

**SPECIAL MEETING
DESTIN CITY COUNCIL
OCTOBER 6, 2020
ANNEX COUNCIL CHAMBERS
6:00 PM**

*****Core Value of the Month - Transparency*****

CALL TO ORDER

INVOCATION / PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

NEW BUSINESS

A. City of Destin Utility Undergrounding Project Management (RFQ 20-03-CD)

- 1) CPWG Madrid Engineering Group
- 2) HBK Engineering
- 3) Utility Consultants of Florida

PUBLIC COMMENTS

ADJOURNMENT

****** Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council, or the City staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.***

Persons with disabilities who require assistance to participate in City meetings are requested to notify the City Clerk's Office at (850) 837-4242 in advance. Hearing Impaired: TTY: 711. Assistance also available through Human Resources, Title VI Coordinator, at (850) 837-4242.

Personas con discapacidades que necesitan asistencia o personas que necesiten ayuda con un idioma para participar en las reuniones de la ciudad, deberán notificar la oficina de la Secretaria Municipal al (850) 837-4242 antes de la reunión. Discapacidad auditiva: TTY: 711 (Solicitar Espanol CA). La ayuda tambien está disponible por Recursos Humanos, Coordinador del Título VI, al (850) 837-4242.

CITY OF DESTIN



AGENDA ITEM

COUNCIL MEETING DATE: October 6, 2020

TYPE OF AGENDA ITEM: Action Item

TO: City Council

THRU: Louis Zunguze, Community Development Director
Kyle Bauman, City Attorney
Lance Johnson, City Manager

FROM: Lance Johnson, City Manager

DATE:

SUBJECT: City of Destin Utility Undergrounding Project Management (RFQ 20-03-CD)

I. BACKGROUND: The undergrounding of utilities project is an initiative identified as part of the City's Strategic Plan. The City Council on 12-16-19 instructed staff to put out a RFQ for the Gulf Power Project Management Project. The RFQ was released 5/15/20 and proposals had to be submitted by 6/18/20.

On September 8, 2020 city council voted to hold a special meeting and invite three firms to do presentations to the council.

The special meeting was scheduled for October 6, 2020.

II. DISCUSSION: The City received four proposals for this RFQ. The Bid Committee evaluated these proposals in collaboration with Robert "Schef" Wright with Gardner, Bist, Bowden, Bush, Dee, LaVia & Wright P.A. Mr. Wright was also largely involved in the preparation of the RFQ and has been involved at every step of this process.

At the conclusion of the evaluations, one submission was disqualified from consideration because it was deemed significantly incomplete.

The three remaining submissions were discussed and scored by all committee members.

References were checked on all remaining applicants and all came back favorable.

Presentations from the three finalist will take place at the October 6th special council meeting.

A. **Link to Strategic Goals / Objectives:** 2020 Strategic Plan:

2020 Council Objectives - #2 Priority - Underground Utilities

B. **Effect on Budget (EOB):**

C. **Level of Service (LOS):** Level of Service will increase as the undergrounding of utilities will bring the following benefits to the City:

- * Improved safety
- * Reduced maintenance
- * Better aesthetics
- * Potential increase in economic development.

III. CONCLUSION: Council can choose a firm which staff would then negotiate with for the undergrounding project management. If staff is able to reach an agreeable contract with that firm then staff would bring that contract back to council for their approval.

Council should identify a first, second and third choice in case negotiations are unsuccessful with the previous firm.

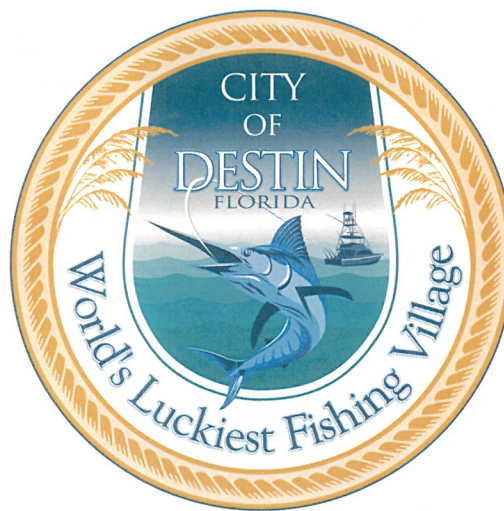
IV. RECOMMENDED MOTION: I move that staff enter negotiations with (chosen firm) and report back to the council with a contract to consider.

Attachments:

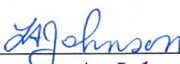
1. RFQ 20-03-CD Destin Utility Undergrounding Project Mgmt
2. Bid Opening Summary - RFQ 20-03-CD - Destin Utility Undergrounding Project Management
3. 8-6-20 Bid Mtg
4. Council Scoresheet - Undergrounding (2)

REQUEST FOR QUALIFICATIONS
FOR
DESTIN UTILITY UNDERGROUNDING
PROJECT MANAGEMENT

RFQ NO. 20-03-CD



City of Destin, Florida
May 15, 2020



Lance A. Johnson, City Manager
Phone (850) 837-4242
Facsimile (850) 837-3267
4200 Indian Bayou Trail
Destin, Florida 32541



RFQ NO. 20-03-CD

DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

TABLE OF CONTENTS

Cover	Cover
Table of Contents	TOC
Advertisement	Advert
Section 1 – Scope of Services and Project Information	1
Section 2 – Instruction to Respondents	5
Section 3 –Response Submission Requirements	7
Section 4 – Evaluation of Responses	10
Section 5 – General Conditions	12
Section 6 - Special Conditions	16
Appendix ‘A’	17
Respondent Acknowledgement	18
Respondent’s Qualification Form Statement	19
Addenda Acknowledgement	24
Confirmation of Drug-Free Workplace	25
Schedule of Sub-Contractors	26
Appendix ‘B’	27
Draft Agreement	Contract

DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

Through this Request for Qualifications (RFQ), the City of Destin (CITY) announces its intent to contract with a qualified engineer, engineering firm, or construction project management firm for the provision of comprehensive project management services to support the CITY's contemplated conversion of all existing overhead utility facilities located in the City of Destin to underground facilities.

Sealed Responses to this RFQ will be received in the City Clerk's Office, City of Destin, 4200 Indian Bayou Trail, Destin FL 32541 by:

No Later Than 2:00 P.M. Prevailing Central Time on

June 18, 2020.

One (1) original, so designated, and nine (9) copies (total of ten (10) submissions) and one digital copy on a flash drive shall be submitted in a sealed package clearly marked on the outside:

"RFQ No. 20-03-CD Destin Utility Underground Project Management" and addressed to: City of Destin, City Clerk's Office, 4200 Indian Bayou Trail, Destin, FL 32541.

All Responses will be publicly opened at City of Destin (City Hall Board Room) 4200 Indian Bayou Trail, Destin, FL and only the names of the Respondents will be disclosed. Responses received after the specified date and time will be returned unopened.

ATTENTION ALL INTERESTED RESPONDENTS:

Prospective respondents should contact the City Clerk's Office to obtain either an electronic or paper version of the bid documents by calling 850-837-4242 or e-mail: clerk@cityofdestin.com

SCOPE OF SERVICES:

The City of Destin (CITY) is seeking qualifications and services from professional Engineering and Project Management firms to provide ongoing consulting, engineering, streetscape design resources and proficiency, and project management services on an "as needed" basis for the undergrounding of utilities for the CITY. (For clarity, as used herein, "CITY" means the legal entity that has issued this RFQ; "City of Destin" generally means the geographic area within the corporate limits of the CITY, unless used specifically in connection with the CITY's government, e.g., City of Destin City Council, City Hall, City Manager, City Clerk, or City Attorney. Persons or firms submitting their qualifications and other responsive information in response to this RFQ are "Respondents" and their qualifications and information thus submitted are "Responses.") The contract resulting from this RFQ will provide for the selected CONTRACTOR to perform the scope of services (scope of work) set forth herein for the CITY's contemplated conversion of all existing overhead utility facilities, including electric, telecommunications, CATV, broadband, and similar facilities, to underground facilities (the "PROJECT"). The exact duration of the PROJECT is not known at this time, but the CITY believes that, including the planning, design, cost estimating, initial contract negotiations, and related support work that will be required in addition to additional contracting and construction management for the actual conversion of facilities through the PROJECT, the PROJECT will probably take between five (5) and eight (8) years. The actual construction and conversion work for the PROJECT is expected to be done in phases over the entire term of the PROJECT. The term of the contract that the CITY expects to result from this RFQ will therefore be for an initial period sufficient to cover the CONTRACTOR's work through the completion of the first phase of the PROJECT, with options to renew for additional periods based on the ultimate design and phasing of the PROJECT. Anticipated work includes PROJECT liaison services with CITY Staff and other agents and contractors of the CITY, CITY elected officials, the UTILITIES, other

government agencies, and citizens within the PROJECT area; engineering design and planning; construction planning; cost estimating, including due diligence and engineering reviews of cost estimates projected by the UTILITIES; support for CITY financing activities for the PROJECT; easement configurations; electrical, CATV and telecommunications design services; bid document preparation; assistance with contract negotiations with the UTILITIES and construction contractors and sub-contractors; contractor evaluation services; construction management services; contract management; provision of PROJECT as-builts; and related surveying and other related work as mutually agreed upon in conjunction with the PROJECT.

NO CONTACT CLAUSE:

All prospective Respondents are hereby instructed NOT to contact any member of the City of Destin City Council, City Manager, City of Destin staff member, City Attorney, or other CITY agent or representative working on the PROJECT, other than the authorized CITY contact person identified in this Solicitation, or the CITY's designated procurement staff member, regarding this solicitation package, or the Respondent's submittal package, or the CITY's Notice to Award at any time after the RFQ is issued and prior to the FORMAL AWARD for this PROJECT. Any such contact may be cause for rejection of your submittal. Contacts with CITY personnel, staff, agents and other representatives before the RFQ is issued shall not constitute grounds for disqualification or rejection of your proposal or submittal.

Any questions relative to any item or portion(s) of this solicitation should be directed to the City Clerk's Office, 850-837-4242 with Office Hours: MONDAY – FRIDAY, 8:00 A.M. TO 5:00 P.M. or email at clerk@cityofdestin.com

Lance A. Johnson, City Manager
City of Destin



RFQ NO. 20-03-CD
DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

**SECTION 1 –SCOPE OF SERVICES AND
PROJECT INFORMATION**

1.1 INTRODUCTION:

The CITY is seeking the qualifications and services of a licensed professional engineer or engineering firm to provide project management and engineering support services to support the DESTIN UTILITY UNDERGROUNDING PROJECT, which will include the conversion of all existing overhead electric power distribution, cable television, internet/broadband, telecommunications, and similar or related facilities to underground facilities. The facilities to be converted include those of Gulf Power Company (GP), AT&T, Cox Communications, and Century Link (the “UTILITIES”). Anticipated work includes PROJECT liaison services with CITY Staff and other agents and contractors of the CITY, CITY elected officials, the UTILITIES, other government agencies, and citizens within the PROJECT area; engineering design and planning; construction planning; cost estimating, including due diligence and engineering reviews of cost estimates projected by the UTILITIES; support for CITY financing activities for the PROJECT; easement configurations; electrical, CATV and telecommunications design services; bid document preparation; assistance with contract negotiations with the UTILITIES and construction contractors and sub-contractors; contractor evaluation services; construction management services; contract management; provision of PROJECT as-builts; and related surveying and other related work as mutually agreed upon in conjunction with the PROJECT.

1.2 GOAL:

The CITY is seeking to underground all existing overhead electric power distribution, cable television, internet/broadband, telecommunications, and similar or related facilities within the City of Destin city limits. This will be accomplished in sections of the City of Destin and in phases as determined by City Council with the advice of the CONTRACTOR, the UTILITIES, CITY Staff, and other advisors and personnel working with the CITY on the PROJECT, including, by way of example and without limitation, financial advisors for special financing or MSBU/MSTU-type financing options for the PROJECT, bond counsel, and others as needed and engaged by the CITY for such purposes.

1.3 TERM OF THE PROJECT

The awarded CONTRACTOR will be issued an initial purchase order following Council approval. The term of the contract that the CITY expects to result from this RFQ will be for an initial period sufficient to cover the CONTRACTOR’s work through the completion of the first phase of the PROJECT, with options to renew for additional periods based on the ultimate design and phasing of the PROJECT.

1.4 SCOPE OF SERVICES TO BE PERFORMED:

For this PROJECT, the CITY foresees the need for the following specific services, comprising the scope of work contemplated by this RFQ, and recognizes that additional support services may be needed, as contemplated by the “additional services necessary” item below.

- a. Provision of information, advice, and technical consulting services to the CITY, and to citizens and groups of citizens regarding the overall PROJECT and specific facilities installations affecting individual properties.
- b. Serve as the CITY'S community liaison representative to address any issues between residents and the utility companies, and between residents and the CITY, and to provide communications regarding the PROJECT to the CITY'S residents as necessary.
- c. Coordinate the acquisition of any additional site and detailed survey data necessary to create conceptual designs, cost estimates, and detail data as necessary to generate final construction designs.
- d. Develop and review conceptual engineering and construction plans and detailed engineering and construction design plans for the undergrounding of overhead utilities facilities within the City, including, but not limited to, streetscape and landscape design, facility & infrastructure designs, easement requirements, PROJECT schedules and phasing, and cost estimates.
- e. Prepare or coordinate the preparation of Route Surveys, which shall include but are not limited to the proper location, monumentation, description or platting of the following routes: roadways, highways and existing utilities and geographical features and electrical needs, easements, ingress and egress easements such as approach routes.
- f. Participate in direct negotiations with Gulf Power (GP), Cox Communications, Century Link, AT&T, Destin Water Users, Inc., and Okaloosa Gas, to the extent applicable, with other utility providers, with respect to facility design and layout, facility configuration, equipment location and equipment selection, costs, work to be performed by or through each respective utility company, work to be performed by the CITY or through contracts with the CITY and CITY-employed contractors, and schedules.
- g. Facilitate the creation, acquisition, and recording of required easements.
- h. Coordinate services for the acquisition of contract construction resources for work that is to be done as part of the CITY'S responsibility for construction and installation of the new underground facilities pursuant to the PROJECT. This element includes not only coordinating the acquisition of contract construction resources, but also advising the CITY and participating in direct negotiations, on behalf of the CITY, with contractors and subcontractors that may be engaged to perform work that is the CITY'S responsibility under the CITY'S agreements with GP, Cox Communications, Century Link, AT&T, and any other utility providers in connection with the PROJECT.
- i. Prepare reliable and appropriately specified estimates of the cost (including both "hard" and "soft" costs) of implementing a full relocation of the existing overhead UTILITY systems within the City of Destin to underground systems. For each phase of the PROJECT, prepare reliable and appropriately specified estimates of the costs to complete each phase. For each phase of the PROJECT, assist CITY Staff and other CITY agents and representatives (e.g., financial advisors, financing advisors, bond counsel, and others) in identifying payment and financing options and methods, including possible grants for utility undergrounding and streetscape improvements, allocation of costs among UTILITY providers, residents and property owners, and the CITY.
- j. For each phase of the PROJECT, participate in materials procurement activities, including advising the CITY, the UTILITIES, and all contractors and subcontractors as to materials availability, suitability, and decisions; support bidding processes, negotiations, and procurement for materials to the extent necessary, particularly with respect to the procurement of materials for work to be

performed by or through the CITY, its contractors, and their subcontractors; and maintain satisfactory documents relative to the materials procurement activities.

- k. All design and construction components shall meet, as a minimum, all current Federal, State and CITY codes.
- l. Supervise, monitor, coordinate, facilitate, and inspect all construction activities, including coordinating inspections performed by the UTILITIES or the UTILITIES' contractors, to ensure compliance with contract requirements, to promote the timely and efficient completion of all work to the extent reasonably practicable, and to minimize adverse impacts on the community during the PROJECT construction work.
- m. Maintain satisfactory documents and records, as specified by the CITY, relative to the work performed by the CITY'S contractors and their subcontractors.
- n. Serve as the "CITY'S Representative" for all technical and engineering-related purposes relative to the contracts between the CITY and GP, AT&T, Cox Communication and Century Link, and, as necessary, other utility providers, and also relative to the contracts between the CITY and its contractors. The Respondent must acknowledge its understanding that this function is the equivalent of serving as the "Owner's Representative" in managing construction contracts and projects.
- o. Track and report to the CITY, on a weekly basis, the progress of all PROJECT activities, including those that are the responsibility of the utility providers as well as those that are the responsibility of the CITY'S contractors and their subcontractors, relative to construction progress, conformance of work completed or in progress to design plans and relevant standards for the particular work involved, compliance with contracts, and compliance with schedules established for various work components of the PROJECT, whether contractually established or not.
- p. Review completed work and associated contractor invoices and advise the CITY as to completed work and the suitability of contractor invoices.
- q. Maintain PROJECT records, as necessary, in accordance with established professional standards for engineers and in accordance with other established standards specified by the CITY.
- r. Coordinate site restoration activities, including identification of requirements, acquisition of contractor services, and verification of completed work, as necessary.
- s. Provide other services necessary to the execution of the PROJECT as may be required and approved by the CITY.

1.5 PROJECT DELIVERABLES:

For each phase of the PROJECT, CONTRACTOR will, in coordination with CITY Staff, other CITY representatives, CITY construction contractors, the UTILITIES, and others as applicable, provide or ensure the provision of the following deliverables to the CITY:

- 1. Complete design documents for each phase of the PROJECT, including the design for each UTILITY's overhead-to-underground conversion work for each phase.
- 2. Reliable and appropriately specified estimates of the costs to the CITY for each UTILITY's work and for the work to be done by CITY contractors and sub-contractors for each phase.
- 3. Copies of all contracts with any of the UTILITIES and copies of all contracts between the CITY and any contractors or sub-contractors engaged by the CITY.

4. Any construction drawings at preliminary, 60%, 90% and final release for construction plans and specifications and as-built drawings, in paper copies and electronic pdf, TIFF, and AutoCAD formats.
5. All necessary Federal, State, County, and CITY permits.
6. All real property or real estate acquisition documents to include but not limited to permanent and/or temporary easement acquisition, easement acquisition, right of entries/agreements, field title investigation, purchase offers and negotiation with landowners.
7. Presentations to the City of Destin City Council at City Council Meetings, workshops, or other Public Meetings as necessary and appropriate to keep the City Council and the public informed as to the progress of the PROJECT.



RFQ NO. 20-03-CD
DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

SECTION 2 –INSTRUCTIONS TO RESPONDENTS

- A. The City of Destin will accept RFQ responses until **June 18, 2020 at 2:00 P.M. (prevailing Central Time)** at City Clerk's Office located at City Hall, 4200 Indian Trail Bayou Destin FL. 32541, to provide the City with Qualified Respondents for **RFQ No. 20-03-CD Destin Utility Undergrounding Project Management**
- B. Any responses received after the above stated time and date will NOT be considered. It shall be the sole responsibility of the Respondent to have their Response submittal **delivered to City Clerk's Office** for receipt on or before the above stated time and date. Responses that arrive after the above stated deadline as a result of delay by the mail service shall not be considered, and arrangements shall be made for their return at the Respondent's request and expense. The CITY reserves the right to consider submittals that have been determined by the CITY to be received late due solely to mishandling by the CITY after receipt of the Response and prior to the award being made.
- C. All Responses will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom on **June 18, 2020 no later than 2:00 P.M. (prevailing Central Time)**. All Respondents and their representatives are invited to be present. The City Hall Boardroom is located in City Hall, 4200 Indian Bayou Trail Destin, FL. 32541.
- D. Respondents may request information regarding the RFQ in writing from City Clerk Rey Bailey, clerk@cityofdestin.com. Such a request shall be received in writing at least five (5) days prior to the submittal deadline.
- E. If any addendum(s) are issued to this Request for Qualifications, the City will attempt to notify all prospective respondents. It shall be the responsibility of each Respondent, prior to submitting the RFQ response, to contact the City Clerk's Office, at (850) 837-4242 to determine if any addendum(s) were issued and to complete any addendum acknowledgements as part of their RFQ response.
- F. One (1) original, so designated, and nine (9) copies (total of ten (10) submissions) and one digital copy on a flash drive shall be submitted in a sealed package clearly marked on the outside: "RFQ No. 20-03-CD Destin Utility Underground Project Management" and addressed to: City of Destin, City Clerk's Office, 4200 Indian Bayou Trail, Destin, FL 32541
- G. Responses shall clearly indicate the legal name, address and telephone number of the Respondent. Responses shall be signed above the typed or printed name and title of the signer and shall include the full direct contact information (telephone, street address, and electronic mail address) of the signer. The signer shall have the authority to bind the Respondent to the submitted Response. Respondents must note their Federal I.D. number on their Response.
- H. All expenses for making, preparing, and delivering Responses to the CITY's RFQ are to be borne by the Respondent.
- I. Responses shall be evaluated by the Bid Committee in accordance with SECTION 4 – EVALUATION OF RESPONSES.
- J. The Bid Committee shall consist of CITY of Destin staff members.

- K. A sample draft agreement that the CITY intends to execute with the successful firm is contained within this Request for Qualifications for review. The CITY reserves the right to modify the contract language prior to execution. The actual scope of services and consulting fees will be negotiated following selection of the top firm(s).
- L. Each Respondent, by submission of an RFQ Response, acknowledges that, in the event of any legal action challenging the award of a contract or agreement pursuant to this RFQ, damages, if any, shall be limited to the actual cost of the preparation of the Respondent's Response. 



RFQ NO. 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

SECTION 3 – RESPONSE SUBMISSION REQUIREMENTS

3.1 SUBMISSION OF RESPONSES

- A. **General Requirements.** The purpose of the RESPONSE is to demonstrate the qualifications, competence, and capacity of the Respondents seeking to undertake the requirements of this Request for Qualifications. As such, the substance of the Response will carry more weight than their length, form, or manner of presentation. The Technical Response should demonstrate the qualification of the Respondent and the particular staff to be assigned to his engagement. It should also specify an approach that will meet or exceed the Request for Qualifications requirements.

The selected Respondent shall provide sufficient organization, personnel, and management to carry out the requirements of this RFQ in an expeditious and economical manner, consistent with the needs of the City. Additionally, the selected Respondent will be required to demonstrate recent experience with the successful completion of services similar to those specified within this RFQ.

- B. **Certification and Licenses.** Respondents must include with their Responses copies of all applicable certificates and licensing or business permits related to the Scope of Services specified herein.
- C. **Detailed Response.** The detailed Response should follow the order set forth in this Section 3 of this Request for Qualifications.

1. Letter of Interest

The Letter of Interest shall be a maximum of one (1) page that summarizes the Respondent's primary qualifications and that includes a firm commitment to provide the proposed services. The Letter of Interest shall be signed by the Respondent or person authorized to bind the Respondent to the submitted Response.

2. Respondent's Qualifications

- a) Complete and submit Respondent's Qualification Statement, provided in Appendix A to this RFQ.
- b) Describe the Respondent and provide a statement of the Respondent's qualifications for performing requested consulting services. Identify the services which would be completed by the Respondent's staff and those that would be provided by sub-consultants or sub-contractors, if any. Identify any sub-consultants and sub-contractors that the Respondent proposes to utilize to supplement the Respondent's staff and describe the qualifications of any such sub-consultants and sub-contractors.

- c) If the Principal Place of Business is different than the location specified in the Respondent's Qualification Statement, then Respondent shall specify the office locations from which each phase of the PROJECT will be managed, performed, and produced.

3. Qualifications of Project Team, (key project members) and availability of Specialty Resources.

Provide an overview of the qualifications of the specific project team members that the Respondent proposes will perform the requested services, including:

- a) An organizational chart that clearly defines the lines of authority and specifically lists the Client Service Manager, Project Manager, and Primary Project Professional. These project team members are hereafter referenced as "Key Project Members". This information shall be contained on a maximum of one (1) page.
- b) Provide a maximum of four resumes for Key Project Members outlining the relevant experience and education for this PROJECT. Each resume is limited to one (1) page.
- c) Sub-consultant firms and key personnel from these firms shall be clearly identified. Respondents must expressly recognize that the CITY will not allow substitution of Key Project Members during the Contract period without the written agreement of the CITY.
- d) Availability location and workload of the proposed team contained on a maximum of one (1) page including:
 - 1. Current project work listing and remaining labor commitments, including the estimated conclusion date for each remaining commitment.
 - 2. Historically, describe the typical number of projects handled by the Respondent's Key Project Members at any given time.
 - 3. Projected workload of project management activities as defined in the scope of services.
 - 4. Identification of any sub-consultant firms providing significant services that may be assigned more than five percent (5%) of the work.

4. Project Approach, demonstrated skill set, and innovative ideas that will be used to address the Scope of Services.

The response should include detailed information as to how the Respondent will perform and complete the Scope of Services that demonstrates the Respondent's understanding of the scope of work and how they intend to meet the goals and objectives of the PROJECT. Consideration shall be given for effectiveness of potential solution(s), creativity and innovation of proposed solutions and comprehensive utilization of proposed personnel to meet the RFQ deliverables. This section shall be limited to no more than six (6) pages. Descriptions of the Respondent's approach to the PROJECT and plans for completing the Scope of Services that are longer than 6 pages will not be evaluated after page 6.

5. References – Past Performance

Provide a list of two (2) governmental agencies as references for similar Utilities Consulting contracts for which the Respondent has completed or are in progress within the past three (3) years with the following information: 1) Name of Agency, 2) Address, and 3) Contact Name and telephone number.

Contact persons must be informed that they are being used as reference and that the CITY or the CITY's designee will be contacting them for information. Bid Committee Members or another CITY designee will call (or attempt to contact via email) each reference up to three (3) times. If there is no answer or response after the third attempt, the CITY may apply no points for that project experience.

6. Submittal of General Information and Procurement Forms and Documents

Procurement forms can be found in Appendix 'A' and must be completed, signed and notarized when required and submitted. In addition, all other requested and supporting documentation should be included in this Chapter.

- a) Respondent Acknowledgement
- b) Addenda Acknowledgement (if applicable)
- c) Confirmation of Drug Free Workplace
- d) Schedule of Sub-Consultant(s) and Sub-Contractor
- e) Submit proof of Professional Liability Insurance at the levels identified on the Insurance Advisory Form herein as an attachment.
- f) Submit any Supplemental information relative to this RFQ.



RFQ NO. 20-03-CD
DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

SECTION 4 – EVALUATION OF RESPONSES

4.1 SUBMISSION OF RESPONSES

A. Request for Qualification Requirements

The Bid Committee will review and evaluate all Responses to this RFQ. A sequential ranking of all Respondents will be developed. The final ranking will be presented to the City Council. The determination shall be based upon the following criteria and respondents shall provide, as a minimum, the information listed under each criterion. Failure to provide adequate information listed on any criterion may result in rejection of the submittal as non-responsive.

The Qualification Package is designed to provide information about your firm. Therefore, the said information will be used in evaluating the firm's qualifications to perform the advertised work. Responses will be evaluated by the Bid Committee in accordance with weighted criteria listed below:

<u>Description</u>	<u>Point Range</u>
Qualifications of the Respondent to include past performance	25
Assigned Staff Qualifications & Experience	25
Project Approach	35
References	15
Total	100

B. Selection Process

1. The Bid Committee consisting of CITY staff will review each written submission for compliance with the requirements of the RFQ, including verifying that each Response includes all documents required. In addition, the Committee will ascertain whether the provider is qualified to render the required services according to State regulations and the requirements of this RFQ.
2. The Bid Committee will score and rank all responsive Responses based on the requirements of the RFQ and determine a minimum of three (3) firms deemed to be the most highly qualified to perform the required service. If fewer than three (3) firms are deemed to be qualified to render the required services, then the Bid Committee will score and rank the responsive Responses from firms that are qualified to render the required services.

3. The Bid Committee will conduct a public meeting chaired by the Finance Director or the City Manager's designee to discuss the individual scores and summarize the scores in a ranking matrix to be forwarded to the City Council.
4. In the event of a tie score within the top three spots, the City Manager shall provide the tie-breaker score based on the City Manager's application of the criteria set forth in subsection 4.A.1 above.



RFQ NO. 20-03-CD
DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

SECTION 5 –GENERAL CONDITIONS FOR RESPONDENTS

1. **FAMILIARITY WITH LAWS:** The Respondent is presumed to have full knowledge of and be in compliance with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner affect the equipment and the services provided to the CITY. Ignorance on the part of the Respondent will in no way relieve Respondent of responsibility to adhere to such regulations.
2. **RFQ FORMS:** The Respondent will submit its Response and accompanying materials on the RFQ forms provided. All prices, amounts and descriptive information must be legibly entered. The Respondent must state the price and the time of delivery for which they propose to deliver the equipment or service requested. All RFQ forms must be executed and submitted for easy identification. The face of the envelope shall contain the company's name and address, RFQ title, number, RFQ date and time. Responses that are not submitted on the RFQ forms herein may be rejected. All Responses are subject to the conditions specified within this solicitation document. Responses which do not comply with these conditions are subject to rejection.
3. **EXECUTION OF RFQ:** Every Response must contain a manual signature of an authorized representative in the space provided on all affidavits and response sheets.
4. **RFQ DEADLINE:** It is the Respondent's responsibility to assure that its Response is delivered at the proper time and place prior to the RFQ deadline. The CITY is not responsible for the U.S. Mail or private couriers in regard to mail being delivered by a specified time so that a Response can be considered. Responses which for any reason are not delivered by the deadline will not be considered. If no award has been made, the CITY reserves the right to consider Responses that have been determined by the CITY as late. Offers by telegram or telephone are not acceptable.
5. **RIGHTS OF THE CITY:** The City expressly reserves the right to:
 - A. Waive any defect, irregularity or informality in any RFQ or RFQ procedure.
 - B. Cancel this RFQ's at any time.
 - C. Reject any or all Responses.
 - D. Reissue this RFQ or issue a new RFQ.
 - E. Extend the Response submission deadline time and date.
 - F. Consider and accept an alternate Response as provided herein when most advantageous to the City.
6. **STANDARDS:** Factors to be considered in determining whether the standard of responsibility has been met include whether a prospective Respondent has:
 - A. Available the appropriate financial, material, equipment, facility, and personnel resources and expertise, or the ability to obtain such, necessary to indicate its capability to meet all contractual requirements.
 - B. A satisfactory record of performance.

- C. A satisfactory record of integrity.
 - D. Qualified legal to Contract within the State of Florida and the CITY:
 - E. Supplied all necessary information in connection with the inquiry concerning responsibility.
7. INTERPRETATIONS: Any questions concerning conditions and specifications should be directed to the authorized personnel identified in the RFQ document in writing no later than ten (10) days prior to the RFQ deadline. Inquiries must reference the date by which Responses to the RFQ are to be received.
 8. CONFLICT OF INTEREST: The award hereunder is subject to all conflict of interest provisions of the CITY, Okaloosa County, and the State of Florida.
 9. SUBCONTRACTING: If a Respondent subcontracts any portion of a Contract for any reason, the Respondent must state the name and address of the subcontractor and the name of the person to be contacted on the attached "Schedule of Subcontractors". The CITY reserves the right to accept or reject any or all Responses wherein a subcontractor is named and to make the award to the Respondent, who, in the opinion of the CITY, will be in the best interest of and/or most advantageous to the CITY. The CITY also reserves the right to reject a Response of any Respondent if the Response names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time Contracts of a similar nature, or who is not in a position to perform properly under this award. The CITY reserves all rights in order to make a determination as to the foregoing.
 10. ADDENDA: From time to time, the CITY may issue an addendum to change the intent or to clarify the meaning of the Contract documents. It is each Respondent's responsibility to check with the CITY and immediately secure all addenda before submitting its Response. Each Respondent shall acknowledge receipt of ALL addenda by notation on the Addenda Acknowledgement form herein and shall adhere to all requirements specified in each addendum prior to submission of the Response.
 11. ANTITRUST CAUSE OF ACTION: In submitting a Response to the CITY, the Respondent offers and agrees that if its Response is accepted, the Respondent will convey, sell, assign or transfer to the CITY all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the CITY. At the CITY's discretion, such assignment shall be made and become effective at the time the Finance Department tenders final payment to the Respondent.
 12. LEGAL REQUIREMENTS: Federal, State, County, and CITY laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the Respondent will in no way be a cause for relief from responsibility.
 13. ON PUBLIC ENTITY CRIMES – All Invitations to respond to RFQs as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows:

"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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, 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, proposals, 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 in excess of the threshold amount provided in s. 287.017

for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.”.

14. ADVERTISING: In submitting a Response to this RFQ, the Respondent agrees not to use the results as a part of any commercial advertising.
15. ASSIGNMENT: Any Purchase Order issued pursuant to this RFQ invitation and the funds which may become due hereunder are not assignable except with the prior written approval of the CITY.
16. INDEMNIFICATION & CITY’S SOVEREIGN IMMUNITY: The selected Respondent shall hold and save harmless the CITY (i.e., the City of Destin, Florida), its officers, agents, volunteers and employees from liability of any kind in the performance of this Contract. Further, the selected Respondent(s) shall indemnify, save harmless and undertake the defense of the CITY, its City Council Members, agents, servants and employees from and against any and all claims, suits, actions, damages, or causes of action arising during the term of this Contract, for any personal or bodily injury, loss of life, or damage to property arising directly or indirectly from Respondent’s operation pursuant to this Contract and from and against all costs, counsel fees, expenses and liabilities incurred in and about any such claims, the investigation thereof, or the defense of any action or proceedings brought thereon, and from and against any orders or judgments which may be entered therein. The CITY shall notify the Respondents within ten (10) days of receipt by the CITY of any claim, suit or action against the CITY arising directly or indirectly from the operations of the Respondents hereunder, for which the CITY may be entitled to a claim or indemnity against the Respondent, under the provisions of this Contract. Respondent shall have the right to control the defense of any such claim, suit or actions. The Respondent shall also be liable to the CITY for all costs, expenses, attorneys’ fees and damages which may be incurred or sustained by the CITY by reason of the Respondent’s breach of any of the provisions of the contract. Respondent shall not be responsible for negligent acts of the CITY or its employees.

Further, CITY is a political subdivision of the State of Florida and enjoys sovereign immunity. Nothing in the Agreement is intended, nor shall be construed or interpreted, to waive or modify the immunities and limitations on liability provided for in Section 768.28, Florida Statute, as may be emended from time to time, or any successor statute thereof. To the contrary, all terms and provisions contained in the Agreement, or any disagreement or dispute concerning it, shall be construed or resolved so as to ensure CITY of the limitation from liability provided by any successor statute thereof. To the contrary, all terms and provision contained in the Agreement, or any disagreement or dispute concerning it, shall be construed or resolved so as to ensure CITY of the limitation from liability provided to the State’s subdivisions by state law.

17. CONTRACT AGREEMENT:

An Agreement outlining the Scope of Services with the intent of accomplishing a timely, cost-effective completion of a given project, or a specified phase of the overall PROJECT, will be provided. Specific Task Orders stipulating the Scope of Services or Work to be performed or provided will be issued after the execution of said Agreement. The Agreement will be based on successful negotiation.

18. FUNDING OUT:

The resultant Agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the City of Destin City Council in the annual budget for each fiscal year of this Agreement. The Agreement is expressly subject to termination based on lack of funding.

19. PUBLIC RECORDS:

Sealed documents received by the CITY in response to an invitation are exempt from public records disclosure until thirty (30) days after the opening of the Response/Bid unless the CITY announces intent to award sooner, in accordance with Florida Statutes 119.07.

However, certain exemptions to the public records law are statutorily provided for in Florida Statutes 119.07. If the Respondent believes any of the information contained within their response is exempt from the Public Records Law, then the Respondent must identify in their Response, the material which is deemed to be exempt and cite the legal authority for the exemption. The CITY's determination of whether an exemption applies shall be final, and the Respondent agrees to defend, indemnify, and hold harmless the CITY and the CITY's officers, employees, and agents, against any loss or damages by any person or entity as a result of the CITY's treatment of records as public records.

The CITY is a public agency subject to Chapter 119, Florida Statutes. The CONTRACTOR shall comply with Florida's Public Records Law. Effective July 1, 2013, Section 119.071, Fla. Stat., the contractor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the CITY in order to perform the service.
2. Provide the public with access to such public records on the same terms and conditions that the CITY would provide the records and at a cost that does not exceed that provided in Chapter 119, FL Statute, or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records and transfer to the CITY, at no cost, all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology of the agency.

Failure of the contractor to comply with the provisions set forth in this General Condition shall constitute a Default and Breach of the Agreement with the CITY.



RFQ NO. 20-03-CD
DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

SECTION 6 – SPECIAL CONDITIONS

1. The CITY, by written notice, may terminate in whole or in part any Contract resulting from this RFQ when such action is in the best interest of the CITY. If the Contract(s) are so terminated the CITY shall be liable only for payment for services rendered prior to the effective date of termination. Services rendered will be interpreted to include costs of items already delivered plus reasonable costs of supply actions short of delivery. Such reasonableness shall be at the sole discretion of the CITY.
2. It shall be the responsibility of the successful Respondent to maintain workers' compensation insurance, professional liability, property damage liability insurance and vehicular liability insurance, during the time any of Respondent's personnel are working on CITY property. The successful Respondent shall furnish the CITY with a certificate of insurance after award has been made and prior to the start of any work on CITY property. Said insured companies must be authorized to do business in the State of Florida.
3. The CITY reserves the right, before awarding a Contract, to require a Respondent to submit such evidence of qualifications as it may deem necessary, and may consider any evidence available to it of the financial, technical and other qualifications and abilities of a Respondent, including past performance (experience) with the CITY in making the award in the best interest of the CITY.

APPENDIX “A”

THE DOCUMENTS

BEHIND THIS PAGE

MUST ACCOMPANY RESPONSE

IN ORDER FOR SUBMITTAL

TO BE CONSIDERED

COMPLETE AND ACCEPTABLE





RESPONDENT ACKNOWLEDGEMENT

Submit Responses To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ NO. 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

Responses must be received by: **No Later Than 2:00 P.M. Prevailing Central Time**
on
June 18, 2020.

Responses will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **June 18, 2020, no later than 2:00 p.m. Prevailing Central Time** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: _____

Federal I.D. Number: _____

A Corporation of the State of: _____

Area Code: _____ Telephone Number: _____

Area Code: _____ FAX Number: _____

Mailing Address: _____

City/State/Zip: _____

Vendor Mailing Date: _____

Authorized Signature

Name Typed



RESPONDENT'S QUALIFICATION STATEMENT

RFQ NO. 20-03-CD

DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By:	Corporation	☐
Name: _____	Partnership	☐
Address: _____	Individual	☐
City, State, Zip: _____	Other	☐
Telephone No.: _____		
Fax No.: _____		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Respondent is:

The address of the principal place of business is:

2. If Respondent is a corporation, answer the following:

- a. Date of Incorporation: _____
- b. State of Incorporation: _____
- c. President's name: _____
- d. Vice President's name: _____
- e. Secretary's name: _____
- f. Treasurer's name: _____
- g. Name and address of Resident Agent: _____

3. If Respondent is an individual or a partnership, answer the following:
- a. Date of organization: _____
 - b. Name, address and ownership units of all partners:

 - c. State whether general or limited partnership: _____
4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

- Under what other former names has your organization operated?

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

10. State the name of the individual who will have personal supervision of the work:

11. State the name and address of attorney, if any, for the business of the Respondent:

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:

14. Annual Average Revenue of the Respondent for the last three years as follows:

		<u>Revenue Index Number</u>
a.	Government Related Work	
b.	Non-Governmental Related Work	
	<i>Total Work (a +b):</i>	

Revenue Index Number

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

15. Bank References:

Bank	Address	Telephone

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

18. What will be your turnaround time for written responses to City inquiries?

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's qualifications to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed)_____

(Title)_____

Subscribed and sworn to before me

This _____ day of _____, 20 _____

Notary Public (Signature)

My Commission Expires: _____



ADDENDA

RFQ NO. 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

RESPONDENT: _____

DATE SUBMITTED: _____

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

<u>ADDENDUM NO.</u>	<u>DATE</u>	<u>ADDENDUM NO.</u>	<u>DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

☐ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID



CONFIRMATION OF DRUG-FREE WORKPLACE

IDENTICAL TIE SUBMITTALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more submittals which are equal with respect to price, quality, and service are received by the City of Destin or by any political subdivision for the procurement of commodities or contractual services, a submittal 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 submittals 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 submittal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under submittal, 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.

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

Vendor's Signature: _____

DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

SCHEDULE OF SUB-CONTRACTORS

The Undersigned Bidder proposes the following major subcontractors for the major areas of work for the Project. The Bidder is further notified that all sub-contractors shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub-contractors, if required.

<u>Name of Sub-Contractor</u>	<u>Address of Sub-Contractor</u>	<u>License No.:</u>	<u>Contract Amount</u>	<u>Percentage (%) of Contract</u>

Signature_____

Date:_____

Title/Company_____

Owner reserves the right to reject any sub-contractor who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. Owner reserves the right to inspect all facilities of any sub-contractor in order to make a determination as to the foregoing.

***APPENDIX
'B'***

DRAFT AGREEMENT



AGREEMENT FOR 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

THIS AGREEMENT FOR DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT (hereinafter, the "Agreement") is entered into between the City of Destin, Florida hereinafter referred to as "CITY", and _____TBD_____, hereinafter referred to as "CONTRACTOR", each hereinafter a "Party" and collectively the "Parties," in consideration of the mutual benefits, terms, and conditions hereinafter specified.

WHEREAS, pursuant to Section 287.055, Florida Statutes, the CITY solicited responses to a Request for Qualifications in anticipation of entering into a non-exclusive contract to perform professional services with an engineering firm for required services, and

WHEREAS, the CITY issued a Request for Qualifications for DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT, RFQ No. 20-03-CD (the "RFQ"); and

WHEREAS, the RFQ defined the Scope of Services and included certain specified Project Deliverables as outlined in the RFQ; and

WHEREAS, the CITY determined that CONTRACTOR was qualified for appointment to perform the scope of services set forth in the RFQ; and

WHEREAS, the City Council of the CITY on 2020, determined that CONTRACTOR was qualified for engagement to perform the Scope of Services set forth in the RFQ and directed the City Manager to negotiate an agreement with the CONTRACTOR; and

WHEREAS, the City Manager, through his administrative staff, has successfully negotiated this Agreement with CONTRACTOR defining terms and conditions for the performance of consulting services within the scope of the RFQ.

NOW, THEREFORE, in consideration of the mutual covenants expressed herein, each of which is expressly incorporated below, the Parties agree as follows:

ARTICLE 1 - SERVICES

CONTRACTOR agrees to perform Utility Undergrounding Project Management services by way of individual task orders or purchase orders, at the request of the CITY during the term of this Agreement, including the provision of all labor, materials, equipment and supplies (the "PROJECT"). The specified scope of work and services in connection with the PROJECT which may be assigned to CONTRACTOR is set forth on Exhibit " ", which may from time to time be modified upon mutual agreement of the Parties.

The CITY's representative and point of contact during the performance of this Agreement shall be Webb Warren, Telephone (850) 837-4242.

The CONTRACTOR's representative and point of contact during the performance of this Agreement shall be _____.

ARTICLE 2 - TERM

The CONTRACTOR shall be available to commence services immediately following City Council approval and execution of the Agreement by both Parties. CONTRACTOR shall complete and deliver the written and electronic Project Deliverables set forth in Section 1.5 of the RFQ on the schedule agreed to by the Parties. CONTRACTOR shall be available to make interim presentations to the City Manager and City Council during the course of the PROJECT, it being understood that CITY and CONTRACTOR will work together on scheduling the contemplated meetings as efficiently as practicable. CONTRACTOR shall also be available to the CITY for consultation with the City Manager, City Council, other CITY personnel and attorneys, and personnel, agents, and representatives of all affected UTILITIES and other parties throughout the term of this Agreement, including any renewal periods or terms thereof.

ARTICLE 3 – TIME OF PERFORMANCE

Work under this Contract shall commence upon the giving of written notice by the CITY to the CONTRACTOR by way of purchase order.

ARTICLE 4 - PAYMENT

The CONTRACTOR shall be paid by the CITY for completed work and for services rendered under this Agreement as follows:

- a. Payment for the work provided by CONTRACTOR shall be made as provided on Exhibit " " attached hereto.
- b. The CONTRACTOR may submit vouchers to the CITY once per month during the progress of the Work for partial payment for work and tasks completed to date. Such vouchers will be reviewed by the CITY, and upon City approval of the vouchers or any part thereof, payment will be made to the CONTRACTOR in the amount approved.
- c. Final payment of any balance due the CONTRACTOR of the total contract price earned for each phase of the PROJECT will be made promptly upon its ascertainment and verification by the CITY after the completion of the Work under this Agreement and its acceptance by the CITY.
- d. Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work and CONTRACTOR shall have no other recourse against the CITY.

ARTICLE 5 - OWNERSHIP AND USE OF DOCUMENTS

All documents, drawings, specifications and other materials produced by the CONTRACTOR in connection with the services rendered under this Agreement shall be the property of the CITY whether the project for which they are made is executed or not. The CONTRACTOR shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with CONTRACTOR's

endeavors.

ARTICLE 6 - FUNDING

This Agreement shall remain in full force and effect only as long as the expenditures provided in the Agreement have been appropriated by the CITY in the annual budget for each fiscal year of this Agreement, and the Agreement is expressly subject to termination based on lack of funding.

ARTICLE 7 - WARRANTIES AND REPRESENTATIONS

CONTRACTOR represents and warrants to the CITY that it is competent to engage in the scope of services contemplated under this Agreement and that it will retain and assign qualified professionals to all assigned tasks, elements, and components of the PROJECT during the term of this Agreement. CONTRACTOR's services shall meet a standard of care for professional engineering and related services equal to or exceeding the standard of care for engineering professional practicing under similar conditions. In submitting its response to the RFQ, CONTRACTOR has represented to CITY that certain individuals employed by CONTRACTOR shall provide services to CITY pursuant to this Agreement. CITY has relied upon such representations. Therefore, CONTRACTOR shall not change the designated Project Manager for any phase of the PROJECT without the advance written approval of the CITY, which consent may be withheld in the sole and absolute discretion of the CITY.

ARTICLE 8 - COMPLIANCE WITH LAWS

CONTRACTOR shall, in performing the services contemplated by this service Agreement, faithfully observe and comply with all federal, state and local laws, ordinances and regulations that are applicable to the services to be rendered under this Agreement.

ARTICLE 9 - INDEMNIFICATION

CONTRACTOR shall indemnify, defend and hold harmless the CITY, its officers, agents and employees, from and against any and all claims, losses or liability, or any portion thereof, including attorneys' fees and costs, arising from injury or death to persons, including injuries, sickness, disease or death to CONTRACTOR's own employees, or damage to property occasioned by a negligent act, omission or failure of the CONTRACTOR. Neither Party to this Agreement shall be liable to any third party claiming directly or through the other respective Party, for any special, incidental, indirect or consequential damages of any kind, including but not limited to lost profits or use that may result from this Agreement or out of the services or goods furnished hereunder.

ARTICLE 10 - INSURANCE

10.1 During the performance of the services under this Contract, CONTRACTOR shall maintain the following insurance policies, and provide originals or certified copies of all policies, and all such policies shall be written by an insurance company authorized to do business in Florida.

10.1.1 Worker's Compensation Insurance: The CONTRACTOR shall procure and maintain continuously for the life of this Contract, Worker's Compensation Insurance covering all employees with limits meeting all applicable state and federal laws. This coverage shall include Employer's Liability with limits meeting all applicable state and federal laws. This

coverage must extend to any sub-Consultants or sub-Contractors that do not have their own Worker's Compensation and Employer's Liability Insurance. The policy must contain a waiver of subrogation in favor of the CITY, executed by the insurance company.

10.1.2 Comprehensive General Liability: The CONTRACTOR shall procure and maintain for the life of this Contract, Comprehensive General Liability Insurance. This coverage shall be on an "Occurrence" basis. Coverage shall include Premises and Operations; Independent Contractors, Products Completed Operations and Contractual Liability with specific reference to Article 9, "Indemnification" of this Agreement. This policy shall provide coverage for death, personal injury or property damage that could arise directly or indirectly from the performance of this Agreement. CONTRACTOR shall maintain a minimum coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate for personal injury and \$1,000,000 per occurrence/aggregate for property damage. The general liability insurance shall include the CITY as an additional insured and shall include a provision prohibiting cancellation of the policy upon less than thirty (30) days prior written notice to the CITY.

10.1.3 Business Automobile Liability: The CONTRACTOR shall procure and maintain, for the life of this Contract, Business Automobile Liability Insurance. The CONTRACTOR shall maintain a minimum amount of \$1,000,000 combined single limit for bodily injury and property damage liability to protect the CONTRACTOR from claims for damage for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobile, included rented automobiles, whether such operations be by the CONTRACTOR or by anyone directly or indirectly employed by the CONTRACTOR.

10.1.4 Professional Liability (Errors and Omissions) Insurance: The CONTRACTOR shall procure and maintain for the life of this Contract Professional Liability insurance in the minimum amount of \$1,000,000 per occurrence.

10.2 It shall be the responsibility of the CONTRACTOR to ensure that all sub-contractors comply with the same insurance requirements referenced above.

10.3 If, in the judgment of the CITY, prevailing conditions warrant the provision by the CONTRACTOR of additional liability insurance coverage or coverage which is different in kind, the CITY reserves the right to require the provision by CONTRACTOR of an amount of coverage different from the amounts or kind previously required and shall afford written notice of such change in requirements thirty (30) days prior to the date on which the requirements shall take effect. Should the CONTRACTOR fail or refuse to satisfy the requirement of changed coverage within the thirty (30) days following the CITY's written notice, the CITY, at its sole option, may terminate the Contract upon written notice to the CONTRACTOR, said termination taking effect on the date that the required change in policy coverage would otherwise take effect.

10.4 CONTRACTOR shall, for a period of two (2) years following the termination of the Agreement, maintain a "tail coverage" in an amount equal to that described above for Comprehensive Liability Insurance on a claims-made policy only

ARTICLE 11 - INDEPENDENT CONTRACTOR

- 11.1 The CONTRACTOR and the CITY agree that the CONTRACTOR is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither CONTRACTOR nor any employee of CONTRACTOR shall be entitled to any benefits accorded CITY employees by virtue of the services provided under this Agreement. The CITY shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, or otherwise assuming the duties of an employer with respect to CONTRACTOR, or any employee of the CONTRACTOR.
- 11.2 CONTRACTOR acknowledges and understands that, as an independent contractor pursuant to this Agreement, CONTRACTOR shall comply with Chapter 119, Florida Statutes, as amended (Public Records). CONTRACTOR's obligation includes but is not limited to CONTRACTOR's obligation to preserve public records and make public records available to third parties in addition to the CITY.

ARTICLE 12 - COVENANT AGAINST CONTINGENT FEES

The CONTRACTOR warrants that he has not employed or retained any company or person, other than a *bona fide* employee working solely for the CONTRACTOR, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a *bona fide* employee working solely for the CONTRACTOR, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the CITY shall have the right to annul this Agreement without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE 13 – TRUTH-IN-NEGOTIATION CERTIFICATE

- 13.1 Execution of this Agreement by the CONTRACTOR shall act, constitute, and serve as the execution of a truth-in-negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement is accurate, complete, and current as of the date of the Agreement and no higher than those charged the CONTRACTOR's most favored customer for the same or substantially similar service.
- 13.2 The said rates and costs shall be adjusted to exclude any significant sums should the CITY determine that the rates and costs were increased due to inaccurate, incomplete, or non-current wage rates or due to inaccurate representations of fees paid to outside consultants. The CITY shall exercise its rights under this "Certificate" within one (1) year following payment.

ARTICLE 14 - DISCRIMINATION PROHIBITED

The CONTRACTOR, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, sex or the presence of any physical or sensory handicap in the selection and retention of employees or

procurement of materials or supplies.

ARTICLE 15 - ASSIGNMENT

The CONTRACTOR shall not sublet or assign any of the services covered by this Agreement without the express written consent of the CITY.

ARTICLE 16 - NON-WAIVER

A waiver by either CITY or CONTRACTOR of any breach of this Agreement shall not be binding upon the waiving Party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving Party's rights with respect to any other or further breach. The making or acceptance of a payment by either Party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

ARTICLE 17 – ARTICLE TERMINATION

- 17.1 Termination for Convenience: This Agreement may be terminated by the CITY for convenience, upon ten (10) days of written notice by the CITY to the CONTRACTOR for such termination in which event the CONTRACTOR shall be paid its compensation for services performed to termination date, including services reasonably related to termination. In the event that the CONTRACTOR abandons the Agreement or causes it to be terminated, CONTRACTOR shall indemnify the CITY against all loss, including but not limited to incidental loss, pertaining to such termination.
- 17.2 Termination for Default: In addition to all other remedies available to the CITY, this Agreement shall be subject to termination by the CITY for cause, should the CONTRACTOR neglect or fail to perform or observe any of the terms, provisions, conditions, or requirements herein contained, if such neglect or failure shall continue for a period of thirty (30) days after receipt by CONTRACTOR of written notice of such neglect or failure. The CITY shall, in its absolute and sole discretion, determine whether the neglect or failure has been remedied at the end of the 30-day cure period.

ARTICLE 18 - DISPUTES

Any dispute arising out of the terms or conditions of this Agreement shall be adjudicated within the state courts of Okaloosa County, Florida. Further, this Agreement shall be construed under Florida Law.

ARTICLE 19 – UNCONTROLLABLE FORCES

- 19.1 Neither the CITY nor CONTRACTOR shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing Party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a Party of its obligations under this Agreement and which is beyond the reasonable control of the non-performing Party. It includes, but is not

limited to fire, flood, earthquakes, storms, lightning, epidemic, pandemic, war, riot, civil disturbance, sabotage, and governmental actions.

- 19.2 Neither Party shall, however, be excused from performance if non-performance is due to forces which are preventable, removable, or remediable, and which the non-performing Party could have, with the exercise of reasonable diligence, prevented, removed, or remedied with reasonable dispatch. The non-performing Party shall, within a reasonable time of being prevented or delayed from performance by an Uncontrollable Force, give written notice to the other Party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Agreement.

ARTICLE 20 - NOTICES

Notices to the CITY of Destin shall be sent to the following address:

City of Destin
Attn: Lance Johnson, City Mgr.
4200 Indian Trail Bayou
Destin, FL 32541

Notices to CONTRACTOR shall be sent to the following address:

TBD

ARTICLE 21 - INTEGRATED AGREEMENT

This Agreement, together with the RFQ and any addenda and/or attachments, represents the entire and integrated agreement between the CITY and the CONTRACTOR and supersedes all prior negotiations, representations, or agreements written or oral. This Agreement may be amended only by written instrument signed by both CITY and CONTRACTOR.

ARTICLE 22 - SOVEREIGN IMMUNITY

- 22.1 CITY is a political subdivision of the State of Florida and enjoys sovereign immunity. Nothing in the Agreement is intended, nor shall be construed or interpreted, to waive or modify the immunities and limitations on liability provided for in Section 768.28, Florida Statute, as may be emended from time to time, or any successor statute thereof. To the contrary, all terms and provisions contained in the Agreement, or any disagreement or dispute concerning it, shall be construed or resolved so as to ensure CITY of the limitation from liability provided by any successor statute thereof. To the contrary, all terms and provision contained in the Agreement, or any disagreement or dispute concerning it, shall be construed or resolved so as to ensure CITY of the limitation from liability provided to the State's subdivisions by state law.
- 22.2 In connection with any litigation or other proceeding arising out of the Agreement, the prevailing Party shall be entitled to recover from the non-prevailing Party its own costs and attorney's fees through and including any appeals and any post-judgment proceedings. CITY's liability for costs and attorney's fees, however, shall not alter or waive CITY's entitlement to sovereign immunity, or extend CITY's liability beyond the limits established in Section 768.28, Florida Statutes, as amended.

1. Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement shall be in a court of law, unless otherwise agreed to by the Parties.

ARTICLE 23 – PUBLIC RECORDS

If the CONTRACTOR has questions regarding the application of Chapter 119, FL Statutes, to the CONTRACTOR's duty to provide public records relating to this contract, contact the custodian of public records at the City Clerk's Office, (850)837-4242, 4200 Indian Bayou Drive, Destin, FL 32541, clerk@cityofdestin.com.

Specifically, the CONTRACTOR must:

1. Keep and maintain public records required by the CITY to perform the service.
2. Upon request from the CITY's custodian of public records, provide the CITY 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 FS Chapter 119 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 CITY all public records in possession of the CONTRACTOR or keep and maintain public records required by the CITY agency to perform the service. If the CONTRACTOR transfers all public records to the CITY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

IN WITNESS WHEREOF, the parties hereto have executed this Contract in multiple copies, each of which shall be considered an original on the following dates:

DATED this _____ day of _____, 20__

CITY OF DESTIN

CONTRACTOR

City Manager, Lance Johnson

Title

Attest/Authenticated:

City Clerk, Rey Bailey

(Corporate Seal)

Approved as to Form:

City Attorney, Kyle Bauman

DESTIN CITY HALL BOARDROOM
THURSDAY, JUNE 18, 2020
2:00 pm

<u>BIDDERS:</u>		<u>Base Bids</u>
1)	<u>Cribb Philbeck Weaver Group</u>	\$ _____
2)	<u>Utility Consultants of Florida</u>	\$ _____
3)	<u>HBK Engineering , LLC</u>	\$ _____
4)	<u>Newson Construction & Consulting Grp</u>	\$ _____
5)	_____	\$ _____
6)	_____	\$ _____

Rey Bailey	City Clerk
Cheryl Wyren	Records Specialist

All bids were sealed and read aloud.

**MINUTES
BID COMMITTEE MEETING
THURSDAY, AUGUST 6, 2020**

1. CALL TO ORDER:

Bid Committee Chairman Jeffery Cozadd called the meeting to order on Thursday, August 6, 2020 at 1:30 PM in the City of Destin Annex Chambers.

2. ROLL CALL:

Bid Committee Members Present:

Grants/Proj. Mgr. Jeffery Cozadd
Public Services Director Michael Burgess
Parks & Rec. Director Lisa Firth
Com. Dev. Dir. Louis Zunguze

Other Staff Members Present:

Deputy City Clerk Kim Montgomery
Finance Director Krystal Sullivan
Executive Assistant Lorraine Berish
HR Manager Karen Jankowski
Shel Wright, Attorney

3. NEW BUSINESS:

A. RFP 20-09-PS, NFWF 825 Cross Street/445 Calhoun Avenue Drainage Project

Chairman Cozadd asked the members if they had any further discussion or anything additional to add in addition to what they previously discussed at their initial meeting on July 30, 2020.

Mr. Burgess stated that he would need to abstain from the voting for this item.

The Finance Director Krystal Sullivan noting for the record that since Mr. Burgess being used as subject expert for this project, it is best that he not vote on a recommendation to Council.

Regarding this project, Mr. Burgess stated for the record, he did reference checks for the contractors that submitted bids and based on the conversations he had with those references, they all got positive reviews. Additionally, the proposal from James David Site Prep, LLC. was turned down, and not scored, because of being incomplete and with a lot of mistakes. Adding however, the others were substantially complete, and were scored. He also noted that not all were competitive with their prices. He spoke of the engineering cost opinion numbers that were provided, and some of the submitted prices on certain items were substantially higher. However, there were a few that were very close to the estimate.

There was a brief discussion regarding how the funds for this project flow to the city from the Federal Government and how the members should have scored each bid based on the amounts, the experience, and most importantly that they are all FDOT certified contractors.

Ms. Berish brought to everyone's attention that she was able to find only five of the six bids were prequalified with FDOT, which is a requirement.

The Chairman asked the members for their scoring.

Committee member Lisa Firth's:

J W Miller - 80
CWR Contractors, LLC – 95
RBM – 75
Marshall Brothers Construction & Engineering – 85
H & T Contractors, LLC – 65
GCUC, LLC – 70

Committee member Louis Zunguze's:

J. W. Miller - 80
CWR Contractors, LLC – 65
RBM – 60
Marshall Brothers Construction & Engineering – 55
H & T Contractors, LLC – 50
GCUC, LLC – 55

Chairman Jeffrey Cozadd's

J.W. Miller – 75
CWR Contractors, LLC – 75
RBM – 20
Marshall Brothers Construction & Engineering – 35
H & T Contractors, LLC- 35
GCUC, LLC. – 30

The Grand Totals for each firm:

J.W. Miller – 235
CWR Contractors, LLC – 235
RBM – 155
Marshall Brothers Construction & Engineering – 175
H & T Contractors, LLC- 150
GCUC, LLC. – 155

The Finance Director reminded the members that the lowest responsive bidder should be recommended for the award of the bid.

Motion by Committee member Firth, seconded by Committee member Zunguze, to recommend City Council award RFP 20-09-PS, NFWF 825 Cross Street/445 Calhoun Avenue Drainage Project to J. W. Miller. The motion passed 3-0, with Mr. Michael Burgess abstaining from voting as directed.

B. RFQ 20-03-CD, Destin Utility Undergrounding Project Management

The Following companies submitted a bid for this project:

CPWG Madrid

HBK Engineering

Utility Consultants of Florida

Newson Construction & Consulting

In review, the Bid Committee members deemed Newson Construction & Consulting's bid to be substantially deficient and should not be considered.

Motion by Committee member Burgess, second by Committee member Firth; the members voted 4-0 to disqualify Newson Construction & Consulting for being substantially incomplete.

The Chairman, Jeffrey Cozadd spoke of how he received favorable references from the references that he reached out to by either email or phone calls.

Committee member Louis Zunguze spoke of how after reviewing the submissions his top choice is HBK and them along with Utility Consultants of Florida and CPWG Madrid all moving forward to Council for presentation.

The Chairman, agreed but noted for the record the only concern he has is HBK being a company out of Illinois and although they have experience in that state, it doesn't look like they have a lot of project experience in the local area, unlike the other two companies. However, he would feel comfortable with moving all three forward to Council for presentation at possibly, a workshop setting.

The Finance Director, Krystal Sullivan spoke of her past experience in working with utility companies and how anything going underground in Florida, dealing with sand and water, is substantially different than dealing with soils in Illinois. And asked for Mr. Wright to speak on the difference.

Mr. Sheff Wright spoke of the difference and how direct bore technology is now a well know technology. He spoke of how in the past the Old Gulf Power chose to use duck banks made of concrete and how that cost significantly more than how the current technology is used, which is now typically PVC.

The Chairman, Jeffrey Cozadd asked the members to provide their scoring.

Committee member Lisa Firth

HBK – 90

CPWG – 80

Utility Consultants of Florida – 95

Committee member Louis Zunguze

HBK – 70

CPWG - 60

Utility Consultants of Florida – 55

Committee member Burgess

HBK – 65

CPWG – 80

Utility Consultants of Florida – 80

Chairman Jeffrey Cozadd

HBK – 75

CPWG – 75

Utility Consultants of Florida – 80

According to the Chairman, with all three of the bids being so close in scoring he feels that this committee should recommend all three to present to Council for their consideration preferably virtually.

Mr. Burgess agreed if one does then they should all three present virtually.

Mr. Wright added that this is a very big decision in the tens of millions of dollars and strongly concurred to invite all three to make presentation. However, he strongly favors that the presentations be in person. But did agree that if one is virtual then they all should be done that way.

Mr. Zunguze suggests they make their recommendation to Council and allow them to make the decision on how to direct staff to proceed.

Committee member Burgess made the motion to recommend to City Council direct staff to schedule presentations from HBK Engineering, CPWG Madrid and Utility Consultants of Florida and be scheduled at Council's discretion with what format to be determined. Committee member Zunguze providing the second. A roll call vote of 4-0 was taken and the motion passed unanimously.

C. RFB 20-02-PS - Zerbe Street - Calhoun Avenue Pedestrian Improvements

The Chairman pointed out that there was only one bid received for this project and asked Committee member Burgess how he wanted to proceed.

Mr. Burgess made the motion to recommend to readvertise this project in an effort to achieve a more competitive environment and direct the City Clerk's office to explore other advertising avenues to maximize the distribution for the project. Committee member Firth provided the second to the motion.

The Finance Director agreed that since this project is using city budgeted funds for the project, she highly recommends that it be put back out for bid to try to get more competitive responses. **The motion passed 4-0.**

The members briefly discussed the next two bids that are due to open on the 13th and the short timeline to get the recommendation to Council before the end of the budget year. They all agreed that if needed, they could always call a Special Meeting.

ADJOURNMENT:

There being no further discussion at this time; the meeting was adjourned at 3:00 PM.

Adopted this 20 of August 2020



Jeffery Cozadd, Chairman



Kim Montgomery, Deputy City Clerk



RFQ 20-03-CD UTILITY UNDERGROUNDING PROJECT MANAGEMENT SCORESHEET

Evaluator's Name _____

Date _____

FIRMS

RANK

CPWG Madrid

HBK Engineering, LLC

Utility Consultants of Florida, LLC

The above list of firms is considered by City Staff to be adequately qualified. Please rank the firms in order of which firm you deem to be the best fit to work with City Staff and our local utility partners.

(1=best fit) (2=second best fit) (3=third best fit)

When you are finished scoring you will have ranked the firms in order from 1 to 3.

SCORESHEET GUIDANCE

The information provided below is an excerpt from the City's Purchasing Manual and is used for determining the lowest, best responsive, and responsible bidder. Any of the criteria listed may be considered in your ranking of the applicants for this project.

City of Destin Purchasing Manual

Section J Bidding Procedures

7. Criteria for Determining Lowest, Best Responsive, and Responsible Bidder: Contracts shall generally be awarded to the lowest, best responsive, responsible bidder. In determining the lowest, most responsive, responsible bidder' in addition to price, the Bid Committee may consider:
- a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 - b. Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay.
 - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - d. The quality and timeliness of the performance of previous contracts or services with the City and with other entities.
 - e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service.
 - f. The sufficiency of the bidder's financial resources and ability of the bidder to perform the contract or provide the service.
 - g. The quality, availability and adaptability of the commodity or contractual service to the particular use required.
 - h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract and the associated maintenance cost.
 - i. The number and scope of conditions or exceptions attached to the bid.
 - j. The best interest of the City in relation to standardizing the brand of certain equipment purchased, where standardizing can achieve certain operational efficiencies and cost savings.

RFQ No. 20-03-CD
Destin Utility Undergrounding
Project Management
June 18, 2020



City of Destin
City Clerk's Office
4200 Indian Trail Bayou
Destin, FL 32541
850.837.4242



CPWG Madrid
1228 Jackson Avenue
Chipley, FL 32428
Cory Carnes, PE
[**cory.carnes@madridcpwg.com**](mailto:cory.carnes@madridcpwg.com)

RFQ No. 20-03-CD
Destin Utility Undergrounding
Project Management
June 18, 2020

TAB 1
Letter of Interest



June 18, 2020

City of Destin
City Clerk's Office
4200 Indian Trail Bayou,
Destin, Florida 32541



Re: RFQ # 20-03-CD Destin Undergrounding Project Management

Dear Bid Committee Members,

The Cribb Philbeck Weaver Group, Inc. (CPWG) d/b/a CPWG Madrid is pleased to submit our qualifications to you and to the City of Destin to provide Utility Undergrounding Project Management requiring the credentials of a Professional Engineer. Enclosed you will find the required information outlined in the request for qualifications.

CPWG Madrid has been providing professional services to municipalities throughout Florida since 2004 and municipal work is the core of our business. Cribb Philbeck Weaver Group, Inc. (CPWG) recently merged with Madrid Engineering Group to create CPWG Madrid. The merger increased the size of our company and added a team of geotechnical engineers, CEI, and environmental services. **All our team shares our commitment to improving your great community.**

Our firm is particularly excited about this opportunity, as CPWG Madrid firmly satisfies all the criteria required by the City of Destin, our project team possesses all the necessary qualifications, and we have extensive experience with overhead to underground conversion of power lines for various cities and counties throughout Florida. We understand the challenges presented by undergrounding electrical utilities and communication lines in Florida's coastal environment and we have developed proven solutions to resolve issues. **We are firmly committed to providing the City of Destin with all the services required by the RFQ.**

Heading up the effort as project manager will be Cory Carnes, PE (Cory.Carnes@madridcpwg.com). Mr. Carnes has over 10 years of experience in power engineering. The majority of his experience comes from working directly for power companies. Mr. Carnes offers the City a unique perspective of having led or worked on many underground conversions. We plan on putting his unique experience, combined with skill sets of our other team members to work for the City. We are confident that our provided references will demonstrate that Mr. Carnes has developed a strong reputation for being schedule-driven with a primary focus of designing constructible and efficient projects, coordinating with all concerned parties, meeting the project requirements, and for completing projects on time and under budget.

To deliver the best possible service to the City, we have added several companies to our team. DHM Melvin will provide liaison with the gas and water utilities, as well as assist with civil engineering design. Nationally recognized Maser Consulting will provide subsurface utility engineering (SUE) services for the project. Ceteris Engineering and Construction Services will add their Construction Engineering and Inspection experts to our team. Southern Earth Sciences will add their considerable expertise in material testing. Carpe Diem Community Solutions will work with our team to keep the public involved and aware during the project.

The City of Destin will benefit from selecting CPWG Madrid because:

- Our primary agent, Mr. Carnes, brings a depth and breadth of experience from other municipal projects
- Our Chipley office is headed by Tommy Barfield, PE, our Client Service Manager and former FDOT District Secretary
- CPWG Madrid has been providing professional services to municipalities throughout Florida for over 16 years
- CPWG Madrid offers recent experience completing municipal coastal underground conversion projects
- CPWG Madrid employs a multidisciplinary team to each project
- CPWG Madrid prides itself on being responsive to our clients and is always "AT THE READY."

On behalf of CPWG Madrid, we thank you for reviewing our submittal and we look forward to having an opportunity to work with the City of Destin on this very important contract.

Sincerely,

Shelia Tarte, Principal

Page 2

RFQ No. 20-03-CD
Destin Utility Undergrounding
Project Management
June 18, 2020

Tab 2
Respondent's Qualifications





RESPONDENT'S QUALIFICATION STATEMENT

RFQ NO. 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By:	Corporation	☒
Name: <u>Cribb Philbeck Weaver Group, Inc. d/b/a CPWG Madrid</u>	Partnership	☐
Address: <u>1228 Jackson Avenue</u>	Individual	☐
City, State, Zip: <u>Chipley, Florida 32428</u>	Other	☐
Telephone No.: <u>(850) 557-2579</u>		
Fax No.: <u>(813) 223-2469</u>		

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Respondent is:
Cribb Philbeck Weaver Group, Inc. d/b/a CPWG Madrid

The address of the principal place of business is:
3918 N Highland Avenue
Tampa, Florida 33603

2. If Respondent is a corporation, answer the following:

- a. Date of Incorporation: 6/23/2004
- b. State of Incorporation: Florida
- c. President's name: Sheila Tarte
- d. Vice President's name: N/A
- e. Secretary's name: Larry Madrid
- f. Treasurer's name: N/A
- g. Name and address of Resident Agent: Sheila Tarte - 3918 N. Highland Avenue, Tampa, Florida 33603

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

3. If Respondent is an individual or a partnership, answer the following:

a. Date of organization: N/A

b. Name, address and ownership units of all partners:

c. State whether general or limited partnership: _____

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

See page following this form

6. How many years has your organization been in business under its present business name?

8 years Since 2011

Under what other former names has your organization operated?

TEK Science & Engineering - See page following this form

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

Engineering License # CA26618

Landscape Architecture License # LC26000439

General Contracting License # CGC1504481

Surveying and Mapping License # LB 8232

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)
See page following this form
-
-
-
10. State the name of the individual who will have personal supervision of the work:
Cory Carnes
11. State the name and address of attorney, if any, for the business of the Respondent:
Mr. Jordan Lee, Esq.,
4301 W. Boy Scout Boulevard, Suite 500
Tampa, Florida 33607
12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
Sheila Tarte - 3918 N. Highland Avenue, Tampa, Florida 33603 51%
Larry Madrid - 2030 SR 60 East, Bartow, Florida 33830 47%
-
13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
Pavement Management Group, LLC - 616 Hebron Road, Heath, Ohio 43056
Road Conditions and Pavement Management Consultants
Michael E. Stalzer Engineering - 3918 N. Highland Avenue, Tampa, Florida 33603 - Civil Engineering
The RAM Professional Group - 8298 Bayberry Road, Jacksonville, Florida 32256 - Civil Engineering/LA
14. Annual Average Revenue of the Respondent for the last three years as follows:

		<u>Revenue Index Number</u>
a.	Government Related Work	6
b.	Non-Governmental Related Work	5
	Total Work (a +b):	7

<u>Revenue Index Number</u>	
1.	Less than \$100,000
2.	\$100,000 to less than \$250,000
3.	\$250,000 to less than \$500,000
4.	\$500,000 to less than \$1 million
5.	\$1 million to less than \$2 million
6.	\$2 million to less than \$5 million
7.	\$5 million to less than \$10 million
8.	\$10 million to less than \$25 million
9.	\$25 million to less than \$50 million
10.	\$50 million or greater

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
 BE CONSIDERED COMPLETE AND ACCEPTABLE

15. Bank References:

Bank	Address	Telephone
Center State Bank	102 W. Baker Street, Plant City, 33563	813-659-8621

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

Internal costs are monitored weekly against the budgeted amount and the spent amount. Adjustments are made early to avoid budget overruns at the end of the project. Estimated project construction costs are also compared against the budgeted costs to ensure the bids received are within the City's budget.

(Continued on page following form)

17. Respondent's Qualification Statement (Continued) (continue on insert sheet, if necessary):

QA/QC is an integral aspect of technical control that is built into the work process. We implement a rigorous QC plan that includes training key project personnel to ensure their work is the highest level of technical quality, thoroughness, and accuracy. We believe this is critical to providing our clients with the highest quality work product. (Continued on page following form)

18. What will be your turnaround time for written responses to City inquiries?

48 Hours

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

NO

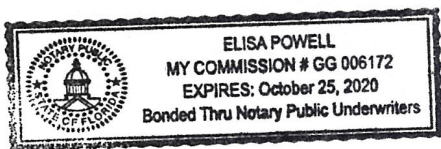
The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's qualifications to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) _____

(Title) President

Subscribed and sworn to before me

This 15 day of June, 2020



Elisa E. Powell

GG006172

Elisa Powell
Notary Public (Signature)

My Commission Expires: 25 October, 2020

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

Respondent's Qualification Statement (Continued)

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G19000132064

Fictitious Name to be Registered: CPWG MADRID

Mailing Address of Business: 3918 N HIGHLAND AVE
TAMPA, FL 33603

Florida County of Principal Place of Business: MULTIPLE

FEI Number:

FILED
Dec 13, 2019
Secretary of State

Owner(s) of Fictitious Name:

CRIBB PHILBECK WEAVER GROUP
3918 N HIGHLAND AVE
TAMPA, FL 33603 US
Florida Document Number: P04000095821
FEI Number: 20-1262227

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

SHEILA TARTE

Electronic Signature(s)

12/13/2019

Date

Certificate of Status Requested (X)

Certified Copy Requested ()

Respondent's Qualification Statement (Continued)

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

APPLICATION FOR REGISTRATION OF FICTITIOUS NAME

REGISTRATION# G17000080501

Fictitious Name to be Registered: CPWG

Mailing Address of Business: 3918 N. HIGHLAND AVENUE
TAMPA, FL 33603

Florida County of Principal Place of Business: MULTIPLE

FEI Number: 20-1262722

FILED
Jul 27, 2017
Secretary of State

Owner(s) of Fictitious Name:

CRIBB PHILBECK WEAVER GROUP, INC.
3918 N. HIGHLAND AVENUE
TAMPA, FL 33603
Florida Document Number: P04000095821
FEI Number: 20-1262722

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

SHEILA TARTE

07/27/2017

Electronic Signature(s)

Date

Certificate of Status Requested (X)

Certified Copy Requested ()

Page 10

Respondent's Qualification Statement (Continued)

6. Under what other former names has your organization operated?

Articles of Amendment
to
Articles of Incorporation
of

TEK Science & Engineering Corporation
(Name of Corporation as currently filed with the Florida Dept. of State)

POS000095821
(Document Number of Corporation (if known))

FILED
2010 OCT -4 A 10:46
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

Pursuant to the provisions of section 607.1006, Florida Statutes, this *Florida Profit Corporation* adopts the following amendment(s) to its Articles of Incorporation:

A. If amending name, enter the new name of the corporation:

Cribb Philbeck Weaver Group, Inc.

The new name must be distinguishable and contain the word "corporation," "company," or "incorporated" or the abbreviation "Corp.," "Inc.," or "Co.," or the designation "Corp.," "Inc.," or "Co.". A professional corporation name must contain the word "chartered," "professional association," or the abbreviation "P.A."

B. Enter new principal office address, if applicable:
(Principal office address MUST BE A STREET ADDRESS)

2215 Wembley Place
Oviedo, FL 32765

C. Enter new mailing address, if applicable:
(Mailing address MAY BE A POST OFFICE BOX)

2521 Mason Oaks Drive
Valrico, FL 33596

D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:

Name of New Registered Agent: _____

New Registered Office Address: _____
(Florida street address)

_____, Florida
(City) (Zip Code)

New Registered Agent's Signature, if changing Registered Agent:

I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.

Signature of New Registered Agent, if changing

Respondent's Qualification Statement (Continued)

9. List the pertinent experience of the key individuals of your organization

Name	Title	Years	Specialties	Certification
Cory Carnes, PE	Project Manager	10	Prof. Engineer	PE FL 81280
James (Tommy) Barfield, PE	Client Service Manager	32	Prof. Engineer	PE FL 43861
Dan Hart, PE, DBIA	Primary Project Professional	23	Prof. Engineer	PE FL 55438
William Nobles, PE	Utility Coordination	46	Prof. Engineer	PE FL 51082
Leon (Gene) Nobles, PE	Utility Coordination	28	Prof. Engineer	PE FL 51452
Ron Daniels	Utility Coordination	36	Electrical Utility Coordination	
James Smith, PE	FDOT Coordination	19	Prof. Engineer	PE FL 64651
David Greene, EI, BSEE	Permit Coordination	28	Engineer Intern	EI
Todd Chandler, PE	Construction Management	15	Prof. Engineer	PE FL 84456
Dave Barton PE	Construction Inspection (CEI)	14	Prof. Engineer	PE FL 73108
Michael Varner, PE, LAC	Materials Testing	40	Prof. Engineer	PE FL 15037
Jeffrey Schwartz, PE, PSM	Surveying and Mapping	20	Prof. Surveyor	PSM FL LS6560
Jose Morales, PSM	Subsurface Utility Engineering	18	Prof. Surveyor	PSM FL LS6733
Jenni Sieg	Easement Acquisition	10	Project Coordinator	
Matti Rukholm RLA	Landscape Architect (Restore)	15	Landscape Architect	LA FL 6667261
Brian Bearwood, RLA, AICP	Landscape Architect (Design)	15	Landscape Architect	LA FL 0001406
Lynn Cherry	Public Awareness	15	Public Involvement	

16. Provide a description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (Continued)

In our approach to managing projects at CPWG, we also promote the seamless interaction of our Design Phase professionals with our Construction Phase professionals from the start of a project through project closeout. In this approach, the project manager, general contractor, the construction manager, and the construction phase staff will be involved with the design process through constructability reviews, value engineering studies, cost estimating and bid document preparation. Reciprocally, our project manager and the design phase staff will be involved with the construction process by reviewing shop drawings, responding to Contractors' requests for information, analyzing change order requests, monitoring monthly pay requests, and reviewing as-built drawings.

Cost estimating and material specifications. All planning and design projects require a thorough knowledge of construction costs. We file all bid tabs received on our projects in an accessible database. To maintain an accurate database for providing cost estimates on our design projects and planning level estimates, this is periodically updated. We also have access to FDOT project databases. Smaller projects have a much different cost basis than larger projects and we keep that in mind when preparing the "Opinion of Probable Construction Cost". In addition, we have licensed general contractors on our staff that is experienced in cost estimating from a contractor's perspective. They currently work in the industry providing an accurate cost of the work.

Procedures for Controlling Schedule. Proper scheduling and timely completion of tasks and subtasks are of critical importance. CPWG develops our schedules in Microsoft Project to define project milestones, major tasks, and phases. The Critical Path Methods (CPM) will be employed to ensure those tasks with minimal or no slack times are accomplished on time. Furthermore, our scheduling will reflect the use of float time to ensure on-time submittals to the City are delivered on time in the event of an unforeseen delay of a critical path item. The schedule will be approved by the City and distributed to the Design Team. Each discipline and subconsultant manager will provide a weekly update on the status of the work project. The update will be based on completed milestones, not a percent spent or other subjective means. Any deviations in the established schedule will be noted and corrective actions are taken while the schedule deviation can still be easily corrected.

Respondent's Qualification Statement (Continued)

17. Respondent's Qualification Statement (Continued)

QA/QC is an integral aspect of technical control that is built into the work process. We implement a rigorous QC plan that includes training key project personnel to ensure their work is the highest level of technical quality, thoroughness, and accuracy. We believe this is critical to providing our clients with the highest quality work product.

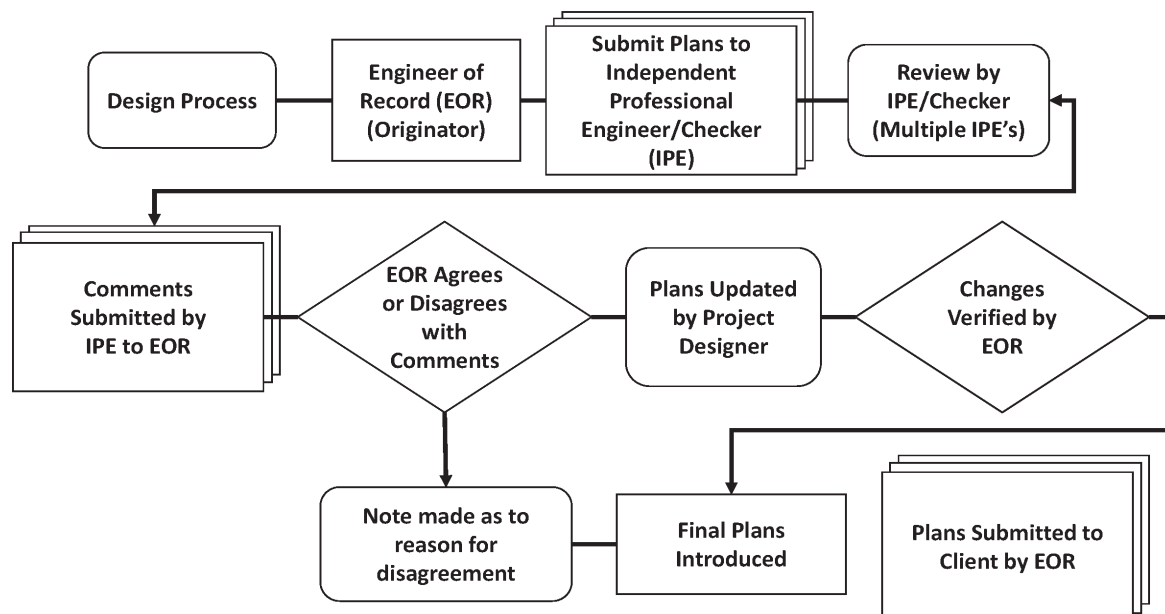
The Quality Manager will provide an outside independent quality review of all submittals for completeness and accuracy. The review is to verify computations and report stand-alone plans (title, table of contents, etc.) contain all of the information required for the type of submittal, all items have been checked, back-checked, rechecked, and reviewed with check prints filed, all computer programs have been verified, the plan and document submittal checklists and sufficiency checklists have been reviewed for completeness and checked off. These checklists become a part of the Quality Control File.

Next, the project team will conduct a team field review. At this field review, the EOR, PD, and IPE will walk the project to further clarify the scope of services as it specifically relates to the project. This review will focus on ADA compliance, safety, variations, exceptions, and design factors. After the initial field review, design plan development will begin. CPWG checklists will be utilized at each phase of design plan development to ensure that items required are shown on the plans.

Quality Assurance and Quality Control	Int.	Date
Originator (current)		
Checked By (Red ink or Yellow Hi-light)		
Concurrency (Blue ✓ or Note at Red ink)		
Changes Made (Orange Hi-light over Blue ink)		
Changes Verified (Green Hi-light over Blue ink)		

CPWG QA/QC Review Stamp

- The Engineer of Record (Originator) will deliver a completed set of plans to the Independent Professional Engineer (IPE), who will check the plans. Multiple IPE/Checkers may be reviewing specific disciplines or aspects of the plans.
- The IPE (Checker) will review the plans. Everything approved will be highlighted in yellow. A comment in red ink may be placed on the plans if there is a question or clarification requested of the EOR.
- The EOR will review the plans for concurrency with the comments. A blue checkmark or a note will be placed by the Red comment.
- The Project Designer will make the changes approved with a blue ink checkmark and highlight with orange.
- The project EOR will verify that changes have been made and comments have been addressed. A green highlighter mark will indicate that changes have been made to the plan.
- Once all comments have been addressed, the final draft plans will be prepared to be submitted for review.
- All reviewed plan sets and comments will be maintained as part of the project file.



2.a) CPWG Madrid Qualifications

a. Primary - CPWG Madrid

The CPWG Madrid Power Division understands the complexities of replacing utility infrastructure that is beyond its useful life expectancy in urban environments, the long term benefits of a safer and more resilient grid, and our team has the expertise to deliver. In addition to performing electrical system analysis and design, we set the standard for overhead to underground utility projects. CPWG Madrid's specialized overhead to underground utility conversion team understands the intricacies of undergrounding projects. Our team has a wealth of experience designing and supervising these projects. We also understand Florida's unique subsurface conditions.

We can support your underground conversion project from initial studies and permitting through detailed design and energization. Our experts can take you through the steps of planning underground lines so that you understand available options. Our team can also perform feasibility studies and cost estimates that provide you with common-sense answers to the issues you face. These projects require intense coordination with all the stakeholders to ensure everyone's interest are addressed during the design and permitting process. Our professionals work closely with each utility company, local, state and federal agencies, as well as the public who ultimately benefits the most from these completed projects.

Our team knows utility infrastructure projects require public support and our staff have conducted hundreds of public meetings over hundreds of projects. These meetings range from a single property owner to hundreds of citizens filling a local city hall auditorium. The public information meetings are vital in on-boarding all the stakeholders to support these types of projects, because construction is inconvenient and disrupts the daily lives of those in the project area. Our team provides expert construction administration and oversight to minimize disruptions and ensure the project stays on time and within the budget.

CPWG Madrid will work with the City to obtain a binding cost estimate from each utility that covers the undergrounding costs of each respective utilities. Our team will discuss construction and bidding options with the companies. This cost will include obtaining the number and size of conduits, pull boxes, and pedestals that each utility company needs and any ancillary infrastructure required to complete the undergrounding. can install. We will work closely with the utility companies to provide economic design solutions that reduce infrastructure costs while still delivering results to the City.

CPWG Madrid services include:

Preliminary Engineering

- Evaluation of Existing Cable System
- Coordination with Electric Utility
- Routing Studies and Analysis
- Conceptual and Preliminary Design
- Engineering Studies and Cost Estimates
- Permitting and Environmental Permitting
- Existing Utility Identification
- Surveying and Mapping
- Subsurface Underground Engineering (*Maser*)
- Right-Of-Way Acquisition

Detailed Design and Engineering

- Structural Engineering and Analysis
- Foundation Engineering and Design
- Direct Embed
- Concrete Foundations
- Electrical Engineering and Design
- Line Ratings
- Clearances
- Grounding
- Underground Cable Design
- Geotechnical Investigation
- Thermal Evaluation
- Utility Coordination (*DHM and Ceteris*)

Termination Design

- Overhead to Underground Transition Structures
- Cost Efficient Project Staging

Construction Support

- On-Site Field Engineering
- Construction Management
- Construction Engineering and Inspection (*Ceteris*)
- Materials Testing (*Southern Earth Sciences*)

Landscape Architecture

- Restoration Design
- Area Beautification

Smart Technology

- Smart Traffic
- Smart Lighting
- Smart Parking
- Fiber Network Services

Public Information/Involvement

- Public Awareness (*Carpe Diem Community Solutions*)

2. CPWG Madrid Qualifications

b. Subconsultant - Gas and Water Coordination

DHM Melvin Engineering. Since 1989, DHM has applied experience and knowledge to help clients realize their objectives beginning with innovative concepts through final construction and close-out. With offices in Marianna and Tallahassee. DHM is readily available to support CPWG Madrid's local offices in Chipley and Blountstown to begin working with you to provide proficiency in design, responsibility in finance and budget, and on-time service delivery.

The DHM team is comprised of professional engineers, landscape architects, planners, designers, and technicians who possess the skills and abilities to meet design and project challenges.

b. Subconsultant - Subsurface Utility Engineering

Maser Consulting is a nationwide, privately owned, multi-discipline engineering firm with a unique balance of public and private sector experience. The firm has consistently been recognized by Engineering News Record as one of its Top 500 Design Firms and employs over 1,000 professionals nationwide.

Their services include mobile LiDAR, 3D hi-definition and terrestrial scanning; rail and tunnel measurement; GPS/GIS and topographic mapping; subsurface utility engineering and non-destructive testing; hydrographic, wetlands and forensic surveying. Accuracy in measurement is an essential building block in the successful launch of any project. Their ability to measure geospatially from the air, ground and subsurface to provide precision data interpretation is what sets them apart.

b. Subconsultant - CEI Inspectors

Ceteris, Inc. is a full-service engineering and construction firm located in Marianna, Florida. Ceteris is a Native American owned Minority Business Enterprise (MBE)/Disadvantage Business Enterprise (DBE) firm specializing in civil engineering and vertical and horizontal construction. With a strong emphasis on leadership and reliability, Ceteris sustains long term relationships and delivers innovative solutions to their Clients.

Ceteris, Inc. is a high-performance based design-build, engineering and construction services firm located in Marianna, Florida. A strong work ethic, empowerment to their employees, and solid commitment to their clients are the cornerstones used by their Principals to build

this company and successfully deliver a diverse range of engineering and construction projects. Combining qualified professionals with calculated teaming partners has allowed us to expand their services into the organization it is today. The success of Ceteris is linked by their ability to maintain long standing relationships with their clients and subcontractors, as well as the steadfast commitment of their employees to complete the mission.

Subconsultant - Materials Testing

Southern Earth Sciences, Inc. was formed in 1976 to provide the construction industry with complete geotechnical consulting and materials testing services. Initially focused on providing innovative solutions to unusual foundation problems, their growth has expanded into virtually every aspect of geotechnical engineering, construction materials testing and environmental consulting. SESI has gained the confidence of clients across the South and set a path for the companies continued growth and excellence.

Their staff is comprised of registered engineers, environmental scientists and professional geologists who are leaders in their respective fields. SESI also maintains professional assistance staff, from technicians and drillers to administrative support, in all satellite offices to ensure we have the resources to meet their clients' needs.

b. Subconsultant - Public Involvement

Carpe Diem Community Solutions (CDCS) was founded in 2003 by President Lynn Cherry to provide solutions and build communities and organizations. The CDCS team are veterans in the field. CDCS is skilled at working with citizens, stakeholders, government officials, and the media. They have worked at a local, regional, state and national basis. The depth and breadth of their knowledge will help your community reap truly competitive advantages.

c. Principal Place of Business

CPWG Madrid Corporate Headquarters is located in Tampa, Florida. We have Florida offices in Bartow, Blountstown, Chipley, Jacksonville, Oviedo, and St. Pete Beach. We also have offices in Branson, Missouri and Springdale, Arkansas

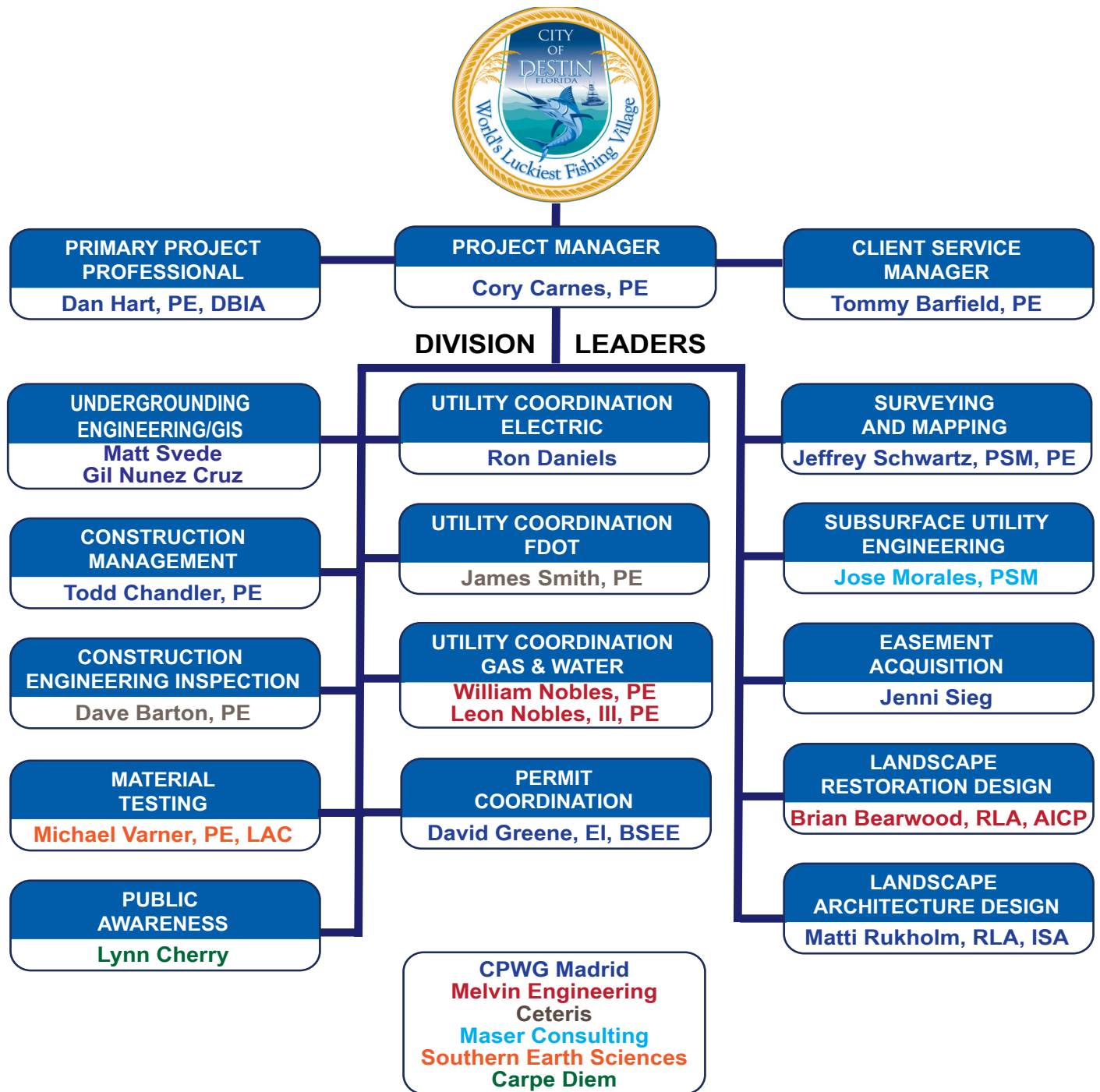
Each phase of the project will be managed, performed, and produced by the CPWG Madrid office in Chipley. Other locations will provide specialized services as needed.

RFQ No. 20-03-CD
Destin Utility Undergrounding
Project Management
June 18, 2020

Tab 3
Qualifications of Project Team



3.a) Organizational Chart



3.b) Key Project Members, Client Service Manager

James T. (Tommy) Barfield, PE

tommy.barfield@madridcpwg.com

Mr. Barfield is an Associate Principal with over 30 years of extensive management experience in the transportation industry with the Florida Department of Transportation (FDOT), District Three in Chipley, Florida. Where he served as a member of the FDOT executive board for 7 years.

He is knowledgeable in all aspects of planning, production, project delivery and management of the Florida Department of Transportation Work Program; skilled in communications and conflict resolution. Mr. Barfield has been responsible for project delivery on the production and operations areas of the Department. He was also a board member of the Santa Rosa Bay Bridge Authority as well as the MidBay Bridge Authority.

Client Services Experience

Mr. Barfield served as special client liaison to FDOT District 2 Secretary and Directors. Assisted in the project identification and programming of projects associated with the General Engineering Contract for the District. Duties included assisting in the identification of funding options for projects and programs that were added to the Department's Five Year Work Program, Also assisted in the monitoring and programming of hurricane relief efforts for Northeast Florida including the conversion of I75 to one way traffic for evacuation purposes. Directed the monitoring of river levels for the District Secretary as directed by the Governor's Office.

He served as the liaison for Engineering Firm and the Department's Central Office as well as Client relations between the FDOT Secretary of Transportation and his Directors.

Client Services Projects

I-10 Rest Area Replacement, Columbia/Suwannee, FL, FDOT District 2

Project Director. Mr. Barfield was responsible for client services and overall project direction for the design/project development and right-of-way acquisition for the replacement of the I-10 rest areas in Columbia and Suwannee Counties.

Design of Alternate Power Supply for Interstate Rest Areas, FDOT District 2

Project Manager was responsible for client services and overall project supervision on this project designed to identify the electrical needs and the design of alternate power supply for Interstate rest area located on I-10, I-95 and I-75 in Northeast Florida.

Signal Timing Projects, Gainesville FL, FDOT District 2

Project Director responsible for overall project direction, project schedule, client services, and financial management of the Construction Engineering Inspection for the signal timing projects located at various locations within the City of Gainesville Florida.



Experience

- 34 years

Education

- B.S., Civil Engineering, University of Florida

Professional Certifications

- Florida Registered Professional Engineer License No. 43861

Professional Affiliations

- American Society of Civil Engineer
- Florida Engineering Society

3.b) Key Project Members, Project Manager

Cory Carnes, PE

cory.carnes@madridcpwg.com

Mr. Carnes is a PE and Director of CPWG Madrid's Power Division with over ten years of experience working on electric transmission and distribution projects. This work includes energy delivery services, operation and maintenance program work, capital funded major projects, and customer-initiated projects. Services have included undergrounding conversions, overhead reliability, asset management, compliance studies, feasibility studies, utility coordination, commercial and residential developments, private and public facility developments, and construction management.

Duke Energy, Overhead to Underground Conversion, St. Pete Beach, FL

Project Manager. Mr. Carnes was tasked with and currently managing the design of a 2.5-mile complete streets overhead to underground conversion of all utilities along Gulf Boulevard from 35th Ave to 75th Ave. He is responsible for meeting design requirements of St. Pete Beach, FDOT, Duke Energy, Spectrum, and Frontier and submitting a complete bid specification package for the entire corridor.

Florida Power & Light, Boynton Beach & Orchid Grove Trail Conflict Mitigation, Boynton Beach, FL

Project Manager. An existing FPL customer at Grove Nurseries proposed a development at the intersection of Boynton Beach Boulevard and Orchid Grove Trail that required the installation of a turn lane on the north side of Boynton Beach Boulevard. 8 FPL owned distribution pole locations were impacted, requiring the developer to go underground at an added cost of \$350k+ to the project. Mr. Carnes was brought into consult for the developer, coordinate with FPL, and was able to successfully reduce the conflict to 2 poles. The proposed design was reviewed and approved by FPL and reduced the unplanned cost to less than \$50k.

Duke Energy Distribution Major Projects, FL. Pilsbury Permanent Load Relocation (8 miles of New UG Feeder Install)

Project Manager The project involved engineering distribution design services for the installation of approximately 40,000 linear feet of new three (3) phase 1000 KCMIL underground primary feeder from the Pilsbury Substation to the 32nd Street Substation in Pinellas County. Mr. Carnes was responsible for field assessment, routing, termination pole design, pull box locations, and existing tie-ins to OH primary feeder. Over two years, Mr. Carnes was responsible for construction support and coordination.

Duke Energy Distribution Grid Solutions, FL

Project Manager. Mr. Carnes was involved as support of a pilot power reliability initiative implemented to normalize voltage in the Deland area of Florida. He was asked to manage a team and provide distribution design services for over 20,000 feet of reconductor on 5 feeders, 52 tap location moves (phase changes), 10 new regulators installs across 17 feeders, and 9 new capacitor bank installs on 8 feeders. This project was handled from coordination through scheduling and construction.



Experience

- 10 years

Education

- M.S.E., Civil Engineering, University of Florida
- B.S., Civil Engineering, University of Florida (graduated Cum Laude, concentration in Construction, Public Works, Water Resources)

Professional Certifications

- Florida Registered Professional Engineer License No. 81280
- FDOT MOT Advanced Certified No. 24275

3.b) Key Project Members, Primary Project Professional

Dan Hart, PE, DBIA

dan.hart@@madridcpwg.com

Mr. Hart has over 25 years of experience primarily working on Florida infrastructure projects. His experience includes projects for multiple municipal, transportation, water management authorities, and private sector clients across the State. He has a unique blend of construction management, engineering design, and overall program management experience that facilitates individual projects and the overall programs for owners and clients. Over the years he has multiple continuing services contracts for a variety of clients. He also has a strong track record of Design-Build project delivery and is a certified DBIA Professional. Dan uses this experience to forge successful partnerships with owners, consultants, and contractors, as well as to provide owners with efficient and constructible plans. He has served on projects for every district of the FDOT and he has accumulated experiences on projects throughout the United States.

Overhead to Underground Conversion, City of St. Pete Beach, FL

Principal in Charge. Mr. Hart is currently overseeing project to design a 2.5-mile overhead to underground conversion of all utilities and the design of complete streets roadways along Gulf Boulevard from 35th Ave to 75th Ave. He is responsible for meeting design requirements of St. Pete Beach, FDOT, Duke Energy, Spectrum, and Frontier and submitting a complete bid specification package for the entire corridor.

Overhead to Underground Conversion, 155th Avenue to 164th Avenue, Town of Redington Beach, FL

Principal in Charge. Mr. Hart is responsible for client services for underground utilities, LED lighting, and landscaping along Gulf Boulevard. The project's goal was to place above-ground utilities underground and to replace light poles along Gulf Boulevard (155th Avenue to 164th Avenue). CPWG Madrid Utility Undergrounding design plans included the following: undergrounding of Duke Energy, Verizon Communications, and Bright House East/West crossing lines, undergrounding of Duke Energy overhead lighting wires on the east side and lighting design and coordination with Duke Energy.

Overhead to Underground Conversion, Phase II 150th to 143rd, City of Madeira Beach, FL

Principal in Charge. Mr. Hart is responsible for overseeing the design of underground utilities, LED lighting, and landscaping along Gulf Boulevard. The project's goal was to place above-ground utilities underground and to replace light poles along Gulf Boulevard (150th Avenue to 143rd Avenue).

Lake David Park Overhead Undergrounding, City of Groveland, FL

Principal in Charge. Mr. Hart is responsible for overseeing the design of underground utilities, additional LED lighting, and landscaping within Lake David Park. The project's goal was to place above-ground utilities underground and to replace light poles as part a major renovation of the park. The project included design, permitting and coordination with Duke Energy.



Experience

- 25 years

Education

- M.B.A., Western Governors University
- M.S., University of Florida, Civil/Geotechnical/Geotechnical Engineering
- B.S., University of Florida, Civil/Geotechnical/Geotechnical Engineering

Professional Certifications

- Florida P.E. #55438
- DBIA Professional

Professional Affiliations

- Design-Build Institute of America
- American Society of Civil Engineers

3.b) Key Project Members, Utility Coordination

Matthew Svede

david.greene@@madridcpwg.com

Mr. Svede has 15 years of experience working with power distribution. He has a expert understanding of distribution systems, from concept to design, construction, and maintenance. He began his career as a lineman and quickly moved into Distribution Design where he designed various portions of the distribution system for Eversource Energy, a Connecticut based utility. He gained additional experience in the Distribution Design Role for KCI in Tampa. Most recently, he worked with Duke Energy as part of their newly formed Lighting Group. He has a complete understanding of distribution systems, from concept to design, construction, and maintenance.

Duke Energy, Overhead to Underground Conversion, St. Pete Beach, FL

Senior Project Manager. Responsible for the conceptual layout and design of overhead electric infrastructure to be placed underground. He was also responsible for aterial specification for conversion equipment and placement as well as the conceptual layout and design of all LED lighting conversion and upgrades. He provided coordination with the City and Duke Energy for review and approval.

Duke Energy, Major FDOT Intersection Lighting Upgrades , FDOT, All locations in the Coastal and North Coastal Areas

Project Coordinator. FDOT did an analysis of all the State owned intersection based on crash study data. Based on the information provided it was my responsibility to make sure the new lighting design fully met FDOT standards, and Coordinate the design, and Manage the work all the way through construction.

KCI Technologies, North Coastal Self-healing Viper Recloser Project, Design Management & Construction Support, North Coastal Florida

Project Manager. This project consisted of the organization and implementation of Duke Energy's Self-healing Viper Recloser program for the North Coastal territory. Checking locations for recloser placement to make sure they fit in conjunction with the entire circuit and were placed, properly for lineman safety.

Eversource Energy Watertown High School Overhead to Underground Conversion, Design, and Construction Support, Evaluation of existing overhead lines and placement of new underground facilities, Watertown, CT

Designer. This project was to underground the existing facilities which fed the school football field and concession stand. Accountable for meeting goals and deadlines that were set out from the start of the project. This included Design completion, working with scheduler to ensure correct materials are being ordered and will be on site when needed, to weekly status meetings to provide the most up to date information on the project.



Experience

- 15 years

Education

- B.S., Southern Illinois University at Carbondale

3.c) Sub-consultant Firms and Key Project Members

DHM – Melvin Engineering

William C. (Bill) Nobles, PE, President, Gas and Water Utility Coordination

Experience: 46 years **FL License:** PE 51082

Education: B.S., Mechanical, Nuclear Engineering, University of Florida

As a Senior Level Engineer, Bill is responsible for the design and construction management of municipal water distribution systems, water treatment plants, wastewater collection systems, wastewater treatment plants and natural gas distribution projects. In addition, is responsible for the management and coordination of special projects relating to civil and structural engineering.

Leon E. (Gene) Nobles, III, P.E., Vice President, Gas and Water Utility Coordination

Experience: 46 years **FL License:** PE 51452

Education: B.S., Environmental Engineering with Honors, University of Florida

Gene Nobles expertise lies in transportation related projects with demonstrated abilities and success in design, plans production, contracts, inspection, and project management. Gene has worked closely with the FDOT, District 2 and 3, and local city/county governments throughout Northwest Florida.

Brian Bearwood, RLA, AICP, Landscape Architect

Experience: 15 years **FL License:** LA 0001406

Education: B.S., Landscape Design, Oregon State University

His technical expertise in landscape and irrigation design, drainage, biological assessments, impact analysis, geo-technical testing, land use and planning qualifies Brian has proven experience in all phases of planning, utility, and transportation projects. His technical expertise in landscape and irrigation design, drainage, biological assessments, impact analysis, geo-technical testing, land use and planning qualifies

Maser Consulting

Jose D. Morales, PSM, Senior Surveyor, SUE

Experience: 18 years **FL License:** PSM LS6733

Education: B.S. Geomatics, University of Florida

Mr. Morales has over 18 years of experience in surveying and mapping for design, construction, sub-surface utility, platting, sectional and boundary determination. He has had the privilege to work throughout the state and has completed projects for Districts 3, 4, 5 & 6. His work in these districts has varied from project management and quality control to construction layout and technical support.

Page 22

Ceteris

James M. Smith, PE, President, FDOT Coordination

Experience: 19 years **FL License:** PE 64651

Education: B.S., Civil Engineering, Florida State University

Mr. Smith has over 19 years of experience in the Transportation Design and Planning field. His experience includes serving as a roadway design crew leader responsible for the design of construction documents for urban and rural highways and intersection improvements, as well as traffic control plans. While in the Planning Department he served as the District Statistics Administrator and the District Systems Planning Manager.

Dave Barton, PE – Senior Project Engineer, CEI

Experience: 14 years **FL License:** PE 72108

Education: B.S., Civil Engineering, Florida State University

Mr. Barton has over 14 years of experience in design, construction management and construction engineering and inspection (CEI) of numerous transportation infrastructure projects. Mr. Barton's design experience includes conceptual planning, design, and permitting of roadway, site development, stormwater, water and wastewater utility improvement projects.

Southern Earth Sciences

Michael K. Varner, P.E., LAC, Senior Engineer, Materials Testing

Experience: 40 years **FL License:** PE 15037

Education: B.S., Civil Engineering, Florida State University

Mr. Varner has over 40 years experience in geotechnical engineering in Florida. Mr. Varner has completed over 15,000 geotechnical projects in the Florida Panhandle area including private residential, high-rise condominiums, infrastructure projects, and forensic services for private, municipal and military clientele.

Carpe Diem Community Solutions

Lynn Cherry, President, Public Information

Experience: 15 years

Education: M.S., Psychology, Florida State University

Lynn has served as public information officer, trainer, program developer, facilitator, and leader. She is certified by the National Charrette Institute as a facilitator in charrette systems which is used to support community decision-making.

3.d) Availability, Location, and Workload of Team

1. Current project work listing and remaining labor commitments.

- a. Undergrounding Utilities, City of St. Pete Beach, On-going (Estimated Design Completion 07/31/2020) (Estimated Construction Completion 07/31/2022)
- b. Undergrounding Utilities, City of Madeira Beach, On-going (Estimated Construction Completion 11/30/2020)
- c. Undergrounding Utilities, City of Indian Rocks Beach, On-going (Estimated Construction Completion 10/31/2020)
- e. Undergrounding Utilities, City of Redington Beach, On-going (Estimated Construction Completion 07/31/2020)
- e. Undergrounding Utilities, City of Redington Shores, On-going (Estimated Construction Completion 07/31/2020)
- v. Undergrounding Utilities, City of North Redington Beach, On-going (Estimated Construction Completion 10/31/2020)

2. Typical Number of Projects Handled by the Respondent's Key Project Members.

For a project the size and complexity of the City of Destin overhead to underground utility conversion project, each member would be dedicated to your project. If time allowed they may be assigned a smaller secondary project. The workload of key CPWG Madrid personnel is decided based on size and complexity of the project. Our key members are never assigned more than five projects at one time.

3. Projected Workload of Project Management.

CPWG Madrid is currently in the final stages of five Overhead to Underground Conversion projects in construction. Our staff is monitoring the removal of overhead infrastructure by Duke Energy contractors. All projects are estimated to be completed by the end of 2020. Our Project Management team is immediately available to the City of Destin, as the current project workload is mostly construction administration of the removal of existing facilities, minor restoration and support.

4. Sub-consultant Firms Assigned More Than 5% of the Work.

- a. 10% - DHM Melvin Engineering - Engineering, Landscape, Utility Coordination
- b. 5% - CETERIS Engineering & Construction Services - CEI

RFQ No. 20-03-CD
Destin Utility Undergrounding
Project Management
June 18, 2020

Tab 4
Project Approach



4. CPWG Madrid Project Approach

Underground conversions can seem like a daunting task considering the amount of infrastructure spread across multiple complex organizations that have their own operational standards and expectations. The infrastructure serves a high volume of customers where any downtime can wreak fiscal havoc on even the most resilient stakeholders and businesses regardless if they are private or public.

As one of the leading experts in the underground conversion market, we can systematically drive these projects from concept to construction. Each step of the way, we provide innovative solutions to ensure the goal stays in sight and reachable.

Our professionals come to CPWG Madrid directly from leadership positions in some of the largest Investment Owned Utilities (IOUs) in the country, i.e. Duke Energy, Florida Power and Light, and Tampa Electric Company, Eversource Energy, and Empire District Electric Company.



We understand how to establish a scope of service that is recognizable by all entities involved and use innovative techniques to exchange information that creates a highly effective interoperable system. We break down the compartmentalized approach, bring the impacted entities together, and develop a plan to mitigate risk and maximize a positive outcome.

Once the scope of service is agreed on, the path forward can be heavily affected by the public. CPWG Madrid is a known name in its respective communities and works closely with the local, state, and federal officials to ensure the community receives a clear message. CPWG Madrid knows that each minor impact, e.g. impeding pedestrian or vehicle traffic, disrupting small businesses, or disconnecting public and private lighting, has a ripple effect that must be minimized and any impacts clearly defined for the public so they are as informed as possible. On the other hand, the local officials need to know how to mitigate these impacts with area appropriate communication. CPWG Madrid can

be trusted to deliver on the expectations of the public and their officials to ensure a smooth public outreach program.

The following is CPWG Madrid's system designed to identify the major components of an overhead to underground conversion and lead a successful project:

1. City Kick-Off Meeting
2. Surveying and Mapping
3. Subsurface Utility Engineering (SUE)
4. Utility Coordination
5. Geographical Information Systems (GIS)
6. Engineering
7. Real Estate
8. Public Outreach
9. Permitting
10. Construction Administration

CPWG Madrid is a multidiscipline one-stop shop that can support these services as needed.

1. City Kick-Off Meeting:

CPWG Madrid will meet with City Officials to identify planning needs, priority areas, and project scope. We will also discuss the preferred method of communication and methods for delivery. It will be CPWG Madrid's goal to set expectations clearly and create an open dialogue to start moving the project forward.

2. Surveying and Mapping

The field survey starts with establishing horizontal and vertical control required to locate the physical improvements including above-ground utilities. A topographic survey (3D) base map will be created on state plane coordinates. This information can be used for future reference into a GIS database and for comparison with existing as-built data. CPWG Madrid has the capabilities of locating the topographic survey using conventional methods (total station) or by using mobile/static Light Detection and Ranging (LiDAR). Typically, a combination of these two methods will be used. These data collection methods mean our survey models can be used to identify existing conditions with ease of access on and off-site and increase the safety for our staff and the general public.

4. CPWG Madrid Project Approach



Sample LiDAR Image

Before the fieldwork begins, CPWG Madrid will review the existing right of way conditions and width and determine if a right of way and property line survey is needed. This process typically includes a review of existing County records and maps, City records and maps, and FDOT right of way maps. The development of the base map is a critical component that needs special attention to ensure the planning is properly considered.

3. Subsurface Utility Engineering (SUE)

Subsurface evaluations are largely dependent on the experience of those in the field that recognize the marks, demarcations, and physical features that correspond with their respective underground facility owner. Ground Penetrating Radar, soft-digs, and vacuum excavation are some of the field technologies used in conjunction with visual inspection to identify existing underground facilities.

Often with continuous underground infrastructure, only partial exposure can be accomplished and the key personnel have to rely on historical documentation or visual inspection to ensure the information is delivered correctly.

CPWG Madrid has teamed with Maser Consulting who has the professional expertise and relationships to complete the SUE work for these projects and to reference the existing facilities that may conflict with the proposed route.

4. Utility Coordination

Considering the facility owners in the right-of-way to be converted is the first step in breaking down the compartmentalized frame of reference. After identifying all utility providers and an area of impact, we have to meet with the respective entity to initiate their processes for approval. Members of our team will coordinate with the utility companies to limit disruptions to services and businesses

Each underground utility owner will expect a clear visual definition of the scope. They will require a conceptual area, alignment, or corridor to review. Expected formats are typically based on the utilities standard mapping system. The universal language that can be used is known as a Red-Green-Brown (RGB) Drawing. Red identifies facilities in conflict or to be removed, Green is associated with all existing facilities, and Brown is for the proposed locations.

5. Geographical Information Systems (GIS)

Each utility has their own asset management software. Typically, the software is proprietary and does not allow for outside access due to security restrictions. The utility is, however, allowed to provide maps of existing facilities. Knowing how to read the maps is another challenge in itself. They are regularly out of date or not accurate and require field review and verification.

The GIS data on these maps is also normally referenced to a work management system that allows the utility to order material and queue work orders. The major ones being used are Maximo, Design Manager, WMIS, and Storms.

We know how these systems receive and deliver data. We also know how the utilities update and manage them for their customers. With this advantage, we know exactly what they need to see to ensure approvals run as smoothly as possible.

6. Engineering

Once you have the base maps created with planimetric and subsurface conditions, as well as, all existing facilities from the GIS maps, the intricate design can begin.

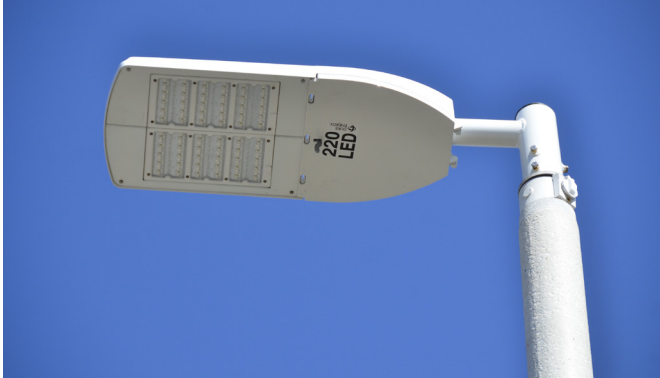
a. Power. Electricity connects from the generation plant and is delivered to the substations by transmission lines. It is then stepped down to distribution feeder lines where branch lines then continue to the meter. Examples of conversion projects are typically local distribution lines in the right-of-way, lighting circuits for parking or private needs, and residential areas. These areas must continue to remain connected as we remove each and every overhead line. Equipment and locations do not always convert from a like for like standpoint. Overhead equipment footprints are very different from undergrounding equipment footprints. Operations require the footprint of the underground equipment to allow for accessibility and clearances to open equipment as well. Underground meters, for example, require an upgraded housing unit that completely replaces the overhead meter, because of how the service cable is

4. CPWG Madrid Project Approach

designed. The design will require evaluating every feeder line, branch line, and service outside the substation being run to the meter.

b. Telecommunications. Overhead power lines have leased space on their owned facilities that are referred to as Joint Users (JU). These JUs are commonly the major telecommunication providers in the area. Telecommunications is often referred to as Low Voltage lines. The major carriers will require updated maps to then turn around a design to CPWG Madrid.

c. Gas, Water, Wastewater, Stormwater. These utilities are what will need to be avoided and considered during the placement of power and telecommunications lines. Undergrounding in the right-of-way is often very congested, requiring specialized clearances to maintain operational requirements in close proximity of each other. The base map and subsurface condition analysis is key in avoiding these conflict areas. CPWG Madrid continues to work in all aspects of infrastructure along the right-of-way and has considerable expertise in how these facilities are affected, as well as, innovative solutions to mitigate these conflicts.



d. Roadway Lighting. State and federal regulations require specific area coverage in roadway areas. Lighting is a separate effort that needs to run parallel with power and telecommunications. Once the proposed underground route is defined, lighting locations have to be serviced and defined. Existing lights, i.e. commercial, private, municipal, and state, all have to be accounted for as the upgrades can impact existing accounts and agreements. Environmental impacts and open sky requirements are considered and discussed to determine the required fixture type, i.e. Amber, LED, HPS, and pole type, i.e. concrete, aluminum, decorative. Once the fixture and pole are selected, locations can be determined through photometric analysis

which determines overall coverage of the light type set at a distance above. Safety requirements are then considered for proper placement of cross-walk lighting and clear zone. Beyond the design, the city can then determine if they want regulated or nonregulated lighting. Nonregulated lights are set after a provided meter and maintained by the city.

e. Streetscapes. CPWG Madrid has been involved with various streetscape projects, both developing guidelines as well as developing the construction documents required to implement streetscape improvements. Our team of landscape architects and engineers work with your staff to improve livability by designing safer, more affordable roadways and surrounding systems. The resulting designs are constructible, sustainable, and beautiful. Our team has also designed roadways using the Complete Streets guidelines that balance the needs of all roadway users.

f. Maintenance of Traffic (MOT). Our team will develop the MOT to allow traffic flow to continue. We will provide notes to facilitate the MOT in the design plans.

g. Cost Estimates and Materials Specifications.

All planning and design projects require a thorough knowledge of construction costs. We file all bid tabs received on our projects in an accessible database. To maintain an accurate database for providing cost estimates on our design projects and planning level estimates, this is periodically updated. We also have access to FDOT project databases. Smaller projects have a much different cost basis than larger projects and we keep that in mind when preparing the "Opinion of Probable Construction Cost".

In addition to our skilled engineering staff, we also maintain licensed general contractors and construction inspectors on our staff that are experienced in cost estimating from a contractor's perspective. They currently work in the industry providing an accurate cost of the work. Our reviews and knowledge of construction costs allow our cost estimates to be within 10%, allowing your staff to accurately budget project funding.

CPWG Madrid will work with the City to obtain a binding cost estimate from each utility that covers the undergrounding costs of their respective utilities. Our team will discuss construction and bidding options with the companies. This includes installing required infrastructure, ancillary infrastructure, and performing restoration work.

4. CPWG Madrid Project Approach

7. Real Estate

Once the design layout is approved by the local utilities, easement acquisition becomes necessary for underground equipment locations. CPWG Madrid has supported a number of beach communities in determining property requirements for proposed underground facilities.

Our design team uses their past experience to understand where space can best be utilized and provide minimal impact to the local citizens. Having operational experience, CPWG Madrid knows the access and safety requirements that must be maintained and how to share that with the residence at every location.

We have conducted miles of review, completing title searches and verification, setting up property owner meetings, communicating local utility easement requirements, and preparing easement acquisition documentation to be submitted and recorded by the local utility.

8. Public Outreach

Public perception of the project becomes a major player in how the project can progress. As the corridors where the overhead alignment is being converted run through multiple areas, the public will also be from all facets of life with different needs to consider. We stand by the city every step of the way, joining town hall meetings, answering citizen concerns, and providing compelling evidence to ease the impact.

Carpe Diem Community Solutions (CDCS) will join our team to assist us with public involvement. The CDCS team are veterans in the field. CDCS is skilled at working with citizens, stakeholders, government officials, and the media. They have worked at a local, regional, state, and national basis. The depth and breadth of their knowledge will help your community reap truly competitive advantages.

Our team has been at the highest level of impact in major utility companies providing answers that the communities need to hear and we can do the same for the City of Destin.

9. Permitting

Governmental Agencies must all be considered including but not limited to FDOT Right-of-Way Use, Environmental Impacts, and Franchise Right Agreements. The utility companies will have their own process to initiate and follow for approvals.

Delivering the information in a way that all stakeholders can understand is key. Our multidiscipline approach allows CPWG Madrid to create an RGB document that is universally understood. From that document, we provide a FDOT Right-of-Way Use plan set, Maintenance of Traffic (MOT) plan set, and a separate lighting photometric plan for review.

10. Construction Administration



Our team of field engineers and inspectors optimize the construction process by regularly visiting job sites to ensure consistency and efficiency in the execution of our plans. Our staff will lead regular progress meetings and monitors the construction schedule as well as project safety and MOT.

a. Construction Management. CPWG Madrid offers complete construction management capabilities and can provide all levels of construction management support from assistance and advice to client construction staff, to a complete turnkey management system. We can provide support to our client's staff during the bid and construction phases of the project by assisting with the pre-bid conference, as well as the review and evaluation of bids. We can attend and answer all questions at the pre-construction conference between the client and the selected contractor. If deemed necessary, CPWG Madrid will provide complete construction services, including a resident construction manager and inspection team who will remain on-site during all construction.

The CPWG Madrid team can assist the City with the bidding process to acquire construction services that meet the City's needs. We can complete the necessary bid

4. CPWG Madrid Project Approach

documents to place the project in the procurement process. The bid package includes the completed construction plans and specification book that outlines the specific criteria for a project. It is common for the specification book to include specified materials, required third party testing, acceptable tolerances during construction, survey requirements during and post construction, liquid damages, product and material submittal process, RFI process, and payment monitoring process.

b. Contractor Oversight. The CPWG Madrid team can assess the progress and quality of the contractor's work and can coordinate performance. Our team works with the City Staff to ensure they receive only work of the highest quality and will represent the City. We will alert the City regarding any quality problems encountered. Our team can maintain the detailed construction documents necessary to provide project certification and as-built drawings. We review all drawings for accuracy and can answer requests for information from the City or contractor.

c. Materials Testing.

We have added Southern Earth Sciences (SES) to our team to provide state-of-the-art materials testing in a nearby location. They provide construction resources including testing of concrete, soils, asphalt, and metals. SES has state-of-the-art laboratory facilities in the City of Destin as well as mobile field laboratories for on-site testing that are staffed with OSHA-safety certified field technicians. SES has extensive experience providing full-time quality control testing on large scale construction projects.

d. Constructability Reviews. These reviews are an important part of not only our quality control process but also part of our cost savings process. Our review process examines our plans to ensure they include the most effective maintenance of traffic, potential material cost reductions, maximum reuse of existing materials and equipment, utility reviews, efficient construction techniques and methods, detailed project specifications, and review schedules. These reviews ensure more efficient construction and help to not only improve design plans but also help to minimize downstream construction issues and change orders.



RFQ No. 20-03-CD
Destin Utility Undergrounding
Project Management
June 18, 2020

Tab 5
References – Past Performance



5. CPWG Madrid References - Past Performance

SR 699 (Gulf Boulevard) Overhead to Underground Conversion of Power and Communications Lines

Town of Redington Beach, FL

CPWG Madrid Engineering assisted the Town of Redington Beach to design underground utilities, LED lighting, and landscaping along Gulf Boulevard. The project's goal was to place above-ground utilities underground and to replace light poles along Gulf Boulevard (155th Avenue to 164th Avenue). CPWG Madrid Utility Undergrounding design plans included the following: undergrounding of Duke, Verizon and Bright House East/West crossing lines, undergrounding of Duke overhead lighting wires on the east side and lighting design and coordination with Duke.

Undergrounding Design Coordination, Plans Creation, and Permitting.

The CPWG Madrid Utilities team divided their main tasks into two categories; design and coordination. The initial task was to design detailed construction plans that incorporated CAD drawings showing equipment location within local easements and new LED lighting on new concrete poles along Gulf Boulevard. When the initial task was finished, the focus shifted to performing the coordination required to complete the project. The team coordinated with Town representatives to work with property owners to obtain easements and keep the public informed. They coordinated with utility companies to facilitate the conversion to underground utilities including lighting, permit utilities within FDOT right-of-way (one permit per utility). Our team also met with FDOT and Town of Redington Beach staff to facilitate plans production.

Coordination with Utility Companies. CPWG Madrid's Utilities team assisted the Redington Beach planning staff by discussing construction and bidding options with the companies involved. This resulted in obtaining a binding cost estimate for the undergrounding of their respective utilities. They also worked with the utility companies to develop a location plan for the desired easements. Meetings were held with Duke to coordinate to change the existing lighting on the west side of Gulf Blvd with new lighting on the west side. The lighting analysis was coordinated with FDOT for approval and the lighting design was assimilated into the overall underground design.

Easement Coordination.

To obtain the required easements and address citizen concerns the designated Town representative held individual meetings with the affected property owners. The CPWG Madrid team met with residents when requested by the Town representative. They also supported meetings with the public by providing design layout of the equipment and easement layout. The public meetings and individual discussions with residents contributed to the success of the utility undergrounding project.



Project Owner:

Town of Redington Beach
105 164th Avenue
Redington Beach, Florida 33785

Contact Person and Phone:

Mr. Nick Simon
Mayor
(727) 391-3875

Project Duration:

Design: 2019 - 2020
Construction: 2019 - 2020

Project completed on schedule?

On Schedule

Office performing work:

CPWG Madrid, St. Pete Beach, FL
CPWG Madrid, Tampa, FL

CPWG Madrid was Prime Firm?

Yes

Was work performed in-house?

Yes

Type/Scope of services provided?

Electrical Engineering
Civil Engineering
Landscape Design
Public Awareness Campaign
Construction Engineering & Inspection

Members of our proposed team that worked on this project?

Cory Carnes, PE
Dan Hart, PE, DBIA
Michael Stalzer, PE
Todd Chandler, PE
Jeffrey Schwarz, PSM, PE
David Greene, EI, BSEE
Ron Daniels
Greg Hass, CGC

5. CPWG Madrid References - Past Performance

Gulf Boulevard Overhead to Underground Conversion of Power and Communications Lines

City of St. Pete Beach, FL

CPWG is providing engineering support for the overhead to underground conversion of power and communication lines, new LED lighting, and landscaping along SR 699 (Gulf Boulevard) between 35th Avenue and 75th Avenue (approximately 12,700 linear feet). The projects tasks include the removal of existing systems, replacement of existing street lighting, and providing electrical enhancement of medians. Overhead utilities that are affected by the project include Duke Energy (electric), Spectrum (cable), and Frontier (telephone).

CPWG will perform all utility coordination, engineer the conduit and cabling infrastructure, and provide permit documents. The critical permit is the FDOT permit, which will enable construction services to proceed with installation of pathways for replacement cabling systems, and subsequent removal of existing overhead utility poles and wiring. Our team will work to ensure the revised street lighting meets FDOT requirements. Our designers will also provide revised electrical services to SR 699 medians to accommodate updated electrical service points for City use.

Additional specific project design tasks include:

1. Convert all Existing Energy and Communications utilities from overhead to underground in conduit system.
2. Enhanced Street Lighting, including Contribution-In-Aid of Construction (CIAC) coordination, construction and restoration.
3. Revised lighting and fixtures quantities (using DE model and spacing) to provide stand-alone uniform street lighting the length of the project.
 - a. Provide new electrical service to new street lighting independent of existing service.
 - b. Identify utility poles to be removed.
4. Extend Metered Electrical service to medians to allow the addition of power/lighting. The design will include identification of new LED street lights and related construction plans.

This is a very high profile area with a very active and informed electorate. There are many tourist industry businesses along the route that will be affected by this project. Obtaining easement and garnering public support for the project will require an extensive public awareness program. CPWG Madrid has a capable public awareness team that can prepare the materials and resources required to effectively convey the City's message to its citizens.

Project Owner:

City of St. Pete Beach
155 Corey Avenue
City of St. Pete Beach, FL 33706

Contact Person and Phone:

Mike Clarke
Public Works Director
(727) 363-9243

Project Duration:

Design: 2019 to 2020
Construction: 2020 to 2022

Project completed on schedule?

On Schedule

Office performing work:

CPWG Madrid, St. Pete Beach, FL
CPWG Madrid, Tampa, FL

CPWG Madrid was Prime Firm?

Yes

Was work performed in-house?

Yes

Type/Scope of services provided?

Electrical Engineering
Civil Engineering
Landscape Design
Public Awareness Campaign
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Members of our proposed team that worked on this project?

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Dan Hart, PE, DBIA
Michael Stalzer, PE
Todd Chandler, PE
Jeffrey Schwarz, PSM, PE
David Greene, EI, BSEE
Matt Svede
Ron Daniels

RFQ No. 20-03-CD
Destin Utility Undergrounding
Project Management
June 18, 2020

Tab 6
Submittal of General Information,
Procurement Forms and Documents





RESPONDENT ACKNOWLEDGEMENT

Submit Responses To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ NO. 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

Responses must be received by: **No Later Than 2:00 P.M. Prevailing Central Time**
on
June 18, 2020.

Responses will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **June 18, 2020, no later than 2:00 p.m. Prevailing Central Time** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: Cribb Philbeck Weaver Group, Inc. d/b/a CPWG Madrid

Federal I.D. Number: 20-1262722

A Corporation of the State of: Florida

Area Code: 813 Telephone Number: 361-2644

Area Code: 813 FAX Number: 223-2469

Mailing Address: 1228 Jackson Avenue

City/State/Zip: Chipley, Florida 32428

Vendor Mailing Date: 16 June, 2020


Authorized Signature

Sheila Tarte
Name Typed

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE



CONFIRMATION OF DRUG-FREE WORKPLACE

IDENTICAL TIE SUBMITTALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more submittals which are equal with respect to price, quality, and service are received by the City of Destin or by any political subdivision for the procurement of commodities or contractual services, a submittal 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 submittals 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 submittal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under submittal, 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.

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

Vendor's Signature:

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE

SCHEDULE OF SUB-CONTRACTORS

The Undersigned Bidder proposes the following major sub-contractors for the major areas of work for the Project. The Bidder is further notified that all sub-contractors shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub-contractors, if required.

<u>Name of Sub-Contractor</u>	<u>Address of Sub-Contractor</u>	<u>License No.:</u>	<u>Contract Amount</u>	<u>Percentage (%) of Contract</u>
Carpe Diem Community Solutions	2709 Rutgers Drive, Panama City, 32405		N/A	3%
Ceteris	2902 Madison Street, Marianna, FL 32446	Eng CA31322	N/A	10%
DHM – Melvin Engineering	4428 Lafayette Street Marianna, FL 32446	Eng CA5637	N/A	5%
Maser Consulting	5471 W Waters Ave, Ste 100, Tampa, 33634	Survey LB7388	N/A	2%
Southern Earth Sciences	150 Industrial Park Rd, Ste 6, Destin, 32541	Eng CA 3737	N/A	2%

Signature 

Date: 15 June, 2020

Title/Company Cribb Philbeck Weaver Group, Inc. d/b/a CPWG Madrid

Owner reserves the right to reject any sub-contractor who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. Owner reserves the right to inspect all facilities of any sub-contractor in order to make a determination as to the foregoing.

THIS PAGE MUST BE SUBMITTED FOR RESPONSE TO
BE CONSIDERED COMPLETE AND ACCEPTABLE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/04/2020

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 Talbert Insurance Services 3473 Satellite Blvd, Suite 114 Duluth, GA 30096	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">CONTACT NAME: Teri Newberry</td> </tr> <tr> <td>PHONE (A/C, No, Ext): (770)497-9400</td> <td>FAX (A/C, No): (770)813-8535</td> </tr> <tr> <td colspan="2">E-MAIL ADDRESS: tnewberry@talbertservices.com</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A : Auto Owners Insurance</td> <td style="text-align: center;">32700</td> </tr> <tr> <td>INSURER B : Auto Owners Insurance</td> <td style="text-align: center;">18988</td> </tr> <tr> <td>INSURER C : Auto Owners Insurance</td> <td style="text-align: center;">10190</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	CONTACT NAME: Teri Newberry		PHONE (A/C, No, Ext): (770)497-9400	FAX (A/C, No): (770)813-8535	E-MAIL ADDRESS: tnewberry@talbertservices.com		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Auto Owners Insurance	32700	INSURER B : Auto Owners Insurance	18988	INSURER C : Auto Owners Insurance	10190	INSURER D :		INSURER E :		INSURER F :	
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INSURER A : Auto Owners Insurance	32700																				
INSURER B : Auto Owners Insurance	18988																				
INSURER C : Auto Owners Insurance	10190																				
INSURER D :																					
INSURER E :																					
INSURER F :																					
INSURED Cribb Philbeck Weaver Group, Inc and CPWG Constructors, LLC 3918 N Highland Ave Tampa, FL 33603-4724																					

COVERAGES

CERTIFICATE NUMBER: 00008702-1202734

REVISION NUMBER: 182

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	☒ COMMERCIAL GENERAL LIABILITY	Y	Y	80117967	06/03/2020	06/03/2021	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	☒ BLANKET WOS						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMPI/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY	Y		5037622000	06/03/2020	06/03/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000
	ANY AUTO						BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY ☒ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	☒ AUTOMA ADD'L ☒ INSURED STATUS						MO Location \$
C	UMBRELLA LIAB			5037624900	06/03/2020	06/03/2021	EACH OCCURRENCE \$ 5,000,000
	EXCESS LIAB ☒ CLAIMS-MADE						AGGREGATE \$
	DED ☒ RETENTION \$ 10,000						FOLLOWS FORM \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			80209996	06/03/2020	06/03/2021	☒ PER STATUTE ☐ OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	FLORIDA LOCATION			80149474	10/31/2019	10/31/2020	OCC / AGG \$ \$1 MIL / \$2 MIL
A	AIRCRAFT HULL & LIAB			80117967	06/03/2020	06/03/2021	COMBINED SINGLE LIM \$ 3,000,000

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

Builders Risk Policy: BR13914736 US Assure a Diamond State Insurance Company - Coverage \$200,000 for location 450 S. LAKE DRIVE Groveland, FL 34736

GENERAL LIABILITY INCLUDES BLANKET ADDITIONAL INSURED (FORM #55373 01/07).

GENERAL LIABILITY INCLUDES BLANKET WAIVER OF SUBROGATION (FORM #55352 10/08)

CERTIFICATE HOLDER *** FOR PROPOSAL PURPOSES 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 (TLN)
--	---

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Printed by TLN on June 04, 2020 at 01:40PM





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/04/2020

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 Iron Ridge Insurance 4971 Royal Gulf Circle Fort Myers FL 33966		CONTACT NAME: Karen Brinkley PHONE (A/C, No, Ext): (800) 775-8526 FAX (A/C, No): (239) 288-7544 E-MAIL ADDRESS: kbrinkley@ironridgeinsurance.com	
INSURED Cribb Philbeck Weaver Group, Inc. 3918 North Highland Ave Tampa FL 33603		INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Insurance Underwriters, Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL206405296 **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
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N ☐ N / A						PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			AEXNYABFENW003	06/03/2020	06/03/2021	Per Claim \$2,000,000 Aggregate \$4,000,000

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

Professional Liability is written on a claims-made basis

CERTIFICATE HOLDER

For Proposal Purposes

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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6.f) Supplemental Information

8.2.8. CPWG State of Florida Corporate Licenses

Cribb Philbeck Weaver Group, Inc., FEIN 20-1262722, DUNS 0547222644 was established in 2004 and is a seasoned engineering firm with our corporate headquarters in Tampa, Florida. The corporation is in good standing with the State of Florida (# P04000095821). All applicable taxes have been paid for 2019. All corporation and individual licenses are current and in good standing. Below is a copy of our current corporation certificate from the State of Florida for 2019.

CPWG Florida Corporation P04000095821

State of Florida Department of State

I certify from the records of this office that CRIBB PHILBECK WEAVER GROUP, INC. is a corporation organized under the laws of the State of Florida, filed on June 23, 2004.

The document number of this corporation is P04000095821.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on February 10, 2020, 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 Tenth day of February, 2020*



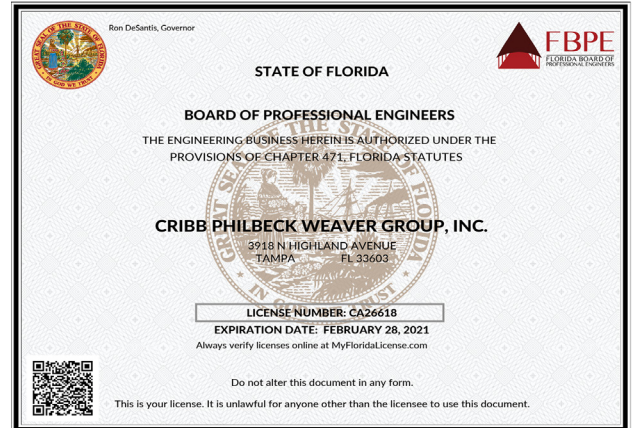
Randy Be
Secretary of State

Tracking Number: 5406209421CC

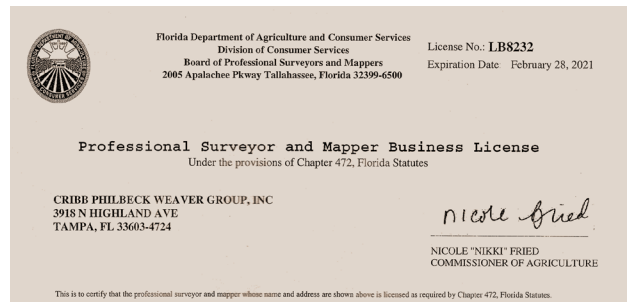
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

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

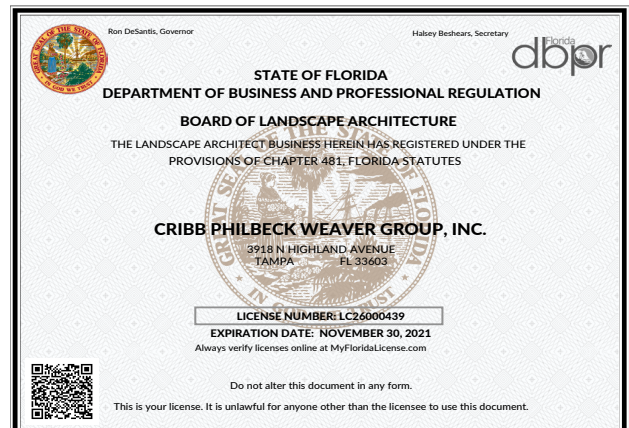
CPWG Professional Engineering License 26618



CPWG Professional Survey License LB8232



CPWG Landscape Architecture LC26000439



8.2.9. Supplemental, State of Florida Individual Licenses

This is an official license document from the Florida Board of Professional Engineers. At the top left is the seal of the State of Florida, and at the top right is the logo of the Florida Board of Professional Engineers, which includes a red triangle and the text 'FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS'. The document is titled 'STATE OF FLORIDA' and 'BOARD OF PROFESSIONAL ENGINEERS'. It states that the professional engineer is licensed under the provisions of Chapter 471, Florida Statutes. The licensee's name, 'CARNES, CORY ANDREW', is prominently displayed in the center. Below the name is the address '17918 BARN CLOSE DR. LUTZ FL 33559'. A box contains the 'LICENSE NUMBER: PE81280'. Below this, it states 'EXPIRATION DATE: FEBRUARY 28, 2021'. A note at the bottom says 'Always verify licenses online at MyFloridaLicense.com'. At the very bottom, there is a QR code on the left and a warning on the right: '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.' The background of the license features a large, faint circular seal of the Florida Board of Professional Engineers.

This is a scan of an official Florida Department of Business and Professional Regulation (DBPR) license. The license is for James Thomas Barfield, a Professional Engineer, License Number PE43861, issued on February 28, 2011. The license is valid until February 28, 2016. The background features a large, faint circular seal of the State of Florida. In the top left corner, there is a small circular seal of the DBPR. In the top right corner, there is a logo for 'dbpr' with the tagline 'Building the Future'. The text is centered and reads: 'STATE OF FLORIDA', 'DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION', 'BOARD OF PROFESSIONAL ENGINEERS', 'THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES', 'BARFIELD, JAMES THOMAS', '4647 THE OAKS DR', 'MARIANNA FL 32446', 'LICENSE NUMBER: PE43861', and 'EXPIRATION DATE: FEBRUARY 28, 2016'. At the bottom, there is a QR code and a disclaimer: 'Do not alter this document in any form. This is your license. It is invalid for anyone other than the licensee to use this document.'

The image shows a professional engineer license for Daniel Charles II, State of Florida. At the top left is the official seal of the State of Florida. To its right is the text "Hon. DeSanctis, Governor". At the top right is the logo for the Florida Board of Professional Engineers (FBPE), with the text "A FLORIDA BOARD OF PROFESSIONAL ENGINEERS" below it. The center of the license features the text "STATE OF FLORIDA" and "BOARD OF PROFESSIONAL ENGINEERS". Below this is the statement: "THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES". The licensee's name, "HART, DANIEL CHARLES II", is prominently displayed in the center. Below the name is the address: "10 TURTLE CREEK CIRCLE", "OLDSMAR", "FL 34677". A large, faint circular seal of the State of Florida is visible in the background. At the bottom, a white box contains the "LICENSE NUMBER: PE55438". Below this box, the "EXPIRATION DATE: FEBRUARY 28, 2021" is listed. At the very bottom, a URL is provided: "Always verify licenses online at MyFloridaLicense.com". A QR code is located in the bottom left corner. A disclaimer at the bottom right states: "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."

State of Florida
Board of Professional Engineers

Todd Michael Chandler has shown
competency and fitness to practice Professional Engineering and has complied with all requirements
of the Board of Professional Engineers, therefore by action of the powers vested in said Board by
the State of Florida, the Florida Board of Professional Engineers hereby issues this certificate
of licensure numbered **84436** to practice Professional Engineering in the State of Florida
as provided by the laws of the state and subject to the powers as vested in said Board.

In Testimony Whereof, Witness the signature of the Chair and Vice Chair
under the seal of the Board this 21st day of January, 2008.

 *Reneetha L. Todd, Jr.* *[Signature]*
Secretary of the Board Vice Chair
A0046 Nov. 2005





Ron DeSantis, Governor



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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



SCHWARTZ, JEFFREY MICHAEL
288 KNOT HOLE CIRCLE
CHULUOTA
FL 32766

LICENSE NUMBER: PE89329

EXPIRATION DATE: FEBRUARY 28, 2021

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RICHT SCOTT, GOVERNOR

Jonathan Zachem, Secretary



STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

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

NOBLES, WILLIAM CHARLES

2879 MAGNOLIA BLOSSOM LANE
MARIANNA FL 324460000

LICENSE NUMBER: PE51082

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at MyFloridaLicense.com

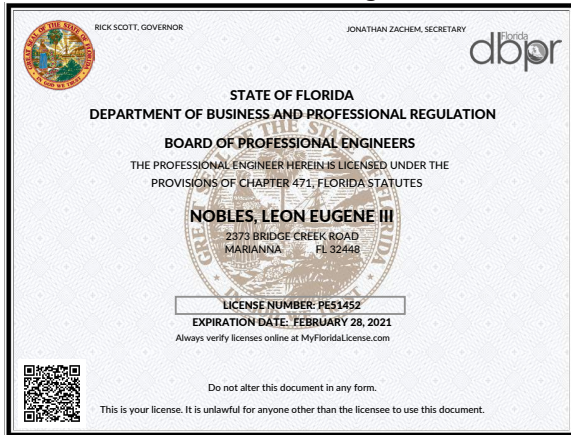


Do not alter this document in any form.

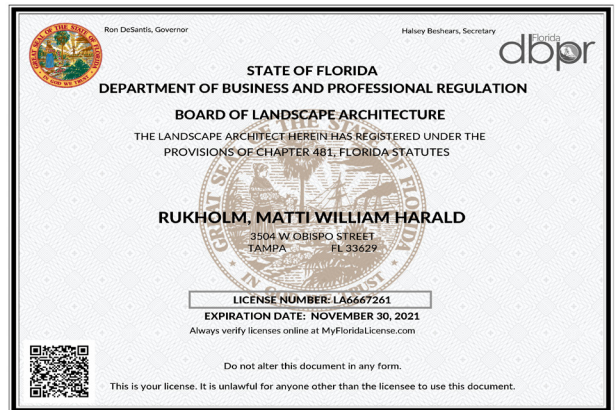
This is your license. It is unlawful for anyone other than the licensee to use this document.

6.f) Supplemental Information

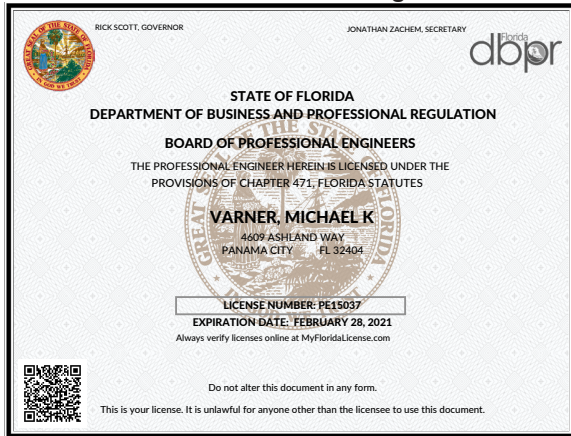
Leon Nobles, Florida Prof. Engineer #51452



Matti Rukholm, Landscape Architect #LA6667261



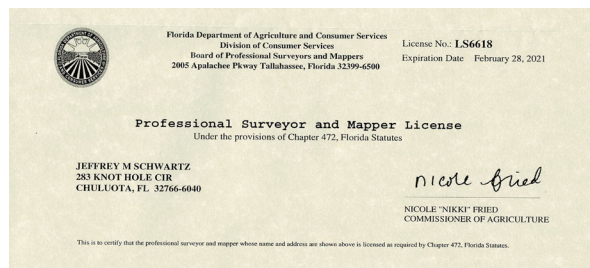
Michael Varner, Florida Prof. Engineer #51037



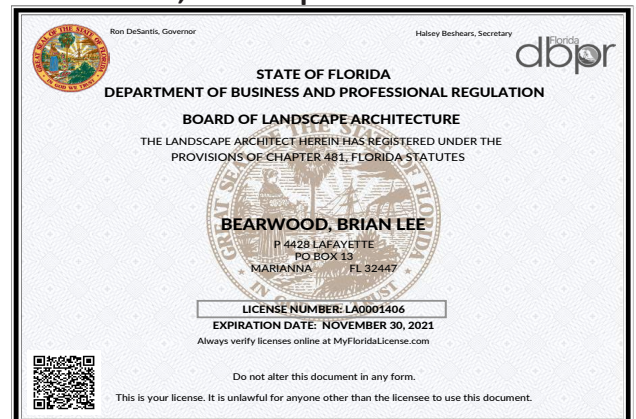
Matti Rukholm, Certified Arborist #ON-0729A



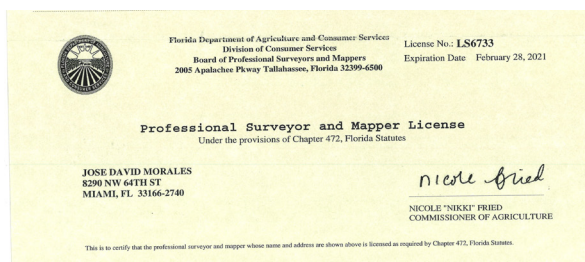
Jeffrey Schwartz, Florida Professional Surveyor, #LS6618



Brian Bearwood, Landscape Architect #LA0001406



Jose D. Morales, PSM Florida Professional Surveyor, #LS6618



UTILITY
INFRASTRUCTURE
SOLUTIONS

hbk
ENGINEERING



Response to the City of Destin
RFQ No. 20-03-CD
Destin Utility Undergrounding Project
Management

Due June 18, 2020

TAB 1 – LETTER OF INTEREST	1
TAB 2 – RESPONDENT’S QUALIFICATIONS	2
• Respondent’s Qualification Statement.....	5
• HBK Quality Management Approach	10
• HBK Litigation Statement.....	11
TAB 3 – QUALIFICATIONS OF PROJECT TEAM.....	14
• HBK Organizational Chart.....	15
• Donald N. Kleyweg Jr., P.E. Resume	16
• Marc Katz, P.E. Resume.....	17
• Edward Sawicki, P.E. Resume	18
• Daniel Hoskins, P.E. Resume	19
TAB 4 – PROJECT APPROACH	20
TAB 5 – REFERENCES – PAST PERFORMANCE	24
TAB 6 – GENERAL INFORMATION AND PROCUREMENT FORMS	25
• Respondent Acknowledgement	27
• Addenda Acknowledgement	28
• Confirmation of Drug Free Workplace.....	29
• Schedule of Sub-Consultants and Sub-Contractors	30
• Certificate of Insurance	31
• HBK Engineering State of Florida Business License	33
• HBK Engineering State of Florida Professional Engineer License	34
• HBK Engineering State of Florida Professional Survey License..	36
• Donald N. Kleyweg Jr., P.E. Professional Engineer License	37
• Marc Katz, P.E. Professional Engineer License.....	38
• Edward Sawicki, P.E. Professional Engineer License	39
• Daniel Hoskins, P.E. Professional Engineer License.....	40

City of Destin, FL
City Clerk's Office
4200 Indian Bayou Trail
Destin, FL 32541

June 18, 2020

Attention: Lance A. Johnson, City Manager

Re: Statement of Interest for RFQ No. 20-03-CD – Destin Utility Undergrounding Project Management

Dear Mr. Johnson,

We appreciate the opportunity for HBK Engineering, LLC (HBK) to respond to "RFQ No. 20-03-CD – Destin Utility Undergrounding Project Management" for the City of Destin. In the following document you will find HBK's response to provide services in support of the City of Destin's infrastructure initiatives as outlined within this RFQ, and to demonstrate our Team's abilities as a utility focused engineering design company.

HBK Engineering, LLC is a full-service Professional Engineering Firm with our primary focus on utilities. HBK has grown to approximately 400 professionals who work every day in the Power, Gas, Telecommunications, and Water / Wastewater Management industries. Many of our design projects are in densely populated areas that involve working in and around a complex utility infrastructure. HBK Engineering knows that to provide the most comprehensive design for any single utility, an Engineer must understand all the utilities and how they interact with one another. While HBK has a vast understanding of the technical aspects of Utility Infrastructure, we also understand what drives the business of each individual utility. We know their customer base, their technical opportunities, and constraints, their risks, and their challenges. This knowledge base allows HBK to approach each project for a single or for multiple utilities with consideration for how each utility operates, providing our engineers insight on where potential opportunities for efficiencies and cost savings might be gained, or where potential pitfalls or conflicts may be avoided. Our professional engineers and designers are experienced and construction-oriented, each having spent their careers intimately involved in projects from planning and design through construction.

HBK's work over the years has involved successfully coordinated municipal and utility infrastructure installations and designs for gas and electric, telecommunications, DAS antenna and equipment, water/wastewater, as well as civil site and land development. Our experience developing and managing long term relationships with our municipal and utility clients has afforded HBK the opportunity to grow organically based on our demonstrated success with clients readily available to provide our team references.

Our response includes staff that have performed successful, safe, and efficient utility installation and relocation designs. HBK's approach to project work is built on the collective experiences of surveys and project designs our team has performed. Our approach continues to grow and refine over the course of work performance on different client systems and considers our lessons learned. Based on our experience providing infrastructure designs for the municipal and utility industry, HBK has reviewed the scope contained within the RFQ and understands what is required for the successful fulfillment of the Contract. We believe our response will demonstrate why HBK Engineering would provide the City of Destin with the best solution for your infrastructure initiatives.

HBK's Florida client list includes: Duke Energy, TECO, CenturyLink, Frontier Communications, City of Tampa, Verizon, Crown Castle, Florida Public Utilities, City of Oakland Park, Town of Fort Myers Beach and Hillsborough School District.

The HBK team looks forward to the opportunity of working with the City of Destin. We are available to meet for presentations and discussions, as needed by the City. If you have any questions or comments, please contact us with the information provided within the response.

Sincerely,


Donald N. Kleyweg, Jr. PE
Senior Vice President - Director of Engineering


Marc L. Katz, P.E.
Division Manager

HBK Engineering – Company Information

Company Name: HBK Engineering, LLC

Address: (Florida – Project Location) (Headquarters)
1035 Greenwood Blvd, Suite #217 921 W. Van Buren
Lake Mary, FL 32746 Chicago, IL 60607

Established: 08/03/1999

Type of Ownership / Business Structure:

HBK Engineering, LLC is an Illinois Limited Liability Company, Manager managed

State of Florida Department of State Authorization to Transact Business:

Document Number: M16000002114

State of Florida Professional Engineer Business Certificate:

License Number: CA31896

Expiration Date: 02/28/2021

State of Florida Professional Surveyor and Mapper Business Certificate:

License Number: LB8282

Expiration Date: 02/28/2021

ABOUT HBK ENGINEERING

HBK Engineering, LLC (HBK) is a fully licensed, professional engineering design firm with over 400 employees, with a Florida office in Lake Mary, FL. HBK is a full-service engineering firm offering land surveying, civil, environmental, structural, electrical, and subsurface utility engineering, in addition to construction support services and permitting. Since our founding in 1999, we have built a reputation for outstanding, accurate service in extremely time-sensitive environments which led to our East Coast expansion and subsequent licensure to practice in 47 states. Our list of satisfied clients includes municipalities, utility companies and construction firms nationwide. All projects receive the attention of our staff of Licensed Professionals, supported by our outstanding technical specialists, logistical and administrative project coordinators, and consultants.

As an ENR Top-500 Engineering Firm, HBK is a proven leader for the land surveying, design, coordination, permitting and construction support of utility projects within urban centers, such as Chicago, New York, Philadelphia, and Baltimore. We have successfully performed engineering for a complete spectrum of utility infrastructure projects, including but not limited to, gas, electric, water, sewer, and telecommunication applications. HBK's goal to push to the forefront of the utility industry has been accomplished with the help of the firm's progressive delivery of subsurface utility engineering (SUE) methodology including surface geophysics, 3D Scanners, surveying technology including the use of survey-grade Global Positioning Systems (GPS) technology and Laser Scanning, non-invasive excavation techniques, CADD systems and Geographical Information Systems (GIS) mapping.

Dedication, teamwork, and quality are the cornerstones that have allowed HBK to enjoy lasting relationships with our clients, and we welcome all new clients with the same committed philosophy. We believe that the only formula for success includes safety, thoroughness, attention to detail, and a commitment to maintain the HBK Engineering standard. We approach all projects, large and small.

Due to the diverse backgrounds of our professional staff, HBK is able to perform all the services outlined in the RFQ in-house. However, teaming up with strategic partners such as Hyatt Survey, Birkitt Environmental Services, Badger Daylighting, AREHNA Engineering, and Brierley Associates allows HBK to provide the City of Destin with top-tier service and be able to respond to the City's requests in a timely basis.

HBK Engineering has been ranked as an ENR Top-500 Engineering Firm, and in the top 50 Trenchless Design firms as reported by Trenchless Technology for 2017, 2018 and 2019.

ABOUT HYATT SURVEY

Hyatt Survey Services, Inc. is a full-service surveying and mapping company with a professional staff combining over 75 years of extensive professional experience in a variety of project areas. With our Florida headquarters located in Manatee County, Hyatt Survey has convenient access to a broad geographic area. We have provided professional surveying services throughout the state of Florida on federal, state, and local public and private projects.

Hyatt is a State of Florida Certified Woman Owned Small Business (WBE)

ABOUT BIRKITT ENVIRONMENTAL SERVICES

Birkitt Environmental Services, Inc. was established in 1996 to provide natural resources and environmental consulting services, as well as permitting and certification assistance on projects throughout Florida including the greater Tampa Bay area and the southeastern United States. Birkitt professionals have many years of experience in Project Management, Wetlands Services and monitoring, Fish and Wildlife Services, restoration and mitigation design, Mitigation Banking, environmental permitting, site planning, water quality studies, and general ecological support on a wide range of projects. Birkitt staff also provide project management services, construction oversight, and expert witness testimony.

Birkitt is certified as a Minority Business Enterprise (MBE) under the statewide and Inter-Local Minority Business Enterprise Program and has been certified as a Disadvantaged Business Enterprise (DBE) by many other local governments.

ABOUT BADGER DAYLIGHTING

Badger Daylighting is the industry leader in non-destructive hydro-excavation (hydrovac) services. Since 1992, Badger has been innovating cutting-edge technology and providing services to a diverse customer base including oil and gas, energy, industrial, construction, transportation, and other markets, as well as numerous government agencies within Canada and the United States.

ABOUT AREHNA ENGINEERING

AREHNA Engineering, Inc. provides innovative and comprehensive geotechnical and structural forensic engineering, as well as full-service materials testing and inspection services throughout the State of Florida. The firm is founded on the core principles of providing quality service, technical expertise, responsiveness, and value to our clients.

We have an experienced staff of engineers, who work closely with clients and project design teams, carefully consider project information, and provide the most cost-effective solutions to the challenges faced on each project.

AREHNA is a State of Florida Certified Minority Business Enterprise (MBE) and Disadvantaged Business Enterprise (DBE).

ABOUT BRIERLEY ASSOCIATES

Brierley Associates operating philosophy is based on partnership and honesty with each other, our clients, and peers. Our staff of more than 65 engineers and geologists believe that trust is the greatest form of human motivation and we strive to make our clients glad that they worked with us on their project. Brierley Associates delivers intrinsic, recognizable value to our owner, A/E firm, and contractor clients by focusing on constructability, efficiency, and practicality. Brierley Associates' geotechnical and structural engineers have real-life experience to develop a wide range of efficient and constructible designs. Brierley Associates nationwide and international experience allows us to anticipate and assess challenges involved with design and construction of underground infrastructure. Our geotechnical and structural design and consulting services are founded on a keen understanding of our clients' needs, subsurface conditions, site-specific constraints, and the risks associated with the construction of underground facilities and heavy civil infrastructure projects. We understand the importance of evaluating anticipated ground behavior and its effect on the design and construction of a project. Our objective is to deliver well balanced projects, with proper consideration of design, risk, and constructability.

Brierley Associates has been ranked in the top 50 Trenchless Design firms as reported by Trenchless Technology for 2017, 2018, and 2019.

Why HBK Engineering?

Experience

The Team's licensed professional land surveyors, professional engineers, project managers, designers and field personnel are seasoned professionals with a long history of working in the utility industry. They bring a broad knowledge of design and construction of water, wastewater, electrical and gas distribution systems. Projects that our staff has executed include water distribution, transmission, and storage; wastewater conveyance, pumping; high-voltage utility distribution, low-voltage in-plant distribution, on-site emergency generator installations; gas mains and telecommunications systems.

Quality

We are passionate about our designs and it shows in our attention to detail. We are knowledgeable of current industry standards and apply these to our work. We exercise quality control of all our designs and are committed to producing project solutions that satisfy all our Clients' requirements. To do this we exercise close communications with all our Clients to ensure that projects are executed on-time and per specifications.

Constructability

HBK is a leader in industry best practices having spent our careers on-site with utility crews and contractors. We have leveraged years of construction experience from the field and applied it to building safety and efficiency into our designs.

Safety

Whether in city streets, manholes or underground tunnels, our staff has been trained to identify the potential hazards of the job site and put appropriate protective measures in place necessary to complete the job safely.

Complexity

HBK works in many varied environments, but our experience in designing large and complex utility infrastructure in highly congested urban areas is unmatched. From new underground transmission installations to complex distribution relocation projects or utility coordination programs, our work in major urban centers sets HBK apart.



RESPONDENT'S QUALIFICATION STATEMENT

RFQ NO. 20-03-CD

DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By:	Corporation	<table border="1"><tr><td>X</td></tr></table>	X
X			
Name: HBK Engineering, LLC	Partnership	<table border="1"><tr><td></td></tr></table>	
Address: 1035 Greenwood Blvd., Suite 217	Individual	<table border="1"><tr><td></td></tr></table>	
City, State, Zip: Lake Mary, FL 32746	Other	<table border="1"><tr><td></td></tr></table>	
Telephone No.: 407-698-5060			
Fax No.: 407-732-4155			

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Respondent is:
HBK Engineering, LLC

The address of the principal place of business is:
1035 Greenwood Blvd., Suite 217
Lake Mary, FL 32746

2. If Respondent is a corporation, answer the following:

- a. Date of Incorporation: 8/3/1999
- b. State of Incorporation: Illinois
- c. President's name: Roger Rehayem
- d. Vice President's name: Donald N. Kleyweg Jr., P.E.
- e. Secretary's name: N/A
- f. Treasurer's name: N/A
- g. Name and address of Resident Agent: N/A

3. If Respondent is an individual or a partnership, answer the following:

a. Date of organization: N/A

b. Name, address and ownership units of all partners:

N/A

c. State whether general or limited partnership: N/A

4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

N/A

6. How many years has your organization been in business under its present business name?

21

Under what other former names has your organization operated?

N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.

State of Florida Department of State Authorization to Transact Business: Document Number: M16000002114

State of Florida Professional Engineer Business Certificate: License Number: CA31896; Exp. Date: 2/28/2021

State of Florida Prof. Surveyor and Mapping Business Cert.: License Number: LB8282; Exp. Date 2/28/2021

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:

No

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)
The key project team members have extensive experience in the design / construction
of utility infrastructure. This team is supported by HBK's staff of 400 professionals that
work every day in the Power, Gas, Telecom and Water / Wastewater markets. Please
refer to HBK's provided response for additional information on our team.
10. State the name of the individual who will have personal supervision of the work:
Marc L Katz, PE
11. State the name and address of attorney, if any, for the business of the Respondent:
John W. Jerak
616 Enterprise Drive
Oak Brook, IL, 60523
12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
Ronald G Kaminski, CEO of HBK Engineering, LLC - 100%

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
Not applicable

14. Annual Average Revenue of the Respondent for the last three years as follows:

		<u>Revenue Index Number</u>
a.	Government Related Work	7
b.	Non-Governmental Related Work	10
	Total Work (a +b):	17

Revenue Index Number

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

15. Bank References:

Bank	Address	Telephone
Fifth Third Commercial Bank, 800 W. Madison Street, Chicago, IL, 60607		
Michelle Lynch, 312 442 5146, michelle.lynch@53.com		

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

Controlling costs and adhering to project schedules are key responsibilities for all team
members. Our experience with design and coordination of multiple utility infrastructure
activities has afforded HBK the ability to properly plan and budget projects to achieve
successful execution without additional effort. Please refer to Tab 4 of our response
for more in depth information response to this question.

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

Please see attachment "Quality Management Approach HBK Engineering"

18. What will be your turnaround time for written responses to City inquiries?

HBK will provide written responses to City inquiries within 24 hours of receipt. HBK will
typically provide answers the same day of request receipt.

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

HBK has not had any bankruptcy petitions in the over 21 year history of our company.

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

Please see included document
"HBK Current Stmt on Pending Claims-Litigation 5 Years 6-02-20"

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

N/A

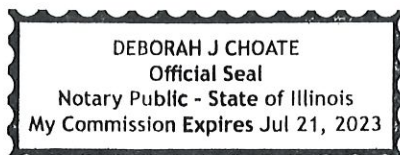
The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's qualifications to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

(Signed) Chad N. Kleyung

(Title) SVP - Director of Engineering

Subscribed and sworn to before me

This 16th day of June, 20 20



Deborah J. Choate
Notary Public (Signature)

My Commission Expires: 7-21-2023

Quality Management Approach

At HBK, quality starts the moment an individual walks through the door on their first day with HBK's training program. HBK has developed a utility base map training program, which is a critical component to HBK's introductory training that is administered to every engineer and designer, including our embedded teammates for developing the understanding of what subsurface conditions can look like, how utility infrastructure interacts and how to depict it. The training platform focuses not only on the most complex, congested underground utility areas, such as those within the City of Chicago, but also the less dense rural underground environment. Furthermore, HBK's utility base maps are put through a rigorous, multi-step quality control process, whereby peer reviews, checklists and spot checks by a senior designer and/or engineer are performed.

Once the base map training has concluded, the individual will train on the more specific work that they will be performing whether it be field work or design work. As is typical with our programmatic work, a client-specific training manual is developed and maintained as a living document. The document's latest revision is stored electronically on HBK's server to maintain document control and the location is given to each new member coming onto the team to work on projects for that specific client. Additionally, HBK has developed Design Process documents that serve as training for individuals coming onto the team and guidance for the remainder of the team for the performance of their work. These Design Process documents are updated on an as-needed basis as part of HBK's desire to continuously improve.

HBK's designs are performed and reviewed with the following approach, we have an individual that is responsible for the design of the project noted as the Designer in our process, this individual could be a designer or an engineer that is experienced with the designs, the design is then turned over to a separate individual noted as the Reviewer, this individual could be an experienced engineer or designer but could not be the same person as the Designer. Lastly the project is turned over to an Approver for final approval after all comments are incorporated, this is typically the individual that is going to sign and seal the drawing as a licensed Professional Engineer or a Professional Land Surveyor.

In addition to the general design oversight and review processes that are performed on HBK's designs, HBK would create a City of Destin project work / design plan that is also updated on an as-needed basis based on the needs of the City.

HBK uses our online Learning Management System (LMS) for employee training and tracking of training in client specific process trainings, company developed modules, safety training and a multitude of Professional Development Hours (PDHs).

HBK developed and implemented a Quality Management System (QMS) to document the quality practices of our organization to meet the requirements and expectations of our clients and improve the overall quality services of the company. Included as part of the QMS are procedures that detail control of documents for engineering project work and transmittals. These procedures are implemented such that design related decisions and correspondence are properly documented and that the appropriate files are being transmitted. An abridged excerpt from the QMS can be provided upon request.



**Claims/Litigation
2015 – 2020****1. Employee Termination – 2020**

Past employee claims wrongful termination and associated violations of Federal Highway Safety Act and Whistleblower Statute derivative thereof. HBK denies claim in its entirety. HBK considers this claim to be frivolous.

STATUS: OPEN - Settlement discussions in progress.

2. Locator Damage - 2019

HBK Locator failed to mark an underground utility resulting in subsequent construction damage to the utility's buried structure. A local business claimed financial loss due to business interruption resulting from the structure's damages. HBK accepted responsibility and settled with both the utility and the business.

STATUS: CLOSED – Full and Final Release

3. Contractor Claim - Property Damage – 2019

Municipality seeks damages from a Contractor (HBK Client) for Contractor's partial destruction of an abandoned, underground utility vault. Contractor claims HBK is responsible because HBK failed to show the underground vault on drawings prepared for Contractor. HBK disputes Contractor's claim and denies any responsibility whatsoever for either the Contractor caused damages or Municipality restitution.

STATUS: PENDING - Insurance review in progress

4. Contractor Claim - Delay Damages - 2019

Contractor (third party) seeks damages from HBK's client citing unexpected costs due to project delays alleged to be caused (in part) by HBK and by HBK's client. HBK's Client invoked defense of claim and indemnity provisions in HBK's contract with Client. HBK and Client each denies responsibility as Claimed by contractor.

STATUS: OPEN – Discovery in progress

5. Litigation – Delay Damages - 2019

Contractor filed suit against HBK seeking damages for costs incurred due to alleged HBK errors in design, construction staking and layout services. HBK disputes Contractor's claims in their entirety and denies any responsibility whatsoever for Contractor's claimed costs. HBK has counterclaimed for unpaid fees.

STATUS: OPEN – Discovery in progress

6. Litigation – HBK Plaintiff - 2019

HBK (Plaintiff) filed suit against former employees and their new business entity (together, Defendant) seeking redress/restitution for various wrongdoings committed by Defendant in separation from HBK and formation of the new business entity.

STATUS: CLOSED - Negotiated Settlement-Case Dismissed

**Claims/Litigation
2015 – 2020****7. Joinder Complaint – Contractor Damage – 2018**

Claimant stated Contractor (*not HBK*) damaged Claimant's underground concrete block when digging in an area abutting this property. Claimant added HBK to complaint citing, unrelated work performed for an unnamed third party, as a contributing factor to Contractor's alleged negligent behavior. HBK denied any responsibility whatsoever for Contractor's actions and Claimant's stated damages.

STATUS: CLOSED – Full and Final Release – mediated settlement.

8. Joinder Complaint - Contractor Damage – 2017

Contractor (*not HBK*) was named Defendant in a case alleging damage to Plaintiff's property from Contractor's digging in an area abutting Plaintiff's property. Contractor/Defendant denied responsibility and any alleged wrongdoing. However, *pleading in the alternative* (via Joinder Complaint), Contractor/Defendant, stated that if original claim for damages is sustained, HBK design work, from an earlier, unrelated project, should be considered a contributing factor and thus HBK included as an additional named Defendant. HBK denied Contractor/Defendant's allegations in their entirety and further denied any responsibility whatsoever for Plaintiff's alleged damages.

STATUS: CLOSED – Full and Final Release

9. Third Party Motor Vehicle Accident – 2015

Plaintiff (Individual) sustained injuries in a motor vehicle accident that occurred within the vicinity of an active construction site. Plaintiff joined several contractors working at the nearby jobsite as name Defendants, alleging construction activity to be a contributing factor in the cause of the accident. Plaintiff included HBK as a named party, although HBK was not on site at the time of the accident, nor had it been active on the site for several months prior to the accident. HBK denied any responsibility whatsoever for accidents/injuries.

STATUS: CLOSED – Full and Final Release

10. Named Third Party – 2015

A third-party excavator (Plaintiff) filed suit against Owner (HBK's Client) for additional compensation for unexpected expenses incurred over the course of a project. Plaintiff is contractually unrelated to HBK but named HBK as additional party in an amended suit against Owner (HBK's Client). HBK disputed excavator's claims against Owner/Client in their entirety and further denied any responsibility, whatsoever, for excavator's claimed expenses.

STATUS: CLOSED – Full and Final Release

FURTHER: Inception to date, HBK has **not** engaged in/as any of the following: a debtor in bankruptcy; a defendant in a criminal action; a principal in any action taken against an insurance or bonding company of the firm or of a team member; a defendant or respondent in a governmental inquiry or action regarding the accuracy of prepared financial statements or disclosure documents.

**Claims/Litigation
2015 – 2020**

(06-12-2020)

Staff Availability and Capability to Meet Deadlines:

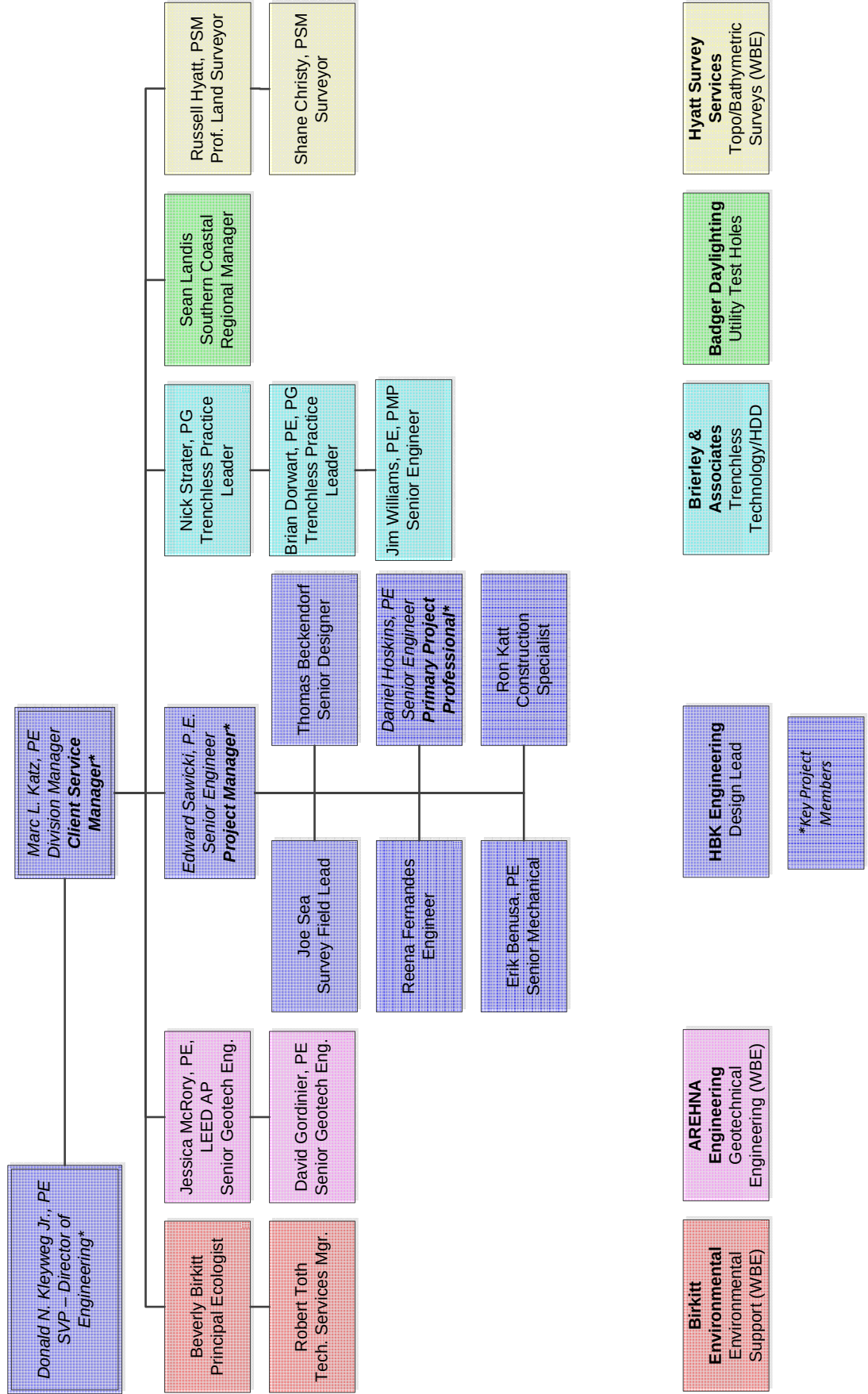
The Project Team will operate out of our Lake Mary, Florida office with support provided by other offices as dictated to meet project schedule commitments. Our Program Manager, Marc L. Katz, PE, will act as the Client Service Manager for this project and with the support of HBK's local team Marc will be providing day-to-day interaction, representation and support of The City of Destin, and he will have the support of our team of engineers, managers, designers, field staff, surveyors, and analysts for the provision of the contract services. Executive support and design oversight will be provided by industry experts with a wide range of experience. This support is available to our project leads and our clients 24 hours a day, 7 days a week.

The Key Project Members identified will be represented in person when and where required by the City of Destin, even on short notice. Additionally, the Team will be able to host and attend project meetings via teleconference and web-based screen sharing venues such as WebEx, Skype, GoToMeeting, JoinMe, etc. Our Key Project Members have experience in attending, supporting, and representing projects through client meetings, or internal budgeting meetings and others such as independent design reviews.

The Team possesses the ability to provide the required professional services for this scope of work on schedule and on budget. This is the cornerstone of our company that is driven by the work ethic of our team and approach we take to project work. Having worked in and with numerous municipal clients across the United States, we understand the needs of the project with commitment to required end dates that not only keep the project moving forward but also keep our clients and stakeholders' content.

The Team's assembled staff for supporting the required professional engineering efforts for the City of Destin is readily available to start moving forward and establishing the working relationship with the City upon award of the contract or sooner if requested. If in the event additional resources are required to successfully complete the project work, our project leads can obtain resources and support from our combined staff of over 400 individuals. Key Project Members identified will be available full-time for this contract.

HBK Engineering Organization Chart For: City of Destin, FL – RFQ No. 20-03-CD Utility Undergrounding Project Management





YEARS OF EXPERIENCE:
22

EDUCATION:

Bachelor of Science: Civil Engineering,
University of Illinois Urbana-Champaign
(1996)
Structural / Geotechnical Focus

Master of Science: Civil Engineering,
University of Illinois Urbana-Champaign
(1997)
Structural / Geotechnical Focus

PROFESSIONAL REGISTRATION:

State of Illinois Licensed Professional
Engineer (No. 062-056691)

State of Florida PE Lic. #68696 (2008)

Other States Registered: Alabama, Arizona,
Arkansas, Colorado, Connecticut, Delaware,
District of Columbia, Florida, Georgia, Idaho,
Indiana, Iowa, Kansas, Kentucky, Louisiana,
Maine, Maryland, Massachusetts, Michigan,
Minnesota, Mississippi, Missouri, Montana,
Nebraska, Nevada, New Hampshire, New
Jersey, New Mexico, New York, North
Carolina, Ohio, Oklahoma, Oregon,
Pennsylvania, Puerto Rico, Rhode Island,
South Carolina, South Dakota, Tennessee,
Texas, Utah, Vermont, Virginia, Washington,
West Virginia, Wisconsin, Wyoming

PROFESSIONAL SOCIETIES:

Greater Chicago Damage Prevention
Council, American Society of Civil
Engineers, Chi Epsilon, Order of the
Engineer, IEEE-PES-ICC, AGA, WEN,
APWA

CONTINUING EDUCATION:

Union Pacific Railroad Safety Certified
FERC Standards of Conduct
American Red Cross Adult CPR/AED
Excavation Safety and Competent Person
Training
Kenny Construction Company Construction
Site Safety Training
OSHA Confined Space Awareness
Certified Preparer of SWPPP (CPSWPPP)
and (CCIS)
OSHA/ASCE Crane Safety Training

Donald N. Kleyweg, Jr., PE

Executive, Senior Vice President & Director of Engineering

Experience Record:

Related Underground Electrical Infrastructure Design Experience:

Commonwealth Edison Underground Suburban Mapping Revitalization Program, Suburbs, IL

Client/Owner: Commonwealth Edison

Mr. Kleyweg served as Project Director on this project and helped ComEd develop the pilot programs and final project scope for this initiative as well as oversaw the implementation of the full project scope. ComEd's Underground Suburban Mapping Revitalization Program (USMRP), USMRP is a complex, multi-year, spatially accurate mapping of ComEd's suburban underground distribution system. Responsible for project management, budget, GIS and engineering oversight, as well as coordination of region and substation visits, locating, surveying, and sub-contractors in support of revitalizing ComEd's suburban mapping system with accurate configuration and GIS coordinates. This program includes the entire suburban region of ComEd's network, approximately 11,310-square mile territory serving the northern third of Illinois, over 9200 manholes, 1000 miles of ductbank, 435 substations and 12,000 maps.

Columbus L19204 – 138kV Underground Transmission Cable Replacement and Civil Design, Chicago, IL

Client: ComEd

Mr. Kleyweg served as Project Director on this project. He assisted the project team in the scheduling, forecasting and management of project timeline. He regularly met with the project team to discuss project status and requirements to deliver the project on time and within budget. HBK was solely responsible for the development of approximately 1 mile of underground infrastructure designed for a triple circuit 69kV XLPE electrical transmission line in downtown Chicago. This project included new ductbank with an initial use of 1 circuit with capacity for two more circuits that would be extended further to different substations in future projects. Additionally, this included the demolition and installation of a overhead to underground terminal pole structure and a build out at a substation that include two transruters per circuit to split the circuit to feed two transformers. HBK's team was responsible for the installation design sub-contractor coordination as well as coordination of construction management, surveying and Chicago Department of Transportation permitting associated with ComEd's 138kV cable replacement and conduit installation project on Roosevelt Road in Chicago, IL.

Division Street L8221/L8223 – 138kV Underground Transmission Cable Replacement and Civil Design, Chicago, IL

Client: ComEd

Mr. Kleyweg served as Project Director on this project. He assisted the project team in the scheduling, forecasting and management of project timeline. He regularly met with the project team to discuss project status and requirements to deliver the project on time and within budget. HBK was solely responsible for the development of approximately ¾ of a mile of underground infrastructure designed for a double circuit 138kV XLPE electrical transmission line in downtown Chicago. This project included new ductbank and the modification and retrofit of an existing tunnel crossing beneath the Chicago River. HBK's team was responsible for the installation design and the sub-contractor coordination as well as coordination of construction management, surveying and Chicago Department of Transportation permitting associated with ComEd's 138kV cable replacement and conduit installation project on Division Street in Chicago, IL.

Commonwealth Edison Vault Roof Replacement Program, Chicago, IL

Client: Commonwealth Edison

Mr. Kleyweg served as Project Director for the Structural Engineering design of new structural roof slabs and temporary shoring for various underground, vaulted ComEd network centers located throughout the City of Chicago. The new structural slabs typical consist of a reinforced, cast-in-place concrete beam and slab system to support AASHTO truck loading as well as the slab's self weight and a nominal concrete topping slab. Temporary shoring typically consists of wood posts to support the existing concrete walls during removal and replacement of the roof. Project responsibilities include project management, sub-contractor coordination, structural engineering design, plan preparation, construction observation and shop drawing review. Additionally, responsibilities included the performance of walk down and site assessment of the project locations noting overall design constraints.



YEARS OF EXPERIENCE:
19

EDUCATION:

Bachelor of Science: Civil Engineering, University of Illinois, Urbana-Champaign, IL (2000)

PROFESSIONAL REGISTRATION:

State of Illinois Licensed Professional Engineer (No. 062.060369)
State of Florida Licensed Professional Engineer (No. 86749)

CONTINUING EDUCATION AND CERTIFICATIONS:

Gas Distribution Engineering, Gas Technology Institute (2015)
Union Pacific Rail Road Safety Certified (2014)
OSHA 8-Hour Confined Space Training (2011)
IDOT Level I Aggregate Mixture Technician Certified
IDOT Level I Bituminous Concrete Technician Certified
IDOT Level II Bituminous Concrete Technician Certified
IDOT/ACI P.C.C. Level I Certified
IDOT P.C.C. Level II Certified

KEY QUALIFICATIONS:

Marc Katz is a Licensed Professional Engineer who has over 19 years of experience in the field of Civil Engineering performing design, construction management and project management for projects in the industries of Aviation, Highways and Bridges, and Utility Infrastructure. Marc draws from his extensive construction background to apply constructability principles to designs that he oversees and manages a team of engineers and designers on projects which increase the reliability of the client's systems. As a Division Manager in our Gas Sector, Marc works collaboratively with his peers to oversee all HBK Engineering, LLC (HBK) work for HBK's gas utility clients.

Marc L. Katz, P.E.

Division Manager, IL/FL & Gas Sector Lead

UTILITY
INFRASTRUCTURE
SOLUTIONS

hbk
ENGINEERING

Experience Record:

WOW Fiber Ring/Division Manager, Chicagoland (November 2017 – December 2019)

Providing oversight of design and program duties for the WOW Fiber Ring project. Mr. Katz leads the team in reviewing drawings, maintain client relations, managing budgets, forecasting and resources.

Gas Sector Lead/Program Manager (November 2015 – Current)

Responsible for all HBK's efforts within the Gas Sector, providing services to Peoples Gas, Nicor Gas, TECO Peoples Gas, and multiple Pipeline Contractors. Project portfolio includes a variety of Transmission and Distribution design projects focusing on constructability, project management, resource planning, utility conflict resolution, financial forecasting and performance.

Nicor Gas Program Manager (March 2014 – December 2019)

Client: Nicor Gas/Southern Company

As the Program Manager and account manager for HBK on the Nicor Gas system from March 2014 to December 2019, Mr. Katz was responsible for overseeing all design and program duties for the Nicor Gas program. Mr. Katz lead the team in reviewing drawings, maintained client relations, managed new business development, budgets, forecasting, and project scheduling. Below is a list of selected major Nicor Gas projects managed by Mr. Katz:

- **2014 – 2019 Designs for the Nicor Gas Main Replacement Program:** HBK has designed over 180 miles of new distribution main replacing vintage main throughout Nicor's service territory since January 2014 as part of their multi-year Main Replacement Program.
- **2014 – 2019 Public Improvement Relocations:** HBK has designed over 50 miles of relocation of existing Nicor facilities due to Public Improvement projects.
- **20" Main Relocation along York Road (Bensenville):** Mr. Katz oversaw all phases of this half-mile, 20-inch high pressure relocation along York Road in Bensenville. From the evaluation of the roadway improvement plans to determine conflicts, to the design of the relocation and coordination of the tie-in methods.
- **36" Ancona Transmission Line Relocation (Woodridge):** Mr. Katz oversaw all phases of this half-mile, 36-inch transmission line replacement under the Prentiss Creek in Woodridge, IL, which required a 2,500LF HDD bore under challenging site constraints. In addition to the HDD design, the project involved site survey, a soil testing program, environmental challenges and material procurement.

TECO Peoples Gas Program Manager (July 2016 – Current)

Client: TECO Peoples Gas

As the Program Manager and account manager for HBK on the TECO Peoples Gas system since July 2016, Mr. Katz is responsible for overseeing all design and program duties for the TECO program. Mr. Katz leads the team in reviewing drawings, maintain client relations, manage new business development, budgets, forecasting, and project scheduling. To date, HBK has designed over 180 miles of new distribution main replacing vintage main throughout TECO's service territory since July 2016. Below is a list of selected major TECO Peoples Gas projects managed by Mr. Katz:

- **Oaklando Drive Main Replacement:** HBK designed and permitted approximately 3 miles of bare steel main replacement with 2" PE main, including replacing a regulating station.
- **Williamsburg Aldyl-A Replacement:** HBK designed and permitted over 24 miles of Aldyl-A main replacement with 2" and 4" PE, including tying into two regulating facilities in the Williamsburg area of Orange County.



YEARS OF EXPERIENCE:
40+

EDUCATION:

Bachelors of Science, Mechanical Engineering, Rutgers University
Bachelor of Arts, Rutgers University
Master of Business Administration, St. Johns, University

PROFESSIONAL REGISTRATION:

State of New Jersey Professional Engineer
State of Pennsylvania Professional Engineer
State of Florida Professional Engineer
State of Maryland Professional Engineer

PROFESSIONAL CERTIFICATIONS:

American Gas Association
New Jersey Utilities Association
Northeast Gas Distribution Council
Society Of Gas Operators
OSHA 40 Hr. certified

KEY QUALIFICATIONS:

Extensive experience in Natural Gas Project / Program Management, utility operations, engineering, regulatory and environmental compliance. My gas industry experience includes the design, construction and operation of gas distribution and transmission systems, engineering management and construction oversight. After leaving the gas industry, I provided consulting services to a number of utilities in the northeast, Georgia and Florida on a variety of projects

Edward J. Sawicki Jr., P.E.

Associate Manager

UTILITY
INFRASTRUCTURE
SOLUTIONS

hbk
ENGINEERING

Hbk Engineering Associate Manager Florida Operations October 2018 – Ongoing
Lead designer and technical resource for Natural Gas engineering and related services.

Magnolia River Engineering Manager – Florida 2016 –October 2019

I was engaged to manage their Florida Engineering Operation. I was the registered Engineer-Of-Record and the primary technical advisor for the office.

- Lead designer for a 40 mile transmission pipeline (1,333 psi MAOP) that was routed, permitted, designed, constructed and brought on line within 18 months.
- As the primary technical resource, I also provided the majority of "hands on" training which includes a combination of classroom and field experience.
- I was also responsible to provide Client Management services to our key customers.

Paulus, Sokolowski & Sartor, Sr. Director Gas Engineering Service Line 2011 – 2016

I established a natural gas engineering service line within this Civil Engineering firm.

- Elizabethtown Gas ("AIR" Program) – Program Manager and Lead Designer for a multi-year, multi-location transmission line replacement program in New Jersey.
- UGI (Records Certification) – Performed a review and assessment of historic installation records to assure documented compliance with regulatory requirements for all installed system components.

Woodard & Curran, Vice President Gas Engineering Service Line 2010 – 2011

I was recruited to establish a natural gas engineering service line within this Environmental Engineering firm. I established design standards, QA procedures and performance tracking metrics. In addition to New Jersey, I also served clients in Maryland, Virginia, Washington D.C., Pennsylvania, New York and Georgia.

- AGL Resources (STRIDE Program) - Principal-in-Charge and Lead Designer for a multi-year transmission line installation and rehabilitation project in Atlanta, GA.
- Washington Gas Light (St. Elizabeth's) - Principal-in-Charge and Lead Designer for a route study including preliminary design services to extend WGL's transmission system through the Anacostia area of Washington, D.C. and Prince Georges County, MD.
- National Grid - Principal-in-Charge for the design and permitting of a new district regulator facility to serve Rockaway Raceway, NYC.
- National Grid - Principal-in-Charge for the design and drawing development of 6 district regulator stations in their upstate New York territory (formerly Niagara Mohawk).



YEARS OF EXPERIENCE:
7

EDUCATION:

Bachelors of Science: University of Nevada, Civil Engineering (2011)

Masters of Science: Pennsylvania State University Environmental Engineering (2014)

PROFESSIONAL REGISTRATION:

State of Florida Licensed Professional Engineer (No. #87588)
State of Nevada Licensed Professional Engineer (No. #025807)

TECHNICAL SKILLS:

Microsoft Office, AutoCAD, WaterCad, SynerGEE, Primavera P6, Project Insight, Bore-Aid, Technical Toolbox

Daniel Hoskins, P.E.

Project Engineer

UTILITY
INFRASTRUCTURE
SOLUTIONS

hbk
ENGINEERING

HBK Engineering, LLC, Lake Mary Florida
Project Engineer (Oct 2018 to Current)

Telecommunications – CenturyLink (Apr 2019 to Current)

Works with client on new service installations. Performs site walks to evaluate routing to the project site from existing aerial and underground facilities. Determines, in conjunction with client and telecommunication customer, best route for new facilities to be run within new service building. Responsible for project proposals, conduit design, permitting, and putting together building access agreements.

Electric – Duke Energy (Nov 2018 to Mar 2019)

Part of a project team to inspect underground electrical facilities. Documented electrical, structural and environmental conditions. Prepared reports on the findings and deficiencies.

Gas – Various Clients (Mar 2019 to Current)

Responsible for design and permitting of gas distribution projects. Put together project proposals and assists with work orders and billing.

Pre-HBK Engineering, LLC

Magnolia River Services, Orange City, Florida

Project Manager (Oct 2016-Oct 2018)

Management of large and small gas distribution and transmission projects; setting schedules, performing site visits, coordinating with subcontractors and clients, and allocating resources as necessary. Involved in projects from proposals through close-outs. Member of the Process Improvement Committee, involved in streamlining and improving company procedures across all offices.

Dondlinger Construction, Wichita, Kansas

Assistant Project Manager (Mar 2015-Oct 2016)

Put together estimates, reviewed submittals and shop drawings to be sent to KDOT, and oversaw subcontractors for bridge projects. Managed the storm water pollution prevention plans for various projects. Created AutoCad drawings and performed calculations to facilitate construction by field personnel.

Southwest Gas Corporation, Las Vegas, Nevada

Engineer I, EIT (Jan-Aug 2012)

Designed pipelines for new service connections in the New Business Department. Project manager for system uprating of the Las Vegas strip corridor.

Southwest Gas Corporation, Las Vegas, Nevada

Intern (May 2009-Dec 2011)

Engineering, New Business

Performed planning reviews (modeling) to identify impacts of projects and suggest system improvements as necessary, calculated gas loss when pipe damage occurred, and reviewed vacation requests for vacating land rights.

Overall Project Approach

For over 20 years, HBK has provided professional engineering services to our satisfied clients, including utility companies, construction firms, developers, and municipalities, from the West Coast through the Midwest to the East Coast. The Team has extensive experience in infrastructure design and construction in urban, suburban, and rural areas. In addition to infrastructure design, the Team has performed route development, inspection services, site assessments, site development, building restoration, vertical construction design, installation protection and support studies for utility providers, private developers as well as multiple municipalities.

This project team combines the strengths of well-known industry trusted individuals from our staff that have successfully undertaken design and construction support efforts for large utility infrastructure projects throughout the United States. Our project team has been assembled with an emphasis on individuals with the appropriate design and installation backgrounds. We have assembled the Team to be uniquely qualified to navigate the design, planning, and construction of utility infrastructure projects of similar size and scope. Our Team has Licensed Professional Engineers covering all disciplines in addition to Licensed Professional Land Surveyors registered in the State of Florida.

Given the public sentiment towards ever increasing construction projects, the provision of infrastructure design and construction has become increasingly more complex. Experience has taught our Team that the design development process must be flexible and integrated with many other concurrent activities and competing interests. The successful concept development, design optimization, detailed engineering and construction of critical infrastructure requires the effective coordination of many project stakeholders not only of the City of Destin but also the facilities, agencies, community representatives, and public affected by the Project. HBK's team efforts have a proven track record of being able to effectively integrate the guidelines and requirements of these stakeholders that would do well in supporting the City of Destin to achieve project goals.

Because of the commitments to the project stakeholders, maintaining a planned schedule becomes a critical component. Due to the complex nature of these types of projects, the Team must be able to quickly identify and respond to project adjustments and modifications. Whether the change is a construction modification or additional permitting requirements, the Team's experiences have afforded opportunities for the Team's staff to gain significant experience successfully adjusting to variable conditions while driving project schedules. Our success with utility infrastructure projects has given us the experience necessary to identify these potential schedule impacts early in the project and develop solutions to these potential impacts before they can affect the schedule.

The philosophy of our Team has been thoughtful design optimization and development that considers the environmental impact, permitting feasibility and constructability of a design that promotes a safe, cost effective and environmentally responsible installation.

Scheduling Methodology / Timeline

HBK Engineering's approach for most of our projects is to have a single HBK point of contact for the duration of the project. This single point of contact facilitates the execution of work with a client by developing a detailed understanding of the client's schedule requirements, assigning the work internally at HBK to team members that have the best fit skill set for the requested tasks and communicating lessons learned throughout HBK and to the Client. HBK has current programmatic work with clients in excess of \$5M per year that are comprised of over 100 projects. The projects in these programs are as small as \$1k to as large as in excess of \$500k. This size project is demonstrative of the size projects that HBK believes we can readily accommodate. HBK and our trusted teammates have current personnel available with the skill sets to perform the tasks in the RFQ to deliver a successfully engineered project on time and within budget.

HBK Relationships with Municipal / County / State Officials and Permitting Entities

Through the wide range of utility infrastructure projects for various clients that HBK has been a part of since our inception, HBK has made a strong point to develop and maintain strong relationships with various municipalities, permitting agencies, county and state officials, members of the construction industry, as well as other utility clientele. Building and maintaining these relationships has been a key factor in successfully navigating projects from initial stages of design through the permitting process into construction of any proposed infrastructure installation.

HBK's Permitting Managers and Coordinators have spent careers developing an understanding of the permitting process as it relates to infrastructure installations. They understand the questions to ask the governing agencies because their main role in the project team is focusing on the permitting needs. This team also knows the pitfalls that many organizations may fall prey to when the proper procedures aren't followed and as such, they take the time to work with the given governing

agencies to establish a rapport as well as socialize the projects in advance of permit submission. This approach allows for the actual process to be further facilitated by proper adherence to the expectations of the potential reviewing individuals.

HBK's Project Team assigned to this project have successfully permitted utility infrastructure projects through the following agencies within the State of Florida:

	AGENCY:
Federal	Army Corps of Engineers (USACOE), DEP
State:	Experienced in all 7 FDOT districts, FDEP wetlands and stream encroachment applications, The following Water Management Districts (Southwest District, Southern District, St. John's District) Submerged Land Easements
County:	Broward, Orange, Pasco, Hillsborough, Escambia, Duval, Volusia, Flagler, Palm Beach, Sarasota, Citrus, Pinellas, Polk, Osceola, Desoto, Miami-Dade, Putnam, Lake, Marion
Municipal:	Numerous local municipalities within the above referenced counties
Miscellaneous:	CSX RR, Central Florida Commuter Rail Commission (CFCRC or SunRail), Alabama Gulf Coast RR (AGC RR), Florida East Coast RR (FEC RR).
Specialized:	The Florida staff has experience with the preparation of historic and archeological studies and reports, making accommodations for Threatened & Endangered species during construction, the mitigation of temporary wetlands impacts, preparation of planning and zoning applications for the approval of above ground facilities. Staff has also successfully managed the negotiations of permanent easements and temporary workspace agreements.

Project Controls

Controlling costs and adhering to the project schedule are key responsibilities for all team members. HBK has significant experience in controlling and reducing costs for utility infrastructure projects. HBK believes that thoughtful development that considers permitting, constructability and the safety of the workers, public and existing facilities is what paves the way for overall project savings. This approach to project planning does not require a significant increase in level of effort during the preliminary engineering phase, but instead capitalizes on HBK's experience with multiple different utility projects for different utilities to make the most efficient use of this data as a valuable resource in developing the design options. Combined with defining the project goals through continuous stakeholder involvement the project team aims to reduce costs by maximizing efficiencies in all phases of project implementation from preliminary engineering through detailed design to construction and record development.

HBK utilizes Deltek Vision V7.6 as our Enterprise Resource Planning (ERP) platform to improve and enhance our project control and management tools. HBK's project managers and team leads develop detailed Work Breakdown Structures within Deltek for each project that align with the project milestones. In addition, project resource and labor histograms are created in Deltek's Planning Module that is based on the project schedule. Deltek's Earned Value Management tools provide real-time budget analysis throughout the project, including resource availability to better manage the workflow assignments and ensure resource utilization is maximized. HBK's project managers and team leads have dashboards configured on their home screen to display critical budget and schedule performance metrics. These tools assist in the development of "look ahead" schedule forecasts that HBK has utilized to date to provide our clients with an advanced look at when projects are approaching the review stage, so they can better manage the workload coming back to their in-house team. Additionally, HBK utilizes the standard Office suite of products from Microsoft to handle project coordination and communication. HBK is also intimately familiar with working within a client's specific mainframe systems.

Another measure in place to ensure quality and control of projects is HBK's Quality Management System (QMS). HBK developed and implemented a QMS to document the quality assurance / quality control practices to better satisfy the requirements and expectations of its clients and improve the overall quality services of the company. Included as part of the QMS are procedures that detail control of documents for engineering project work and transmittals. These procedures ensure that all design related decisions and correspondence is properly documented and ensures that the appropriate files are being transmitted. HBK's QMS and supporting documentation are available upon request.

HBK back-office support staff of over 30 individuals is comprised of analysts and project finance coordinators that are very efficient in working with our utility clientele's varying processes and procedures. Project invoicing, administration of the subcontracting program and plan, and all reporting as required by the City of Destin will be performed by Sean O'Neal, Financial Analyst. Mr. O'Neal has been involved in project work and invoicing in the utility industry and is familiar with the

requirements of this body of work.

Schedule

Because of the commitments to the project stakeholders, maintaining a planned schedule becomes a critical component. Due to the complex nature of these types of projects, the project team must be able to quickly identify and respond to project adjustments and modifications. Whether the change is a construction modification or additional permitting requirements, the project team's experiences have afforded our staff to gain significant experience successfully adjusting to variable conditions while driving project schedules. Our success with underground utility projects has given the project team the experience necessary to identify these potential schedule impacts early in the project and develop solutions to these potential impacts before they can affect the schedule.

HBK recognizes the need to carefully track and update design schedule status continually to provide the most accurate information so that construction activities and budgeting can be planned appropriately. The previously mentioned tools will ensure that the schedule is adhered to, and any foreseen deviations are clearly communicated in a timely fashion to all project stakeholders. This information will be communicated on a regular basis to the City's team as well as providing real time updates of changes as they occur to keep every vested party informed allowing for potential adjustments in other areas of operation within the City of Destin as may be affected by schedule change. HBK's management team works in P6, Microsoft Project and if interested HBK can set up a project workflow model in our web-based GIS platform that allows for high level and detailed views of a project in spatial format.

Procurement Services

With involvement in programmatic work for various clients, HBK Engineering has gained experience in providing procurement services while acting as the client's agent. As a portion of the scope for many utility infrastructure projects, HBK has provided the creation of Bill of Materials (BOM), entry of materials and labor costs into a project tracking system, coordinate with Supply Chain to request quotes for materials and/or labor, enter the requisitions into the project tracking system, and provide analysis and recommendation of the quotes received. HBK understands the schedule impacts that long lead time materials can pose on construction of projects and is experienced in identifying these materials early in the design lifecycle so that the procurement process can commence to avoid such schedule impacts. HBK works hand in hand with our client's procurement team supporting them in the capacity that may be required for the project at hand. Our teams also create bid packages (drawings, specifications, bid tables, etc.), manage the bid cycle and provide bid review support to many of our utility clients for large- and small-scale projects alike.

Understanding of Scope and HBK Technical Experience

HBK personnel have performed relocation design services and route evaluations for various utilities throughout the United States. Members of the Project Team have completed these tasks for our utility clients as both system improvements, as well as forced relocation due to public improvement projects, such as a road widening or expansion. These projects have afforded HBK's staff the experience to successfully coordinate design and construction efforts amongst multiple stakeholders, as well as the public it affects.

Utilizing their experience, technical backgrounds and capabilities, members of the Project Team have developed feasibility studies for the routing of facilities, project design and cost estimates for projects in the utility industry, including power, natural gas, telecommunications, and water/wastewater projects. Members of the Team have been involved in the design and permitting of large utility improvement and relocation projects and are experienced in working with governmental agencies at the municipal, county, and state level.

Additionally, Key Project Members of the proposed Team for the City of Destin have extensive experience in the power, natural gas, and telecommunications industries, serving clients such as AT&T, CenturyLink, TECO Peoples Gas, and the Exelon family of utilities. Key Project Members have familiarity with these utilities and understand their systems and their requirements.

The following is the approach that HBK personnel intend to utilize in the undergrounding of all utilities for the City of Destin. This approach has proved successful in the past experiences of the Project Team.

Planning Approach

For the successful conversion of all existing overhead electric power distribution, cable television, internet/broadband, and telecommunications facilities to underground facilities, the City of Destin and the selected consultant must be able to establish an open dialogue and forge a positive relationship that encourages the free flow of information amongst the team

members. The City of Destin's selection would be a consultant experienced and capable of performing the technical aspects of the scope of work and one that is familiar with the requirements of a municipality as well as understands public impact of the installation of proposed infrastructure initiatives. This project will require thoughtful coordination with the City's staff, the impacted utilities, as well as the individuals in the community impacted by the construction. HBK's local presence in the Florida market is well poised to provide top-tier service to suit the City's needs.

Upon Notice to Proceed (NTP), HBK's Project Team proposes to meet with the City of Destin for a project kick off meeting at a time that is convenient for the City. HBK anticipates coordinating a weekly progress call with the City, and a monthly face-to-face meeting at the City's offices. Frequencies of meetings may be increased or decreased as the project work dictates. Project schedules and budgets will be tracked by our team of experienced Project Managers and Project Coordinators. Any deviations will be communicated to the City staff along with recommended adjustments.

Route Surveys and Phasing of Project

Typically, the existing conditions for the project area would be included in a master base map which would be developed utilizing such information as GIS open space data, installation work orders and installation record drawings retrieved from the various facility owners, as well as other applicable data. This information would be compiled to develop a conceptual relocation plan for all overhead utilities that would be used for discussions with all stakeholders. This data would be further utilized to create preliminary cost estimates and identify where additional site and detailed survey data must be acquired to perform a detailed design.

Once the existing master base map has been created, route surveys and feasibility studies for the relocation of the overhead utilities can be performed, along with costs associated with the various alternatives. Working in tandem with the City of Destin and the facility owners, facility design and layout, facility configuration, equipment location and selection can be negotiated, and the creating, acquisition, and recording of required easements can be completed.

Working in parallel with the development of the facility design and layout base, HBK's team of GIS specialists will begin to input the existing and proposed infrastructure into HBK's GIS web-based data tool, and evaluate alternatives for the phasing of the project to present to the City of Destin and facility owners.

Permitting

Upon completion of the facility design and layout, and phase determination, HBK will begin to develop drawings that will be used for the various permitting agencies. As noted above, the permitting process that HBK's Permitting Managers and Coordinators employ often result in quicker turnaround times for the procurement of permits based on fewer RAIs from the agencies.

List of Example Projects and References

Client Information	Project Name - General Work Performed
Illinois State Toll Highway Authority (ISTHA) Manar Nashif mnashif@getipass.com (630) 241-6800 x 3841 2700 Ogden Avenue Downers Grove, IL 60515	<i>Utility Relocation and Coordination for Elgin O'Hare Western Access</i> - HBK Engineering is currently serving on the Program Manager team for Utility Relocation for the ISTHA's Elgin-O'Hare project, a 12-mile project include widening of existing tollway infrastructure and construction of new tollways along Thorndale Boulevard and around the west side of Chicago's O'Hare airport. There are thousands of individual utility conflicts throughout the program. As Utility Coordination Program Manager, HBK is responsible for overall utility coordination between utility owners and multiple engineering designers who are responsible for designing segments of the project. A notable challenge on this project was the coordination of many utilities present throughout the corridor and the very tight ROW limits into which the utilities had to relocate. To solve this, we were able to gain the cooperation of power and multiple telecom utilities to execute joint relocations. The result of this was that these utilities relocated into common duct banks and clustered manholes/handholes; this saved time, money and ROW space.
Illinois State Toll Highway Authority (ISTHA) David Cedenio dcedenio@getipass.com (630) 241-6800 x 3943 2700 Ogden Avenue Downers Grove, IL 60515	<i>Subsurface Utility Engineering (SUE) Locating Systemwide</i> - HBK Engineering, LLC (HBK) provided as-needed subsurface utility engineering (SUE) locates of existing underground utilities, including gas, liquid petroleum, electric, telecommunication, water, sanitary and storm sewer facilities as requested by/for the Illinois Tollway systemwide. HBK oversaw over 900 Quality Level A locates and approx. 20 miles of Quality Level B survey on Tollway projects including: the Elgin-O'Hare Expressway/I-390, I-294 corridor, I-355 corridor, I-88 corridor, I-490 corridor and I-90 corridor roadway improvement projects. HBK's work included: coordination of HBK staff, sub-contractors, sub-consultants, utility owners, Tollway staff and design/construction engineers; review of work requisitions; identification and surveying of utility facilities (Level A and Level B); cost estimating; permitting by various governmental agencies; traffic control and; coordinate/manage all SUE Data collected under HBK's contract and data received from other Tollway consultants/contracts and plotted to HBK's GIS web tool service; creation of MicroStation drawings in Tollway workspace of surveyed data; and production of results documentation as directed/requested by the Tollway and their design consultant engineers. Value engineering review/recommendations based on HBK staff experience in the utility industry saved the Tollway tens of thousands of dollars in unnecessary locate work, both in time and work savings.
DuPage County Division of Transportation (DuDOT) William Eidson, PE, PTOE William.eidson@dupageco.org (630) 407-6900 421 N. County Farm Road Wheaton, IL 60187	<i>Public Utility Locating and Marking Services, including SUE Locating (QLB & QLC)</i> - HBK is responsible for finding innovative ways to improve the County's record drawing document management and leveraging key pieces of technology while addressing the daily ticket loads that fluctuate between 35 tickets per day during seasonal lows to as much as 100 tickets per day during the heart of dig season. HBK is tasked with an estimated 1,500 dig requests per month or approximately 15,000-17,000 dig requests per year that need to be safely, accurately and punctually located. HBK has demonstrated a commitment to doing the right things in the public way. Many of the excavators in the public way rely on HBK for survey, design and permitting services. Professional Utility Locating services is the next step in an evolutionary path that takes what was once a very segmented set of tasks in public way construction and applying the same level of excellence from our subsurface engineering expertise. The locating team members are genuinely passionate about raising the industries' expectations and reducing costly damages. With a 10-member team that includes command center dispatch services, field management, QA/QC, locators, tech coordinators and GIS analysts, their drive has been to improve the methodologies currently being utilized by traditional locating companies and apply an honest assessment of the program and pursue a locating process to tailor the services to our clients' expectations while delivering more technical information. Locating team members provide value added in the way they communicate errors and omissions to the County's record drawings, including surveying facilities for detailed record keeping of the County's facilities in a GIS web tool service in order for the Division to be in accordance with NPDES requirements. These facilities documented have been utilized by DuDOT and other County departments. Our members also provide documented situations of public safety using our same communication tools backbone. Upon completion of the contract, HBK located over 6100 storm structure facilities (SUE QLC) and approx. 80 miles of storm lines (SUE QLB).
City of Chicago, DOT Michael Simon msimon@cityofchicago.org (312) 744-3600 30 N. LaSalle St. Suite 1100 Chicago, IL 60602	<i>Chicago's Central Business District Mapping Initiative</i> - HBK was tasked by the City of Chicago to develop a composite underground utility map of the entirety of the Chicago Business District (CBD). The CBD covers more than five square miles of the heart of Chicago's downtown area and consists of some of the most heavily congested utility underground in the nation. HBK developed a GIS database that not only shows where the underground utilities are, but also has links to the utility atlas information for each line, photos of the utilities when exposed during construction, locations of vaulted basements that encroach into the public ROW, abandoned trolley tracks as well as anything else that may pose a concern for any future underground utility installation.

APPENDIX “A”

THE DOCUMENTS

BEHIND THIS PAGE

MUST ACCOMPANY RESPONSE

IN ORDER FOR SUBMITTAL

TO BE CONSIDERED

COMPLETE AND ACCEPTABLE





RESPONDENT ACKNOWLEDGEMENT

Submit Responses To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ NO. 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

Responses must be received by: **No Later Than 2:00 P.M. Prevailing Central Time**
on
June 18, 2020.

Responses will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **June 18, 2020, no later than 2:00 p.m. Prevailing Central Time** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: HBK Engineering, LLC

Federal I.D. Number: 36-4304016

A Corporation of the State of: Illinois

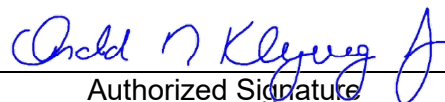
Area Code: 407 Telephone Number: 698-5060

Area Code: 407 FAX Number: 732-4155

Mailing Address: 1035 Greenwood Blvd., Suite 217

City/State/Zip: Lake Mary, FL 32746

Vendor Mailing Date: June 16, 2020


Authorized Signature

Donald N. Kleyweg Jr., P.E.
Name Typed



CONFIRMATION OF DRUG-FREE WORKPLACE

IDENTICAL TIE SUBMITTALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more submittals which are equal with respect to price, quality, and service are received by the City of Destin or by any political subdivision for the procurement of commodities or contractual services, a submittal 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 submittals 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 submittal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under submittal, 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.

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

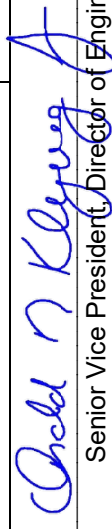
Vendor's Signature:

DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

SCHEDULE OF SUB-CONTRACTORS

The Undersigned Bidder proposes the following major subcontractors for the major areas of work for the Project. The Bidder is further notified that all sub-contractors shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub-contractors, if required.

<u>Name of Sub-Contractor</u>	<u>Address of Sub-Contractor</u>	<u>License No.:</u>	<u>Contract Amount</u>	<u>Percentage (%) of Contract</u>
Hyatt Survey	2012 Lena Road, Bradenton, FL 34211	See attached	TBD	TBD
Birkitt Environmental Services	110 S. Edison Ave., Tampa, FL 33606	See attached	TBD	TBD
AREHNA Engineering	5012 W. Lemon Street, Tampa, FL 33609	See attached	TBD	TBD
Badger Daylighting	5381 Hartford St., Tampa, FL 33619	See attached	TBD	TBD
Brierley Associates	6323 Fly Road Ste 4, E. Syracuse, NY 13057	See attached	TBD	TBD

Signature  Date: June 16, 2020
 Title/Company Senior Vice President, Director of Engineering
HBK Engineering, LLC

Owner reserves the right to reject any sub-contractor who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible(financial capability, lack of resources, etc.) to perform under this award. Owner reserves the right to inspect all facilities of any sub-contractor in order to make a determination as to the foregoing.



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
04/08/2020

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 Willis Towers Watson Midwest, Inc. fka Willis of Illinois, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C No. Ext): 1-877-945-7378 FAX (A/C No.): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com															
INSURED HBK Engineering, LLC 921 W Van Buren St, Ste 100 Chicago, IL 60607		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Massachusetts Bay Insurance Company</td> <td>22306</td> </tr> <tr> <td>INSURER B: Hanover Insurance Company</td> <td>22292</td> </tr> <tr> <td>INSURER C: The Hanover American Insurance Company</td> <td>36064</td> </tr> <tr> <td>INSURER D: American Alternative Insurance Corporation</td> <td>19720</td> </tr> <tr> <td>INSURER E: Underwriters at Lloyd's London</td> <td>15792</td> </tr> <tr> <td>INSURER F: Lexington Insurance Company</td> <td>19437</td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Massachusetts Bay Insurance Company	22306	INSURER B: Hanover Insurance Company	22292	INSURER C: The Hanover American Insurance Company	36064	INSURER D: American Alternative Insurance Corporation	19720	INSURER E: Underwriters at Lloyd's London	15792	INSURER F: Lexington Insurance Company	19437
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COVERAGES

CERTIFICATE NUMBER: W16154353

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			ZDCA513314	12/31/2019	12/31/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			ADC9766187	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			UHCA513411	12/31/2019	12/31/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	N/A	WZC9766230	12/31/2019	12/31/2020	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Drone			9016862	03/19/2019	03/19/2020	see below

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

This Voids and Replaces Previously Issued Certificate Dated 02/25/2020 WITH ID: W15502530.

Drone Coverage: Single Limit Bodily Injury and Property Damage - \$2,000,000 Each Occurrence
SEE ATTACHED

2020 Generic COI with all Policies

CERTIFICATE HOLDER

CANCELLATION

****Information Only****

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

De Andrew

Information Only

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

SR ID: 19490721

BATCH: 1643420



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Midwest, Inc. fka Willis of Illinois, Inc.		NAMED INSURED HBK Engineering, LLC 921 W Van Buren St, Ste 100 Chicago, IL 60607	
POLICY NUMBER See Page 1			
CARRIER See Page 1	NAIC CODE See Page 1	EFFECTIVE DATE: See Page 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: Underwriters at Lloyd's London **NAIC#:** 15792
POLICY NUMBER: 1129576 **EFF DATE:** 02/17/2020 **EXP DATE:** 02/17/2021

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Cyber Security Liability	Limit	\$5,000,000

INSURER AFFORDING COVERAGE: Lexington Insurance Company **NAIC#:** 19437
POLICY NUMBER: 061853728 **EFF DATE:** 12/31/2019 **EXP DATE:** 12/31/2020

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Professional Liability	Per Claim	\$5,000,000
	Aggregate	\$10,000,000

INSURER AFFORDING COVERAGE: Underwriters at Lloyd's London **NAIC#:** 15792
POLICY NUMBER: ESI0313292175 **EFF DATE:** 02/17/2020 **EXP DATE:** 02/17/2021

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Cyber Security Liability	Limit	\$5,000,000

2020 Generic COI with all Policies
 Information Only

State of Florida

Department of State

I certify from the records of this office that HBK ENGINEERING, LLC is an Illinois limited liability company authorized to transact business in the State of Florida, qualified on March 14, 2016.

The document number of this limited liability company is M16000002114.

I further certify that said limited liability company has paid all fees due this office through December 31, 2019, that its most recent annual report was filed on March 30, 2019, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Sixth day of January, 2020*



Randy Bee
Secretary of State

Tracking Number: 7207480979CU

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

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



Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS
THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

HBK ENGINEERING, LLC

921 W VAN BUREN
CHICAGO IL 60607

LICENSE NUMBER: CA31896

EXPIRATION DATE: FEBRUARY 28, 2021

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.

State of Florida

Board of Professional Engineers

HBK Engineering LLC

Has satisfied the requirements of Section 471.023, Florida Statutes. In recognition thereof, the Board of Professional Engineers hereby authorizes this firm to offer engineering services in the State of Florida in accordance with Chapter 471, Florida Statutes, and the rules of the Board.



*Witness the Seal of the Board and the Signature
of the Board's duly authorized Chair
this 2nd day of November, 2016.*



[Signature]
Chair

CA LIC No: 31896



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

December 18, 2018

HBK ENGINEERING, LLC
921 WEST VAN BUREN
CHICAGO, IL 60607

SUBJECT: Professional Surveyor and Mapper Business Certificate # LB8282

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

The license appears below and is valid through February 28, 2021.

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

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

Detach Here



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

License No.: **LB8282**

Expiration Date: February 28, 2021

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

HBK ENGINEERING, LLC
921 WEST VAN BUREN
CHICAGO, IL 60607

ADAM H. PUTNAM
COMMISSIONER OF AGRICULTURE

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



Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

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

KLEYWEG, DONALD N. JR.

P.O. BOX 357
HINSDALE IL 60522

LICENSE NUMBER: PE68696

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

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

KATZ, MARC L.

2238 GRAND POINTE TR
AURORA IL 60503

LICENSE NUMBER: PE86749

EXPIRATION DATE: FEBRUARY 28, 2021

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RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

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

SAWICKI, EDWARD JOHN JR.

6164 MERIWETHER CRESCENT
WINTER GARDEN FL 34787

LICENSE NUMBER: PE83633

EXPIRATION DATE: FEBRUARY 28, 2021

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Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

HOSKINS, DANIEL LEE

124 ARBOR LANE
EDGEWATER FL 32141

LICENSE NUMBER: PE87588

EXPIRATION DATE: FEBRUARY 28, 2021

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CITY OF DESTIN

RFQ 20-03-CD DESTIN UTILITY
UNDERGROUNDING PROJECT MANAGEMENT

JUNE 2020

UTILITY CONSULTANTS of FLORIDA





REQUEST FOR QUALIFICATIONS



Project Title: DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

Project Number: RFQ NO. 20-03-CD

Date: June 18, 2020

Name of Applicant Firm: UTILITY CONSULTANTS of FLORIDA

Federal ID No. 82-4774710

Name of Contact Person: Melanie H. Porter, CEO

Address: 14800 Walsingham Road, Suite 102, Largo, FL 33487

Telephone Number: 321-287-8911

**A complete listing of all companies, if any, that for
the Applicant Firm team and their principals:**

McKim & Creed | Brian Walker, Business Development Director



Melanie H. Porter



TABLE OF CONTENTS

Section 1 Letter of Interest

Letter of Interest	1
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Section 2 Respondent's Qualifications

Qualifications Statement	2
About Our Firm	9
Subconsultants	16

Section 3 Qualifications of Project Team

Organizational Chart	17
Resumes for Key Project Members	18
Sub-consultant Key Project Members	20

Section 4 Project Approach

Project Approach	22
------------------------	----

Section 5 References

Client References	28
-------------------------	----

Section 6 Submittal of General Information and Procurement Forms and Documents

Respondent Acknowledgement	32
Addenda Acknowledgement	33
Confirmation of Drug Free Workplace	34
Schedule of Sub-Consultant(s) and Sub-Contractor	35
Submit proof of Professional Liability Insurance	36
Submit any Supplemental information relative to this RFQ	37





LETTER OF INTEREST





14800 WALSHINGHAM ROAD, SUITE 102, LARGO, FL, 33774 321-287-8911

June 18, 2020

Rey Bailey, City Clerk
City of Destin
4200 Indian Bayou Trail
Destin, FL 32541

Subject: RFQ NO. 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

Dear Rey Bailey and Selection Committee Members,

For your consideration, Utility Consultants of Florida (UCoF) is pleased to submit this proposal in response to your Request for Qualification (RFQ) for Utility Undergrounding Project Management. A specific portion that stood out to us in the City's RFQ was Section 3.1 C 4 Project Approach "*Consideration shall be given for effectiveness of potential solution(s), creativity and innovation of proposed solutions and comprehensive utilization of proposed personnel to meet the RFQ deliverables*" statement. We strongly believe we are that firm. We plan to demonstrate within this proposal those qualities applied to utility underground conversion projects. In addition to those qualities, UCoF has a strong proven track record and lasting relationships within the communities we have been fortunate to have served.

Our firm's inception was established solely for the purpose of working with our clients in unique and creative ways to ensure the clients' vision for their undergrounding project is achieved. UCoF prides itself in finding ways to meet the desired schedule, successfully accomplish the scope and perform it in a cost-efficient manner. Since that inception, the firm has worked with our clients to do just that by listening and finding solutions to meet their goals and objectives. We bring to the City of Destin experience specific to utility underground conversion projects in coastal communities ranging from one of Florida's largest (\$49M) underground conversion project to several smaller but equally unique conversion projects. Worth noting, we have been awarded projects after the clients' originally selected underground conversion consultant firms were unable to meet the project requirements. Typically, coming in after another consultant firm will have its challenges but we were able to turn these projects into a positive direction and complete them above client and resident expectations.

You will also find within our proposal that we have vast experience with the full range of services identified within this RFQ from the early funding conception stages all the way through the end of construction, including final project close-out. In addition to our familiarity with the electrical side of the project we bring a vast amount of experience dealing with the utility communication companies for these types of projects. We hope that within our proposal you will find our staff's knowledge and passion about coastal underground conversion projects and our ability to provide you and your staff with a project delivery that meets the objective and exceeds your expectations. We proudly invite you to talk with all our clients and hear directly from them about our reputation and results. To briefly highlight, here are a few of the professional services our firm performs on similar projects but not limited to;

Initial cost estimates * Support of Bond Validation/Methodology/Counsel * Project Survey/Ground Truthing * City Manager & Commissioner Updates/Meetings * Conceptual Designs * Constructability * Sequencing of Construction/Phasing * Easement Coordination/tracking * Public Outreach * Contractor RFP and Specification Development * Contractor Procurement and Negotiations * Schedule of Values * Utility Coordination on Design and Cost * Utility Negotiations/Betterment * Reviews of Binding Cost Estimates & GAF Credits * Project Management & Oversight/Inspection * Management of As-Builts * Project Records and Document Control * Pay Application * Master Schedule & Monthly Schedule Up-Dates

WHY CHOOSE UTILITY CONSULTANTS of FLORIDA?



We Bring Recent Similar Projects in Florida: Our firm's specialty is underground conversion projects for coastal communities across Florida that are like this unique one. Our expertise and experiences specific to these types of projects help us deliver them successfully. Each of our projects involve everything from different funding sources and community interest. Our expertise and project experiences help our clients with everything from conceptual funding and cost estimates to design and construction oversight.



Proven Ability to Meet Schedule and Financial Goals on Similar Projects: Our team is committed to meeting project time requirements; we have a proven track record for many years now. We are consistently able to work with our clients to determine the best project delivery method to complete a project within the desired timeframe. More importantly we are proud to say that all our completed projects were under budget and ongoing projects are currently under budget. We are conscious of community impacts with seasonality, events and construction activities for this type of work so we develop a strategic approach to minimize impacts.



Providing Open Communication with Residents and Key Stakeholders is Our Priority: We enjoy making the project as painless as possible to a community. Meeting with residents ahead of the work and providing them with clear, concise, and correct information creates proper expectations and overcomes confusion and negative public perception. When you are working close to residential homes, providing proper notification and explanation of what to expect can go a long way.

We are excited for the opportunity to serve the City of Destin with this unique and exciting conversion of overhead to underground utilities project.
Sincerely,

Melanie H. Porter
UTILITY CONSULTANTS of FLORIDA



RESPONDENT'S QUALIFICATIONS

RESPONDENT'S
QUALIFICATIONS





RESPONDENT'S QUALIFICATION STATEMENT

RFQ NO. 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

Check One

Submitted By:

Name: Utility Consultants of Florida

Address: 14800 Walsingham Rd, Suite 102

City, State, Zip: Largo, FL 33774

Telephone No.: 727-307-9393

Fax No.: N/A

Corporation

Partnership

Individual

Other

X

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Respondent is:

Utility Consultants of Florida

The address of the principal place of business is:

14800 Walsingham Rd, Suite 102

Largo, FL 33774

2. If Respondent is a corporation, answer the following:

a. Date of Incorporation: 03-14-2018

b. State of Incorporation: Florida

c. President's name: Melanie Porter

d. Vice President's name: Mark Porter

e. Secretary's name: _____

f. Treasurer's name: _____

g. Name and address of Resident Agent: Melanie Porter

3. If Respondent is an individual or a partnership, answer the following:
- a. Date of organization: N/A
 - b. Name, address and ownership units of all partners:
N/A

 - c. State whether general or limited partnership: N/A
4. If Respondent is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:
N/A

5. If Respondent is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.
N/A

6. How many years has your organization been in business under its present business name?
2
- Under what other former names has your organization operated?
N/A

7. Indicate registration, license numbers or certificate numbers for the businesses or professions, which are the subject of this Bid. Please attach certificate of competency and/or state registration.
Please see attachments in section 6(f)

8. Have you ever failed to complete any work awarded to you? If so, state when, where and why:
NO

9. List the pertinent experience of the key individuals of your organization (continue on insert sheet, if necessary)

Please see insert for line item 9

10. State the name of the individual who will have personal supervision of the work:
Mark Porter

11. State the name and address of attorney, if any, for the business of the Respondent:
N/A

12. State the names and addresses of all businesses and/or individuals who own an interest of more than five percent (5%) of the Respondent's business and indicate the percentage owned of each such business and/or individual:
N/A

13. State the names, addresses, and the type of business of all firms that are partially or wholly owned by Respondent:
Utility Consultants of Florida

14. Annual Average Revenue of the Respondent for the last three years as follows:

		<u>Revenue Index Number</u>
a.	Government Related Work	<u>4</u>
b.	Non-Governmental Related Work	<u>1</u>
	Total Work (a +b):	<u>5</u>

Revenue Index Number

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

Additional information from our Respondent's Qualification Statement, as part of Appendix "A" to this RFQ.

9. List the pertinent experiences of the key individuals of your organization:

Our Project Manager, **Steve Maniaci**, has more than 35 years of experience specific to electrical field and civil engineering coordination with underground conversion projects as project management & oversight. Steve has currently performed project management on underground conversion projects that include Belleair Beach, Indian Rocks Beach, Madeira Beach, St Pete Beach, and Treasure Island. Steve brings vast experience with both the design & construction side of these projects. He is familiar with estimating, construction, coordination, utility involvement, constructability, easements, designs, planning, public involvement/outreach, field survey, equipment layout, switch orders, construction, and inspection. Steve also serves as Co-Chair on the utility power interest group in the states FUEC because of his involvement within this industry.

Mark Porter has more than 33 years of experience in the utility industry. He is intimately familiar with underground conversion projects from funding, phasing, conceptual design, estimates, planning, easements, survey, plan development, constructability, negotiations with utility owners and contractors, procurement, project delivery methods, designs, switch order and sequencing, commissioner and city manager reports/meetings, public involvement/outreach, construction, and inspection. Mark has served as project manager for Belleair Beach, Bradenton Beach, Longboat Key, Anna Marie Island, and Skyway Marina. Mark is familiar with all project management roles and will provide support to Steve Maniaci throughout the project. Mark is heavily involved with the utility industry and because of his experiences in both design and construction he was the instructor for the FDOT Engineering Academy from 2006 to 2011 on design and construction side of utilities. He also provides technical support to one of the US's largest high-speed rail projects for power & communications.

Brian Walker (McKim & Creed) has over 17 years of experience directing project teams and provided design services for numerous civil infrastructure projects that included utility collection & distribution systems, stormwater management infrastructure, and roadway design. Brian has been involved with several City of Destin projects working directly with local utility providers such as Destin Water Users; and indirectly with other local utility providers such as Gulf Power, Cox Communications, AT&T, CenturyLink and Okaloosa Gas on numerous City of Destin projects. Brian will support Steve with providing civil/design support during the project. Additionally, Brian will help support our team with any required survey and SUE which will be managed by **Steve Burgess** (McKim & Creed).

Our proposed lead inspector has been involved with numerous underground conversion projects that include; Belleair Beach, Bradenton Beach, South Palm Beach, Palm Beach Island, North Palm Beach, Gulf Stream Island, and Longboat Key.

15. Bank References:

Bank	Address	Telephone
Truist Financial	14040 Walsingham Rd	727-431-6926
(Formerly Suntrust)	Largo, FL 33774	

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule (continue on insert sheet, if necessary).

Please see insert for line item 16

17. Provide descriptions of quality assurance/quality control management methods (continue on insert sheet, if necessary):

Please see insert for line item 17

18. What will be your turnaround time for written responses to City inquiries?

UCoF will respond quickly to any phone call or email correspondence usually within an hour, no later than 24 hrs.

19. List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Respondent, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description, the disposition of each such petition.

N/A

20. List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Respondent or its predecessor organization(s) during the last five (5) years. The list shall include all case names, case arbitration or hearing identification numbers, the name of the project which the dispute arose, and a description of the subject matter of the dispute.

N/A

Additional information from our Respondent's Qualification Statement, as part of Appendix "A" to this RFQ.

16. Provide description of policies and methods for project monitoring and budgeting control as well as adherence to project schedule:

Our policies for project monitoring and budget control will rely heavily on key personal team members to report status updates on a weekly and/or biweekly basis. Our method of accountability is established in accurate and up to date record keeping. We will establish targeted charts graphically indicating lines of authority throughout the project phases. These measures will maintain our adherence and alignment with the project master schedule. Our team is accustomed to dealing with the management of subcontractors, whether it is in the early coordination stages or field construction. Our team will ensure the City has the finest personnel and personalized attention dedicated to the project by each subcontractor. Within our proposal you will find our ability to maintain schedule and budget by efficient utilization of staff.

17. Provide description of quality assurance/quality control management methods:

Quality control of services is a vital aspect during each phase of the project. During the design phase, we institute quality assurance procedures for design control, design verification, constructability reviews, multi-disciplinary team communication strategies along with a document control process to assure the accurate distribution of information. Design quality is achieved through a consultative process incorporating the entire team and the project manager. For our projects, we create file structures so that all information over the course of a project is properly filed and easily accessible, both hard and electronic copies. All correspondence gets filed and maintained for the duration of the project and kept on hand for a minimum of three years after the project close-out. This includes critical documentation throughout the project, plans submissions, permits, and relevant information. At the end of each week we have internal discussions to ensure dailies and other information are provided, filed, shared and easily accessible.

Section 2.C If the Principal Place of Business is different than the location specified in the Respondent's Qualification Statement, then Respondent shall specify the office locations from which each phase of the PROJECT will be managed, performed, and produced:

Our principal office is located within Pinellas County; however, our projects are located across the state. We work in these locations usually mobile, within our client's spare offices, or establish an office depending on the project needs. If we are your successful consultant, we will find what your preference is for this project. We are committed and have the resources to establish an office close to the project. Furthermore, we intend to relocate our project manager to the City of Destin full-time which he is excited about. Our subconsultant McKim & Creed has an office nearby to support the project needs.

21. List and describe all criminal proceedings or hearings concerning business related offenses to which the Respondent, its principals or officers or predecessors' organization(s) were defendants.

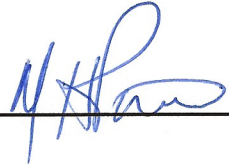
N/A

22. Has the Respondent, its principals, officers or predecessors' organization(s) been CONVICTED OF a Public Entity Crime, debarred or suspended from bidding by any government during the last five (5) years? If so, provide details.

N/A

The Respondent acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by owner in awarding the contract and such information is warranted by Respondent to be true. The discovery of any omission or misstatement that materially affects the Respondent's qualifications to perform under the contract shall cause the owner to reject the Response, and if after the award, to cancel and terminate the award and/or contract.

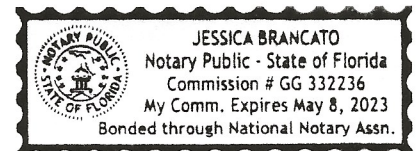
(Signed) _____



(Title) CEO

Subscribed and sworn to before me

This 8th day of June, 20 20




Notary Public (Signature)

My Commission Expires: May 8, 2023

ABOUT OUR FIRM

UTILITY CONSULTANTS of FLORIDA is a Florida corporation established in 2018, specializing in Utility Underground Conversion Project Management, Underground Consulting, Utility & Fiber Project Management and CEI/Inspection Services. Since being established, we have been involved with over (4) four significant underground conversion projects. We are perhaps a smaller firm than some of our competitors, but we think you will find that all our clients have found that to be an advantage. You will find from all our existing and past clients that we are client oriented and our decisions are not driven by utilization goals but rather what is in the best interest of the project.

We are also a strong believer that if your project management team is well-rounded in all sides of the utility undergrounding project you will not have the need for additional staff that specialize in certain areas of the project. All our firm's underground conversion projects are located on coastal and barrier islands. Prior to starting the firm, we worked for a few of the largest corporate engineering firms in the US for over 30 years. We built our firm on our reputation, project approach, ability to work with our clients and partners to find creative and effective solutions, and to provide a project delivery that addresses the goals of the project.

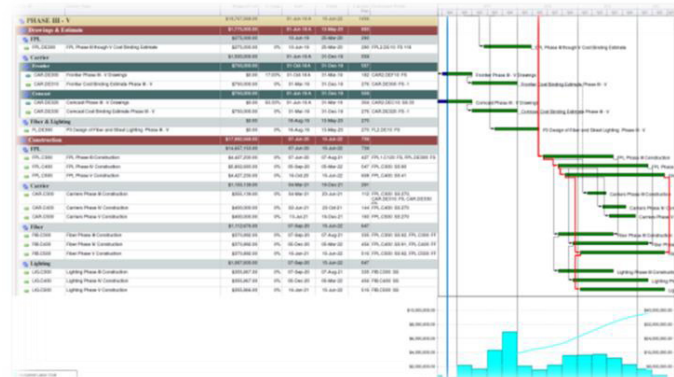
FIRM PHILOSOPHY & EXPERIENCE – Our business philosophy holds a simple core principle, for us to be successful, we must earn your trust.

We understand the City of Destin is seeking to retain a consultant with the knowledge and ability to provide full turn-key utility underground conversion project management – we are your firm. We found the City's RFQ scope items to be very well thought out covering what we typically find with most of our underground conversion projects. You will find in our LOI and throughout our proposal that we provide services in all aspects of the underground conversion from funding support to the oversight and completion of construction for our clients.

ACCESSIBILITY TO CITY STAFF – UCoF is a client-oriented firm focused on serving the needs of many governmental and privately funded clients. We currently serve in several Florida counties, cities, towns, special districts, and utility departments similar to the City of Destin. UCoF staff and subconsultant staff assigned to this project will be available to execute the needs of the project, including attending scheduled project updates and weekly progress meetings with City staff in person or as deemed necessary for the successful completion of this project. UCoF's goal is to make the City and its staff an integral part of the team with open

lines of communication and coordination. UCoF's Project Manager, along with staff, will provide necessary documents (plans, reports, exhibits, etc), and answer any and all questions promptly. UCoF commits the necessary staff to this project to ensure accessibility and availability during the duration of this contract.

CAPABILITIES & BENEFITS- We have a tried and tested record that demonstrates our ability to have successfully started and completed challenging underground conversion projects. **These underground conversion projects vary in size and challenges and you will find that our clients will confirm our ability to maintain budgets (often under budget), community approval and stress-free communication for all our clients' needs.** We believe one of the reasons we can provide successful projects to our clients is the fact that our Project Managers are well verse in both the design and construction efforts. The experience from both sides offer our clients a diverse project approach that eliminates the common communication separation between these two critical roles of a project. If you get a set of plans from the utility companies, you need a project manager that can tell you whether it is properly accounting for the work before it goes out for bid. **We have experience working with numerous communication companies on both the design and construction specific to these types of projects.** When we get their designs we are already aware of where they are aerially and if they are looking for betterment so we can protect our clients to ensure that we meet the obligation of the relocation but not expand their infrastructure at our expense. And of course, **we understand the challenges often associated with obtaining easements** necessary for the equipment locations. We are heavily involved with easements on every one of our projects, so we understand the dynamics associated with this process and the proper and personal way to address those affected. Our team will often find solutions with the least minimal impact to the property owners.



COST AND PROJECT SCHEDULE EFFICIENCIES – You deserve a firm that can manage a project efficiently so the budget and schedule expectations can be met. From initial funding and early cost estimates to the established project phasing and construction, we have managed the project for our clients with a very efficient staff while being able to meet all obligations and satisfactory results. **We can proudly say that our current and past projects were ahead of schedule and under budget.**

Longboat Key is currently over \$13M in construction with no contingency utilized to-date in construction due to proper upfront planning and sequencing the work properly. Bradenton Beach’s initial phase is also under budget and on schedule to be completed in the upcoming week with future phases currently being scheduled. Also, no contingency utilized in construction. In Belleair Beach we accomplished the same goal in completing construction early and with zero contingency.

FUNDING SUPPORT - Our firm is familiar with various funding sources utilized on underground conversion projects. We speak a little more in depth on this in our Project Approach section of this proposal, but most of our current or completed projects had different funding avenues. We are familiar and able to assist the City with potential options. In addition, we are also involved with an underground conversion project who is utilizing different funding sources for each different phase of the undergrounding.



IN OUR EXPERIENCES, MOST OF THESE PROJECTS HAVE UNIQUE CHALLENGES AND REQUIRE A FIRM THAT CAN ANTICIPATE AND ADDRESS ANY ISSUES, FINDING A CONSENSUS-DRIVEN SOLUTION. **UTILITY CONSULTANTS OF FLORIDA IS THAT FIRM!**

PROJECT MANAGEMENT – The success of a utility undergrounding conversion begins and ends with solid project management. This is achieved by bringing all the critical pieces of the utility undergrounding project together with strategic planning that is only possible with past and recent knowledge. UCoF is familiar with the concept and planning aspects and the sequencing of construction phases. We bring the City extensive experience in the roles of both design and construction with excellent reputations for offering real field experiences into the design and construction.

RFP, BID PACKAGE, SPECIFICATION & CONTRACTOR

PROCUREMENT – Our firm is able and capable to help our clients with the procurement process, from development of contractor RFP’s to bid documents, including specifications, to recommending several different project delivery methods. We strive to develop these documents to best protect our clients from overruns, change orders and construction delays. We discuss some of the ways we work through this in our Project Approach section.

INSPECTION & OVERSIGHT – Undergrounding projects that take place in coastal communities, laid back beach towns to very affluent beach towns, require inspection and oversight that protect their interest while keeping the work efforts moving along. This type of work can become intimate with homeowners since activities are relatively close to their personal property, especially service conversion to their meters. We enjoy working in these types of environments and share in the excitement at their completion when communities get to benefit from a safer, more reliable, and aesthetic island.

OTHER SERVICES – In addition to being involved with several utility underground conversion projects, we are one of (2) two firms that provides consulting services to VIRGIN TRAINS. Our firm provides technical support and subject matter expert (SME) for the FPL undergrounding along the corridor and all major fiber & communication relocations. Additionally, the firm provides support on the relocations necessitated by the numerous at-grade crossings from Cocoa Beach to Miami. This project demonstrates that we can successfully coordinate with utility & communication companies on an exceptionally large scale.



The City of Destin has already developed positive relationships within the community for this project, and UCoF will make it our highest priority to maintain what’s already been initiated by the City and expand public awareness within the community and to new project members. Our project team is available and is ready to immediately focus on ongoing efforts and develop a clear plan to move the project forward in close coordination with the City for a successful integrated underground utility project.

There is no standard approach with underground conversion projects. Community expectations, funding, right-of-way challenges, and political opinion make these projects unique. UTILITY CONSULTANTS of FLORIDA has the proven ability to adapt to unforeseen conditions, which will allow us to successfully deliver the project while meeting your time, budget, and quality goals.

The RFQ identifies specific scope & deliverables expected for this project.
THE FOLLOWING MATRICES IDENTIFIES EACH SCOPE OF SERVICES IN THE RFQ WHICH WOULD BE COMPLETED BY THE RESPONDENT'S STAFF OR BY SUB-CONSULTANTS

	A	B	C	D
City of Destin Undergrounding RFQ Scope of Services to be Performed	Provision of information, advice, and technical consulting services to the CITY, and groups of citizens regarding the overall project specific facilities installations affecting individual properties.	Serve as the CITY'S community liaison representative to address any issues between residents and the utility companies, and between residents and the CITY, and to provide communications regarding the project to City & residents as necessary	Coordinate the acquisition of any additional site and detailed survey data necessary to create conceptual designs, cost estimates, and detail data as necessary to generate final construction designs	Develop and review conceptual engineering & construction plans for the U/G utilities facilities within the City, including, streetscape and landscape design, facility & infrastructure designs, easement requirements, schedules/phasing, and cost estimates
UTILITY CONSULTANTS of FLORIDA	✓	✓	✓	✓
McKim & Creed (Sub Consultant)		✓	✓	✓

	E	F	G	H
City of Destin Undergrounding RFQ Scope of Services to be Performed	Prepare or coordinate the preparation of Route Surveys, which shall include proper location, monumentation, description/platting: roadways, highways, existing utilities, geographical features, electrical needs, easements, ingress & egress easements	Participate in negotiations w/ Gulf Power (GP), Cox Communications, Century Link, AT&T, Destin Water Users, Okaloosa Gas, with other utilities, to facility design/layout, facility configuration, equipment location, costs, work to be performed by CITY/CITY-employed contractors, and schedules	Facilitate the creation, acquisition, and recording of required easements	Coordinate services for the acquisition of contract construction resources for work to be done as part of CITY'S responsibility for construction/installation of new U/G facilities. Coordinating the acquisition of contract construction. Advising the CITY in direct negotiations with contractors & subs that may be engaged to perform work that is CITY'S responsibility per agreements with GP, Cox Communications, Century Link, AT&T, and any other utilities
UTILITY CONSULTANTS of FLORIDA	✓	✓	✓	✓
McKim & Creed (Sub Consultant)	✓			

	I	J	K	L
City of Destin Undergrounding RFQ Scope of Services to be Performed	Prepare reliable/appropriate cost estimates (“hard” and “soft” costs) implementing full relocation of the exist O/H systems in the City of Destin to U/G for each phase and assist CITY Staff/agents/representatives (financial advisors, financing advisors, bond counsel, etc) to identify payment/financing options, including possible grants for utility undergrounding/streets cape improvements, allocation of costs among UTILITY providers, residents and property owners, and the CITY	For each phase, participate in materials procurement activities, including advising the CITY, the UTILITIES, and contractors/subcontractors to materials availability, suitability, and decisions; support bidding processes, negotiations, and procurement for materials as necessary, particularly with respect to the procurement of materials	All design and construction components shall meet, as a minimum, all current Federal, State and CITY codes	Supervise, monitor, coordinate, facilitate, and inspect all construction activities, including inspections performed by UTILITIES to ensure compliance with contract requirements, and timely and efficient completion of work, and minimize adverse impacts on community during the work
UTILITY CONSULTANTS of FLORIDA	✓	✓	✓	✓
McKim & Creed (Sub Consultant)	✓		✓	

	M	N	O	P
City of Destin Undergrounding RFQ Scope of Services to be Performed	Maintain satisfactory documents and records, as specified by the CITY, relative to the work performed by the CITY’S contractors and their subcontractors	Serve as “CITY’S Representative” for technical/engineering purposes to contracts between CITY, GP, AT&T, Cox, and Century Link, other utility providers, relative to the contracts between the CITY and its contractors. Must acknowledge understanding that this function is equivalent to serving as “Owner’s Representative” in managing construction contracts & projects	Track and report to the CITY, on a weekly basis, the progress of all PROJECT activities, including those of the utility providers and CITY’S contractors & subcontractors, relative to construction progress, conformance of work completed to design plans/relevant standards/compliance w/ contracts, and schedules established for various work components, whether contractually established or not.	Review completed work and associated contractor invoices and advise the CITY as to completed work and the suitability of contractor invoices
UTILITY CONSULTANTS of FLORIDA	✓	✓	✓	✓
McKim & Creed (Sub Consultant)			✓	✓

	Q	R	S
City of Destin Undergrounding RFQ Scope of Services to be Performed	Maintain PROJECT records, as necessary, in accordance with established professional standards for engineers and in accordance with other established standards specified by the CITY	Coordinate site restoration activities, including identification of requirements, acquisition of contractor services, and verification of completed work, as necessary	Provide other services necessary to the execution of the PROJECT as may be required and approved by the CITY
UTILITY CONSULTANTS of FLORIDA	✓	✓	✓
McKim & Creed (Sub Consultant)			

THE FOLLOWING MATRIX IDENTIFIES THE DELIVERABLES IN THE RFQ WHICH WOULD BE COMPLETED BY THE RESPONDENT'S KEY STAFF, INCLUDING SUBCONSULTANTS

City of Destin Underground Project Management Deliverables Roles & Responsibilities	DELIVERABLES						
	1. Complete design documents for each phase of the PROJECT, including the design for each UTILITY's overhead-to-underground conversion work for each phase	2. Reliable and appropriately specified estimates of the costs to the CITY for each UTILITY's work and for the work to be done by CITY contractors and sub-contractors for each phase	3. Copies of all contracts with any of the UTILITIES and copies of all contracts between the CITY and any contractors or sub-contractors engaged by the CITY	4. Any construction drawings at preliminary, 60%, 90% and final release for construction plans and specifications and as-built drawings, in paper copies and electronic pdf, TIFF, and AutoCAD formats	5. All necessary Federal, State, County, and CITY permits	6. All real property or real estate acquisition documents to include but not limited to permanent and/or temporary easement acquisition, right of entries/agreements, field title investigation, purchase offers and	7. Presentations to the City of Destin City Council at City Council Meetings, workshops, or other Public Meetings as necessary and appropriate to keep the City Council and the public informed as to the progress of the PROJECT
Mark Porter, UTILITY CONSULTANTS of FLORIDA	Review/QA	Manage, Neogtiate, and Support Steve Maniaci	Support	Review/QA	Review/QA	Support/Review/QA	Support & Review of Material
Steve Maniaci, UTILITY CONSULTANTS of FLORIDA	Coordinate, Constructability & Review	Field Verification and Estimates	Coordinate & Manage	Coordinate, Constructability & Review	Coordinate & Review all Permits/Submissions	Coordinate, Constructability & Review	Attend
Brian Walker, McKim & Creed	Lead Design Efforts			Lead Design Efforts	Provide any Design Support Needs		Support/Attend
Tony Allen, UTILITY CONSULTANTS of FLORIDA						Public Involvement	Public Outreach and Support
Steve Burgess, McKim & Creed						Survey	

Firm Qualifications with Projects Similar to those Stated in the Scope of Work:

Selecting a qualified consultant can be an arduous task, but the reward for perseverance will be the successful completion of this underground utility conversion project. UCoF has first-hand knowledge of both utility design coordination and construction management as we have successfully completed high profile, complex utility corridors, sensitive beach or island projects under budget and on schedule.

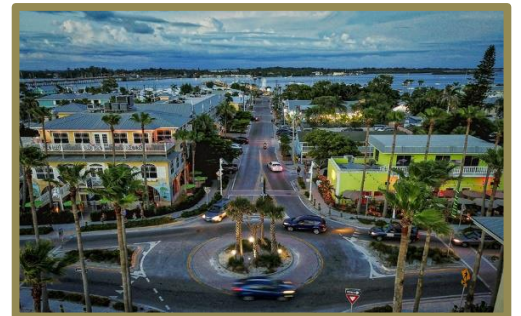
The following are projects where we provided similar services to those outlined in this request for qualifications. The individuals selected to be part of the UCoF team have demonstrated experience in all of the disciplines listed in the City's scope along with a proven record of delivering similar projects on-time, within budget, and to the client's satisfaction.



One of the most recent projects completed by our professional staff is **the Belleair Beach Underground Conversion of Bellevue Estates Island**. Our firm came in after the initial estimates were incorrect and helped work with the City and residents to create an estimate that was more reflective of the work that was needed. We were also able to create a very compressed schedule to help gain ground from what was lost. Our team then found ways during construction to eliminate more cost and we completed the new compressed schedule by 30 days, including Spectrum and Verizon. This was a very affluent area with lush landscaping and brick paver driveways. The team worked closely with the contractor to use plywood for their equipment, made connections to services with very minimal

impacts and professionally restored the areas. You can barely tell there was any construction after we completed the project. We left the project with happy residents, two are commissioners, with relief and excitement for how the project should be handled. **THE SCOPE INCLUDED COST ESTIMATES, SURVEY, DESIGNS, EASEMENTS, UTILITY NEGOTIATIONS, CONTRACTOR PROCUREMENT, COMMISSIONER & CITY MANAGER UPDATES, POWER & COMMUNICATION PLANS, AS-BUILTS, INSPECTION, CONTRACTS & RECORD KEEPING.**

Another project our team is working on is **Bradenton Beach Underground Conversion** which will be complete by the end of this month (June). This project started with the first phase of many underground conversion sections planned for the island. The first undergrounding section is in a high tourist area surrounded by shops, restaurants, and attractions. The corridor was very congested with existing utilities and limited right-of-way. Getting easements for this project would mean taking valuable and limited parking spots. We quickly approached the City and FPL with options that avoided all easements except for one that was within an isolated area and did not have any impacts. After collecting survey and working with the power company on the design we put together a procurement package and quickly put the contractor to work. This was truly an outside the box approach that shows creativity can accomplish a project with challenges. **THE SCOPE INCLUDED COST ESTIMATING, FUNDING SUPPORT, BCE REVIEWS & RECOMMENDATIONS, PHASING/PROJECT SEQUENCING, PERMITTING, SURVEY, UTILITY COORDINATION, DESIGNS, EASEMENTS, CIF'S, UTILITY NEGOTIATIONS, CONTRACTOR PROCUREMENT, PLANS & SPECIFICATIONS, COMMISSIONER MEETINGS, CRA DISTRICT COORDINATION, POWER & COMMUNICATION PLANS, PUBLIC INVOLVEMENT, AS-BUILTS, INSPECTION, SWITCHING, CONTRACTS & RECORD KEEPING.**



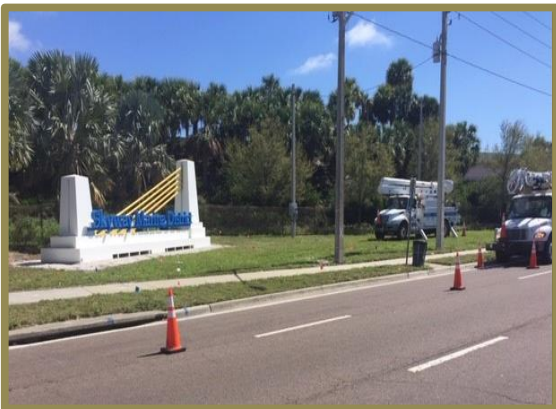
One of the largest and on-going projects is the **Town of Longboat Keys Island Wide \$49M Underground Conversion**. We have been working with the town for almost 3 years managing the project from the early phasing, conceptual designs, data collecting, design, material staging, and contractor procurement & construction oversight. This is another project where we came in after the original consultant to finalize some of the estimates to support bond funding, including appearing in court to validate cost estimates. After securing the funding we continue to provide routine budget updates and spend down reports for bond borrowing purposes.

This project was originally split into 5 phases and was originally planned to be completed in 5 to 7 years. After Hurricane Michael the town asked us if there was a way to complete it sooner. We strategized and came up with a creative procurement process that currently has the project scheduled to be completed in 3.2 years and changed it to 4 phases. We are in our first year of construction with the first two phases and ahead of schedule. **THE SCOPE INCLUDED COST ESTIMATING, FUNDING SUPPORT, COURT TESTIMONY FOR BONDS, BCE REVIEWS & RECOMMENDATIONS, PHASING/PROJECT SEQUENCING, PERMITTING, SURVEY SUPPORT, DESIGNS, EASEMENTS, EASEMENT RECORDINGS, CIF'S, FULL UTILITY NEGOTIATIONS, CONTRACTOR NEGOTIATIONS & PROCUREMENT, PLANS & SPECIFICATIONS, COMMISSIONER MEETINGS, WORKSHOPS, POWER & COMMUNICATION PLANS, P3 ADVISORY, STREETLIGHTING & FIBER DESIGN, PUBLIC INVOLVEMENT, WEBSITE UPDATES, AS-BUILTS, INSPECTION & PROJECT OVERSIGHT, PROGRESS MEETINGS, SWITCHING, CONTRACTS & RECORD KEEPING.**

Virgin Trains, formerly, All Aboard Florida (AAF) is a project that will provide high speed passenger train service through several major counties in which FPL provides both transmission and distribution services to the communities of: Orange, Brevard, Indian River, St Lucie, Martin, Palm Beach, Broward, and Miami-Dade Counties. Aerial FPL distribution lines had to be converted underground to accommodate proposed train stations in Palm Beach (West Palm Beach), Brevard (Fort Lauderdale), and Miami-Dade County (Miami). These projects involved significant design coordination efforts followed by construction project management to accommodate the work in preparation of the rail infrastructure. In addition to imposing utility coordination efforts and relocations, much of the success of the project relied heavily on being able to successfully communicate with municipalities, neighboring communities, and businesses. Our firm continues to support Virgin Trains with this effort and the fiber and communications major relocations and contracts. **THE SCOPE INCLUDED COST ESTIMATING, MANAGING DESIGN OF ALL CONSULTANTS FROM ORLANDO TO MIAMI FOR POWER & FIBER, PHASING/PROJECT SEQUENCING, PERMITTING, SURVEY SUPPORT, DESIGNS, EASEMENTS, UTILITY NEGOTIATIONS AND CONTRACTS, CONTRACTOR NEGOTIATIONS & PROCUREMENT, PLANS & SPECIFICATIONS, OWNER MEETINGS, PROJECT MANAGEMENT & OVERSIGHT DURING CONSTRUCTION, ADVISOR**



In March 2019, the **Skyway Marina District's Underground Conversion** Business Board retained UCoF to perform an opinion of probable cost study to underground existing overhead utilities looking at multiple scenarios. The study's recommended approach best matches the Skyway's Penny IV funding allocation. The study outlined three possible project approaches for undergrounding existing overhead utilities. The recommended approach called for undergrounding all the distribution lines south of the 30th Ave. S intersection and excludes the nine transmission line poles along the northbound lanes north of 54th Ave. (SR 682). The estimated cost for this approach (\$6.9 million) most closely aligns with the City of St. Petersburg's Penny IV allocation to the SMD (\$6.75 million) for utility undergrounding adopted budget. We are continuing efforts to work with the Skyway Marina District to develop logical phasing and initiate construction activities. **THE SCOPE INCLUDED COST ESTIMATING, PHASING/PROJECT SEQUENCING, STRATEGIC PLANNING, DESIGN COORDINATION BUDGET PLANNING, ADVISOR**





SUBCONSULTANTS

UTILITY CONSULTANTS of FLORIDA has teamed with **McKim & Creed** to perform the requested services and have listed their qualifications below.



Overview

Whether it's designing sustainable infrastructure and facilities or planning thriving communities, McKim & Creed works to improve the quality of life for our clients and the communities we serve. As an employee-owned company in operation since 1978, our 585 employees located in 23 offices throughout Florida and the U.S. exhibit a passion for solving problems and making a positive impact.

Having an office in Pensacola in close proximity to the City of Destin means that we can be on location quickly should the need arise.

McKim & Creed Services

- Master Planning and Land Development
- Civil, environmental, structural and MEP engineering
- Stormwater/drainage systems and hydraulic modeling
- Design and construction oversight for educational, roadway and utility projects
- Design/planning for facility energy systems (electric, gas, steam, solar) and utilities
- Surveying and subsurface utility engineering
- LiDAR/scanning and unmanned aerial systems

McKim & Creed provides a complete suite of professional engineering services to fulfill contracts with the highest levels of excellence. Our skilled local professionals provide cost-effective and responsive services throughout northwest Florida. Our Pensacola-based civil design center is completed and supported by vast corporate resources and expertise.

McKim & Creed is consistently ranked as one of the **Top 50 Design Firms** for trenchless technology by *Trenchless Technology* magazine.

INDUSTRY RANKINGS



TOP 150

DESIGN FIRMS IN
THE U.S. SINCE
1992**



#21

OVERALL DESIGN
FIRM IN THE
SOUTHEAST**



#1

SURVEYING
& MAPPING IN THE
SOUTHEAST**



TOP 100

ENVIRONMENTAL
FIRMS IN THE
U.S.**



2017 /2018

APWA FLORIDA
CONSULTANT OF
THE YEAR



#27

TOP 50
TRENCHLESS
DESIGN FIRMS*

*Trenchless ranking per *Trenchless Technology* magazine |
**Rankings as per *Engineering News-Record (ENR)*



QUALIFICATIONS OF PROJECT'S TEAM

QUALIFICATIONS OF
PROJECT'S TEAM

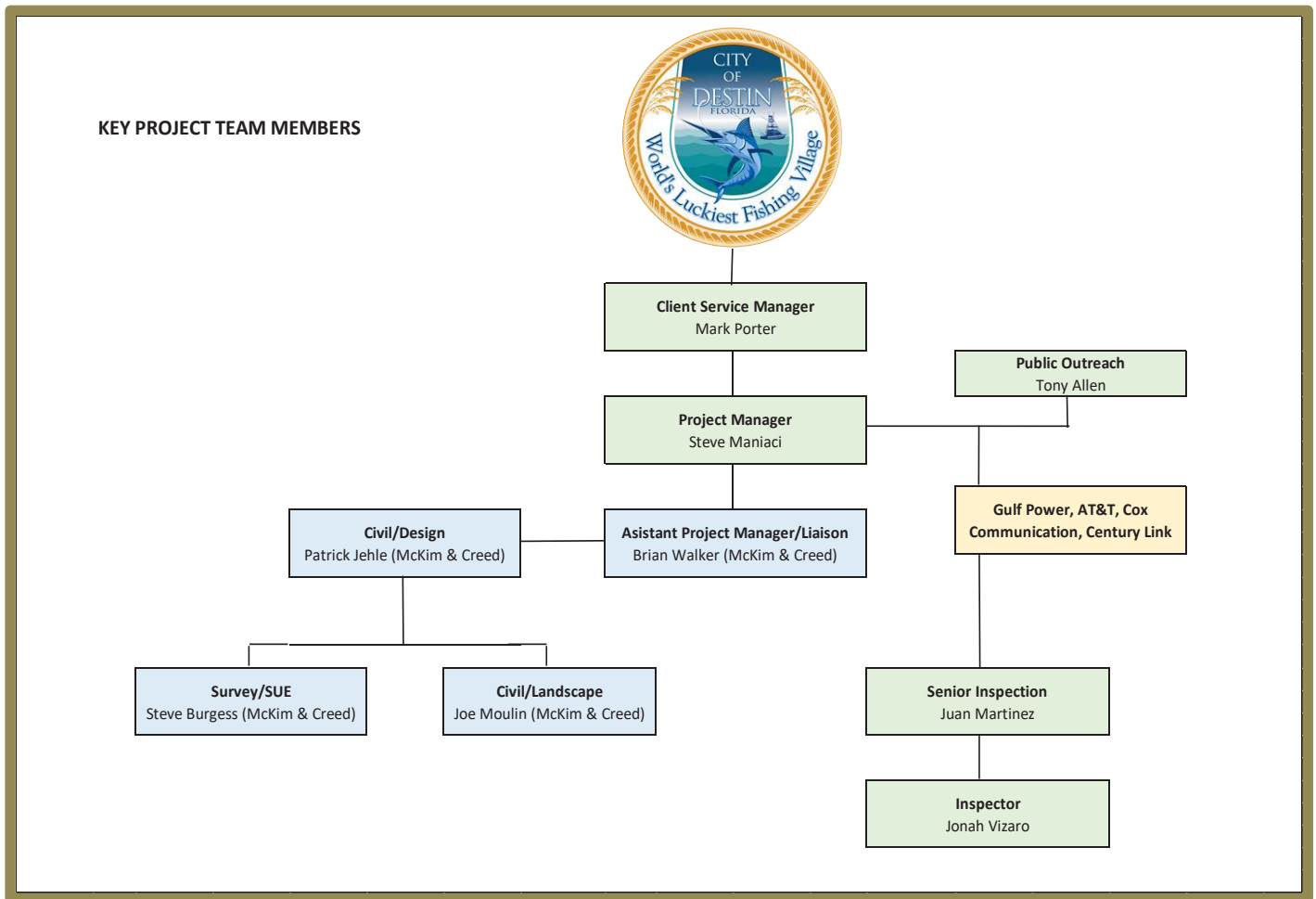


Organizational Chart

UTILITY CONSULTANTS of FLORIDA offer the City a team of extremely qualified and available staff for this project. As shown in the organizational chart below, we have structured our team to provide the most cost-effective services while making sure we have the resources to successfully complete the City's project on schedule.

Key Personnel and Their Relationship

Our key personnel are our management team comprised of are **Mark W. Porter, Steve Maniaci, Brian Walker** and **Steve Burgess**. As principal-in-charge, Mark Porter is responsible for ensuring client satisfaction throughout the duration of the contract. He will work with Steve Maniaci and Brian Walker to support scope, schedule, and budget adherence. He will also evaluate staffing needs to ensure resources are deployed in a cost-effective but successful manner. As project manager, Steve will oversee all work provided for this project and serve as the day-to-day contact to the City alongside support from Brian. Together, our team will make sure your project is effectively managed throughout the duration of the contract.





UTILITY CONSULTANTS OF FLORIDA

MARK PORTER

Principal-in-Charge / Client Service Leader/Project Manager

Mark Porter serves primarily as Project Manager on utility underground conversion projects and is also involved as a subject matter expert for fiber & utilities on the Virgin Trains high-speed rail project in Florida. Mark has more than 33 years of experience working for FDOT, County, Municipalities, utility industry and private sector projects. His position is incredibly unique in that Mark has been involved at managing design efforts, procurement, negotiations, and construction management & oversight predominately with utility underground conversions. His career started in the construction (CEI) field where he found ways to manage critical time sensitive projects that were extraordinarily complex urban sections with heavy utility involvement. He became known to bring these challenging types of projects under budget and ahead of schedule, receiving several awards and becoming known as a leader within the utility industry. This also provided Mark the privilege of preparing and presenting the 2006, 2007, 2008, 2009, 2010 and 2011 Florida Department of Transportation (FDOT) Engineering Technician Academy on utilities. Mark currently serves as Project Manager on one of the state's largest underground conversion project and several other smaller utility underground conversion projects. Relevant project experience includes the following:

Project Manager, Town of Longboat Key \$49M Utility Underground Conversion Project, Longboat Key, Florida, 5/2017 to present. As part of the underground conversion Project, Mark is providing project management and design oversight for the Town. Mark was responsible for providing cost estimates, supporting methodology for assessments, provide validation of estimate at court for bond validation, managed and negotiated with utility owners for design and specifications, contractor negotiations, fiber and streetlight analysis. Duties also include commissioner reports, RFP development, construction management and inspection, document control, public outreach, payment approval and coordination with key stakeholders.

Project Manager, City of Bradenton Beach, Utility Underground Conversion, Bridge Street and CRA District \$700K, Bradenton Beach, Florida, 5/2018 to present. As part of the underground conversion Project, Mark is providing project management and full oversight for the underground conversion project. Mark is responsible for creating initial cost estimates, utility coordination with design & construction, contractor negotiations for the buildout, coordination and BCE reviews for power company, negotiations and contracts with carriers, contractor RFP and negotiations, commissioner reports, documentation, construction oversight, survey/as-builts, pay applications and budget controls.

Project Manager, City of Belleair Beach, Belleview Estates Island \$1.7M Underground Conversion Project, Belleair Beach, Florida, 2/2019 to 11/2019. As part of the underground conversion Project, Mark is providing project management and contractor services for the City's Belleview Estates Island project. Mark confirmed original cost estimates, managed utility owners for design and coordination, negotiations, contractor procurement. Duties also included commissioner reports, RFP development, negotiations, design oversight, construction management, inspection, payment approval and coordination with key stakeholders. Completed ahead of schedule and under budget.

Fiber Utility Manager/Oversight, Virgin Trains High Speed Rail Project, Cocoa to West Palm Beach, Florida, 6/2019 to present. As part of the Virgin Trains high speed rail project, Mark is providing subject matter advise and utility coordination on FPL's aerial to underground relocations and fiber coordination & oversight. Duties include RFP development, negotiations, oversight, fiber construction management/coordination with key fiber stakeholders.

MARK PORTER

Firm

Utility Consultants of Florida

Chief Operating Officer

**Project Manager – Utilities
Undergrounding**

34 Years' Experience

**Underground Conversions
Fiber & Utilities**

**FDOT ENGINEERING ACADEMY
2006-2011**

Certifications & Training

Tin # P636559700160

- CTQP QC Manager
- Qualified Stormwater Management Inspection
- Nuclear Safety
- IMSA Work Zone Safety Certification
- Multi-Line Intermediate
- Multi-Line Advanced Engineering Menu
- Density Log Book Maintenance
- Analyzing the Project Schedule
- Competent Persons Trench Safety



UTILITY CONSULTANTS OF FLORIDA

STEPHEN MANIACI

Project Manager

Steve Maniaci has more than 35 years of experience specific to electrical field and civil engineering coordination with underground conversion as a project management & oversight. His position is incredibly unique in that Steve works for both the electrical companies as their representative as well as the client's representative as project management. For this reason, Steve can efficiently manage underground conversion projects because he understands the dynamics and internal operations within the utility agencies allowing him the ability to communicate to our clients and bridge any gaps so that working relationships are strong during the process. In addition to his knowledge within the electrical field of service, ranging from being an early career lineman to project management, Steve has built excellent client relationships with our clients and within the utility industry. Steve also serves several local and state utility organizations/groups, including serving as a "Co-Chair" for the electrical interest group for the Florida Utility Coordinating Committee (FUCC).

Relevant project experience includes the following:

Project Manager/Representing Duke as Electrical Utility Construction Manager (October 2015-Present) Support multiple projects related to Electrical Distribution, manage all phases of the construction projects, initial planning and development through each project phase of engineering design, resource management, installation, start-up and final turnover to operations this includes FDOT road right away projects, and major projects, build trusted partner relationships with clients, and other partners to ensure effective and timely results or project plans and deliverables. Includes being able to identify and monitor events or risks that could impact the project and incorporate mitigation plans into the project scope, schedule, and budget, represent client in meetings with State and Federal agencies, general public, public officials, planning and zoning boards, and other regulatory bodies including testimony as required to gain necessary project approvals, serve as the point of contact with the client and partners on contractual matters, and utility design hire and oversee Engineering, Permitting, Construction and Splicing of all relocation projects in SE Florida

Withlacoochee River Electrical Cooperative, Engineering Services Technician (March 1, 2004 - September 29, 2014) Design new construction, including subdivisions, large commercial construction, road projects, street light installation, underground, and all other projects that need review for compliance of load, assign and maintain all information relative to system mapping, open and close work orders, GPS data collection, dispatch, pole inspection, cable locates & verify pool releases as well as other roles & duties.

Withlacoochee River Electrical Cooperative, Journeyman Lineman Qualified (October 15, 1989 – March 1, 2004) Install, repair and maintain overhead and underground electrical power lines and auxiliary equipment, string, splice, transfer and sag wire in energized or de-energized circuits and connect wires and transformers as specified or directed. Shorten or lengthen lines by adding or removing wire, using a variety of types of splices, connectors, sleeves or clamps, variety of underground locating and fault finding equipment, route/re-route power lines over, under or around existing lines and structures, regularly working above, on, or in close proximity to energized lines in addition to other roles and responsibilities.

STEVE MANIACI

Firm

Utility Consultants of Florida

Project Manager - Utility Underground Conversions

Electric Utilities Undergrounding & Design

35 Years' Experience

PROFESSIONAL

GIS / ESRI

Maximo/Boud

GPS Data Collection

Microsoft Excel

Microsoft Word

F.U.C.C.

2018-2019 Co-chair, Points and Interests Group

Certifications/Memberships

- Design
- New Construction
- Large Construction
- Underground/Overhead
- Road Projects
- Conflict Mitigation
- Construction Project Oversight
- Permitting
- Street Light Installation
- GPS Data Collection
- Easements
- Mapping
- Staking
- Customer Service
- GIS / ESRI
- Design Support in Maximo/Boud
- Storm Duty



Brian Walker, PE, PMP, LEED GA, CDT Civil Engineer

MCKIM & CREED

KEY QUALIFICATIONS

- ✓ 17+ years of project management experience
- ✓ 9+ years of City of Destin experience
- ✓ Underground utility engineering experience
- ✓ Worked directly with local utility providers such as Destin Water Users; and indirectly with other local utility providers such as Gulf Power, Cox Communications, AT&T, CenturyLink and Okaloosa Gas on numerous City of Destin projects

EDUCATION

B.S., Civil/Environmental Engineering, University of Florida

LICENSURE

Professional Engineer,
FL #69939

Project Management
Professional (PMP)

LEED Certified Green
Associate (GA)

Construction Document
Technologist (CDT)

PUBLICATIONS

Florida Water Resources
Journal, "Advanced
Technologies for Wastewater
Treatment Utilizing
Constructed Wetlands"
[Walker, William, B.] March
2003

Mr. Walker has directed project teams and provided design services for numerous civil infrastructure projects that included utility collection and distribution systems, stormwater management infrastructure, roadway design and multi-modal elements. His experience includes the design and development of underground water and wastewater systems, roadways and other transportation elements, large- and small-scale commercial sites, residential subdivisions, multi-family and mixed-use developments, resorts, condominiums and waterfront promenades. Mr. Walker offers a wealth of permitting experience that includes the acquisition of local development orders as well as utility, ERP Stormwater and Wetland Impact and Mitigation, dredging and NPDES permits.

SELECT PROJECT EXPERIENCE

Main Street Roadway Improvements, City of Destin | Destin, FL. Lead project engineer for a 1.2-mile roadway reconstruction project in downtown Destin. This CRA-funded project converted the road into an urban thoroughfare complete with raised curbing and landscaped medians. In addition, the project installed a stormwater collection system where none existed to relieve several long-standing flooding issues. Pedestrian improvements included installation of eight-foot wide concrete sidewalks. Scope included redesigned and expanded traffic signals added at the Harbor Blvd (US Hwy 98) and Airport Road intersections and a new traffic signal added to the 98 Palms Blvd intersection. Extensive coordination effort was required as the project tied into separate, simultaneous widening projects on Airport Road and Legion Drive, and **included Gulf Power's largest underground utility conversion in northwest Florida.**

Mountain Drive Roadway Improvements, City of Destin | Destin, FL. Project Manager for a 1.5-mile reconstruction project for one of the oldest paved roads in Destin. CRA funded project converted the road into a multi-modal, pedestrian friendly corridor consistent with the resort towns future land uses. Project included **conversion of all overhead utility crossings to underground** so utility infrastructure was not polluting the view of the sky above the roadway corridor. Full support and engineering services were provided during construction.

Scenic Highway 98 Roadway Improvements, City of Destin | Destin, FL. Project manager for a 2.5-mile two-lane roadway rehabilitation project that runs through the picturesque tourist and residential areas located along the Gulf of Mexico. **Project elements included the design of several controlled intersections, installation of raised landscaped medians and speed tables as traffic calming measures.** Multi-modal improvements included a ten-foot-wide multi-use pathway, bus bays with customized bus stops structures, off-street parking lots constructed within right-of-way to provide public parking to beach access points. Extensive landscaping installed at intersections, roadway medians, and other strategic locations along the length of project to beautify the destination corridor.

Dunes of Destin Lake Drainage Improvements, City of Destin | Destin, FL. Lead project engineer for drainage project to eliminate problematic flooding issues associated with a lake surrounded by resort condominium developments. Drainage design included stormwater modeling to determine the size and control elevation for overflow structure, as well as the size of the conveyance outfall pipes. **Construction complicated due to tight corridor and multiple utility conflicts underneath Gulf Shore Drive, which is a main utility corridor for the resorts and houses along the Gulf of Mexico on Holiday Isle.** Because the area is tidally influenced, the outfall included installation of a rubberized TideFlex® check to prevent backflow from Destin Harbor during storm surge events.

City's Development Review Committee (DRC) | City of Destin | Destin, FL. Contracted by the City of Destin to review development plans and engineering reports as part of the City's DRC. Plans and reports were reviewed and comments provided to applicants regarding to compliance with the City's Land Development Code for stormwater and utility design. Regular attendance at DRC review meetings was included as part of the project scope.



Steve Burgess, PSM
Survey Manager

MCKIM & CREED

KEY QUALIFICATIONS

- ✓ 36 years of experience in surveying and mapping throughout Florida and within the City of Destin
- ✓ Wealth of utility and civil infrastructure surveys
- ✓ Has worked directly with utility providers such as Okaloosa Gas District and Florida Power and Light

EDUCATION

B.A., Philosophy, Kings College

B.A., Communication,
Kings College

LICENSURE

Professional Surveyor and
Mapper, FL #LS6408

Since 1984, Mr. Burgess has participated in a wide variety of surveying and mapping projects. His experience includes ten years as a project manager and four years as a director of surveying. His project experience includes establishing right-of-way boundary lines; establishing property lines; laying out building control lines, piling, and steel columns; establishing benchmark networks; coordinating with aerial photogrammetry; and as-built construction surveys. He routinely directs and conducts utility, control, boundary retracement, route and topographic surveys for McKim & Creed projects. His construction layout experience includes site earthwork, utilities and infrastructure.

SELECT PROJECT EXPERIENCE

230kV Osprey to Kathleen Transmission Line, Segment 1, Duke Energy | Lake City, FL.

Survey project manager providing land surveying services for the new 230kv Kathleen Transmission Line, which extends from the Osprey Energy Center approximately 26.2 miles west to the Kathleen substation. This project included defining the easement areas and determining the easement rights needed to construct, operate and maintain this new transmission line. A route map was prepared showing a broad view of the transmission corridor. All county and state roads crossing or adjacent to the project limits, including right-of-way limits, were platted. Right-of-way easements were located by researching existing monuments, deeds and plats.

Pea Ridge Connector Water Main Upgrades, Pace Water System | Pace, FL.

Surveyor for project providing engineering, surveying, permitting, bidding, construction and utility coordination services to upgrade existing water mains impacted by construction of the new Pea Ridge Connector, Santa Rosa County's new arterial roadway of 1.7+ miles designed to connect Highway 90 and Hamilton Bridge Road. This water main upgrades project precedes construction of the new Pea Ridge Connector, and consists of replacing six-inch AC pipelines with 10- or 12-inch HDPE. The project includes utility surveying, right-of-way mapping and subsurface utility investigations.

Riviera Phases 1-4, 11 Mile Transmission Main Survey, Florida Power & Light (FP&L)

| Delray Beach, FL. Survey project manager for 11-mile transmission main design survey for project that included researching property information, locating easements and improvements along the transmission corridor and preparing drawings with aerial backgrounds, in accordance with FP&L specifications.

64th Avenue Line Rebuild, Florida Power & Light (FP&L) | Lakeland, FL.

As project manager, he assisted in preparing pole easements and stakeout easements, and surveyed areas and pole crossings for construction clearances needed for this transmission line route survey. Drawings were updated and uploaded into the FP&L database.

Various 138kV & 230kV Transmission Lines, Acme Improvement District, Florida Power & Light (FP&L) | Palm Beach County, FL.

Provided drafting for FP&L route of line surveys on various 138kV & 230kV transmission line projects, reviewed FP&L drawings and provided revisions before uploading to the FP&L database.

Highway 98 Widening – FDOT Project Number 414132-3 | Destin, FL.

The project consisted of adding lanes and reconstruction of Highway 98. Managed SUE services for mapping the gas line revisions, and the field crew for revising the gas line to re-route around future improvements.

Brooks Bridge Replacement – FDOT Project Number 415474-2 | Ft. Walton Beach, FL.

The purpose and need of the PD&E study was to evaluate the environmental, traffic, engineering, and social impacts for the replacement of Brooks Bridge. Directed SUE services for mapping the underground gas line.

Depth and Abilities of the Organization

As shown in our organizational chart in our submittal, we have assembled a strong group of professionals and support personnel to deliver this project for the City. Project Manager **STEVE MANIACI** will be assigned to this project and will have the complete support of every member of our team. He will efficiently utilize our project team members as the project needs change, from Gulf Power coordination, to public involvement, construction oversight, etc. Although we effectively manage our workload and staff, applying their expertise to multiple projects based on current requirements, we can also offer the City the reassurance that UTILITY CONSULTANTS of FLORIDA has the ability to provide staff members that could contribute in the event we need to exert extra efforts to complete the assigned project work. In summary, we have resource availability to handle acute short-term spikes in workload, and our past track record indicates that we have been successful in effectively handling multiple projects concurrently.

UTILITY CONSULTANTS of FLORIDA has immediate availability and capacity to assist the City for this project. The City's underground conversion project fits within the strength of our firm as we currently provide the same scope of services as identified in the RFQ. Staff availability is included in the table below.

NAME ROLE	AVAILABILITY
Mark W. Porter, UCoF; Client Service Leader	20%
Steve Maniaci, UCoF; Project Manager	100%
Brian Walker, McKim & Creed; Assistant Project Manager & Liaison	60%
Melanie Porter, UCoF; Records/Documentation	75%
Steve Burgess, McKim & Creed; Survey/SUE	60%
Patrick Jehle, McKim & Creed; Civil	75%
Joe Moulin, McKim & Creed; Landscape	25%
Juan Martinez, UCoF; Construction Management & Inspection Lead	100%
Jonah Vizaro, UCoF; Construction Management & Inspection	100%



Staffing Acknowledgement

We acknowledge key assigned employees, along with subconsultants and their key employees included in the RFQ, will be used as part of this contract unless changes are approved by the City.

City of Destin Undergrounding Availability Location and Workload	Current project work listing and remaining labor commitments, including the estimated conclusion date for each remaining commitment individual properties.	% of Time	Historically, describe the typical number of projects handled by the Respondent's Key Project Members at any given time regarding the project to City & residents as necessary	Projected workload of project management activities as defined in the scope of services designs	Identification of any sub consultant firms providing significant services that may be assigned more than five percent (5%) of the work
Mark Porter, UTILITY CONSULTANTS of FLORIDA	Town of Longboat Key Bradenton Beach City of Destin	60% 20% 20%	2 to 3	15/20%	
Steve Maniaci, UTILITY CONSULTANTS of FLORIDA	Full Availability City of Destin	100%	1 to 2	70/100%	
Brian Walker, McKim & Creed	Full Availability City of Destin	100%	1 to 6	40/60%	✓



PROJECT APPROACH

PROJECT
APPROACH



PROJECT APPROACH

Listening to Staff, Elected Officials, and Community to Understand the City's Vision

One of our primary objectives is to meet with the City of Destin's representatives to listen and find out what is critical to them, while identifying their goals and vision. We know the City has begun the undergrounding discussions with Gulf Power so we want to hear what concerns you currently have and where we can immediately come in and assist. We offer the City a competent staff that is intimately familiar with the logistics involved with underground conversions and with an understanding of Gulf Power's required processes for these projects.

In addition to Gulf Power's involvement, we bring vast knowledge and experience with the communication companies, which are equally critical. The communication companies' designs are vastly different from Gulf Power's and we know and understand their process and have successful experiences working with them. Our role will be to ensure we identify their design needs, account for any betterment, negotiate the best cost, and most importantly make sure they are off the poles in line with our project schedule!

In addition to staff vision for the project we understand this is equally important to Commissioners, CRA Districts, the business community, and residents. We are all about transparency

and making sure your goals are inclusive to the project advancement. Because of our experiences working underground conversion projects within barrier coastal communities, we understand seasonal influxes from visitors and residents can be a factor. This is an important factor when planning the project and establishing initial sequencing of phases. We will want to hear from City staff and community leaders which critical peaks in season are drivers for the project so we can develop a plan that can take considerations that protect residents and businesses during construction. Being familiar with what type of work efforts are better utilized around peak times also helps with public perception.

Comparable projects to the City of Destin's

We have been involved with several underground conversion projects that are remarkably similar. This includes the Town of Longboat Key's town-wide U/G conversion, The City of Belleair Beach's U/G conversion, the City of Bradenton Beach U/G conversion, the Skyway Marina U/G conversion, and Anna Maria Island conversion. Each of these projects are similar but we find the Longboat Key project offers the most commonalities. One similarity involves a major FDOT thoroughfare.

- **City of Destin has an 8-mile FDOT corridor (US Hwy 98, Harbor Blvd)**
- **Longboat Key has a 10-mile FDOT corridor (SR 789, Gulf of Mexico Drive)**

FDOT has certain requirements for work in these rights-of-way from permitting, MOT, limited access, equipment staging, clear-zones, streetlight & photometrics, FDOT inspection and even ADA requirements.



These are just a few considerations that need to be understood so that everything from cost estimates to your approach to construction are adequately addressed. We are familiar with their requirements and have positive results working with FDOT representatives.

Earlier in the project process we meet with FDOT to discuss the upcoming project and introduce them to project team members. This gives us an opportunity to have them meet the project team and that we are familiar with their requirements, including permitting efforts and their involvement during construction with inspection. These extra steps go along way with building a relationship with key FDOT representatives so we can keep your project running efficiently.

A second similarity between the two projects involve a heavy involvement with identifying areas of planned critical infrastructure facilities (CIF's) locations. Identifying these areas during the early planning stages help identify potential problems and can help structure the phasing. During this stage we are looking for potential CIF locations, entry/exit pits and other critical points so we can adequately plan for impacts involving parking, physical features, ingress/egress, landscaping and other critical infrastructure far in advance of any work.

Another interesting comparable between the two projects;

- **City of Destin has approximately 246 streets representing around 360,000 LF of roadway sections outside of FDOT right-of-way**
- **Longboat Key has 194 streets representing approximately 287,000 LF of roadway sections outside of FDOT right-of-way**

Residential sections have different characteristics and considerations that need to be made. We have managed miles of undergrounding sections along residential streets and are familiar with the differences from everything to planning, community awareness to how the work will be performed in these areas. Working in these sections requires in-depth knowledge of carefully working around properties and proper planning.

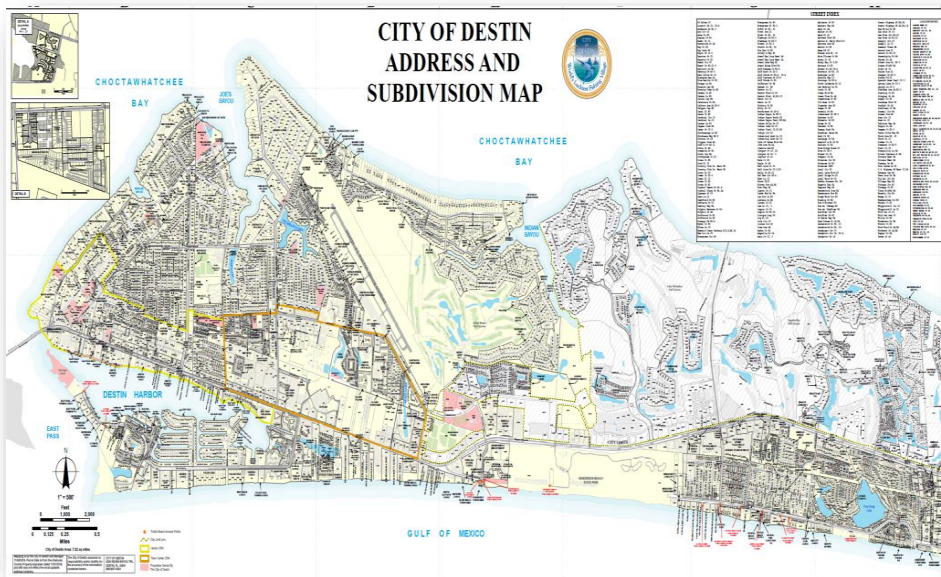
Our other projects bring a lot of experiences with undergrounding sections within high tourist areas, restaurants, beach access, golf courses, hotels, large condominiums, staging sites, parks, marinas, and tight residential sections. All these considerations are part of our approach to a project.

Easement & Equipment Locations

As part of our initial client interface it will be equally important to strategize our approach with staff on how we intend to notify residents and businesses with respect to equipment location needs for this project. We all know one big driver of a project is easements! There

has not been many, if any, residents on our projects that appeared overly excited about having a piece of equipment on their property. Our experience has been that if you properly explain the process, the benefits, and provide them with clear concise detail using respect, we often can streamline this process and keep the project on track. If this item of work is not handled properly, they can create major project delays and they can be an issue with public





with the project start, creates major schedule delays and negative perception among the funding sources. These situations are more likely to be compounded when the engineer is unfamiliar with how the project is built and/or the requirements from both power companies and the communication companies. We are keenly aware that funding relies heavily on the best probable cost estimates that also need to include communication cost estimates. Having a team that is familiar with logistics, equipment, real field challenges, with boring and other construction operations, and materials provide the client with better confidence. *Another important consideration when factoring project cost is evaluating potential cost savings by utilizing a contractor to perform the component of work allowed by Gulf Power and*

interaction. Before we approach the property owner, we evaluated the location and explored other alternatives beforehand.

We are experienced with standards and restrictions imposed by Gulf Power and governmental jurisdiction agencies on limitations with equipment movement. However, we are equally familiar with what movements can be made to successfully avoid the need for an easement.

We can sometimes avoid an easement on private property by safely shifting the location to within the City right-of-way while still adhering to their critical off-set requirements and other clear zones established by safety standards. However, we recognize this usually requires reimbursement to the power company if future improvements require relocations. This decision process is rigorously evaluated before any decisions are made to ensure we share any potential risk to City staff with our recommendation. This alternative is usually performed in areas that are highly unlikely to have any desire or plans for future widening. One of our projects had a phase that initially required 245 easements. We were able to reduce the necessary easements needed to under 50.

We have been successful working with power companies to evaluate potential easement locations during their preliminary design to take advantage of opportunities to eliminate the need for an easement before the final design is in effect. Our team is looking far in advance at opportunities during the initial design to adjust equipment. During this time we are considering existing utility conflict locations, directional bore pits, driveways, property features and other considerations. Our team specializes in this area during early design & planning because we understand what contributes the need for a piece of equipment at a specific location.

Our team is here to serve the best interest of the City, your residents, and businesses. We are quaintly familiar with the easement process and understand the sensitivity surrounding this effort. We exercise the utmost professionalism and courtesy during this process.

Cost Estimates

As earlier mentioned, we thought it was important to highlight that we have been brought onto projects after original estimates put together by their initial consultant were inaccurate. Cost estimating is one of the most important steps for utility conversion projects to be successful right out of the gate. Inaccurate cost estimates, often create problems

communication companies. Most of our projects have used specialty contractors at a significant cost savings to the owner. More importantly, this allows the owner to have better control over the schedule.

How is our firm different?

It is our specialty to LISTEN and understand exactly what the client or community is wanting to gain from the project otherwise you cannot properly estimate a project. It's also the ability to offer cost based on true experiences on these specific types of projects. It's being creative with the RFP and getting our client the right contractors. It is having proven strategies that can obtain schedule and cost efficiencies. It is creating a true team environment on a project. We value relationships that include all team members from the utility owners to the field locators.

Do you just place a high contingency on your estimate, so it always comes in under? We are actively involved with several recently completed or on-going conversion projects, so we stay current with the latest trends and construction costs. These projects range in construction cost of \$700K to \$49M. Of the (3) three largest and most recent single phases, cost ranging from \$4.1M to \$7.5M per phase, our estimate for that work were between 3.5% to 4.4% over what they came in at. On our Belleair Beach project we were within 2% and with Bradenton Beach we were within 5% respectively. All projects were vastly different in nature and size by a large degree.

On the projects you came in after the initial consultant, what caused the estimate to be under?

Being unfamiliar with the full aspects of underground conversion projects. A firm may be familiar with some aspects but lack the full understanding of this type project from top to bottom. Our team has years of experience on both the design and construction side. We have found there was confusion with the "looping" of the electric utility company with existing

We have prepared several cost estimates and have come within 3 to 5% of the actual cost after bids come in. We also understand and can model the current CIAC/GAF credit from Power Companies to determine an estimated credit.

underground radial sections. Another finding is the misunderstanding of the co-placement of communications. Although we have successfully been able to find ways to utilize shared trenching, this doesn't work in all-case scenarios. You must understand their current and proposed configurations – nodes/links.

A team that understands the costs of goods and typical construction costs will be crucial during the upfront assessment. UCoF will use our experiences and resources to prepare cost estimates, support the implementation of bid documents, and negotiate with potential contractors and utility owners to help achieve a cost efficient and timely project.

Also, important to note is the recent credits applied to underground conversion cost. Recognizing that underground electric utility facilities offer reliability advantages, the Florida Public Service Commission established an incentive program providing municipalities an incentive to place overhead facilities underground after the hurricanes of 2004 and 2005. This incentive provides a reduction in the cost to a municipality to obtain the associated benefits for their communities and take advantage

of the current reduced costs.

Funding

Our Team is familiar and heavily involved with a variety of funding sources used on these types of underground conversion projects. This includes everything from special tax assessments, CRA District funding, appropriations request, and even penny sales tax. Funding a project relies heavily on the estimates generated for this purpose as we mentioned above. We will quickly utilize combined skilled professionals with an open and collaborative approach to assess project complexities and collect project details at the forefront of the project.

Some of the projects we have managed have passed referendums then created a special tax assessment over a 20/30-year period. Others have utilized CRA funding for sections within the respective district areas. We have also been involved where the client explores appropriations request and even penny sales tax being collected by the county.

We have worked closely with legal counsel and financial services to collaborate with the assessment methodology as part of the approved referendum. During the course of preparing the methodology report, our team conducted fieldwork which included surveying the affected areas to accurately incorporate the characteristics of the project and the overhead utilities proposed to be undergrounded.

This fieldwork is necessary to identify each property's special benefit and allows the methodology to account for unique

Typical Single Family Properties in Overhead



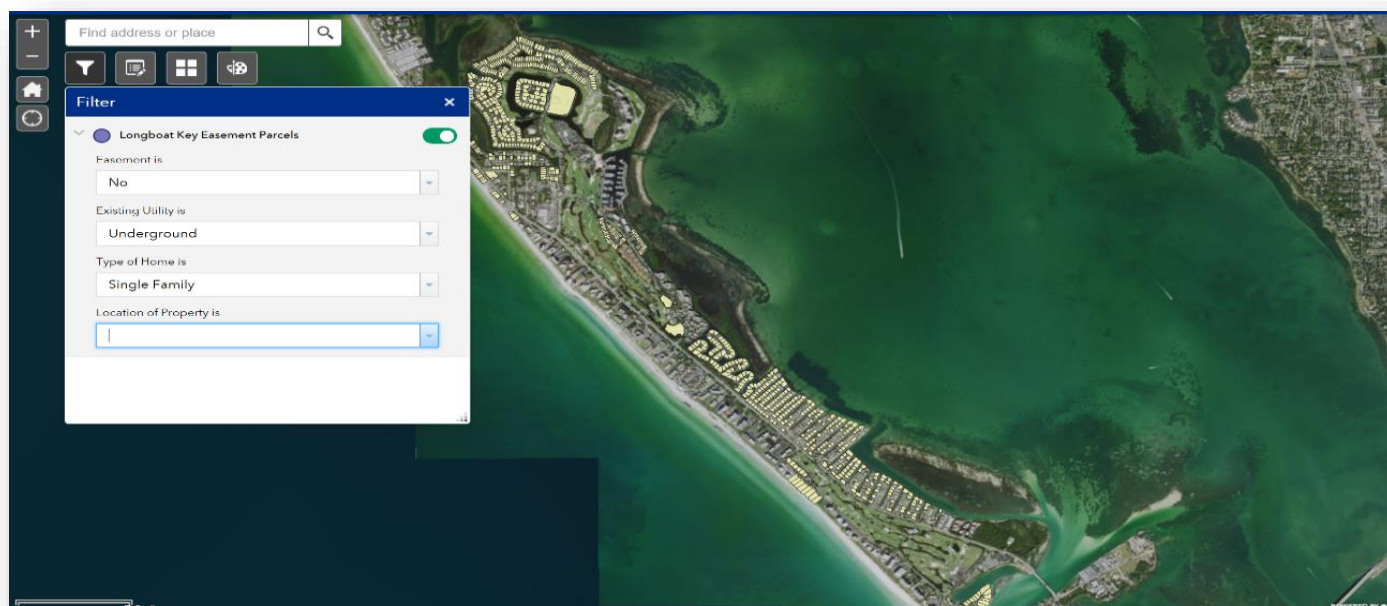
Component	Amount
General (GMD Feeder)	\$ 518.35
General (OH to UG)	3,670.06
Specific (OH to UG Lines)	2,290.41
Specific (Connection)	1,379.65
Onsite (Connection)	584.45
Onsite (Radial)	0
Total	\$ 8,442.92

Component	Amount
General (GMD Feeder)	\$ 518.35
General (OH to UG)	3,670.06
Specific (OH to UG Lines)	2,290.41
Specific (Connection)	0
Onsite (Connection)	0
Onsite (Radial)	0
Total	\$ 6,478.82

Component	Amount
General (GMD Feeder)	\$ 518.35
General (OH to UG)	3,670.06
Specific (OH to UG Lines)	0
Specific (Connection)	0
Onsite (Connection)	0
Onsite (Radial)	1,817.94
Total	\$ 6,006.35

circumstances, so the assessment is proportionally distributed among certain property types. This includes confirmation of cost estimates in court to support the borrowing of funds. During the methodology process we categorized the assessments by parcel owner depending on their current service.

We have utilized GIS database to identify parcel specific information that can include usage designation, existing picture of physical property features, meters, whether they are currently aerial or undergrounded, if an easement is needed, and so much more. If desired by the City, our team would be happy to assist with this effort to provide a fun and interactive GIS platform during the project.



AT&T, COX Communication, and Century Link

We can't emphasize enough the importance of being able to work positively with the communication companies to negotiate costs and ensure the project can be completed in a timely manner. As we have done on similar projects, our team will work with the communication owners to look at the most cost efficient and logistical approach to the undergrounding to ensure we can align it with the project schedule. We understand how they work and take the extra steps to help them during both the design effort and the construction efforts.

We often find the carriers will submit designs that include betterment, so it is important to document what aerial facilities they currently have before sitting with them to develop a design and negotiate costs. The communication representatives are usually involved with numerous projects and we understand that. Because we understand their infrastructure, we can help them with the design effort and then continue those efforts during construction.

We spoke earlier in our proposal about the Virgin Trains project that we provide support and advice for the major fiber & communications relocation from Orlando to Miami. That project involves one of the largest corridors and involves almost every communication company in the state of Florida. Sometimes these communication companies lose staff or relocate local representatives. This project demonstrates our ability to work with them successfully regardless of the individual or changes in personnel over time.



Contractor Procurement - Bid Document Preparation

Our team is familiar with the preparation of bid documents for underground conversion projects. We have worked closely with clients to recommend and prepare a project delivery method that best suits their needs. Whether it is a design-bid-build, design-build, or traditional bid, we work with you to determine the most efficient and economical project procurement delivery approach.

We work closely with City staff to create the design criteria, specifications, plans, schedule-of-values and scope to meet the project goals and mission. A good set of documents is the difference in controlling cost and your expectations for the project approach.

Our team meets ahead of the procurement process with qualified contractors to build interest to get a better feel for their resume on past projects including how they deal with the community in which they've worked. We are also looking at their specific experience related to Gulf Power but also identify in-house construction

experience with communications and fiber, among other things. Another advantage to this approach is we want potential contractors to know the expectations, project team members and provide some transparency in what we want to do.

Once the procurement process begins, we want to have created a competitive field of highly reputable contractors for the City that takes in consideration all aspects of the project. Critical to the procurement process is providing accurate, detailed plans and specifications that clearly define the scope of work intended by the owner and engineer. We have the capabilities and experience in working with the City to put in place a contract delivery process that will take in consideration the best interest for the City.

Construction Management & Oversight Inspection Services

Our project team is currently serving as construction manager on similar type underground conversion projects. Once these projects get underway things move quickly and you need a firm that can orchestrate the project, document, and work with the contractor to keep progress moving forward.

Construction Management Activities

- Oversight and management while maintaining complete, accurate records of all field activities and events relating to each project and properly document any changes by phase.
- Evaluate all submittals by the Contractor and provide a recommendation for approval/rejection.
- Produce reports and verify quantities and field measurements and submit to the City an inspection report along with photographs showing progress of the work.
- Keep track of all field changes and at the end of the project, review, comment and approve the Record Documents submitted by the Contractor.
- Monitor all material to be incorporated into the project and notify the Contractor of any deficiencies prior to the installation based on the project requirements.
- Confirm the accuracy of the location for all reference points and baseline control points.
- Facilitate progress meetings with all the team members.
- Coordinate the survey and control efforts, including bore logs.
- Safety is critical. Ensure all work takes into consideration pedestrian, residential and visitor access.



Directional Bore Operations – A lot of the work will involve bore operations and the *City of Destin is surrounded by some of our country's most beautiful beaches, mature landscaping, nature areas, lush parks, businesses, CRA districts, and well-established communities.* *This project will include miles of directional boring and it will be critical for your consultant project manager to understand how this impacts the corridor and ensure the design minimizes impacts to these areas.* Directional bore is minimally invasive compared to open cut and trenching operations, special consideration is necessary to assess the field locations to see where and what impacts it will have at the entry and exit pits as well as the tie-in points/ laterals.



This will also apply to the installations for the communication companies and other City desired improvements. Because of our experiences we place requirements in the contract that allow us to enforce protection of driveways, streets, landscaping, and physical features as much as practical. We have experienced instances where bore companies install conduits at depths deeper than necessary, so access pits are bigger than needed because proper planning was not exercised. We also know a directional bore

operation includes drill mud containment equipment, large conduit reels, drill rig, watering systems and trailers.

Services/Meter Connections

As part of close coordination, our team will document existing conditions and create a plan of action prior to engaging the residents and/or business owners. Some of the connections to the meters will be straight forward and others will be a bit more challenging. We want to mitigate potential issues prior to the final design and make certain the property owner(s) are aware of the work to take place. Some factors we will consider in the initial phase will be:

- ✓ Identification of established ROW limits to confirm the proposed infrastructure is properly placed.
- ✓ Potential access concerns.
- ✓ Irrigation, landscape, or lawn ornaments.
- ✓ Fencing.
- ✓ Consideration of seasonal residents and access.
- ✓ Right-of-entry agreements.
- ✓ Vehicle blocking.
- ✓ Restoration.

Our proposed team has been involved with projects that demand high sensitivity to residents and business concerns. Success on these types of projects requires well thought out planning, good practices and pleasant mannerisms when dealing with the public.

Switch Order Requests

The importance of a switch request during a project is sometimes overlooked. As previously mentioned in the RFP section, we want to seek out the most qualified contractors for the City to construct this project. Approved and certified contractors are aware of the importance of how long it takes to get a switch request required from DCC. We work closely during the project to ensure that the contractor is keeping accurate as-builts needed from the utility company prior to scheduling the typical notice. This coordination effort is important to keep the project timeline. Things such as weather, climate, load, and peaks are all critical to the timing for the switching to take place – all factors must be in order to complete the switching without delays.



Schedule

Project scheduling is critical for reporting updates as well as cost loading to track funding. Some of these projects can be funded via bonds or other financial means that require tracking the expenditures over the period of construction or borrowing period. Most of our schedule include cost curves for tracking purpose, they also prove beneficial for the City Manager and/or commissioner updates.

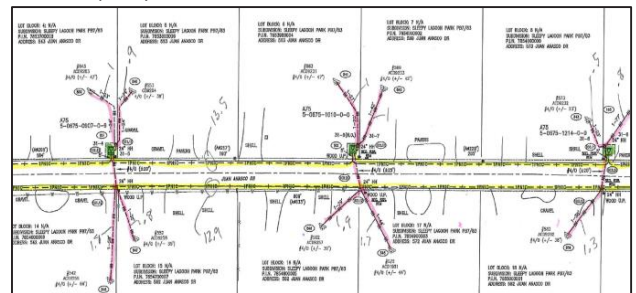
Due to its unique nature, this project schedule will be strongly influenced by the "3rd party utilities", Gulf Power, AT&T, Cox Communication and Century Link. A partnering approach will gain schedule and milestone commitments from each party at the initial kickoff meeting. We will prepare a detailed project schedule for review and gain concurrence from each party.

Longboat Key had originally planned to complete the \$49M town-wide undergrounding in 5-years. After Hurricane Michael, interest quickly turned to try to expedite the project schedule and attempt a 3-year completion date. We worked with them to develop a 3.2-year plan and are proud to report that we are currently on schedule!

Project As-Builts

Our project team is actively working with underground contractors to track work and provide quality as-builts. Gulf Power and most of the carriers have specific as-built requirements. During the project development of bid documents, it is crucial to determine the as-built desire for the project and create the criteria as part of the procurement package. During construction, we work with the contractor to oversee the as-builts and discuss them at the bi-weekly progress meetings.

During the construction phase, we will hold weekly job meetings with the owner's representatives, subcontractors, designers, utility companies and other necessary parties to discuss procedures, progress, problems, scheduling, and open items. This will include working with the contractors to ensure quality as-builts are maintained.



Public Outreach

We have found that each client we have been involved with have different expectations on public outreach. Some clients have existing in-house resources, including websites & social media platforms and prefer to handle them in close coordination with our project managers. In other instances, the client wants a public information person assigned to the project to handle the entire process. Our firm understands the role requires the ability to be clear, concise, and personable. We will want to sit and listen to the City to make sure your desired approach is in place at the start of the project.

We are familiar and have presented to numerous communities, commissioners, public, residents, businesses and are familiar with a lot of the public outreach involved with these types of projects and happy to work with the City to find an approach that works best for your community. We understand expectations are high and our team works with HOA's, street captains, and other community interest groups ahead of and during the work.



GIS/Survey/Mapping

At the front of the project we focus on what we refer to as “ground-truthing”. *This portion of the survey collects critical inventory, Gulf Power critical infrastructure facilities (CIF’s), assessment of current aerial facilities including communication attachments of AT&T, Cox, and Century Link, homes that or either currently fed aerially or already undergrounded to the pole.* During this portion our team will be looking to see what current attachments are in place with each of the carriers to support their later design submissions to ensure the City has a good assessment to quantify any betterment we discussed earlier in the section. Determining the number of existing aerial service feeds, radial sections, identifying existing and proposed critical equipment, feeder, streetlights, existing conditions, above ground apparatuses and field details necessary for the electrical design and the number of service connections currently aerial are critical. The second phase of survey collects right-of-way, existing infrastructure and above ground apparatuses that are integral to the design efforts. We have McKim & Creed as part of our team to assist us with this effort, including providing the electronic survey files to the utility owner to expedite their in-house design portion. *Our team can provide any of the survey and civil design needed for this project including landscape design.*

Utilities

Our core strength and experience is deeply rooted in utilities. We understand what it is like for staff to be burdened with outages and the impression it leaves on concerned residents. We will strongly emphasize throughout the project our expectations for identifying and protecting utilities. Our team will work with each of the utility owners to ensure we identify facilities upfront and the during the project. We have had a lot of success on our current and past projects working with the utility owners and avoiding outages. Our team can also help incorporate any designs or adjustments.

Landscaping

Landscaping is another exciting part of the project because we know once the undergrounding is complete it opens a lot of opportunity to enhance the aesthetics. We understand the City has several CRA Districts and this project may be an opportunity to incorporate some unique characteristics to emphasize these areas. We would love to sit down with City staff to determine your interest with using this project as a catalyst for improving the landscape. We are not sure of the city’s budget for this work, but we have helped other municipalities explore funding options even utilizing FDOT LAP or CRA funding for this work. Regardless of the involvement our team is ready to immediately assist.

Quality Assurance and Value Engineering

Quality control of services is a vital aspect during each phase of the project. During the design phase, we institute quality assurance procedures for design control, design verification, constructability reviews, multi-disciplinary team communication strategies along with a document control process to assure the accurate distribution of information.

Our team will bring the City the best information possible with recommendations. Even though an issue is contentious, timely decisions are necessary to ensure there are not significant schedule delays.



Our approach for this project is filled with concepts and proven methods that will help the City obtain their desired completion of their underground conversion. Your project is important to us. We feel strongly that we can be your creative and innovative firm that you are seeking. With our unique experience and comprehension of the complexities involved, we have no doubt that we would be an ideal fit for The City of Destin.



REFERENCES



Client References

Perhaps the best testimony to our commitment to QUALITY and SERVICE can be found in the words of our clients themselves. Our clients can attest to UCoF's comprehensive understanding of the process for utility undergrounding projects, as well as our proven experience in managing projects of a similar size and scope.

Town-wide Conversion of Aerial Facilities to Underground,

Town of Longboat Key, FL

Our firm is currently serving as project manager for this unique and large underground conversion project. We provided upfront and current cost estimates and preliminary design services and is currently providing project management services in support of the Town's underground conversion project. The Town of Longboat Key is taking all overhead utility lines along Gulf of Mexico Drive (GMD) and the surrounding neighborhoods and placing them underground – Island wide. This undergrounding project includes moving Power Companies, Comcast, and Frontier lines underground as well as having the Contractor install a Town-wide fiber optic network and smart pole street lighting. These utility upgrades and enhanced technology are consistent with the referendum and will take place along the entire length of the barrier island. The Town of Longboat Key is 16 square miles with almost 7,800 people calling the Town home year-round. During the peak winter/tourist season, the population increases to approximately 22,000. The island economy is driven by businesses serving tourists and seasonal residents.

In November of 2015, the town conducted two referenda that received voter approval to borrow \$49M to pay for the undergrounding of utilities along the GMD Project, and the neighborhoods streets, known as the Neighborhood Project. The two projects are referred to as the GMD Project and are occurring simultaneously; however, in order to meet financing requirements, they are being accounted for separately.

As each parcel in the Town depends on GMD as the main thoroughfare to and from the island, all parcels located within Town limits benefit from the GMD Project. Most properties receive their electric from GMD feeder lines; therefore, any improvements in safety and reliability of these lines is also a benefit to all properties.

Our tasks have included the following:

- Providing routine updates to Town Manager and Commissioners
- Assisting with cost estimates needed to support the referendum caps as well as providing court testimony for cost estimates supporting the use of bonds and assessment methodology, including other funding support
- Developing the current RFP, criteria package, and project delivery method as well as providing subject matter expert (SME) for Contractor selection, contract support, scope, and schedule-of-values
- Negotiating undergrounding contractor, Comcast scope and reimbursable, and Frontier scope and reimbursable including determining betterment to off-set reimbursement
- Supporting the town with pursuing P3 partnership to expand fiber, Smart City concept, 5G deployment, and cellular proliferation

Client:

Town of Longboat Key
600 General Harris Street,
Longboat Key, FL 34228



Nature of Firm's Contract:

Project management of Town-wide underground conversion



Owner's Representation:

James Linkogle, Public Works Director
600 General Harris Street,
Longboat Key, FL 34228
Tel: 941.650.1957
jlinkogle@longboatkey.org



Date (Contract Start and End):

4/2017 – Ongoing



Present Status of the Contract:

Completed underground installation of 2 of 5 phases



Cost of the Project:

\$49M



- Creating a GIS data base of the town-wide “ground truthing” to assess individual parcels, connectivity, supporting documents for funding assessment, and Contractor reference
- Identifying and collecting easements, which has included review of Power Companies preliminary designs to identify potential changes to avoid easements, and equipment location
- Providing construction oversight and project management including conducting meetings, tracking critical field information, documentation controls, pay applications, and scheduling

We have begun accepting Power Companies undergrounding materials for both Phase 1 and Phase 2 at the material staging site which is approximately five miles northeast of the island in Manatee County. Frontier has completed undergrounding its lines in Phase 1. This will allow for Frontier’s overhead lines to be removed to allow for future Power Companies pole removal. Frontier’s work efforts have also begun within Phase 2. Since the July 10th notice to proceed, the Contractor has installed over 4 miles of Power Companies conduit direction drills for the feeder conduits along GMD for Phase 1 of the project – extending from the south end (New Pass bridge - Longboat Club Road) working north to northern end of Country Club Shores and Phase 2 of the project, extending from Longboat Pass bridge south to Dream Island Road.

Relevance to the City's Project:

• Major underground conversion of all aerial facilities along the entire island • Oversight of all design – utilities, fiber, signals, ITS, street lighting • Commissioner & town manager reports Constructability review • Easements • Constructability review • Reporting and tracking/document control • Phasing • Constructability • Create and oversee plans package and specifications • Full construction management, inspection and oversight • Create and submit RFP for bid • Pre-negotiations and final negotiations with utility owners and undergrounding contractor • Prepared bid package, bid items/schedule of values, preliminary and final negotiations, schedule, and overall project management responsibilities • Smart City or 5G deployment • Switching • As-Builts

Underground Conversion of Aerial Facilities in Belleview Estates Island in Belleair Beach, FL

City of Belleair Beach, FL

Our project team was selected by the City after the original consultant firm was unable to meet the City and resident's expectations. We welcomed the challenges of overcoming the initial concerns and providing a project delivery that ultimately met the expectations. Our firm revised the original estimates to account for "looping" requirements and assisted the City with all contractor procurement and utility negotiations.

We successfully completed this unique residential area of affluent property owners whose expectations for the manner in which the undergrounding work was performed took the precautionary measures to minimize disruptions and property damage. This project was completed ahead of schedule and under budget.

During the construction phase of this project we provided project management and oversight that included reporting and documenting the as-builts. Our firm acquired the necessary survey and as-builts on this project necessary for final acceptance. More importantly we developed formidable relationships between the power company, carriers, contractor, and City staff.

This project included full procurement process to acquire the undergrounding contractor. We were able to secure a qualified contractor who understood the approach to work efforts within the lush landscaping and decorative driveway sections. We managed to perform over 93 conversions of existing aerial to underground meter connections that involved very tight and expensive property. We successfully accomplished this operation and left residents surprised with how noninvasive the operation can be done.

Our tasks have included the following:

- Providing routine updates to City Manager and Commissioners
- Developed cost estimates needed to support the property tax assessment
- Developed the RFP, specifications, and criteria package for contractor selection
- Negotiating undergrounding contractor and utility owners including determining betterment
- Creating a GIS data base of the town-wide "ground truthing" to assess individual parcels, connectivity, supporting documents for funding assessment, and Contractor reference
- Identifying and collecting easements, which has included review of Power Companies preliminary designs to identify potential changes to avoid easements, and equipment location
- Providing construction oversight and project management including conducting meetings, tracking critical field information, documentation controls, pay applications, and scheduling

Client:

City of Belleair Beach
444 Causeway Boulevard
Belleair Beach, FL 33786

Nature of Firm's Contract:

Project management of underground conversion

Owner's Representation:

Lynn Rives, City Public Works Director
444 Causeway Boulevard
Belleair Beach, FL 33786
Tel: 727.595.4646
Lynn.rives@cityofbelleairbeach.com



Date (Contract Start and End):

2/2019 – 12/2019



Present Status of the Contract:

Completed ahead of schedule and under budget.



Cost of the Project:

\$1,700,000



The original design required numerous easements, so we worked with Duke to shift the location of the equipment within the City easement/right-of-way. The property fronts had over 20' of right-of-way and no intent to widen roadway features in the future. Typically, power companies want all facilities within easements to protect them from future relocations, and cost, that normally fall under state statutes if they are within state, county, town, or city rights-of-way. However, most of the time the power company will accept these locations within the rights-of-way if the city takes responsibility of cost for relocations if necessitated in the future. Although this may not work in all cases, we do find that most residential sections are exceptionally low risk. This project was successfully completed under budget and schedule.

Relevance to the City's Project:

- Underground conversion of all aerial facilities along the entire Belleview Island Community
- Oversight of all design – utilities
- Commissioner & town manager reports
- Constructability review
- Easements
- Reporting and tracking/document control
- Utility negotiations
- Create and oversee plans package and specifications
- Full construction management, inspection and oversight
- Create and submit RFP for bid
- Pre-negotiations and final negotiations with utility owners and undergrounding contractor
- Prepared bid package, bid items/schedule of values, preliminary and final negotiations, schedule, and overall project management responsibilities
- Survey
- Switching
- As-Builts



SUBMITTAL OF GENERAL INFORMATION AND PROCUREMENT FORMS AND DOCUMENTS





RESPONDENT ACKNOWLEDGEMENT

Submit Responses To: City of Destin
CITY CLERK'S OFFICE
4200 Indian Trail Bayou
Destin, Florida 32541
Telephone: (850) 837-4242

RFQ NO. 20-03-CD DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

Responses must be received by: **No Later Than 2:00 P.M. Prevailing Central Time**
on
June 18, 2020.

Responses will be publicly opened and recorded for acknowledgement of receipt in the City Hall Boardroom, unless specified otherwise, on: **June 18, 2020, no later than 2:00 p.m. Prevailing Central Time** and may not be withdrawn within ninety (90) days after such date and time.

Name of Vendor: Utility Consultants of Florida

Federal I.D. Number: 82-4774710

A Corporation of the State of: Florida

Area Code: 727 Telephone Number: 307-9393

Area Code: _____ FAX Number: N/A

Mailing Address: 14800 Walsingham Rd, Suite 102

City/State/Zip: Largo, FL 33774

Vendor Mailing Date: Hand Delivered 6-18-20

portermw.ucof@gmail.com


Authorized Signature

Melanie Porter
Name Typed



ADDENDA

**RFQ NO. 20-03-CD
DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT**

RESPONDENT: Utility Consultants of Florida

DATE SUBMITTED: 06-18-2020

We propose and agree, if this submittal is accepted, to contract with the City of Destin, in the Contract Form, to furnish all material, equipment, machinery, tools, apparatus, means of transportation, construction, coordination, labor and services necessary to complete/provide the work specified by the Contract documents.

Having studied the documents prepared by:

CITY OF DESTIN

We propose to perform the work of this Project according to the Contract documents and the following addenda which we have received:

<u>ADDENDUM NO.</u>	<u>DATE</u>	<u>ADDENDUM NO.</u>	<u>DATE</u>

☒ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS BID



CONFIRMATION OF DRUG-FREE WORKPLACE

IDENTICAL TIE SUBMITTALS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more submittals which are equal with respect to price, quality, and service are received by the City of Destin or by any political subdivision for the procurement of commodities or contractual services, a submittal 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 submittals 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 submittal a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under submittal, 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.

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

Vendor's Signature:

SCHEDULE OF SUB-CONTRACTORS

The Undersigned Bidder proposes the following major subcontractors for the major areas of work for the Project. The Bidder is further notified that all subcontractors shall be properly licensed, bondable and shall be required to furnish the City with a Certificate of Insurance in accordance with the contract general conditions. This page may be reproduced for listing additional sub-contractors, if required.

[illegible]

Signature

Date: 06-18-2020

Title/Company **CEO / Utility Consultants of Florida**

Owner reserves the right to reject any sub-contractor who has previously failed in the proper performance of an award, or failed to deliver on time contracts in a similar nature, or who is not responsible (financial capability, lack of resources, etc.) to perform under this award. Owner reserves the right to inspect all facilities of any sub-contractor in order to make a determination as to the foregoing.



UTILCON-01

CSINKS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/3/2020

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 Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102	CONTACT NAME:	PHONE (A/C, No, Ext): (703) 827-2277	FAX (A/C, No): (703) 827-2279
	E-MAIL ADDRESS: admin@amesgough.com		
INSURED Utility Consultants of Florida 14800 Walsingham Rd., #102 Largo, FL 33774	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Phoenix Insurance Company A+, XV		25623
	INSURER B : Travelers Insurance Company		
	INSURER C : Travelers Indemnity Company, A++, XV		25658
	INSURER D : Beazley Insurance Company, Inc. A (XIII)		37540
	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	☒ COMMERCIAL GENERAL LIABILITY			660-8K214036	3/28/2020	3/28/2021	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	☐ POLICY ☒ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
B	☒ AUTOMOBILE LIABILITY			BA-8K215125	3/28/2020	3/28/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO		BODILY INJURY (Per person) \$				
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS		BODILY INJURY (Per accident) \$				
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		PROPERTY DAMAGE (Per accident) \$				
							\$
C	☒ UMBRELLA LIAB ☒ EXCESS LIAB			CUP-9K102767	3/28/2020	3/28/2021	EACH OCCURRENCE \$ 1,000,000
	☐ OCCUR ☐ CLAIMS-MADE		AGGREGATE \$ 1,000,000				
	☐ DED ☒ RETENTION \$ 10,000		\$				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE ☐ OTH-ER ☐
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N			N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
D	Professional Liab.			V227C6180101	3/28/2019	3/28/2021	Per Claim 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Professional Liability Aggregate: \$1,000,000

City of Destin, Florida is included as additional insured with respect to General Liability when required by written contract. 30-day Notice of Cancellation will be issued for the General Liability policies in accordance with policy terms and conditions.

CERTIFICATE HOLDER

CANCELLATION

City of Destin, Florida 4200 Indian Bayou Trail Destin, FL 32541	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

ACORD 25 (2016/03)

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State of Florida

Department of State

I certify from the records of this office that UTILITY CONSULTANTS OF FLORIDA, LLC is a limited liability company organized under the laws of the State of Florida, filed on March 9, 2018.

The document number of this limited liability company is L18000062414.

I further certify that said limited liability company has paid all fees due this office through December 31, 2020, that its most recent annual report was filed on January 11, 2020, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eighth day of June, 2020*



Randy R. Lee
Secretary of State

Tracking Number: 9659762267CU

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

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

2020 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L18000062414

Entity Name: UTILITY CONSULTANTS OF FLORIDA, LLC

Current Principal Place of Business:

14800 WALSINGHAM RD.
102
LARGO, FL 33774

Current Mailing Address:

14800 WALSINGHAM RD.
102
LARGO, FL 33774 US

FEI Number: 82-4774710

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

PORTER, MELANIE
14800 WALSINGHAM RD.
102
LARGO, FL 33774 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

Authorized Person(s) Detail :

Title AMBR
Name PORTER, MARK
Address 14800 WALSINGHAM RD., APT. 102
City-State-Zip: LARGO FL 33774

Title AMBR
Name PORTER, MELANIE
Address 14800 WALSINGHAM RD., APT. 102
City-State-Zip: LARGO FL 33774

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 a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: MELANIE PORTER

AMBR

01/11/2020

Electronic Signature of Signing Authorized Person(s) Detail

Date

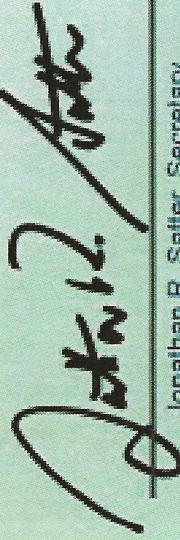
State of Florida

Woman Business Certification

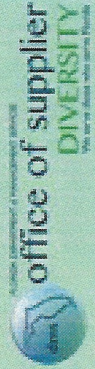
Utility Consultants of Florida, LLC

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

03/26/2019 to 03/26/2021



Jonathan R. Saffter, Secretary
Florida Department of Management Services



PINELLAS COUNTY
SMALL BUSINESS ENTERPRISE PROGRAM

THIS CERTIFICATE IS AWARDED TO

Utility Consultants of Florida

HAS SUCCESSFULLY COMPLETED THE

SBE Certification Requirements for:
Professional Service Consulting
Certification Expires:
February 27, 2022



Dr. Cynthia Johnson

SIGNED, Dr. Cynthia Johnson, Center Director

FEBRUARY 27,
2019



THE CITY OF ST. PETERSBURG SMALL BUSINESS ENTERPRISE CERTIFICATION

This certificate is awarded to

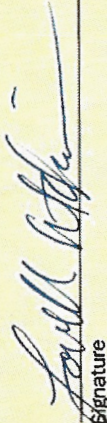
Utility Consultants of Florida, LLC

Federal Identification Number: 82-4774710
SBE Certification Number: 0319-22090

Certification is Applicable in:

Utility Conversion and Undergrounding; Utility Coordination and Consulting; Constructability Reviews;
Engineering Consulting

Certified: March 29, 2019
Expires: March 29, 2022


Signature

Lowell Atkinson
Economic Development Specialist
The Greenhouse



March 29, 2019
Date

In accordance with the City of St. Petersburg's Small Business Enterprise Ordinance #789-G, your business is certified as a Small Business Enterprise by the City of St. Petersburg. You will need to show proof of your new Occupational License each year, as well as renew your certification with this agency every three years. If at anytime the composition of the SBE status of your firm changes, you need to complete another SBE affidavit. The City of St. Petersburg Government reserves the right to terminate or cancel this certification at anytime when it is found that the composition of the Organization has changed and no longer meets the definition established for SBE certification.



Ron DeSantis, Governor



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

WALKER, WILLIAM BRIAN

2710 GLENBUCK CT.
OCOE FL 34761

LICENSE NUMBER: PE69939

EXPIRATION DATE: FEBRUARY 28, 2021

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.

State of Florida

Department of State

I certify from the records of this office that MCKIM & CREED, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on May 2, 2011.

The document number of this corporation is F11000001885.

I further certify that said corporation has paid all fees due this office through December 31, 2019, that its most recent annual report/uniform business report was filed on January 7, 2019, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventh day of January, 2019*



Ken Datzner
Secretary of State

Tracking Number: 8055850556CC

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

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

2019 FOREIGN PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# F11000001885

Entity Name: MCKIM & CREED, INC.**Current Principal Place of Business:**1730 VARSITY DRIVE, SUITE 500
RALEIGH, NC 27606**Current Mailing Address:**1730 VARSITY DRIVE, SUITE 500
RALEIGH, NC 27606 US**FEI Number:** 56-2136769**Certificate of Status Desired:** Yes**Name and Address of Current Registered Agent:**BUSINESS FILINGS INCORPORATED
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324 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 PRESIDENT & CEO
Name LUCEY, JOHN T
Address 1730 VARSITY DRIVE, SUITE 500
City-State-Zip: RALEIGH NC 27606

Title VP
Name HALSTEAD, TOM
Address 3802 EHRLICH RD, SUITE 306
City-State-Zip: TAMPA FL 33624

Title VP
Name POLLARD, EDWARD N
Address 1730 VARSITY DRIVE, SUITE 500
City-State-Zip: RALEIGH NC 27606

Title SVPD
Name LEE, A. STREET
Address 1365 HAMLET AVENUE
City-State-Zip: CLEARWATER FL 33756

Title VP
Name GARLAND, ROBERT
Address 551 NORTH CATTLEMEN RD
 106
City-State-Zip: SARASOTA FL 34232

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: EDWARD POLLARD**VP & CORPORATE
COUNSEL****01/07/2019**

Electronic Signature of Signing Officer/Director Detail

Date

UTILITY CONSULTANTS of FLORIDA

DESTIN UTILITY UNDERGROUNDING PROJECT MANAGEMENT

Project Number: RFQ NO. 20-03-CD

June 18, 2020

UTILITY CONSULTANTS of FLORIDA

Federal ID No. 82-4774710

14800 Walsingham Road, Suite 102, Largo, FL 33487

321-287-8911

