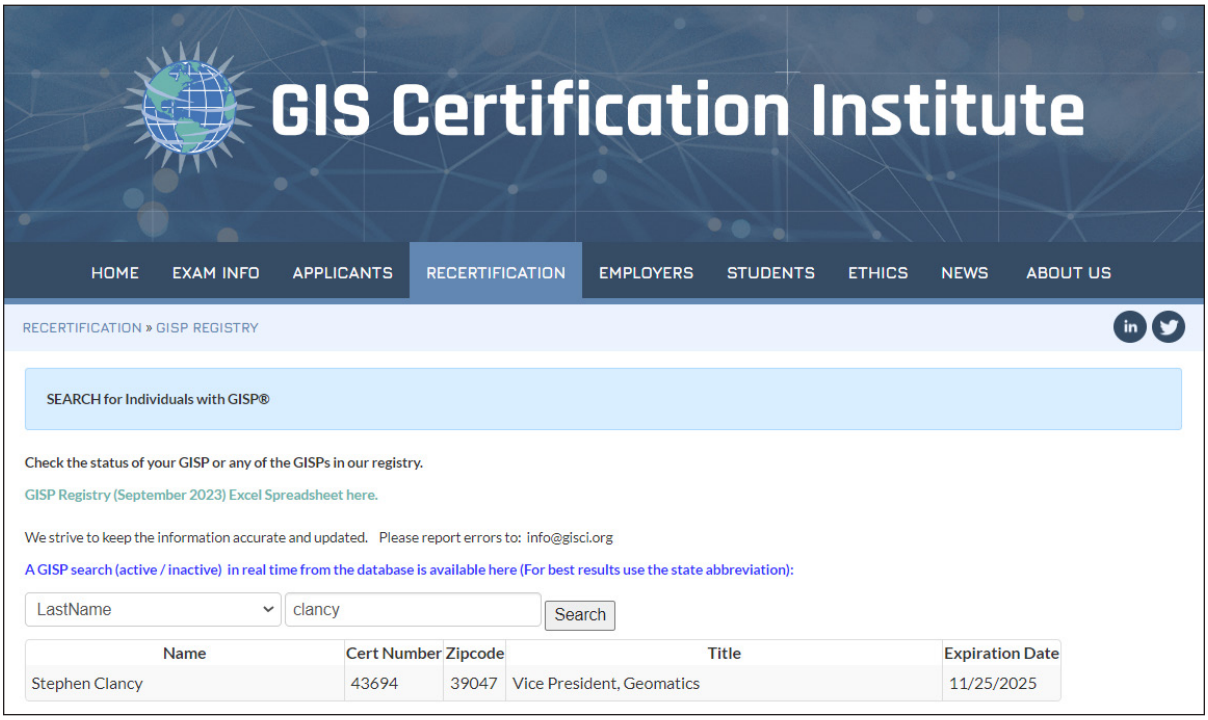
June 2006

GOVERNOR

DIRECTOR

PRESIDENT

VICE PRESIDENT



Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Affiliations and/or Memberships

Project Team Member	Project Role	Affiliation/Membership
Eric Orndorff, PSM	Contract and QA/QC Manager	▪ Central Florida GIS Workshop Program Committee
Al Quickel, PSM	Project Manager	▪ Florida Surveying and Mapping Society (Current District Director)
Shannon Wright	SUE Manager	▪ Florida Utilities Coordinating Committee
Al Hill, GISP, CPM	GIS Manager	▪ Urban and Regional Information Systems Association ▪ Florida Urban and Regional Information Systems Association ▪ Florida Surveying and Mapping Society ▪ GIS Certification Institute ▪ Central Florida GIS Workshop
Stephen Clancy, PSM, GISP	Principal	▪ Management Association for Private Photogrammetric Surveyors ▪ Society of American Military Engineers ▪ Florida Surveying and Mapping Society

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)



Tab VII - Required Form Submittals

Proposer Checklist

PROPOSER CHECK LIST

I M P O R T A N T: **Please read carefully, sign in the spaces indicated and return with your Qualification.**
Proposer should check off each of the following items as the necessary action is completed:

☑ The standard contract/ agreement has been signed and included.

☑ All applicable forms have been signed and included

☑ All information as requested in the Proposer's Qualification Form is included.

☑ Any addenda have been signed and included.

☑ The mailing envelope has been addressed to:

CITY CLERK
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, Florida 32117

☑ The **mailing envelope must be sealed and marked** with Qualification Number "**RFQ 24-PW-03"**, Qualification Title "**PROFESSIONAL SURVEYING SERVICES**" and Due Date "**@ 2:00 pm**".

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☑ The Qualification will be mailed or delivered in time to be received no later than the specified due date and time. (Otherwise Qualification cannot be considered.)

ALL COURIER-DELIVERED QUALIFICATIONS MUST HAVE THE RFQ NUMBER AND QUALIFICATION NAME ON THE OUTSIDE OF THE COURIER PACKET

WGI, Inc.	800 N. Magnolia Avenue, Suite 1750
Company	Address
Authorized Signature	Orlando, FL 32803
Stephen Clancy, PSM, GISP, Vice President, Geomatics	City, State, Zip Code
Printed Name & Title	407.581.1221
Stephen.Clancy@WGInc.com	Telephone No.
Email	407.581.1222
	Fax No.

RFQ# 24-PW-01 – **Professional Surveying Services**

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

PROFESSIONAL CONSULTANT SERVICES AGREEMENT
Professional Surveying Services
Request for Qualification (RFQ) #24-PW-01

THIS AGREEMENT is made and entered into this _____ day of March , 2024, by and between WGI, Inc. , duly authorized to conduct business in the State of Florida and whose address is 800 N. Magnolia Avenue, Suite 1750, Orlando, FL 32803 , hereinafter, called "CONSULTANT" and the **CITY OF HOLLY HILL**, a political subdivision of the State of Florida, whose address is 1065 Ridgewood Ave, Holly Hill, FL 32117, hereinafter called "CITY".

SECTION 1. AGREEMENT. The terms of this Agreement, together with the incorporation of the terms and conditions of the Request for Qualifications (RFQ #24-PW-01), and any exhibits, schedules and attachments hereto, and any and all amendments relating to same, and any and all submittals from CONSULTANT, constitute the entire Agreement between CITY and CONSULTANT. This Agreement is the final, complete and exclusive expression of the terms and conditions of the parties' Agreement. Any and all prior agreements, representations, negotiations, and understandings made by the parties, oral or written, expressed or implied, are hereby superseded and merged herein.

SECTION 2. TERM OF AGREEMENT. The term of this Agreement shall be for five years (5) years from the date of award with two (2) one year extension options which may be exercised at the sole discretion of the City Manager.

SECTION 3. COMPENSATION. For Services rendered, the CITY shall pay the CONSULTANT a lump-sum fee, including or excluding reimbursable expenses as mutually agreed upon. Unless otherwise agreed in a Scope of Services, the CONSULTANT will invoice the City monthly based upon the CONSULTANT's estimate of the portion of the total Services actually completed at the time of billing.

SECTION 4. REIMBURSABLE EXPENSES. "Reimbursable Expenses" means the actual, necessary and reasonable expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto for travel; toll telephone calls and facsimiles; reproduction of reports, drawings and specifications, and similar Project-related items; as provided in the City's Purchasing Policy.

SECTION 5. NOTICES. Whenever either party desires to give notice unto the other, it must be given by written notice, sent by registered or certified United States mail, return receipts requested, addressed to the party for whom it is intended at the place last specified. The place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to-wit:

For City:
Valerie Manning, City Clerk
City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117
(386)248-9441

For Contractor:
Stephen Clancy, VP, Geomatics (Name, Title)
WGI, Inc. (Company)
800 N. Magnolia Avenue, Suite 1750 (Address)
Orlando, FL 32803 (City, State, Zip)
407.581.1221 (Phone)

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

SECTION 6. RIGHTS AT LAW RETAINED. The rights and remedies of CITY, provided for under this Agreement, are in addition and supplemental to any other rights and remedies provided by law.

SECTION 7. CONTROLLING LAW, VENUE, ATTORNEY'S FEES. This Agreement is to be governed, construed, and interpreted by, through and under the laws of Florida. Venue for any litigation between the parties to this Agreement shall be in the County of Volusia, Florida and any trial shall be non-jury. The prevailing party in any litigation arising from or related to this Agreement shall be reimbursed reasonable attorney fees and costs, including all fees and costs of an appeal.

SECTION 8. MODFICATIONS TO AGREEMENT. This Agreement and any exhibits, amendments and schedules may only be amended, supplemented, modified or canceled by a written instrument duly executed by the parties hereto of equal dignity herewith.

SECTION 9. SEVERABILITY. If, during the term of this Agreement, it is found that a specific clause or condition of this Agreement is illegal under federal or state law, the remainder of the Agreement not affected by such a ruling shall remain in force and effect.

SECTION 10. WAIVER OF JURY TRIAL. THE CITY AND CONSULTANT HAVE SPECIFICALLY WAIVED THE RIGHT TO A JURY TRIAL CONCERNNG ANY DISPUTES WHICH MAY ARISE CONCERNING THIS AGREEMENT.

SECTION 11. NON-WAIVER. No indulgence, waiver, election or non-election by CITY under this Agreement shall affect CONSULTANT's duties and obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the date written above for execution by CITY.

WITNESSES:

_____

WITNESSES:

_____
Colleen Barraza

_____

Attachments: A. RFQ # 24-PW-03
B. Firm Response to RFQ
C. Scope of Service

CITY OF HOLLY HILL

_____
Joseph Forte, City Manager

Dated: _____

FIRMS

By: _____
Stephen Clancy, VP Geomatics

Dated: February 27, 2024

Approved by the City Commission of the City of Holly Hill at a meeting held on this _____ day of _____, 2024 under Agenda Item No. _____.

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Conflict of Interest Affidavit

CONFLICT OF INTEREST AFFIDAVIT

By the signature below, the firm (employees, officers and/or agents) certifies, and hereby discloses, that, to the best of their knowledge and belief, all relevant facts concerning past, present, or currently planned interest or activity (financial, contractual, organizational, or otherwise) which relates to the proposed work; and bear on whether the firm (employees, officers and/or agents) has a possible conflict have been fully disclosed.

Additionally, the firm (employees, officers and/or agents) agrees to immediately notify in writing the Finance Director, or designee, if any actual or potential conflict of interest arises during the contract and/or project duration.

WGI, Inc.	800 N. Magnolia Avenue, Suite 1750
Company	Address
Authorized Signature	Orlando, FL 32803
Stephen Clancy, PSM, GISP, Vice President, Geomatics	City, State, Zip Code
Printed Name & Title	407.581.1221
Stephen.Clancy@WGInc.com	Telephone No.
Email	407.581.1222
	Fax No.

State of Florida)
City of Tampa)

SUBSCRIBED AND SWORN to before me this 19 day of February, 2024, by Stephen Clancy, who is personally known to me to be the VP, Geomatics for the Firm, OR who produced the following identification: Personally Known to Me.

Notary Public

Notary Public State of Florida
Colleen N Barraza
My Commission
HH 224901
Exp. 2/6/2026

My Commission Expires: February 06, 2026

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Proposer's Qualification Form

PROPOSERS QUALIFICATION FORM

LIST MAJOR WORK PRESENTLY UNDER CONTRACT:

% Completed	Project	Contract Amount
	Please see Page 45 for a complete listing of WGI's major	$
	geospatial work presently under contract.	$
		$

LIST CURRENT PROJECTS ON WHICH YOUR FIRM IS THE CANDIDATE FOR AWARD:
Please see Page 46 for a complete listing of WGI's current geospatial projects which

WGI is the candidate for award.

OTHER INFORMATION ABOUT PROJECTS:

Have you, at any time, failed to complete a project? ☐ Yes ☑ No

STATEMENT OF LITIGATION:

Are there any judgments, claims or suits pending or outstanding by or against you?
☑ Yes ☐ No

If the answer to either question is yes, submit details on separate sheet. List all lawsuits that have been filed by or against your firm in the last five (5) years:
Please see separate sheet for details on WGI's pending or outstanding judgments, claims, or suits.

FEES:

List total fees for work done on all City projects in the past five (5) years, whether as an individual firm or as part of a joint venture. **Fees must be listed individually by contract or project and then summarized as a total dollar amount.** Attach additional page if necessary.

$ 11,531,528.13 **Total Fees for work done on all City projects**

Please see additional pages at the end of this form for a complete listing of WGI's City projects completed in past five years.

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Proposer's Qualification Form

REFERENCES:
Bank(s) Maintaining Account(s): Bank of America, Erin Mangs, Account Manager, emangs@bofa.com

Surety/Underwriter: (if required) Greyling Insurance Brokerage, Rebecca Egan, greylingcerts@greyling.com

Other References: (Use additional sheets if necessary)

TYPE OF FIRM:

☒ Corporation/Years in Business: 52. If firm is a corporation, please list state in which it is incorporated: Florida. If firm is a corporation, by signing this form, Proposer certifies that the firm is authorized to do business in the State of Florida.
☐ Partnership/Years in Business: _____
☐ Sole Proprietorship/Years in Business: _____
☐ Other: Please list: _____ _____

Pursuant to information for prospective Proposers for the above-mentioned proposed project, the undersigned is submitting the information as required with the understanding that it is only to assist in determining the qualifications of the organization to perform the type and magnitude of work intended, and further, guarantee the truth and accuracy of all statements herein made. We will accept your determination of qualifications without prejudice.

WGI, Inc. Company	800 N. Magnolia Avenue, Suite 1750 Address
 Authorized Signature	Orlando, FL 32803 City, State, Zip Code
Stephen Clancy, PSM, GISP, Vice President, Geomatics Printed Name & Title	407.581.1221 Telephone No.
Stephen.Clancy@WGInc.com Email	407.581.1222 Fax No.

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

PROPOSER'S QUALIFICATION FORM - ATTACHMENTS

WGI's Major Geospatial Work Presently Under Contract

% Completed	Project	Contract Amount
63.75	Orlando South Ultimate Interchange at SR 91 and SR 528	$2,087,399
18.07	I-95 from Martin/St. Lucie County Line to SR 70 TML	$1,358,151
40.19	FDOT District 8 Resurface Southern Connector in Orange and Osceola Counties Survey	$553,706
77.32	SR 714/SW Martin Highway from East of SW Stuart Boulevard to West of Citrus Boulevard	$454,508
70.82	SR A1A North Bridge over ICWW Replacement	$430,953
60.89	SR 534 Simpson Road Extension – Segment 2A	$413,110
53.59	Cape Canaveral National Cemetery - Phase 2 Development	$408,793
37.44	Jenkins Road Improvements (Phase 1) from Midway Road to Glades Cut Off Road	$385,355
2.73	SR 37 Resurfacing Survey	$341,213
71.78	Seminole State College Multiple Campus Sites Survey	$324,500
39.68	SR 277 Vernon Highway Survey Services	$298,999
72.22	DS-1 Force Main to Players Club Waste Water Treatment Facility Route Survey	$258,300
17.93	Atlas V31 - Small Water Main Replacement Program Topographic Surveys	$245,093
68.54	Port St. Lucie Boulevard from Becker Road to Paar Drive	$230,076
94.42	Sun Rail Phase 2 North Survey Services	$226,500
62.04	SR 69 North of CR 69A to Jackson County Line Survey Services	$198,199
55.27	Sky Lake - Taft 69kV Line Rebuild SUE Order	$196,492
96.20	SR 105 (Heckscher Drive) Over Browns Creek PD&E Survey	$187,005
3.35	450819-1 SR 190 Survey	$158,492
93.90	SR 200 (US 301) from Alligator Creek to Carter Road Survey, Lidar, and SUE	$150,108
0.00	Florida Registered Professional Land Surveyor Services	$149,260
33.25	Australian Avenue from Banyan to 45th Drainage Improvements SUE Services	$147,852
4.96	SR 25/US-27/Okeechobee Road from West of 8th Avenue to West of SE 7th Avenue	$138,092
70.72	CR 1883 from SR 83 to CR 183-B Topographic Survey	$110,540
0.00	SR 8 (I-10) from Washington Co Line to East of SR 276	$97,595
34.01	Miami Beach Baywalk	$92,890

% Completed	Project	Contract Amount
81.40	Leesburg Bypass Force Main Section C Survey and SUE	$89,620
1.02	I-95 at Turnpike Interchange PD&E Study and Survey	$88,841
2.03	Alton Road from West 48 Street to Allison Road Survey	$87,568
39.88	SR 7 at Royal Palm/Copans Road SUE	$87,321
86.64	Atlas P16C Small Water Main Replacement Program Survey	$79,982
80.50	Florida's Turnpike Enterprise Service Plaza Wheel Right Sites Survey and SUE	$79,783
62.37	Leesburg Bypass Force Main Section A Topographic Survey	$70,860
2.55	450810-1 SR 75 Survey and Lighting Services	$66,289
0.00	Surveying and Mapping Staff Augmentation	$57,638
0.25	SR 710 from SR 70 to North of Interceptor Creek Bridge	$51,761

WGI's Current Geospatial Projects On Which WGI Is the Candidate For Award

Project	Client
South Florida Water Management District Surveying And Mapping Services	Zeman Consulting Group
48-inch Sanitary Sewage Ocean Outfall Survey Services	Miami-Dade County
USGS Florida Coastal Mapping Program	Dewberry Engineers Inc.
FDOT District 4 SR 9/I 95 From Miami-Dade/Broward County	Scalar Consulting Group Inc.
City of Gainesville Stormwater Services	Jones Edmunds and Associates
City of Tallahassee The Southside Triangle Water and Sewer Improvements Project	Kimley-Horn and Associates, Inc.
Water Meter GIS Validation	Village of Wellington
Turnpike Mainline (SR 91) Interchange Improvements at SR 717 (MP 134.5)	Scalar Consulting Group Inc.
Survey Support Services	McKim & Creed
SR 5/US 1/Biscayne Boulevard from South of NE 38th Street	Ribbeck Engineering, Inc.
SR A1A/Ocean Boulevard from North of Ibis to South of SR 80	Scalar Consulting Group Inc.
North Bay Village Professional General Architectural and Engineering Services	Ribbeck Engineering, Inc.
Perpall's Cay Topographic Survey	GreenRock Resources, Ltd.
Miami-Dade County Water and Sewer Department As-Built Project	Miami-Dade County
I-95 From Commercial Boulevard to Cypress Creek	BCC Engineering, Inc.
Lateral Expansion Program	Miami-Dade County
FDOT District 4 Continuing Services for Project Design	Parsons Transportation Group, Inc.
SR 713 Kings Highway Commercial Circle SA	BCC Engineering, Inc.
Martin County Bridge Replacement Supplemental	Patel, Greene, & Associates, LLC

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Project	Client
Florida Department of Environmental Protection Statewide Surveying and Mapping	Florida Department of Environmental Protection
Lakeland Fiber Routing Lidar Survey	Jack W. Berry & Associates Inc.
Football Practice Field Turf Replacement Topographic Survey	University of Miami
North Miami Beach Pavement and Sidewalk Inventory	City of North Miami Beach
Tallahassee Utility Relocation 9-27 Additional SUE	O'Neal Surveying & Mapping, Inc.
Varrea North SUE and Survey Services	D.R. Horton, Inc.
Richland Avenue Stormwater Topographic Survey	Water Resources Management Associates, Inc.
LaSalle Bathymetric Survey	Haskell
41st Street Bridge Water Main Replacement Survey	Quality Enterprises
General Engineering Contract Palm Beach County International Airport	AECOM Technical Services Inc
FDOT District 3 Continuing Services Design Consultant	Michael Baker International
Regiene Development SUE Services	Kunikco, LLC
CR 280 (Bob Sikes Road) Topographic Survey	Chipola Engineering Group, Inc.
Sunland Center SUE Services	Agency for Persons with Disabilities
SR 500 at Clarcona-Ocoee Road Intersection Improvements SUE	Protean Design Group
Varrea North SUE and Survey Services	D.R. Horton, Inc.
City of Groveland Citywide On-Call Professional Services	Volkert & Associates, Inc.
SR 8 (I-10) from Washington County Line to East of SR 276	Neel-Schaffer, Inc.
Palatka Weigh-In-Motion Survey and SUE Services	FDOT Central Office
Southwest Florida Water Management District General Engineering and Professional Services	Southwest Florida Water Management District
Golf Cart Crossing Bridge over SR A1A Survey	Civil Services, Inc.

WGI's Pending or Outstanding Judgments, Claims, or Suits

Case	Courts	Summary	Status	Amount
ACTIVE CASES				
Community Asphalt Corp. v. WGI, Inc. et al.	11th Judicial Circuit Court Miami-Dade County, FL	Disputed claims for alleged breach of contract between contractor and design team.	In Discovery	Unknown at this time
Morrison-Cobalt JV v. Kimley-Horn and Associates, Inc. 2021-CA-002092	2nd Judicial Circuit Court Leon County, FL	Disputed claims for alleged breach of contract between contractor and design team.	In Discovery	Unknown at this time
Martinez v. Condotte America, Inc. 2019-013734-CA-01	11th Judicial Circuit Court Miami-Dade County, FL	Traffic accident during construction	In Discovery	Unknown at this time
Currell v. WGI, Inc., et al. 562022CA001297	19th Judicial Circuit Court St. Lucie County, FL	Traffic accident during construction	In Discovery	Unknown at this time

Case	Courts	Summary	Status	Amount
Walker Izquierdo v. Community Asphalt, et al. 2021-011062-CA-01	11th Judicial Circuit Court Miami-Dade County, FL	Traffic accident during construction (related to Perez case below)	In Discovery	Unknown at this time
Alfonso Perez v. Community Asphalt Corp., et al. 2021-012281-CA-01	11th Judicial Circuit Court Miami-Dade County, FL	Traffic accident during construction (related to Izquierdo case above)	In Discovery	Unknown at this time
Gerardo M. Vaca vs. WGI, Inc. 2021 L 007019	Cook County, Illinois County Department	Disputed personal injury claim, alleging design concerns, along with claims against contractor and property owner (related to Rich case below)	In Discovery	Unknown at this time
Sharon Rich vs. WGI, Inc. 2023 L 002682	Cook County, Illinois County Department	Disputed personal injury claim, alleging design concerns, along with claims against contractor and property owner (related to Vaca case above)	In Discovery	Unknown at this time
RESOLVED CASES				
Community Asphalt Corporation v. Wantman Group, Inc., AAA01-21-0003-6723	American Arbitration Association	Disputed claims for alleged breach of contract between contractor and design team.	Settled	Confidential
KAST Construction v. Hunters Run Property Owners Association 50-2020-CA-000769-XXXX-MB	15th Judicial Circuit Court Palm Beach County, FL	Disputed claims for alleged breach of contract between contractor and design team.	Case ongoing. WGI was dismissed (2022)	$0.00 as to WGI
Ranger Construction v. WGI, Inc. 50-2020-CA-002166-XXXX-MB	15th Judicial Circuit Court Palm Beach County, FL	Disputed claims for alleged breach of contract.	Settled	An amount less than $5,000.
Beck Architecture/ Beck Ltd. v. Big Red Dog, WGI, et al (Omni Resort, Austin, TX)	Travis County, TX	Disputed claims regarding contract plan details against a firm WGI acquired	Dismissed following settlement (2021)	Confidential
Hernandez v. Dragados USA, Inc. et al. CACE-18-002189	17th Judicial Circuit Court Broward County, FL	Traffic accident during construction	WGI was dismissed (2018)	$0.00 as to WGI
Plum Owner Ft. Collins Co., LLC v. Wantman Group, Inc., N/K/A WGI, Inc. Civil Action No.: 1:22-cv-02953 MEH	United States District Court of Colorado	Disputed claim of successor liability for alleged breach of contract between contractor and a firm WGI acquired.	Dismissed following settlement (2022)	Confidential
WGI, Inc. v. City of Fort Lauderdale, Florida. CACE-22-001050	17th Judicial Circuit Court Broward County, FL	Bid dispute/protest.	Dismissed following settlement (2022)	$0.00 as to WGI

WGI's City Projects/Contracts Completed within the Past Five Years

Project Name	Client	Completion Date	Contract Value
Virginia Street SUE	City of Tallahassee	2/9/2024	$27,158.82
City Hall Annex Building Assessment	City of Lake Worth Beach	12/29/2023	$133,610.00
Boca Raton Building Recertification Program	City of Boca Raton	12/29/2023	$96,600.00
Beach Knee Wall Improvements	City of Delray Beach	12/29/2023	$29,910.00
Boca Building A Hurricane Hardening	City of Boca Raton	12/29/2023	$97,947.41
Lake Worth Beach Parking Study	City of Lake Worth Beach	11/30/2023	$31,500.00
Delray Beach Seagrape Trimming - 2023 Program	City of Delray Beach	11/30/2023	$130,000.00
North Swinton Avenue Roadway Underground Utility Improvements	City of Delray Beach	11/10/2023	$914,004.00
Lake Worth Drainage District L-11 and E-4 Right-of-Way Staking	City of Lake Worth Beach	10/6/2023	$3,055.00
Kyoto Gardens Drive Improvements Survey	City of Palm Beach Gardens	9/29/2023	$36,860.00
1st Avenue South Design Survey	City of Lake Worth Beach	9/29/2023	$35,192.00
Tradition and Village Parkway Survey	City of Port St. Lucie	8/31/2023	$24,250.00
Coral Highlands Right-of-Way Outreach	City of Pompano Beach	8/31/2023	$44,530.00
NW 15th Street Right-of-Way Outreach	City of Pompano Beach	8/31/2023	$42,130.00
Coconut Creek Vulnerability Assessment	City of Coconut Creek	8/31/2023	$157,600.00
Lake Worth Beach FDOT LAP ADA 448301-1-58-01	City of Lake Worth Beach	8/31/2023	$168,050.00
L-11 Canal Right-of-Way Staking	City of Lake Worth Beach	8/25/2023	$4,050.00
City Commission Zone Redistricting	City of Daytona Beach	8/1/2023	$11,900.00
Canal Substation Landscape Improvements	City of Lake Worth Beach	7/31/2023	$49,100.00
North and South F-Street – Electrical Undergrounding Design Survey	City of Lake Worth Beach	7/14/2023	$49,052.00
18th Avenue North – Electrical Undergrounding Design Survey	City of Lake Worth Beach	6/30/2023	$20,310.00
Delray Historic Complex 1926 Bungalow	City of Delray Beach	6/30/2023	$32,260.00
Bishop Drive and Dorson Way Outfall Pipe and Canal Embankment Restoration Services	City of Delray Beach	6/30/2023	$28,130.00
Clint Moore - Jeffery Street Florida East Coast Railway Crossing	City of Boca Raton	6/30/2023	$240,920.30
Wayfinding Signage Inventory and Analysis	City of Miami Beach	5/1/2023	$65,439.58
Donaldson Park Improvements	City of Coconut Creek	3/29/2023	$49,745.00
Sunshine Park Improvements	City of Coconut Creek	3/29/2023	$21,675.00
Clematis Street and City Center Parking Garages	City of West Palm Beach	2/28/2023	$187,240.00
Huntington Woods SUE	City of Tallahassee	2/28/2023	$18,369.25
Lake Worth Water Utility General Engineering - Miscellaneous Services FY2022	City of Lake Worth Beach	2/28/2023	$25,000.00
Intracoastal Waterway Utility Crossing Survey Services	City of Lake Worth Beach	2/15/2023	$198,545.00
Pompano Beach Right-of-Way Vacation Application	City of Pompano Beach	12/31/2022	$15,740.00
Delray Beach Seagrape Trimming - 2022 Program	City of Delray Beach	12/31/2022	$130,000.00

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Project Name	Client	Completion Date	Contract Value
River Plantation and River Court SUE and Survey	City of Tallahassee	12/30/2022	$23,644.03
Boca Mausoleum Concrete Repairs	City of Boca Raton	12/30/2022	$48,148.08
South H Street at 6th Avenue South Grounding Survey	City of Lake Worth Beach	12/28/2022	$60,800.00
West Inverness Trail	City of Inverness	12/1/2022	$18,435.00
Gumbo Limbo Boardwalk Modifications	City of Boca Raton	11/30/2022	$4,857.00
Walnut Street - Phase 1 (Palmetto Avenue to the St. John's River)	City of Green Cove Springs	10/31/2022	$256,790.00
Sanitary Sewer Manhole Study	City of Tallahassee	10/30/2022	$49,300.00
Delray Fire Station 111 Hurricane Hardening	City of Delray Beach	10/3/2022	$300,480.00
Herman Massey Park Rehabilitation	City of Tampa	9/30/2022	$96,030.00
Traffic Signal Design at Various Intersections	City of Boca Raton	9/30/2022	$419,187.95
Railroad Avenue SUE Services	City of Tallahassee	9/30/2022	$13,973.50
Delray FS 112 and Hurricane Hardening	City of Delray Beach	9/30/2022	$199,900.00
Greenacres Comprehensive Plan Update	City of Greenacres	9/30/2022	$43,900.00
Delray Golf Course Cart Barn Roof Rehabilitation	City of Delray Beach	9/30/2022	$15,740.00
Delray FS 115 - 112 Space Planning	City of Delray Beach	9/30/2022	$199,925.00
7th Avenue N at I-95 Horizontal Directional Drilling Electrical Grounding Survey Services	City of Lake Worth Beach	9/25/2022	$32,950.00
Engineer of Record Continuing Services Contract	City of Clearwater	9/22/2022	$200,000.00
Mobile Lidar Collection and Data Hosting	City of St. Augustine	8/31/2022	$33,650.00
Five Parcels Near 3105 Columbus Drive	City of Tampa	8/31/2022	$27,700.00
Lift Stations 7, 37, and 45 Rehab Survey Services	City of St. Petersburg	8/20/2022	$9,948.01
The Depot to Liberty Park Pedestrian Connection Improvements	City of Inverness	8/1/2022	$14,000.00
Whispering Pines Park	City of Inverness	7/31/2022	$20,000.00
Pavilion Assessment	City of Delray Beach	7/29/2022	$16,270.00
LWDD E-4 and L-11 Improvements Survey	City of Lake Worth Beach	7/20/2022	$13,400.00
NW 15th Street Right-of-Way Exhibits	City of Pompano Beach	6/30/2022	$12,700.00
ROW Staking at Geneva Drive and SR 434 North Connector Road	City of Oviedo	6/30/2022	$2,050.00
Dania Beach Pier Repair	City of Dania Beach	6/30/2022	$153,800.00
Delray Historic Complex 1926 Bungalow Structural Investigation	City of Delray Beach	6/30/2022	$37,675.00
Maximo Park Sovereign Submerged Lands Lease Sketch and Descriptions	City of St. Petersburg	6/24/2022	$18,000.37
Lockwood Boulevard at Southern City Boundary Retracement Survey	City of Oviedo	6/23/2022	$3,900.00
Senior Center Crosswalk Topographic Survey	City of Boynton Beach	6/15/2022	$3,975.00
GIS Dashboard for Community Redevelopment Agency Properties	City of Delray Beach	6/1/2022	$6,900.00
Palm Trail Median Intersection Improvements	City of Delray Beach	4/24/2022	$17,500.00
Coral Highlands and NW 15th Street - RLI E-20-20	City of Pompano Beach	4/5/2022	$12,000.00
Orange Avenue Water Main Improvements SUE and Survey	City of Tallahassee	3/31/2022	$20,987.26

Project Name	Client	Completion Date	Contract Value
Everglades Memorial Commons - Oikos Development	City of Pahokee	3/4/2022	$8,400.00
Boca Raton Golf and Racquet Club Assessment	City of Boca Raton	2/28/2022	$25,095.48
John Rice Way Drainage Improvements	City of Lake Worth Beach	2/1/2022	$25,300.00
Country Club Drive SUE and Survey	City of Tallahassee	12/31/2021	$22,106.16
Currie Park Post Design	City of West Palm Beach	12/31/2021	$7,752.00
Building A Hurricane Hardening	City of Boca Raton	12/31/2021	$70,084.00
FDOT Local Agency Program Alley Enhancement - Construction Engineering and Inspection Services	City of Delray Beach	12/31/2021	$166,056.95
Delray Beach Sea Grape Trimming and Tunneling - 2021 Program	City of Delray Beach	12/31/2021	$150,000.00
Sligh Boulevard and Columbia Street	City of Orlando	12/28/2021	$78,625.00
Decennial Redistricting GIS	City of Deltona	12/21/2021	$15,300.00
Fernandina Draft Vision Plan	City of Fernandina Beach	12/5/2021	$80,355.00
Lake Worth Building Assessments (Seven Buildings)	City of Lake Worth Beach	11/30/2021	$18,000.00
Daytona Beach Main Street Pier Feasibility Study	City of Daytona Beach	11/30/2021	$173,722.00
Palm Trail Boundary Survey	City of Delray Beach	11/20/2021	$3,500.00
Lake Worth Building Assessments (Seven Buildings)	City of Lake Worth Beach	11/15/2021	$4,750.00
Sligh and Columbia Post Design Services	City of Orlando	11/8/2021	$99,065.83
Parking Fee Schedule	City of Doral	11/5/2021	$6,442.00
Johnson Bayou Drainage Report, Stormwater Mitigation Resilience Initiative	City of Panama City	10/31/2021	$39,965.00
Wildflower Seawall	City of Boca Raton	10/31/2021	$97,412.08
Lake Worth Water Utility General Engineering 2021	City of Lake Worth Beach	10/29/2021	$24,000.00
North Connector Road Right-of-Way Line Stakeout Survey Services	City of Oviedo	10/20/2021	$1,650.00
Ocean Terrace Drainage Analysis	City of Delray Beach	10/19/2021	$11,877.87
Banyan Boulevard – Extra Design and Contract Document Services	City of West Palm Beach	10/10/2021	$169,281.70
Neighborhood Streets Program Management	City of Lake Worth Beach	9/30/2021	$150,000.00
Selberg Properties Conduit Exhibit and Topographic Survey	City of Lake Worth Beach	9/30/2021	$7,500.00
Boca Miscellaneous Services	City of Boca Raton	9/30/2021	$49,548.00
Wavecrest Way Seawall	City of Boca Raton	9/30/2021	$81,021.36
Ekana Green Tract E Survey Services	City of Oviedo	9/24/2021	$950.00
South Beach Pavilion Deck Replacement	City of Boca Raton	8/31/2021	$37,768.00
Northwest Water Reclamation Facility, Northeast Water Reclamation Facility, and Drying Bed's Improvement Geospatial Services	City of St. Petersburg	8/22/2021	$73,051.51
Bohemian Electrical Relocation Survey Services	City of Lake Worth Beach	7/30/2021	$44,190.00
Professional Consulting Services for Design/ Construction	City of Boca Raton	7/5/2021	$78,030.00

Project Name	Client	Completion Date	Contract Value
Lowson Boulevard and Rainberry Park Outfall Pipe and Canal Bank Rehab	City of Delray Beach	7/1/2021	$19,530.00
Advanced Metering Infrastructure - Structural Services	City of Tampa	6/14/2021	$75,250.00
Dune Vegetation Management for Delray Beach	City of Delray Beach	6/2/2021	$150,000.00
Countess DeHornle Park Traffic Study	City of Boca Raton	5/31/2021	$11,393.60
Clematis Street Parking Garage Structural Assessment	City of West Palm Beach	5/28/2021	$28,595.00
Apalachee Parkway Force Main - Additional SUE Support	City of Tallahassee	5/7/2021	$4,200.00
Gainesville Wild Spaces-Public Places Continuing Services	City of Gainesville, FL	5/3/2021	$200,000.00
Greenprint	City of Clearwater	5/1/2021	$51,710.00
Delray Beach Community Rating System Services	City of Delray Beach	5/1/2021	$13,200.00
Boca Fire Station No. 6 Phase II	City of Boca Raton	4/30/2021	$73,561.28
City of West Palm Beach - Clear Lake Trail	City of West Palm Beach	4/30/2021	$286,976.36
Elevated Water Tank #5 Boundary and As-Built Surveys	City of Tallahassee	3/31/2021	$6,302.09
Pump Station 156 SUE	City of Tallahassee	3/31/2021	$4,668.94
Boca Fire Station No. 6	City of Boca Raton	3/31/2021	$10,200.00
665 Seasage Seawall Analysis	City of Delray Beach	3/31/2021	$4,950.00
Canal Substation Improvements	City of Lake Worth Beach	3/30/2021	$28,650.00
I.A. Banks Cemetery Survey Layout	City of Lake Worth Beach	3/1/2021	$8,200.00
2020 Sea Turtle Monitoring Program	City of Delray Beach	2/28/2021	$99,340.00
Paid Parking Plan	City of Lake Worth Beach	2/17/2021	$45,500.00
Parking and Curbside Management Master Plan	City of Delray Beach	2/1/2021	$192,195.00
Lake Worth Municipal Golf Course Master Plan	City of Lake Worth Beach	1/31/2021	$9,800.00
Drainage Design of Four Flooding Locations	City of Miami	1/30/2021	$376,339.29
Golf Course Development Area	City of Lake Worth Beach	1/20/2021	$16,050.00
South Golfview Road (2nd Avenue South to Lucerne Avenue) Parking Reconfiguration Study	City of Lake Worth Beach	1/10/2021	$3,200.00
Chestwood Avenue SUE Support	City of Tallahassee	12/31/2020	$8,023.95
City Hall Parking Garage Retrofit	City of Doral	12/31/2020	$47,207.50
Bill Keith Preserve Shoreline Restoration	City of Fort Lauderdale	12/31/2020	$61,683.33
Doral Boulevard Corridor Access Management Study	City of Doral	12/31/2020	$70,000.00
Morgan Levy Additional Services 2 - Post-Design Services	City of Doral	12/31/2020	$24,960.00
Seventh Avenue Water Main Replacement	City of Tallahassee	12/30/2020	$24,211.76
Rolling Green Public Works Facility Topographic Survey	City of Boynton Beach	11/30/2020	$27,453.00
South Dixie Highway Streetscape/Landscape Improvements from Albemarle Road to Okeechobee Boulevard	City of West Palm Beach	11/30/2020	$160,280.00
Distribution System Mapping Plan	City of Fort Lauderdale	11/22/2020	$14,816.00

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Project Name	Client	Completion Date	Contract Value
Pine Forest Drive Drainage Improvements SUE	City of Tallahassee	11/20/2020	$5,440.15
City of Lake Worth Neighborhood Streets Program Management Y4	City of Lake Worth Beach	11/13/2020	$216,716.00
Park Avenue Ditch Stabilization at Blair Stone Road Bridge	City of Tallahassee	10/31/2020	$64,865.21
Park of Commerce Phase 1B Infrastructure Improvements	City of Lake Worth Beach	10/30/2020	$222,311.39
Southern Grove Development of Regional Impact Traffic Study Review	City of Port St. Lucie	10/30/2020	$16,000.00
Main Street Pier Grant	City of Daytona Beach	10/30/2020	$4,400.00
Lake Worth Water Utility General Engineering 2020 TWO #13E	City of Lake Worth Beach	9/30/2020	$24,000.00
Palm Trail-George Bush Boulevard Intersection Drainage Improvements - Construction Phase Services (CPS)	City of Delray Beach	9/23/2020	$50,667.01
Orlando Reverse Angle Parking Implementation Study	City of Orlando Parking System	9/1/2020	$16,755.00
Balkin Road and Center Drive Water Main Replacement SUE	City of Tallahassee	8/28/2020	$22,193.54
Palmetto Park Bridge Seawall	City of Boca Raton	7/31/2020	$10,200.00
Sara Sims Park Plat Review	City of Boynton Beach	7/27/2020	$1,438.00
Betton Road Traffic and Pedestrian Enhancement	City of Tallahassee	6/30/2020	$24,486.34
Elevators Access Card at Government Center	City of Doral	6/30/2020	$3,592.00
Forsythe Way Sediment Trap Survey and SUE	City of Tallahassee	6/26/2020	$5,440.16
Elevated Water Tanks (#6, #7, and #8) Survey	City of Tallahassee	6/15/2020	$21,253.69
7th Ave North at Boutwell Road Staking	City of Lake Worth Beach	6/12/2020	$3,420.00
Street Bond Program - Pavement Condition Index Prioritization	City of Lake Worth Beach	6/1/2020	$117,790.00
Morgan Levy Park Survey and Design	City of Doral	5/30/2020	$67,957.00
Police Department Asbestos Survey	City of Doral	5/30/2020	$880.00
Magnolia Drive Overhead to Underground Conversion (Phases 1 and 4)	City of Tallahassee	5/1/2020	$15,118.62
Dania Beach Pier Evaluation and Condition Assessment	City of Dania Beach	5/1/2020	$15,515.72
Richview Road PASS Improvements	City of Tallahassee	4/30/2020	$12,617.26
NE 1st Street and NE 6th Avenue Topographic Survey	City of Boynton Beach	4/15/2020	$2,592.00
Seville Sebastian Seawall Structural Assessment	City of Fort Lauderdale	4/7/2020	$30,339.25
Red Rapid Car Wash Forcemain Survey and SUE	City of Tallahassee	3/23/2020	$3,155.82
New Ordinances for Parking Management Plan	City of Doral	3/10/2020	$14,070.00
Fire Station 113 - Storm Water Drainage Analysis	City of Delray Beach	2/14/2020	$18,200.00
NE 1st Street Bridge over Stranahan Lake Load Rating	City of Fort Lauderdale	2/3/2020	$34,816.00
Riverwalk Floating Dock	City of Fort Lauderdale	1/30/2020	$74,472.00
Park Avenue Ditch Embankment Protection Geotechnical Data Collection and Recommendations	City of Tallahassee	1/5/2020	$38,908.39

Project Name	Client	Completion Date	Contract Value
Camino Gardens Construction Phase Services	City of Boca Raton	1/2/2020	$19,425.75
Hypoluxo Substation Upgrades	City of Lake Worth Beach	12/31/2019	$57,497.50
7th Avenue Environmental Study and Scope Division	City of West Palm Beach	12/31/2019	$29,295.00
Lake Worth Water Utility Hurricane Hardening	City of Lake Worth Beach	12/31/2019	$16,800.00
Crowder Road and Tram Road SUE and Survey Support	City of Tallahassee	12/30/2019	$13,844.47
North Shore Drive from NW 45th Street to Echo Lake Drive - Landscape and Lighting	City of West Palm Beach	12/30/2019	$34,641.38
Hypoluxo Substation to Main Substation	City of Lake Worth Beach	12/27/2019	$79,150.00
Alternative A1A Signage	City of Palm Beach Gardens	11/30/2019	$750.00
Governmental Accounting Standards Board Carver Avenue Neighborhood Improvements	City of West Palm Beach	10/31/2019	$220,000.00
NE 2nd Avenue Seacrest Beautification - Bike Lane Resurfacing	City of Delray Beach	10/1/2019	$19,074.00
City of Lake Worth Neighborhood Streets Program Management Y3	City of Lake Worth Beach	9/30/2019	$425,000.00
Miscellaneous Program Management Services	City of Lake Worth Beach	9/30/2019	$20,000.00
T.P. Smith Wastewater Treatment Facility Effluent Storage Pond 6 Additional Survey Support	City of Tallahassee	9/30/2019	$11,291.76
Harvey Oyer Park Survey	City of Boynton Beach	9/30/2019	$7,445.00
T.P. Smith Waste Water Treatment Facility Pond 6 Survey Support	City of Tallahassee	9/30/2019	$5,528.92
City of Gainesville Parking Consulting	City of Gainesville, FL	9/30/2019	$4,050.00
Camino Gardens CPS	City of Boca Raton	9/30/2019	$30,786.00
1718 South Douglas Street and Adjacent Properties	City of Lake Worth Beach	9/15/2019	$8,540.00
Jefferson Terminal District Parking Use Study	City of West Palm Beach	9/1/2019	$24,750.00
Veterans Park Pickleball Acoustic Study	City of Delray Beach	8/1/2019	$23,265.00
Boutwell Road Lake Worth Park of Commerce - PH 2 (7th Avenue North from Boutwell Road to the Fitch Ditch)	City of Lake Worth Beach	7/31/2019	$125,540.00
Doral Parking Demand Study	City of Doral	6/30/2019	$61,263.50
City of Lake Worth K Street Parking Structure Concepts	City of Lake Worth Beach	6/30/2019	$7,800.00
Herman Massey Park	City of Tampa	6/30/2019	$80,000.00
Dover Street Additional SUE Support	City of Tallahassee	6/30/2019	$6,461.77
College Avenue SUE Support	City of Tallahassee	6/30/2019	$27,189.49
Watermain/Reclaimed Watermain Connection	City of Delray Beach	5/31/2019	$20,800.00
Banyan Boulevard from Tamarind Avenue to Olive Avenue	City of West Palm Beach	5/1/2019	1000000.00
City Attorney's Office Renovation	City of Doral	4/5/2019	$9,464.00
Centerville Road Forcemain Survey Support	City of Tallahassee	4/1/2019	$10,509.14
Dover Street Design	City of Tallahassee	4/1/2019	$100,000.00
Total Fees for Work Done on All City Projects:			**$11,531,528.13**

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Declaration Statement

DECLARATION STATEMENT

City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, FL 32117

RE: RFQ NO. 24-PW-03 - "PROFESSIONAL SURVEYING SERVICES for City of Holly Hill"

Dear Mayor and Commission Members:

The undersigned, as Proposer (herein used in the masculine, singular, irrespective of actual gender and number) declares that he is the only person interested in this Qualification or in the contract to which this Qualification pertains, and that this Qualification is made without connection or arrangement with any other person and this Qualification is in every respect fair and made in good faith, without collusion or fraud.

The Proposer further declares that he has complied in every respect with all the Instructions to Proposers issued prior to the opening of Qualifications, and that he has satisfied himself fully relative to all matters and conditions with respect to the general condition of the contract to which the Qualification pertains.

The Proposer puts forth and agrees to commence negotiations, in accordance with the Federal 40 USC Title 1101-1104 (Brooks Act) and F.S. 287.055(5), and execute an appropriate City document for the purpose of establishing a formal contractual relationship between him, and the City for the performance of all requirements to which the Qualification pertains. The Proposer states that the Qualification is based upon the Qualification documents listed in **RFQ #24-PW-03.**

IN WITNESS WHEREOF, WE have hereunto subscribed our names on this 27 day of February, 2024 in the City of Orlando, in the State of Florida.

WGI, Inc. Company	800 N. Magnolia Avenue, Suite 1750 Address
Authorized Signature Stephen Clancy, PSM, GISP, Vice President, Geomatics Printed Name & Title	Orlando, FL 32803 City, State, Zip Code 407.581.1221 Telephone No.
Stephen.Clancy@WGInc.com Email	407.581.1222 Fax No.

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Insurance Requirements

INSURANCE REQUIREMENTS

INSURANCE TYPE	REQUIRED LIMITS
☒ 1. Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements.
☒ 2. Commercial General Liability (Occurrence Form) patterned after the current I.S.O form with no limiting endorsements.	Bodily Injury & Property Damage **$1,000,000** single limit per occurrence

☒ 3. Indemnification: To the maximum extent permitted by Florida law, the Contractor/Vendor/Consultant shall indemnify and hold harmless the City of Holly Hill, its officers and employees from any and all liabilities, damages, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Vendor/Consultant or anyone employed or utilized by the Contractor/Vendor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph.

This section does not pertain to any incident arising from the sole negligence of the City of Holly Hill.

☒ 4. Automobile Liability	$ **500,000** Each Occurrence Owned/Non-owned/Hired Automobile Included
☒ 5. Other Insurance as indicated below: Errors and Omissions or Professional Malpractice Coverage	$ 1,000,000 Per Occurrence

☐ 6. Aircraft Liability $1,000,000 each occurrence combined single limit for bodily injury liability and property damage liability.

☒ 7. Contractor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Contractor shall provide City with certificates of insurance meeting the required insurance provisions.

☒ 8. The City of Holly Hill must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Insurance Requirements

INSURANCE REQUIREMENTS
(Continued)

☒ 9. The City of Holly Hill shall be named as the Certificate Holder. NOTE--The "Certificate Holder" should read as follows:

City of Holly Hill
1065 Ridgewood Ave.
Holly Hill, Florida

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable.

☒ 10. **Thirty (30) Days Cancellation Notice** required.

☒ 11. The Certificate must state the **RFQ** Number and SURVEYING SERVICES.

==========

PROPOSER'S AND INSURANCE AGENT'S STATEMENT:

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFQ**.

WGI, Inc	800 N. Magnolia Avenue, Suite 1750
Company	Address
Authorized Signature	Orlando, FL 32803
Stephen Clancy, PSM, GISP, Vice President, Geomatics	City, State, Zip Code
Printed Name & Title	407.581.1221
Stephen.Clancy@WGInc.com	Telephone No.
Email	407.581.1222
Greyling Insurance Brokerage / EPIC	Fax No.
Insurance Agency	
Signature of Proposer's Agent	

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Drug Free Workplace Program Certification

DRUG-FREE WORKPLACE PROGRAM CERTIFICATION

Preference to businesses with drug-free workplace programs. -- Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statues, as stated above?

☑ **YES**
☐ **NO**

WGI, Inc.	800 N. Magnolia Avenue, Suite 1750
Company	Address
Authorized Signature	Orlando, FL 32803
	City, State, Zip Code
Stephen Clancy, PSM, GISP, Vice President, Geomatics	407.581.1221
Printed Name & Title	Telephone No.
Stephen.Clancy@WGInc.com	407.581.1222
Email	Fax No.

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Non-Collusion Affidavit of Prime Qualifier

NON-COLLUSION AFFIDAVIT OF PRIME QUALIFIER

State of Florida

County of Orange

Stephen Clancy, PSM, GISP, being first duly sworn, deposes and says that:

He/she is Vice President, Geomatics of WGI, Inc., Proposer that has submitted the attached Qualification;

He/she is fully informed respecting the preparation and contents of the attached Qualification and of all pertinent circumstances respecting such Qualification;

Neither the said Proposer nor any of its officers, partners, owners, agent representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person, to fix the price or prices in the attached Qualification or of any other Proposer, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the CITY OF HOLLY HILL.

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

WGI, Inc.	800 N. Magnolia Avenue, Suite 1750
Company	Address
Authorized Signature	Orlando, FL 32803
Stephen Clancy, PSM, GISP, Vice President, Geomatics	City, State, Zip Code
Printed Name & Title	407.581.1221
Stephen.Clancy@WGInc.com	Telephone No.
Email	407.581.1222
	Fax No.

Subscribed and sworn to before me this 19 day of February, 20 24.

Colleen Barraza

Proposal Staffing Manager
Title

Notary Public State of Florida
Colleen N Barraza
My Commission
HH 224901
Exp. 2/6/2026

My Commission Expires: 02/06/2026

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Acknowledgments

ACKNOWLEDGEMENTS
RFQ #24-PW-03 Professional Surveying Services

To: **City of Holly Hill**
1065 Ridgewood Ave
Holly Hill, FL 32117

WGI, Inc.
_____
(Professional Consultant)

agrees to provide PROFESSIONAL SURVEYING SERVICES as defined in this Request for Qualifications document and in accordance with the requirements of the specifications and related work authorizations/contract documents.

The undersigned Qualifier/Consultant has carefully examined the RFQ requirements and related contract documents and is familiar with the nature and extent of the work and any local conditions that may in any manner affect the work to be done.

The undersigned agrees to provide the PROFESSIONAL SURVEYING SERVICES called for by the RFQ documents, in the manner prescribed therein and to the standards of quality and performance established by the City for the quality of service quoted.

The undersigned agrees to the right of the City to hold the Request for Qualifications submittals and guarantees the future related proposals for a period not to exceed one hundred twenty (120) days from the effective date of the contract term.

The undersigned accepts the invoicing and payment policies specified in the RFQ.

Upon award of this RFQ, the City and Qualifier/Consultant each binds himself, itself, or herself, its partners, successors, assigns, and legal representatives to the other party hereto in respect to all covenants, agreements, and obligations contained in the RFQ Documents.

The RFQ Document constitutes the entire agreement between City and Qualifier/Consultant and may only be altered, amended, or repealed by a Change Order or a written amendment.

The Qualifier/Consultant, by signing these RFQ Submittal pages, acknowledges and agrees to abide by all the terms, conditions, and specifications contained in this RFQ Document.

Qualifier/Consultant shall guarantee PROFESSIONAL SURVEYING SERVICES within 30 **calendar days from receipt of Purchase Order or Work Authorization / Notice to Proceed.**

Dated this_____ day of_____, _____
(Month) (Year)

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Acknowledgments

INDIVIDUAL, FIRM, CORPORATION, LIMITED LIABILITY, PARTNERSHIP, OR OTHER FORM OF ENTITY

By: _____ / Eric Orndorff
(Signature) **(Print name)**

Address: 800 North Magnolia Avenue, Suite 1750
Orlando, FL 32803

Telephone: (407) 581.1221 **Fax:** (407) 581.1222

Taxpayer Identification Number (TIN): 65-0271367

CORPORATION

By: _____ / Stephen Clancy
(Signature) **(Print name)**

Address: 2035 Vista Parkway
West Palm Beach, FL 33411

Telephone: (561) 687.2220 **Fax:** (561) 687.1110

Taxpayer Identification Number (TIN/EIN): 65-0271367

State Under Which Corporation Was Chartered:
Florida

Corporate President: Gregory Sauter
(Print Name)

Corporate Secretary: Kate Fontaine
(Print Name)

Corporate Treasurer: Travis Engelke
(Print Name)

CORPORATE SEAL

Attest By: Kate Fontaine
Secretary

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Acknowledgments

Signature: _____ Date: 2/27/2024

WGI, INC. CORPORATE SEAL FLORIDA

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Compliance with the Public Records Law

COMPLIANCE WITH THE PUBLIC RECORDS LAW

Upon award recommendation or ten (10) days after opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Proposers must invoke the exemptions to disclosure provided by law in the response to the solicitation, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary. The submission of a proposal authorizes release of your firm's credit data to the CITY.

If the company submits information exempt from public disclosure, the company must identify with specificity which pages/paragraphs of their bid/proposal package are exempt from the Public Records Act, identifying the specific exemption section that applies to each. The protected information must be submitted to the CITY in a separate envelope marked accordingly.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

Valerie Manning, City Clerk
386-248-9441 vmanning@hollyhillfl.org 1065 Ridgewood Ave Holly Hill, FL 32117

A provision that requires the contractor to comply with public records laws, specifically to:
Keep and maintain public records required by the public agency to perform the service.
Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

By submitting a response to this solicitation, the company agrees to defend the CITY in the event we are forced to litigate the public records status of the company's documents.

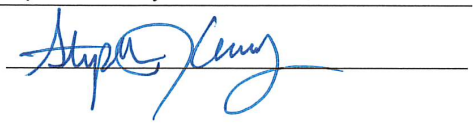
Company Name: WGI, Inc.

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Compliance with the Public Records Law

Authorized representative (printed): Stephen Clancy, PSM, GISP, Vice President, Geomatics

Authorized representative (signature): 

Project Number: **RFQ #24-PW-03**

Date: 02/27/2024

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

References Form

REFERENCES FORM

Provide the business names, contact persons and telephone numbers of four (4) references for which the firm has provided services described in this Qualification for three (3) years or more within the last five (5) years. Include relationships with governmental agencies. It is our intent to contact these references during the evaluation process.

1. Name of Company: City of Oviedo
   Address: Finance Department, 400 Alexandria Boulevard, Oviedo, FL 32765
   Point of Contact: Bobby Wyatt, PE, Public Works Director
   Phone #: 407.971.5648 Email address: Bwyatt@cityofoviedo.net
   Service(s) Provided: Survey
   Dates of Service: 04/11/2019-04/11/2022

2. Name of Company: City of St. Petersburg
   Address: One 4th Street, 7th Floor, St. Petersberg, FL 33701
   Point of Contact: Hamza Bouloudene, Civil Engineer
   Phone #: 727.893.7171 Email address: Hamza.Bouloudene@stpete.org
   Service(s) Provided: Survey and SUE
   Dates of Service: 11/01/2019-10/31/2023

3. Name of Company: Hillsborough County Board of County Commissioners
   Address: 601 East Kennedy Boulevard
   Point of Contact: Christopher Snyder, PSM, Survey Manager
   Phone #: 813.307.4782 Email address: Snyderc@hillsboroughcounty.org
   Service(s) Provided: Survey and SUE
   Dates of Service: 11/30/2018-11/30/2018

4. Name of Company: Tampa Bay Water
   Address: 2575 Enterprise Road, Clearwater, FL 33763
   Point of Contact: David Grizzle, PSM, Survey Manager
   Phone #: 727.796.2355 Email address: Dgrizzle@TampaBayWater.org
   Service(s) Provided: Survey and SUE
   Dates of Service: 09/19/2019-09/30/2024

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Sworn Statement Pursuant to Section 287.133(3) (A), Florida Statutes, on Public Entity Crimes

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Holly Hill

by Stephen Clancy, PSM, GISP, Vice President, Geomatics
(Print Individual's Name and Title)
for WGI, Inc.
(Print Name of Entity Submitting Sworn Statement)
whose business is
Corporation

and (if applicable) its Federal Employer Identification Number (FEIN) is 65-0271367

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

   a. A predecessor or successor of a person convicted of a public entity crime; or

   b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provisions of goods or services let by a public entity, or which otherwise transacts or applies to

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Sworn Statement Pursuant to Section 287.133(3) (A), Florida Statutes, on Public Entity Crimes

transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies).

☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, nor any affiliates of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(Signature)

Sworn and subscribed before me this 19 day of February, 2024.

Personally known to me as _____

OR produced identification N/A

N/A
(Type of Identification)

Colleen Barraza
(Notary)

Notary Public State of Florida

My commission expires: February 06, 2026

Notary Public State of Florida
Colleen N Barraza
My Commission
HH 224901
Exp. 2/6/2026

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Vendor Information

VENDOR INFORMATION

Vendor is:
([X]) Corporation
( ) Partnership
( ) Sole Proprietorship
( ) Other _____(Explain)

Federal Employer Identification Number: 65-0271367

Firm Name: WGI, Inc.

Mailing Address: 800 North Magnolia Avenue, Suite 1750, Orlando, FL 32803

Telephone No.: 407.581.1221 Fax No.: 407.581.1222

Email Address: Stephen.Clancy@WGInc.com Web Address: www.wginc.com

If remittance address is different from the mailing address so indicate below.

Firm Name: WGI, Inc.

Remittance Address: 2035 Vista Parkway, West Palm Beach, FL 33411

Submitted by: WGI, Inc.

Name & Title Printed: Stephen Clancy, PSM, GISP, Vice President, Geomatics

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

W-9 Form

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
WGI, inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
2035 Vista Parkway

Requester's name and address (optional)

6 City, state, and ZIP code
West Palm Beach, FL 33411

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number
[ ][ ][ ] - [ ][ ] - [ ][ ][ ][ ]

or

Employer identification number
6 5 - 0 2 7 1 3 6 7

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ▶ [signature] Date ▶ 1/4/19

General Instructions

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

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

Purpose of Form

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

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

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

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

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

Affidavit of E-Verify Requirements Compliance

Affidavit of E-Verify Requirements Compliance

The Consultant/Contractor agrees to comply with Section 448.095, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.095, Florida Statutes.

1. The Consultant/Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant/Contractor during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subconsultant/subcontractor during the Agreement term.

2. That the Consultant/Contractor understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subconsultant/subcontractors performing work under this Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of this Agreement for which the City may immediately terminate the Agreement without notice and without penalty. The Consultant/Contractor further understands and agrees that in the event of such termination, the Consultant/Contractor shall be liable to the City for any costs incurred by the City as a result of the Consultant's/Contractor's breach

Consultant/Contractor shall execute and return the Affidavit of E-Verify Requirements Compliance to City. IN WITNESS WHEREOF, the parties have made and executed this Agreement for the purposes stated above.

WGI, Inc., 800 N. Magnolia Avenue,
Suite 1750, Orlando, FL 32803
Consultant/Contractor Name and Address

Signature

Stephen Clancy, PSM, GISP, Vice President, Geomatics

Name and Title

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Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

WGI'S CORE VALUES

PASSION FOR PEOPLE

BE THE **CHANGE** YOU SEEK

COMMIT TO **GREATNESS**











Attachment: Exhibit D - WGI Inc Qualifications (2024-R-16 : Professional Surveying Services Contract Award)

LET'S TALK



ERIC ORNDORFF, PSM
CONTRACT MANAGER
800 North Magnolia Avenue, Suite 1750
Orlando, FL 32803
p. 407.581.1221
e. Eric.Orndorff@WGInc.com

WGInc.com

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Agenda Item

MEETING DATE: **March 26, 2024**
FROM: **Brian Walker**
SUBJECT: **Lien Reduction - 921 Daytona Avenue**
NUMBER: **(ID # 4461)**
APPLICANT: **Adam and Desiree Haller**
PLANNER:

DISCUSSION:

The entire code enforcement file can be found in the Code Enforcement office upon request.

The City has received a request for a Reduction of Lien for code enforcement liens that have been placed on the real property located at 921 Daytona Avenue, Holly Hill, FL 32117. The property is currently owned by Jack and Joe Ferguson. Adam and Desiree Haller are proposing to buy the property and intend to close on March 28, 2024.

An Order of Non-Compliance was issued on November 3, 2020, to the property owner for violations of the International Property Maintenance Code IMPC 304.1 for exterior structure not maintained in good repair, structurally sound and sanitary, and IPMC 304.15 for doors being in a state of disrepair and Section 26-61(3) of the Land Development Regulations of Holly Hill for vermin. **The property remains non-compliant.**

The order of lien has applied a Special Master fee of $250.00 plus $50.00 per day, per violation for 4 violations against the property. As of the request for a lien reduction, the amount of the lien is $222,650 ($222,400 + $250.00).

The property is not in compliance; however, the proposed owners are willing to enter into an agreement to bring the property into compliance in exchange for a lien reduction. The property therefore qualifies for a lien reduction under the terms and conditions of the agreement.

I negotiated with the proposed buyer of the property representing the owner for an agreed upon settlement reducing the lien from $222,650 to a payoff payment of **$11,79316.**

The payoff has been calculated as follows:

Direct expenses to the City include:

Finance Dept.	$18.86 + 35% x1	=$25.46
Code Enforcement	$22.48 +35% x 10	=$303.48

Administrator fees		= $74.22
Total Admin Cost		**= $403.16**

Other fees.

Original Special Master Fines	$250.00 x 1	= $250.00
Filing Fee		=$10.00
Release of lien fee		=$10.00
Other fees total		**=$270.00**

SUBTOTAL **$673.16**

Plus 5% of original lien (excluding $250 SM fine) $222,400 x 5% = **$11,120.00**

Total lien payoff **$11,793.16**

FISCAL ANALYSIS:

City will receive payment for administrative and direct costs in the amount of **$11,793.16**.

STAFF RECOMMENDATION:

Reduce the lien from $222,650 to the amount of **$11,793.16** only if the following condition(s) are met:

1. The new property owners have eliminated all violations on the property within 3 months of the date of purchase **and**,

2. Paid the amount of **$11,793.16** to the City of Holly Hill by **5:00 pm on Thursday, April 11, 2024, (or within two weeks after closing)** or before such date.

If such conditions are not met, the City shall not release the $222,650 lien amount and the entire lien shall remain in place and be due, without an option to reduce the fine in the future and the City of Holly Hill will pursue foreclosure for the full amount.

COMMISSION GOAL:

N/A

MOTION:

To reduce the lien to a fine including administrative fees to the amount of **$11,793.16** payable no later than **5:00 pm on April 11, 2024, or within two weeks after closing,** and release current liens, contingent upon the property having resolved all violations. Failure to pay the lien by the stated date, and remedy all violations within 3 months of the purchase date, will cause the entire lien to remain upon the property and be subject to foreclosure.

- Lien Reduction Info Packet - 921 Daytona (PDF)

HOLLY HILL
FLORIDA

AGREEMENT
Request to Reduce Lien.
921 Daytona Ave.
Holly Hill, FL 3217

WHEREAS, the property located at 921 Daytona Ave. Holly Hill, FL 32117, Parcel ID# 424401100090 (Property) has been in a state of disrepair and neglect despite repeated requests for improvements and code enforcement action by the City of Holly Hill (City).

WHEREAS, Adam Haller and Desiree Haller are under contract for the purchase of the property with a closing date of March 28, 2024.

WHEREAS, an Order of Non-Compliance was issued on November 3rd, 2020, to the property owners Jack Ferguson, Howard Purdue and Nancy Perdue Hamburg, for violation of several International Property Maintenance Codes, IMPC. (Attached)

WHEREAS, the property is currently not in compliance, and the buyer is willing to enter into this agreement to bring the property into compliance within a specific period of time in exchange for a reduction in the amount of the lien.

WHEREAS, the City is willing to reduce the lien to Buyer to an amount not to exceed **$11,793.16** and file a release of lien after payment is made to the City of Holly Hill and the property is in compliance.

NOW, THEREFORE, for and in consideration of mutual covenants contained herein, the sufficiency of which are hereby acknowledged, the undersigned parties hereby agree to the following:

The City will receive payment following the closing through the title company, in the amount of **$11,793.16** as payment for the recorded lien for the violation.

The City hereby agrees to release all liens under the new ownership of Buyer to an amount not to exceed **$11,793.16** and file a release of lien **after** payment is made and the property is in compliance with all code violation.

3) Buyer hereby agrees to:

   a) Acquire the Property within 30 days of the date of the last party to sign this Agreement.

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

HOLLY HILL
FLORIDA

b) In no later than three (3) months, the Buyer shall remedy all existing code violations and take other action necessary to correct any existing code violations bringing the property into full compliance.

4) If the Buyer fails to comply with the above requirements, the Buyer acknowledges that the City has the right to collect the remaining balance of the lien in the amount of **$222,650** plus Administrative costs and additional accumulated fines, or pursue foreclosure.

5) Venue for any litigation arising out of or related to this Agreement shall be in State Court, Volusia County, Florida and the parties specifically waive any Federal Court jurisdiction and agree that the State court shall have jurisdiction for all claims.

City of Holly Hill **Buyer** **Date**

By:_____ _____ _____

_____

Title:_____

Date:_____

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

LIEN REDUCTION REQUEST PACKET

Date:

From: Peg Collier

To: Randy Ast Kyle Mahanes

ADDRESS: 921 Daytona Ave

CASE #: 21 - 4425

Has the property been sold since the City's lien was filed? YES ✓ NO ____

If the property has been sold then it does not qualify for a lien reduction. Return to Peg.

What date did the property become compliant? Not compliant

If the property is not in compliance it does not qualify for a lien reduction. Return to Peg.

Has a lis pendins/final judgement been filed? YES ____ NO ✓

If a lis pendins/final judgement has been filed then it does not qualify for a lien reduction. Return to Peg.

What date was the lien filed? May 7th 2021

Who owned the property at the time our lien was filed?
Jack Ferguson, Howard Perdue Jr, Nancy Perdue Hamburg

What supporting documentation is attached?
Copy of lien & orders

Who owns the property now? Jack & Joe Ferguson

What supporting documentation is attached? VCPA Print

NOTES: CM has accepted a contractual agreemnt with a potential buyer to remedy this property for a lien reduction

KL/ML
CE Officer completing this form

3/13/24
Date

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

Lien Reduction Request Information Sheet

Property Address: 921 Daytona Ave Date Prepared: 3/13/2024

Owner of Property: Jack Ferguson / Joe Ferguson

Date of Notice of Violation: November 3rd 2020

Violations:

1. 26-61(3) Vermin Date of Compliance _____ Exhibit A
2. IPMC 304.15 Doors Date of Compliance _____ Exhibit A
3. IPMC 304.1 Exterior Maint. Date of Compliance _____ Exhibit A
4. IPMC 304.1 Exterior Maint. Date of Compliance _____ Exhibit A
5. _____ Date of Compliance _____ Exhibit _____
6. _____ Date of Compliance _____ Exhibit _____

Date of Special Master Hearing: 1/21/21 Daily Fines Start Date: 2/25/21

Daily Fines of $ 200.00 for 1,112 days equals 222,400 Dollars

Daily Fines of $ _____ for _____ days equals _____ Dollars

Notes if Applicable:

_____

_____

Fiscal Analysis:

_____ Grass Cutting

$250.00 Special Master Administrative Fine(s)

$222,400 Daily Accumulated Fines x 5% = $11,120

$10.00 Filing Fees for Liens

_____ Finance Department Cost (Amount of Staff Hours: 1)

_____ Code Enforcement Cost (Amount of Staff Hours: 10)

$10.00 Lien Release Fees

_____ Other: _____

_____ Subtotal

_____ Interest

_____ TOTAL

18.86 + 35% + 1 = $25.46

54.98 + 35% x 1 = $74.22

22.48 + 35% x 10 = 303.48

+1 Brian +1 Joe

11,793.16

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

Prepared 8/02/23,13:55:38 Case Master Inquiry - (CEN200I001) Page
Program HTDFTAL Screen detail for Program: CE CEN200I, Fees
User ID HLLHRSA Case 21-00004425

Property Information
Address: 921 DAYTONA AVE
HOLLY HILL, FL 321173528
Location ID: 5150
PARCEL NUMBER: 4 2 44 01 10 0090
Short Parcel ID:
Zoning: R-2 R2 SFR - LOW-MED DENSITY
Subdivision:
Property Address Map
921 DAYTONA AVE HOLLY HILL,FL 321173528 .00 .00 X 424401100090 5150

Case General Information
Case status: CL CLOSED
Status date: 5/11/2021
Case type: RPM RESIDENTIAL PROPERTY MAINT
Reported date: 11/03/2020
Origination: CC CITIZEN COMPLIANT
Default inspector: RSA RANDY AST
Credit balance: .00

Owner Information
Owner name: FERGUSON JACK
Address: 921B DAYTONA AVENUE
City: HOLLY HILL, FL 32117
Phone: 0
Notice: Y
Flip: Y

Violations

Type	Status	Location	Quantity	Date Established	Date Resolved
DOORS	CM		1	11/03/2020	5/11/2021
EXTERIOR MAINTENANCE	CM		1	11/03/2020	5/11/2021
EXTERIOR MAINTENANCE	CM		1	11/03/2020	5/11/2021
SANITARY	CM		1	11/03/2020	5/11/2021

Case Data

Description	Data
CN CORRECTION DATE	
NOV POTENTIAL HEARING DA	
SPECIAL MASTER HEARING D	
2ND MAILING ADDRESS	
FINE	

Active Inspections

Type	Insp ID	Schedule Date
No scheduled inspections exist		

Type	Description	Transaction	Amount Due	Amount Billed	Starting date	Ending date	Daily fee	Lien amount	Lien paid
40	SPEC MAG ADM FEE	250.00	250.00	.00	2/25/2021		.00	250.00	

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

Prepared 8/02/23,13:55:38 Case Master Inquiry - (CEN200I001) Page
Program HTDFTAL Screen detail for Program: CE CEN200I, Fees
User ID HLLHRSA Case 21-00004425

Type	Description	Transaction	Amount Due	Amount Billed	Starting date	Ending date	Daily fee	Lien amount	Lien paid
	(Continued)								
	.00								
50	SPEC MAG DAILY FINE	177600.00	177600.00	.00	2/25/2021		200.00	.00	
	.00								
		177850.00	177850.00	.00				250.00	
	.00								

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

CITY OF HOLLY HILL CODE ENFORCEMENT
SPECIAL MAGISTRATE'S HEARING
HOLLY HILL, FLORIDA

City of Holly Hill, a Political Sub-division of the State of Florida

Petitioner,

-vs-

Jack Ferguson, Owner

Respondent.

Parcel No. 4244-01-10-0090
Case No. 21-4425

ORDER OF NON-COMPLIANCE

The Holly Hill Code Enforcement Special Magistrate has heard testimony under oath at a hearing on the above styled case on the 21st of January, 2021, and based on the evidence received, the Special Magistrate, thereupon issues its FINDINGS OF FACT, CONCLUSIONS OF LAW, AND ORDER as follows:

FINDINGS OF FACT

That Jack Ferguson, Owner and Respondent of the property located at 921 Daytona Avenue, Holly Hill, Florida 32117 was issued a Violation Notice on the 3rd of November, 2020, and a Notice to Appear on the 5th of January, 2021, for the violation of Section 26-61(3) - Any condition which provides harborage for rats, mice, snakes and other vermin; Section 26-61(1) - Any weeds such as broom grass, jimson, burdock, ragweed, sandspur or other similar weeds; or any other vegetation, other than trees, ornamental bushes, flowers or other ornamental plants with a height exceeding 12 inches; International Property Maintenance Code (hereinafter referred to as IPMC) 304.15 – Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition; IPMC 304.1 – General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare; IPMC 302.1 – Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition; and IPMC 304.3 – Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

At the hearing, the Code Enforcement Officer demonstrated through testimony and photographs that the Owner's property does not have approved address numbers, has high grass and weeds (a recurring violation from February 2019), damaged door (a recurring violation from March 2020), algae on the exterior of the residence, trash and debris throughout the property, damaged doors on other parts of the property, damaged

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

fascia, and complaints of vermin on the property. The Owner did not appear at this hearing.

CONCLUSIONS OF LAW

That Owner and Respondent of the property located at 921 Daytona Avenue, Holly Hill, FL 32117 is in violation of Holly Hill Zoning and Ordinances: Section 26-61(3) - Any condition which provides harborage for rats, mice, snakes and other vermin; Section 26-61(1) - Any weeds such as broom grass, jimson, burdock, ragweed, sandspur or other similar weeds; or any other vegetation, other than trees, ornamental bushes, flowers or other ornamental plants with a height exceeding 12 inches; IPMC 304.15 – Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition; IPMC 304.1 – General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare; IPMC 302.1 – Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition; and IPMC 304.3 – Premises identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property.

ORDER

Based on the foregoing Findings of Fact and Conclusions of Law, and the authority of Chapter 162, Florida Statutes and the Holly Hill Code Enforcement Ordinance, Chapter 2 Section 2-116, it is duly ORDERED by this Special Magistrate that the Respondent shall pay an administrative fine of two hundred fifty dollars ($250.00), which if not paid in ninety (90) days from the date of this order shall be recorded as a lien and such recordation shall constitute a lien against the Respondent's real (except homestead) and personal property in Volusia County, Florida, said property to include, but not necessarily limited to that described above.

If the violation of Section 26-61(3) - Any condition which provides harborage for rats, mice, snakes and other vermin, is not brought into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars ($50.00) a day, for each and every day the violation continues to exist.

If the violation of 26-61(1) - Any weeds such as broom grass, jimson, burdock, ragweed, sandspur or other similar weeds; or any other vegetation, other than trees, ornamental bushes, flowers or other ornamental plants with a height exceeding 12 inches, is not brought into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars ($50.00) a day, for each and every day the violation continues to exist.

If the violation of IPMC 304.15 – Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition, is not brought

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars ($50.00) a day, for each and every day the violation continues to exist.

If the TWO violations of IPMC 304.1 – General. The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety or welfare (for the damaged fascia trim and the rotting wood at the bottom of the south doors), are not brought into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars ($50.00) a day, per violation, for each and every day the violations continue to exist.

If the violation of IPMC 304.3 – Premises Identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property, is not brought into compliance within thirty (30) days from the date of this order, there shall be a fine of fifty dollars ($50.00) a day, for each and every day the violation continues to exist.

DONE AND ORDERED this 26th day of January 2021, in Holly Hill, County of Volusia, Florida.

CITY OF HOLLY HILL
CODE ENFORCEMENT

By, Melody Pullen
Melody Pullen, Special Magistrate

Attest:
Code Enforcement Official

This instrument prepared by Melody Pullen, Special Magistrate for the Code Enforcement, 1065 Ridgewood Avenue, Holly Hill, Florida 32117, Telephone number: (386) 248-9490.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that on 27th day of January, 2021 a true and accurate copy of the foregoing has been furnished by U.S. Mail to:

Jack Ferguson
921 Daytona Avenue
Holly Hill, FL 32117

Jack Ferguson
921 B Daytona Avenue
Holly Hill, FL 32117

Code Enforcement Official

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

MEMORANDUM

DATE: MARCH 13, 2024

TO: CITY MANAGER

THROUGH: CODE ENFORCEMENT

FROM: CODE ENFORCEMENT

RE: CASE # 21-00004425 CEB
REQUEST FOR REDUCTION OF LIEN

Please find attached the Request for Reduction of Lien for your review, as well as a copy of the history of the case. The lien totals **$222,650.00** in this case.

Staff feels this application meets the requirements to proceed with the Request for Reduction of Lien.

Please review the information and issue a determination of approval or denial on this form. Pursuant to Administrative Code Section 3.20, your decision regarding approval or denial shall be based on whether the request fails any one of the established guidelines listed below:

(1) If a property owner has purchased property on which a lien was recorded, a waiver or reduction on lien shall not be granted, in such cases, the lien should have been considered in reaching a purchase price.

☐ FAILS
☒ DOES NOT FAIL

(2) If the title insurance policy is issued upon the purchase of the property and the title insurance failed to identify or consider the lien, a waiver or reduction in lien shall not be granted. In such cases, the lien should have been discovered by the title insurer and providing a reduction of waiver would place the County in the position of indemnifying the title insurer against its losses, which losses should be reflected in premium charges.

☐ FAILS
☒ DOES NOT FAIL

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

(3) A request for a waiver of reduction in lien shall not be granted if the Board of County Commissioners has previously reduced the amount of the lien. This statement applies whether or not the request is received from the original applicant for reduction or subsequent applicant.

☐ FAILS
☒ DOES NOT FAIL

Brian Walker for Joseph Forte
Joseph Forte
CITY Manager

☒ APPROVED FOR CONSIDERATION BY BCC
☐ DENIED

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

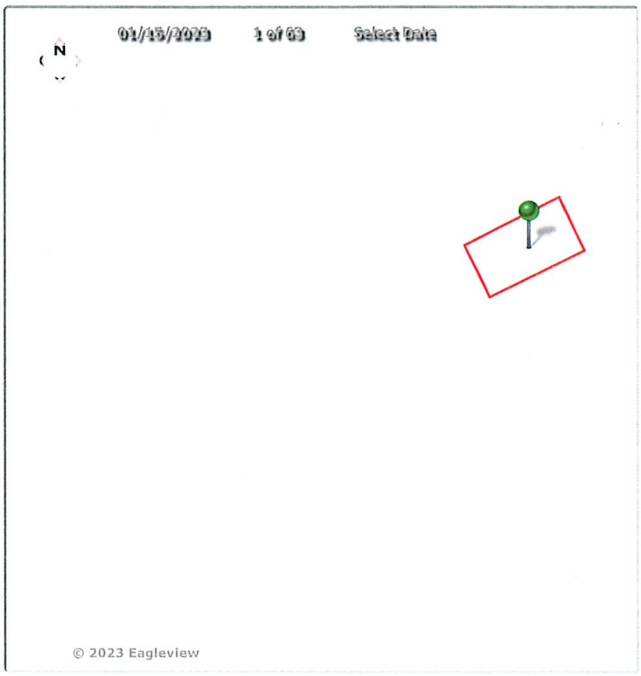
Stay on top of sales! Recent sales data now available for viewing on our website.

Select Language

Home / Parcel Summary for 3219473

Summary | Tax Estimate | Permits | Map | Pictometry | Print

Alternate Key:	3219473
Parcel ID:	424401100090
Township-Range-Section:	14 - 32 - 44
Subdivision-Block-Lot:	01 - 10 - 0090
Physical Address:	921 DAYTONA AVE, HOLLY HILL 32117
Owner(s):	FERGUSON JACK - LE - Life Estate - 50% FERGUSON JOE - TIC - Tenancy in Common - 50%
Mailing Address On File:	921B DAYTONA AVE HOLLY HILL FL 32117 3528 *Update Mailing Address*
Building Count:	1
Living Units:	0
Neighborhood:	2214 - DIXIE PARK HOLLY HILL *Neighborhood Sales*
Subdivision Name:	
Property Use:	0800 - MFR <10 UNITS
Tax District:	203-HOLLY HILL
2023 Final Millage Rate:	18.223
Homestead Property:	Yes - *Notice to Buyers*
Agriculture Classification:	No - *Additional Information*
Short Description:	W 135 FT OF S 76 FT OF N 376 FT OF BLK 10 M & C HOLLY HILL M B 2 PG 90 PER OR 5006 PGS 0069-0073 INC PER OR 6599 PG 4598 PER OR 7116 PG 0484 PER OR 8257 PG 0234 PER OR 8319 PG 2718



Values & Exemptions

Land & Buildings | Sales | Legal

Property Tax Bill

Sales History

NOTE: This section is not intended to be a complete chain of title. Additional official book/page numbers may be listed in the property description and/or recorded and indexed with the Clerk of the Court. Follow this link to search all documents by owner's name.

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

Book/Page	Instrument No.	Sale Date	Deed Type	Qualified/Unqualified	Vacant/Improved	Sale Price
8511 / 3703	2024018070	01/12/2024	QC-QUIT CLAIM DEED	UNQUALIFIED	IMPROVED	$100
8499 / 3269	2023261605	11/30/2023	QC-QUIT CLAIM DEED	UNQUALIFIED	IMPROVED	$100
8430 / 2247	2023139214	06/21/2023	QC-QUIT CLAIM DEED	UNQUALIFIED	IMPROVED	$100
8394 / 0594	2023075989	04/14/2023	QC-QUIT CLAIM DEED	UNQUALIFIED	IMPROVED	$100
8319 / 2718	2022227375	09/26/2022	QC-QUIT CLAIM DEED	UNQUALIFIED	IMPROVED	$100
8257 / 0234	2022121507	05/17/2022	QC-QUIT CLAIM DEED	UNQUALIFIED	IMPROVED	$100
6599 / 4598	2011094859	06/03/2011	QC-QUIT CLAIM DEED	UNQUALIFIED	IMPROVED	$100
5006 / 0073	2003018986	01/15/2003	QC-QUIT CLAIM DEED	UNQUALIFIED	IMPROVED	$10
5006 / 0069	2003018983	01/15/2003	PR-vcpa pr	UNQUALIFIED	IMPROVED	$10
3268 / 1804	1989026723	02/15/1989	WD-WARRANTY DEED	UNQUALIFIED	IMPROVED	$76,000
1934 / 0818		10/15/1977	WD-WARRANTY DEED	UNQUALIFIED	IMPROVED	$45,500
1326 / 0054		08/15/1971	WD-WARRANTY DEED	UNQUALIFIED	IMPROVED	$32,000

Volusia County Property Appraiser
Larry Bartlett, JD, CFA
We Value Volusia

123 W. Indiana Ave.
Room 102
DeLand, FL 32720
(386) 736-5901

from 7:30 a.m. to 5:00 p.m
Monday through Friday

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

APPLICANT AUTHORIZATION FORM

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchaser (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I Adam Haller Desiree Haller, the fee simple owner of the following
(Owner's Name)

described property (Provided Legal Description or Tax Parcel ID Number(s) 4244611.00090

hereby petition the Holly Hill City Commissioners to grant a release of lien in the amount of $ 222,650.00 for Case No. 21-4425, and affirm that is hereby designated to act as my / our authorized agent and to file the attached application for the above stated request and make binding statements and commitments regarding the request.

Adam Haller
Owner's Name

Owner's Signature

Desiree Haller
Owner's Name

Owner's Signature

I certify that I have examined the application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of Volusia County, Florida and are not returnable.

SWORN TO AND SUBSCRIBED before me this 11 day of March 20 24

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared _____, who is personally known to me or who has produced Drivers License as identification and who executed the foregoing instrument and sworn oath.

WITNESS my hand and official seal in the County and State last aforesaid this 11 day of March 20 24

Notary Public in and for the County and State Aforementioned

PATRICIA M LYNN
Notary Public-State of Florida
Commission # GG 980050
My Commission Expires
April 20, 2024

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

CITY OF HOLLY HILL

CASE # 21 - 4425

REQUEST FOR REDUCTION OF LIEN

BY COMPLETING THIS FORM, YOU ARE MAKING STATEMENTS UNDER OATH

INSTRUCTIONS: Please fill in all pages of this form completely. Be specific when writing your statement. Please return this form to Code Enforcement. THE REQUEST FOR REDUCTION OF LIEN will then be presented to the City Commission at their regularly scheduled hearing, or as soon thereafter as possible, any you will be notified in writing of the Board's decision within 10 days after the meeting. If you are claiming medical or financial hardship, attach supporting documentation (i.e., a doctor's statement or proof of income). If you have any question, please call the Clerk at (386-248-9441).

Property Owner's Name: Adam Heller Desiree Heller

Property Address: 921 Daytona Ave

Phone number(s) where you can be reached during the day:

_____ cell 386 _____

Is the property now in compliance? __ YES X NO

(If No, explain in detail) Buyers are purchasing property closing End of March and will begin compliance then

Are you claiming financial hardship? __ YES X NO

Are you claiming medical hardship? __ YES X NO

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

If the property owner is unable to complete this form, list the name of the person who is legally authorized to act for the property owner and his/her relationship to the property owner:

Name: _____

Relationship: _____

I, ADAM HALLER Desiree Haller, do hereby submit this REQUEST FOR REDUCTION OF LIEN to request a reduction in the total amount of lien imposed and in support of the following statement:

After Purchasing property all Code Violations will be in compliance within 3 months

Date: 5-11-24

Signed: [signature]

Print Name: Desiree Haller, Adam Haller

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

STATE OF Florida

COUNTY OF: Volusia

PERSONALLY appeared before me, the undersigned authority duly authorized to administer oaths and take acknowledgements, Desiree Adkins Hallet who after first being duly sworn, acknowledged before me that the information contained herein is true and correct. He/she is not personally know to me and has produced Florida License as identification and did take an oath.

Date: 3/11/24

PATRICIA M LYNN
Notary Public-State of Florida
Commission # GG 980050
My Commission Expires
April 20, 2024

Notary Public

My Commission Expires_____.

RETURN COMPLETED, SIGNED AND NOTARIZED FORM TO

CODE ENFORCEMENT DEPARTMENT

1065 RIDGEWOOD AVENUE

HOLLY HILL, FL 32117

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

Return To:	
Name:	Brian M. Walker, Community Development Director
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117-2807
This instrument Prepared by:	
Name:	**Peggy Collier**
Address:	1065 Ridgewood Ave
	Holly Hill, FL 32117-2807
Property Appraisers Parcel ID Number(s):	

5/17/2021 10:47:50 AM
Instrument# 2021114148
Book: 8048 Page: 4459
Electronically Recorded By
Volusia County Clerk of the Court

6.1.a

Claim of Lien

State of Florida, County of Volusia

Before me, the undersigned Notary Public, personally appeared Brian M. Walker, Community Development Director
Who was duly sworn and says he/she is(the lienor herein) (the agent herein)

City of Holly Hill
(Lienor's Name)

whose address is 1065 Ridgewood Ave, Holly Hill, Florida 32117
(Lienor's Address)

Respondent ordered to pay fines, fees and cost as follows:
Special Magistrate Administrative Hearing Fine of $250.00 ordered on the 26th day of January, which remains unpaid.

Daily fine of $50.00 per day per violation commencing on February 25, 2021 for the 4 cited violations which have not been corrected.

on the following described real property in Volusia County, Florida:
(Describe real property sufficiently for identification, including street and number, if known)
W 135 FT OF S 76 FT OF N 376 FT OF BLK 10 M & C HOLLY HILL PER OR 5006 PGS 0069-0073 INC PER OR 6599 PG 4598 PER OR 7116 PG 0484

921 Daytona Avenue, Holly Hill FL 32117

owned by/with Jack Ferguson, Howard Perdue Jr, and Nancy Perdue Hamburg. Fine total of two hundred ($200) per day; commencing on February 25, 2021 until property comes into compliance, along with a hearing fine of Two Hundred Fifty Dollars ($250.00), which remains unpaid as of May 7, 2021.

Failure to timely pay the fine and costs; may result in a certified copy of this Order, being recorded in the Public Records of Volusia County, Florida. Which if so recorded shall constitute a lien against the subject property; and upon any other real or personal property owned by Respondent. Respondent shall be responsible for all charges incurred to record any lien, or satisfaction of lien, with the Clerk of Court.

Lienor: City of Holly Hill

By _____ (Agent)

Print Name: Brian M. Walker, Community Development Director

Sworn to and subscribed before me this 7th day of May, 2021.

LANEY-ALEXA DELIGIANIS
Notary Public-State of Florida
Commission # HH 28801
My Commission Expires
August 05, 2024

_____
Notary Public

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

Laura E. Roth
Clerk of Court Volusia County, Florida
Official Records: 5/17/2021 10:47 AM
Receipt: 302030969 Drawer: 132208

CITY OF HOLLY HILL
Operator: phouse Due: $10.00

Instrument #: 2021114148 Type: LN
Book #: 8048 Page #: 4459 Time: 10:47 AM
Recording Fee: $10.00

ESCROW: 120 $10.00

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

HOLLY HILL
FLORIDA

Building, Zoning, Licensing & Inspections
386-248-9442
Fax 386-248-9498

City Clerk
386-248-9441
Fax 386-248-9448

City Manager
386-248-9425
Fax 386-248-9448

Community Services
386-248-9435
Fax 386-248-9448

Economic Development
386-248-9444
Fax 386-248-9448

Finance
386-248-9427
Fax 386-248-9497

Human Resources
386-248-9440
Fax 386-248-9448

Information Technology
386-248-9459
Fax 386-248-9448

Public Works
386-248-9463
Fax 386-248-9499

Utility Billing
386-248-9432
Fax 386-248-9458

Mayor & City Commission
386-248-9441
Fax 386-248-9448

May 10, 2021

Clerk of Circuit Court – Volusia County
Records Management Center
P.O. Box 6043
DeLand, FL 32721-6043

Re: 921 Daytona Avenue, Holly Hill, FL 32117

To whom it may concern:

I have enclosed a Lien for recording with the Clerk of Court.
Please forward your statement for recording this lien to:

City of Holly Hill
Attn.: Peg Collier, Code Enforcement Clerk
1065 Ridgewood Avenue
Holly Hill, FL 32117-2807

Respectfully,

Peg Collier

Code Enforcement Clerk
386-248-9433

pcc

RECEIVED
MAY 20 2021
FINANCE DEPT.

Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

Authentisign ID: B492704C-01D2-EE11-85E9-6045BDD98161

"AS IS" Residential Contract For Sale And Purchase

FloridaRealtors®

THIS FORM HAS BEEN APPROVED BY THE FLORIDA REALTORS AND THE FLORIDA BAR

PARTIES: Jack Ferguson FERGUSON JOE ("Seller"), and Adam Haller Desiree Haller ("Buyer"), agree that Seller shall sell and Buyer shall buy the following described Real Property and Personal Property (collectively "Property") pursuant to the terms and conditions of this AS IS Residential Contract For Sale And Purchase and any riders and addenda ("Contract"):

1. PROPERTY DESCRIPTION:

(a) Street address, city, zip: 921 daytona ave holly hill 32117

(b) Located in: volusia County, Florida. Property Tax ID #: 424401100090

(c) Real Property: The legal description is

together with all existing improvements and fixtures, including built-in appliances, built-in furnishings and attached wall-to-wall carpeting and flooring ("Real Property") unless specifically excluded in Paragraph 1(e) or by other terms of this Contract.

(d) Personal Property: Unless excluded in Paragraph 1(e) or by other terms of this Contract, the following items which are owned by Seller and existing on the Property as of the date of the initial offer are included in the purchase: range(s)/oven(s), refrigerator(s), dishwasher(s), disposal, ceiling fan(s), light fixture(s), drapery rods and draperies, blinds, window treatments, smoke detector(s), garage door opener(s), thermostat(s), doorbell(s), television wall mount(s) and television mounting hardware, security gate and other access devices, mailbox keys, and storm shutters/storm protection items and hardware ("Personal Property").
Other Personal Property items included in this purchase are: _____
Personal Property is included in the Purchase Price, has no contributory value, and shall be left for the Buyer.

(e) The following items are excluded from the purchase: _____

PURCHASE PRICE AND CLOSING

2. PURCHASE PRICE (U.S. currency): ..... $ 130,000.00

(a) Initial deposit to be held in escrow in the amount of **(checks subject to Collection)** ..... $ 1,500.00
The initial deposit made payable and delivered to "Escrow Agent" named below
(CHECK ONE): (i) ☐ accompanies offer or (ii) ☒ is to be made within _____ (if left blank, then 3) days after Effective Date. IF NEITHER BOX IS CHECKED, THEN OPTION (ii) SHALL BE DEEMED SELECTED.
Escrow Agent Name: Clear choice Title
Address: 5889 S. Williamson port orange Phone: 386-878-2980
Email: _____ Fax: _____

(b) Additional deposit to be delivered to Escrow Agent within _____ (if left blank, then 10) days after Effective Date ..... $ 0.00
(All deposits paid or agreed to be paid, are collectively referred to as the "Deposit")

(c) Financing: Express as a dollar amount or percentage ("Loan Amount") see Paragraph 8 0

(d) Other: _____ ..... $ 0.00

(e) Balance to close (not including Buyer's closing costs, prepaids and prorations) by wire transfer or other Collected funds (See STANDARD S) ..... $ 128,500.00

3. TIME FOR ACCEPTANCE OF OFFER AND COUNTER-OFFERS; EFFECTIVE DATE:

(a) If not signed by Buyer and Seller, and an executed copy delivered to all parties on or before 2/26/2024, this offer shall be deemed withdrawn and the Deposit, if any, shall be returned to Buyer. Unless otherwise stated, time for acceptance of any counter-offers shall be within 2 days after the day the counter-offer is delivered.

(b) The effective date of this Contract shall be the date when the last one of the Buyer and Seller has signed or initialed and delivered this offer or final counter-offer ("Effective Date").

4. CLOSING; CLOSING DATE: The closing of this transaction shall occur when all funds required for closing are received by Closing Agent and Collected pursuant to STANDARD S and all closing documents required to be furnished by each party pursuant to this Contract are delivered ("Closing"). Unless modified by other provisions of

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Attachment: Lien Reduction Info Packet - 921 Daytona (4461 : Lien Reduction - 921 Daytona Avenue)

HOLLY HILL
FLORIDA

STAFF REPORT
CITY OF HOLLY HILL, FLORIDA

City Commission
Ordinance

MEETING DATE: **March 26, 2024**
FROM: **Brian Walker**
SUBJECT: **FIRST READING - an Ordinance of the City of Holly Hill, Florida, Amending the Comprehensive Plan by Amending the Future Land Use Map Designation of Certain Property Identified in Exhibit A, by Virtue of a Small-Scale Future Land Use Map Amendment; Changing the Future Land Use Map Designation from Low Density Single-Family Residential to Low-Medium Density Residential; Providing for Conflicting Ordinances; Providing for Severability; and Providing an Effective Date.**
NUMBER: **2024-O-3073**
APPLICANT: **Brian Walker**
PLANNER:

INTRODUCTION

Consider an Ordinance enacting a Small-Scale Future Land Use Map Amendment from Low Density Residential (LDR) to Low-Medium Density Residential (LMDR), for approximately 2.38 acres, located on the south side of 3rd Street, approximately 1700 feet southwest of Ridgewood Avenue as described in Exhibit A. (CPA-2024-02)

BACKGROUND

In 2005, the subject property was approved for a subdivision containing 4 buildings each with 4 units, for a total of 16 units (Quadraplex). Formally known as Brentwood, it has been known as Bentley Oaks for many years. On November 28, 2006, the City Commission approved the final plat for Bentley Oaks, however, the plat was never recorded. Infrastructure, meaning water, sewer, and stormwater improvements were constructed, and curbing for the street along with sub-base and base course for the subdivision was started in 2006 and substantially completed. The property then sat inactive until 2021.

In late 2020, a developer interested in the property contacted the City regarding reactivating the Bentley Oaks project. Discussions occurred over the next couple of years, and the final product proposed is a total of 4 buildings each with 4 units, each unit having 3 bedrooms and 2.5 baths. An elevation is attached. The existing infrastructure has been cleaned, repaired and re-inspected. However, because the project's density exceeds that permitted by the current land use, the project cannot be platted and completed without an approved land use amendment.

The current land use is low-density residential. That land use allows up to 6 dwelling units per net buildable acre. Net buildable acreage is land remaining after subtracting land used for streets,

utility and drainage rights-of-way and other non-residential land areas. This project proposes a density of 6.72 units per net acre and therefore exceeds the permitted density.

The property is zoned R-4A (Zero Lot Line Single-Family Residential District) which permits quadraplexes, and a density of 7 dwelling units per acre. The project meets the permitted density for the zoning district which may explain why the land use was not changed back in the early 2000's when the property was approved. However, it is the land uses' permitted density that governs. For this reason, the applicant is requesting a land use amendment to low-medium density residential, which permits up to 10 dwelling units per net buildable acre.

If approved, the applicant will be restricted by their zoning district to 7 dwelling units per acre.

Site Information

Size of Property: The property consists of 3 parcels and is approximately 2.38 acres in size. The property will need to be platted for 4 lots.

Survey & Legal Description: (Exhibit A)

Parcel Identification Numbers: Per Property Appraiser. (**Exhibit B**)

General Location: The property is located on the south side of 3rd Street, approximately 1700 feet south west of Ridgewood Avenue. (**Exhibit C**)

Frontage: The primary frontage of the lots will be along an internally created and platted road.

Access: Street and vehicular access will be provided via 3rd Street to an internally created and platted road.

Existing Development: The property is currently vacant but contains improvements.

Future Land Use Designation: The current FLU designation is Low Density Residential and the proposed FLU designation is Low-Medium Density Residential. (**Exhibit D**)

Zoning: Current Zoning is R-4A. (Zero Lot Line Single-Family Residential District). (**Exhibit D**).

Floodplain Impacts: According to current floodplain maps, the property is almost completely flood prone. (**Exhibit E**)

Wetland Impacts: Based on aerial photos, survey, and County wetland map analysis, there are no wetlands on the subject property.

Buffers: Landscaped buffers will be provided as per code.

Required Vacates: No vacates are required.

Zoning and Land Uses

For zoning districts and future land uses that surround the subject parcel, see the attached sheet labeled "**Zoning and Land Use Table**."

The project contains single-family homes on three sides but also has commercial uses across the street and abuts an apartment complex in the City of Daytona that is zoned multi-family

residential on a parcel that allows up to 20 dwelling units an acre.

Project Analysis
The amendment has been analyzed in terms of its infrastructure impacts. For considering a change of land use, an analysis comparing the maximum development potential under each land use and available capacity is required. Impacts to traffic, potable water, waste water and solid waste have been analyzed and are summarized below.

Transportation
The proposed future land use map amendment will result in an average daily increase of 73 trips. Supporting details for the analysis are shown in the attachment titled, Trip Generation.

Water and Wastewater Demands
Water and sewer demand under each land use (current and proposed), has been calculated using the Florida Administrative Code 64E-6.008 sewer flow standards. Standard engineering practice uses sewer flows to estimate water demand.

Under the current LDR Land Use
Water and Sewer Demands Based on 14 Dwelling Units per Net Acre: 14 Units x 300 GPD = 4200 (water) and 4200 (sewer) = 8,400 GPD

Under the proposed LMDR Land Use
Water and Sewer Demands: Based on 24 Dwelling Units per Net Acre: 24 Units x 300 GPD = 7200 (water) and 7200 (sewer) = 14,400

The difference is an increase of 6,000 gallons per day.

Potable Water Capacity: The City's potable water treatment plant has a processing capacity of 2.3 MGD. The current maximum daily flow is 1.3 MGD. Therefore, the plant has sufficient capacity to accommodate the density increase permitted under the proposed future land use designation. Development will be required to connect to City water.

Sewer Capacity: The waste water treatment plant servicing this site has the capacity to service 3.0 MGD. Currently the plant services 1.85 MGD. Therefore, the plant has sufficient capacity to accommodate the increase anticipated by proposed future land use designation. Development will be required to connect to City sewer.

School Concurrency
The applicant has applied for a finding of Adequate Capacity with the School Board. This will be required prior to the amendment request going to second reading with the City Commission. For comparative purposes, a recent Finding of Adequate Capacity for another project (Anastasia Court) showed that 17 units would generate 3 students. This project proposes 16 units.

Solid Waste: The City's contracted waste hauler, Waste Pro, delivers solid waste to Volusia County's Tomoka Farms Road Landfill. This is a 3,400-acre Class 1 landfill and it is estimated to have excess capacity through 2052. The Tomoka Landfill has sufficient capacity to accommodate the proposed FLUM designation.

Stormwater Management: The site will be developed in accordance with all Local, State and Federal regulations. Post development stormwater discharge rates and volumes will not exceed pre-development discharge rates and volumes.

Consistency with Urban Sprawl Rule

Section 163.3177(6)(a)(9)(b), Florida Statutes, states that plan amendments shall be determined to discourage the proliferation of urban sprawl. Urban sprawl is characterized by indicators such as leapfrog development, premature development, and development that does not make efficient use of urban services.

This amendment encourages in-fill development, and discourages urban sprawl.

Consistency with the Comprehensive Plan

A review of the goals, objectives and policies of the comprehensive plan was conducted to determine if the proposed amendment to the future land use map is consistent with the comprehensive plan. The proposed request is consistent with the comprehensive plan with particular note of the following policies:

Chapter 1 - Future Land Use Element

- ✓ Policy 1.1.2 - The Future Land Use Element sets a maximum development intensity for the Low-Medium Density Residential FLU at no more than 10 units per net buildable acre.

The parcel is currently vacant. Future development on the subject parcel proposes 6.72 units per net acre.

- ✓ Policy 1.1.5 requires development to be consistent with all aspects of the comprehensive plan.

The parcel is currently vacant. The proposed development is consistent with the comprehensive plan and demonstrates that there will be no decline to any established levels of service.

- ✓ Policy 1.9.1 - The City shall promote and encourage infill development on previously bypassed, vacant properties and redevelopment of underutilized properties.

Chapter 3 - Housing Element

- ✓ **Policy 1.1.1** - The City shall maintain sufficient residentially zoned land to accommodate the projected housing development with a reasonable degree of flexibility and choice in location, density, housing type and cost.

- ✓ **Policy 1.1.4 -** Land use plan amendments which increase density shall occur in areas with few environmental constraints and where adequate public infrastructure and services exist.

- ✓ **Policy 1.3.1** - The City shall continue to encourage the use of innovative land development techniques including planned-unit-development and cluster development which could reduce land development and housing construction costs while maintaining and improving the quality of housing and neighborhoods.

- ✓ **Policy 1.7.1** - The City shall ensure, through the Land Development Regulations, the availability of safe and adequate housing units of different types, sizes and price ranges to meet the needs of all current and future residents.

Staff finds that the requested small-scale future land use map amendment is consistent with the City's Comprehensive Plan. The City has available capacity to serve the increased demand on facilities and infrastructure created by the requested amendment.

Board of Planning and Appeals Recommendation

On March 4, 2024, the Board of Planning and Appeals voted unanimously to recommend approval of the requested map amendment.

STAFF RECOMMENDATION

Adopt an Ordinance of the City of Holly Hill Florida, enacting a Small-Scale Future Land Use Map Amendment from Low Density Residential (LDR) to Low-Medium Density Residential (LMDR), totaling approximately 2.38 acres, located on the south side of 3rd Street, approximately 1700 feet south west of Ridgewood Avenue as described in Exhibit A.

ATTACHMENTS:

- Renderings (PDF)
- Exhibit A - Boundary Survey and Legal (PDF)
- Exhibit B - Parcel ID Numbers (PDF)
- Exhibit C - Location Map (PDF)
- Exibit D - Zoning and FLU Map (PDF)
- Exhibit E - Flood Map (PDF)
- Zoning and Land Use Table (PDF)
- Trip Generation (PDF)
- Application (PDF)

Ordinance No. 2024-3073

FIRST READING - AN ORDINANCE OF THE CITY OF HOLLY HILL, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY AMENDING THE FUTURE LAND USE MAP DESIGNATION OF CERTAIN PROPERTY IDENTIFIED IN EXHIBIT A, BY VIRTUE OF A SMALL-SCALE FUTURE LAND USE MAP AMENDMENT; CHANGING THE FUTURE LAND USE MAP DESIGNATION FROM LOW DENSITY SINGLE-FAMILY RESIDENTIAL TO LOW-MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

AN ORDINANCE OF THE CITY OF HOLLY HILL FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY AMENDING THE FUTURE LAND USE MAP DESIGNATION OF CERTAIN PROPERTY IDENTIFIED IN EXHIBIT A, BY VIRTUE OF A SMALL-SCALE FUTURE LAND USE MAP AMENDMENT; CHANGING THE FUTURE LAND USE MAP DESIGNATION FROM LOW DENSITY SINGLE-FAMILY RESIDENTIAL TO LOW-MEDIUM DENSITY RESIDENTIAL; PROVIDING FOR CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Holly Hill, Volusia County, Florida, has adopted a comprehensive plan pursuant to, and in compliance with 163.3161 et. Seq., Florida Statutes; and

WHEREAS, the City Commission has reviewed the future land use designation for the parcel described in Exhibit A and determined that it is necessary to amend its Future Land Use Map as herein provided in order to more effectively implement its adopted comprehensive plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF HOLLY HILL, FLORIDA:

SECTION 1. The Future Land Use Map for the City of Holly Hill, is hereby amended to designate the parcels identified in Exhibit A, as Low-Medium Density Residential.

SECTION 2. The City Manager is authorized and directed to submit the proposed amendment to the Florida Department of Commerce and Volusia Growth Management Commission.

SECTION 3. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance, or application hereof, is for any reason held invalid or unconstitutional by any Court, such portion or application shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions or application hereof.

SECTION 4. That all ordinances made in conflict with this Ordinance are hereby repealed.

SECTION 5. The proposed amendment will not become final until thirty-one (31) days following adoption by the City Commission unless a challenge is filed per 163.3187(5) Fla. Stat. If a timely challenge is filed, the amendment will not become effective until the State Land Planning Agency issues a final order determining that the amendment is in compliance. In any event, the amendment shall not become effective until certification of consistency is provided by the Volusia Growth Management Commission and approval is noticed by the Florida Department of Commerce.

APPROVED AND AUTHENTICATED on this 26th day of MARCH, 2024 for first reading.

ATTACHMENT "A"

A PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION 37, TOWNSHIP-15-SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT A FOUND 1/2 INCH IRON ROD (NO ID) MARKING THE SOUTHWEST CORNER OF LOT 6 OF THE MAP OF HENRY E. CLIFTON PROPERTY, HOLLY HILL AS PER MAP OR PLAT THERE OF RECORDED IN MAP BOOK 9, PAGE 68 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA AND RUN THENCE NORTH 25 DEGREES 49 MINUTES 47 SECONDS WEST ALONG THE WESTERLY BOUNDARY OF SAID LOT 6 A DISTANCE OF 438.26 FEET TO A FOUND 4" X 4" CONCRETE MONUMENT (LB#7129/PSM#5095) MARKING THE INTERSECTION OF SAID WESTERLY BOUNDARY WITH THE SOUTHERLY RIGHT OF WAY BOUNDARY OF 3RD ST; THENCE N 64 DEGREES 13 MINUTES 59 SECONDS EAST ALONG SAID SOUTHERLY RIGHT OF WAY BOUNDARY A DISTANCE OF 237.43 FEET TO A FOUND 4" X 4" CONCRETE MONUMENT (LB#7129/PSM#5095) MARKING THE INTERSECTION OF SAID RIGHT OF WAY BOUNDARY WITH THE EASTERLY BOUNDARY OF THE WEST 48 FEET OF LOT 3 OF THE AFORESAID MAP OF HENRY E. CLIFTON PROPERTY, HOLLY HILL; THENCE LEAVING SAID RIGHT OF WAY BOUNDARY RUN SOUTH 25 DEGREES 43 MINUTES 09 SECONDS EAST ALONG EASTERLY BOUNDARY OF THE WEST 48 FEET OF LOT 3 A DISTANCE OF 437.93 FEET TO A FOUND 4"X4" CONCRETE MONUMENT(NO ID) MARKING THE SOUTHEAST CORNER OF SAID WEST 48 FEET OF LOT 3; THENCE SOUTH 64 DEGREES 09 MINUTES 09 SECONDS WEST ALONG THE SOUTHERLY BOUNDARY OF SAID LOT 3 AND THE SOUTHERLY BOUNDARY OF LOTS 4, 5, AND 6 OF SAID MAP OF HENRY E. CLIFTON PROPERTY, HOLLY HILL A DISTANCE OF 236.59 FEET TO THE POINT OF BEGINNING.

Renderings – Page 1 of 2





Attachment: Renderings (2024-O-3073 : Bentley Oaks CPA)

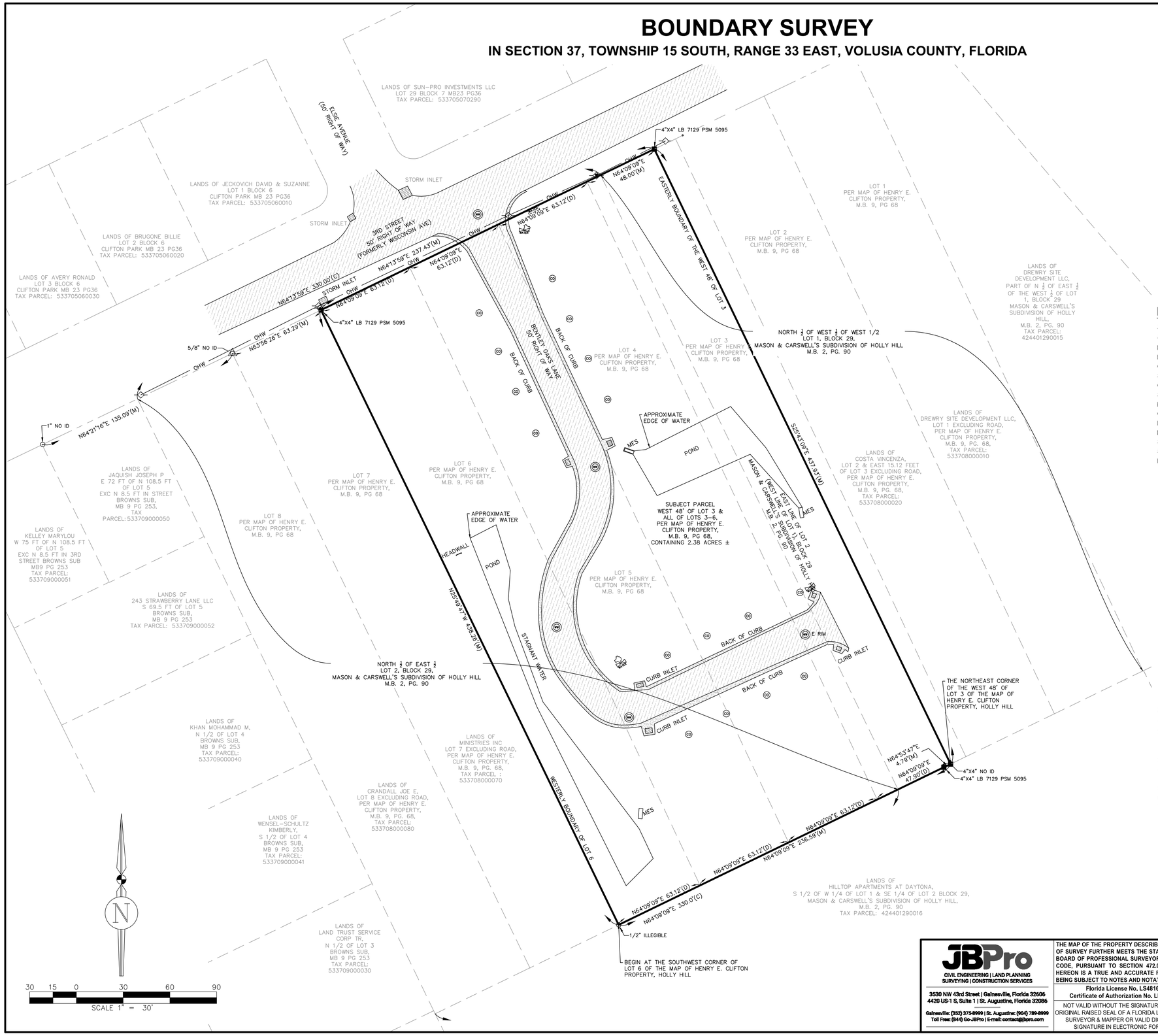




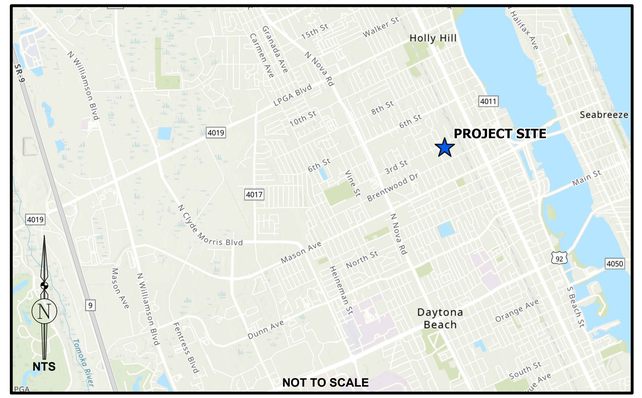
Attachment: Renderings (2024-O-3073 : Bentley Oaks CPA)

BOUNDARY SURVEY

IN SECTION 37, TOWNSHIP 15 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA



LOCATION MAP



DESCRIPTION - BY THIS FIRM

A PARCEL OF LAND SITUATE, LYING AND BEING IN SECTION 37, TOWNSHIP-15-SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT A FOUND 1/2 INCH IRON ROD (NO ID) MARKING THE SOUTHWEST CORNER OF LOT 6 OF THE MAP OF HENRY E. CLIFTON PROPERTY, HOLLY HILL AS PER MAP OR PLAT THERE OF RECORDED IN MAP BOOK 9, PAGE 68 OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA AND RUN THENCE NORTH 25 DEGREES 49 MINUTES 47 SECONDS WEST ALONG THE WESTERLY BOUNDARY OF SAID LOT 6 A DISTANCE OF 438.26 FEET TO A FOUND 4" X 4" CONCRETE MONUMENT (LB#7129/PSM#5095) MARKING THE INTERSECTION OF SAID WESTERLY BOUNDARY WITH THE SOUTHERLY RIGHT OF WAY BOUNDARY OF 3RD ST; THENCE N 64 DEGREES 13 MINUTES 59 SECONDS EAST ALONG SAID SOUTHERLY RIGHT OF WAY BOUNDARY A DISTANCE OF 237.43 FEET TO A FOUND 4" X 4" CONCRETE MONUMENT (LB#7129/PSM#5095) MARKING THE INTERSECTION OF SAID RIGHT OF WAY BOUNDARY WITH THE EASTERLY BOUNDARY OF THE WEST 48 FEET OF LOT 3 OF THE AFORESAID MAP OF HENRY E. CLIFTON PROPERTY, HOLLY HILL; THENCE LEAVING SAID RIGHT OF WAY BOUNDARY RUN SOUTH 25 DEGREES 43 MINUTES 09 SECONDS EAST ALONG EASTERLY BOUNDARY OF THE WEST 48 FEET OF LOT 3 A DISTANCE OF 437.93 FEET TO A FOUND 4"X4" CONCRETE MONUMENT(NO ID) MARKING THE SOUTHEAST CORNER OF SAID WEST 48 FEET OF LOT 3; THENCE SOUTH 64 DEGREES 09 MINUTES 09 SECONDS WEST ALONG THE SOUTHERLY BOUNDARY OF SAID LOT 3 AND THE SOUTHERLY BOUNDARY OF LOTS 4, 5, AND 6 OF SAID MAP OF HENRY E. CLIFTON PROPERTY, HOLLY HILL A DISTANCE OF 236.59 FEET TO THE POINT OF BEGINNING.

ABBREVIATIONS

(P) = PLAT
(D) = DEED
(M) = MEASURED
ELEV = ELEVATION
ID = IDENTIFICATION
JBPRO = JBROWN PROFESSIONAL GROUP
LB = LICENSED BUSINESS
LS = LICENSED SURVEYOR
P.B. = PLAT BOOK
O.R.B. = OFFICIAL RECORDS BOOK
MES = MITERED END SECTION
PG. = PAGE
PRM = PERMANENT REFERENCE MONUMENT
PLS = PROFESSIONAL LAND SURVEYOR

SYMBOL LEGEND

BOUNDARY LINE
TAX PARCEL LINE
RIGHT-OF-WAY LINE
RIGHT-OF-WAY CENTERLINE
OHW — OVERHEAD WIRE
CONCRETE MONUMENT
IRON ROD - CAPPED
NAIL AND DISK
PIPE
WASTEWATER MANHOLE
CLEANOUT
WATER VALVE COVER
WATER METER
FIRE HYDRANT
POWER POLE
POWER POLE WITH TRANSFORMER
ASPHALT SURFACE
CONCRETE SURFACE

SURVEYOR'S NOTES

1. BEARINGS ARE BASED ON THE SOUTHEAST LINE OF THE SUBJECT PARCEL BEING N64°09'09"E.
2. STATE PLANE COORDINATES ARE REFERENCED TO THE NORTH AMERICAN DATUM OF 1983, 2011 ADJUSTMENT AND BASED ON MULTIPLE GPS OBSERVATIONS REFERENCING THE FLORIDA DEPARTMENT OF TRANSPORTATION PERMANENT REFERENCE NETWORK (FPRN).
3. THIS SURVEY IS BASED ON MEASUREMENTS CONDUCTED ON 5/26/2022.
4. NO UNDERGROUND UTILITIES WERE LOCATED IN THE COURSE OF THIS SURVEY. UNDERGROUND UTILITY LINE LOCATIONS ARE APPROXIMATE.
5. ADDITIONAL ENCUMBRANCES MAY AFFECT THE SUBJECT PARCEL THAT DO NOT APPEAR ON THIS MAP.
6. REPRODUCED COPIES THAT ARE NOT AT 24"X36" MAY NOT BE TO SCALE.
7. CORNER MARKERS SHOWN HEREON WERE FOUND DURING THE COURSE OF THIS SURVEY UNLESS OTHERWISE NOTED.

475 3RD STREET
HOLLY HILL, FL 32117

JBPro
CIVIL ENGINEERING | LAND PLANNING
SURVEYING | CONSTRUCTION SERVICES
3530 NW 43rd Street | Gainesville, Florida 32606
4420 US-1 S, Suite 1 | St. Augustine, Florida 32086
Gainesville: (352) 373-9999 | St. Augustine: (904) 799-8999
Toll Free: (844) Go-JBPro | E-mail: contact@jbpro.com

THE MAP OF THE PROPERTY DESCRIBED HEREON WAS MADE UNDER MY SUPERVISION AND THIS MAP OF SURVEY FURTHER MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE STATE OF FLORIDA BOARD OF PROFESSIONAL SURVEYORS & MAPPERS IN CHAPTER 5J-17.05, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, AND THE MAP OF SURVEY SHOWN HEREON IS A TRUE AND ACCURATE REPRESENTATION THEREOF TO THE BEST OF MY KNOWLEDGE, BELIEF SUBJECT TO NOTES AND NOTATIONS SHOWN HEREON.

Florida License No. LS4816
Certificate of Authorization No. LB8031

NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR & MAPPER OR VALID DIGITAL SIGNATURE IN ELECTRONIC FORM

Richard L White — Digitally signed by Richard L White
DN: cn=Richard L White, c=US, o=Florida, email=rich2ard.white@jbpro.com
Date: 2023.03.17 10:54:44 -05'00'

Richard L. White, PLS
Professional Land Surveyor

BOUNDARY SURVEY

CERTIFIED TO:
1. BENTLEY OAKS AT HOLLY HILL, LLC

Scale:	1"=30'
Proj. No.:	489-22-06
Drawn:	L. Roberts
Checked:	R. WHITE
Dwg. Name:	489-22-06
Dwg. Date:	11/7/2022
Field Book:	30
Pages:	65
Sheet:	1 of 1

Attachment: Exhibit A - Boundary Survey and Legal (2024-O-3073 : Bentley Oaks CPA)

Volusia County Property Appraiser
123 W. Indiana Ave., Rm. 102
DeLand, FL. 32720
Phone: (386) 736-5901 Web: vcpa.vcgov.org

AltKey: 3471032 | **Parcel ID: 533708000060**
BENTLEY OAKS AT HOLLY HILL LLC | **475 3RD ST, HOLLY HILL, FL**

Parcel Summary

Alternate Key:	3471032
Parcel ID:	533708000060
Township-Range-Section:	15 - 33 - 37
Subdivision-Block-Lot:	08 - 00 - 0060
Owner(s):	BENTLEY OAKS AT HOLLY HILL LLC - FS - Fee Simple - 100%
Mailing Address On File:	650 FERN LAKE DR ORLANDO FL 32825
Physical Address:	475 3RD ST, HOLLY HILL 32117
Property Use:	0000 - VACANT RES
Tax District:	203-HOLLY HILL
2023 Final Millage Rate:	18.223
Neighborhood:	2102
Subdivision Name:	CLIFTON
Homestead Property:	No

Volusia County Property Appraiser
123 W. Indiana Ave., Rm. 102
DeLand, FL. 32720
Phone: (386) 736-5901 Web: vcpa.vcgov.org

AltKey: 3471024 | **Parcel ID: 533708000040**
BENTLEY OAKS AT HOLLY HILL LLC | **471 3RD ST, HOLLY HILL, FL**

Parcel Summary

Alternate Key:	3471024
Parcel ID:	533708000040
Township-Range-Section:	15 - 33 - 37
Subdivision-Block-Lot:	08 - 00 - 0040
Owner(s):	BENTLEY OAKS AT HOLLY HILL LLC - FS - Fee Simple - 100%
Mailing Address On File:	650 FERN LAKE DR ORLANDO FL 32825
Physical Address:	471 3RD ST, HOLLY HILL 32117
Property Use:	0000 - VACANT RES
Tax District:	203-HOLLY HILL
2023 Final Millage Rate:	18.223
Neighborhood:	2102
Subdivision Name:	CLIFTON
Homestead Property:	No

Volusia County Property Appraiser
123 W. Indiana Ave., Rm. 102
DeLand, FL. 32720
Phone: (386) 736-5901 Web: vcpa.vcgov.org

AltKey: 3471016 | **Parcel ID: 533708000030**
BENTLEY OAKS AT HOLLY HILL LLC | **3RD ST, DAYTONA BEACH, FL**

Parcel Summary

Alternate Key:	3471016
Parcel ID:	533708000030
Township-Range-Section:	15 - 33 - 37
Subdivision-Block-Lot:	08 - 00 - 0030
Owner(s):	BENTLEY OAKS AT HOLLY HILL LLC - FS - Fee Simple - 100%
Mailing Address On File:	650 FERN LAKE DR ORLANDO FL 32825
Physical Address:	3RD ST, DAYTONA BEACH 32117
Property Use:	0000 - VACANT RES
Tax District:	203-HOLLY HILL
2023 Final Millage Rate:	18.223
Neighborhood:	2102
Subdivision Name:	CLIFTON
Homestead Property:	No

Attachment: Exhibit B - Parcel ID Numbers (2024-O-3073 : Bentley Oaks CPA)



Attachment: Exhibit C - Location Map (2024-O-3073 : Bentley Oaks CPA)

Zoning is R-4A is **Zero Lot Line Single-Family Residential District**



Future Land Use is currently **Low Density Residential Development**



Attachment: Exibit D - Zoning and FLU Map (2024-O-3073 : Bentley Oaks CPA)



Attachment: Exhibit E - Flood Map (2024-O-3073 : Bentley Oaks CPA)

Zoning and Land Use Table

Bentley Oaks - Quadraplexes

	Existing Development	Future Land Use Designation	Zoning Classification
Site	**Vacant Land with infrastructure improvements**		
North	**Residential Development and Whole Company (Gorman)**	**Low Density Single-Family Residential and Wholesale and Industrial**	**R-3 (Residential) and CC-1 Commercial**
South	**Apartments (The Point Daytona)**	**Daytona Beach - Level 2 Residential (allows 20 dwelling units an acre)**	**Multi-family residential**
East	**Residential Development**	**Low Density Single-Family Residential**	**R-5 (Two-Family Residential)**
West	**Residential Development**	**Low Density Single-Family Residential**	**R-5 (Two-Family Residential)**

Attachment: Zoning and Land Use Table (2024-O-3073 : Bentley Oaks CPA)

JBPro

Gainesville
3530 NW 43rd Street
Gainesville, FL 32606

St. Augustine
4420 US-1 S, Suite 1
St. Augustine, FL 32086

jbpro.com
(844) Go-JBPro
contact@jbpro.com

Trip Generation Data

(02-23-24)

Bentley Oaks Townhomes (Maximum Land Use)

I. General Information:

Proposed:	A.	Type of Development:	Residential Multi-Family Attached Housing
	B.	Units:	24 dwelling Units (Maximum allowed per land use)
	C.	ITE Code:	220
	D.	ITE Code Type:	Multi-Family Housing (Low-Rise)
Existing:			No Existing Development

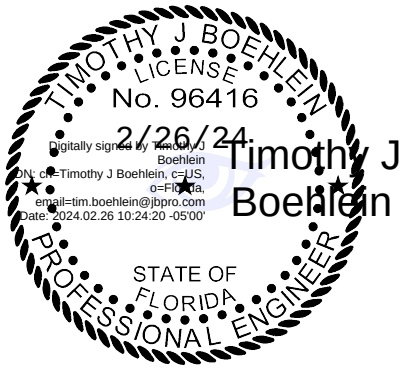
II. Proposed Trip Generation:

A.	Daily Trips	= 7.32	Trips x 24 units	= 175.68 Trips =	**176 Trips**
B.	AM Peak Hour	= 0.56	Trips x 24 units	= 13.44 Trips =	**14 Trips**
C.	PM Peak Hour	= 0.67	Trips x 24 units	= 16.08 Trips =	**16 Trips**

III. Source: ITE Trip Generation Manual, 10th Edition

THIS DOCUMENT HAS BEEN DIGITALLY SIGNED AND SEALED BY TIMOTHY J. BOEHLEIN, PE
ON THE DATE ADJACENT TO THE SEAL.

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED, AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.



Attachment: Trip Generation (2024-O-3073 : Bentley Oaks CPA)

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contact@jbpro.com

Trip Generation Data

(02-23-24)

Bentley Oaks Townhomes (Minimum Land Use)

I. General Information:

Proposed:
A. Type of Development: Residential Multi-Family Attached Housing
B. Units: 14 dwelling Units (Minimum allowed per land use)
C. ITE Code: 220
D. ITE Code Type: Multi-Family Housing (Low-Rise)

Existing: No Existing Development

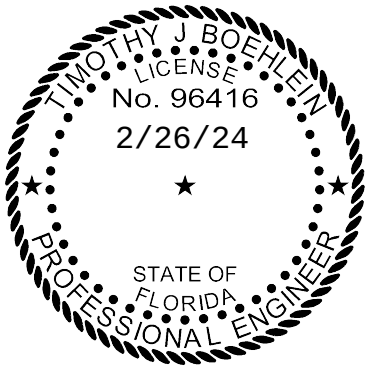
II. Proposed Trip Generation:

A. Daily Trips = 7.32 Trips x 14 units = 102.48 Trips = **103 Trips**
B. AM Peak Hour = 0.56 Trips x 14 units = 7.84 Trips = **8 Trips**
C. PM Peak Hour = 0.67 Trips x 14 units = 9.38 Trips = **10 Trips**

III. Source: ITE Trip Generation Manual, 10th Edition

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Attachment: Trip Generation (2024-O-3073 : Bentley Oaks CPA)

Gainesville
3530 NW 43rd Street
Gainesville, FL 32606

St. Augustine
4420 US-1 S, Suite 1
St. Augustine, FL 32086

jbpro.com
(844) Go-JBPro
contact@jbpro.com

Trip Generation Data

(02-20-24)

Bentley Oaks Townhomes

I. General Information:

Proposed:
A. Type of Development: Residential Multi-Family Attached Housing
B. Units: 16 dwelling Units
C. ITE Code: 220
D. ITE Code Type: Multi-Family Housing (Low-Rise)

Existing: No Existing Development

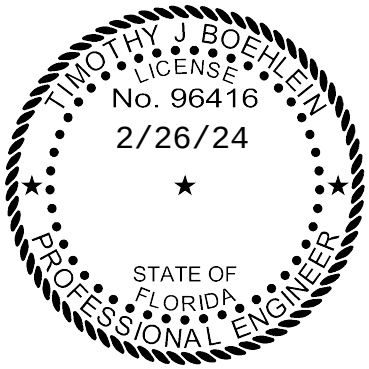
II. Proposed Trip Generation:

A. Daily Trips = 7.32 Trips x 16 units = 117.12 Trips = **118 Trips**
B. AM Peak Hour = 0.56 Trips x 16 units = 8.96 Trips = **9 Trips**
C. PM Peak Hour = 0.67 Trips x 16 units = 10.72 Trips = **11 Trips**

III. Source: ITE Trip Generation Manual, 10th Edition

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Attachment: Trip Generation (2024-O-3073 : Bentley Oaks CPA)

HOLLY HILL
FLORIDA
1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

01/2023

REZONE/ FUTURE LAND USE AMENDMENT

Date Received:_____ Application ID:_____ Submitted By:_____

PROJECT INFORMATION:

PROJECT NAME: Bentley Oaks Townhomes
PARCEL ID #(S): 5337-08-00-0060
LOCATION: 281 Bentley Oaks Ln, Holly Hill, FL 32117
EXISTING USE(S): Vacant Land
PROPOSED USE(S): Townhomes
TOTAL ACREAGE: 2.38 ac
WATER PROVIDER: Holly Hill
SEWER PROVIDER: Holly Hill
PRIVATE WELL N/A
PRIVATE SEPTIC N/A
CURRENT ZONING: R4-A
PROPOSED ZONING: R4-A
CURRENT FUTURE LAND USE: Low Density Single Family Residential
PROPOSED FUTURE LAND USE: Medium Density Residential

APPLICANT INFORMATION:

Name: Timothy J. Boehlein, PE
E-Mail: tim.boehlein@jbpro.com
Address: 3530 NW 43rd Street, Gainesville FL 32606
Phone: 352-375-8999
Company: JBPro
Fax: _____

☐ Owner ☒ Agent for Owner ☐ Attorney for Owner

OWNER INFORMATION:

Name: Perry Kemp
E-Mail: perry@carlukedevelopment.com
Address: 650 Fern Lake Dr, Orlando, FL 32825
Phone: 407-553-2724
Fax: _____

CONSULTANT INFORMATION:

Name: _____
E-Mail: _____
Address: _____
Phone: _____
Company: _____
Fax: _____

Attachment: Application (2024-O-3073 : Bentley Oaks CPA)

HOLLY HILL
FLORIDA
1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org 01/2023

WHO SHOULD ALL COMMUNICATION BE DIRECTED TO?

_X_ APPLICANT _____ OWNER _____ CONSULTANT

APPLICATION TYPE(S)/FEE(S)*

LAND USE AMENDMENT

- ☐ LARGE SCALE FUTURE LAND USE AMENDMENT (>10 ACRES) $3,000.00
- ☒ SMALL SCALE FUTURE LAND USE AMENDMENT (≤10 ACRES) $2,000.00

REZONE (NON-PD)

- ☐ STRAIGHT REZONE / LDR TEXT AMENDMENT $1,400

REZONE (PD)

- ☐ PD REZONE $2,000
- ☐ MAJOR AMENDMENT TO EXISTING PD $1,250
- ☐ MINOR AMENDMENT TO EXISTING PD $400 (This does not include changes in uses items such or density but means minor changes such as layout and landscaping that do not affect the overall intent or "spirit" of the PD.

***THERE MAY BE ADDITIONAL PASS-THROUGH FEES FOR REVIEWS DONE BY REVIEWERS OUTSIDE OF THIS AGENCY. ALL FEES ARE DUE AT THE TIME OF APPLICATION SUBMITTAL.**

ATTACHMENT CHECKLIST

REQUIRED SUBMITTALS

- ☒ COPY OF PRE-APPLICATION COMMENTS. IF YOU HAVE NOT HAD A PRE-APPLICATION MEETING TO DISCUSS THIS PROJECT PLEASE CONTACT THE CITY PLANNER TO ARRANGE AN APPOINTMENT AT 386-248-9424. (Held on 2/14/2022 + phone call on 7/10/23 w/ Brian Walker)
- ☒ ELECTRONIC COPY OF ALL ITEMS SUBMITTED
- ☒ APPLICATION AND FEE
- ☒ PROOF THAT TAXES ARE CURRENT
- ☒ PROPERTY APPRAISER'S PROPERTY INFORMATION PRINTOUT
- ☒ OWNERSHIP DISCLOSURE FORM (ADD'L DOCUMENTATION MAY REQUIRED IF OWNER IS A TRUST OR CORPORATION)
- ☒ OWNER'S AUTHORIZATION FORM, IF APPLICABLE (ADD'L DOCUMENTATION REQUIRED IF OWNER IS A TRUST OR CORPORATION)
- ☒ 2 CURRENT SIGNED AND SEALED BOUNDARY SURVEYS
- ☒ LEGAL DESCRIPTION IN MS WORD FORMAT (EMAIL THIS TO THE CITY PLANNER)
- ☒ SCHOOL CAPACITY REVIEW – *IF PROPOSING OVER 10 RESIDENTIAL UNITS* (*CONTACT SCHOOL BOARD PLANNING & BUSINESS SERVICES AT 386-734-7190 FOR APPLICATION)*

Attachment: Application (2024-O-3073 : Bentley Oaks CPA)

HOLLY HILL
FLORIDA
1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org 01/2023

- ☐ TRAFFIC IMPACT ANALYSIS FOR PROJECTS GENERATING OVER 1000 TRIPS PER DAY ACCORDING TO RATES PUBLISHED BY THE INSTITUTE OF TRANSPORTATION ENGINEERS "TRIP GENERATION MANUAL" (LATEST EDITION)
- ☐ DRAFT DEVELOPMENT ORDER IN MS WORD FORMAT (*PD REZONE ONLY – CONTACT THE CITY PLANNER)*
- ☐ PRELIMINARY DEVELOPMENT PLAN (***PD REZONE ONLY*** - *SEE CODE SEC. 114-771*)
- ☐ **REZONES ONLY**: ANSWER THE 8 QUESTIONS ATTACHED ON THE REZONING REQUIREMENTS SHEET
- ☒ **COMPREHENSIVE PLAN AMENDMENTS ONLY**: Provide a **Facility Demand Comparison**. For example, for the existing Future Land Use designation, show the demands on the city's infrastructure at the highest intensity, and for the proposed Future Land Use, show what the demands would be at the highest intensity. Show this information for the following facilities:
  - Potable Water
  - Sanitary Sewer
  - Stormwater
  - Transportation (Use current year ITE Trip Generation Rates–Provide PM Peak Hour and Avg Daily)
  - Solid Waste Collection
  - School (Residential Only)
- ☒ **COMPREHENSIVE PLAN AMENDMENTS ONLY**: Provide a **Demonstration of Capacity**: Show that there is capacity and ability to meet increased demands on facilities. The city's public works department can assist in providing information regarding potable water, sanitary sewer and solid waste.

Applicant's Signature: _____ 12/06/2023
(Signature) ***(Date)***

Timothy J. Boehlein
(Print)

Applications must be complete to initiate the review process. For questions please contact the City Planner at (386) 248-9424, fax (386) 248-9498 or email at bwalker@hollyhillfl.org

Attachment: Application (2024-O-3073 : Bentley Oaks CPA)

HOLLY HILL
FLORIDA
1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

01/2023

CITY OF HOLLY HILL APPLICANT AUTHORIZATION FORM

(ORIGINAL ONLY)

An authorized applicant is:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchaser (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, Perry Kemp, the owner of record for the following described property (Legal Description or Tax/Parcel ID Number) 5337-08-00-0060 hereby affirm that Timothy J. Boehlein, PE (JBPro) is hereby designated to act as my authorized agent for the filing of the attached application and make binding statements and commitments regarding the request for a:

☐ Arbor Permit ☐ Special Exception ☐ Variance ☐ Development Plan ☐ Special Event Permit ☐ Vacate

☐ Sign ☒ Rezone/Comp Plan Amendment ☐ Other _____

I certify that I have examined the attached application and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments and fees become part of the Official Records of City of Holly Hill, Florida and are not returnable.

6th December 2023
Date

Perry Adderson Kemp
Owner's Signature

Perry Kemp
Owner's Name

STATE OF ~~FLORIDA~~ Texas
COUNTY OF Travis

Sworn to (or affirmed) and subscribed before me, by means of ☐ physical presence or ☑ online notarization, this 6th day of December, 2023, by Perry Adderson Kemp, who is personally known to me or produced DRIVER LICENSE as identification and did / did not take an oath.

Lesly Denise Rascoe
ID NUMBER
133981440
COMMISSION EXPIRES
September 22, 2026

Notarized online using audio-video communication

NOTARY PUBLIC, STATE OF ~~FLORIDA~~ Texas

Lesly Denise Rascoe
Notary Signature

Lesly Denise Rascoe
Printed Name

Commission No.: 133981440
My Commission Expires: 09/22/2026

Attachment: Application (2024-O-3073 : Bentley Oaks CPA)

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Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org 01/2023

REZONING REQUIREMENTS

The following items must be completed in sufficient detail to allow the City to determine if the application complies with the City Code Chapter 114 and Section 82-372.

1. Is it consistent with all adopted elements of the comprehensive plan? [X]YES [ ]NO
   Explain.

A change in the future land use designation is consistent with the goals of the comprehensive plan regarding policies: 1 provide a range of housing opportunities in an urban form; 2 meet the housing needs of the community through different types, sizes and price ranges; 3 provide housing in locations already served by public utilities and infrastructure; 4 enable access to housing areas through multi-modal transportation systems

2. What is its impact upon the environment or natural resources? [X]YES [ ]NO Explain.

The storm-water ponds which were previously installed and recently inspected were designed to reduce pollutant loads for off-site discharge. The site will not cause any other adverse environmental effects or impacts to natural resources.

3. What is its impact upon the economy of any affected area? [X]YES [ ]NO Explain.

This proposed comprehensive plan amendment supports the local economy by providing a needed source of different types of housing including higher density multi-family dwelling units.

4. What is its impact upon any existing necessary governmental services such as schools, sewage disposal, solid waste or transportation systems? [X]YES [ ]NO Explain.

The proposed site is located within an existing public service utility infrastructure and school district area. As such, it will utilize the existing infrastructure network for public services such as schools, sewage disposal, solid waste and transportation systems.

5. Are there any changes in circumstances or conditions affecting the area.? [X]YES [ ]NO

Attachment: Application (2024-O-3073 : Bentley Oaks PD)

HOLLY HILL
FLORIDA
1065 Ridgewood Avenue, Holly Hill, FL 32117
Phone: (386) 248-9442 Fax: (386) 248-9498 Permitdesk@hollyhillfl.org

Explain.
This proposed project was originally approved in 2004. Since that time the sitework was initiated and the basic framework for the transportation utilities and stormwater systems have been installed.

6. Are there any mistakes in the original classification? [X] YES [ ] NO Explain.
This application has an approved zoning and site plan application on file. This comprehensive plan amendment is required to bring the pre-existing entitlements into compliance with project so that construction can be completed.

7. What is its effect upon the use or value of the affected area? [X] YES [ ] NO Explain.
This project is located in an area with a range of housing types and economic facilities. This project supports the diverse housing and economic facilities found in this area.

8. What is its impact upon the public health, welfare, safety or morals? [X] YES [ ] NO Explain.
This project provides for the public health, welfare, safety and morals of the community by providing needed multi-family housing options consistent with the existing land uses of the area.

Timothy J. Boehlein
Print Applicant Name Applicant Signature

Print Applicant Name Applicant Signature

12/6/2023
Date Date

Attachment: Application (2024-O-3073 : Bentley Oaks CPA)