City of Deltona

Mayor
John Masiarczyk

Vice Mayor
Heidi Herzberg
District 3

Commissioners:

Zenaida Denizac
District 1

Webster Barnaby
District 2

Nancy Schleicher
District 4

Fred Lowry
District 5

Chris Nabicht
District 6

City Manager
William D. Denny

REGULAR CITY COMMISSION MEETING
MONDAY, JUNE 16, 2014
6:30 P.M.

DELTONA COMMISSION CHAMBERS
2345 PROVIDENCE BLVD.
DELTONA, FLORIDA

AGENDA

1. CALL TO ORDER:

2. ROLL CALL – CITY CLERK:

3. INVOCATION AND PLEDGE TO THE FLAG:

A. Invocation Presented by Commissioner Barnaby.

4. APPROVAL OF MINUTES & AGENDA:

A. Approval of Minutes - Regular City Commission Meeting of June 2, 2014.

B. Additions or Deletions to Agenda.

5. PRESENTATIONS/AWARDS/REPORT:

A. Presentation re: Volusia County School Board's Half Cent Tax Extension Initiative.

6. **PUBLIC FORUM - Citizen comments for any items.**

(4 minute maximum length)

CONSENT AGENDA: **All items marked with an * will be considered by one motion unless removed from the Consent Agenda by a member of the City Commission.**

7. CONSENT AGENDA:

***A. Request for approval of award of RFP#14017 for Auditing Services.**

***B. Request for approval of award of RFQ#14013 for Engineering Design Services for the Lakeshore Multi-Purpose Trail Project.**

8. ORDINANCES AND PUBLIC HEARINGS:

A. Public Hearing - Ordinance No. 09-2014, Saxon Plaza Business Planned Unit Development (BPUD), RZ14-004, at second and final reading.

B. Public Hearing - Ordinance No. 16-2014, Creating a new Article IX, Chapter 2 of the Code of Ordinances, Pertaining to Sanctions for Charter Violations.

C. Resolution No. 2014-09, Establishing Preliminary Annual Assessment Rate - Stormwater Utility Services for FY 14/15.

D. Resolution No. 2014-10, Establishing the Preliminary Annual Rate Resolution - Solid Waste Services for FY 14/15.

E. Resolution No. 2014-11, Establishing Preliminary Annual Assessment Rate - Streetlighting Services for FY 14/15.

9. OLD BUSINESS:

A. Request for consideration of proposed First Amendment to Real Estate Purchase Agreement for Dupont Lakes Park extending the Inspection Period to July 17, 2014

10. NEW BUSINESS:

A. Request for consideration from Sergey Ginzburg for a reduction of fine from $10,000.00 assessed pursuant to Special Magistrate Cases DEL-07-192 and DEL-07-193.

B. Request for authorization to execute the River to Sea Transportation Planning Organization (TPO) Transportation Planning Funds Joint Participation Agreement and the Interlocal Agreement for the Creation of the Metropolitan Planning Organization.

C. Consideration of appointment of one (1) member to the Economic

Development Advisory Board (Commissioner Nabicht's appointment).

11. CITY ATTORNEY COMMENTS:

12. CITY MANAGER COMMENTS:

A. Lobbyist Update.

13. CITY COMMISSION COMMENTS:

14. ADJOURNMENT:

NOTE: If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings, and for such purpose he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (F.S. 286.0105).

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk, Joyce Raftery 48 hours in advance of the meeting date and time at (386) 878-8500.

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 3 - A

SUBJECT: Invocation Presented by Commissioner Barnaby.

LOCATION:	N/A
BACKGROUND:	At the Regular City Commission Meeting on Monday, October 17, 2011, the City Commission approved to have each Commissioner by District schedule someone to present the invocation at each Regular City Commission meeting rotating each Commissioner by District starting with District #1, #2, #3, #4, #5, #6 and the Mayor.
ORIGINATING DEPARTMENT:	City Clerk's Office
SOURCE OF FUNDS:	N/A
COST:	N/A
REVIEWED BY:	City Clerk
STAFF RECOMMENDATION PRESENTED BY:	N/A - Invocation Only.
POTENTIAL MOTION:	N/A - Invocation Only.
AGENDA ITEM APPROVED BY:	_____ William D. Denny, City Manager

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 4 - A

SUBJECT: Approval of Minutes - Regular City Commission Meeting of June 2, 2014.

LOCATION:	N/A
BACKGROUND:	N/A
ORIGINATING DEPARTMENT:	City Clerk's Office
SOURCE OF FUNDS:	N/A
COST:	N/A
REVIEWED BY:	City Clerk
STAFF RECOMMENDATION PRESENTED BY:	City Clerk Joyce Raftery - To approve the minutes of the Regular City Commission Meeting of June 2, 2014.
POTENTIAL MOTION:	"I move to approve the minutes of the Regular City Commission Meeting of June 2, 2014."
AGENDA ITEM APPROVED BY:	_____ William D. Denny, City Manager
ATTACHMENTS:	• RCM Minutes 6-2-2014

CITY OF DELTONA, FLORIDA
REGULAR CITY COMMISSION MEETING
MONDAY, JUNE 2, 2014

A Regular Meeting of the Deltona City Commission was held on Monday, June 2, 2014 at the City Hall Commission Chambers, 2345 Providence Boulevard, Deltona, Florida.

1. CALL TO ORDER:

The meeting was called to order at 6:30 p.m. by Mayor Masiarczyk.

2. ROLL CALL:

Mayor	John Masiarczyk	Present
Vice Mayor	Heidi Herzberg	Present
Commissioner	Webster Barnaby	Present
Commissioner	Zenaida Denizac	Present
Commissioner	Fred Lowry	Present
Commissioner	Chris Nabicht	Present
Commissioner	Nancy Schleicher	Present
City Manager	Dave Denny	Present
City Attorney	Becky Vose	Present
City Clerk	Joyce Raftery	Present

Also present: Planning and Development Services Director Chris Bowley; Deputy City Manager Dale Baker; and VCSO Captain Dave Brannon.

3. INVOCATION AND PLEDGE TO THE FLAG:

Invocation Presented by Commission Denizac.

The National Anthem was sung by Ryan Aceituno, a senior from Stetson University.

4. APPROVAL OF MINUTES & AGENDA:

A. Minutes:

1. Approval of Minutes – Regular City Commission Meeting of May 19, 2014.

Motion by Vice Mayor Herzberg, seconded by Commissioner Schleicher to approve the minutes of the Regular City Commission Meeting of May 19, 2014.

Motion carried unanimously with members voting as follows: Commissioner Barnaby, For; Commissioner Denizac, For; Commissioner Lowry, For; Commissioner Nabicht, For; Commissioner Schleicher, For; Vice Mayor Herzberg, For; and Mayor Masiarczyk, For.

B. Additions or Deletions to Agenda: None.

5. PRESENTATIONS/AWARDS/REPORTS:

A. Presentation to students who are 2014 Medallion of Excellence winners, Salutatorians, and Valedictorians.

The Commission presented certificates of recognition to Deltona's high school students for being selected as The Daytona Beach News Journal's Medallion of Excellence winners and students who were selected as Salutatorians and Valedictorians for Deltona's high schools.

A. Presentation – Super Star Student of the Month Certificates for May, 2014.

The Commission presented Super Star Students of the Month certificates for May, 2014.

6. PUBLIC FORUM – Citizen comments for items not on the agenda.

a) Jim Pesclia, 1120 North Old Mill Drive, representing Backyard Chickens for Deltona (BCD) stated that BCD is in favor of residents with single family residential property being allowed to have up to five (5) chickens, and he asked the Commission to hold a workshop to discuss allowing backyard chickens.

Commissioner Barnaby commended Mr. Pesclia for his professionalism, information and factual presentation.

Motion by Commissioner Barnaby to allow up to four (4) chickens, with no rooster to be allowed in the City of Deltona.

Motion failed for lack of a second.

After discussion, the Commission concurred to discuss backyard chickens at an upcoming workshop.

Mayor Masiarczyk introduced and thanked Orange City Commissioner Ron Saylor for attending the Commission Meeting.

7. CONSENT AGENDA: None.

8. ORDINANCES AND PUBLIC HEARINGS:

A. Ordinance No. 09-2014, Saxon Plaza Business Unit Development (BPUD), RZ14-004, at first reading.

Planning and Development Services, Planner II, Scott McGrath stated that he and Ms. Kim Booker, Booker & Associates, PA, representing Albertson Plaza were available to answer questions.

Commissioner Denizac asked what kind of special needs would be attended to at the daycare, and Ms. Booker replied that the application was to add daycare as a permitted use to the Saxon Plaza BPUD, and that the special needs group to be cared for were severely handicapped children.

Mayor Masiarczyk opened and closed the public hearing as there were no public comments.

Motion by Commissioner Schleicher, seconded by Commissioner Denizac to approve Ordinance No. 09-2014, an amendment to the Saxon Plaza Business Planned Unit

Development (BPUD) that adds Daycare Center as a permitted use, at first reading and to schedule second and final reading for June 16, 2014.

Commissioner Nabicht asked if the Planning and Development Services staff have looked at any site plan submittals, as the location did not look like the right location to him for a daycare to take care of severely handicapped children, and Mr. McGrath replied "no".

Commissioner Barnaby asked why the site was still called the Albertson Plaza, and Mayor Masiarczyk replied that the recorded, legal name of the property has to be used, and that an official name change to the property's legal name would be very costly.

Vice Mayor Herzberg discussed the parcel of the plaza that the daycare would be situated in, and she asked if there was a plan submitted for a playground area, and Mr. McGrath replied "no".

City Attorney Becky Vose read the title of Ordinance No. 09-2014.

AN ORDINANCE OF THE CITY OF DELTONA, FLORIDA, AMENDING THE ALBERTSON'S PLAZA BUSINESS PLANNED UNIT DEVELOPMENT AGREEMENT PER ORDINANCE BOOK 3730 PAGES 3430-3444 FOR THE FOLLOWING PARCEL: LOT 4 ALBERTSONS MAP BOOK 46 PAGES 46-47, LOCATED AT 2120 SAXON BOULEVARD TOTALING APPROXIMATELY ±3.49 ACRES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Motion carried with members voting as follows:

Commissioner Barnaby	**For**
Commissioner Denizac	**For**
Commissioner Lowry	**For**
Commissioner Nabicht	**Against**
Commissioner Schleicher	**For**
Vice Mayor Herzberg	**For**
Mayor Masiarczyk	**For**

Ordinance No. 09-2014 was approved at 7:06 p.m.

B. Ordinance No. 16-2014, Creating a new Article IX, Chapter 2 of the Code of Ordinances, Pertaining to Sanctions for Charter Violations.

Mayor Masiarczyk opened and closed the public hearing as there were no public comments.

Commissioner Denizac suggested changing the last sentence of Sec. 2-280, where it says "a finding of guilty" to take out the word "guilty" and replace it with "violation of charter".

Commissioner Barnaby discussed the comparison of the terms "violation of charter" and "guilty", with "guilty" as being a more final definition of a conclusion of an investigation and a charge, and "violation of charter" as more of a description of evidence found in a charge. He asked why the Commission would want to change the verbiage that deals with a vote of guilt, and Mrs. Vose replied that from a legal standpoint either one is sufficient.

The Commission discussed defining the word "guilt" which has a broader reference than "violation of charter", guilt being a harsher word, and changing the wording to "a finding of guilt shall only be upon the vote by a super majority of the entire City Commission".

Commissioner Denizac discussed not forgetting the recommendations made by the Charter Review Committee, absence of anything currently in the Charter that holds the Commission accountable for their actions, the ordinance putting employees and charter officers in a difficult situation, charges for violations of the charter possibly getting political and vindictive, the ordinance being very difficult to enforce, and that she felt the ordinance did not have any teeth.

Commissioner Schleicher stated that she felt the ordinance did have teeth, and that every member of the Charter Review Committee commented how necessary it was to have a way to hold the Commission accountable.

Vice Mayor Herzberg concurred with Commissioner Schleicher, and she discussed DeLand having a ballot question to revise their Charter covering Commission accountability, the ordinance being meant more as a deterrent than anything else, the importance of initial and recurring training for elected officials, her idea of the role of an elected official, and that she is in support of the ordinance.

City Attorney Becky Vose stated there was a need to add one more word to the changing of the last sentence of Sec. 2-280, and that would be to add the word "affirmative" right before "vote of a super majority of the entire City Commission".

Motion by Commissioner Schleicher, seconded by Commissioner Nabicht to adopt Ordinance No. 16-2014 with the following revision to the last sentence of Sec. 2-280 to read as follows: "Finding of guilt shall only be upon an affirmative vote of a supermajority of the entire City Commission.", at first reading, and to schedule second and final reading for June 16, 2014.

Mayor Masiarczyk read the title of Ordinance No. 16-2014.

AN ORDINANCE OF THE CITY OF DELTONA, FLORIDA, CREATING A NEW ARTICLE IX, CHAPTER 2 OF THE CODE OF ORDINANCES; PERTAINING TO SANCTIONS FOR CHARTER VIOLATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Motion carried unanimously with members voting as follows: Commissioner Barnaby, For; Commissioner Denizac, For; Commissioner Lowry, For; Commissioner Nabicht, For; Commissioner Schleicher, For; Vice Mayor Herzberg, For; and Mayor Masiarczyk, For.

Ordinance No. 16-2014 was approved at 7:22 p.m.

The Commission thanked the Charter Review Committee for all of their hard work.

9. OLD BUSINESS: None.

10. NEW BUSINESS:

A. Request to sunset the Charter Review Committee.

Motion by Commissioner Barnaby, seconded by Commissioner Denizac to approve the sunsetting of the Charter Review Committee effective this date.

Mayor Masiarczyk opened and closed the public hearing as there were no public comments.

Motion carried unanimously with members voting as follows: Commissioner Barnaby, For; Commissioner Denizac, For; Commissioner Lowry, For; Commissioner Nabicht, For; Commissioner Schleicher, For; Vice Mayor Herzberg, For; and Mayor Masiarczyk, For.

B. Request for approval of proposed extended City Manager employment agreement.

Motion by Commissioner Nabicht, seconded by Vice Mayor Herzberg to approve the City Manager extended employment agreement as presented.

Mayor Masiarczyk opened and closed the public hearing as there were no public comments.

Commissioner Barnaby asked what the total monetary severance would be that the City Commission approved for the City Manager and Mr. Denny replied he did not have an exact number but, it included 5 month's pay, sick leave and accrued vacation which is approximately 1600 hours.

Motion carried unanimously with members voting as follows: Commissioner Barnaby, For; Commissioner Denizac, For; Commissioner Lowry, For; Commissioner Nabicht, For; Commissioner Schleicher, For; Vice Mayor Herzberg, For; and Mayor Masiarczyk, For.

11. CITY ATTORNEY COMMENTS:

Mrs. Vose stated that she handed out a mandate from the Florida Supreme Court stating Deltona had won the Herrin case, which was a challenge against the Commission for not allowing an individual to speak during a workshop.

12. ACTING CITY MANAGER COMMENTS:

A. Lobbyist Update:

Mr. Denny stated that the Governor did not veto the bill providing Deltona $550,000 dollars for the brackish water wells. He stated he handed out two (2) pieces of paper from Congressman Mica, one being an invitation to attend Congressional Day in Washington D.C. on June 25, 2014, and the other being a preliminary increase of property values of 7.87% that was provided by the Volusia County Property Appraiser's office. Also, that he is working on scheduling a date to have the Lobbyist firm meet with the Commission to provide an update sometime in July, 2014.

Commissioner Nabicht asked that the Lobbyist firm come prepared to discuss the importance of, and the advantages to, having shovel ready projects to submit to the Lobbyist firm for each department, and mentioned each department having at least two (2) to three (3) shovel ready projects.

Mayor Masiarczyk discussed the many Deltona board and committee openings, and possibly establishing a facilities senior advisory board.

Vice Mayor Herzberg discussed current board vacancies, encouraged residents to apply to be on a board, and she is in favor of establishing a facility senior advisory board to look at providing facilities for seniors, but only if there is an interest.

13. CITY COMMISSION COMMENTS:

a) Commissioner Lowry congratulated Vice Mayor Herzberg for receiving the Volusia League of Cities (VLOC) Elected Official of the Year.

b) Commissioner Schleicher also congratulated Vice Mayor Herzberg, she discussed the upcoming meeting with Congressman Mica on Wednesday, June 4, 2014 starting at 8:00 a.m. to discuss economic development; Saturday, June 7, 2014 is the City's Health Expo in the Commission Chambers from 10:00 a.m. to 1:00 p.m., the Deltona Budget Roundtable is Monday, June 9, 2014 in the Commission Chambers starting at 6:30 p.m. and she encouraged residents to attend, that Friday is the last day of school, and to keep an eye out for children playing in the street this summer.

c) Commissioner Nabicht stated the road project on Normandy Boulevard between Fort Smith and Saxon Boulevards looks like it has finished and he asked if the project finished on time and within budget, and Mr. Denny replied that the project was finished a little bit ahead of schedule, on budget, and that the City still has a few little things to do, but the project is basically complete. Commissioner Nabicht stated that former Fire Chief Frank Ennist lost his son over the weekend and he asks everyone to keep him and his family in their prayers.

d) Commissioner Denizac concurred with Commissioner Nabicht's comment on having shovel ready projects, and the need for Deltona to make that a priority before the next Legislative session so that the City can obtain more money from the State.

e) Commissioner Barnaby stated in a recent speech given by the Governor of Texas, the Governor discussed reasons why Texas is now the number one economic engine in the entire Country. Commissioner Barnaby discussed reasons that site selectors pick certain locations, the importance of having Deltona "site ready" for economic development, an esoteric issue that site selectors look at is being an arts center, that Deltona needs to have an attractive classic arts center, being in favor of having a much needed homeless shelter for women and children built in Deltona, he commended Vice Mayor Herzberg for receiving the VLOC Elected Official of the Year award, the fifty (50) contiguous states as being individual economic development incubators with Florida being number two (2) in the Country, Deltona needing to look at the big picture, and to do whatever possible to have site ready areas for economic development.

Commissioner Nabicht agreed with Commissioner Barnaby about providing a shelter for the homeless, not to limit it just to women and children, but to have a shelter for "families", and that Deltona's homelessness deals with a lot of families.

f) Vice Mayor Herzberg stated that she concurred with Commissioner Barnaby and Commissioner Nabicht for the need to have a homeless shelter, she would like to revisit the Charter question for Commissioner compensation on the next workshop agenda.

After discussion, the Commission concurred to schedule a workshop to discuss the Commission's compensation on Monday, May 9, 2014 at 5:30 p.m.

Commissioner Nabicht asked if Vice Mayor Herzberg could also provide an update on the reconfiguration of the Volusia League of Cities (VLC) and the Volusia Council of Governments (VCOG), and Vice Mayor Herzberg replied "yes".

Vice Mayor Herzberg stated that at the last Team Volusia meeting they discussed the positive outcome of the Deltona site assessment, Team Volusia being the primary conduit for the film industry to come to Volusia County, any entities wanting to film in the area would go through Team Volusia, the County's permit and policy for the film industry, the film permitting process, Daytona State College hosting a meeting to discuss economic development on Wednesday, June 11, 2014 in the Commission Chambers at 8:00 a.m., and she thanked everyone who supported her in receiving the Volusia League of Cities Elected Official of the Year award.

g) Mayor Masiarczyk congratulated Vice Mayor Herzberg, he stated that the former Mayor of Ormond Beach David Hood lost his son this past week, Vice Mayor Leigh Matusick in DeLand lost her mother, and for everyone to remember them in their prayers. He defined and discussed the importance of having shovel ready projects, and publicly thanked Code Enforcement Director Dale Baker for his efforts in addressing an abandoned animal issue.

Vice Mayor Herzberg stated that the Halifax Humane Society is offering the spay and neuter of puppies or kittens that are six (6) months old or younger for $20.00 during the month of June at the Redinger Clinic.

Mayor Masiarczyk asked if Vice Mayor Herzberg could provide a brief update on the new medical spay and neuter injection procedure in lieu of the traditional spay and neuter surgery method.

14. ADJOURNMENT:

There being no further business, the meeting adjourned at 7:51 p.m.

_____
John Masiarczyk Sr., Mayor

ATTEST:

_____
Mitch Honaker, Deputy City Clerk

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 5 - A

SUBJECT: Presentation re: Volusia County School Board's Half Cent Tax Extension Initiative.

LOCATION:	N/A
BACKGROUND:	Joe Perez, who is with the marketing team making the presentation on the School Board's half cent tax extension initiative requested to make a presentation to the City Commission in order to provide information to the residents before they go to the polls in August, 2014.
ORIGINATING DEPARTMENT:	City Manager's Office
SOURCE OF FUNDS:	N/A
COST:	N/A
REVIEWED BY:	City Manager
STAFF RECOMMENDATION PRESENTED BY:	N/A - Presentation Only.
POTENTIAL MOTION:	N/A - Presentation Only.
AGENDA ITEM APPROVED BY:	_____ William D. Denny, City Manager
ATTACHMENTS:	• Presentation

Half-Cent Extension

VOTE August 26, 2014

Half-Cent History

Ormond Beach Middle School

- **Approved by voters October 9, 2001**
- **15-year term ends December 31, 2016**
- **Project list was facility based; aging and/or overcrowded schools were highest needs**

Major Projects Completed

8 New Schools

- 5 Elementary – Citrus Grove, Cypress Creek, Manatee Cove, Pride and Spirit
- 2 Middle – David C. Hinson, Sr. and River Springs
- 1 High – University

10 Replacement Schools or New Construction

- 2 Elementary – Champion and South Daytona
- 2 Middle – Campbell and Ormond Beach
- 4 High – DeLand, Mainland, New Smyrna Beach Seabreeze, Spruce Creek media center & addition
- 2 Combo – Holly Hill (grades K-8) and T.D. Taylor (grades 6-12)

Major Projects Completed

14 Significant Renovations - Ceiling and Lighting, Electrical Upgrades, HVAC, Restrooms, Window and Door Replacement

Deltona High Chiller Plant

Elementary School Pavilions and Playground Equipment

Typical Playground

Why Extend the Sales Tax?

- Every school and every student will benefit.
- This half-cent extension will be used for security, technology and facility issues - all necessary to ensure our students' success by providing a safe and secure learning environment with 21st century tools.
- The school district kept its promise on the use of the 2001 voter approved half-cent sales tax by completing the majority of identified school construction and renovation projects.
- As with the 2001 half-cent, a Citizens' Project Oversight Committee will be established to monitor school district implementation.

Why Extend the Sales Tax? (Cont'd)

- A quality education system is of major importance to businesses and economic development in Volusia County.
- The half-cent voter approved sales tax can only be used for capital (facilities, technology), not general operating (teacher salaries, instructional materials).
- Taxpayers will continue paying the same half-cent sales tax that they pay now; it is not a new tax or tax increase.
- Tourists pay 30-40% of sales tax revenue (entire burden does not fall on residents).

Project List for Half-Cent Extension

Security Enhancements - $45M

- Cameras, panic buttons, electronic lock system, fencing, school visitor management system, etc.

Technology - $135M

- Classroom and school-based technology upgrades and retrofits – all schools
- Career and technology education upgrades – all secondary schools
- District-based technology retrofits and upgrades

Science classroom remodeling – all middle schools

Project List for Half-Cent Extension (Cont'd)

New and/or Replacement Schools - $111M

- Pierson/Seville Elementary
- Chisholm Elementary – Replacement on site
- Deltona Middle – Replacement on site
- George Marks Elementary – Replacement on site
- Tomoka Elementary – Replacement on site

Athletics and Physical Education - $15M

- Track resurfacing/replacement and athletic fields

Project List for Half-Cent Extension (Cont'd)

Specific and Significant Renovations - $100M

- 8 Elementary Schools – Enterprise, McInnis, Orange City, Ortona, Osceola, Read-Pattillo, Starke and Woodward
- 2 Middle Schools – New Smyrna Beach and Silver Sands
- 5 High Schools – Atlantic, Deltona, Pine Ridge, Seabreeze and Spruce Creek

Half-Cent Extension

- If approved, this extension will go into effect on January 1, 2017 for a 15-year term.
- Vote on August 26, 2014.

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 7 - A

SUBJECT: Request for approval of award of RFP#14017 for Auditing Services.

LOCATION: N/A

BACKGROUND: Proposals were solicited on www.demandstar.com for Auditing Services. 258 companies were notified and there were 16 companies that downloaded the RFP. Six companies responded. Selection Committee members are as follows:

Dale Baker, Acting Deputy City Manager
Mari Liesen, Financial Analyst
Julia Johnson, Chief Utility Accountant

The Selection Committee independently scored the proposals and then a Selection Committee meeting was held on May 28, 2014 to discuss the firms with the highest combined scores. Those firms were Purvis Gray & Company with 274 total points followed by Moore Stephens Lovelace with 260 total points. The scoresheets are attached.

The Selection Committee then came to a consensus that they did not require interviews with the firms and to recommend award to Purvis Gray & Company.

ORIGINATING DEPARTMENT: Finance

SOURCE OF FUNDS: General Fund

COST: $54,350

REVIEWED BY: City Manager, Finance Director

STAFF RECOMMENDATION PRESENTED BY: William D. Denny, City Manager - Recommendation is being made to award RFP#14017 for Auditing Services to Purvis Gray & Company at a total cost for the 2013/2014

	audit of $54,350 and at the cost as stated in their attached proposal for each of the following four years.
POTENTIAL MOTION:	"I move to approve award of RFP#14017 for Auditing Services to Purvis Gray & Company at a total cost for the 2013/2014 audit of $54,350 and at the cost as stated in their attached proposal for each of the following four years."
AGENDA ITEM APPROVED BY:	_____ William D. Denny, City Manager
ATTACHMENTS:	• Original RFP • Scoresheets • Proposal from Purvis Gray & Company

Submit RFP to: **CITY OF DELTONA** 2345 Providence Blvd. Deltona, Florida 32725 **Attn: Purchasing** **CLEARLY MARK SEALED ENVELOPE WITH BID NAME AND NUMBER**	**REQUEST FOR PROPOSALS** **# 14017** **AUDITING SERVICES**
Contact: Kate Krauss, Purchasing Manager Phone: (386) 878-8100 Fax: (386) 878-8571	RESPONDENTS NAME:_____ _____ _____
Responses Due Date & Time: **THURSDAY, MAY 15, 2014** **AT 2:00 P.M.**	**MAILING ADDRESS:**_____
Location of Public Opening: City of Deltona, 2nd Floor Conference Room 2345 Providence Blvd.,Deltona, FL 32725	_____ _____ Phone#:_____

GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION

These documents constitute the complete set of terms and conditions, specification requirements, and forms. Respondents shall complete and submit the additional required information together with the forms herein in a binder and in the order as they are requested. All responses shall be submitted in a sealed envelope. The face of the envelope shall contain Company's name, return address, the due date and time, the RFP# and title. Companies shall submit **four typed copies and one unbound original (please do not use three ring binders)** of their response, complete with all supporting documentation. SUBMITTAL OF A RESPONSE TO THIS REQUEST FOR PROPOSALS CONSTITUTES AN OFFER BY THE COMPANY SUBMITTING RESPONSE. RFP responses which do not comply with these requirements may be rejected at the option of the City.

CONTACT: All prospective Respondents are hereby instructed not to contact any member of the City of Deltona Commission, City Manager, or City of Deltona Staff members other than the noted contact person OR another member of the Purchasing staff regarding this Request for Proposals or their response at any time during the RFP process. Any such contact shall be cause for rejection of your response. The RFP/RFQ process is not complete until an award is made.

DELAYS: The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify bidders of all changes in scheduled due dates by written addendum.

EXECUTION OF RFP: RFP must contain a manual signature, in ink, of an authorized representative, who

has the legal ability to bind the Proposer in contractual obligations. Responses must be typed or legibly printed in ink. Use of erasable ink is not permitted. The original bid conditions and specifications cannot be changed or altered in any way. Altered RFP's will not be considered. Clarification of RFP's submitted shall be in letter form, signed by proposers and and attached to the RFP.

RESPONDENT INFORMATION: Firms shall complete the "Corporate Authority", "Joint Venture", "Sole Proprietorship", or "Partnership" portion of the RFP Information Sheet, whichever part applies, and include with their submittal.

JOINT VENTURES: Responses submitted by firms under "joint venture" arrangements or other multi-party agreements must submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this Request for Proposals.

NO RESPONSE: If not submitting a RFP response, respond by returning only the Statement of No Response, and give the reason in the space provided. Failure to respond three (3) times in succession without justification may be cause for removal of the proposers name from the mailing list.

RFP OPENING: Shall be public, at the above address, on the date and at the time specified above. The response time and place shall be scrupulously observed. Under no circumstances shall submittals delivered after the time specified be considered; such Submittals will be returned unopened. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Finance Department serves as the official authority to determine lateness of any response. It is the Respondents sole responsibility to assure that his/her response is complete and delivered at the proper time and place of the RFP opening. Submittals which for any reason are not so delivered will not be considered. Offers by facsimile, telegram or telephone are **not** acceptable. A bid may **NOT** be altered by the Bidder after opening of the bids. Bid tabulations will be furnished upon written request which includes a self-addressed, stamped envelope.

Persons with disabilities needing assistance to participate in the Public RFP Opening should contact the City Clerk at least 48 hours in advance of the meeting at 386-878-8100.

TAXES: The City is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The City's exemption numbers are on the face of the purchase order. If requested, the Purchasing Manager will provide an exemption certificate to the awarded Proposer. Vendors/contractors doing business with the City shall **not** be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City nor shall any Vendor/Contractor be authorized to use the City's Tax Exemption Number in securing such materials.

CERTIFICATES The City reserves the right to require proof that the bidder is an established business and is abiding by the Ordinances, Regulations, and Laws of their Community and the State of Florida such as but not limited to: Occupational Licenses, Business Licenses, Florida Sales Tax Registration, Federal Employee Identification Number.

MISTAKES: Proposers are expected to examine the terms and conditions, specifications, delivery schedule, proposed prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT PROPOSER'S RISK.** In the event of extension error(s), the unit price will prevail and the Proposer's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition errors(s), the unit price, and extension thereof, will prevail and the Proposer's total offer will be corrected accordingly. RFP's having erasures or corrections must be initialed in ink by the Proposer.

AWARD TERM The term of this award is for a period of up to five years with renewals in writing upon mutual agreement of both parties.

INVOICING AND PAYMENT: Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this specification shall minimally meet the following conditions to be considered as a valid payment request:

a. A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and be submitted to the Finance Department at the address as stipulated on the Purchase Order.

b. All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; original or legible copy of signed

delivery receipt including both manual signature and printed name of a designated City employee or authorized Agent; be clearly marked as "partial", "complete" or "final" invoice. The City will accept partial deliveries.

c. The invoice shall contain the Proposer's Federal Employer Identification Number (F.E.I.N.).

d. The City's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any discounts must be offered on the RFP Response Form.

GENERAL: The City of Deltona, having limited storage facilities, requires the service of private firms to provide materials, supplies and/or services on an as needed basis, as indicated herein, to support the City's needs.

ADDITIONAL TERMS AND CONDITIONS: Unless expressly accepted by the City, the following conditions shall apply: No additional terms and conditions included with the response shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this request if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Documents are the only conditions applicable to this RFP and the Proposer's authorized signature on the RFP Response Form attests to this. Exceptions to the terms and conditions will not be accepted.

INTERPRETATIONS: All Respondents shall carefully examine the RFP Documents. Any ambiguities or inconsistencies shall be brought to the attention of the City in writing prior to the opening of Submittals; failure to do so, on the part of the Respondent, will constitute an acceptance by the Respondent of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the RFP Documents shall be requested in writing (facsimile transmission acceptable (386) 878-8571, and received by the City at least seven (7) calendar days prior to the RFP Opening. Inquires shall be addressed to the attention of the Contact person as indicated on Page 1. No person is authorized to give oral interpretations of, or make oral changes to, the RFP. Therefore, oral statements given before the RFP opening will not be binding. Any interpretation of, or changes to, the RFP will be made in the form of a written Addendum to the RFP and will be furnished to all Respondents through DemandStar. Receipt of all addenda shall be acknowledged by the Respondents by signing and enclosing said addenda or addendum acknowledgement with their response.

ADDENDUM: The City will record its responses to inquiries, any supplemental instructions, and/or necessary revisions to RFP Documents, in the form of a written addendum. Should revisions to the RFP Documents become necessary, the City will post a written addendum to the DemandStar website which will go out to all Respondents who received a bid package through DemandStar. All addenda are posted to the DemandStar website and current planholders are notified that an addendum has been issued. Respondents who obtain RFP Documents from other sources must officially register with the City's Purchasing Manager in order to be placed on the DemandStar website as a RFP holder in order to receive any forthcoming addenda or other official communications. Failure to register as a prospective Respondent may cause your RFP to be rejected as non-responsive if you have failed to submit a RFP without an addendum acknowledgment for the most current addendum. It is the vendor's responsibility to check the DemandStar website at www.demandstar.com in order to be sure latest addendum and any prior addendum have been received.

PROTESTS: Any Respondent who disputes the RFP selection or contract award recommendation shall file such protest according to the bid protest procedures. These procedures are available upon request from the City.

CONFLICT OF INTEREST: All Respondents must disclose with their RFP the name of any officer, director, or Agent who is also an employee of the City. All Respondents must disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches.

LEGAL REQUIREMENTS: Respondents are required to comply with all provisions of Federal, State, City and local laws and ordinances, rules and regulations that are applicable to the items being bid. Lack of knowledge by the Respondent shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

DRUG-FREE WORKPLACE: Preference shall be given to business with Drug-Free Work Place (DFW) programs. Whenever two or more RFP's which are equal with respect to price, quality, and service are received by the City for the procurement of

commodities or contractual services, a RFP received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

POSTING OF BID AWARD: Recommendation for award will be posted for review by interested parties on DemandStar. Failure to file a protest to Purchasing within the time prescribed in the City's Purchasing Manual shall constitute a waiver of proceedings.

AWARD: As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all Submittals, or waive any minor irregularity or technicality in Submittals received, award or eliminate any portion of the response, and may, at its sole discretion, request a re-bid, or abandon the project in its entirety. Respondents are cautioned to make no assumption until the City has entered into a contract or issued a purchase order.

EEO STATEMENT: The City is committed to assuring equal opportunity in the award of contracts, and, therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.

CONTRACTUAL AGREEMENT: The contents of this RFP and all provisions of the successful firm's submittal deemed pertinent by the City may be incorporated into a contract and become legally binding. A separate contract document, other than the purchase order, may or may not be issued.`` Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of Florida. The venue shall be County of Volusia, Florida.

GOVERNMENTAL RESTRICTIONS: In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this RFP prior to their delivery, it shall be the responsibility of the Respondent to notify Purchasing at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

PERMITS/LICENSES/FEES: Any permits, licenses, or fees required will be the responsibility of the Contractor, no separate or additional payment will be made.

Adherence to all applicable code regulations (Federal, State, City, City) are the responsibility of the Contractor.

INDEMNIFICATION: The Respondent, without exemption, shall indemnify and save harmless, the City, its employees and/or any of its Commissioners from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Respondent. Further, if such a claim is made, or is pending, the Respondent may, at its option and expense, procure for the City the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the City agrees to return the article on request to the Respondent and receive reimbursement. If the Respondent used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the RFP prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

ADVERTISING: In submitting a RFP, Respondent agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the City.

ASSIGNMENT: Any purchase order or contract issued pursuant to this Request for Proposals and the monies which may become due hereunder are not assignable except with the prior written approval of the City, through the Finance Department.

COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH: Respondent certifies that all material, equipment, etc., contained in his/her response meets all applicable O.S.H.A. requirements. Respondent further certifies that, if he/she is the successful Respondent, and the material, equipment, etc., delivered is subsequently found to be defective in any applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the Respondent.

RESPONSIBILITY: A Respondent must have at the time of the RFP opening, a company in operation, (if applicable) or be a fully authorized Agent or representative of the product proposed, and capable of producing or providing the items proposed, and follow-up parts and service, including any warranty

services as applicable, and so provide such certification upon request.

FACILITIES: The City reserves the right to inspect the Respondent's facilities at any reasonable time, during normal working hours, to determine that Respondent has a bona fide place of business, and is a responsible Respondent.

DISQUALIFICATION OF RESPONDENT: More than one response from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Respondent is involved in more than one submittal will be cause for rejection of all RFP's in which such Respondents are believed to be involved. Any or all Submittals will be rejected if there is reason to believe that collusion exists between Respondents. RFP's in which the prices obviously are unbalanced will be subject to rejection.

ADJUSTMENTS / CHANGES / DEVIATIONS: No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a RFP expressly so provide. Any other adjustments, changes or deviations shall require prior written approval, and shall be binding **ONLY** if issued by the City's Finance Department. The Respondent shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.

PUBLIC RECORDS: Upon award recommendation or ten (10) days after opening, whichever is earlier, RFP's become "public records" and shall be subject to public disclosure consistent with Chapter 119.07(3)(o), Florida Statutes. Respondents must invoke the exemptions to disclosure provided by law in the response to the RFP, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.

RFP's may be reviewed at City Hall, 2345 Providence Blvd., Deltona, FL 32725.

RFP PREPARATION COSTS: Neither the CITY nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Request for Proposals. Respondents should prepare their responses and economically, providing all information and prices as required.

ACCEPTANCE / REJECTION: The City of Deltona reserves the right to accept or reject any or all Submittals and to make the award to that Respondent, who in the opinion of the City will be in the best interest of and/or the most advantageous to the City. The City of Deltona also reserves the right to reject the response of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who, in the City's opinion, is not in a position to perform properly under this award. The City of Deltona reserves the right to inspect all facilities of respondents in order to make a determination as to the foregoing. The City of Deltona reserves the right to waive any irregularities, informalities, and technicalities in offers received, and may, at its discretion, request a re-bid, or abandon the project/procurement in its entirety.

ANY AND ALL SPECIAL TERMS AND CONDITIONS, TECHNICAL REQUIREMENTS, SCOPE OF WORK OR SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.
CEDENCE.

CITY OF DELTONA, FL
REQUEST FOR PROPOSALS
RFP #14017 Auditing Service

I. INTRODUCTION

A. General Information

Part I: The City of Deltona is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2014, with the option of auditing its financial statements for each of the four subsequent fiscal years for a total of five years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996), U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the State of Florida, *Rules of the Auditor General.*

Part II: The second part of this proposal is for the selected firm to assist in producing the City's Comprehensive Annual Financial Report (CAFR) throughout the duration of this contract.

There is no expressed or implied obligation for the City of Deltona to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, five (5) copies of the proposal must be received by the Purchasing Division, Deltona City Hall, 2345 Providence Boulevard, Deltona, FL 32725 no later than the date and time indicated on the first page of this document. Companies shall submit **four typed copies and one unbound original (please do not use three ring binders)**The City of Deltona reserves the right to reject any or all proposals submitted.

Proposals submitted will be evaluated by an Audit Selection Committee. Final approval will be made by the City Commission or City Manager.

During the evaluation process, the Audit Selection Committee and the City of Deltona reserve the right, where it may serve the City of Deltona's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City of Deltona or the Audit Selection Committee, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Deltona reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Deltona and the firm selected.

Any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 Florida State Statutes Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Before starting and until termination of work for, or on behalf of, the City of Deltona, the audit firm shall procure and maintain insurance of the types and to the limits specified in Appendix B.

It is anticipated the selection of a firm will be completed by the week of May 19, 2014. If presentations are requested, it is anticipated those will take place the week of May 26, 2014`.

B. Term of Engagement

A five-year contract is contemplated, subject to the annual review and recommendation of the Finance Department and the satisfactory negotiation of terms (including a price acceptable to both the City of Deltona and the selected firm).

C. Subcontracting

Firms submitting proposals are encouraged to consider subcontracting portions of the engagement to small audit firms or audit firms owned and controlled by socially and economically disadvantaged individuals. If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the audit contract, no additional subcontracting will be allowed without the express prior written consent of the City of Deltona

II. NATURE OF SERVICES REQUIRED

A. General

The City of Deltona is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal year ending September 30, 2014, with the option to audit the City of Deltona's financial statements for each of the four subsequent fiscal years. The City currently prepares its own CAFR but is requesting pricing in the event that request is made for the auditors to prepare the CAFR. Audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of Deltona desires the auditor to express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles.

The auditor is not required to audit the combining and individual fund and account group financial statements and supporting schedules. However, the auditor is to provide an "in-relation-to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the general purpose financial statements. The auditor is not required to audit the statistical section of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of expenditures of federal awards or the schedule of state financial assistance. However, the auditor is to provide an "in-relation-to" report on the schedules based on the auditing procedures applied during the audit of the financial statements.

C. Auditing Standards To Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

> Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards* (1994), the provisions of the Single Audit Act of 1984 (as amended in 1996), the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the State of Florida, *Rules of the Auditor General.*

D. Special Considerations

1. The City of Deltona has received the Certificate of Achievement for Excellence in Financial Reporting for thirteen of the last thirteen fiscal years. The CAFR for each of the fiscal years covered by this RFP will be submitted to the Government Finance Officers Association of the United States and Canada for consideration for the certificate. It is anticipated that the auditor may be required to provide special assistance to the City of Deltona to meet the requirements of that program.

2. The City of Deltona does not currently anticipate preparing official statements in connection with the sale of debt securities which would contain the general purpose financial statements and the auditor's report thereon. However, should the City decide to issue such statements, the auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."

3. The City of Deltona has determined that the United States Department of Housing and Urban Development will function as the cognizant agency in accordance with the provisions of the Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

4. The Schedule of Expenditures of Federal Awards, the Schedule of State Financial Assistance and the related auditor's reports, as well as the reports on compliance and internal controls are to be issued as part of the comprehensive annual financial report.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three years, unless the firm is notified in writing by the City of Deltona of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of Deltona
- U.S. Department of Housing and Urban Development
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the City of Deltona as part of an audit quality review process
- Auditors of entities of which the City of Deltona is a sub-recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons/Organizational Chart

The auditor's principal contact with the City of Deltona will be the City's Finance Director, or a designated representative, who will coordinate the assistance to be provided by the City of Deltona to the auditor.

An organizational chart (Appendix A) is attached.

B. Background Information

The City of Deltona serves an area of approximately 46 square miles with a population of approximately 86,000. The City of Deltona's fiscal year begins on October 1st and ends on September 30th.

The City of Deltona provides a full range of municipal services including fire/rescue protection; solid waste management; storm water management; the construction and maintenance of roads related to infrastructure, development services, zoning, code enforcement; parks and recreational facilities and activities; water and sewer service and reuse water for irrigation; and general administrative services. The City of Deltona contracts with Volusia County for law enforcement services.

More detailed information on the government and its finances can be found in the Annual Budget and the CAFR which can be found on the City's website at www.deltonafl.gov

C. Fund Structure

The City of Deltona uses the following fund types and account groups in its financial reporting:

Fund Type/Account Group	Number of Individual Funds	Number With Legally Adopted Annual Budgets
General fund	1	1
Special revenue funds	14	14
Capital projects funds	3	3
Enterprise funds	1	1
Pension trust funds	2	NA
General fixed assets account group	1	NA

D. Budgetary Basis of Accounting

The City of Deltona prepares its budgets on a basis consistent with generally accepted accounting principles.

E. Pension Plans

The City of Deltona maintains a single-employer, defined benefit pension plan for firefighters known as the City of Deltona Firefighters' Pension Plan (the FF Plan). The FF Plan was adopted through local ordinance on December 14, 1998, with an effective date of October 1, 1997. The establishment of the Plan and any amendments thereto, are at the sole discretion of the City Commission. The Plan is maintained as a Pension Trust Fund and included as part of the City's reporting entity, hence separate financial statements are not issued. As of the actuarial valuation dated October 1, 2012, there are 73 active members in the Plan and nine retirees, three disabled retirees, one beneficiary retiree, and 3 vested terminated members.

The City maintains a single-employer, defined contribution pension plan known as the City of Deltona General Employees' Pension Plan (General Employee Plan). The General Employee Plan was adopted through City resolution on December 17,

1997, with an effective date of October 1, 1997. The General Employee Plan is a tax-qualified plan pursuant to section 401(a) of the Internal Revenue Code and covers all full-time employees of the City, excluding certified firefighters. As of September 30, 2013, there were 52 employees enrolled in the Plan. This Plan is closed to new hires.

Florida Retirement System (FRS)

The City participated in the Florida Retirement System (FRS), a cost-sharing multiple-employer defined benefit public employee retirement system, administered by the State of Florida Department of Administration. Benefits and refunds of the defined benefit pension plan are recognized when due and payable in accordance with the terms of the plan.

The City passed Resolution #2006-39, which allows all current eligible employees to enroll in FRS with the State of Florida (a defined benefit pension plan) with an effective date of December 1, 2006, or continue to participate in the pre-existing defined contribution pension plan known as the City of Deltona general Employees' Pension Plan. All general employees hired after December 1, 2006 are compulsory members of FRS. General employees electing to participate in FRS with the State of Florida had the option to purchase past service credit back to October 1, 1997. For each general employee opting to purchase past service, their General Employees' Pension Plan assets were transferred directly to FRS with the State of Florida. As of September 30, 2013, there were 186 employees enrolled in FRS.

F. Component Units

The City of Deltona has no component units.

G. Magnitude of Finance Operations

The Finance Department is headed by Robert Clinger, CPA.

H. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports and management letters should visit the City's website at www.deltonafl.gov The City of Deltona will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals.

IV. TIME REQUIREMENTS

A. Tentative Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted. This calendar is tentative and may be modified by the City at any time.

RFP issued	May 1, 2014
Questions due	May 8, 2014
Response to questions issued	May 9, 2014
Proposals due	May 15, 2015 at 2:00 p.m.
Initial Review and Short Listing	Week of May 19, 2014
Presentations, if requested by Committee	Week of May 26, 2014
Ranking of Proposers by Committee/Commission	Week of May 26, 2014
Selected firm notified	Week of June 2, 2014

B. Date Audit May Commence

The City of Deltona will have all records ready for audit and all management personnel available to meet with the firm's personnel by mid-June. Proposer should be prepared to perform interim work during July.

C. A similar time schedule will be developed for audits of future fiscal years if the City of Deltona exercises its option for additional audits.

Each of the following should be completed no later than the dates indicated.

August 14, 2014	Interim Audit Complete
February 2, 2015	First day of field work; lead schedules provided
February 13, 2015	Fieldwork completed
February 27, 2015	CAFR to Auditors
March 6, 2015	CAFR Completed
March 16, 2015	Presentation to Commission

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. In addition, the following will also be performed by City staff:

1. Preparation of the confirmations and lead schedules.

2. Assistance in providing paid invoices, cancelled checks and other supporting

documentation as requested by the firm.

3. Year-end closing of the books and preparation of necessary adjusting journal entries.

4. Preparation of schedules and related materials as requested by the firm.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Companies interested in submitting a proposal must submit their response to this Request for Proposals by 2:00 p.m. on May 15, 2014. No proposal will be accepted after 2:00 p.m. The due date and time shall be scrupulously observed. Under no circumstances shall proposals delivered after the time specified be considered; such proposals will be returned unopened. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in Purchasing serves as the official authority to determine lateness of any proposal. It is the Proposer's sole responsibility to assure that his/her proposal is complete and delivered at the proper time and place. Proposals which for any reason are not so delivered will not be considered. Offers by facsimile, telegram or telephone are **not** acceptable.

2. Inquiries

   Inquiries concerning the request for proposals and the subject of the request for proposals shall be directed in writing, preferable by email to:

   Kate Krauss, Purchasing Manager
   kkrauss@deltonafl.gov

   or fax to: (386) 878-8571

Inquiries must reference the proposal item and the date of the proposal opening and must be received at least seven (7) days prior to the proposal opening.

The City will record its responses to inquiries, any supplemental instructions, and/or necessary revisions to Proposal Documents in the form of a written addendum. Should revisions to the Proposal Documents become necessary, the City will post a written addendum to the DemandStar website which will go out to all Proposers who received a package through DemandStar. All addendum are posted to the DemandStar website and current planholders are notified that an addendum has been issued. Proposers who obtain Proposal Documents from other sources must officially register with the City's Purchasing Department in order to be placed on the DemandStar website as a planholder and receive any forthcoming addenda or other official communications.

Failure to register as a prospective Proposer may cause your proposal to be rejected as non-responsive if you have failed to submit a proposal with an addendum acknowledgment for the most current addendum. It is the vendor's responsibility to check the DemandStar website at www.demandstar.com in order to be sure the latest addendum and any prior addendum have been received.

3. Submission of Proposals

The format and information content of the proposal must be consistent with the following and the proposal must be received by the Purchasing Division by the due date and time at 2345 Providence Boulevard, Deltona, FL 32725 for the proposing firm to be considered:

a. Five (5) copies to include the following:

i. Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this request for proposals.

b. Proposers should send the completed proposal to the following address:

Kate Krauss, CPPO, CPPB, SPSM
Purchasing Manager
Deltona City Hall
2345 Providence Boulevard
Deltona, FL 32725

B. Technical Proposal

1. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Deltona in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items Nos. 2 through 11, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of the City of Deltona as defined by the U.S. General Accounting Office's *Government Auditing Standards* (1994).

The firm should also list and describe the firm's (or proposed subcontractors') professional relationships involving the City of Deltona or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City of Deltona written notice of any professional relationships entered into during the period of this agreement.

3. License to Practice in Florida

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed as CPA to practice in Florida.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the

professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Florida. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Deltona. However, in either case, the City of Deltona retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City of Deltona, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. **FEE SCHEDULE/COST**

a) Provide the fee for the annual audits described in this proposal:

Fiscal Year Ending September 30, 2014 $_____

Fiscal Year Ending September 30, 2015 $_____

Fiscal Year Ending September 30, 2016 $_____

Fiscal Year Ending September 30, 2017 $_____

Fiscal Year Ending September 30, 2018 $_____

b) Provide the hourly rate, by level of employee (ex. Partner, Manager, Senior Associate, Tax Staff, Associate), that will be charged for any additional services that may be required.

c) The City currently prepares its own Comprehensive Annual Financial Report (CAFR). Please provide pricing in the event that the auditing firm is ever requested to prepare CAFR:

Fiscal Year Ending September 30, 2014 $_____

Fiscal Year Ending September 30, 2015 $_____

Fiscal Year Ending September 30, 2016 $_____

Fiscal Year Ending September 30, 2017 $_____

Fiscal Year Ending September 30, 2018 $_____

7. Prior Engagements with the City of Deltona

List separately all engagements within the last five years, ranked on the basis of total staff hours, for the City of Deltona by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

8. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

9. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the City of Deltona 's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

a. Proposed segmentation of the engagement.

b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.

c. Sample size and the extent to which statistical sampling is to be used in the engagement.

d. Extent of use of EDP software in the engagement.

e. Type and extent of analytical procedures to be used in the engagement.

f. Approach to be taken to gain and document an understanding of the City of Deltona's internal control structure.

g. Approach to be taken in determining laws and regulations that will be subject to audit test work.

h. Approach to be taken in drawing audit samples for purposes of tests of compliance.

i. Approach to early implementation of new GAAP. This may be done if we have a reasonable expectation of what the standard will be even

though full public disclosure may not have occurred. Related thereto, please address the following:

i.) While many firms establish "firm policies" on issues of GAAP for which existing GAAP is unclear, please address the steps which would be taken if, where there is no established GAAP, the City proposes to take an alternative approach to the "firm's policy".

ii.) If a question of a GAAP interpretation arises between City staff and the audit team, please indicate the steps that would be taken to adequately determine the actual intent/direction of the available/applicable guidance.

These statements are intended to discuss the potential for addressing currently unresolved issues of what GAAP is and do not indicate any intent on behalf of the City to deviate from established GAAP.

j. Assistance to be provided in meeting the requirements of the "Certificate of Excellence in Financial Reporting'.

k. Process to produce a meaningful "management letter". Include three recent "management letters" developed in connection with local government audits.

10. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City of Deltona.

11. Report Format

The proposal should include sample formats for required reports.

VII. PUBLIC RECORDS DISCLOSURE

In accordance with Chapter 119 of the Florida Statutes (Public Records Act), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that Requests for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any information contained in their proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.

Please note that Sections 119.07(3)(m) of the Florida Statutes addresses in part the issue of the public nature of sealed bids or proposals as well as the non-public nature of certain trade secrets. The proposal submitted by your company may contain areas which are designated

"confidential" or "exempt from disclosure". If your proposal contains such information, you are required to advise the City with specificity the applicable law making those provisions exempt from disclosure in accordance with the Public Records Law. A generic notation that information is "confidential" will not suffice. Failure to provide the Purchasing Office with a detailed explanation and justification including statutory cites and specific reference to you proposal package detailing what provisions, if any, you believe are exempt from disclosure, may result in your proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.

VIII. EVALUATION PROCEDURES

A. Audit Selection Committee

Proposals submitted will be evaluated by an Audit Selection Committee. Final approval of selection will be made by the City Commission or City Manager.

B. Review of Proposals

The Audit Selection Committee will use a point formula during the review process to score proposals. Each member of the Audit Selection Committee will first score each proposal by the set of the criteria described in Section VII C below. The full Audit Selection Committee will then convene to review and discuss these evaluations and to combine the individual scores to arrive at a technical score for each firm. At this point, firms with an unacceptably low technical score will be eliminated from further consideration.

The City of Deltona reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Evaluation Criteria

Proposals will be evaluated using the criteria listed below. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

a. The audit firm is independent and licensed to practice in Florida.

b. The firm has no conflict of interest with regard to any other work performed by the firm for the City of Deltona.

c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Evaluation Criteria:

Each of the proposers who have satisfied the mandatory elements will be evaluated on the following criteria.

Tab 1. Executive Summary (0 points):

Provide an overview of how your firm will work with the City to provide the required services and meet time and budget requirements. Provide a brief, concise summary of your company and its capabilities. Give the names of the person(s) who will be authorized to make representations for your firm, their title, address and telephone and fax numbers. The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal proponent. Include Vendor Information Form in this Section.

Tab 2. Experience/Ability (20 points)

Provide the names, professional qualifications and experience of key personnel who will be responsible for completion of the assignment. Those assigned to work for the City must be a CPA licensed to practice in the State of Florida. Identify the primary contact person. Describe team roles and reporting responsibilities. Indicate which team members have worked together on similar size projects.

Tab 3. Past Performance (20 points)

Describe firm's qualifications and expertise related to the subject project. Discuss experience with managing similar projects. Provide a list of no more than five clients (including name of contact, address, phone number and description of work performed) for whom similar projects have been performed by the key personnel identified in the paragraph above. Provide a five-year litigation history. Use Reference Form and copy if necessary.

Tab 4. Cost (20 points)

Provide a total all-inclusive maximum price. Cost should contain all pricing information relative to performing the audit engagement and CAFR related work as described in this request for proposals. The total all-inclusive maximum price is to contain all direct and indirect costs including all out-of pocket expenses. The guaranteed maximum total cost and estimated calendar day duration (including projected hours) for which your firm will provide the work described in this RFP.

Provide hourly rates for Partner, Manager, Senior and Staff Level Support for any additional work that may be required throughout engagement.

Tab 5. Understanding of Project and Project Requirements (20 points)

Provide the following information pertaining to the services to be performed.

Describe your understanding of the mission and goals of the project. Provide details of tasks and personnel required to accomplish the Scope of Work contained in this RFP.

Include estimated personnel hours for each team member. Identify other resources required to accomplish the mission of this project. Provide a detailed project schedule. State whether or not your firm is a Certified Minority Business Enterprise.

Tab 6. Approach and Method (10 points)
Provide a review of the firm's methodology for executing the project scope, controlling its quality, correcting mistakes, and maintaining or advancing the schedule. Include discussion of staffing allocation, project controls and contract administration methods to be employed. Identify roadblocks and milestones found in similar projects and firm's approach to managing them.

Tab 7. Location (10 points)
Provide a description of the firm's local presence and the location of the Project Team. Include the attached questionnaire regarding Location with your response.

Tab 8. City Forms
Respondent shall complete and execute the forms specified below and found at the designated pages in this RFQ, and shall include them in the section tabbed 7:

- Non-Collusion Affidavit
- Drug Free Workplace Form
- Conflict of Interest
- Copies of all applicable licenses shall be included in this section.

CRITERIA MAXIMUM POINTS

TAB 2 - 20 points – Experience and Ability
TAB 3 - 20 points – Past Performance
TAB 4 – 20 points - Cost
TAB 6 - 20 points – Understanding of Project and Project Requirements
TAB 7 - 10 points – Approach and Method
TAB 5 - 10 points - Location

TOTAL 100

D. Oral Presentations

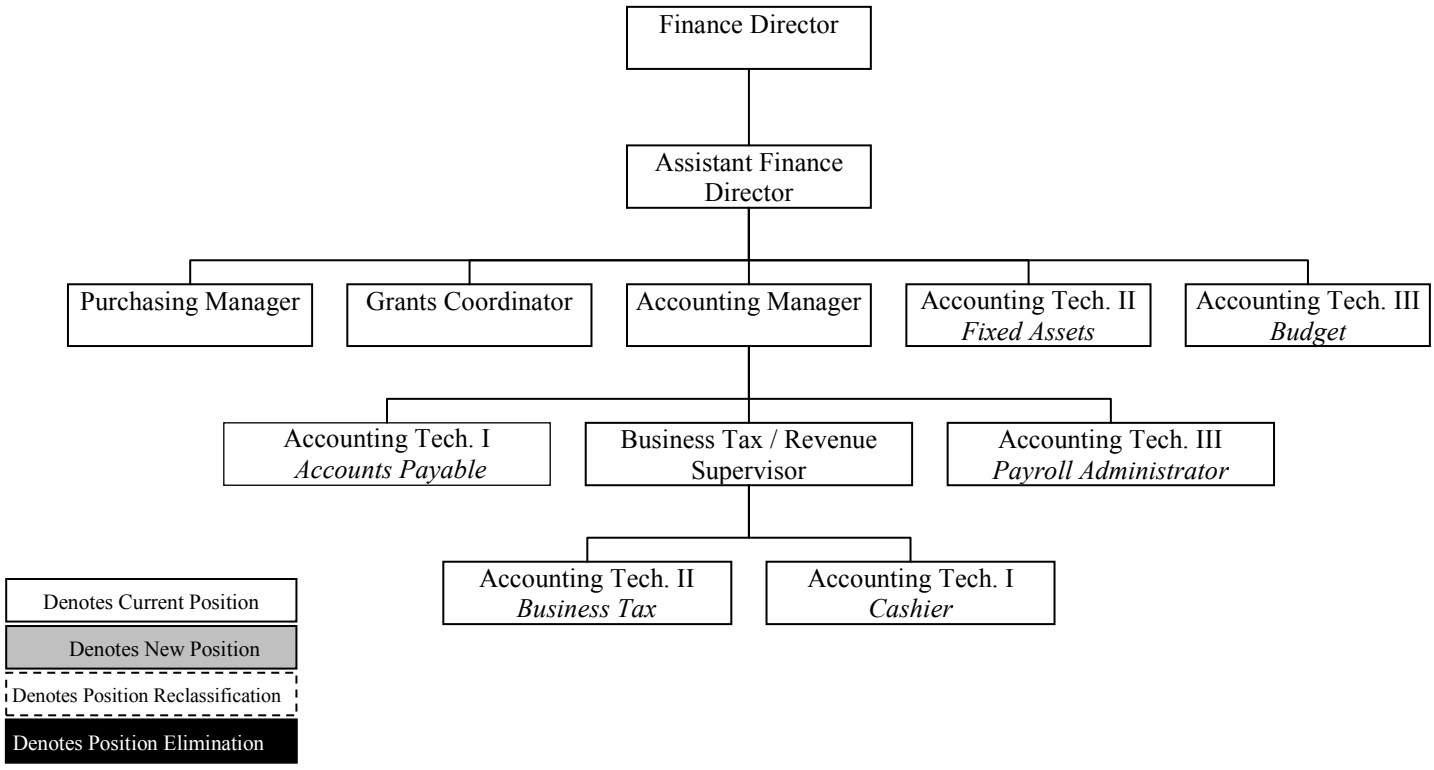
During the evaluation process, the Audit Selection Committee may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Audit Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

E. Final Selection Determination

Proposals submitted will be evaluated by an Audit Selection Committee. Final approval of selection will be made by the City Manager.

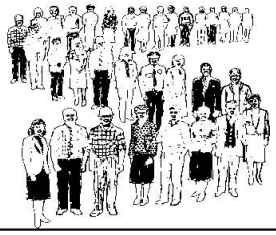
APPENDIX A
FISCAL SERVICES DIVISION OVERVIEW

FINANCE



Functional Duties: The Fiscal Services Division manages the financial affairs of the City, including budget development and management, cash management, investments, debt, payroll, grants, revenue, procurement, disbursements, fixed assets, accounting and financial reporting.

ORGANIZATIONAL CHART



Citizens of Deltona

Elected Officials
John C. Masiarczyk, Sr., Mayor
Zenaida Denizac, District 1, Vice Mayor
Webster Barnaby, District 2
Heidi Herzberg, District 3
Nancy Schleicher, District 4
Fred Lowry, Jr., District 5
Chris Nabicht, District 6

Various Appointed Boards & Committees

City Manager
William "Dave" Denny

City Attorney
Gretchen "Becky" Vose

City Clerk's Office
Joyce Kent, CMC, City Clerk

Building & Enforcement Services Department
Dale Baker, Director
- *Enforcement Services Division*
- *Solid Waste Division*
- *Construction Services Division*

Finance
Robert "Bob" Clinger, CPA
Director
- *Accounting/Payroll*
- *Budget & Operational Services*
- *Fiscal Services*
- *Purchasing*

Human Resources
Tom Acquaro, MPA, IPMA-CP, Director
- *Human Resources*
- *Risk management*

Acting Deputy City Manager
Dale Baker

Information Technology
Steve Narvaez, IT Manager

Parks & Recreation
William "Steve" Moore, Director
- *Facilities Maintenance*
- *LEC/Amphitheatre Scheduling*
- *Community/Special Events*

Public Works
Gerald Chancellor, Director
- *Utilities*
- *Engineering*
- *Field Operations*
- *Fleet Maintenance*
- *Stormwater*
- *Traffic Operations*
- *Water & Wastewater Operations*

Fire / Rescue Department
Robert "Bob" Staples, CMO
Fire Chief
- *Operations/Combat*
- *Emergency Management/ Administration*
- *Fire Loss Management*

Law Enforcement
Captain David "Dave" Brannon
District Commander
Contracted services with Volusia County Sheriff's Office

Planning & Development Services
Chris Bowley, Director
- *Economic Development*
- *Short Range Planning*
- *Long Range Planning*
- *Community Development*

13/14 Annual Budget

INSURANCE INFORMATION

Insurance and Indemnification

Contractor shall provide and maintain, during the entire term of this Agreement, without cost to the City, insurance in the following types and limits with a company or companies authorized to do business in the State of Florida. Consultant shall not commence work under the Agreement until City has received an acceptable certificate or certificates of insurance and endorsement evidencing the required insurance, with the following minimum limits and coverage limits fully available during the entire contract period:

(A) Professional liability (medical malpractice, engineers, architect, environmental, errors and omissions, etc.) insurance as applicable, with minimum limits of $1,000,000. Professional liability insurance shall be maintained for at least six years from the termination of the Agreement.

(B) General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01 or CG 00 02) of the Insurance Services Office or equivalent without restrictive endorsements, with the minimum limits and coverage of $1,000,000 per occurrence; combined single limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises and/or Operations, Independent Contractors, and Products and/or Completed Operations, and a Contractual Liability Endorsement.

(C) Automobile liability insurance, including owned, non-owned and hired autos with the following minimum limits and coverage:

Combined Single Limit	$1,000,000
Or	
Bodily Injury (per person)	$1,000,000
Bodily Injury (per accident)	$1,000,000
Property Damage	$100,000

(D) Workers' compensation insurance in accordance with Florida Statute, Chapter 440, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc). Must provide certificate of insurance indicating this coverage of the policy is in full force and effect.

(E) Additional Requirements.

(1) **City of Deltona shall be <u>named and endorsed</u> as an additional insured on the General liability policy.**

(2) The General Liability policy is to contain or be endorsed to name the City, its officers, officials and employees as additional insureds as respects to the liability arising out of the activities performed under this Agreement. Such coverage shall be primary to the extent of Consultants negligent acts or omissions or willful misconduct, and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. In addition, a waiver of subrogation by the commercial liability insurer shall be provided that lists or names the additional insured as subject to the waiver. Coverage shall be on an "occurrence" basis and not "claims made".

(3) Certificates of insurance shall provide for a minimum of thirty (30) days prior written notice to the City of any material change or cancellation of the required insurance, with ten (10) day written notice of cancellation due to non-payment of premium.

(4) Certificates of insurance shall identify the Bid number, contract, project, etc. in the Description of Operations section of the Certificate.

(5) Consultant shall be responsible for subcontractors and their insurance.

(6) The Certificate holder section of each policy shall state: City OF DELTONA, 2345 PROVIDENCE BOULEVARD, DELTONA, FLORIDA 32725.

(7) Consultant shall be solely responsible for all deductibles and self-insurance retention on Liability Insurance policies. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused without thirty (30) calendar days written notice, or without ten (10) days written notice of cancellation due to non-payment of premium, being given to City by certified mail.

5.5 Indemnity. Consultant shall indemnify and hold City and its agents, officers, commission, or employees harmless for any damages resulting from failure of Consultant to take out and maintain the above insurance. Additionally, Consultant agrees to indemnify, defend and hold the City, and its officers, commission, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional and attorney fees, court costs, other expenses and liabilities to the extent resulting from the negligent act, error or omission of Consultant, its agents, employees or representative, in the performance of Consultant's duties set forth in this Agreement, including any act alleged to give rise to an action in inverse condemnation.

5.6 Independent Contractor. Consultant agrees that it shall be acting as an independent contractor and shall not be considered or deemed to be an agent, employee, joint venturer, or partner of City. Consultant shall have no authority to contract for or bind City in any manner and shall not represent itself as an agent of City or as otherwise authorized to act for or on behalf of City.

As evidence of the above listed coverages, a Certificate of Insurance shall be forwarded to the City of Deltona Purchasing Manager, 2345 Providence Boulevard, Deltona, FL 32725 prior to the beginning of work under this contract.

Interested firms or individuals are requested to indicate their interest by submitting a total of four (4), one (1) unbound, signed original and three (3) complete copies of their proposal in a sealed package marked on the outside, "RFP 14017 Auditing Service" addressed to City of Deltona Purchasing, 2345 Providence Blvd., Deltona, FL 32725, at or before the date as stated on the first page of this RFP. No responses will be accepted after 2:00 P.M.

All questions are to be directed, in writing, to Kate Krauss, Purchasing Manager at kkrauss@deltonafl.gov or faxed to (386) 878-8571 seven calendar days prior to due date in order to issue an addenda. Please do not call to ask questions that need to be addressed through an addendum. There is no guarantee that your call will be returned due to the volume of calls that would be received on this type of project.

CONTACT: All prospective proposers are hereby instructed not to contact any member of the City of Deltona Commission, City Manager, or City of Deltona Staff members other than the noted contact person OR a member of the Purchasing staff regarding this Request for Proposals or their response at any time during the RFP process. Any such contact shall be cause for rejection of your submittal.

The City reserves the right to reject any or all submittals, to waive informalities in the submittals and to re-advertise for submittals.

The City also reserves the right to separately accept or reject any item or items of a response and to award and/or negotiate a contract in the best interest of the City.

RFP 14017 AUDITING SERVICES

ADDRESS TO:
THE CITY OF DELTONA
KATE KRAUSS, PURCHASING MANAGER
2345 PROVIDENCE BLVD.
DELTONA, FLORIDA 32725

I acknowledge receipt of Addenda No.(s) _____-
I have included:

- Vendor Information Sheet_____
- References
- Location
- Non-Collusion Affidavit
- Drug Free Workplace Form
- Conflict of Interest

(Check mark items above, as a reminder that they are included.)
Mailing Address: _____
Telephone: _____
Fax: _____

Date: _____

Signed: _____

Printed Name: _____

Title: _____

CITY OF DELTONA
VENDOR INFORMATION SHEET

The information below is required to complete your proposal packet. Type or print only.

Company Name: _____

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Fax Number: _____

Project Contact: _____

e-mail address:_____

Remittance (Payment) Mailing Information

Address 1:_____

Address 2:_____

City: _____ State: _____

Zip Code: _____

Phone Number: _____

Fax Number: _____

Project Contact: _____

e-mail address: _____

Federal Tax ID No.:

_____

Tax ID Type: ☐ Federal Tax ID ☐ Social Security Number

STATEMENT OF EXPERIENCE

Proposer:_____

_____

How Long In Business: _____ At Current Address _____

Principals:
_____ Title _____
_____ Title _____
_____ Title _____

Type of Work Normally Performed:
_____

Project of this Type Previously Completed:

1. _____ Amount $_____

2. _____ Amount $_____

3. _____ Amount $_____

References for Projects listed above:

1. _____

_____ Tel. No. _____

2. _____

_____ Tel. No. _____

3. _____

_____ Tel. No. _____

Financial _____
Status: _____

Equipment: _____
_____

Number of Personnel Currently Employed:_____

Number of Personnel Available for Project:_____

Other Pertinent Information:
_____

_____

_____

Qualification of Personnel. It is essential that the project be supervised and carried out by personnel possessing training and experience appropriate to the nature of the project. The proposal submitted by prospective firm **must include** documentation of the professional qualifications of the key personnel to be employed.

Such documentation shall include, but not be limited to:

(1) resumes of academic training and employment in the applicable field;
(2) evidence of possession of required licenses or business permits.

NOTE: Proposer may submit separate statement of experience with additional information. (Attach to this page)

RFP 14017 Auditing Service
REFERENCES

#1 Agency	
Address	
City, State, ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	
#2 Agency	
Address	
City, State, ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	
#3 Agency	
Address	
City, State, ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

INCLUDE THIS FORM IN TAB 4 OF YOUR RESPONSE

LOCATION

Provide a description of the firm's local presence.

Where is your firm's home office located:

City: _____

State: _____

County: _____

Which location do the members of the Project Team for this project work out of:

Name of Project Team Member for this Project: _____

Works out of the following location:

City: _____

State: _____

County: _____

Please complete additional sheets in the above format for each Project Team Member for this project.

NON-COLLUSION AFFIDAVIT

I, _____, depose and say that:

1. I am _____ of the firm of _____,
the firm submitting the response described in this Request for Proposals for:

RFP 14017 Auditing Service and that I executed the said response with full authority to do so:

2. the prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

3. unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and

4. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition;

5. the statements contained in this affidavit are true and correct, and made with full knowledge that the City of Deltona relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

Signature of Bidder: _____ Date: _____
STATE OF: _____ CITY OF: _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this _____ day of 20 .

NOTARY PUBLIC

My Commission Expires: _____

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

_____

(Name of Business)

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

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

_____

Proposer's Signature

_____

Date

NOTARY PUBLIC

My Commission Expires:

LOBBYING AND CONFLICT OF INTEREST CLAUSE
ETHICS CLAUSE

“ “

(Company)

“_____ warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former City officer or employee or any City officer or employee. For breach or violation of this provision the City may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former City officer or employee”.

Signature _____

Date: _____

STATE OF: _____ CITY OF: _____
Subscribed and sworn to (or affirmed) before me on (date) by (name of affiant). He/She is personally known to me or has produced as identification. (type of identification)

NOTARY PUBLIC

My commission expires:

INCLUDE THIS FORM IN TAB 4 OF YOUR RESPONSE

LOCATION

Provide a description of the firm's local presence.

Where is your firm's home office located:

City: _____

State: _____

County: _____

Which location do the members of the Project Team for this project work out of:

Name of Project Team Member for this Project: _____

Works out of the following location:

City: _____

State: _____

County: _____

Please complete additional sheets in the above format for each Project Team Member for this project.

RFP#14017
AUDITING SERVICES

COMMITTEE MEMBER	Averett Warmus Durkee	Berman Hopkins Wright & Laham	James Moore	McDirmit Davis	Moore Stephens Lovelace	Purvis Gray & Company
DALE BAKER	54	55	60	65	79	89
MARI LIESEN	92	83	90	92	91	95
JULIA JOHNSON	70	72	78	80	90	90
	216	**210**	**228**	**237**	**260**	**274**

CITY OF DELTONA
CONSULTANT EVALUATION

RFP#14017 AUDITING SERVICES **RFQ Due Date: MAY 15, 2014**

The goal of the Selection Committee is to determine which firm(s) demonstrate the ability to provide the highest quality of service at the best cost using the criteria as listed in the RFP document. The Committee shall independently score proposals received and determine which firms are most highly qualified to perform the required services. A Selection Committee Meeting will then be scheduled when Committee members can discuss their scoring and determine whether or not interviews will be held. If not, firms will be ranked for recommendation of award. Use the Notes section to justify your decision and for discussion at the Selection Committee meeting.

NO.	CRITERIA	POSSIBLE POINTS	Averett Warmus Durkee	Derman Hopkins Wright & Laham	~~Booth, Era, Straughan & Hott, Inc.~~	James Moore	McDirmit Davis	Moore Stephens Lovelace	Purvis Gray & Company	NOTES: Use this section to justify your decision and for discussion at the Selection Committee meeting.
1	Tab 1: Executive Summary	0								
2	Tab 2: Experience/Ability	20	14	15		16	17	18	20	
3	Tab 3: Past Performance	20	14	15		16	17	18	20	
4	Tab 4: Cost	20	17	14		16	18	20	15	
5	Tab 5: Understanding of Project and Project Requirements	20	14	17		15	16	18	20	
6	Tab 56: Approach and Method	10	4	7		5	6	8	10	
7	Tab 7: Location	10	7	4		10	6	8	5	
8	Tab 8: City Forms	0								
		100	70	72		78	80	90	90	

SELECTION COMMITTEE

Dale Baker
Julia Johnson ✓
Mari Leisen

Does Committee want interviews scheduled with selected firms: Yes _____ No X

Firms to be recommended to Commission for interviews

1 Purvis Gray & Company
2 Moore Stephens Lovelace
3

Committee Member Signature Julia J Johnson

CITY OF DELTONA
CONSULTANT EVALUATION

RFP#14017 AUDITING SERVICES **RFQ Due Date: MAY 15, 2014**

The goal of the Selection Committee is to determine which firm(s) demonstrate the ability to provide the highest quality of service at the best cost using the criteria as listed in the RFP document. The Committee shall independently score proposals received and determine which firms are most highly qualified to perform the required services. A Selection Committee Meeting will then be scheduled when Committee members can discuss their scoring and determine whether or not interviews will be held. If not, firms will be ranked for recommendation of award. Use the Notes section to justify your decision and for discussion at the Selection Committee meeting.

NO.	CRITERIA	POSSIBLE POINTS	1 Averett Warmus Durkee	2 Berman Hopkins Wright & Laham	3 James Moore	4 McDirmit Davis	5 Moore Stephens Lovelace	6 Purvis Gray & Company	NOTES: Use this section to justify your decision and for discussion at the Selection Committee meeting.
1	Tab 1: Executive Summary	0							
2	Tab 2: Experience/Ability	20	19	15	16	19	17	20	
3	Tab 3: Past Performance	20	17	17	18	17	17	20	
4	Tab 4: Cost	20	18	15	17	19	20	10	
5	Tab 5: Understanding of Project and Project Requirements	20	19	19	19	19	19	20	
6	Tab 56: Approach and Method	10	10	9	10	9	9	10	
7	Tab 7: Location	10	9	8	10	9	9	9	
8	Tab 8: City Forms	0							
		100	92	83	90	92	91	95	

SELECTION COMMITTEE

Dale Baker
Julia Johnson
Mari Leisen

Does Committee want interviews scheduled with selected firms: Yes ____ No ✓

Firms to be recommended to Commission for interviews

1 Purvis Gray
2 Moore Stephens
3

Mari Leisen
Committee Member Signature

55,000 ↓ 60000 5500 CAFR
476 hours 63000 ↓ 71000 5400 CAFR

CITY OF DELTONA
CONSULTANT EVALUATION

RFP#14017 AUDITING SERVICES **RFQ Due Date: MAY 15, 2014**

The goal of the Selection Committee is to determine which firm(s) demonstrate the ability to provide the highest quality of service at the best cost using the criteria as listed in the RFP document. The Committee shall independently score proposals received and determine which firms are most highly qualified to perform the required services A Selection Committee Meeting will then be scheduled when Committee members can discuss their scoring and determine whether or not interviews will be held If not, firms will be ranked for recommendation of award Use the Notes section to justify your decision and for discussion at the Selection Committee meeting.

NO.	CRITERIA	POSSIBLE POINTS	Averett Warmus Durkee	Berman Hopkins Wright & Laham	James Moore	McDirmit Davis	Moore Stephens Lovelace	Purvis Gray & Company	NOTES: Use this section to justify your decision and for discussion at the Selection Committee meeting.
1	Tab 1: Executive Summary	0							
2	Tab 2: Experience/Ability	20	10	12	14	13	18	20	Current Audit Team Exc. Job Utilities & Grant Exp.
3	Tab 3: Past Performance	20	10	10	12	12	18	20	Current Exc Job
4	Tab 4: Cost	20	9	8	9	15	15	18	Middle of Group Exp. w/ as makes $ worth it. Less $ not much Exp.
5	Tab 5: Understanding of Project and Project Requirements	20	12	12	12	12	15	18	Recent Exp.
6	Tab 56: Approach and Method	10	8	8	8	8	8	8	
7	Tab 7: Location	10	5	5	5	5	5	5	
8	Tab 8: City Forms	0							
		100	54	55	60	65	79	89	

SELECTION COMMITTEE

Dale Baker

Julia Johnson

Mari Leisen

Does Committee want interviews scheduled with selected firms: Yes _____ No X

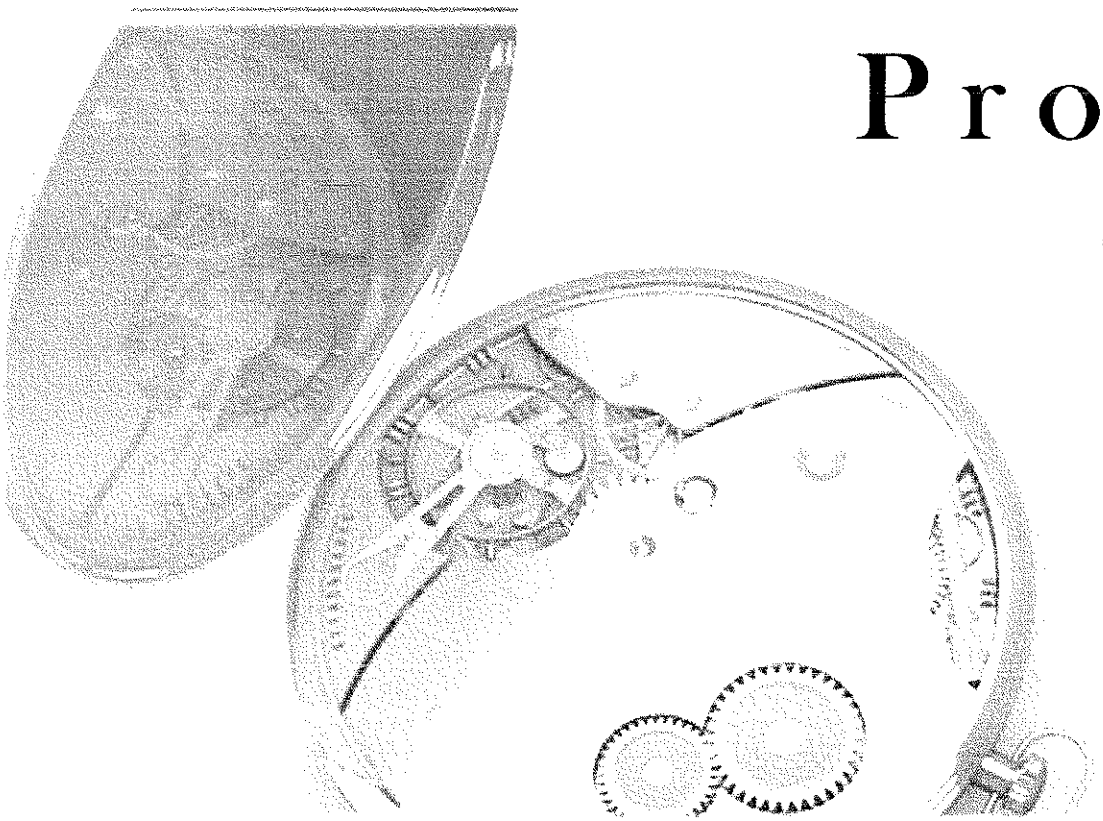
Firms to be recommended to Commission for interviews

1 Purvis Gray

2

Precision
Performance
Assurance

Purvis Gray & Company, LLP



Proposal

CITY OF DELTONA
RFP # 14017

AUDIT SERVICES

ORIGINAL

Certified Public Accountants
Trusted Advisors

P.O. Box 141270 222 N.E. 1st Street Gainesville, Florida 32601 (352) 378-2461 FAX (352) 378-2505
Laurel Ridge Professional Center 2347 S.E. 17th Street Ocala, Florida 34471 (352) 732-3872 FAX (352) 732-0542
443 East College Avenue Tallahassee, Florida 32301 (850) 224-7144 (850) 224-1762
5001 Lakewood Ranch Blvd North, Suite 101 Sarasota, Fl 34240 (941) 907-0350 FAX (941) 907-0309

Purvis, Gray and Company, LLP

TITLE PAGE

CITY OF DELTONA

REQUEST FOR PROPOSALS

#14017

AUDIT SERVICES

Submitted by

Purvis, Gray and Company, LLP
Certified Public Accountants
Laurel Ridge Professional Center
2347 S.E. 17th Street
Ocala, Florida 34471
(352) 732-3872 - Phone
(352) 732-0542 - Fax

Contacts: Mark A. White, C.P.A., Partner
MarkWhite@purvisgray.com

Timothy M. Westgate, C.P.A., Partner
TWestgate@purvisgray.com

Submittal Due Date: Thursday, May 15, 2014 @ 2:00 P.M.

Gainesville • Ocala • Tallahassee • Sarasota

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Purvis Gray & Company

Audit Selection Committee
City of Deltona
2345 Providence Blvd
Deltona, Florida 32725

We appreciate the opportunity to present Purvis, Gray and Company, LLP (Purvis, Gray and Company) to your Audit Selection Committee and would take great pride in being retained as auditors for the City of Deltona (the City).

We have received your Request for Proposal (RFP) #14017 for *Auditing Services* beginning September 30, 2014, for a period of up to five years with renewals upon mutual agreement. ***We have read and understand the scope of work and requirements to be performed, and give you our express commitment to meet or exceed the performance and time specifications contained therein.***

Purvis, Gray and Company is a state-wide CPA firm employing approximately seventy-five professionals and support staff in our Ocala, Gainesville, Tallahassee, and Sarasota offices. ***Our multiple office locations throughout the state are the result of organic growth of the firm, without merger or acquisition, which we attribute to our pursuit of technical excellence and great client service.***

We have audited and advised Florida local governments almost since our inception in 1946. ***Our firm is currently providing auditing services to over twenty Florida municipalities, six Florida counties, six Florida school boards, six rural electric cooperatives and many other special districts and not-for-profit organizations.*** We also audit water and sewer utilities, airport authorities, governmental pension plans, state and federal grant programs, financial institutions, contractors, builders, and engineering firms, and have gained contacts and knowledge in those industries essential to our understanding of your business environment. In addition, we are active in both the national and state versions of the Governmental Finance Officers Association (GFOA), serving for many years on the Technical Resources and Special Review Committees of these organizations. We also have extensive experience and are well received in the national bond markets as evidenced by the many bond issues we have been associated with as listed in this proposal.

Why Purvis, Gray and Company?
We have served as auditors for the City in past years and have gained unique insights into your operations and environment from that experience. As such, we have unique specific knowledge of the following key areas of the City:

- Thorough knowledge of New Pension Standards to Soon Affect the City in a Major Way
- All Aspects of the Deltona Water Purchase and Subsequent Operations
- Your CDBG, SHIP and Other Grant Programs
- Your Cash and Investment Portfolio for City and Pension Plans
- Utility Billing System and Rate Structure (Water and Sewer)
- All Debt Issues - 2006 Capital Improvement Bonds, 2013 Utility Revenue Bonds, Swaption Transaction, and Stormwater Note
- General Employee, and Firefighters Pension Plans
- All Impact Fee Ordinances
- Computer System and Key Financial Software Packages
- Solid Waste Collection Operations
- Street-lighting Districts
- Storm-water Utility Operations and Capital Improvement Plan
- City's 5-Year Capital Improvement Plan
- Overall City Organizational and Governance Structure and Political Environment
- Partners and Managers in the field regularly, working side by side with your staff
- All Department Heads and Key Management

Certified Public Accountants
P.O. Box 141270 • 222 N.E. 1st Street • Gainesville, Florida 32614-1270 • (352) 378-2461 • FAX (352) 378-2505
Laurel Ridge Professional Center • 2347 S.E. 17th Street • Ocala, Florida 34471 • (352) 732-3872 • FAX (352) 732-0542
443 East College Avenue • Tallahassee, Florida 32301 • (850) 224-7144 • FAX (850) 224-1762
5001 Lakewood Ranch Blvd. N., Suite 101 • Sarasota, Florida 34240 • (941) 907-0350 • FAX (941) 907-0309
MEMBERS OF AMERICAN AND FLORIDA INSTITUTES OF CERTIFIED PUBLIC ACCOUNTANTS
MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS PRIVATE COMPANIES AND S.E.C. PRACTICE SECTIONS

Audit Selection Committee
City of Deltona
Deltona, Florida

We believe that this specific knowledge and experience with the City combined with the quality of staffing ***(partners and managers in the field)*** we have committed to your audit make us the best firm to conduct your annual audit This can be seen in the many and varied management letter recommendations that we have provided the City, which we believe have been helpful in improving the internal controls and operations of the City Many of the recommendations, evidencing the depth and quality of our audits have been included in a sample management letter report included in this proposal for your review.

The Audit Firm Rotation Issue

As the City goes through the Audit RFP process, someone may ask if it is time that the City rotates auditors and get "fresh eyes" looking at the City This is not a new question and it may have an initial superficial appeal, however once you look a little deeper, it breaks down ***Recent independent studies cited by the AICPA concluded that audit firm rotation actually reduces audit quality and that in fact, there is a direct relationship between auditor tenure and auditor competence. In other words, the more your auditor knows about you, the less chance of missing something significant. No authoritative body, including the AICPA, Public Companies Accounting Oversight Board (PCAOB), Florida Auditor General, and the Government Accountability Office (GAO) recommends audit firm rotation. In fact, the PCAOB has found that audit failures are three times more likely to occur within the first two years of changing auditors. The take away from all of this is that who your auditors are and the type of job that they are doing for you is more relevant than changing for change sake.***

Based upon the track record that we have established with you over past years, we are a known commodity; you know the level of expertise and service you are getting from our firm; there is no guesswork involved by choosing us again. Additionally, our top management has been accessible to you and we have been able to respond expeditiously to the City's audit and nonaudit needs alike. We pledge to continue that access and response to City needs for the future.

Mr. Mark A. White, CPA, Partner is a member of the GFOA Special Review Committee for the Certificate of Excellence in Financial Reporting program. He reviews CAFRs on behalf of GFOA all through the year, learning new techniques and presentation to make the City's CAFR the best it can be. We are confident that we will be able to help the City keep its long held Certificate for Excellence in Financial Reporting with continued improvement in the CAFR product.

Additionally, we have been working with City staff on the upcoming implementation of several new GASB accounting and financial reporting standards including the new Deferred Outflow/Inflow requirements and more importantly the new Pensions Standards that will impact the City significantly. Mr. White has been speaking on these topics at various prominent conferences and is ready to assist the City in the seamless implementation of these new requirements.

Information Technology plays an ever important role in the City's financial applications and reporting. ***Your audit will include a comprehensive review of IT general controls over financial reporting by CISA and CITP certified IT professionals that are familiar with municipal utilities and their various platforms and applications.***

Additionally, your finance and accounting personnel will be invited to two 8-hour continuing professional education days provided by our firm annually. These days will include presentations on current audit and accounting issues facing local governments from a combination of in-house and prominent local presenters. This allows your people to learn with ours as new issues face us all.

Audit Selection Committee
City of Deltona
Deltona, Florida

Again, we appreciate the opportunity to reintroduce Purvis, Gray and Company to the City. Your audit will be conducted out of our Ocala office, with assistance from our other offices as needed. Personnel from all of our offices routinely work together on audit engagements, employing our firm-wide approach to client service delivery. Our Ocala office is about one and a half hours from Deltona City Hall, so as in the past, we are available to you at a moment's call. We are Partners in the firm and authorized to represent the firm in this matter We are in-firm specialists in governmental and utility accounting and auditing and will work directly and continually on your audit as in the past. For additional experience, we will draw on other partners and members of the audit team and firm

Further information about our firm follows in this document We look forward to the opportunity to work with you and fulfill this commitment to serve. If we can supply you with additional information or discuss this commitment further with you, we will be available at your convenience.

Respectfully submitted,

PURVIS, GRAY AND COMPANY, LLP

Mark A. White, C.P.A
Audit Partner

Respectfully submitted,

PURVIS, GRAY AND COMPANY, LLP

Timothy M. Westgate, C P.A
Audit Partner

MAW/TMW/asb

Tab 1—Executive Summary

We are extremely pleased to present our credentials to provide audit services to the City. You will be a valued client and you can be assured that the engagement will command immediate attention and priority service from our firm. We are confident that we have the professional skills, relevant technical experience, and the commitment to provide service that you require. Below is a brief executive summary of our experience, and the detailed information requested in your RFP begins on page 6.

Understanding Scope of Work to Be Performed

We have received your RFP for Independent Audit Services and have read this RFP in its entirety. We give you our express commitment to meet or exceed the performance and time specifications contained therein. We are independent certified public accountants as defined by generally accepted auditing standards and *Government Auditing Standards*, issued by the comptroller General of the United States, and an equal opportunity employer. ***We are properly licensed and registered for public practice in the State of Florida and our professional staff are properly licensed and registered to practice as certified public accountants in the State of Florida or "exam-eligible".***

Conflict of Interest

We have audited the financial statements of the City in years past and other than the performance of these annual audits, we have had no professional relationships involving the City. We confirm that we will give the City written notice of any professional relationships entered into involving the City, if applicable, during the period of this agreement.

External Quality Control

Purvis, Gray and Company is a member of the AICPA's Governmental Audit Quality Center (GAQC). Our firm places a high priority on its quality control and has undergone a peer review made by the AICPA at least every three years since 1979. Our most recent review was performed in September 2013. We are pleased to report there was no letter of comment.

Expertise and Experience

Our firm maintains a specialized governmental practice and we represent a large clientele of governmental providers throughout the State of Florida. We have developed our presence in the local governmental industry to include 24 municipalities, 6 counties, 6 school boards, airport authorities, 2 large Developments made up of a total 19 CDDs, water authorities, and all other manner of local government and governmental nonprofit organizations. In addition, we currently audit the Florida Municipal Power Agency (FMPA), Kissimmee Utility Authority (KUA), Florida Gas Utility (FGU), and several municipal electric utilities. Our partners and professional staff have participated in a number of audits of federal and state grant programs.

Projected Workload

The firm has been providing audit and accounting services for many years and is proud of its record of delivering quality and timely services to its clients. We are highly experienced on managing the audits and work closely with our clients to arrive at mutually acceptable dates of fieldwork and delivery. We schedule our engagements long in advance and attempt to accomplish as much of the work prior to year-end as possible. Our audit plan describes the work flow that we anticipate to deliver your report on time and to result in the least intrusion in your managements' schedule. We also staff a sufficient number of auditors to perform the audit expeditiously.

Expertise and Experience of Personnel

Purvis, Gray and Company's number one priority is client service. The best way to provide valuable service is with quality personnel, and we pride ourselves on finding and hiring the best employees. Our Information Technology professionals have extensive experience and proficiency working in various computerized environments. They are familiar with a wide variety of fund accounting and operational software products. We believe that client service starts with open communication, and in-depth knowledge of the City that will continue beyond the delivery of our product. ***We will respond quickly to your needs.*** You will not have to train our auditors; we do not randomly rotate staff, and you will regularly see partners and managers in the field. Members of the audit team assigned to the City's audit are in full compliance with the continuing education requirements set forth under U.S. General Accounting Office, *Government Auditing Standards*, 2011 Revision.

Representations for the Firm

We want to thank you for considering our firm and look forward to continuing professional relationship with the City. Mr. Mark A. White, C.P.A., Partner and Mr. Timothy M. Westgate, C.P.A., Partner declare that the proposal is in all respects fair and in good faith without collusion or fraud and are authorized to represent the firm in this matter. Their contact information is as follows:

2347 SE 17the Street; Ocala, FL 34471
352.732.3872/888.378.2463 - Phone
352.732.0542 - Fax

CITY OF DELTONA
VENDOR INFORMATION SHEET

The information below is required to complete your proposal packet. Type or print only.

Company Name: Purvis, Gray and Company, LLP

Address 1: 2347 SE 17th Street

Address 2:

City: Ocala

State: Florida

Zip Code: 34471

Phone Number: 352.732.3872 888.378.2463

Fax Number: 352 732.0542

Project Contact: Mark A. White, CPA, Partner

e-mail address: MarkWhite@purvisgray.com

Remittance (Payment) Mailing Information

Address 1: P.O. Box 141270

Address 2:

City: Gainesville State: Florida

Zip Code: 32614-1270

Phone Number: 352.378.2461 888.378.2461

Fax Number: 352.378.2505

Project Contact: Mark White, CPA, Partner

e-mail address: MarkWhite@purvisgray.com

Federal Tax ID No.: 59-0548468

Tax ID Type: ☒ Federal Tax ID ☐ Social Security Number

Tab 2—Experience/Ability

Independence

We are independent certified public accountants as defined by generally accepted auditing standards and *Government Auditing Standards*, issued by the Comptroller General of the United States. We are independent of the City as defined in the U.S. General Accounting Offices' *Government Auditing Standards* and Generally Accepted Auditing Standards.

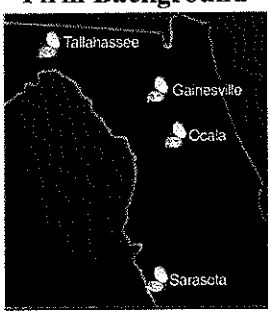
We confirm that we will give the City written notice of any professional relationships entered into involving the City, or any of its agencies or component units, during the period of this agreement.

No Subcontracting or Joint Ventures

Your audit will be conducted by Purvis, Gray and Company. There is no joint venture or consortium proposed. All members of the engagement team are partners or employees of Purvis, Gray and Company.

Firm Qualifications and Experience

Firm Background



Purvis, Gray and Company was founded in 1946, in Gainesville, Florida by two University of Florida Accounting Professors and has grown into an organization with over seventy-five professionals and support personnel providing a full-range of services to a broad client base. An organizational chart and listing of all firm professional personnel appears on page 9. Our firm has offices in Ocala, Gainesville, Sarasota, and Tallahassee. Accordingly, we consider the entire State of Florida our primary practice area. ***Our multiple office locations throughout the state are the result of organic growth of the firm, without merger or acquisition, which we attribute to our pursuit of technical excellence and great client service.***

Our state-wide governmental audit staff consists of seven partners, eight managers and approximately fifteen other professional staff. All of the partners and managers are CPAs, as are most of the other professional staff.

Your audit will be conducted from our Ocala office with occasional assistance from other offices as needed. Our Ocala office has approximately 23 individuals in total, including six partners, three managers, six seniors, and several staff accountants, paraprofessionals and support staff. For more specific information on the individuals committed to your engagement, please refer to the staffing diagram that can be found on page 11.

Our firm's practice is diversified, and we render all the services customarily identified with accounting firms. In addition to auditing and tax capabilities, we have an Information Technology Department with personnel experienced in assisting clients with systems, management information and data processing and providing support for the Audit Department in auditing clients with sophisticated information systems.

For over sixty-five years, Purvis, Gray and Company has been of service to local governments and utilities. Over 75% of our audit engagement hours are for governmental and utility clients. Seven of our partners and all of our audit staff have extensive governmental and utility audit experience.

Audit Department

The Audit Department is the largest department in the firm. All of the Audit Department staff has met the continuing education requirements for auditing governmental entities set forth in the *Yellow Book*. The mission of the department is to achieve technical excellence which can be used to provide the highest level of quality service to our clients. We feel that this higher level of service sets us apart from other firms.

Tab 2—Experience/Ability

Firm Qualifications and Experience ***(Continued)***

Audit Department ***(Concluded)***
Our auditors work year-round on audit engagements. We are familiar with governmental and utility accounting auditing, and will not need to be trained by your staff. We understand governmental fund structures, the Florida uniform system of accounts, and the different bases of accounting for governmental, proprietary, and fiduciary fund types. We are up-to-date on the special requirements of new Governmental Accounting Standards Board (GASB) statements, including fund balance reporting, deferred inflows/outflows, and pensions. We have audited virtually every federal or state grant program. We understand property recordkeeping and rate-setting for water and sewer utilities, property tax reform, shared revenues, impact fees, self-insurance, landfills, airports, Clerk funding changes, and special taxing districts. We are intimately familiar with *Rules of the Auditor General*, Chapter 10.550.

As governmental auditors and consultants, we are immersed in the governmental industry and fully understand the extreme fiscal and budget challenges facing the City. ***In this environment, we will conduct an effective audit as efficiently as possible for a competitive fee.***

Auditors in the Purvis, Gray and Company Tallahassee office have provided help to many of our governmental clients by being in touch with the political issues in our state's capital which affect municipalities. Our Tallahassee office audits several state-wide associations and has developed contacts at all state agencies which have proven valuable in resolving client accounting and auditing issues related to state funding and grant programs.

We provide our auditors with the information technology tools needed to complete an effective and efficient audit. Our audit team has extensive experience working in various technology environments and utilizes the technology described under the "*Technology to be Used in Engagement*" section below. Our paperless audit documentation system allows our auditors to access the audit engagement file securely maintained on our in-house servers from the City's Administration Center or remotely, so that our auditors may respond to City requests and work with City personnel timely to ensure the effectiveness and efficiency of the audit process. Additionally, our auditors may employ computer-aided audit techniques (CAAT), which allows us to analyze the City's data and may allow us to perform a 100% test of a transaction class for certain attributes in less time than it would take to take a statistical sample and test such sample manually.

Information Technology (IT) Department
In addition to supporting our firm's IT environment, the IT Auditor/Consultant assigned to the City's audit engagement and our IT Department professionals have extensive experience and proficiency working in various computerized environments. ***Our auditors and our IT professionals are familiar with all fund accounting and operational software products utilized by Florida Municipalities***

Accounting and Tax Services
The Accounting and Tax Services Department of Purvis, Gray and Company is often used in troubleshooting problem tax areas associated with audits of not-for-profit entities. Our tax professionals deal with issues such as bond arbitrage rebate calculations, payroll tax problems, compliance for employee benefit plans, unrelated business income tax issues, tax effects of planned giving, charitable annuities and remainder trusts, and other tax topics. This department is also responsible for the preparation of payroll and income tax returns for individuals and businesses including corporate, partnership, estate, and trust tax returns. In addition, this department provides tax research support to our Audit Department

Tab 2—Experience/Ability

Firm Qualifications and Experience ***(Concluded)***

Consulting
The consulting practice of Purvis, Gray and Company utilizes members of the Audit, Accounting and Tax Services, and IT Departments to perform a wide-range of consulting and management advisory services for our clients. Our consulting personnel have performed engagements in all of the following broad categories:

- **Accounting System Reviews and Documentation**
  - GASB Statement No. 34—Capital Asset Records and Entity-wide Conversion
  - Internal Control Reviews
  - Procedures Documentation
  - Performance Audits and Cost Reduction Studies
  - Feasibility/Efficiency Studies
  - Budget Review and Budget Preparation

- **Other Financial Services**
  - Fraud/Defalcation Engagements
  - Expert Testimony
  - Personal Financial/Retirement Planning
  - Other Financial Services
  - Tax Representation

No Record of Substandard Work

Purvis, Gray and Company is not aware of any federal or state desk reviews nor have there been field reviews of its audits during the past three years by state regulatory bodies or professional organizations.

No Disciplinary Action

We have no record of substandard work and have no enforcement actions pending by the State Board of Accountancy or any other regulatory agency or professional organization, nor have we had any such actions in the past three years.

Firm Personnel

An organizational chart and listing of all firm professional personnel appears on the next page.

Tab 2—Experience/Ability

Firm Personnel ***(Concluded)***

MANAGING PARTNER
David A. Gaitanis, C.P.A.

AUDIT DEPARTMENT

Partners
Ronald D. Whitesides, C.P.A.
Robert O. Dale, C.P.A.
Joseph J. Welch, C.P.A.
Mark A. White, C.P.A.
Helen Y. Painter, C.P.A.
Timothy M. Westgate, C.P.A.
Ryan M. Tucker, C.P.A.

Managers
Terry W. Kite, C.P.A.
James E. Kading, C.P.A.
Roberto A. Martinez, C.P.A.
Barbara Boyd, C.P.A.
Alison L. Stone, C.P.A.
Marie F. Dennis, C.P.A.
Todd M. Hallowell, C.P.A.
Philip A. Gesner, CPA CITP, CISA

Professional Staff
Steven W. Huss, C.P.A.
Kevin R. Smith, C.P.A.
George T. Presnell, III, C.P.A.
Tiffany K. Mangold, C.P.A.
Kathryn L. Eno, C.P.A.
Mike S. Johnson
Laurie A. Walker
Kyle A. Vermillion
Chris M. Tanski
Gabriela Pelleova
Megan L. Burnsed
Duston G. Scott
Rafael M. Zambrano, III
Sean Pfalzgraf
Arriel Crichton

ACCOUNTING AND TAX SERVICES

Partners
Steven T. Lee, C.P.A.
John Michael Williams, C.P.A.
Andrew R. Spahn, C.P.A.
Fred L. Doerr, C.P.A.
James W. Patray, III, C.P.A.
Larry D. Kieszek, C.P.A.

Managers
Eric J. Benton, C.P.A.
Janell M. Martin, C.P.A.
Rachel A. Clements, C.P.A.
Lizette M. Wagoner, C.P.A.
Ryan R. Patton, C.P.A.
Dana C. Davis, C.P.A.

Professional Staff
Helen A. Ingmarsson, C.P.A.
Samantha R. LeClair, C.P.A.
Belinda Rembert, C.P.A.
Kimberly M. Mottl, C.P.A.
Lauren L. Kolstedt, C.P.A.
Jeremy T. Lacey, C.P.A.
Heather J. Whitston
Alana Barreau
Jacob M. Sistrunk
Melissa Bender
Michael C. Hand

INFORMATION TECHNOLOGY DEPARTMENT

Network Consulting
Jon S. May

IT Auditor/Consultant
Philip A. Gesner, CPA CITP, CISA

Programmer/Analysts
Leah G. Oehmig, MCP,MBSS

ADMINISTRATION DEPARTMENT
FIRM ADMINISTRATOR – D'Yãn L. Means
PARAPROFESSIONALS – (4 Members Not Individually Listed)
SUPPORT STAFF – (11 Members Not Individually Listed)

Tab 2—Experience/Ability

Peer Review Report

Purvis, Gray and Company is a member of the AICPA's Governmental Audit Quality Center (GAQC). Our firm places high priority on its quality control and has undergone a peer review developed by the AICPA at least every three years since 1979. Because our firm has a heavy concentration of governmental audit clients, several governmental audit engagements are selected for review by the peer review team. Our most recent review was performed in September 2013 by a Committee-Appointed Review Team of the AICPA.

FH R&S

Fowler, Holley, Rambo & Stalvey, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
BUSINESS CONSULTANTS

Curtis G. Fowler, CPA, PFS, CFF® · Carlton W. Holley, CPA · C. Wayne Rambo, CPA, CVA · Richard A. Stalvey, CPA

3208 Wildwood Plantation Drive · Post Office Box 1887 · Valdosta, GA 31603-1887 · (229) 244-1559 · (800) 360-3123 · Fax (229) 245-7369

System Review Report

September 11, 2013

To the Partners of
Purvis, Gray and Company, LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Purvis, Gray and Company, LLP (the firm) in effect for the year ended May 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans and an audit performed under FDICIA.

In our opinion, the system of quality control for the accounting and auditing practice of Purvis, Gray and Company, LLP in effect for the year ended May 31, 2013 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Purvis, Gray and Company, LLP has received a peer review rating of *pass*.

Fowler, Holley, Rambo & Stalvey, P.C.
Fowler, Holley, Rambo & Stalvey, P.C.

SERVING VALDOSTA AND SOUTH GEORGIA SINCE 1956

James E. Folsom, CPA · R. Arden DeLoach, Jr., CPA · B. Scott Taylor, CPA · Robert D. Elliott, CPA · Emily A. Browning, CPA, CFFA
Dustin C. Wilkes, CPA · Tiffany A. Craig, CPA · Betsy C. Smith, CPA · Joanna R. Jenkins, CPA

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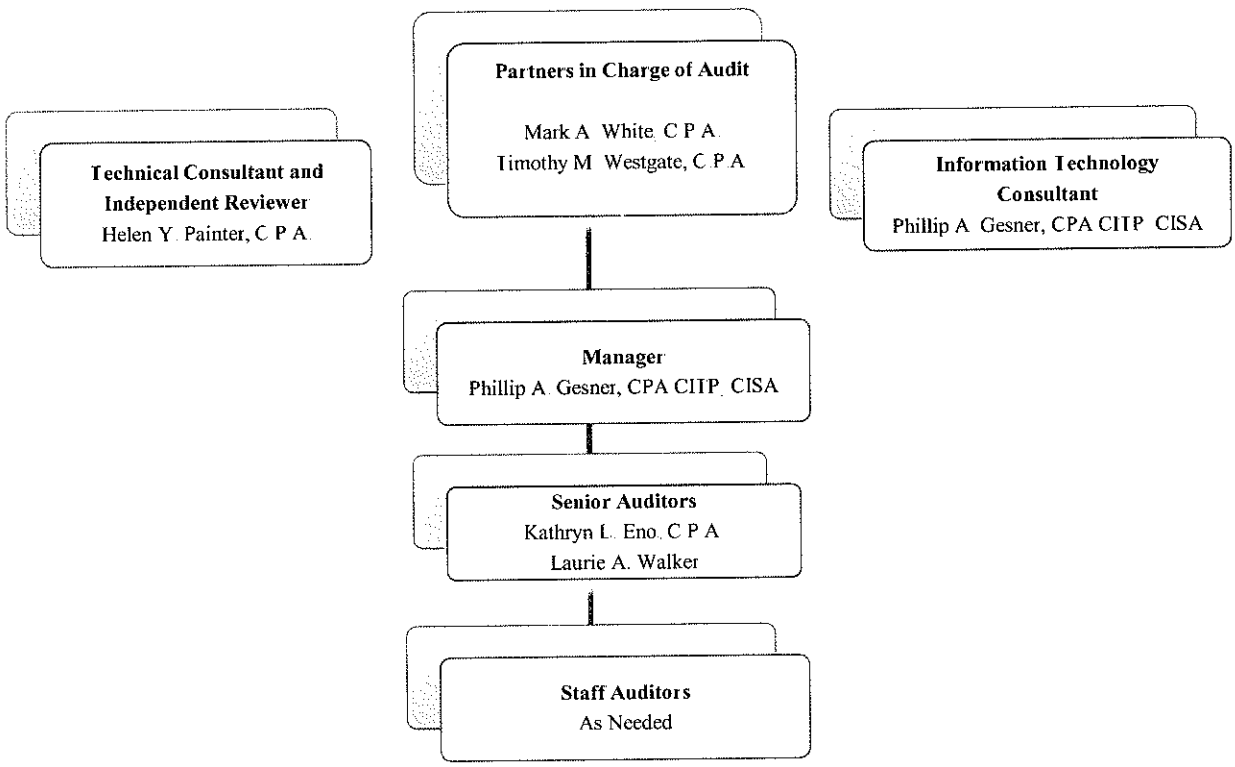
Tab 2—Experience/Ability

Partner, Supervisory, and Staff Qualifications and Experience

The firm that will be the most qualified to serve as auditors for the City will be the one that can demonstrate its qualifications through past experience, education and high quality control considerations. Purvis, Gray and Company's approach to staffing audit engagements is to choose partners, managers and staff based upon the expertise, experience and technical ability needed to perform the audit engagement efficiently and provide the highest level of client service. The individuals assigned to your audit possess the necessary technical skills and experience to ensure that the City receives the highest level of service. These team members have all worked together on similar size as the City.

Mr. Mark A. White, C.P.A., and Mr. Timothy M. Westgate, C.P.A. will be the partners in charge of the City's audit engagement and will be the "key" members of the audit team. Mr. White and Mr. Westgate have a combined total of over fifty years of experience in accounting and auditing for governmental bodies, nonprofit organizations and commercial enterprises. They will consult with Ms. Helen Y. Painter, C.P.A., Partner, on technical matters and for independent review, and Mr. Philip A. Gesner, C.P.A., CITP, CISA as information technology consultant. Listed below are the roles of each member of the audit team and a brief description of their qualifications. All audit staff assigned to your engagement are licensed to practice as certified public accountants in the State of Florida or are "exam-eligible." All are employed by the firm on a full-time basis. We expect the whole audit team to return to the City on an annual basis.



Tab 2—Experience/Ability

Team Roles

- **Role of the Partners in Charge of Audit**
  Overall responsibility for excellent client service, will work closely with client's management and manager to ensure that all work is properly planned, executed, and completed. Conducts entrance, exit, and interim work conferences with client and participates extensively in audit fieldwork and the review process.

- **Role of the Technical Consultant Independent Reviewer**
  This team member will provide consultation and review of technical accounting and auditing issues, and a final "cold" review of the audited financial statements and reports.

- **Role of the Information Technology Consultant**
  This team member will supervise or perform the review of the City's Information Technology Environment and key IT General Controls, Application Controls, and IT-Dependent Manual Controls in consultation with the audit team. He will also supervise or perform Computer Assisted Audit Techniques (CAAT) or data analysis in consultation with the audit team. This team member will provide recommendations to strengthen the City's Information Technology Environment and IT-related controls. He will also provide assistance on any IT-related issues, as deemed necessary by the audit team.

- **Role of the Manager**
  This team member will be primarily responsible for planning, conducting, and completing all fieldwork. He will participate in entrance, exit, and interim work conferences, and will keep the partner in charge and client fully informed on the job status.

- **Role of the Senior Auditors**
  The Senior Auditors responsibilities include staff supervision, participation in planning, conducting, and completing fieldwork, and report preparation. Will review the workpapers and assist in managing the effectiveness and efficiency of the audit, operating within the time budget. Will work closely with the supervisory members of the Audit Team and the client. May participate in entrance, exit, and interim work conferences.

Continuing Quality of Staff

We expect your audit team members to be available throughout your contract and option periods. While some staff turnover inevitably occurs, our firm makes every effort to maintain the high quality of our staff. We do this through hiring the best people, providing more than the minimum required continuing education, mentoring, and, most importantly, upper management participate in the audit fieldwork thereby providing true on-the-job training. We do not hire seasonal employees and staff turnover has been relatively low compared to industry standards in the past three years. The audit team members listed in this proposal have all been with our firm for at least three years. If it did become necessary to change any team members on your audit, it would be discussed with you in advance, and we would obtain your written approval. The City has the right to approve or reject replacements.

Continuing Professional Education and Training

As members of the Governmental Audit Quality Center of the AICPA, each CPA is required to obtain forty hours of continuing professional education each year. Over 50% of Purvis, Gray and Company's audit engagements are governmental clients; accordingly, many of our continuing professional education programs are related to governmental accounting and auditing. The continuing professional education material is presented by nationally prominent accounting professors and other individuals who have thorough knowledge of auditing both municipal and county governments.

Our partners and managers also attend the annual meeting of the FGFOA, FMEA/FMPA, and FACC where they attend and teach continuing education classes that deal with new GASB pronouncements and current issues in Florida law that affect local governments and other similar topics. ***Client accounting staff are routinely invited to attend our continuing education classes throughout the year at no cost.***

Tab 2—Experience/Ability

Continuing Professional Education and Training *(Concluded)*

Members of the audit team assigned to the City's audit have attended numerous courses on governmental accounting and auditing and have participated in audits of countless cities and counties. In addition, all of our Audit Department personnel meet the governmental education requirements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. A full list of CPE courses attended by your proposed audit team can be found on their individual résumé, beginning on page 14. The following is a brief list of some of the governmental continuing education class topics that our partners and staff have recently taught:

- Internal Controls and Fraud (FSFOA Conference in November 2012)
- SAS Update for Financial Managers (The New Risk Standards)
- GASB Statement No. 45—OPEB
- Auditing Update—Hot Topics for Fiscal Officers and Auditors
- The New Single Audit Requirements
- Debt-Accounting, Covenants, Compliance
- State-shared and Local Option Revenues for Cities and Counties
- Governmental Compliance Auditing in Florida—Local Laws and Regulations
- What to Expect from Your Auditors
- Internal Controls for Managers
- The New COSO Internal Control Framework
- GASB Statement No. 51—Accounting and Financial Reporting for Intangible Assets
- GASB Statement No. 53—Accounting and Financial Reporting for Derivative Instruments
- GASB Statement No. 54—Fund Balance Reporting and Governmental Fund Type Definitions
- The State Financial Emergency Law
- GASB Statement No. 57—OPEB Measurements by Agent Employers and Agent Multiple-Employer Plans
- GASB Statement No. 60—Service Concession Arrangements
- GASB Statement No. 61—Reporting Entity
- GASB Statement No. 62—Codification of AICPA and FASB
- GASB Statement No. 63—Deferrals Presentation
- GASB Statement No. 64—Derivative Terminations
- GASB Statement No. 65—Assets and Liabilities – Reclassification and Recognition
- GASB Statement No. 66—Technical Corrections
- GASB Statement No. 67—Financial Reporting for Pension Plans (amending GASB No. 25)
- GASB Statement No. 68—Accounting and Financial Reporting for Pensions (amending GASB No. 27)
- The New Pension Accounting Standards: A Game Changer!

RÉSUMÉS

Beginning on the next page, the partners in charge, consultants, manager, and senior auditor résumés provide more specific information for each individual, especially their participation in local government audits, relevant continuing professional education for the past three years, memberships, and copy of licenses to practice as a Certified Public Accountant in the State of Florida.

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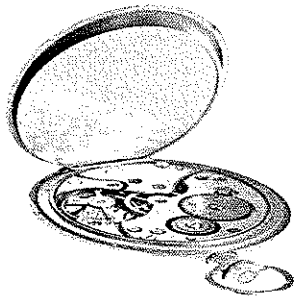

Mark A. White, C.P.A.

Audit Partner
Member of Concurring Review Team

Office Location:
Ocala, Florida
(352)732-3872

www.purvisgray.com

Profile

Education:
Graduated University of South Florida 1977, BA. Major in Accounting

Member of USF School of Accounting Advisory Committee

Professional Credentials:
Received CPA Certificate in 1979
Member AICPA, FICPA, GFOA and FGFOA
Member of Nature Coast Chapter FGFOA
Former CPE Director of Local FICPA Chapter

Current Committees:
FGFOA Technical Resources And Program Committees
USF School of Accounting Advisory Commission

GFOA SRC Reviewer:
GFOA Special Review Committee for Certificate of Achievement for Excellence in Financial Reporting

Recent Committees:
FICPA Committee on State and Local Governments
CF Public Policy Institute
CF Accounting Advisory Committee

Years in Accounting: 36

Years with Firm: 36

Speaker/Instructor

Local Option and State-shared Revenues, FGFOA 1996 and 1997 Conferences; Miami, Florida

Audits of Nonprofit Organizations, 1989 FICPA Annual Accounting Conference, Miami, Florida

Numerous In-house CPE Classes

Fixed Assets and GASB Statement No. 34-FACC-1999; *Internal Controls for Managers*– FACC– 2000

GASB Statement No 34– *Florida Association of Counties*– 2001

Governmental and Nonprofit Update, *USF Accounting Circle*– 2003

GASB Statement No 34, FGFOA 2004 Conference

GASB Statement No 45, OPEB-FACC/FGFOA 2005/2006, *Governmental Audit Update for Financial Managers*, FGFOA 2007 Fall Institute

GASB Statement No. 53, *Derivative Financial Instruments*, FGFOA 2010 Conference

New Pension Accounting Standards - A Game Changer, FGFOA 2012 Conference and other FGFOA Chapter Meetings and related organizations

Author

GASB Statement No. 23, *Major Changes in Accounting for Debt Refundings*, FGFOA Newsletter, October 1994

Dealing With Landfill Closure/Postclosure Costs, FGFOA Newsletter, March/April 1995

What's New in the 1995 Auditor General Rules, FGFOA Newsletter, November/December 1995

Florida's Unclaimed Property Law, *CPA Today Magazine*, October 1995

Do All Nonprofits Have to Implement FASB 116 and 117, CPA Today Magazine, December 1995

Governmental Nonprofits and FASB Statement No 116 and No 117, FGFOA Newsletter, November/December 1995

Following the Rules of GASB 31, *CPA Today Magazine*, May 1998

Member Alert - Current Accounting and Auditing Financial Reporting Issues, FGFOA Newsletter, November/December 1998

What to Expect From Your Auditors, FGFOA Newsletter, November/December 2000

GASB Exposure Draft, FGFOA Newsletter, March/April 2001

GASB Update, FGFOA Newsletter, April 2002

Other Postemployment Benefits, FGFOA Newsletter, February 2004

Managing the Audit Process – Practical Considerations For A Good Audit, FGFOA Newsletter, April 2011

Three Big Things Coming Our Way. The Pension ED's, The Financial Projections PV and Proposed Single Audit Changes, FGFOA Newsletter, April 2012

Mark A. White, C.P.A.

Audit Partner
Member of Concurring Review Team

Experience in Serving Clients

School Board Experience

Alachua County District School Board *
Charlotte County District School Board *
Hernando County District School Board *
Lake County District School Board *
Marion County District School Board *

Governmental Experience

Alachua County, Florida *
Alachua County Housing Authority *
City of Belleview, Florida *
City of Bushnell, Florida *
Citrus County, Florida*
City of Deltona, Florida *
City of Dunnellon, Florida *
City of Fort Myers, Florida *
Gilchrist County, Florida*
City of Jacksonville Beach, Florida *
City of Leesburg, Florida *
Marion County EMS Alliance
Marion County, Florida *
City of Mount Dora, Florida *
City of Ocala, Florida *
Osceola County, Florida *
City of St Cloud, Florida *
Sumter Landing CDD and Affiliates, Numbers 5-8
Villages Center CDD and Affiliates, Numbers 1-4
North Sumter County Utility Dependent District
Withlacoochee Regional Water Supply Authority

Not-For-Profit Experience

Appleton Cultural Center, Inc.
ARC - Marion, Inc. *
ARC - New Hope Foundation, Inc.
Arnette House, Inc *
The Centers, Inc *
Central Florida Community College Foundation, Inc *
Childhood Development Services, Inc.*
Cornerstone School, Inc
Daytop of Florida Foundation, Inc.
Daytop Villages of Florida, Inc.*
Discovery Science Center, Inc
Early Learning Coalition of Hernando County, Inc *
Early Learning Coalition of Leon and Gadsden County, Inc.*
Early Learning Coalition of Marion County, Inc.*
Early Learning Coalition Nature Coast, Inc *
Florida Low Income Housing Associates, Inc *
Florida Association of Court Clerks, Inc
Golden Hills Golf and Country Club, Inc
Hospice of Marion County Inc and Affiliates
Kids Central, Inc *
M.A.D. D.A.D.S. of Greater Ocala, Inc *
Meridian Behavioral Healthcare, Inc. *
Munroe Regional Development Foundation, Inc.
Pediatric Primary Care Foundation, Inc. *
The Villages Charter School, Inc.
United Way of Alachua County, Inc.
United Way of Marion County, Inc.

* OMB Circular A-133 Audit

Utility Experience

City of Bushnell, Florida (W, S)
Central Florida Electric Cooperative, Inc. (E)
Florida Municipal Power Agency (E, G)
City of Fort Myers, Florida (W, S)
City of Gainesville, Florida (E, G, W, S)
Gulf Coast Electric Cooperative, Inc.
City of Jacksonville Beach, Florida (E, W, S)
Kissimmee Utility Authority (E)
City of Leesburg, Florida (E, G, W, S)
City of Mount Dora, Florida (E, W, S)
Lee County Electric Cooperative, Inc (E)
City of Ocala, Florida (E, W, S)
Peace River Electric Cooperative, Inc. (E)
City of St Cloud, Florida (E, W, S)
Sumter Electric Cooperative, Inc (E)
Suwannee Valley Electric Cooperative, Inc. (E)
Tri-County Electric Cooperative, Inc. (E)
Villages Center CDD (W, S)
North Sumter County Utility Dependent District (W, S)
Withlacoochee Regional Water Supply Authority, Inc (W)
Withlacoochee River Electric Cooperative, Inc. (E)

(E) - Electric (G) - Natural Gas (W) - Water (S) - Sewer

Mark A. White, C.P.A.

Audit Partner
Member of Concurring Review Team

CPA License

RICK SCOTT GOVERNOR

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

KEN LAWSON SECRETARY

LICENSE NUMBER
AC0007900

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS
Expiration date: DEC 31 2015

WHITE, MARK ALAN
PURVIS GRAY AND COMPANY
PO BOX 141270
GAINESVILLE FL 32614-1270

VIVA FLORIDA

Educational and Professional Involvement

Mr. White is in full compliance with the continuing educational requirements set forth under U.S. General Accounting Office (GAO), *Government Auditing Standards*, 2011 Revision. A list of the relevant continuing professional education for the past three years follows:

Course Titles or Descriptions

2014

New Research Software: RIA and BNA Implementation
Actively Navigating Net Investment Income Tax
Pass-Through Updates – What's New with 1120s and 1065s
Exempt Organization Update / UBI – Ownership of Partnerships and S Corps Within a 501(c)(3) Organization – What's New with 990s
Estate, Gift and Trust Planning Issues – What's New with 706s, 709s, and 1041s
Repair and Maintenance Capitalization Rules
Individual Updates – What's New with 1040s
State of the Department – Keeping the House in Order and Other Housekeeping
Single Audit Update
Audit Season Review
Update on Best Practices for Investment Management
Comparable Investment Approaches for Florida Local Governments
DB vs DC – A False Choice in Retirement Plans
GASB 67 and 68 – The Devil's in the Details
The Importance of Documentation – Even in Today's Virtual, Paperless World
A Dynamic Leader in Today's Environment

2013

Spring 2013 Tax CPE
Nature Coast Chapter CPE-Capital Assets, Investments, etc
Legislative and GASB Updates
Accounting Complexities for Local Governments
Local Government Accountability Update – FL AG
GFOA CAFR Award Program
Statewide Chart of Accounts Project
Are You Audit Ready?
The New Pension Standards: A Game Changer
GASB No. 54 and 63
Legislative and GASB Updates - Instructor Credit
Ethics in Tax Practice – Florida
GASB Update
How Recent Changes in Auditing Standards May Affect Your Audit
An Auditee's Perspective of the Single Audit
Effect of Current Economic Environment on Financial Reporting
Economic and Market Update
Measuring Performance Risk and Reward
The Investment Portfolio Games: Putting Your Strategies to the Test

2012

What's New for 2011 and 2012? Including a Review of Recently Enacted Laws and a Review of Depreciation Rules
Pass-thrus: The Ins and Outs
Best Practices: Designing and Implementing Sustainable
Accounting Complexities for Local Governments
GASB Statement No. 54 and GASB Statement No. 63
GFOA Update
Local Government Accountability Update
GFOA CAFR Award ProgramState-wide Chart of Accounts Project
Are You Audit-Ready?
Accounting and Audit Update 2012
All Things Audit, Parts I and II
All Things Audit, Part II - Instructor Credit
Investment Approaches for Small to Medium Governments
Problem Solving and Time Management
New Pension Accounting Standard: A Game Changer! – Instructor Credit
Fall 2012 Accounting and Auditing

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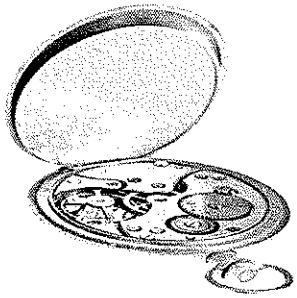

Timothy M. Westgate, C.P.A.

Audit Partner
Chair of Quality Control Team
Member of Concurring Review Team

Office Location:
Ocala, Florida
(352)732-3872

www purvisgray com

Profile

Education:
Graduated St Leo University, 2000, BA, Business Administration, Summa Cum Laude

Graduated University of South Florida, 2002, Masters of Accountancy

Professional Credentials:
Received CPA Certificate in 2003

Member AICPA, FICPA and FGFOA

Recognition:
State of Florida Top 10 Score, May 2003 CPA Exam

Civic Involvement:
Past President of the Blessed Trinity Catholic Church Parish Council, Ocala, Florida

Member of the Knights of Columbus

Years in Accounting: 15

Years with Firm: 10

Speaker/Instructor

Numerous In-house CPE Classes
Governmental Audit Update for Financial Managers, FGFOA 2007
Fall Institute/2007 FACC Conference
Grant Budgeting, Marion County Grant Writers' Network 2010
Fraud and Internal Control in a School District, FSFOA 2012

Experience in Serving Clients

School Board Experience

Alachua County District School Board*
Lake County District School Board *
Marion County District School Board*
Hernando County District School Board*
Clay County District School Board*

Governmental Experience

Citrus County Hospital Board
City of Deltona, Florida*
City of Leesburg, Florida*
Marion County EMS Alliance
Marion County, Florida*
Marion County Law Library
City of Mt. Dora, Florida*
City of Ocala, Florida*
City of St Cloud, Florida*

Not-For-Profit Experience

Arnette House, Inc.
The Centers, Inc.
Citrus Memorial Health Foundation, Inc.
Cornerstone School, Inc.
Education Foundation of Marion County, Inc.
The Foundation for The Centers, Inc.
Grace School of Ocala, Florida, Inc.
Hospice of Marion County, Inc.
Kids Central, Inc.
The Refuge, Inc.
Partnership for Strong Families, Inc.
Diocese of St. Augustine
Our Lady Star of the Sea Parish and School
St Joseph Parish and School

*OMB Circular A-133 Single Audits and/or Florida Single Audits

Timothy M. Westgate, C.P.A.

Audit Partner
Member of Concurring Review Team

Experience in Serving Clients (Concluded)

Utility Experience

City of Deltona, Florida (W, S)
Florida Municipal Power Agency (E, G)
Marion County, Florida (W, S)
City of Mt Dora, Florida (E, W, S)
City of Ocala, Florida (E, W, S)
City of St Cloud, Florida (E, W, S)
City of Leesburg, Florida (E, W, S)

(E) - Electric (G) - Natural Gas (W) - Water (S) - Sewer

Financial Institution Experience

Citizens First Trust Company, LLC
Villages Bancorporation, Inc.

Single Audit Experience

Alachua County District School Board
Arnette House, Inc.
The Centers, Inc.
Clay County District School Board
City of Deltona, Florida
Hernando County District School Board
Kids Central, Inc
Lake County District School Board
City of Leesburg, Florida
Marion County District School Board
Marion County EMS Alliance
Marion County, Florida
City of Ocala, Florida
City of St Cloud, Florida
Partnership for Strong Families, Inc.

Health Care Experience

The Centers, Inc
Citrus County Hospital Board
Citrus Memorial Health Foundation, Inc
Hospice of Marion County, Inc
Kids Central, Inc
Marion County EMS Alliance
Partnership for Strong Families, Inc.

CPA License

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AC#694603

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

SEQ# L12120401357

DATE	BATCH NUMBER	LICENSE NBR
12/04/2012	128158651	AC36053

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2014

WESTGATE, TIMOTHY MATTHEW
PO BOX 141270
GAINESVILLE FL 32614

RICK SCOTT
GOVERNOR

DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

Timothy M. Westgate, C.P.A.

Audit Partner
Member of Concurring Review Team

Educational and Professional Involvement

Mr. Westgate is in full compliance with the continuing educational requirements set forth under U S General Accounting Office (GAO), *Government Auditing Standards,* 2011 Revision. A list of the relevant continuing professional education courses and conferences for the past three years follows:

Course Titles or Descriptions

2014

Firm Updates, UltraTax and General Procedural Update, XCM Updates
New Research Software: RIA and BNA Implementation
Actively Navigating Net Investment Income Tax
Pass-Through Updates – What's New with 1120Ss and 1065s
Exempt Organization Update / UBI – Ownership of Partnerships and S Corps Within a 501(c)(3) Organization – What's New with 990s
Estate, Gift, and Trust Planning Issues – What's New with 706s 709s and 1041s
Repair and Maintenance Capitalization Rules
Individual Updates – What's New with 1040s
State of the Department – Keeping the House in Order and Other Housekeeping
Single Audit Update
Audit Season Review
Update on Best Practices for Investment Management
Comparable Investment Approaches for Florida Local Governments
DB vs DC – A False Choice in Retirement Plans
GASB 67 and 68 – The Devil's in the Details
The Importance of Documentation – Even in Today's Virtual Paperless World
A Dynamic Leader in Today's Environment

2013

Spring 2013 Tax CPE
Nature Coast Chapter CPE
Quality Control
GASB Update: Drilling in to GASB Statement Nos 62 and 65
Understanding Audits of Group Audits and Revisiting GASB No 61
Use of a Specialist
2011 Yellow Book and Independence
Preparing for Pension Standard Changes
Auditors' Reports and Required Communications
Auditing IT and Using IT in an Audit
Accounting and Auditing Update
FICPA *New* Ethics
FSFOA 2013 Summer Conference
GASB Update
How Recent Changes in Auditing Standards May Affect Your Audit
An Auditee's Perspective of the Single Audit
Effect of Current Economic Environment on Financial Reporting
Economic and Market Update
Measuring Performance Risk and Reward
The Investment Portfolio Games: Putting Your Strategies to the Test

2012

What's New for 2011 and 2012? Including a Review of Recently Enacted Laws and a Review of Depreciation Rules
Forms Review and Update with UltraTax Tie-in 1040, 1041 1065, 1120s and 1120
The Portal
Debt Forgiveness in Real Life
Pass-thrus: The Ins and Outs
Foreign Compliance Update and Review FBAR and New Form 8938
Retirement Plan Refresher Types, Limits for 2011, Etc
Keeping Out the Riff Raff – IRS Circular 230
Caveat Preparer: Miscellanea for Further Consideration
Investments 101
Current Banking Environment in Florida
Auditor General Update
Being Right is Not Always Right
FGFOA 2012 Annual Conference Opening General Session
Mining for Gold – Getting the Most from Your ERP Data
Debt Affordability and Policies
Accounting Complexities for Local Governments
Breaking the Triangle: Keys to Limiting Fraud Opportunities
The New Pension Accounting Standard: A Game Changer!
Statewide Chart of Accounts Project
Auditing Small Governments
Are You Audit-Ready?
GFOA Update
Accounting and Audit Update 2012
All Things Audit Part I
All Things Audit Part II
FSFOA 2012 Summer Conference Motivational Speaker
DOE Update
Indirect Cost Including Food Service and Green Book
FSFOA 2012 Summer Conference Keynote Speaker
Finance Council Meeting Update
Legislative Update
Internal Accounts
Digital Textbooks
Revenue Trends and Economic Update
Public Records Requests
FSFOA 2012 Summer Conference Second Motivational Speaker
FSFOA 2012 Summer Conference Auditor General Update
Ethics in Tax Practice: Florida
Fall 2012 Accounting and Auditing
Fraud and IC in a School District
A Potpourri of Current Accounting and Auditing Issues – Some Urgent and Some Not So Much
Hot Topics in Pensions
New Pension Accounting Standard: A Game Changer!

Helen Y. Painter, C.P.A.

Audit Partner
Member of Concurring Review Team and Member of Quality Control Team

Office Location:
Ocala, Florida
(352)732-3872

www purvisgray com

Profile

Education:
Graduated Florida Atlantic University, 1993, BS, Accounting, 1994, Masters, Accounting

Graduated Palm Beach Community College, 1991, AA, Business

Professional Credentials:
Received CPA Certificate in 1995

Member AICPA, FICPA and FGFOA
Member Nature Coast Chapter FGFOA

FICPA Peer Reviewer-Team Captain
Peer Review Acceptance Committee

2004 Competent Toastmaster (CTM) Distinguishment

Member of Florida Thoroughbred Breeders and Owners Association

Committees
FICPA Accounting Principles and Auditing Standards

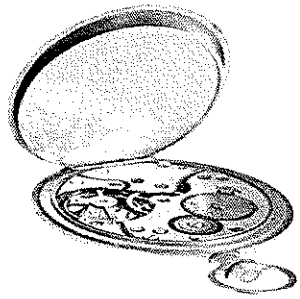
FICPA Accounting and Auditing Sections Steering Committee

FGFOA Small Government Committee

Years in Accounting: 23

Years with Firm: 19

Trusted Advisors Since 1946



Speaker/Instructor

Florida School Finance Officers Association 2013 Conference
Numerous In-house CPE Classes
Florida State University 2003 Spring Accounting Conference
Fraud in the Not-For-Profit Environment
Florida Local Government Investment Trust Group
Nature Coast Chapter of the FGFOA

Author

The Audit Process, Talking Stick, April/May 2005

Experience in Serving Clients

School Board Experience

Hernando County School Board

Governmental Experience

Alachua County, Florida*
City of Belleview, Florida *
Bradford County, Florida*
City of Bushnell, Florida *
City of Center Hill, Florida
Citrus County, Florida *
Citrus County Housing Authority*
City of Deltona, Florida *
City of Dunnellon, Florida *
Florida Municipal Power Agency
City of Fort Myers, Florida *
Gadsden County, Florida*
Hardee County, Florida *
City of Jacksonville Beach, Florida*
City of Leesburg, Florida *
Liberty County, Florida *
Marion County, Florida *
City of Mount Dora, Florida*
City of Ocala, Florida *
City of Palmetto, Florida
City of St. Cloud, Florida*
Villages Center Community Development Districts
North Sumter County Utility Dependent District
Wakulla County, Florida*
City of Williston, Florida*

*OMB Circular A-133 Single Audits and/or Florida Single Audits

Helen Y. Painter, C.P.A.

Audit Partner

Member of Concurring Review Team and Member of Quality Control Team

Experience in Serving Clients (Concluded)

Not-For-Profit Experience

Advocacy Research Center-Marion, Inc.*
Alachua Habitat for Humanity, Inc.
Arnette House, Inc.
The Centers, Inc.
Central Florida Community College Foundation, Inc.*
Central Florida Electric Cooperative, Inc.
Central Florida Health Care, Inc
Childhood Development Services, Inc *
Coalition for Youth, Inc.
Counseling and Resource Center for Women and Families, Inc
Early Learning Coalition of Nature Coast
Early Learning Coalition of Marion County
Florida Agriculture Center and Horse Park Authority
Florida Autism Charter School of Excellence, Inc.
Florida Electric Cooperatives Association, Inc.
Florida Low Income Housing Associates, Inc.*
Florida Rural Electric Credit Union
Florida Sheriffs Youth Ranches, Inc.
Gainesville Golf and Country Club
Heartland Rural Health Network, Inc.
Meadowbrook Academy
Partnership for Strong Families, Inc
Peaceful Paths, Inc.
Santa Fe Community College Endowment Corp , Inc.
Silver River Mentoring and Instruction, Inc
Southern Legal Counsel, Inc.
Sumter Electric Cooperative, Inc.
Suwannee Valley Electric Cooperative, Inc
United Gainesville Community Development Corporation, Inc
United Way of Alachua County, Inc
United Way of Marion County, Inc
University of Central Florida Research Foundation
University of Florida Division of Housing
University of Florida Research Foundation, Inc.
University of Florida Tissue Bank, Inc.
University Villages Apartments (HUD)*
The Villages Charter School, Inc *
Villages Foundation, Inc.

Financial Institution Experience

Villages Bancorporation, Inc
Citizens First Trust Company, LLC
Citizens National Bank of Leesburg
Liberty National Bank
Newberry Bank

For-Profit Experience

Advocacy Resource Center Marion, Inc Retirement Plan
The Villages Charter School, Inc. Employee Savings Plan
Florida Sheriffs Youth Ranches, Inc. Pension Plan and Trust
WRYP, ALF, Inc (HUD)
Partnership for Strong Families, Inc 401(k) Profit Sharing Plan
Stonecrest Property Owners Association
Golden Hills Golf and Turf Club, Inc.

*OMB Circular A-133 Single Audits and/or Florida Single Audits

CPA License

RICK SCOTT GOVERNOR

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

KEN LAWSON SECRETARY

LICENSE NUMBER	
AC0027790	

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS
Expiration date: DEC 31 2015

PAINTER, HELEN YVONNE
PURVIS, GRAY AND COMPANY
222 NE 1ST STREET
GAINESVILLE FL 32601

VIVA FLORIDA

Helen Y. Painter, C.P.A.

Audit Partner

Member of Concurring Review Team and Member of Quality Control Team

Educational and Professional Involvement

Ms. Painter is in full compliance with the continuing educational requirements set forth under U S General Accounting Office (GAO), *Government Auditing Standard*. A list of the relevant continuing professional education for the past three years follows:

Course Titles or Descriptions

2014

Firm Updates, UltraTax and General Procedural Update XCM Updates
New Research Software: RIA and BNA Implementation
Actively Navigating Net Investment Income Tax
Pass-Through Updates – What's New with 1120s and 1065s
Exempt Organization Update / UBI – Ownership of Partnerships and S Corps Within a 501(c)(3) Organization – What's New with 990s
Estate, Gift and Trust Planning Issues – What s New with 706s 709s, and 1041s
Repair and Maintenance Capitalization Rules
Individual Updates – What's New with 1040s
State of the Department – Keeping the House in Order and Other Housekeeping
Single Audit Update
Audit Season Review
Update on Best Practices for Investment Management
Comparable Investment Approaches for Florida Local Governments
DB vs DC – A False Choice in Retirement Plans
GASB 67 and 78 – The Devil's in the Details
The Importance of Documentation – Even in Today s Virtual, Paperless World
A Dynamic Leader in Today's Environment

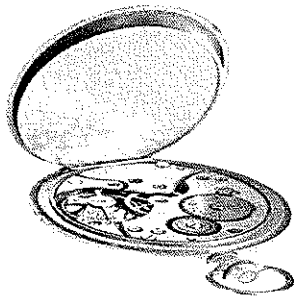
2013

Nature Coast Chapter FGFOA Seminar
Spring 2013 Tax CPE
Overview of the Peer Review Standards
Quality Control
GASB Update "Drilling in to GASB Statements Nos 62, 63 and 65"
GASB Update "Drilling in to GASB Statements Nos 62, 63 and 65" – Instructor Credit
Understanding Audits of Group Audits and Revisiting GASB No 61
Use of a Specialist
2011 Yellow Book and Independence
2011 Yellow Book and Independence – Instructor Credit
Preparing for Pension Standard Changes
Auditors' Reports and Required Communications
Auditing IT and Using IT in an Audit
Accounting and Auditing Update
FICPA *New* Ethics
FGFOA 2013 Conference Courses
AICPA Advanced Course: Overview of the Peer Review Program Standards
GASB Update
How Recent Changes in Auditing Standards May Affect Your Audit
An Auditee's Perspective of the Single Audit
Effect of Current Economic Environment on Financial Reporting
Economic and Market Update
Measuring Performance Risk and Reward
The Investment Portfolio Games: Putting Your Strategies to the Test

2012

UltraTax 1040 Systems Update
Procedural Update
What's New for 2011 and 2012? Including a Review of Recently Enacted Laws and a Review of Depreciation Rules
Forms Review and Update with UltraTax Tie-in 1040, 1041, 1065, 1120s and 1120
The Portal
Debt Forgiveness in Real Life
Pass-thus: The Ins and Outs
Foreign Compliance Update and Review FBAR & New Form 8938
Retirement Plan Refresher Types, Limits for 2011, Etc
Keeping Out the Riff Raff – IRS Circular 230
Caveat Preparer: Miscellanea for Further Consideration
Investments 101
Current Banking Environment in Florida
Auditor General Update
Being Right is Not Always Right
Fraud, Internal Controls and Segregation of Duties
Statewide Chart of Accounts Project
How to Invest with Fewer Dollars
Auditing Small Governments
Are You Prepared?
GASB Statement No 54 and GASB Statement No 63
GFOA Update
Accounting and Audit Hot Topics
Accounting and Audit Update 2012
All Things Audit Part I
All Things Audit Part II
All Things Audit, Part II – Instructor Credit
Fall 2012 Accounting and Auditing
Fraud and IC in a School District
Fraud and IC in a School District – Instructor Credit
A Potpourri of Current Accounting Issues – Some Urgent and Some Not So Much!
Hot Topics in Pensions
New Pension Accounting Standard: A Game Changer!

Trusted Advisors Since 1946



Philip A. Gesner, CPA.CITP, CISA
Manager and
IT Auditor/Consultant

Office Location:
Ocala, Florida
(352)732-3872
www.purvisgray.com

Profile

Education:
Graduated Florida State University, 2003, BS, Majors in Accounting and Management Information Systems, Minor in Computer Science

Graduated Auburn University, 2006, MAcc, Masters in Accounting

Professional Credentials:
Received CPA Certificate in 2009

Received Certified Information Technology Professional (CITP) Credential in 2009

Received Certified Information Systems Auditor (CISA) Credential in 2011

Member AICPA, FICPA, Information Systems Audit and Control Association (ISACA), Association of Certified Fraud Examiners, and FGFOA

Member AICPA's Information Management and Technology Assurance (IMTA) Division's IT Audit Task Force (2013-Present)

Member FICPA Business Technology Section Steering Committee (2013-Presnet)

Previous Experience:
Ernst and Young, LLP, Technology and Security Risk Services (TSRS) Staff IT Auditor, July 2006 to December 2007

Computer Assisted Audit Tools (CAAT) Experience:
IDEA, ACL, ActiveData, Microsoft Access, Microsoft Excel

Years in Accounting: 9

Years with Firm: 7.5

Speaker/Instructor

IT Risks and New Technology (FGFOA, 2013)
Auditing IT and Using IT in an Audit (2013)
All Things Audit, Part I (2012)
Introduction to School Boards and School Board Audits (2011)
Understanding the IT Environment and Controls and Its Impact on the Financial Statements (Nature Coast Chapter of the FGFOA, 2010)
Understanding the IT Environment and Controls and Its Impact When Planning an Audit (2010)

Experience in Serving Clients

School Board Experience

Hernando County District School Board*
Lake County District School Board*
Marion County District School Board*
Charlotte County District School Board*
Clay County District School Board*

Governmental Experience

Citrus County, Florida*
City of Deltona, Florida*
DeSoto County, Florida*
Marion County, Florida *
City of Eustis, Florida*
City of Fort Meade, Florida*
City of Fort Myers, Florida*
Fort Myers Community Redevelopment Agency
City of Green Cove Springs, Florida*
Hillsborough County, Florida*
City of Lake Wales, Florida*
Liberty County, Florida*
City of Mount Dora, Florida*
City of North Port, Florida*
City of Ocala, Florida*
Pinellas County, Florid*
City of Sarasota, Florida*
City of St Cloud, Florida*
The Villages Community Development Districts
The Villages Charter School, Inc.

*OMB Circular A-133 Single Audits and/or Florida Single Audits

Philip A. Gesner, CPA.CITP, CISA

Manager and
IT Auditor/Consultant

Experience in Serving Clients (Concluded)

Not-For-Profit Experience

American Orchid Society, Inc.
Childhood Development Services, Inc
The Centers, Inc
Citrus Memorial Hospital
Hospice of Marion County, Inc
Kids Central, Inc.
Meridian Behavioral Healthcare, Inc
Sarasota Opera Association, Inc.

Employee Benefit Plan Experience

403(b) Thrift Plan of Marion Senior Services, Inc
401(k) Plan of the Villages Charter School, Inc.

Utility Experience

Bonita Springs Utilities, Inc. (W, S)
Florida Municipal Power Agency (E, G)
Gainesville Regional Utilities (E, G, W, S, T)
Kissimmee Utility Authority (E)
Ocala Utility Services (E, W, S, T)
Peace River Electric Cooperative, Inc. (E)
Sumter Electric Cooperative, Inc. (E)
Talquin Electric Cooperative, Inc. (E, W, S)
Withlacoochee River Electric Cooperative, Inc (E)

(E) - Electric (G) - Natural Gas (W) - Water (S) – Sewer (T) - Telecommunications

For-Profit Experience

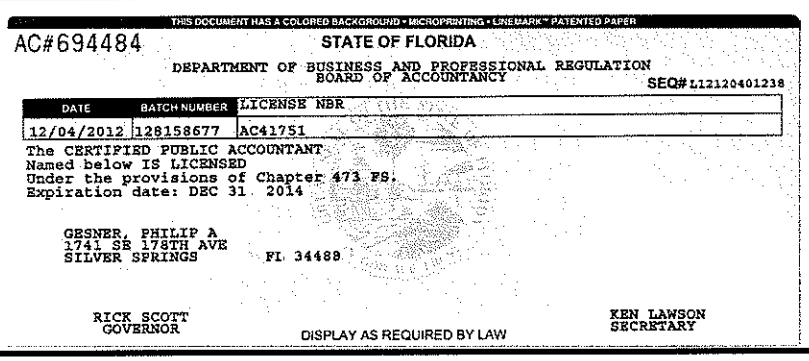
Steven Counts, Inc
Various Public Companies
Villages Bancorporation, Inc

Information Systems Experience

Experience in CAAT and Data Analysis, Including IDEA, ACL, ActiveData, Microsoft Access, and Microsoft Excel
Experience in Understanding, Documenting, and Assessing Business Processes and Internal Controls, Information Technology Environment and General Computer Controls, and Application and IT Dependent Manual Controls for Various Information Systems, Including:
- ERP Systems (Oracle, Peoplesoft, JD Edwards, SAP)
- AS400 Based Systems (HTE, Naviline, TERMS)
- Munis
- Eden
- Microsoft Dynamics (Great Plains/Solomon)
- ADP
- Quickbooks
- Various Other Information Systems

Served as IT Liaison for an Oracle-based System Implementation

CPA License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AC#694484

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

SEQ# L12120401238

DATE	BATCH NUMBER	LICENSE NBR
12/04/2012	128158677	AC41751

The CERTIFIED PUBLIC ACCOUNTANT
Named below IS LICENSED
Under the provisions of Chapter 473 FS.
Expiration date: DEC 31, 2014

GESNER, PHILIP A
1741 SE 178TH AVE
SILVER SPRINGS FL 34488

RICK SCOTT
GOVERNOR

DISPLAY AS REQUIRED BY LAW

KEN LAWSON
SECRETARY

Philip A. Gesner, CPA.CITP, CISA

Manager and
IT Auditor/Consultant

Educational and Professional Involvement

Mr. Gesner is in full compliance with the continuing educational requirements set forth under U.S. General Accounting Office (GAO), *Government Auditing Standards,* 2007 Revision. A list of the relevant continuing professional education for the past three years follows:

Course Titles or Descriptions

2014

Single Audit Update
Audit Season Review
Update on Best Practices for Investment Management
Comparable Investment Approaches for Florida Local Governments
DB vs DC – A False Choice in Retirement Plans
GASB 67 and 68 – The Devil's in the Details
The Importance of Documentation – Even in Today's Virtual, Paperless World
A Dynamic Leader in Today's Environment

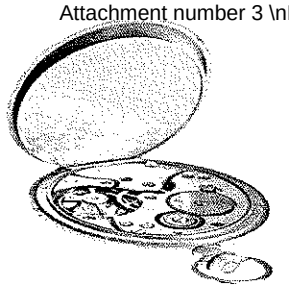
2013

Nature Coast Chapter FGFOA Seminar
A CPA's Guide to Risk Assessments in Business Environments
Cyber Security Landscape and Lessons Learned
Key Techniques to Prevent and Detect IF Fraud
Cyber Security Framework Risk Assessment
Mobile Computing
The Auditor General Update
A Practitioner's Guide to IT General Controls: Reducing Audit Risk
Cyber Security and Information Security Awareness
Working Papers 2013
IT Audits and What to Pay Attention To
Cloud Security Consideration: What Small-Medium Businesses Need to Know
Quality Control
GASB Update: Drilling in to GASB Nos. 62 and 65
Understanding Audits of Group Audits and Revisiting GASB No. 61
Use of a Specialist
2011 Yellow Book and Independence
Preparing for Pension Standard Changes
Auditors' Reports and Required Communication
Auditing IT and Using IT in an Audit
Summer 2013 CPE Part I – Instructor Credit
Accounting and Auditing Update
FICPA *New* Ethics
EFT Fraud and Cyber Security
Cyber Security and Social Engineering
Cyber Security – You've Been Hacked. Now What?
GASB Update
How Recent Changes in Auditing Standards May Affect Your Audit
An Auditee's Perspective of the Single Audit
Effect of Current Economic Environment on Financial Reporting
Economic and Market Update
Measuring Performance Risk and Reward
The Investment Portfolio Games: Putting Your Strategies to the Test

2012

Acquiring and Importing Data
Analyzing and Interrogating Data Level 1
Analyzing and Interrogating Data Level 2
Investments 101
Current Banking Environment in Florida
Auditor General Update
Being Right is Not Always Right
Accounting and Auditing Update 2012
3rd North American IDEA User Conference
Fraud Auditing – Payroll
All Things Audit, Part I
All Things Audit Part I – Instructor Credit
All Things Audit, Part II
PGC Training Camp Part II
PGC Training Camp, Part II – Instructor Credit
SmartSync: Overview and New Feature Tour
A Potpourri of Current Accounting and Auditing Issues – Some Urgent and Some Not So Much
Hot Topics in Pensions
New Pension Accounting Standard: A Game Changer!

Trusted Advisors Since 1946



Kathryn L. Eno, C.P.A.

Senior Auditor

Office Location:
Ocala, Florida
(352) 732-3872

www.purvisgray.com

Profile

Education:
Graduated Millsaps College, 2005, Bachelors, Business Administration

Graduated Millsaps College, 2007, Masters, Accounting

Professional Credentials:
Received CPA Certificate in 2014
License Number AC47242

Member FGFOA, Nature Coast Chapter

Years in Accounting: 6

Years with Firm: 6

Experience in Serving Clients

Governmental Experience

City of Belleview, Florida
City of Bushnell, Florida
Citrus County, Florida
Citrus County Housing Authority
City of Dunnellon, Florida
City of Leesburg, Florida
Marion County, Florida
City of Ocala, Florida
City of St Cloud, Florida
The Villages Districts, Florida
City of Williston, Florida

Not-For-Profit Experience

Appleton Cultural Center, Inc
The Centers, Inc.
Church at the Springs
Citrus Memorial Hospital
Coalition for Youth
Early Learning Coalition Marion County
Early Learning Coalition Nature Coast, Inc.
Hernando County School Board
Hospice of Marion County
Kids Central, Inc.
Lake County School Board
Marion County School Board
Silver River Mentoring and Instruction
University of Florida Research Foundation, Inc.

Utility Experience

Florida Municipal Power Agency (E, G)
Kissimmee Utility Authority (E)

(E) - Electric (G) - Natural Gas

For-Profit Experience

Villages Bank

Phase I, II, and GASB Statement No. 34 Conversions

City of Belleview, Florida
City of Bushnell, Florida
City of Williston, Florida
The Villages Districts, Florida

401(k) Plans

Kids Central 401(k) Retirement Plan

Kathryn L. Eno, C.P.A.

Senior Auditor

CPA License

CPA License Number AC47242 – Licensure Date: 04/21/014

Educational and Professional Involvement

Ms Brown is in full compliance with the continuing educational requirements set forth under U S General Accounting Office (GAO), *Government Auditing Standards,* 2007 Revision. A list of the relevant continuing professional education for the past three years follows:

Course Titles or Descriptions

2013

What's the GASB Up to Now
Economic Review, Cash Flows, Investment Strategies
Investment Bond Mathematics
CAFR Certificate Program Compliance
Affordable Care Act – What's Coming in 2014
The Promised Land of Motivated Employees
Forecasting Workloads Process Improvements, Elec Initiative
CPA's Guide to Risk Assessments in Business Environments
Key Techniques to Prevent and Detect IT Fraud
Quality Control
GASB Update: Drilling in to GASB Statements 62 and 65
Understanding Audits of Group Audits and Revisiting GASB
Use of a Specialist
2011 Yellow Book and Independence
Preparing for Pension Standard Changes
Auditors' Reports and Required Communication
Auditing IT and Using IT in an Audit
Auditing IT and Using IT in an Audit – Instructor Credit
Accounting and Auditing Update
GASB Update
How Recent Changes in Auditing Standards May Affect Your Audit
An Auditee s Perspective of the Single Audit
Effect of Current Economic Environment on Financial Reporting
Economic and Market Update
Measuring Performance Risk and Reward
The Investment Portfolio Games: Putting Your Strategies to the Test

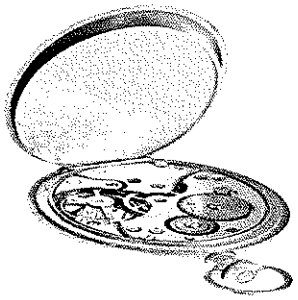
2012

Auditor General Update
Being Right Is Not Always Right
Investments 101
Current Banking Environment in Florida
Accounting and Audit Update 2012
All Things Audit Part I
All Things Audit, Part II
All Things Audit, Part II – Instructor Credit
Fall 2012 Accounting and Auditing
A Potpourri of Current Accounting and Auditing Issues – Some Urgent and Some Not So Much
Housing Authority Annual Financial Reporting
Housing Choice Voucher Program
Introduction
The Reporting Entity
HCV and HCV-related Programs
NRA Balances and Other Reporting
Understanding the Unaudited and Audited Submissions
Case Study
Conclusion
Hot Topics in Pension
New Pension Accounting Standard: A Game Changer!

2011

Introduction to FMPA
Planning Fundamentals
Selecting the Power Mix
All Requirements Integrated Resource Plan
Operation Fundamentals
Operations and Power Costs
Reading FMPA's Financial Statements
Fuels Management – Price Risk Management
Reading Wholesale Power Bills
Capital Asset Rules – Is it an Asset and Where is it?
Financial Statement Misstatements and Assessing the Risks – A Preparer and Auditor Perspective
The Federal Single Audit Including Recovery Act
Burnout – It's All in Your Head – Really!
403(b) Plan Audits and Areas of Concern for Exempt Organizations
Small Business Employee Benefit Plan Design/Optimizing Owner Benefits
Big Brother is Watching – 408(b) 2 Disclosure Regulations
AICPA Employee Benefit Plan Audit Quality Center Update, DOL Update and Audit Workshop for Audits of 401(k) and 403(b) Plans
Accounting and Auditing Update for Benefit Plans
IRS Update on Employee Benefit Plans
Governmental Audits: Auditing Efficiently (Part 1)
Governmental Audits: Auditing Efficiently (Part 2)
Governmental Accounting and Auditing Update
Introduction to School Boards and School Board Audits
Accounting and Financial Reporting for Pensions, an Amendment of GASB Statement 27
GASB Update
GASB 54 Fund Balance Reporting and Governmental Fund Type Definitions
Federal Single Audit – How to Avoid Common Deficiencies
Risk Assessment from an Auditee's Perspective
The Future

Trusted Advisors Since 1946



Laurie A. Walker

Senior Auditor

Office Location:
Ocala, Florida
(352) 732-3872

www.purvisgray.com

Profile

Education:
Graduated Honors Saint Leo University, 2005, BS, Major in Accounting

Professional Experience:
Shands HealthCare, Inc., Internal Auditor

Years in Accounting: *8*

Years with Firm: *7*

Experience in Serving Clients

Governmental Experience

City of Bushnell, Florida
Childhood Development Services, Inc
Citrus County, Florida
Citrus Memorial Hospital
City of Deltona, Florida
City of Eustis, Florida
Lake County District School Board
Marion County District School Board
Marion County EMS Alliance, Inc
Marion County, Florida
City of Mount Dora, Florida
City of Ocala, Florida
City of St. Cloud, Florida
University of Florida Division of Housing
University Village Apartments, Inc.
Villages Charter School, Inc

Not-For-Profit Experience

Advocacy Resource Center, Inc
Citrus Memorial Health Foundation, Inc
Early Learning Coalition of Marion County, Inc
Early Learning Coalition of Pasco and Hernando, Inc
Early Learning Coalition of the Nature Coast, Inc
Hospice of Marion County, Inc.
Marion Senior Services, Inc.
Pediatric Primary Care Foundation, Inc.
United Way of Marion County, Inc

Utility Experience

City of Bushnell, Florida (W, S)
City of Deltona, Florida (W, S)
City of Eustis, Florida (W, S)
Marion County, Florida (W, S)
City of Mount Dora, Florida (E, W, S)
City of Ocala, Florida (E, W, S)
City of St. Cloud, Florida (E, W, S)

(E) - Electric (G) - Natural Gas (W) - Water (S) - Sewer

For-Profit Experience

Custom Window Systems, Inc
WRYP ALF, Inc.

Laurie A. Walker

Senior Auditor

Experience in Serving Clients (Concluded)

Single Audit Experience

City of Deltona, Florida
City of Eustis, Florida
Early Learning Coalition of Marion County, Inc.
Early Learning Coalition of the Nature Coast, Inc.
Lake County District School Board
Marion County District School Board
Marion County, Florida
Marion Senior Services, Inc.
City of Ocala, Florida
Pediatric Primary Care Foundation, Inc.
City of St. Cloud, Florida
University Village Apartments, Inc
Villages Charter School, Inc.

Health Care Experience

Advocacy Resource Center, Inc.
Citrus Memorial Health Foundation, Inc.
Hospice of Marion County, Inc.
Marion County EMS Alliance, Inc.
Pediatric Primary Care Foundation, Inc
WYRP ALF, Inc

Educational and Professional Involvement

Ms. Walker is in full compliance with the continuing educational requirements set forth under U.S. General Accounting Office (GAO), *Government Auditing Standards,* 2007 Revision. A list of the relevant continuing professional education for the past three years follows:

Course Titles or Descriptions

2014

Single Audit Update
Audit Season Review
Update on Best Practices for Investment Management
Comparable Investment Approaches for Florida Local Governments
DB vs DC-A False Choice in Retirement Plans
GASB 67 and 68 – The Devil's in the Details
The Importance of Documentation – Even in Today's Virtual Paperless World
A Dynamic Leader in Today s Environment

Laurie A. Walker

Senior Auditor

Course Titles or Descriptions (Concluded)

2013

What's the GASB Up to Now
Economic Review, Cash Flows, Investment Strategies
Investment Bond Mathematics
CAFR Certificate Program Compliance
Affordable Care Act – What's Coming in 2014
The Promised Land of Motivated Employees
Forecasting Workloads, Process Improvements, Elec Initiative
The Auditor General Update
Quality Control
GASB Update "Drilling in to GASB Statements Nos 62 and 65"
Understanding Audits of Group Audits and Revisiting GASB No 61
Use of a Specialist
2011 Yellow Book and Independence
Preparing for Pension Standard Changes
Auditors' Reports and Required Communications
Auditing IT and Using IT in an Audit
Accounting and Auditing Update
Analytical Procedures – Redrafted Auditing Standard
Improving Client Assistance
Financial Statement Analysis Techniques
An Overview of the Impact of IFRS Convergence on Private Entities
FASB Codification
Audit Documentation and Workpaper Review
Analytical Procedures-Redrafted Auditing Standard
New Look to Audit Reports
GASB Update
How Recent Changes in Auditing Standards May Affect Your Audit
An Auditee's Perspective of the Single Audit
Effect of Current Economic Environment on Financial Reporting
Economic and Market Update
Measuring Performance Risk and Reward
The Investment Portfolio Games: Putting Your Strategies to the Test

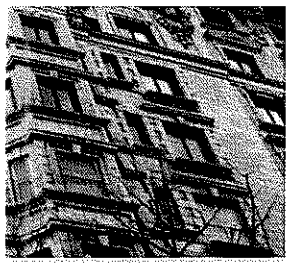
2012

UltraTax 1040 Systems Update
Procedural Update
What's New for 2011 and 2012? Including a Review of Recently Enacted Laws and a Review of Depreciation Rules
Forms Review and Update with UltraTax Tie-in 1040, 1041, 1065 1120s and 1120
The Portal
Investments 101
Current Banking Environment in FloridaAuditor General UpdateBeing Right is Not Always Right
Accounting and Audit Update 2012
All Things Audit, Part I
All Things Audit, Part II
All Things Audit, Part II – Instructor Credit
North Central – Income Taxima Minima and Maxima

Tab 3—Past Performance

Similar Audit Experience

Our governmental experience includes the following audits during the past five years and indicates the primary office from which each governmental audit is staffed. Single Audits are indicated by an asterisk "(*)".

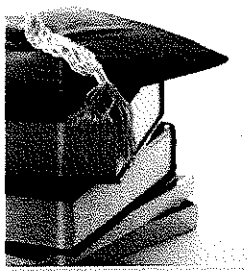


Counties

- Bradford County (Gainesville)* - Annual Estimated Budget $35 Million
- DeSoto County (Sarasota)* - Annual Estimated Budget $45 Million
- Gadsden County (Tallahassee/Gainesville)* - Annual Estimate Budget $40 Million
- Hernando County (Sarasota)* - Annual Estimated Budget $200 Million
- Marion County (Ocala)* - Annual Estimated Budget $375 Million
- Nassau County (Tallahassee/Gainesville)* - Annual Estimated Budget $90 Million

Municipalities

- City of Alachua (Gainesville)* - Annual Estimated Budget $39 Million
- City of Atlantic Beach (Gainesville)* - Annual Estimated Budget $63 Million
- City of Bartow (Sarasota)* - Annual Estimated Budget $60 Million
- City of Belleview (Ocala)* - Annual Estimated Budget $6 Million
- City of Bushnell (Ocala)* - Annual Estimated Budget $15 Million
- Town of Bronson (Gainesville)* Annual Estimated Budget $2 Million
- City of Cedar Key (Gainesville)* Annual Estimated Budget $5 Million
- City of Deltona (Ocala)* Annual Estimated Budget $62 Million
- City of Eustis (Ocala)* Annual Estimated Budget $64 Million
- City of Fernandina Beach (Tallahassee)* Annual Estimated Budget $87 Million
- City of Fort Meade (Sarasota)* Annual Estimated Budget $16 Million
- City of Green Cove Springs (Gainesville)* Annual Estimated Budget $42 Million
- City of Jacksonville Beach (Sarasota)* Annual Estimated Budget $160 Million
- City of Lake City (Gainesville)* Annual Estimated Budget $40 Million
- City of Lake Wales (Sarasota)* Annual Estimated Budget $30 Million
- City of Live Oak (Gainesville)* Annual Estimated Budget $18 Million
- City of Mount Dora (Ocala)* Annual Estimated Budget $40 Million
- City of Newberry (Gainesville)* Annual Estimated Budget $13 Million
- City of Neptune Beach (Gainesville)* Annual Estimated Budget $19 Million
- City of Ocala (Ocala)* Annual Estimated Budget $604 Million
- City of Sarasota (Sarasota)* Annual Estimated Budget $160 Million
- City of St. Cloud (Ocala)* Annual Estimated Budget $150 Million
- City of St. Augustine Beach (Gainesville)* Annual Estimated Budget $12 Million
- City of Williston (Ocala)* Annual Estimated Budget $6 Million



Education Related

- Alachua County District School Board (Gainesville)* Annual Estimated Budget $400 Million
- Charlotte County School Board (Sarasota)* Annual Estimated Budget $275 Million
- Clay County School Board (Ocala)* Annual Estimated Budget 285 Million
- Hernando County School Board (Ocala)* Annual Estimated Budget $600 Million
- Lake County District School Board (Ocala)* Annual Estimated Budget $550 Million
- Marion County School Board (Ocala)* Annual Estimated Budget $600 Million
- The Villages Charter School, Inc. (Ocala)*

Tab 3—Past Performance

References

Client Name:	CITY OF OCALA, FLORIDA
Scope of Work	Audit of all City operations, including Single Audit of federal and state grant programs
Date	September 30, 2000 to Present
Engagement Partners	Mark A. White, C.P.A., and Timothy M. Westgate, C.P.A.
Engagement Manager	Philip A. Gesner, CPA.CITP, CISA
Contact Information	Mr Matt Brower, City Manager (352) 401-3976 110 S E Watula Avenue, 3rd Floor mbrower@ocalafl.org Ocala, Florida 34471

Client Name:	CITY OF MOUNT DORA, FLORIDA
Scope of Work	Audit of all City operations, including Single Audit of federal and state grant programs Participates in the GFOA Certificate Program.
Date	September 30, 2010 to Present
Engagement Partners	Timothy M. Westgate, C.P.A., and Mark A. White, C.P.A.
Engagement Manager	Alison L. Stone, C.P.A.
Contact Information	Mr Mike Sheppard, Finance Director (352) 735-7120 510 N Baker Street sheppardm@ci.mount-dora.fl.us Mount Dora, Florida 32757

Client Name:	CITY OF ST. CLOUD, FLORIDA
Scope of Work	Audit of all City operations, including Single Audit of federal and state grant programs Participates in the GFOA certificate program.
Date	September 30, 1979 to September 30, 2008, and September 30, 2012 to Present
Engagement Partners	Timothy M. Westgate, C.P.A., and Mark A. White, C.P.A.
Engagement Senior	Trey W. Presnell, C.P.A.
Contact Information	Mr. Michael Turner, C P A , Finance Director (407) 957-7310 1300 9th Street mturner@stcloud.org St. Cloud, Florida 34769

Client Name:	KISSIMMEE UTILITY AUTHORITY
Scope of Work	Audit of all Authority operations including report on bond compliance The Authority is an all requirements member serving approximately 65,000 Electric customers.
Date	September 30, 2008 to Present
Engagement Partners	Mark A. White, C.P.A., and Robert O. Dale, C.P.A.
Engagement Manager	Philip A. Gesner, CPA.CITP, CISA
Contact Information	Mr. Joseph Hostetler, V P of Finance & Risk Management (407) 933-7777 1701 W. Carroll Street jhostetl@kua.com Kissimmee, Florida 34741

Client Name:	FLORIDA MUNICIPAL POWER AGENCY
Scope of Work	Audit of all Agency operations (a Florida Special District).
Date	September 30, 2004 to Present
Engagement Partners	Mark A. White, C.P.A., and Helen Y. Painter, C.P.A.
Engagement Manager	Philip A. Gesner, CPA.CITP, CISA
Contact Information	Mr. Mark Larson, C P A., CFO (407) 355-7767 8553 Commodity Circle mark.larson@fmpa.com Orlando, Florida 32819

Tab 3—Past Performance

No Litigation Against the Firm

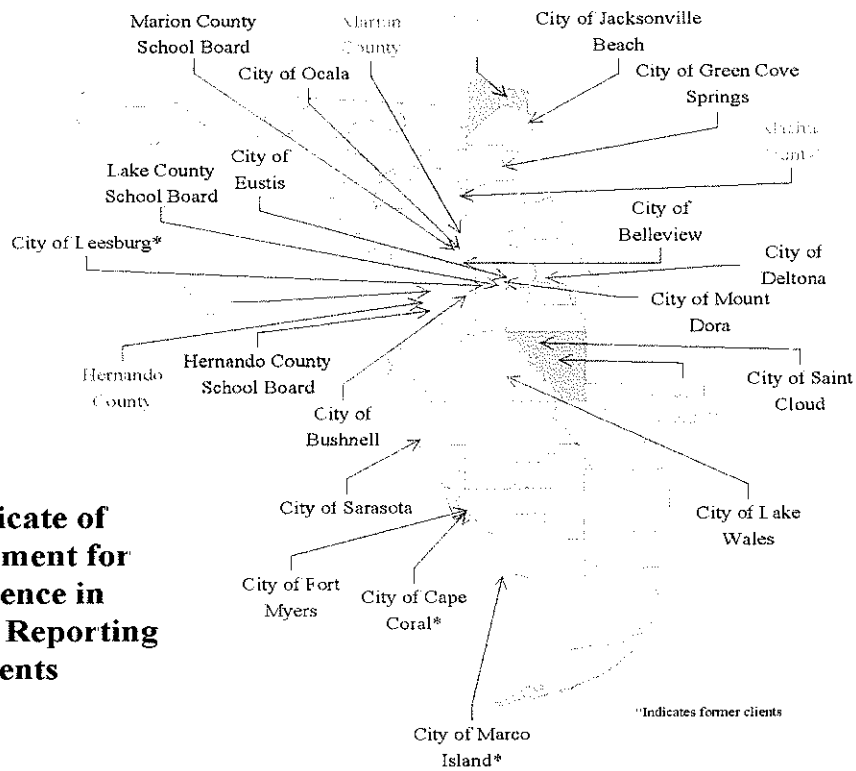
There are no pending lawsuits against Purvis, Gray and Company, nor have there been any within the last ten years.

Familiarity with the Certificate of Achievement for Excellence in Financial Reporting Program

The Technical Consultant and Independent Reviewer assigned to the City's audit, Mr. Mark A. White, C.P.A. is a member of the Florida Government Finance Officers Association (FGFOA) Technical Resources and Programs Committees (including the FRS-GASB 68 Task Force) and serves on the Government Finance Officers Association (GFOA) Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting. As such, he reviews CAFRs on behalf of GFOA all through the year, learning new techniques and presentation to make the City's CAFR the best it can be.

Members of the audit team assigned to the City's audit are members of FGFOA, attend FGFOA continuing professional education events, and have provided technical expertise and assistance to some of the following local governments and helped these governments receive the Certificate of Achievement for Excellence in Financial Reporting:

Certificate of Achievement for Excellence in Financial Reporting Clients



We are confident that we will be able to help the City keep its long held Certificate for Excellence in Financial Reporting with continued improvement in the CAFR process

Tab 3—Past Performance

Federal and State Grant Experience

Because of our experience auditing Florida counties and municipalities, we are very familiar with the federal and state compliance requirements applicable to these grants. Our auditors have performed countless Single Audits of federal and state grant programs, some of which included programs/projects on the following list:

FEDERAL GRANT PROGRAMS

U.S. Department of Agriculture

- ARRA State Energy Program
- ARRA Child Nutrition Discretionary Grants
- Child and Adult Care Food Program
- Consumer Services – Urban and Community Forestry Grant
- Cooperative Forestry Assistance
- Emergency Food Assistance Program
- Florida Department of Education:
  - Nutrition Cluster:
    - National School Lunch Program
    - School Breakfast Program
    - Summer Food Service Program for Children
    - Fresh Fruit and Vegetable Program
    - Team Nutrition Grants
- Food Distribution
- Forest Health Improvement Initiative Grant Program
- National School Breakfast Program
- National School Lunch Program
- Rural Business Enterprise Grant
- Rural Community Fire Protection Grant
- Schools and Roads – Grants to States
- Temporary Emergency Food Assistance Program
- Volunteer Fire Assistance Grants
- Water Systems for Rural Communities
- Wastewater Systems for Rural Communities

U.S. Department of Aviation Administration

- Airport Improvement Program

Corporation for National and Community Service

- AmeriCorps
- Foster Grandparents Program
- Learn and Serve America – School and Community Based Programs
- Retired Senior Volunteer Program

U.S. Department of Education

- Carol M. White Physical Education Program
- Central Florida Community College—Tech-Prep Education
- Drug-Free Community
- Education for Homeless Children and Youth
- Federal Pell Grant Program
- Federal Supplemental Education Opportunity Grants
- Florida Department of Corrections:
  - Even Start - State Educational Agencies
- Florida Department of Education

U.S. Department of Education *(Concluded)*

- Adult Education - State Grant Program
- ARRA Education Jobs Fund, Recovery Act
- ARRA Race to the Top, Recovery Act
- ARRA State Stabilization Education Grants
- ARRA State Stabilization Government Services, Recovery Act
- ARRA Title I Grants to Local Educational Agencies Recovery Act
- Career and Technical Education
- Charter Schools
- Class Size Reduction
- English Language Acquisition Grants
- Education of Homeless Children and Youth
- Education Jobs Fund
- Education Technology State Grants
- English Language Acquisition Grants
- Even Start - State Educational Agencies
- Improving Teacher Quality State Grants
- Innovative Education Program Strategies
- Migrant Education - Basic State Grant Program
- Public Charter School
- Reading First State Grants
- Safe and Drug-Free Schools and Communities
- School Improvement Fund
- Special Education - Grants to States
- Special Education – Preschool Grants
- State Grants for Innovative Programs
- Teacher Incentive Fund
- Technology Literacy Challenge Fund
- Title I Grants to Local Educational Agencies
- Title I Program for Neglected and Delinquent Children
- Title I School Improvement
- Title III, No Child Left behind LEP/Immigrant
- Title V, Part B Charter Schools
- Transition to Teaching
- Twenty-First Century Community Learning Centers
- Vocational Education - Basic Grants to States
- Fund for the Improvement of Education
- Library Literacy
- Patient Health Information System
- Professional Training Grant
- Public Library Services
- Safe and Drug-Free Schools and Communities
- Teaching American History

Tab 3—Past Performance

Federal and State Grant Experience ***(Continued)***

FEDERAL GRANT PROGRAMS *(Continued)*

U.S. Department of Commerce
Commercial Revitalization Study
Economic Development Grant
Public Safety Interoperable Communication Grant

U.S. Department of Defense
Air Force Junior Reserve Officer Training Corps
Army Junior Reserve Officer Training Corps
Navy Junior Reserve Officer Training Corps

U.S. Election Assistance Commission
Help America Vote Act – Federal Election Activities
Poll Worker Recruitment and Training
Military and Overseas Empowerment Act
Vote Program Grant

U.S. Department of Energy
Florida Energy Efficiency & Conservation Block Grant
State Energy Program
Weatherization Assistance for Low-Income Persons

U.S. Department of Economic Opportunity
Small Cities Community Development Block Grant

U.S. Environmental Protection Agency
Airport Improvement Program
Brownfield Award
Capitalization Grants for Clean Water State Revolving Funds
Clean Water State Revolving Funds
Congressional Mandated Projects
Construction Grants for Water and Sewer Projects
Construction Grants for Wastewater Treatment Works
National Estuary Program
Radon Program
State Revolving Loan
Storage and Distribution Project
Treatment and Reclaimed Water Usage
Wellhead Demonstration Project

Federal Communications Commission
Universal Discount for Schools and Libraries (E-rate)

Federal Emergency Management Agency
Disaster Grants, Public Assistance
Disaster Relief and Assistance
Emergency Food and Shelter Program
Emergency Management Assistance
Emergency Management Preparedness Grant
Sumatra Avenue Drainage Program

U.S. General Services Administration
Donation of Federal Surplus Personal Property

U.S. Department of Health and Human Services
Child Care and Development Block Grant
Childhood Immunization Grant
Children's Health Insurance Program (CHIP)
Child Support Enforcement
Child Support Reimbursement Payments
Community Food and Nutrition
Community Health Centers and Migrant Health Centers Grant
Community Services Block Grant
Crime Victim Assistance
Emergency Community Services Homeless Grant Program
Empowerment Zone/Enterprise Community
First Coast Workforce Development, Inc
Temporary Assistance for Needy Families
Foster Care - Title IV-E
Head Start
Legal Services for Persons with Mental Illnesses or Developmental Disabilities
Low-Income Home Energy Assistance Program
Projects for Assistance in Transition from Homeless
Special Programs for the Aging Title III Part C Nutrition Services
Temporary Assistance for Needy Families – Welfare Transition

U.S. Department of Homeland Security
Assistance to Firefighters Grant
Disaster Grants – Public Assistance
Emergency Management Performance Grant
Emergency Management Preparedness Grant
Florida Department of Education Homeland Security Grant
Florida Division of Emergency Management
Fire Prevention and Safety Grant
Hazard Mitigation Grant
Homeland Security Grant Program
Public Assistance Grant
SAFER Grant
State Homeland Security Grant Program
Urban Area Security Initiative

U.S. Department of Interior
Clean Vessel Act Grant
Historic Preservation Fund Grants-In-Aid
Land and Water Conservation Fund
National Forest - Payment in Lieu of Taxes
Sport Fish Restoration Program

Tab 3—Past Performance

Federal and State Grant Experience *(Continued)*

FEDERAL GRANT PROGRAMS *(Continued)*

U.S. Department of Housing and Urban Development

- ARRA Homeless Prevention and Rapid Re-housing Program
  - Community Development Block Grant
- Capital Fund Program (CFP) Cluster
  - Public Housing Capital Fund
  - ARRA Public Housing Capital Fund
- Community Development Block Grant
- Florida Small Cities
- Federal Transit Capital Investment Grant
- Home Investment Partnerships Program
- Low Income Home Energy Assistance Program
- Mainstream Vouchers
- Public and Indian Housing
- Section 8 Housing Choice Vouchers
- Section 202 Mortgage Loan
- Section 221(d)(3)
- Section 221 Low-Income Housing
- Section 236 Subsidized Projects
- Special Purpose Grant – Infrastructure
- Supportive Housing Program
- Water Main Extension

U.S. Department of Justice

- ARRA – COPS Hiring Recovery Program Grant
- Anti-Drug Abuse Act
- Automated Information System Grant
- BLEND Grant
- Bureau of Justice Assistance
- Bulletproof Vest Partnership Program
- Community-Assisted Police Effort (CAPE)
- Community Oriented Policing Services Grant
- Crime Database
- Crime Prevention
- Department of Law Enforcement
- Drug Enforcement Agency – Byrne Formula Grant
- Drug Abuse Resistance Education Closed-Circuit TV
- Drug Control and System Improvement Formula Grant
- Drug Treatment and Intervention
- Edward Byrne Memorial Justice Assistance Grant
- Federal Equitable Sharing Agreement
- Federal Transit Capital Investment Grant
- Gadsden County Sheriff's Office Summer Camp Program
- Gadsden County Sheriff's Office JAG
- Gang Resistance Education and Training
- JAG/ARRA Courthouse Security and Law Enforcement Equipment
- Juvenile Accountability Block Grants
- Juvenile Justice and Delinquency Prevention
- Law Enforcement Block Grant Program
- Law Enforcement Technology

U.S. Department of Justice *(Concluded)*

- NEAT Grant
- PAVE Grant
- Project Administration
- Public Safety Partnership & Community Policing Grants
- Recovery Act Edward Byrne Justice Assistance Grant
- State Criminal Alien Assistance Program
- Student Homicide
- Victim of Crime Acts

U.S. Department of Labor

- Workforce Investment Act Including:
  - Adult Program
  - Youth Activities
  - Dislocated Workers
  - Reed Act
  - WIA Inc
- Employment Service
- Disabled Veteran's Outreach Program
- Unemployment Insurance Program

Local Law Enforcement Block Grant

- Bulletproof Vest Program
- Bureau of Justice Assistance
- Community-Oriented Policing Services (COPS)
- Court Reporter
- Drug-Free Neighborhood Enforcement
- Edward Byrne Memorial Justice Grant
- Florida Association of Career & Technical Education:
  - WIA Audit Program
  - ARRA WIA Dislocated Workers, Recover Act
  - WIA Youth Activities
- Gadsden County Anti-Firearm Initiative
- Homicide Task Force Grant
- Juvenile Justice and Delinquent Prevention
- Victims of Crime Act
- Video Network

National Endowment for the Arts

- Florida Broadband Capacity
- Technology Enhancement Project
- The Big Read

National Endowment for the Humanities

- Lets Talk About It

National Science Foundation

- Education and Human Resources

Tab 3—Past Performance

Federal and State Grant Experience ***(Continued)***

FEDERAL GRANT PROGRAMS *(Concluded)*

U.S. Department of the Treasury
- Federal Equitable Sharing Agreement
- General Revenue Sharing

U.S. Department of Transportation
- Airport Improvement Project
- Child Passenger Safety Seat Project
- DUI Enforcement
- Federal Aid/Federal Lands Highway Program
- Federal Aviation Administration (MIRLS)
- Federal Transit Formula Grants
- Highway Planning and Construction
- Local Agency Program Agreement

U.S. Department of Transportation *(Concluded)*
- Job Access and Reverse Commute Program
- New Freedom Program
- Rehabilitation of Taxiway B & Construction of Taxiway E
- Rehabilitate Runway 4-22 Shoulder, Phase I
- Recreational Trails Program
- Sidewalks
- Teen Traffic Safety Outreach
- Transit Services Program Cluster:
  - Job Access – Reverse Commute Program
  - New Freedom Program
- Urban Mass Transportation Assistance
- Urban Greenway

STATE GRANT PROGRAMS

Florida Department of Agriculture and Consumer Services
- Arthropod Control/Mosquito Control
- Livestock Pavilion Project
- Mosquito Control/Waste Tire Abatement
- Urban and Community Forestry Grant

Florida Department of Children and Families
- Adult Community Mental Health Community Support Services
- Adult Community Mental Health Emergency Stabilization
- Baker Act
- Children's Baker Act Services
- Children's Mental Health Community Support Services
- Community Forensic Beds and Competency Restoration Training
- Criminal Justice, Mental Health and Substance Abuse
- Indigent Psychiatric Outpatient Services
- Public Safety, Mental Health and Substance Abuse
- Substance Abuse Detoxification Services for Adults
- Substance Abuse Treatment & Aftercare Services for Children

Clean Florida Council
- Litter Grant

Florida Department of Economic Opportunity
- Rural Infrastructure/Jail Feasibility Grant

Florida Department of Community Affairs
- Disaster Assistance Program
- Emergency Management Preparedness Assistance
- Emergency Management Trust Fund
- Emergency Management Programs
- Emergency Management Projects
- EOC Grant
- Florida Forever Act
- Growth Management Implementation
- Hazardous Materials Emergency Response
- Hurricane Shelter Retrofit Project
- Land Development Regulation Assistance
- Local Emergency Management and Mitigation Initiatives
- Low-Income Emergency Home Repair Program
- Rural Communities Supplemental Planning Assistance Grant
- Small Municipalities Supplemental Planning Assistance Grant
- State Housing Initiatives Partnership (SHIP) Program
- State of Homeland Security

Department of Elder Affairs
- Community Care for the Elderly
- Florida Office of Tourism, Trade and Economic Development

Tab 3—Past Performance

Federal and State Grant Experience ***(Concluded)***

STATE GRANT PROGRAMS *(Concluded)*

Florida Department of Environmental Protection
- Alternative Water Supply (Reuse)
- Ambient Groundwater Monitoring
- Agriculture Film Collection Project
- Artificial Reef Enhancement
- Economic Development Transportation Fund
- Florida Beach Erosion Control Program
- Florida Boaters Improvement Program
- Florida Recreation Development Assistance Program
- Hazardous Waste Cooperative Collection Center
- Litter and Marine Debris Prevention
- Nassau County Beach Restoration
- Recycling and Education
- Section 17-761 Compliance
- Small County Solid Waste Grant
- Small County Consolidated Grant/
- State-wide Surface Water Restoration and Wastewater Projects
- Superact State Cleanup
- Waste Tire Program
- Water and Sewer Infrastructure Study
- Whispering Pines Regional Stormwater

Executive Office of the Governor
- Office of Tourism Trade, and Economic Development
- Rural Infrastructure Fund

Florida Department of Health and Rehabilitative Services
- County Grant Awards
- County Matching Grant
- EMS County Grant Program
- EMS Matching Grant
- EMS Medical Services County Grant
- Marriage License Trust Funds
- Metamorphosis
- Primary Care Program
- State Legalization Impact Assistance Grant

Florida Housing Finance Corporation
- FHOP
- Hurricane Housing Recovery Plan
- My Safe Florida Home Program
- State Housing Initiatives Partnership
- SHIP Impact Fee Proviso Program

Florida Department of Juvenile Justice
- Justice Partnership Grant Program

Florida Department of Library and Information Services
- Library Construction Grant
- Public Library Construction
- State Aid to Libraries

Florida Department of Management Services
- E-911 Rural County Grant
- Wireless 911 Emergency Telephone System
- 911 State Grant Program

Florida Department of Natural Resources
- Florida Boating Improvement Program
- Land Acquisition Trust Fund Grants

Florida Department of State
- Branch Construction Project
- Historical Grant – Hardman Hall
- Historic Preservation Grant
- State Aid to Libraries
- State Interlibrary Cooperation

State Courts System
- Small County Courthouse Facilities

Florida Department of Transportation
- Aviation Development Grant
- Commission for the Transportation Disadvantaged Trip and Equipment Grant Program
- County Incentive Grant Program
- EMPA Grant
- Highway Planning and Construction
- Intermodal Development Program
- Public Transit Block Grant Program
- Seaport Grant Small County Dredging Program
- Small County Outreach Program
- Small County Road Assistance Program
- State Highway Project Reimbursement
- Transportation Disadvantaged Grant
- Transportation Regional Incentive Program

Florida Department of Workforce Innovation
- Quick Response Training

Tab 3—Past Performance

Tax-exempt Bond Experience

The following is a partial listing of bond issues we have assisted with:

Bond Issues	Total
City of Alachua, Florida—Utility Acquisition Bonds Series 1993; Utility Refunding Revenue Bonds, Series 1993, 1996 and 2003	$ 27,230,000
Alachua County, Florida—Hospital Revenue Bonds, Series 1978; Industrial Revenue Bonds Series 1983	$ 17,136,400
District School Board of Alachua County—State School Bonds Refunding, Series 2009A	$ 225,000
City of Atlantic Beach, Florida—Utility System Revenue Bonds, Series 1996, 2004, 2010A-1, and 2010B	$ 47,515,750
City of Belleview, Florida—Utility Revenue Bonds	$ 3,000,000
City of Bushnell, Florida—Revenue Bonds, Series 2002, and 2007	$ 3,558,000
City of Cape Coral, Florida—Special Obligation Revenue Bonds, Series 2006 and 2007; Capital Improvement Revenue Bond, Series 2008; Gas Tax Revenue Bonds, Series 2009; and Special Obligation Revenue Bonds, Series 2009	$ 167,920,000
Central Florida Community College Foundation, Inc —Student Housing Revenue Bonds, Series 1994	$ 3,500,000
City of Deltona, Florida—Utility Revenue Bonds Series 2003; and Transportation Bond Series 2006	$ 99,965,000
DeSoto County, Florida—Capital Improvement Revenue Bond Series 2002; Water and Wastewater Revenue Bond Series 2005	$ 32,556,000
City of Eustis—Multi-Purpose Revenue Bond, Series 2004	$ 2,200,000
City of Fernandina Beach, Florida—Capital Improvement Revenue Bonds, Series 2005; General Obligation Bonds, Series 2004; Utility Acquisition Bond, Series 2004; Utility Refunding Bonds and Vehicles; Utility System Subordinate Revenue Bonds, Series 2010 Utility System Refunding Revenue Bonds, Series 2013A	$ 38,585,000
Florida Gas Utility—Gas Project No. 2 Revenue Bonds 2006, Series A 1-4	$ 694,175,000
Florida Municipal Power Association—ARP Revenue Bonds, Series 2006, A, B, & C and Series 2008, C, D & E; Stanton Revenue Bond, Series 2009A Stanton II Project, Series 2009A, and 2012A; St Lucie Project, Series 2009 and 2012A and Tri-City Project, Series 2009A; Revenue Bonds; Series 2010A, 2011A, 2011B, and 2012A	$1,113,690,000
City of Fort Meade, Florida—Water and Sewer Series 2005A, 2005B, and 2009	$ 4,565,887
City of Fort Myers, Florida—Improvement Refunding Revenue Bonds Series 1997, 1997A; Improvement Revenue Bond, Series 1998; Utility System Refunding Revenue Bond, Series 1999	$ 146,088,741
Gadsden County, Florida—Sales Tax and Revenue Refund Bond, Series 2010	$ 1,366,801
City of Gainesville, Florida—Utility System Revenue Bonds, Series 1979 and 1980; Electric, Water and Sewer Revenue Bond, First Series 1979	$ 220,000,000
Gainesville-Alachua County Regional Airport Authority—Airport Revenue Bonds, Small Aircraft Transportation System, Series 2006A; Airport Revenue Bonds, Parking Revenue Refunding, Series 2006C; Airport Revenue Bonds, T-Hangar Project, Series 2007	$ 7,410,580
City of Green Cove Springs, Florida—Utility Revenue Bond, Series 1981	$ 5,500,000
Hernando County, Florida—Refunding Revenue Bond, Series 2010	$ 9,980,000
District School Board of Hernando County, Florida—State School Bonds Refunding, Series 2010A and 2011A Refunding	$ 1,800,000
City of Jacksonville Beach, Florida—Utility Revenue Bond Series 1993A and 2010; Southend Community Redevelopment Bonds, Series 1994, 1995 2003, 2003-1, 2003-2 and 2003 (ATM) Sales Tax Revenue Bond, Series 1994; Downtown Community Redevelopment Bonds Series 1995, 2002A 2003, 2003A, 2003B, and 2003C; Utility Revenue Electric Fund Series 2002; Utility Revenue Water and Sewer Fund, Series 2002; Utility Revenue, Series 2003; and Infrastructure Surtax Revenue Bonds, Series 2002, 2006, 2007 and 2012 Infrastructure Surtax Revenue Bonds, Series 2012	$ 165,659,335

Tab 3—Past Performance

Tax-exempt Bond Experience ***(Concluded)***

Bond Issues	Total
Kissimmee Utility Authority—Refunding Revenue Bonds, Series 2011	$ 30,005,000
City of Lake City, Florida—Sales Tax Revenue and Refunding Bond, Series 2000, Utility Revenue and Refunding Bonds, Series 198A, 2000, 2003, 2010A, 2010B and 2011 Utility Revenue and Refunding Bonds, Series 2013 Sales Tax Revenue and Refunding Bonds, Series 2012	$ 68,766,044
District School Board of Lake County, Florida—State School Bonds Series 2005A, 2005B, 2006A, 2008A, 2009A, and 2010A; State School Bonds Refunding, Series 2009A 2010A, and 2011A	$ 13,525,000
City of Lake Wales, Florida—Utility System Improvement Refunding Revenue Bond, Series 1996; Capital Improvement Revenue Bond, Series 1996; Public Improvement Revenue Bond, Series 1997; and Non-ad Valorem Revenue Bond, Series 1999	$ 25,257,629
City of Leesburg, Florida—Refunding and Capital Improvement Bonds, Series 1983, 1987, 1999, 2004; Utilities System Refunding Revenue Bonds, Series 1999, 2004, 2007A and 2007B; Electric System Revenue Bonds, Series 2004, 2007A, 2007B	$ 149,205,000
Meridian Behavioral Healthcare, Inc.—Health Facility Revenue Bond, Series 2003	$ 3,600,000
Marion County, Florida—Public Improvement Revenue Refunding Bonds, Series 2002, 2006, 2009A, 2009B and 2010; Utilities Systems Revenue Bonds, Series 2001, 2002, 2003A, 2010, 2011, and 2012; and Limited Ad Valorem Tax Refunding Bonds, Series 1998 and 2003 Special Assessment Bonds, Series 2011A, and 2012A	$ 255,463,421
Marion County District School Board—State School Bonds Refunding, Series 2003A, 2005A 2005B, 2009A, 2010A, and 2011A	$ 8,140,000
City of Mount Dora, Florida—Capital Improvement Refunding Revenue Bonds, Series 2011	$ 3,638,400
North Sumter County Utility Dependent District—Subordinate Utility Revenue Bonds, Series 2010; and Senior Utility Revenue Bonds, Series 2010	$ 205,233,000
Nassau County, Florida—Public Improvement Revenue and Refunding Bond, Series 2007; and Gas Tax Revenue Bond, Series 2009	$ 38,472,307
City of Ocala, Florida—Water and Sewer Bonds, Series 1996, 2001; Optional Gas Tax Bond Series 2002; Utility Systems Bonds Series 2005A, 2005B, 2007A, 2007B, and 2011	$ 189,340,000
Osceola County Florida—Infrastructure Sales Surtax Revenue Bond, Series 2002; Tourist Development Tax Revenue Bond, Series 2002A; Gas Tax Refunding Revenue Bond, Series 2003; West 192 Redevelopment Area Municipal Service Benefit Unit (Phase IIC), Series 2003; and Transportation Improvement Refunding Bond, Series 2004	$ 273,335,000
Peace River/Manasota Regional Water Supply Authority—Utility System Revenue Bonds, Series 2010A and 2010B	$ 42,695,000
City of Sarasota, Florida—Water and Sewer Revenue Bonds Series 2002A 2002B, 2004, 2005 2008, 2010A, 2010B, and 2011; General Obligation Bonds, Series 2007, and 2008; Special Obligation Bond Series 2009 and 2010; and Sales Tax Payments Revenue Bonds, Series 2010	$ 214,256,000
City of St. Cloud, Florida—Utility Refunding Bonds, Series 1992 and 2001; Refunding Revenue, Series 1996A, 1996B, and 1998; Sewer System Refunding, Series 1997; Sales Tax Revenue Bond, Series 2002; Utility System Revenue Bonds, Series 2012A	$ 80,586,000
Village Community Development District No. 4—Special Assessment Revenue Bond, Series 2010, and 2012	$ 12,782,031
Village Community Development District No. 6—Special Assessment Revenue Bond, Series 2007	$ 45,440,000
Village Community Development District No. 7—Special Assessment Revenue Bond, Series 2006	$ 89,570,000
Village Community Development District No. 8—Special Assessment Revenue Bond, Series 2008, 2010 Phase 2, and 2010 Phase 3	$ 100,500,000
Village Community Development District No. 9—Special Assessment Revenue Bond, Series 2011, and 2012	$ 108,885,000

Tab 4—Cost

DEVELOPMENT OF AUDIT FEE QUOTE FOR THE AUDIT OF THE 2014 FINANCIAL STATEMENTS

	Hours	Quoted Hourly Rates	Total
Partners	80	$ 150	$ 12,000
Manager	115	125	14,375
Seniors	130	120	15,600
Staff Auditors	100	105	10,500
Clerical	25	75	1,875
Subtotal	450		54,350
Out-of-Pocket Expenses			*
Meals Lodging and Transportation			*
Total all Inclusive Price for 2014 Audit			$ 54,350

*All Out-of-pocket, Meals, Lodging, and Transportation Costs are Included in our Quoted Hourly Rates

Rates for additional nonaudit services will be at the quoted hourly rates above

The quoted fee above includes normal consultation and assistance to the City with the application of new GASB Statements. Any additional significant projects will be contracted for separately

The above fee quote and time analysis is based upon no significant changes in the City's operations or in financial reporting or auditing requirements during the five year period requested. In the event of significant changes in any of these areas we reserve the right to renegotiate the fee with you

Time Analysis

Audit Area	Estimated Hours
Engagement Management	
Planning and Correspondence	10
Internal Control Documentation and Testing	25
Risk Assessment Procedures, all Areas	25
Review of Minutes of City Commission	6
Cross Fund Testing	
Cash, Investments and Investment Income	15
Payroll and Employee Benefit Expense	20
Inventories, Fuel, PGP, and Hedging	15
Capital Assets and Depreciation	20
Accounts Payable and Accrued Expenses	15
Long-term Debt, Interest Expense	15
Governmental Funds	
Other Assets	10
Revenues and Receivables	40
Operating Expenditures	30
Fund Balances	6
Enterprise Funds	
Revenues and Receivables	30
Other Assets	10
Net Assets	8
Fiduciary Funds	
Police Officer Pension Fund	25
Firefighters Pension Fund	25
Engagement Wrap-up	
Financial Statements Preparation and Review	60
Exit Conferences and Presentation	10
File Wrap-up and Independent Review	15
Other	15
Total Estimated Audit Hours	450

Tab 4—Cost

DEVELOPMENT OF AUDIT FEE
FOR THE AUDIT OF THE 2014-2018 FINANCIAL STATEMENTS
(Concluded)

	Basic Audit Fee Quote	Prepare CAFR Fee Quote
2014 Fee Quote	$ 54,350	$ 8,500
2015 Fee Quote	55,750	8,500
2016 Fee Quote	57,500	9,000
2017 Fee Quote	59,250	9,000
2018 Fee Quote	61,000	9,500

Tab 5—Understanding Project/Requirements

The City

The City serves an area of approximately 46 square miles in East Central Florida with a population of approximately 86,000 The City provides a full range of municipal services including fire/rescue protection, solid waste management, storm water management, road construction and maintenance, development services, zoning, code enforcement, parks and recreation, water and sewer services, reuse for irrigation and general administrative services The City contracts with the County Sheriff for law enforcement services.

General

The City is soliciting the services of qualified CPA firms to audit its financial statements for the fiscal year ending September 30, 2014, with the option of auditing each of the subsequent four fiscal years.

Scope of Work to be Performed

The City desires the audit firm to express an opinion of the fair presentation of its general purpose financial statements in conformity with GAAP The City prepares a CAFR in accordance with the GFOA Certificate for Excellence in Financial Reporting. The audit firm will assist the City in maintaining this prestigious award annually.

The audit firm is not required to audit the combining and individual fund and combining statements, however the audit firm will express an "in relation to" report on the combining and individual fund financial statements and supporting schedules based on the auditing procedure applied during the audit of the general purpose financial statements. The statistical section of the report will be unaudited.

It is expected that the City will receive significant amounts of Federal and State grants and will be subject to both the state and federal single audit requirements.

Audit Standards to be Followed

The audit shall be performed in accordance with: Generally Accepted Auditing Standards as set forth by the AICPA; the standards for financial audits ser forth in the U.S. GAO *Government Auditing Standards,* the provisions of the Single Audit Act as implemented by U.S. OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations*, and all subsequent amendments; and finally, the State of Florida *Rules of the Auditor General*

Working Paper Retention and Access

All working papers are the property of the audit firm and will be retained for a minimum of five years. The audit firm will make these workpapers available to the City, grantor agencies and other authorities as needed.

Proposed Segmentation of the Engagement

The City audit will be segmented along fund lines and by cross fund areas that are common to all funds. Cross fund areas will include: cash and investments, accounts payable, payroll/benefits, budgets, capital assets, debt, Single Audit, pensions, and utility billing. The Single Audit will be conducted across all department grant programs/projects, and all grant revenues, receivables, and unearned revenues and expenses will be a part of the Single Audit segment. The entity-wide conversion, statements of cash flows, notes and MD&A will be reviewed by the Partners in Charge

Tab 5—Understanding Project/Requirements

Proposed Segmentation of the Engagement ***(Concluded)***

Proper planning and communication is essential to an effective and efficient audit. Issues are identified, discussed, and resolved as early as possible. All members of the audit team and the firm are available to the City's management at all times throughout the process

Our audit approach utilizes substantive tests, compliance tests, tests of controls, and analytical procedures. The audit can be broken down into three distinct phases:

- Interim Work and Planning (usually prior to the City's year-end)
- Year-end Fieldwork (subsequent to year-end)
- Wrap-up (subsequent to year-end fieldwork)

The first two phases will primarily be conducted on-site. The third phase will be conducted primarily in the Purvis, Gray and Company offices

Ensuring Quality Control and Confidentiality

Our firm has implemented a system of quality controls, as documented in the firm's Policies and Procedures Manual and as stated in our professional standards. These controls include maintaining the confidentiality of information obtained from clients. Our firm takes this responsibility very seriously and this responsibility will be applied to any matters related to the City.

Additionally, our system of quality controls include provisions for appropriate hiring, education, supervision, independence, internal and external review, among many other procedures for maintaining the firm's quality and service to clients.

Communication Process

As previously mentioned, our firm works to identify and communicate audit issues as early in the audit process as possible. We don't like surprises and we know our clients don't like them either. We discuss matters with the appropriate level of management immediately to ensure proper understanding. We communicate matters that rise to the level of significance requiring the Board's attention in our written reports, in accordance with professional auditing standards – AU-C 260, *The Auditor's Communication with Those Charged with Governance*

Identification of Anticipated Audit Issues

We do not anticipate any significant potential audit problems. We assume that every audit engagement will encounter some amount of unanticipated audit problems, it is simply the nature of audit engagements; ***we do not, however, use each of these problems as an opportunity to create additional billing opportunities for our firm***. If a disagreement arises between the audit engagement partner and the City in regards to application of generally accepted accounting principles or similar items, it would first be discussed with an in-firm specialist and then with outside experts such as the Government Finance Officers Association technical services center.

Tab 5—Understanding Project/Requirements

Identification of Anticipated Audit Issues ***(Concluded)***

Normally, extensive initial year procedures are required in a new client transition. These include numerous meetings and inquiries, reading voluminous materials (minutes, prior financial statements, budgets, master plans, capital plans, bond issues, loan agreements, grant agreements, prior ordinances and resolutions, policies and procedures manuals, and significant construction or vendor contracts)

Since our firm specializes in governmental auditing, we remain knowledgeable about current and proposed standards and will discuss new standards with the City personnel well in advance of implementation to avoid surprises and the sudden disruption they may cause.

The State of Florida and others may enact financial reporting or auditing standards which may affect our scope of services during the proposed engagement period. Again, we will notify the City well in advance of any significant developments

Tab 6—Approach and Method

Specific Audit Approach

Work Plan

We have read and adhere to all instructions in your request for Proposal on preparing and submitting our proposal. This section describes the work plan for the year ending September 30, 2014, for the City. Upon being engaged as your auditors, we would immediately meet with City's management personnel on or around July 1, 2014, to discuss and establish a schedule within the established timetable to complete the initial audit by March 6, 2015. Our work plan will be developed in coordination with your staff and will be modified where the audit objectives can be achieved in a manner less intrusive to your operations. One of Purvis, Gray and Company's goals is to perform as much audit work as possible during interim fieldwork. This allows us to better schedule our annual workload, but also minimizes the pressure on your staff to maintain timetables and meet deadlines after year-end. In addition, it permits the earliest possible identification and resolution of contentious or controversial accounting and auditing issues. Our preliminary plan will include the following:

Prior to September 30, 2014 (and Each Succeeding Year)

- Prepare an engagement letter to be reviewed and signed by authorized City representatives
- Conduct an entrance conference with the City's Finance Management personnel and various Administrative Services Department personnel, as needed, to discuss the City's status on prior audit items, operations, audit assistance, and other pertinent items. We will discuss the effect of any new accounting or auditing standards on the current audit. Additional discussions will be held, as needed, to discuss the progress of the audit and work through any issues that may arise. The Partner in Charge and Manager will attend these conferences.
- Perform certain initial audit and audit preparation procedures from our office (such as creating and organizing the audit engagement file; assessing and ensuring our independence and ability to serve as the City's auditor; downloading and reviewing City minutes, ordinances, resolutions, policies and procedures, and budgets; creating, updating, and reviewing permanent file documentation; developing or updating our understanding of the City and its environment; developing a preliminary audit strategy, including establishing areas in which test of controls will be performed; preparing time budgets; importing the September 30, 2013, trial balances; mapping funds and accounts to the 2013 financial statements; determine preliminary materiality limits, etc.)
- Obtain and review available City policies and procedures, flowcharts, and other documentation to develop and update business process and internal control narratives and checklists for significant classes of transactions. We will meet with key Financial and Administrative Services Department personnel and department directors or staff of key offices and programs to confirm: (1) our understanding of the business process; (2) that our identification of the key internal controls over financial reporting is consistent with management's identification of such controls; and (3) that the key internal controls over financial reporting have been properly designed and implemented. We will perform tests of controls in areas where such tests may reduce risks and provide for a more efficient audit of the area.
- Review the internal controls and compliance over the City's federal awards and state financial assistance. We will identify major programs/projects and related compliance requirements, and perform tests required by the Federal and State *Single Audit Acts*.
- Perform a review of the City's information technology (IT) environment and IT general controls over the significant financial applications identified. Our IT Department personnel will assist our Audit Department personnel with developing and performing these procedures.
- Perform preliminary analytical procedures and risk assessment procedures, and prepare preliminary audit programs.
- Conduct an interim exit conference with the Finance Director, and key Financial and Administrative Services Department personnel, to summarize results of interim procedures, discuss preliminary areas of concern to confirm our understanding or to receive additional information from management, and discuss year-end work to be performed. The Partner in Charge and Manager will attend this conference.

Tab 6—Approach and Method

Specific Audit Approach ***(Continued)***

Work Plan ***(Concluded)***

On or Around September 30, 2014 and During October 2014

- Work with key Financial and Administrative Services Department personnel to identify, obtain, and mail confirmation requests to financial institutions, federal and state agencies, and attorneys
- Schedule and perform inventory observations.

January to March 2015

- Conduct a year-end entrance conference with the City's Chief Financial Officer and a separate year-end entrance conference(s) with key Financial and Administrative Services Department personnel and department directors of key offices and programs to receive updates on significant City activities from interim and any new significant City activities since interim, accounting issues, and the status of the financial statements The Partner in Charge and Manager will attend these conferences.
- Import the September 30, 2014 trial balance and 2014 final budget into audit software. Map new funds and accounts and compare to draft financial statements Resolve differences. Discuss presentation issues, if any, and make suggestions for management consideration.
- Review the City's draft financial statements, including entity-wide conversion, fund level statements, statements of cash flows, notes, budgetary statements, and MD&A. Provide suggestions and recommendations to City management for consideration and discussion.
- Perform year-end fieldwork, including analytical review, tests of details, and compliance tests. Complete audit fieldwork during November of each year.
- Prepare and deliver preliminary draft auditors' reports and comments prior to February 28, 2015. Receive and resolve comments from management.
- Conduct a year-end exit conference with the City's Finance Director and key Financial and Administrative Services Department personnel to summarize results of year-end procedures, discuss preliminary areas of concern to confirm our understanding or to receive additional information from management, and discuss wrap-up procedures. The Partner in Charge and Manager will attend this conference.
- Perform Purvis, Gray and Company in-house review and other wrap-up audit procedures, including financial condition benchmarking assessment, and independent (in-house) review.
- Deliver final copies of the CAFR, independent auditors' reports on internal control and compliance by March 6, 2015, after final exit conference held with City staff.
- Present the final financial statements and related reports to the City Commission on March 16, 2015.
- Prepare and certify the Data Collection Form for federal grants with the federal audit clearinghouse.

Tab 6—Approach and Method

Specific Audit Approach ***(Continued)***

Level of Staff
Estimated hours, by staffing level and segment, are as follows:

Staffing Level	Interim and Planning	Year-end Fieldwork	Wrap-up	Total
Partner	25	25	30	80
Manager	30	55	30	115
Seniors	40	70	20	130
Staff	40	40	20	100
Clerical	5	0	20	25
Total	140	190	120	450

Approach to be Taken in Using Statistical Sampling in the Engagement
Statistical sampling will be used on this engagement and will be coordinated with other audit procedures to achieve audit objectives in the most efficient manner possible. Statistical sampling will be used in relation to audit procedures for:

- Tests of Controls
- Substantive Tests of Transactions and Account Balances
- Tests of Compliance with Laws and Regulations
- Attribute Sampling

All sampling will be performed in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; Chapter 10.550, *Rules of the Auditor General*, and State Department of Financial Services, *State Projects Compliance Supplement*.

Tab 6—Approach and Method

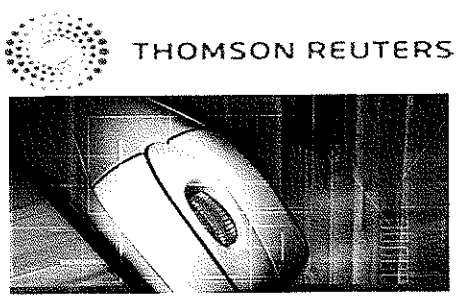
Specific Audit Approach ***(Continued)***

Extent of Computer Software to be Used in the Engagement

Auditors will use laptops with Microsoft's Windows 7 operating system and Microsoft's Office 2013 Suite (Word, Excel, Outlook) and second monitors throughout the engagement. We will request access to the internet from the City's IT department and work with them to determine whether wired or wireless is more suitable. Specialized audit software utilized in your engagement will be in following areas:

- ***Paperless Audit Engagement Software System - CaseWare Working Papers and SmartSynch***
  - *WorkingPapers*—Allows audit engagements to store and maintain all audit workpapers securely in a repository on our in-house servers and allows audit team to monitor the progress of the audit to ensure an efficient and effective audit.
    - All audit workpapers (including those provided to us by the City) will be completed and stored in the audit engagement file in Excel, Word, or Adobe PDF formats
    - We will electronically import all of the City's trial balances and map them according to the Comptroller's Chart of Accounts for the ability to generate financial statements and various audit workpapers from our system.
  - *SmartSynch*—Allows auditors to access the audit engagement file securely maintained on our in-house server via internet from the City's Administration Center or remotely so that they may respond to City requests and work with City personnel timely to ensure the efficiency of the audit process

- ***Computer-Assisted Audit Techniques (CAAT) Software - CaseWare's IDEA with SmartAnalyzer and Excel***
  - Auditors may user IDEA or Excel on data files provided by the City for:
    - Fraud Testing
    - Analytical Review
    - Revenue and Expenditure Testing and Analysis
    - Sampling



- ***Research and Audit Checklists, Worksheets, Programs, Letters - Thomson Reuters PPC Checkpoint Tools***
  - Auditors will use the following libraries throughout the audit for documentation and research purposes:
    - Audits of Local Governments
    - Auditors Reports
    - Preparing Governmental Financial Statements
    - Disclosure Library for Local Governments
    - Single Audits
    - Internal Control and Fraud Prevention

Tab 6—Approach and Method

Specific Audit Approach ***(Continued)***

Type and Extent of Analytical Procedures that will be Utilized in the Engagement
Analytical procedures will be used extensively on this engagement. Initial applications will be used in general planning to improve the firm's understanding of the City's operations and to identify areas for increased attention. Analytical procedures will also be used to facilitate the development of the audit program.

During the audit fieldwork, analytical procedures will be used as substantive tests to significantly reduce or eliminate certain tests of details. Analytical procedures will be used in the following, and additional audit areas, to improve the efficiency of various audit tests:

- Governmental Fund Revenues
- Payroll
- Debt and Debt Service Expenditures
- Inventories
- Proprietary Fund Revenues

Finally, analytical procedures will be used in the overall review stage to assist in assessing the propriety of conclusions reached in the evaluation of the overall financial statement presentation.

Approach to be Taken to Gain and Document an Understanding of the City's Internal Control Structure
Our approach to be taken to gain and document our understanding of the City's internal control system has been described in the next Section - ***Approach to Auditing Internal Control Systems*** and will include narratives, flowcharts, checklists, and control matrixes that will summarize the results of the audit procedures performed and provide us an understanding of the City's internal control systems.

Approach to Auditing Internal Control Structure
Auditing Standards requires auditors to obtain an understanding of internal control sufficient to assess the risk of material misstatement of the financial statements due to error or fraud, and to design the nature, timing, and extent of further audit procedures.

We will perform audit procedures to obtain an understanding of the design and implementation of the City's key controls in each significant audit area. Understanding the key controls will include an extensive review and documentation of the City's control environment, risk assessment activities, information and communication systems, monitoring activities, and control activities.

As part of understanding the control activities, we will identify the following:

- Significant Classes of Transaction and Cycles - Some Examples of Common Areas for Cities Include:
  - Purchasing, Accounts Payable, and Cash Disbursements
  - Human Resources and Payroll
  - Utility Billing, Accounts Receivable, and Cash Receipts
  - Grants Expenditures, Billing, Accounts Receivable, and Cash Receipts
- Material Account Balances - Based on the City's Available Financial Statements, these Might Include:
  - Cash and Investments
  - Accounts Receivable and Due from Other Governments
  - Capital Assets
  - Accounts Payable and Accrued Liabilities
  - Long-term Debt
  - Taxes, Charges for Services, and Intergovernmental Revenue
  - Payroll and Capital Outlay Expenditures
  - Other Account Balances as Identified During our Analytical Review Procedures

Tab 6—Approach and Method

Specific Audit Approach ***(Continued)***

Approach to Auditing Internal Control Structure ***(Continued)***

- Significant Disclosures - Based on the City's Available Financial Statements, these Might Include:
  - Investments
  - Capital Asset and Lease Arrangements
  - Long-term Debt
  - Retirement and Other Postemployment Benefits

- Other Areas with Significant Risks or Fraud Risks - For Example:
  - Unusual Transactions
  - Significant Estimates
  - Subsequent Events
  - Information Technology Risks

For significant classes of transactions and cycles, we will gain an understanding of the procedures over initiating, authorizing, recording, processing, reporting, and reconciling and will:

- Request, obtain, and review available City policies and procedures, flowcharts, and other documentation
- Review City-provided documentation against practice aids developed by PPC and in-house.
- Develop and update our business process and internal control narratives, flowcharts, checklists, and other documentation based on our review of City-provided documentation against our practice aids.
- Meet with and interview key Financial and Administrative Services Department personnel and department directors or staff of key offices and programs to further develop and update our understanding of the processes and controls to include:
  - Identify the Key Manual and Automated Controls
  - Confirm with Management that the Key Controls have been Properly Identified
  - Evaluate Whether the Key Controls are Properly Designed and Implemented by Performing Audit Procedures, Including Observation, Inspection, Reperformance, and Confirmation to Obtain Audit Evidence that the Controls are Properly Designed and Implemented
  - Identify any Weaknesses in the Design or Implementation
  - Discuss any Weaknesses in Internal Control with Management to Confirm our Understanding or to Receive Additional Information or Identify Compensating Controls, if any
  - Consider Performing Tests of Controls (to Test the Operating Effectiveness of the Control Over the City's Fiscal Year) if Controls have been Properly Designed and Implemented

For material account balances that are generated through the transaction processing systems, we will identify the subsidiary records and understand and evaluate the reconciliation process. For material account balances generated through journal entries, we will obtain an understanding of and evaluate the journal entry process, including a review of the documentation supporting and evaluation of the underlying business purpose of significant and/or unusual journal entries

For significant disclosures, we will understand and evaluate the note preparation process. Additionally, we will gain an understanding of the financial reporting process, including the year-end close out process over how the City's financial statements and related disclosures are prepared, how misstatements may occur in that process, and how they may be prevented or detected by the City's controls.

For significant risks and fraud risks, we will identify the key controls, evaluate whether they have been properly designed and implemented, and design further audit procedures (tests of details) to specifically address those risks.

Tab 6—Approach and Method

Specific Audit Approach ***(Concluded)***

Approach to Auditing Internal Control Structure ***(Concluded)***
For information technology risks, we will obtain an understanding of the extent to which information technology is used in the significant audit areas noted above and will identify the significant financial applications used. For the City's significant financial applications, we will obtain an understanding of the IT environment (including the significant financial applications' supporting technologies - operating systems, databases, network, etc.) and the IT General Control over these technologies, and evaluate the risks. Our procedures will be similar in nature to the procedures listed above "***for significant classes of transactions***", except that they will focus on risks related to the IT control environment, change management, user access, and backup and recovery, instead of the initiating, authorizing, recording, processing, reporting, and reconciling of transactions.

Approach to be Taken in Determining Laws and Regulations that will be Subject to Audit Test Work
For audits conducted in accordance with *Government Auditing Standards*, the auditor is required to test compliance with laws and regulations that would have a material effect on the City's financial statements. As such, we design our audit programs to ensure compliance with key laws and regulations such as:

- Budgetary Appropriation Limits
- Significant Debt Covenants
- Relevant Compliance Requirements of Major Programs Under the Single Audits
- Key Federal, State, or Local Laws
- Significant Contract Provisions
- Use of Restricted Revenue Sources

Approach to be Taken in Drawing Audit Samples for Purposes of Test of Compliance
Statistical and nonstatistical sampling techniques may be used in the engagement, generally in high-risk audit areas. Sampling will be coordinated with other audit procedures to achieve audit objectives in the most efficient manner possible. Statistical sampling will be used in relation to other audit procedures for:

- Tests of Controls
- Substantive Tests of Transactions and Account Balances
- Tests of Compliance with Laws and Regulations
- Attribute Sampling

All sampling will be performed in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; Chapter 10.550, *Rules of the Auditor General*; and State Department of Financial Services, *State Projects Compliance Supplement*.

Tab 7—Location

Office Location and Full Time Staff

The City's audit would be conducted primarily out of our Ocala office, with assistance from our other offices, as needed. Your audit team members are all full-time, year-round auditors. Our Ocala office is about one and a half hours from Deltona City Hall, so as in the past, we are available to you at a moment's call.

INCLUDE THIS FORM IN TAB 4 OF YOUR RESPONSE

LOCATION

Provide a description of the firm's local presence

Where is your firm's home office located:

City: Gainesville

State: Florida

County: Alachua

Which location do the members of the Project Team for this project work out of:

Name of Project Team Member for this Project: Mark A. White, CPA, Partner; Timothy M. Westgate, CPA, Partner; Helen Y. Painter, CPA, Partner; Phillip A. Gesner, CPA CITP,CISA; Kathryn L. Eno, CPA; Laurie A. Walker

Works out of the following location:

City: Ocala

State: Florida

County: Marion

Please complete additional sheets in the above format for each Project Team Member for this project.

Tab 8—City Forms

Licensed to Practice in the State of Florida

The legal name of our firm is Purvis, Gray and Company, LLP (Purvis, Gray and Company) We are organized as a Florida Limited Liability Partnership authorized to do business in the State of Florida We are properly licensed and registered for public practice as certified public accountants in the State of Florida A copy of our firm license to practice in Florida is shown below:

RICK SCOTT GOVERNOR

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ACCOUNTANCY

KEN LAWSON SECRETARY

LICENSE NUMBER	
AD0041478	

The ACCOUNTANCY PARTNERSHIP
Named below IS LICENSED
Under the provisions of Chapter 473 FS
Expiration date: DEC 31 2015

PURVIS, GRAY AND COMPANY
PO BOX 141270
GAINESVILLE FL 32614

VIVA FLORIDA

Audit Team CPA Licenses

The Certified Public Accountants license for the audit team assigned to your audit can be found on their individual résumés beginning on page 14

Memberships

Purvis, Gray and Company has been a member with the American Institute of Certified Public Accountants since 1978 (AICPA – Reference #1783188) Our firm continues to be in good standing with the AICPA and Florida Institute of Certified Public Accountants (FICPA – Member #02004618). In addition to the above memberships, several of the partners and staff of Purvis, Gray and Company are members of the following organizations:

- **Professional Memberships**
  - AICPA
  - FICPA
  - GFOA
  - FGFOA
  - Florida Bankers' Association
  - State of Florida League of Cities

Required Insurance

Purvis, Gray and Company maintains all the required insurance coverage and attached are copies of our current certificates.

RFP 14017 AUDITING SERVICES

ADDRESS TO:
THE CITY OF DELTONA
KATE KRAUSS, PURCHASING MANAGER
2345 PROVIDENCE BLVD
DELTONA, FLORIDA 32725

I acknowledge receipt of Addenda No.(s) #1 May 2, 2014 -
I have included:

- Vendor Information Sheet page 5
- References page 32
- Location page 54
- Non-Collusion Affidavit page 57
- Drug Free Workplace Form page 58
- Conflict of Interest page 59

(Check mark items above, as a reminder that they are included.)
Mailing Address: 2347 SE 17th Street, Ocala, FL 34471
Telephone: 352.732.3872
Fax: 352.732.0542

Date:

Signed: Mark A White

Printed Name: Mark A. White, CPA, Partner

Title: Partner

NON-COLLUSION AFFIDAVIT

I, Mark A. White, depose and say that:

1. I am Partner of the firm of Purvis, Gray and Company, LLP, the firm submitting the response described in this Request for Proposals for:

RFP 14017 Auditing Service and that I executed the said response with full authority to do so:

2. the prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

3. unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and

4. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition;

5. the statements contained in this affidavit are true and correct, and made with full knowledge that the City of Deltona relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

Signature of Bidder: Mark A White Date: 5/8/14

STATE OF: Florida CITY OF: Ocala

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Tani R. Wallace who, after first being sworn by me, (name of individual signing) affixed his/her signature in the space provided above on this 8th day of 2014. MARK A. WHITE

NOTARY PUBLIC

My Commission Expires: FEBRUARY 13, 2016

Tani R. Wallace

TANI R WALLACE
MY COMMISSION # EE157428
EXPIRES February 13, 2016
(407) 398-0153 FloridaNotaryService.com

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

Purvis, Gray and Company, LLP

(Name of Business)

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

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

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

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

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

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

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

Proposer's Signature

5/8/14

Date

NOTARY PUBLIC

My Commission Expires: FEBRUARY 13, 2016

TANI R WALLACE
MY COMMISSION # EE157428
EXPIRES February 13, 2016
(407) 398-0153 FloridaNotaryService.com

Tani R. Wallace

LOBBYING AND CONFLICT OF INTEREST CLAUSE
ETHICS CLAUSE

" "

(Company)

"Purvis, Gray and Company, LLP warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former City officer or employee or any City officer or employee. For breach or violation of this provision the City may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former City officer or employee"

Signature _____

Date: 5/8/14

STATE OF: Florida CITY OF: Ocala 5/8/14 MARK A. WHITE

Subscribed and sworn to (or affirmed) before me on (date) by (name of affiant). He/She is personally known to me or has produced as identification (type of identification)

NOTARY PUBLIC

My commission expires: FEBRUARY 13, 2016

Tani R Wallace

TANI R WALLACE
MY COMMISSION # EE157428
EXPIRES February 13, 2016
(407) 398-0153 FloridaNotaryService.com

PURVI-1 OP ID: BR

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 05/30/2013

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

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

PRODUCER
McGriff Williams Insurance
3501-A W. University Avenue
Gainesville, FL 32607
Mack Williams

Phone: 352-371-7977
Fax: 352-505-2083

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Allied Property and Casualty	42579
INSURER B : Depositors Insurance	42587
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Purvis Gray & Co., LLP and
Purvis Gray Technology Group LLC
PO BOX 141270
Gainesville, FL 32614

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			ACPBPOC5915521854	05/31/2013	05/31/2014	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			ACPBAPD5915521854	05/31/2013	05/31/2014	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			ACPCAP5915521854	05/31/2013	05/31/2014	EACH OCCURRENCE	$ 2,000,000
							AGGREGATE	$ 2,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		ACPWCD5915521854	05/31/2013	05/31/2014	X WC STATU-TORY LIMITS 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
A	Employee Dishonest			7900387274	05/31/2013	05/31/2014	bond $500 ded	500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101 Additional Remarks Schedule if more space is required)

CERTIFICATE HOLDER

Insured Copy

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

Mack Williams

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/10/2014

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.

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PRODUCER
NAPLIA
161 Worcester Rd., Suite 504
Framingham, MA 01701

CONTACT NAME:
PHONE (A/C, No, Ext): (508) 656-1300 FAX (A/C, No): (508) 656-1399
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Greenwich Insurance Co.	22322
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Purvis, Gray & Company, LLP
222 North East 1st Street
P.O. Box 141270
Gainesville, FL 32614
352-378-2461

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	$
	COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
	CLAIMS-MADE OCCUR						MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
							GENERAL AGGREGATE	$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS						BODILY INJURY (Per accident)	$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	$
	HIRED AUTOS							$
	NON-OWNED AUTOS							$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DEDUCTIBLE							$
	RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
X	Professional Liability			CPH9798785	9/21/2013	9/21/2014	Per Claim: $1,000,000 Aggregate: $1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101 Additional Remarks Schedule if more space is required)

CERTIFICATE HOLDER

Purvis, Gray & Company, LLP
222 North East 1st Street
P.O. Box 141270
Gainesvill, FL 32614

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

Gary Sutherland

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REPORT FORMAT

Purvis Gray & Company

INDEPENDENT AUDITORS' REPORT

Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

Report on the Financial Statements
We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Deltona, Florida (the City) as of and for the year ended September 30, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements listed in the table of contents

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

Auditors' Responsibility
Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Certified Public Accountants
P.O. Box 141270 • 222 N.E. 1st Street • Gainesville, Florida 32614-1270 • (352) 378-2461 • FAX (352) 378-2505
Laurel Ridge Professional Center • 2347 S.E. 17th Street • Ocala, Florida 34471 • (352) 732-3872 • FAX (352) 732-0542
443 East College Avenue • Tallahassee, Florida 32301 • (850) 224-7144 • FAX (850) 224-1762
5001 Lakewood Ranch Blvd. N., Suite 101 • Sarasota, Florida 34240 • (941) 907-0350 • FAX (941) 907-0309
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MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS PRIVATE COMPANIES AND S.E.C. PRACTICE SECTIONS

Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

INDEPENDENT AUDITORS' REPORT
(Continued)

Opinions
In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Deltona as of September 30, 2013, and the respective changes in financial position, and where applicable, cash flows, thereof for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, major fund budgetary comparison information and schedule of funding progress, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements, and statistical section, are presented for the purpose of additional analysis, and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-profit Organizations*, and is also not a required part of the financial statements.

The combining and individual nonmajor fund financial statements, budget and actual, and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statement or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements.

Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

INDEPENDENT AUDITORS' REPORT
(Concluded)

Other Matters *(Concluded)*

Other Information (Concluded)
The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*
In accordance with *Government Auditing Standards,* we have also issued our report dated March 10, 2014, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance

March 10, 2014
Ocala, Florida

Purvis Gray & Company

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Deltona (the City) as of and for the year ended September 30, 2013, and the related notes to the financial statements which collectively comprise the City's basic financial statements, and have issued our report thereon dated March 10, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing our opinions on the financial statements, and not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

Certified Public Accountants
P.O. Box 141270 • 222 N.E. 1st Street • Gainesville, Florida 32614-1270 • (352) 378-2461 • FAX (352) 378-2505
Laurel Ridge Professional Center • 2347 S.E. 17th Street • Ocala, Florida 34471 • (352) 732-3872 • FAX (352) 732-0542
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Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*
(Concluded)

Compliance and Other Matters
As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the City in a separate letter dated March 10, 2014

The City's responses to the findings identified in our audit are described in the accompanying response to management letter comments. We did not audit the City's response and, accordingly, we express no opinion on it.

Purpose of this Report
The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

March 10, 2014
Ocala, Florida

Purvis Gray & Company

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133

Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

Report on Compliance for Each Major Federal Program
We have audited the City of Deltona, Florida's (the City) compliance with the types of compliance requirements described in *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on the City's major federal programs for the year ended September 30, 2013. The City's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility
Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility
Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination on the City's compliance

Opinion on Each Major Federal Program
In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2013.

Certified Public Accountants
P.O. Box 141270 • 222 N.E. 1st Street • Gainesville, Florida 32614-1270 • (352) 378-2461 • FAX (352) 378-2505
Laurel Ridge Professional Center • 2347 S.E. 17th Street • Ocala, Florida 34471 • (352) 732-3872 • FAX (352) 732-0542
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MEMBER OF AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS PRIVATE COMPANIES AND S.E.C. PRACTICE SECTIONS

Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY OMB CIRCULAR A-133
(Concluded)

Report on Internal Control Over Compliance
Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit, we considered the City's internal control over compliance with the requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

March 10, 2014
Ocala, Florida

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FEDERAL AWARD PROGAMS
FOR THE YEAR ENDED SEPTEMBER 30, 2013
CITY OF DELTONA, FLORIDA

PART A - SUMMARY OF AUDIT RESULTS

1. The independent auditors' report expresses an unmodified opinion on the basic financial statements of the City of Deltona, Florida.

2. No significant deficiencies relating to the audit of the financial statements are reported in the report on internal control over financial reporting and on compliance and other matters based on an audit of the basic financial statements of the City of Deltona, Florida.

3. No instances of noncompliance material to the basic financial statements of the City of Deltona, Florida, were disclosed during the audit.

4. No significant deficiencies relating to the audit of the major federal programs are reported in the report on compliance with requirements applicable to each major federal program on internal control over compliance in accordance with OMB Circular A-133

5. The auditors' report on compliance for the major federal programs for the City of Deltona, Florida, expresses an unmodified opinion.

6. The audit disclosed no findings required to be reported related to federal programs under Section 510(a) of OMB Circular A-133

7. The programs tested as major programs included the following:

   - **Federal Program**
     - U.S. Department of Housing and Urban Development:
       - ► Community Development Block Grant; CFDA No. 14.218

8. The threshold for distinguishing Type A and Type B projects was $300,000 for major federal programs

9. The City of Deltona qualified as a low-risk auditee pursuant to OMB Circular A-133.

PART B - FINDINGS - FINANCIAL STATEMENTS

1. No matters were reported.

PART C - FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS

1. No matters were reported

PART D - OTHER ISSUES

1. No Summary Schedule of Prior Audit Findings is required because there were no prior audit findings related to federal programs.

2. No Corrective Action Plan is required because there were no findings required to be reported under the *Federal Single Audit Act*.

Purvis Gray & Company

MANAGEMENT LETTER

Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

We have audited the financial statements of the City of Deltona, Florida (the City) as of and for the fiscal year ended September 30, 2013, and have issued our report thereon dated March 10, 2014.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and Chapter 10.550, *Rules of the Auditor General*. We have issued our Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements in Accordance with *Government Auditing Standards*, Independent Auditors' Report on Compliance for each Major Program and on Internal Control Over Compliance Required by OMB Circular A-133,and Schedule of Findings and Questioned Costs. Disclosures in those reports and schedule, which are dated March 10, 2014, should be considered in conjunction with this management letter.

Additionally, our audit was conducted in accordance with the provisions of Chapter 10.550, *Rules of the Auditor General*, which governs the conduct of local governmental entity audits performed in the State of Florida. This letter includes the following information, which is not included in the aforementioned auditors' reports or schedule:

- Section 10.554(1)(i)1., *Rules of the Auditor General*, requires that we determine whether or not corrective action has been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

- Section 10.554(1)(i)2., *Rules of the Auditor General*, requires our audit to include a review of the provisions of Section 218.415, Florida Statutes, regarding investment of public funds. In connection with our audit, we noted no instance of noncompliance with Section 218.415, Florida Statutes.

- Section 10.554(1)(i)3., *Rules of the Auditor General*, requires that we address in the management letter any recommendations to improve financial management. See attached Management Letter Comments.

- Section 10.554(1)(i)4., *Rules of the Auditor General*, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that has occurred or is likely to have occurred, that has an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

Certified Public Accountants
P.O. Box 141270 • 222 N.E. 1st Street • Gainesville, Florida 32614-1270 • (352) 378-2461 • FAX (352) 378-2505
Laurel Ridge Professional Center • 2347 S.E. 17th Street • Ocala, Florida 34471 • (352) 732-3872 • FAX (352) 732-0542
443 East College Avenue • Tallahassee, Florida 32301 • (850) 224-7144 • FAX (850) 224-1762
5001 Lakewood Ranch Blvd. N., Suite 101 • Sarasota, Florida 34240 • (941) 907-0350 • FAX (941) 907-0309
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Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

MANAGEMENT LETTER
(Concluded)

- Section 10.554(1)(i)5 , *Rules of the Auditor General*, also requires that the name or official title and legal authority for the primary government be disclosed in the management letter, unless disclosed in the notes to the financial statements (see Note 1 of the City's basic financial statements as of and for the year ended September 30, 2013 for this information). There were no component units included in the City's basic financial statements as of and for the year ended September 30, 2013.

- Section 10.554(1)(i)6.a., *Rules of the Auditor General*, requires a statement be included as to whether or not the local governmental entity has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific condition(s) met. In connection with our audit, we determined that the City did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

- Section 10.554(1)(i)6.b., *Rules of the Auditor General*, requires that we determine whether the annual financial report for the City for the fiscal year ended September 30, 2013, filed with the Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes, is in agreement with the annual financial audit report for the fiscal year ended September 30, 2013. In connection with our audit, we determined that these two reports were in agreement.

- Pursuant to 10.554(1)(i)6.c. and 10.556(7), *Rules of the Auditor General*, we applied financial condition assessment procedures. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Honorable Mayor and City Commissioners, and management, and is not intended to be and should not be used by anyone other than these specified parties.

We wish to take this opportunity to thank you and your staff for the cooperation and courtesies extended to us during the course of our audit. Please let us know if you have any questions or comments concerning this letter, accompanying reports, or other matters.

March 10, 2014
Ocala, Florida

Purvis Gray & Company

MANAGEMENT LETTER COMMENTS

Honorable Mayor and City Commissioners
City of Deltona
Deltona, Florida

In planning and performing our audit of the financial statements of the City of Deltona, Florida (the City) for the year ended September 30, 2013, we obtained an understanding of the design of relevant controls to plan our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control. However, during our audit, we noted certain matters involving internal control and other operational matters that are presented for your consideration.

Our comments and recommendations, all of which have been discussed with appropriate members of management, are intended to improve the internal control and/or result in other operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional review of these matters, or to assist in the implementation of the recommendations

This letter does not affect our report dated March 10, 2014, on the basic financial statements of the City

Our comments are summarized as follows:

Current Year Recommendations

2013-1—Allowance for Doubtful Accounts Methodology
During our review of Deltona Water's allowance for doubtful accounts balance, we noted that the City's informal methodology had not been reviewed and updated periodically and that no formal policy is in place. As a result, we proposed and management made a journal entry to increase the City's allowance for doubtful accounts balance based on our analysis of the City's subsequent collections and range of estimates shared with management. We recommend that the City develop a formal allowance for doubtful accounts policy and methodology, which should include review of historical collections data and current aging of accounts receivable to determine the appropriate allowance for doubtful account balance

We wish to take this opportunity to thank you and your staff for the cooperation and courtesies extended to us during the course of our audit. Please let us know if you have any questions or comments concerning this letter, our accompanying reports, or other matters.

March 10, 2014
Ocala, Florida

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Laurel Ridge Professional Center • 2347 S.E. 17th Street • Ocala, Florida 34471 • (352) 732-3872 • FAX (352) 732-0542
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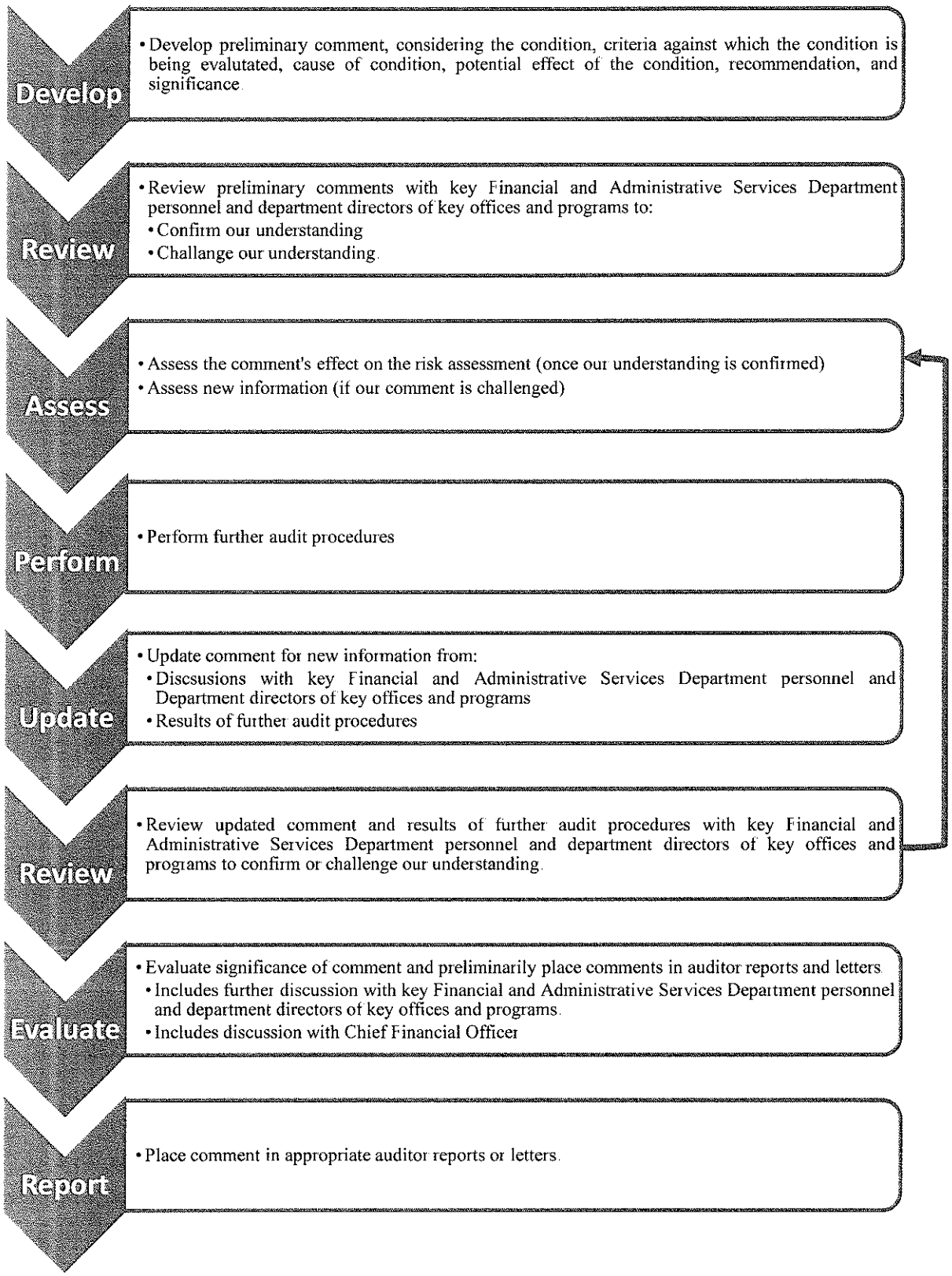
Approach to be Taken in Preparing Management Letters

We ensure our audit reports and letters are in compliance with the latest auditing standards with the use of PPC's practice aids. In addition, we utilize templates provided by the Auditor General of the State of Florida for the development of our management letters. We will draw upon our 60 years of experience with other local governments and utilities to look for ways that the City can be more efficient, cost effective, and improve internal controls. We will offer independent business advice and make ourselves available to staff and the City Council to discuss any or all of our comments and recommendations. Our utility industry concentration has helped set our firm apart from others by providing meaningful management recommendations.

Our approach to audit findings is simple: we try to identify and communicate significant matters as early in the process as possible. We do not like surprises and we know our clients don't like them either. That is why we hold weekly progress meetings with our clients in order to discuss and resolve internal control issues or accounting matters as quickly as possible

Approach to be Taken in Preparing Management Letters

The diagram below represents a summary of our approach:



SAMPLE MANAGEMENT LETTERS

Purvis Gray & Company

MANAGEMENT LETTER COMMENTS

The Honorable Members of the City Council
SAMPLE

During the course of our audit, the following items came to our attention These items involve primarily operational matters which, if improved, will result in more efficient and effective operations:

Prior Year Comments and Recommendations Remaining (Updated For Current Year)

While much progress has been made in these areas, they are not yet complete and we recommend that the City continue its efforts in these areas:

2012-09—Information Technology (IT) Environment and IT General Controls
Summary of Original Comment: As a part of the City's annual financial audit, we have performed limited IT audit procedures to gain an understanding of the City's IT environment and IT general controls over key financial reporting applications. Our procedures were performed to provide a basis for designing our audit procedures for the purpose of expressing our opinion on the financial statements, but not for expressing an opinion of the effectiveness of the overall IT environment and IT general controls.

Our procedures do not constitute a full IT audit or IT risk assessment As a result, there may be additional best practices associated with IT areas beyond these limited areas that should be evaluated by obtaining a full IT audit or risk assessment, to provide assurance that the IT function is adequately controlled and protected.

Because of the significance of the areas not covered by the annual financial statement audit, we recommend that the City consider the need for obtaining additional IT audit or risk assessment services to determine that all necessary controls in this critical department are properly designed and implemented.

Additionally, we recommend that the City review, approve, and implement a formal, comprehensive set of IT policies and procedures that describe the process, policy, procedures, and controls over the following areas (at a minimum):

- User Access.
- Program Changes (includes updates to applications, configuration changes, report changes, etc.)
- Password and security settings.
- Backup and Recovery.

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443 East College Avenue • Tallahassee, Florida 32301 • (850) 224-7144 • FAX (850) 224-1762
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The Honorable Members of the City Council
SAMPLE

MANAGEMENT LETTER COMMENTS
(Continued)

Prior Year Comments and Recommendations Remaining *(Concluded)*

2012-09—Information Technology (IT) Environment and IT General Controls *(Concluded)*
We recommend that the City consider periodically evaluating its policies and procedures against an established IT General Control framework, such as the IT Governance Institute's *Control Objectives for IT* (COBIT) framework and consider updating its policies and procedures to improve their alignment with such framework. As part of this process, the City should establish and formalize a policy review process which includes annual review, management approval and criteria for redistribution of policies upon change.

2013 Update—The City has contracted with an external vendor to provide an IT Risk Assessment that will also include a review of IT policies and procedures, which was in process during our audit. We look forward to reviewing the results with management, as part of the 2014 audit.

Current Year Comments and Recommendations

2013-01—Crystal River III Settlement Proceeds
During 2013, Duke Energy (the majority owner of CRIII) decided to retire the plant and withdrew its application to the Nuclear Regulatory Commission for a license extension and provided the City with insurance proceeds of $2,698,599 from Duke's settlement with its insurance provider during 2013.

City management has determined that these insurance proceeds were settlement for damages related to the plant. As a result, the City has written off its remaining net investment in the plant of $2,080,466 and reported a gain of $618,133 as of September 30, 2013.

The City has designated the Florida Municipal Power Agency (FMPA) as its agent in settlement negotiations with Duke Energy. Management expects that these negotiations will be concluded during the City's 2014 fiscal year and has indicated that the City may receive additional settlement proceeds.

Because these settlement proceeds are related to the City's minority ownership interest in the CRIII nuclear electric generation facility, which had been expected to continue to generate low cost electricity for the City for another 20 years until the unit was retired, and because of the likely increase in power costs that the City may experience as a result of the unit's retirement, we recommend that the City carefully consider how these settlement proceeds are used.

We offer the following ideas for the City to consider for the use of the settlement proceeds:

- Retained in the fund and used for Rate Stabilization or Power Cost Adjustment (PCA) deferral, to be amortized against future power costs to help keep customer rates low over a period of time to be determined by the City.
- Retained in the fund and used as reserves.
- Retained in the fund or partially outside the fund and used for economic development activities that would benefit the electric fund.

The Honorable Members of the City Council
SAMPLE

MANAGEMENT LETTER COMMENTS
(Continued)

Current Year Comments and Recommendations ***(Continued)***

2013-02—Pension Changes and New Accounting Standards
Effective October 1, 2013, the City significantly modified the general employee pension plan to limit the cost of the plan and reduce the underfunding of the plan over time. The new plan is a hybrid type plan with many variables including frozen and optional fixed or variable benefits, employer contribution corridors, and variable member contribution rates, all of which tend to increase the inherent complexity of administering the plan. Historically, the major portion of the day-to-day administration of the plan has been accomplished with in-house personnel and limited use of actuaries.

Additionally there are new accounting and financial reporting standards for employers and their pension plans, which will require increased reliance on the work of actuaries for new financial reporting disclosures and calculation of the unfunded pension liability, which will soon be reported as a liability within the City's Financial Statements.

Given the complexity of the new plan and the upcoming new accounting and financial reporting standards, we believe it is important that in-house personnel receive additional training on administering the new plan and that the City expect to rely more on the actuary for services that were previously done in house

2013-03—New Utility Billing System
The City has implemented a new utility billing system effective October 1, 2013. This system is a critical component of the City's operations and its internal control over financial reporting, with approximately $240 million of revenues flow through the utility billing system. The utility billing process is inherently complex due to the volume of customers, multiple utilities, different rate structures, calculations, taxes, and interface with the financial application.

In the previous system conversion that the City did several years ago, the interface of the billing system to the financial reporting system was not thoroughly vetted prior to conversion, causing significant issues in the financial system, which took several years to detect and correct. The City's Finance department is in the process of assessing the effectiveness of the interface of the new system with the financial reporting system and has identified issues affecting cash and accounts receivable balances which are currently being investigated.

We recommend that the City continue its review of the system interface with the general ledger and implement any required changes that may result from the conversion process. Specific attention should be provided to cash and accounts receivable reconciliations in this process.

Additionally, we recommend that the City review and update its existing utility billing and cash collection processes, procedures, and controls for any changes necessary to compensate for any risks or operational improvements that the City identifies with the new utility billing software. As a part of this process, the city should also consider formalizing its line loss reconciliations for both electric and water and increase documentation of all taxes levied through the system

The Honorable Members of the City Council
SAMPLE

MANAGEMENT LETTER COMMENTS
(Concluded)

Current Year Comments and Recommendations ***(Concluded)***

2013-04—Capital Assets Accounting Procedures
The City has a very significant investment in capital assets in both its governmental and business type activities The City has also made tremendous improvements in accounting for its capital assets area over the past few years As the City continues to improve on its financial reporting processes and City management continues to look for opportunities to enhance controls to ensure that transactions are recorded properly and to streamline the financial reporting process and the accuracy, completeness, and timeliness of financial information, we encourage the City to continue these efforts in this area

2013-05—Cost Allocation Methodologies and Accounting
The City allocates costs among benefiting departments related to Fleet, Facilities, Information Technology, Printing and Copying, Customer Service Office, Telecommunications, Risk Management, Health Insurance, and Workers Compensation. During our review of this area, we noted that the cost allocation methodologies had not been reviewed or updated in the past few years.

Additionally, we noted that the electric fund is receiving transfers in from the water and telecommunications funds for employees that work between all three funds but are paid out of the electric fund. We believe that this should be done as a cost allocation affecting wages in the operating section of each fund rather than as transfers, so that the operating wages in each fund is accurate by itself without having to consider non-operating transfers as an adjustment of operating wages

Based on these observations, we believe the City should consider reviewing the costs allocations methodology and accounting to determine:

- That the methodology considers all costs related to these existing operations.
- That the method for each cost allocation provides a reasonable basis for the allocation of the costs to the user funds
- If a true-up mechanism is necessary if actual costs are over or under allocated each fiscal year.

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties

We would like to take this opportunity to express our appreciation for the courtesies which have been extended to our staff. If you have any questions or comments about the contents of this letter, or the information accompanying this letter, please do not hesitate to contact us.

Ocala, Florida

Purvis Gray & Company

MANAGEMENT LETTER COMMENTS

Board of Directors and Executive Committee
SAMPLE

As a part of our audit of the the Agency September 30, 2013 financial statements, we offer the following recommendations to improve financial management, accounting procedures, and internal controls:

Prior Year Findings and Comments (Updated For Current Year)

2012-01 Information Technology (IT) General Controls
During 2010, the Agency had an external contractor perform an IT risk assessment. The IT risk assessment generated numerous recommendations to strengthen controls and reliability of the Agency's IT function. Due to the heavy reliance on IT applications by all areas of the Agency, strong IT general controls are essential to the success of the Agency. Most of these recommendations have been accepted for implementation by the Agency and are currently in process by the Agency's IT department.

Additionally, during 2012, the Agency had an external contractor perform a network review. We have reviewed the report and were present at the external contractor's exit conference with management. The network review noted several opportunities to improve the redundancy of the Agency's network, reduce single points of failure, and improve network security.

The Agency has made significant progress on this item and is nearly finished with all items that will likely be completed from the original IT risk assessment report; however, several items remain from the network review.

We recommend that the Agency continue the process of completing the recommendations from the IT risk assessment and network review as soon as practical or formally document the reasons why the Agency will not be implementing the recommendations to the Audit and Risk Oversight Committee (AROC) and that the Agency considers a follow-up review by the original contractor to ensure satisfactory completion of the recommended items.

2012-02 Investment Management
The Agency has over $500 million of cash and investments that are governed by the Agency's Board approved investment policy. The investment policy was constructed based upon the requirements of Florida Statute 218.415 and provides for consideration of investment safety, liquidity, prescribes authorized investments, selection procedures, maximum maturities, diversification requirements, custody requirements, performance benchmarking, and internal controls and reporting.

Additionally, the investment policy is heavily influenced by the Agency's Bond Resolutions which provide significant limitations on the types of allowable investments and maximum investment maturities.

Certified Public Accountants
P.O. Box 141270 • 222 N.E. 1st Street • Gainesville, Florida 32614-1270 • (352) 378-2461 • FAX (352) 378-2505
Laurel Ridge Professional Center • 2347 S.E. 17th Street • Ocala, Florida 34471 • (352) 732-3872 • FAX (352) 732-0542
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MANAGEMENT LETTER COMMENTS
(Continued)

Prior Year Findings and Comments (Updated For Current Year) ***(Concluded)***

2012-02 Investment Management ***(Concluded)***
The Agency has chosen to provide all investment management efforts through a small, but experienced group of in-house treasury personnel. This group is equipped with various investment management software and market tools to aid in making all investment selections, purchases, and sales. The Contract Audit and Risk Management performs treasury compliance monitoring on a monthly basis.

Because of the significance of the cash and investment portfolio and the importance of the related investment income, we recommend that the Agency consider introducing external investment professionals into the investment management function. This could take the form of assistance in providing investment research, real time investment management decisions, back end investment performance benchmarking and investment policies compliance or any of the above.

Current Year Audit Comments and Recommendations

2013-1 St Lucie Forward Sale Agreement Investments

Background
As part of a three pronged plan to provide for future debt maturities in the St. Lucie project, the Agency entered into a Forward Sale Agreement (FSA) and Credit Support Agreement in June of 2004 with a national investment house (the counterparty) which provides that in exchange for cash, the counterparty will deliver municipal capital appreciation bonds (CABs) in the amount of $1.5 million every six months through 2026.

At maturity in 2026, the proceeds from redemption of the CABs (approximately $140 million) are to provide the resources needed to retire a significant portion of St. Lucie Project bonds maturing at that time. The FSA requires the counterparty to deliver bonds at a price that will yield 6.22% and have AAA credit ratings as long as the major insurers maintain their AAA ratings. CABs generally have higher yields than other securities that have not been deeply discounted since they pay no principal or interest until a future maturity date which carries more inherent credit and interest rate risk.

The Issue
In accordance with Exhibit B to the FSA (Reference Bonds) the CABs delivered by the counterparty are predominantly from California School Districts and Colleges which, prior to the credit rating downgrades of the bond insurers, met the AAA credit rating requirements at the time of delivery. Since the counterparty has been unable to deliver AAA rated CABs due to the lowered credit ratings of the Bond Insurers, they have delivered other eligible securities as provided for in the FSA, all with at least a one-AA rating as required by the Bond Resolution. All CABs, as of today, maintain at least an "A" rating from at least one of the three rating services; however, several are rated as low as BBB by at least one rating agency.

The underlying credit rating of the issuers of the CABs continues to reflect their economic condition and that of the state overall, which has been mixed. It is not clear if the recent declines in market value from the level at which the CAB's were originally delivered reflects only the credit rating downgrades discussed above or it reflects longer term repayment concerns.

MANAGEMENT LETTER COMMENTS
(Continued)

Current Year Audit Comments and Recommendations ***(Continued)***

2013-1 St Lucie Forward Sale Agreement Investments ***(Concluded)***
The Issue ***(Concluded)***
The Agency Investment policy requires notification on a monthly basis to the Risk Management Group when any security whose credit rating has fallen below those specified in the policy after acquisition and submission of a rationale for maintaining the securities if they have not been sold. It is our understanding that the credit downgrades were reported and discussed throughout the Agency including the membership a few years ago when the insurer downgrades occurred, which should be continued going forward

The Agency has also purchased some California CABs in the open market outside of the FSA, for the St Lucie General Reserve Account, so all of the issues identified with FSA CABs generally apply to these purchases as well as the FSA deliveries.

Recommendations
Due to the credit and interest rate risk associated with these CABs, we recommend that the Agency continue to monitor closely and report to the membership any future credit rating or market value changes that are significant Such monitoring might take the form of obtaining audited financial statements, budget documents, secondary market disclosures, and analysis of pledged revenues for each issuer and ongoing review of the financial outlook for California in general Review and analysis of concentrations of individual bond insurers would also be relevant in assessing default risk since they would be relied upon to make payment in the event of default of an issuer.

Staff currently monitors the credit ratings of the issuers and the bond insurers using Bloomberg and has recently begun to review secondary market disclosures of the issuers. Also, as recommended in our 2012 Management Letter, the Agency should consider involving external financial professionals to participate with staff in research, analysis and strategic decision making in this area.

Additionally, to determine which CABs have the most inherent credit risk, we recommend that the Agency research each particular CABs issue to determine if there are sinking fund requirements that require the issuer to set aside money for the ultimate maturity of the bonds. The existence of sinking fund requirements for the bonds could indicate a higher probability of repayment.

Those without sinking fund requirements (if any) could represent a higher risk and suggest that the agency should consider providing for a future default allowance by increasing future funding of the St. Lucie project, so that there is a buffer in place to deal with possible default of the higher risk issuers.

These efforts now, while there are many years left to final payoff, could help avoid any future debt payoff issues on the St. Lucie bonds for which these CAB's were intended.

We also noted that the the Agency investment policy contains diversification requirements that provide limits on the amount of securities allowable in the portfolio on the basis of investment type and from a single issuer; however, the policy does not appear to address a broader diversification risk of owning a concentration of securities from a particular state or geographical area nor diversification by insurer. Given that there are so many California local government bonds being held, coupled with insurer downgrades, we believe that definite diversification risks exist in these areas that should be addressed in the policy

Given that there are so many California local government bonds being held, coupled with insurer downgrades, we believe that definite diversification risks exist in these areas that should be addressed in the policy

Board of Directors and Executive Committee
SAMPLE

MANAGEMENT LETTER COMMENTS
(Continued)

Current Year Audit Comments and Recommendations ***(Concluded)***

2013-2 Economic Development – Member Load Growth

Background
The Agency has a relatively new fleet of natural gas generation facilities which, when combined with the current low cost of natural gas, has allowed the agency to maintain a competitive wholesale energy rate to its members over the past several years.

Conversely, there are currently significant fixed costs associated with excess capacity in the Agency generation fleet and other power resources available which, when combined with flat or declining load levels in the member systems, has created a noncompetitive wholesale demand rate over the past few years. It is this high demand component of the overall members' power bills that is contributing to higher overall retail rates from the members to the retail customers.

Stated a different way, the Agency has the capacity to provide more energy to its customers from existing generation sources that would spread the fixed demand costs over more sales units and have the effect of lowering the cost per MWh to the members and the ultimate users of the power. However, member load growth has been flat for several years and the macroeconomic environment appears to be only marginally improving, leaving the agency in a status quo mode

At the local member level, economic growth is a key objective for both power cost control, budget balancing, local housing growth, and a myriad of other factors to improve the overall economic health of the local communities. Thus the goals of the members and the agency are aligned in the sense that economic growth is desirable and perhaps the best solution to many different economic problems affecting them both.

Recommendation
Accordingly, we recommend that the agency, its members and the various local legislative delegations consider how they might work together to incentivize economic development activities at the member level to stimulate load growth. This might take the form of temporarily discounted rates for new large power off peak customers, sharing of economic development consultants, legislative incentives and other member services.

All of these would be designed to increase economic development at the local level which would translate to member load growth and lower wholesale and retail rates. Special consideration should be given to economic development activities that would stimulate load growth at off peak hours, which has the highest system benefit. Adding load growth to on peak hours would be marginally beneficial and move the Agency towards needing additional capacity which would not be as desirable.

Our management letter comments are intended solely for the information and use of the Agency's Executive Committee, Board of Directors, Audit and Risk Oversight Committee, Management, the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General and other applicable agencies, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to express our appreciation for the courtesies that have been extended to our staff. If you have any questions or comments about the contents of this letter, please do not hesitate to contact us

_____
Ocala, Florida

Purvis Gray & Company

MANAGEMENT LETTER COMMENTS

Board of Directors
SAMPLE

As a part of our audit of the Authority September 30, 2013 financial statements, we offer the following recommendations to improve financial management, accounting procedures, and internal controls:

Prior Year Findings and Comments

2012-01 Transfer of Capital Assets into Service - Plant Accounting (Updated for 2013)
The Authority implemented a new financial information system during 2007, which included new construction management, work order, and capital asset modules. Since then, work has been ongoing to fully integrate the various components of the system together and to link the construction management system to the Geographic Information System (GIS) being utilized by the Engineering and Operations Department. These new fully integrated systems represent a significant undertaking; however, they have the potential to significantly improve and upgrade to a very high level, the Authority's entire utility plant operations, and financial reporting capabilities.

By the end of the 2013 year, much progress has been made on the overall project with the GIS mapping and valuation of the distribution portion of the system being completed. This now leaves the transmission and substation portions of the system to be valued and adjusted. Completion of this last part of the project is expected to be completed during 2014. Accordingly, we recommend that the Authority continue its effort to complete the overall project within the next year

Now that the distribution plant portion of the project has been completed , there are a significant amount of distribution system work orders for work performed after the date of the valuation that need to be closed and added to distribution plant continuing property records. We also recommend that the Authority review how it will account for distribution plant going forward with special attention to the depreciation method, (specific identification or composite) and how this will affect the recording of plant retirements

2012-02 Information Technology (IT) Audit (Updated for 2013)
During 2013, the Authority had an external contractor perform an IT risk assessment. The IT risk assessment indicated that Authority's overall IT security is good; however, several recommendations to strengthen controls and reliability of the Authority's IT function were provided. Due to the heavy reliance on IT applications by all areas of the Authority, strong IT general controls are essential to the success of the Agency.

We recognize that the IT audit has just recently been completed and is still in the process of being evaluated by the Authority and will be reviewed with the Board in the near future. Most of these recommendations have been accepted for implementation by the Authority and are currently in process by the Authority's IT department.

Board of Directors
SAMPLE

MANAGEMENT LETTER COMMENTS
(Concluded)

Prior Year Findings and Comments ***(Concluded)***

2012-02 Information Technology (IT) Audit (Updated for 2013) ***(Concluded)***
We recommend that the Authority continue the process of evaluating and completing the recommendations from the IT risk assessment as soon as practical. Any recommendations that the Authority will not be implementing should be documented as to the rationale. We also recommend that the Authority consider a follow-up review by the original contractor to ensure satisfactory completion of the recommended items when all items have been addressed at some point in the future.

Current Year Audit Comment and Recommendation

2013-01 Investment Policy
The Authority has approximately $100 million of investments that are governed by its Investment Policy that was designed according to the requirements of Florida Statute 218.415. This statute contains the provisions that must be included in local government investment policy if the government decides to invest beyond certain safe harbor items defined in the statute.

Within the Authority's policy, section XII dealing with investment purchases indicates that it is the policy of Authority to obtain competitive bids/offers with all purchase and sales of investments within the portfolio, but allows for the Bloomberg and other real time pricing services to be used in lieu of competitive bids "when the selection process would cause detriment to the purchase price".

Our review of secondary market purchase activity indicates that use of the Bloomberg system has become the standard rather than the exception for investment purchases, in lieu of competitive bids or offers. Although use of the Bloomberg pricing service is generally accepted as a good representation of market conditions at a point in time, the exclusive use of this method makes it difficult to determine if the Authority is receiving the best purchase price that would be available from multiple dealers competing for the transaction.

Accordingly, we recommend that Authority review its current investment purchase practices and the investment policy to determine if changes to either the practice or policy should be made.

We would like to take this opportunity to express our appreciation for the courtesies that have been extended to our staff during the course of this engagement. If you have any questions or comments about the contents of this letter, please do not hesitate to contact us.

Our management letter comments letter is intended solely for the information and use of the Authority's Board of Directors and its management, the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

_____
Ocala, Florida

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 7 - B

SUBJECT: Request for approval of award of RFQ#14013 for Engineering Design Services for the Lakeshore Multi-Purpose Trail Project.

LOCATION: Thornby Park to Green Springs Park

BACKGROUND: The Commission approved Resolution No. 2014-06 to move forward in obtaining design services for this project. Staff solicited qualifications packets on demandstar. There were 660 companies notified of the RFQ and 33 companies downloaded the RFQ. Qualification packets were received from the following five companies:

- AVCON, Inc.
- Bentley Architects & Engineers
- Booth, Ern, Straughan & Hiott, Inc.
- CPH, Inc.
- Kisinger Campo & Associates, Corp.

Selection Committee Members were:

- Scott McGrath, Planner II
- Cheryl Atkins, Grants Coordinator
- Steve Moore, Parks and Recreation Director

The Committee independently scored the qualifications packets received and a Selection Committee Meeting was held on June 2, 2014. At the meeting, the combined scores were distributed and discussions took place regarding the highest scoring firms. Those firms were Avcon, Inc., CPH, Inc and Kisinger Campo & Associates Corp.

The Committee came to a consensus to intereview these companies. Interviews were held on June 6, 2014. The final ranking of the Committee is as follows:

1. CPH, Inc.
2. Avcon, Inc.
3. Kisinger Campo & Associates, Corp.

This project is not officially identified in the 2013/14 budget. The Volusia County TPO has estimated this project to be $45,000. They will pay 90% of the cost and the City of Deltona's share is estimated to be $4,500. Once negotiations are final and we have the final cost, the project will again be brought before the Commission for an official "budget amendment".

ORIGINATING DEPARTMENT: Parks Recreation

SOURCE OF FUNDS: N/A

COST: N/A

REVIEWED BY: William D. Denny, City Manager

STAFF RECOMMENDATION PRESENTED BY: Steve Moore, Parks and Recreation Director - Recommendation is being made to begin negotiations and make award to CPH, Inc. upon successful negotiations. If an agreement cannot be reached, negotiations will be terminated and continued until negotiations are successful an the City enters into an agreement with that firm.

POTENTIAL MOTION: "I move approve beginning negotiations and make award to CPH, Inc. upon successful negotiations. If an agreement cannot be reached, negotiations will be terminated with them and continued with the next firm and continue until negotiations are successful an the City enters into an agreement with that firm."

AGENDA ITEM APPROVED BY:

_____

William D. Denny, City Manager

ATTACHMENTS:

- RFQ 14013 ORIGNAL RFQ
- CPH, INC. QUALIFICATIONS PACKET
- AVCON, INC. QUALIFICATIONS PACKET
- KISINGER CAMPO QUALFICATIONS PACKET
- RANKING SHEETS

REQUEST FOR QUALIFICATIONS
#14013

FOR

ENGINEERING DESIGN SERVICES

LAKESHORE MULTI-PURPOSE TRAIL PROJECT
THORNBY PARK TO GREEN SPRINGS PARK
(FPID #435671-1-38-01)

Submittal Deadline: Wednesday, May 21, 2014 at 2:00 p.m.

City of Deltona
2345 Providence Blvd
Deltona, FL 32725
(386) 878-8853

NOTICE TO PROPOSERS

The City of Deltona requests qualification statements from individuals or firms to provide Engineering Design Services for a Federal Highway Administration funded design and construction of a trail project in Deltona, FL. The funding is obligated through a Florida Department of Transportation (FDOT) Local Agency Program (LAP) Agreements identified as FPID #**435671-1-38-01**. Consideration will be given to only those firms that are qualified pursuant to law and the design will need to follow the Green Book Standards
Florida Statute 287.055, "Consultants Competitive Negotiation Act" will be followed to secure the required consulting engineering firm(s) as well as the Federal Brooks Act (40 USC 1101-1104)

Work Types:	3.1-Minor Highway Design
Response Deadline:	Wednesday, May 21, 2014 at 2:00 p.m.
Committee Evaluation Date:	Week of May 26, 2014

If you have any questions concerning the proposed services being requested, specific City, State and Federal requirements, submit them in writing to Kate Krauss, Purchasing Manager at kkrauss@deltonafl.gov Any changes/addendum to this RFQ shall be posted on www.demandstar.com You must acknowledge each addendum/amendment in your submittal. Failure to acknowledge each addendum may prevent your proposal from being considered for award. It is solely your responsibility to ensure that you have received all addendums to this RFQ before submitting your qualifications packet.

An original and three (3) copies of sealed proposals, marked "SEALED PROPOSAL FOR ENGINEERING DESIGN SERVICES- LAKESHORE LOOP MULTI-PURPOSE TRAIL PROJECT", must be received by 2:00 PM EST on Wednesday, May 21, 2014, at City Hall, 2345 Providence Blvd, Deltona, Florida 32725 Attn: Kate Krauss, Purchasing Manager. The City of Deltona supports Equal Employment Opportunity.

City of Deltona

Request for Qualifications: Engineering Design Services
Lakeshore Loop Multi-Purpose Trail Project

The City of Deltona is seeking qualification statements from individuals or firms to provide the following services for a grant funded project utilizing Federal Highway Administration Funds and obligated through a Florida Department of Transportation Local Agency Program (LAP) Agreement identified as FPID #435671-1-38-01. Consideration will be given to only those firms that are qualified pursuant to law and that have been prequalified by the Florida Department of Transportation (FDOT) in accordance with Rule Chapter 14-75, Florida Administrative Code to perform the indicated Type(s) of Work.

Work Types:	3.1-Minor Highway Design
Response Deadline:	Wednesday, May 21, 2014 at 2:00 p.m. local time
Committee Evaluation Date:	Week of May 26, 2014

CONSULTANT ELIGIBILITY

It is a basic tenet of the City that contractors are procured in a fair, open, and competitive manner. By submitting a Proposal, the Consultants certifies that they are in compliance with FDOT Directive No. 375-030-1-006. This directive is available on FDOT's Web Site.

FEDERAL DEBARMENT

This project is federally funded with assistance from the Florida Department of Transportation and the Federal Highway Administration (FHWA). By submitting a Proposal, the Consultant certifies that no principal (which includes officers, directors, or executives) is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

SCOPE OF WORK

Volusia TPO did a feasibility study for this project, a copy is attached.

This scope of services describes and defines the engineering services which are required for the design, survey and permitting of the project described as follows:

> The design project includes a 12 ft. wide, approximately 3,600 ft. long bike/pedestrian asphalt trail with sections narrowing due to constrictions. The trail will connect from the Thornby Park driveway to Green Springs Park by running parallel along Providence Blvd, Lakeshore Drive, and Green Springs Road. The project will begin at the connection to the existing sidewalk completed adjacent to the driveway entrance to Thornby Park. At certain locations, the trail will tie into existing sidewalk, For certain sections,

boardwalks will be required for passage over storm water retention areas, small streams and man-made ditches. Additional services include designing curb ramps and possible vertical barriers or walls between the roadway and the trail. The trail, crosswalks and ramps are to adhere to ADA standards. Utility relocation was preferred to be avoided; however, it may be required. Coordination with Utility stakeholders is required. Additional R/W is not required. Permitting to be acquired during design and is to be coordinated with the US Fish and Wildlife Service. Other permitting may have the possibility of exemption by following SJRWMD criteria; however, final permitting determination will be part of the design process.

The finished product will result in FDOT approved plans and specifications and bid documents in both hard copy and electronic versions ready for project bidding and construction during the following fiscal year.

Services provided by the Consultant shall comply with all aspects of the City of Deltona's Local Agency Program Agreement with the Florida Department of Transportation identified as FPID # 435671-1-38-01.

LENGTH OF SERVICE

The Consultant's engineering design services shall begin upon written Notice to Proceed (NTP) by the City. It is anticipated that the NTP will be issued by June 2014. It is projected that all work will be completed on or before December 31, 2014.

Project	Estimated Start	Estimated Finish
Lakeshore Loop Advertising	April 27, 2014	Sunday, May 18, 2014
Lakeshore Loop Design Begin	June 2014	October 1, 2014
60% Complete	June 1, 2014	August 13, 2014
90% Complete	June 1, 2014	September 19, 2014
Final Plans Submittal	June 1, 2014	October 1, 2014
Final Invoice Submittal	November 2014	November 2, 2014

PERFORMANCE OF THE CONSULTANT

During the term of this Agreement and all supplements thereof, the City will review various phases of Consultant operations to determine compliance with this Agreement. The Consultant shall cooperate and assist City representatives in conducting the reviews. If deficiencies are indicated, the Consultant shall implement remedial action immediately upon notification by the City. City recommendations and Consultant responses/actions are to be properly documented. No additional compensation shall be allowed for remedial action taken by the Consultant to correct deficiencies. Submittals are required at 30%, 60%, 90% and 100% of design completion as follows:

30% - This phase establishes the Basis of Design – the scope, schedule, budget, fee and overall project design, including the forms, sizes, and overall appearance through further development of the plans, sections, typical construction / fabrication details, and equipment layouts. Included within this phase are the preliminary specifications, which identify major building materials and systems, and establish quality standards.

60% - At 60%, Any changes to the 30% documents should be included in a report. All project systems and their formal expression should be described in both drawings and specifications. The overall extent of the project and its elements, as well as typical sections should be included.

90% - Project documents should be virtually complete, accounting only for final coordination and Quality Assurance and Quality Control prior to bid.

100% - Documents must include everything necessary to procure the intended scope, quality and design without, barring unforeseen conditions, requiring expensive change orders during construction.

GENERAL REQUIREMENTS

The Consultant shall staff the project with the qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement. The Consultant shall utilize only competent personnel, qualified by experience, and education. The Consultant shall submit in writing the names of personnel proposed for assignment to the project, including a resume for each containing at a minimum education and experience.

Personnel identified in the Consultant's proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes will require written approval from the City.

Monthly invoices shall be submitted to the City in a format acceptable by the City, no later than the 20th day of the following month. A final invoice will be submitted to the City no later than the 30th day following final acceptance of the project or as requested by the City.

SUBCONSULTANT SERVICES

Upon written approval by the City and prior to performance of work, the Consultant may subcontract for engineering surveys or specialized professional services.

CONTRADICTIONS

In the event of a contradiction between the provisions of this Request for Qualifications and the Consultant's proposal as made a part of their Agreement, the provisions of the Request for Qualifications shall apply.

FEDERAL REQUIREMENTS

The following terms apply to this Agreement which involves the expenditure of federal funds:

A. It is understood and agreed that all rights of the City relating to inspection, review, approval, patents, copyrights, and audit of the work, tracing, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.

B. It is understood and agreed that, in order to permit federal participation, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of the U.S. Department of Transportation, anything to the contrary in this Agreement not withstanding.

C. Compliance with Regulations: The Consultant shall comply with the regulations relative to nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this Agreement.

D. Nondiscrimination: The Consultant, with regard to the work performed during the contract, will not discriminate on the basis of race, color, national origin, sex, age, disability, religion or family status in the selection and retention of subconsultants, including procurements of material and leases of equipment. The Consultant will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

E. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations made by the Consultant, either by competitive bidding or negotiation for work to be performed under a subcontract, including procurements of materials and leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the basis of race, color, national origin, sex, age, disability, religion or family status.

F. Information and Reports: The Consultant will provide all information and reports required by the Regulations, or directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Deltona, the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of the Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall certify to the City of Deltona, the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

G. Sanctions for Noncompliance: In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the City of Deltona shall impose such contract sanctions as it or the Florida Department of Transportation, the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:

(1) Withholding of payments to the Consultant under the contract until the Consultant complies and/or;

(2) Cancellation, termination or suspension of the contract, in whole or in part.

H. Incorporation of Provisions: The Consultant will include the provisions of Paragraphs C through H in every subcontract, including procurements of materials and leases of equipment unless exempt by the Regulations, or directives issued pursuant thereto. The Consultant will take such action with respect to any subcontract or procurement as the City of Deltona, the Florida Department of Transportation, Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and/or the Federal Motor Carrier Safety Administration may direct as a means of enforcing such provisions, including sanctions for noncompliance. In the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the City of Deltona to enter into such litigation to protect the interests of the City of Deltona, and, in addition, the Consultant may request the Florida Department of Transportation to enter into such litigation to protect the

interests of the Florida Department of Transportation, and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

I. Interest of Members of Congress: No member of or delegate to the Congress of the United States will be admitted to any share or part of this contract or to any benefit arising there from.

J. Interest of Public Officials: No member, officer, or employee of the public body or of a local public body during his tenure or for two years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. For purposes of this provision, public body shall include municipalities and other political subdivisions of States; and public corporations, boards, and commissions established under the laws of any State.

K. Participation by Disadvantaged Business Enterprises: The Consultant shall agree to abide by the following statement from 49 CFR 26.13(b). This statement shall be included in all subsequent agreements between the Consultant and any subconsultant or contractor.

The Consultant, subrecipient or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT- assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

L. It is mutually understood and agreed that the willful falsification, distortion or misrepresentation with respect to any facts related to the project(s) described in this Agreement is a violation of the Federal Law. Accordingly, United States Code, Title 18, Section 1020, is hereby incorporated by reference and made a part of this Agreement.

M. It is understood and agreed that if the Consultant at any time learns that the certification it provided the City in compliance with 49 CFR, Section 26.51, was erroneous when submitted or has become erroneous by reason of changed circumstances, the Consultant shall provide immediate written notice to the City. It is further agreed that the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" as set forth in 49 CFR, Section 29.510, shall be included by the Consultant in all lower tier covered transactions and in all aforementioned federal regulation.

N. The City hereby certifies that neither the consultant nor the consultant's representative has been required by the City, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract, to:

(1) Employ or retain, or agree to employ or retain, any firm or person, or;

(2) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind.

The City further acknowledges that this agreement will be furnished to a federal agency, in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

O. The Consultant hereby certifies that it has not:

(1) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for the above Consultant) to solicit or secure this contract;

(2) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this contract; or

(3) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for the above Consultant) any fee contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out the contract.

The Consultant further acknowledges that this agreement will be furnished to the State of Florida Department of Transportation and a federal agency in connection with this contract involving participation of Federal-Aid funds, and is subject to applicable State and Federal Laws, both criminal and civil.

Procurement and contracting of all services shall conform to Chapter 287.055 of the Florida Statutes (Competitive Consultants' Negotiation Act) and local, state and federal regulations. Proposals shall be reviewed by a selection committee, ranked based upon the following criteria, and negotiation for contracts shall follow the order of ranking. The scores for each firm will be tallied by each selection committee member. The highest ranking firm will be that firm that receives the highest score. Selection Committee members will submit their rank ordered recommendations as 1st, 2nd, 3rd, etc. The firm with the most first place standings will be considered as the most qualified. In the unlikely event that two firms tie, the firm with the highest total score will prevail.

QUALIFICATIONS
EVALUATION CRITERIA

Interested and qualified firms desiring consideration should submit to the City one (1) original and three (3) copies of their proposal as stated below. Proposals shall be evaluated using the following criteria:

TAB 1: 0 POINTS:

The first page shall be the title Page. The Proposer shall identify the Project Name/DOT Financial Management Number, the name of the firm, local and corporate address, telephone number, email address, name and title of contact person, and date of submission.

TAB 2: QUALIFICATION AND EXPERIENCE OF FIRM - 30 POINTS

Information related to the firm's qualifications and resources including the following:

- Statement regarding previous experience of firm in advertised type of work.
- Experience with LAP Projects
- Description of the history of the firm, including how long it has been in business.
- Description of the firm's size in terms of personnel and contracts.
- List of clients the firm has served under similar contracts.
- Additional services offered by the firm that may be of interest to the City.

TAB 3: KEY PERSONNEL – 30 POINTS

- Qualifications and experience of staff – Resume for each Project Manager in charge and staff person that will be working on this contract
- Proposed key personnel and their proposed roles
- Description of individuals' educational background indicating specific steps taken to remain current with the latest legislation as it applies to this scope of work. List any professional association memberships.
- Description of individuals' work experience including past employment and length of time with Proposer's firm and in current position and their part in this project.
- Description of individual's personal knowledge of work of this type.
- List of clients the principal and staff members assigned to this engagement have served under similar contracts.

TAB 4: UNDERSTANDING AND APPROACH – 20 POINTS

- Provide a written statement explaining the firm's approach to assisting local governments in providing the services necessary to perform this type of work while being good stewards of municipal funds. Cite specific examples from your relevant experience. Cite examples of innovative approaches. Provide information regarding your firm's familiarity with local conditions.

TAB 5: QUALITY CONTROL MEASURES – 10 POINTS

- Provide information regarding quality control measures your firm will take in order to ensure a successful project

TAB 6: REFERENCES – 10 POINTS

- List of similar projects, both current and those completed by the Proposer and team members within the last five (5) years along with a reference for each of those projects, including current addresses, telephone numbers and email addresses. Project descriptions shall clearly explain what role the Proposer and team members performed on the project.

TAB 8: MISCELLANEOUS – 0 POINTS

- Place any and all ADDENDA that have been fully executed in this section.

REQUIRED FORMS:

- Sworn Statement under Section 287.133 (3) (a), Florida Statutes, on Public Entity Crimes.
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Certification Regarding Lobbying
- Bid Opportunity List
- DBE Participation Statement indicating as to whether the prime firm and/or sub-consultants are disadvantages business enterprises (DBE).

Other – Firm promotional material may also be included as supplemental information, however, it will not be considered as a substitute for the proposal.

OTHER REQUIREMENTS

Truth in Negotiation Certification

The chosen consultant will be required to complete a Truth in Negotiation Certification form prior to entering into an agreement with the City of Deltona to perform the work.

Disadvantaged Business Enterprises (DBE)

The consultant will be expected to meet all Federal requirements as noted in the FEDERAL REQUIREMENT section of this RFQ regarding DBE and submit all required reports in a timely manner. The City and the FDOT encourages DBE firms to compete for professional services projects, and also encourages non-DBE consultants to use DBE firms as sub-consultants. Contract specific goals are not placed on Federal/State contract; however the FDOT has an overall 8.6% goal. Use of DBE sub-consultants is not mandatory and no preference points will

be given in the selection process for DBE participation. Consultants are required to indicate their intention regarding DBE participation in the DBE Participation Statement contained in this document and to submit that statement with the "Required Information Packet."

Federal law required states to maintain a database of all firms that are participating or attempting to participate in DOT –assisted contracts. To assist the DFDOT in this endeavor, consultants should have already submitted their Bid Opportunity List through the FDOT's Equal Opportunity Compliance System found at the following link:

(https://www3.dot.state.fl.us/EqualOpportunity Compliance/Account.aspx/Login?ReturnUrl=%2fEqualOpportunityCompliance%2f)

If you have not yet completed your Bid Opportunity List through this online application, please do so at this time. Prime Consultants can obtain access to the new EOC system by filling out the Contractors and Consultants New Users Access Form. Please complete the form and submit it to EOOHelp@dot.state.fl.us

Equal Employment Opportunity (EEO)

The consultant will be expected to comply with all Federal requirements as noted in the FEDERAL REQUIREMENT section of this RFQ regarding EEO and submit all required reports in a timely manner. The selected consultant will be required to have a company EEO policy and an appointed EEO officer.

Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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 Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

Collusion

The bidder by affixing his/her signature to the proposal agrees to the following: "Bidder certifies that his/her bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise legal action."

Discriminatory Vendor

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

Employment Eligibility Verification

The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system to confirm the employment eligibility of all persons employed by the Consultant during the term of the Contract to perform employment duties within Florida and all persons, including subcontractors, assigned by the Consultant to perform work pursuant to the contract.

Appropriations Clause

If the contract extends beyond the current fiscal year, which ends on September 30, the contract shall be contingent upon the availability of funds appropriated for such purposes in the City's annual budget for the next succeeding fiscal year.

Insurance Requirements

The Consultant shall procure and maintain insurance with the limits set forth herein, and shall, upon executing an agreement, provide to the City a certificate(s) of insurance evidencing same and showing the City as an additional insured:

A. Worker's Compensation Insurance as required by State law.

B. Comprehensive General Liability Insurance including contractual liability and liability arising out of the use of automobiles with the following limits:

(1) Bodily injury liability insurance with limits of $100,000 per person and $300,000 per occurrence.

(2) Property damage liability insurance with a limit of $50,000 per occurrence.

(3) Errors and omissions liability insurance with a limit of $500,000 per claim and aggregate.

SUBMISSION OF PROPOSALS

The Evaluation Criteria shall be presented in the order shown above, not to be deviated from by prospective consultants. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any such proposal. Deltona is an Equal Opportunity Employer. Minority/Women owned businesses are encouraged to participate. In compliance with the Florida Sunshine Amendment and Code of Ethics, Deltona strictly enforces open and fair competition in its requests for proposals.

The City of Deltona reserves the right to request clarification of any information submitted by proposers. The City reserves the right to reject any and all proposals, and to waive any informalities or irregularities in the proposal process.

All proposals shall be in a spiral binding or stapled in the upper left hand corner with all pages 8.5" x 11". No hard cover or 3-ring binders, please.

Late proposals will be returned unopened. Proposals will be opened as soon as possible after the submission deadline. Evaluation and selection will occur in accordance with the appropriate

requirements at a time and place to be determined. After the Selection Committee scores the proposals received, discussions will take place at a Selection Committee Meeting regarding the top scoring firms. The Selection Committee will determine as a group whether or not they require interviews with the top three or more scoring firms. If so, firms will be given adequate time to prepare to come in and meet with the Committee. If it is determined that interviews are not necessary, the Committee will come to a consensus on ranking the firms in their order of preference based on the firm's qualifications to perform the work and negotiations will begin with the top ranked firm. If negotiations are successful, the City will enter into an agreement with that firm. If not, negotiations will be formally terminated with that firm and will begin with the next highest ranked firm and continue to successful negotiations are reached. . The City of Deltona supports Equal Opportunity Employment, Fair Housing and Providing Handicapped Access.

Questions or additional information shall be directed to Kate Krauss, Purchasing Manager, by mail at kkrauss@deltonafl.gov

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

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

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Deltona
(Print Name of the Public Entity)

by_____
(Print Individual's Name and Title)

for _____
(Print Name of Company Submitting Sworn Statement)

whose business _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

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

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

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

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

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

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

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

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

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

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

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

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

_____

(Signature)

Sworn and subscribed before me this_____day of_____, 20____.

Personally known _____ or produced
identification_____ _____
(Type of identification)

_____
(Notary)

Notary Public State of_____

My commission expires:_____

375-030-32
PROCUREMENT
10/01

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS

(Compliance with 49CFR, Section 29.510)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant: _____

By: _____ Date: _____

Authorized Signature

Title: _____

Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: _____

By: _____
Date: _____ Authorized Signature

Title: _____

375-040-62
PROCUREMENT
04/07

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

BID OPPORTUNITY LIST FOR PROFESSIONAL CONSULTANT SERVICES, AND COMMODITIES & CONTRACTUAL SERVICES

Prime Contractor/Prime Consultant: _____

Address/Phone Number: _____

Procurement Number/Advertisement Number: _____

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, 7, and 8 for themselves, and their subcontractors and subconsultants.

1. Federal Tax ID Number: _____
2. Firm Name: _____
3. Phone: _____
4. Address: _____
_____
_____
_____
5. Year Firm Established: _____

6. ☐ **DBE**
☐ **Non-DBE**

7. ☐ **Subcontractor**
☐ **Subconsultant**

8. Annual Gross Receipts
☐ **Less than $1 million**
☐ **Between $1 - $5 million**
☐ **Between $5 - $10 million**
☐ **Between $10 - $15 million**
☐ **More than $15 million**

---

1. Federal Tax ID Number: _____
2. Firm Name: _____
3. Phone: _____
4. Address: _____
_____
_____
_____
5. Year Firm Established: _____

6. ☐ **DBE**
☐ **Non-DBE**

7. ☐ **Subcontractor**
☐ **Subconsultant**

8. Annual Gross Receipts
☐ **Less than $1 million**
☐ **Between $1 - $5 million**
☐ **Between $5 - $10 million**
☐ **Between $10 - $15 million**
☐ **More than $15 million**

---

1. Federal Tax ID Number: _____
2. Firm Name: _____
3. Phone: _____
4. Address: _____
_____
_____
_____
5. Year Firm Established: _____

6. ☐ **DBE**
☐ **Non-DBE**

7. ☐ **Subcontractor**
☐ **Subconsultant**

8. Annual Gross Receipts
☐ **Less than $1 million**
☐ **Between $1 - $5 million**
☐ **Between $5 - $10 million**
☐ **Between $10 - $15 million**
☐ **More than $15 million**

---

1. Federal Tax ID Number: _____
2. Firm Name: _____
3. Phone: _____
4. Address: _____
_____
_____
_____
5. Year Firm Established: _____

6. ☐ **DBE**
☐ **Non-DBE**

7. ☐ **Subcontractor**
☐ **Subconsultant**

8. Annual Gross Receipts
☐ **Less than $1 million**
☐ **Between $1 - $5 million**
☐ **Between $5 - $10 million**
☐ **Between $10 - $15 million**
☐ **More than $15 million**

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH QUALIFICATIONS PACKET

375-030-21
PROCUREMENT
10/01

DBE PARTICIPATION STATEMENT

Note: The Consultant is required to complete the following information and submit this form with the technical proposal.

Project Description: _____

Consultant Name: _____

This consultant (is___) (is not ___) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): _____%

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE subconsultants are as follows:

DBE Sub-Consultant	Type of Work/Commodity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

By: _____

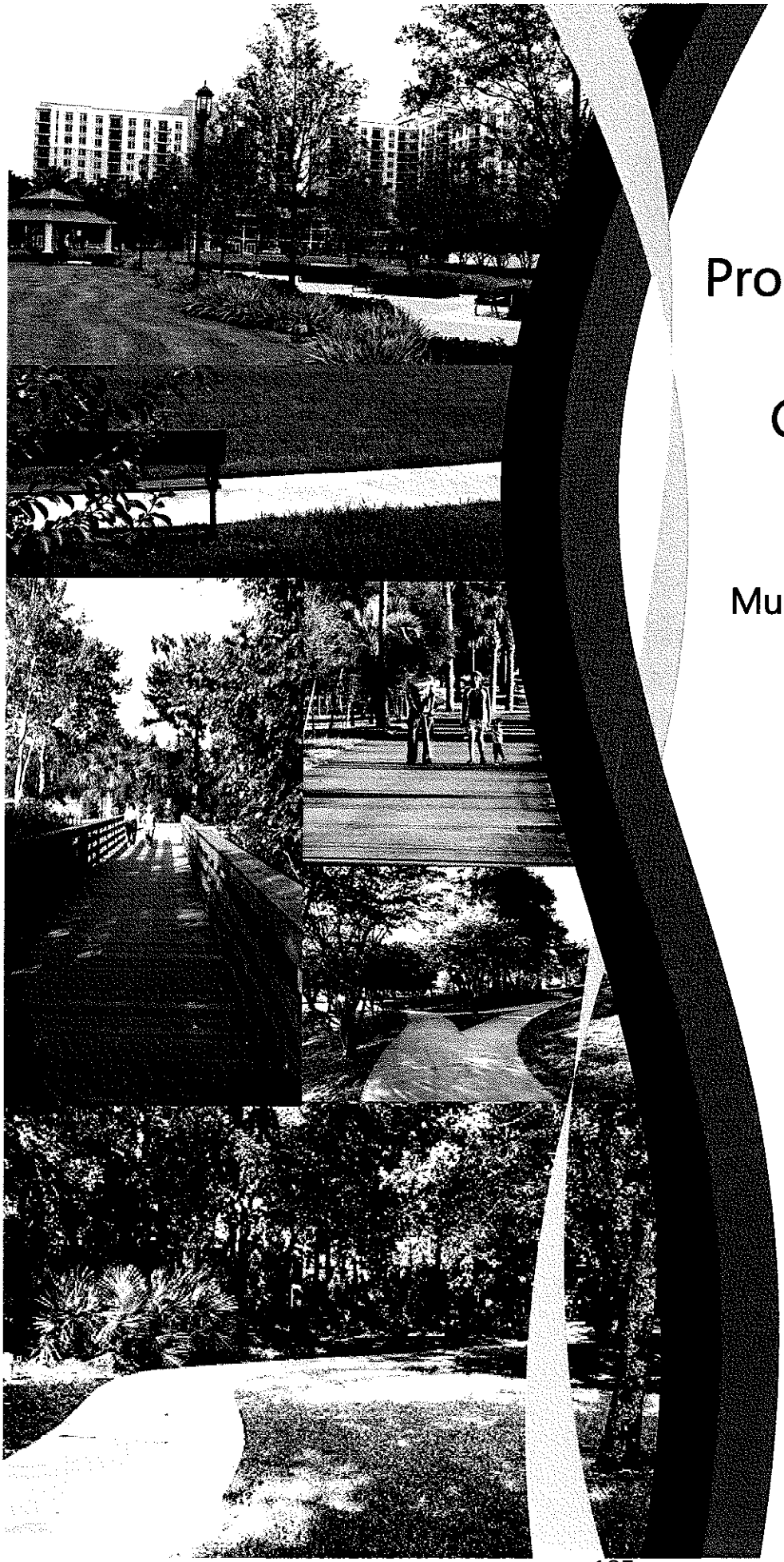
Title: _____

Date: _____

E-Verify

Florida Governor's Executive Order 11-116

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



Professional Services for the City of Deltona

Lakeshore Multi-Purpose Trail Project Thornby Park to Green Springs Park

RFP 14013

Original

Contact
Kurt R. Luman, Jr., P.E.
Vice President
500 West Fulton Street
Sanford, FL 32771
Phone: 407.322.6841
info@cphcorp.com

Corporate Headquarters
500 West Fulton Street
Sanford, FL 32771
Phone: 407.322.6841
www.cphcorp.com

500 West Fulton Street
Sanford, FL 32771
Phone: 407.322.6841
Fax: 407.330.0639

May 21, 2014

City of Deltona
City Hall
Attn: Kate Krauss, Purchasing Manager
2345 Providence Blvd
Deltona, Florida 32725

RE: Lakeshore Multi-Purpose Trail Project Thornby Park To Green Springs Park (FPID #435671-1-38-01) - Request For Qualifications #14013

Dear Selection Committee Members:

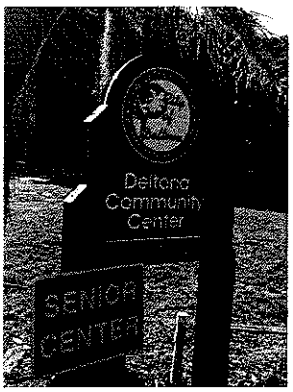
As you will see in our qualifications, our team and firm stand out as a clear choice for the City of Deltona and the community. Our team is focused on fostering a long term relationship with the City and acting as responsible stewards of the community's vision and capital plan Our team is unique and includes a multi-disciplined approach to providing services to our clients. Our list of on-staff resources includes landscape architects, planners, environmental scientists, biologists, arborists, engineers, architects, traffic and transportation planners, and engineers, surveyors, and contractors. To better serve the City of Deltona, CPH promises to always maintain a high standard of success, simplicity, and innovation.

CPH has 30+ years of history successfully completing projects in Florida. Our team has designed and permitted over 300 projects in Central Florida. CPH has been located in Florida since the 1960's through a predecessor firm, and has nearby offices in Sanford and DeLand. These offices provide the City with staff members ready to start work immediately with over 295 combined years of similar experience.

CPH's specialized expertise includes the design of Multi-Use Trails in conjunction with FDOT LAP projects. Our team has successfully provided design, permitting, and construction administration of over 75 miles of walkways, multi-use trails, and sidewalks. Our team is well aware of FDOT and Federal Highway Administration standards, as our team has an unmatched portfolio of completed and ongoing FDOT Local Agency Program (LAP) projects We have successfully worked on federal and state funded projects throughout Florida for utility, trail, and construction administration services. Our team members have a thorough understanding of funding, paperwork, and schedule requirements to ensure the project is completed successfully for the City of Deltona. CPH's team has worked on over ten FDOT LAP and ARRA funded projects which have included over 20 miles of greenway/trail and sidewalk improvements. Our team has also completed over 100 miles of transportation improvements, over 20 park and recreational projects, and over 20 CRA/redevelopment projects in the last five years, with many more completed over CPH's 30+ years in Florida. A few projects include:

- Alabama Avenue Greenway - Phase I (FDOT LAP)
- Deland Greenway Trail Extension Phase A (FDOT LAP)
- US 17-92 Riverwalk, Phase II (FDOT LAP)
- Seminole Wekiva Trail, Phase IV (FDOT LAP)
- Shingle Creek Trail Design (FDOT LAP)
- Easthampton Boulevard Parkway Multi-Purpose Trail (FDOT LAP)
- Belle Terre, Multi-Use Path (FDOT LAP)
- Ravenwood Drive/Whiteview Parkway Multi-Purpose Trail (FDOT LAP)

CPH's success in implementing projects is unmatched. Nearly 90% of the projects we design are constructed, and our clients see the benefit of continuing to select our team for their planning and design needs. CPH routinely delivers success where other firms do not.



Our team has well-established relationships with FDOT, FDEP, Water Management District, local developers, and other key firms and agencies that allow our team to obtain approvals, creating partnership opportunities, and funding assistance. Additionally, our team knows the agencies rules, design guidelines, and regulations well. Our firm is able to evaluate projects at the early stages to ensure proper coordination of the concept plan to ensure viability.

CPH is very excited about the prospects of working with the City of Deltona and appreciates the opportunity to submit our qualifications and meet with you in the future to answer any questions you may have. Thank you for your consideration of the CPH Team!

Sincerely,
CPH

David A. Gierach, P.E.
President

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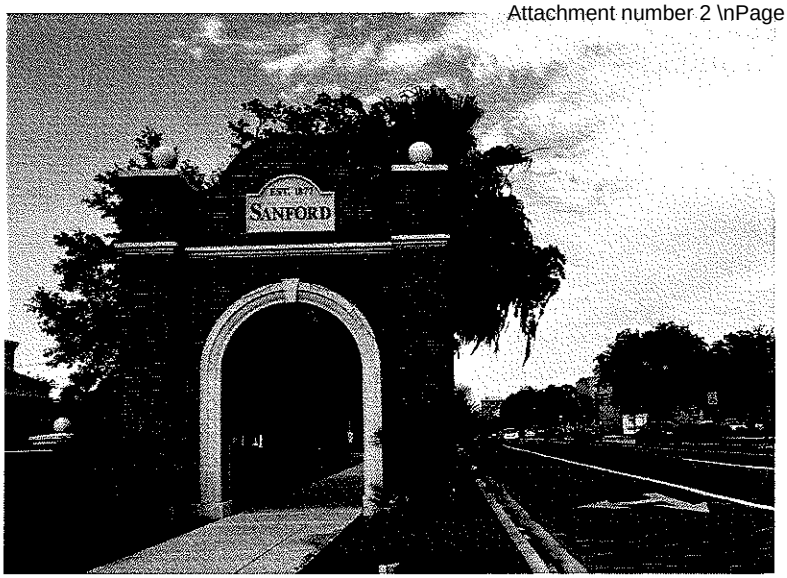

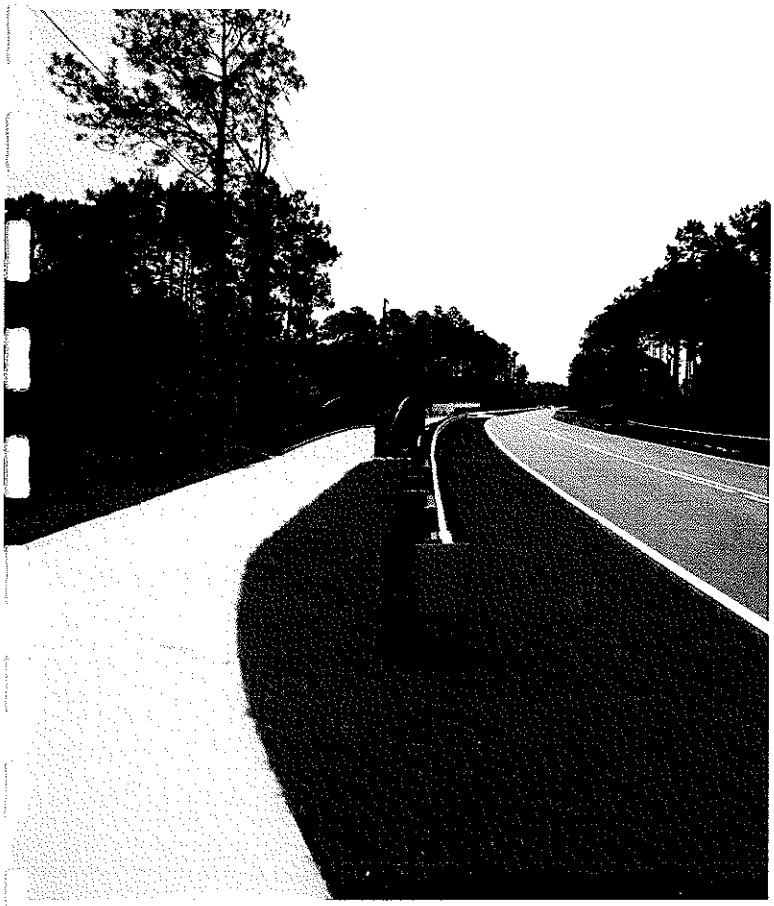

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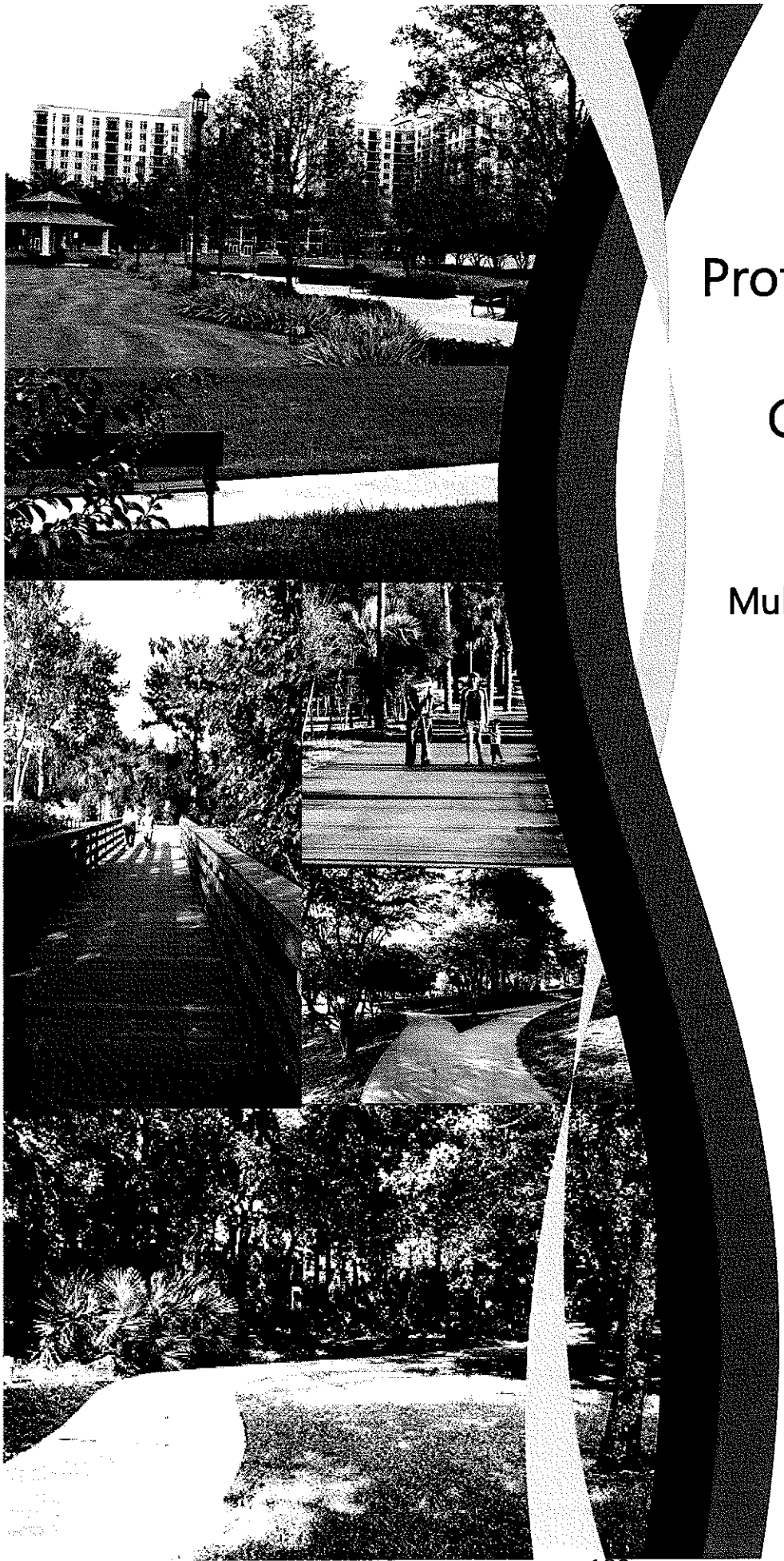


Professional Services for the City of Deltona

Lakeshore Multi-Purpose Trail Project Thornby Park to Green Springs Park

RFP 14013

Contact
Kurt R. Luman, Jr., P.E.
Vice President
500 West Fulton Street
Sanford, FL 32771
Phone: 407.322.6841
info@cphcorp.com

Corporate Headquarters
500 West Fulton Street
Sanford, FL 32771
Phone: 407.322.6841
www.cphcorp.com

2. Qualification and Experience of Firm

CPH's specialized expertise includes the design of Multi-Use Trails in conjunction with FDOT LAP projects. Our team has successfully provided design, permitting, and construction administration of over 75 miles of walkways, multi-use trails, and sidewalks. Our team has well-established relationships with FDOT, FDEP, the Water Management Districts, local developers, and other key firms and agencies that allow our team to obtain approvals, create partnership opportunities, and assist in obtaining funding assistance. Additionally, our team knows the agencies rules, design guidelines, and regulations well. Our firm is able to evaluate projects at the early stages to ensure proper coordination of the concept plan to ensure viability. Our expertise will guide your project to success without any learning curves.

The CPH team has provided recent design services for several LAP projects, some of which include: Alabama Avenue Greenway, Seminole Wekiva Trail, Phase IV, and US 17-92 Riverwalk, Phase II The team is well-versed in FDOT LAP projects and understands the requirements associated with the LAP program. Our extensive list of completed FDOT LAP and JPA projects include:

- Sidewalks and Bikeways
- Multi-Use Paths and Trails
- Bike Paths and Striping
- Pedestrian Crossings and Bridges
- Landscape Improvements
- Roadway Improvements
- Intersection Improvements
- Safety Improvements
- Minor Bridge Improvements
- Directional Medians
- Signals and Signal Optimization
- Aquatic Facilities
- Resorts
- Athletic Complexes
- Golf Courses
- Ornamental Fountains
- Playgrounds
- Lakefront Recreation
- Restroom Updates
- Pavilions
- Stadiums

EXPERIENCE WITH LAP PROJECTS/SIMILAR CLIENTS

We have successfully worked on federal and state funded projects throughout Florida for sidewalk, trail, utility, and construction administration services. Our team members have a thorough understanding of funding, paperwork, and schedule requirements to ensure the project is completed successfully for the City of Deltona. **The following matrix highlights some of CPH recent projects and relevant experience.**

	US 17/92 & Colomba Road Emergency Traffic Signal CEI – LAP	SR 44 & Spring Garden Ranch Improvements CEI – LAP	DeLand - SR 44 Streetscape CEI – LAP	US 17/92 Streetscape Phase II CEI – LAP	Orlando- Shingle Creek Trail-LAP	Seminole Wekiva Trail, Phase II – LAP	Alabama Avenue Greenway Trail – LAP (Design and CEI)	US 192 Sidewalk Phase II, Phase III – LAP	Palm Coast – Whiteview Trail Design/Build – LAP	Palm Coast – SR 100 Trail Improvements – LAP	Palm Coast –East Hampton Trail – LAP	Maximum Blvd Phase II Roadway – LAP	Tenth Street, Volusia County	Rhode Island Avenue	St. Johns Parkway (Phases I, II, & III)	Winter Park Drive	Echo Terrace Drainage Improvements	Bella Cruz Parkway, Polk County	Palm Coast Roadway Network	Symphony Drive	SRF Funded Swale Rehabilitation Project	Foxwood Park Phase I Improvements	Ravenwood Drive/White View Parkway Multi-Use Path	Glenn Branch Park	Mill Creek Drainage Improvements (Year 1-3)	City of Sanford – 2nd Street Drainage Improvements	Oleander Avenue	Monroe Avenue	Palmetto Avenue	Lake Colins Recreation Improvements	Winter Springs Stormwater Master Plan	Winter Springs – Tuskawilla Sidewalks	Bell Shoals Road	Ponce Inlet Parks	Spring Hill Park/Trail	Ivy Lane Recreation Park	Earl Brown Park Improvements	Deltona Splash Park	North Jetty Park Improvements	Lake Mary Sports Complex
FDOT LAP/JPA Funding	●		●		●		●		●		●				●																									
EEOE ARRA Reporting	●		●																																					
Design/MOT	●		●		●		●		●		●		●		●		●		●		●		●		●		●		●		●		●		●		●		●	
CEI/Contract Administration	●		●				●		●		●				●		●		●		●		●				●		●		●									
Parks					●		●																●						●		●		●		●		●		●	
Geotechnical/Materials	●		●		●		●		●		●		●		●		●		●		●		●				●		●		●		●		●		●		●	
Greenway/Trails/Sidewalks			●		●		●		●		●		●		●		●		●		●		●						●		●		●		●		●		●	
Bridges/Streetscape/Boardwalks			●		●		●				●																									●				
Environmental Permitting					●				●		●		●		●		●								●								●		●		●		●	

COMPANY HISTORY

CPH prides itself in its capability to "provide quality and innovation for design and construction." In every aspect of the business, CPH takes pride in providing timely, cost effective and appropriate engineering services to support its clients and help them achieve their objectives. Known as a leading multi-disciplinary consulting engineering firm, CPH provides services in the following areas:

- Master Planning
- Engineering Services (Civil and Utilities)
- Architectural Services/Landscape Architecture
- Water/Wastewater/Reclaimed/Stormwater Systems
- Hydraulics and Hydrology
- Environmental Sciences
- Transportation engineering including traffic planning and design
- Land Planning/Zoning
- Construction Engineering and Inspection/Construction Management
- Surveying & Mapping
- Other related fields

The Firm has been providing services in the area since the 1960's and the Firm has been established since 1981 as a privately-owned Florida Corporation. In keeping with the company's philosophy to assure responsive and cost effective service, CPH has grown with branch offices housing approximately 210 employees in Florida, Connecticut, Maryland, Texas and Puerto Rico with the firm's Corporate Headquarters located in Sanford, Florida. CPH's commitment to providing the highest level of service in an affordable manner has been achieved through emphasis on personalized services and direct involvement of top level CPH personnel, especially the owners of the corporation.

3. Key Personnel

We have carefully evaluated the RFQ document, including available information, and have assembled a team that has the expertise and background to work on the Lakeshore Multi-Purpose Trail project. In addition to the assigned staff, CPH has the ability to pull from over 210 staff members to assist in design and construction services. Our total level of in-house resources consists of engineers, designers, environmental scientists, contractors, architects, surveyors, planners, GIS analysts, and landscape architects. The chart below identifies our project team and their qualifications.

Name	Title	Years of Exp. Years with CPH	Education/Licenses
David A. Gierach, P.E., CGC	Principal-in-Charge	Total 31 With CPH 27	B.S. in Environmental Engineering, University of Florida Professional Engineer – FL (No. 38642) General Contractor License – FL (No. 060789)
Kurt R. Luman, Jr., P.E.	Project Manager	Total 16 With CPH 15	B.S. in Civil Engineering, University of Central Florida Professional Engineer – FL (No. 65036) Advanced Maintenance of Traffic, NCEES, Critical Structures Construction Issues Course
Matthew Cushman, P.E.	Project Engineer	Total 9 With CPH 7	B.S. in Aerospace Engineering, Embry-Riddle Aeronautical College Professional Engineer – FL (No. 73150) Traffic Signal Inspector/IMSA Certified – FL
James K. Winter, RLA, CLARB	Landscape Architect	Total 33 With CPH 9	B.A. in Landscape Architecture, Mississippi State University Registered Landscape Architect – FL (No. 0000911) CLARB Certified – (No. 5203)
Thomas J. Galloway, PSM	Project Surveyor	Total 24 With CPH 13	B.S. in Surveying and Mapping, University of Florida Professional Surveyor & Mapper – FL (No. 6549) NCEES Council No. 1291
Amy E. Daly, LEED AP	Environmental Scientist	Total 22 With CPH 10	B.S. in Biological Sciences, Florida State University M.B.A., FMU, Summa Cum Laude U.S. Army Corps of Engineers Wetland Delineator Florida Unified Mitigation Methodology Course Qualified Stormwater Management Inspector Prescribed Burner/ LEED Accredited Professional Authorized Gopher Tortoise Agent (GTA-09-00145B)
David A. Landers	Arborist	Total 20 With CPH 6	B.S. in Zoology, University of South Florida B.A. in Russian, University of South Florida Qualified Stormwater Management Inspector FDOT Certified, Water Quality Impact Evaluator/ ISA Certified Arborist Prescribed Fire Course/SSI Advanced Open Water SCUBA Diver

Subconsultants

Tindale-Oliver & Associates, Inc.
Planning and Engineering

Name	Title	Years of Exp.	Education/Licenses
Ginger Corless, AICP, CPRP	Concept Planning/ Public Involvement	30	BS, Ornamental Horticulture/Landscape Design, Auburn University Park Planning & Maintenance AICP #011315 Certified Parks & Recreation Professional (CPRP) Crime Prevention Through Environmental Design Specialist (CPTED) FDOT Public Involvement Specialist
Mark Erquil	Wayfinding/ Signage	24	Bachelor of Fine Arts (BFA), Auburn University, AL

BPA

Name	Title	Years of Exp.	Education/Licenses
Randy Augat	QA/QC	26	B.A. Florida State University American Society of Civil Engineers American Society of Highway Engineers American Water Works Association
Peter Acel, P.E.	Structural Engineer	36	M.S. Civil Engineering (Structures) - University of California, Berkeley B.S. Civil Engineering - University of California, Berkeley Professional Engineer - Florida #41699

Terracon

Name	Title	Years of Exp.	Education/Licenses
Doug Baker, P.E.	Geotechnical Engineer	24	B.S. in Civil Engineering, University of South Florida Registered Professional Engineer, Florida #48943

David A. Gierach, P.E., CGC/*Principal-in-Charge*

Mr. Gierach services CPH as President, and has over 31 years of experience in engineering and construction for projects that include roads, treatment facilities, pump/lift stations, drainage, pipelines, and vertical construction projects. He has managed the planning, design, permitting, and construction of projects that range from $1 Million to projects over $200 Million in value. He has provided services to clients including the Cities of Palm Coast, Sanford, Lake Mary, Casselberry, Winter Springs, Orlando, the U.S. Navy and Volusia County among numerous others.

Years of Service With Proposer:
27 Years

Years of Experience:
31 Years

Academic Credentials
B.S. in Environmental Engineering, University of Florida

Licenses
Professional Engineer – FL (No. 38642)
General Contractor License – FL (No. 060789)

Expertise:

- Project Management
- Roadway/Transportation
- Construction Administration
- Master Water/Wastewater/Reclaimed Water Plans
- Major Wastewater Treatment Plants, Water Reclamation Facilities, Wastewater Collection Systems, and Reclaimed Water Systems
- Planning, Design and Engineering Services during construction for water, wastewater, and reclaimed water type projects
- Process Design/Analysis
- Design and Construction of water supply, treatment and distribution systems
- Advanced Treatment Standards
- Sludge Handling/Disposal Systems
- Stormwater Management

Alabama Avenue Greenway (FDOT LAP)

- Civil, Planning, Survey, Landscape Architecture, Permitting
- 1.4 Mile Multi-Use Path/ 12' Wide
- Planning and Study of 5 Mile Extension Phase II
- FDOT LAP Project
- Extensive Public Involvement
- Limited ROW and Easements
- Traffic Calming and Pedestrian Crossings
- "Florida Friendly" Landscape Design

Seminole Wekiva Trail (FDOT LAP)

- Civil, Survey, Landscape Architecture, Permitting
- 2.3 Mile Multi-Use Path/14' Wide
- FDOT LAP Project
- Extensive FDOT Coordination
- Coordination with multiple municipalities
- Gopher Tortoise Relocation
- Traffic Signal Modifications

Sanford Riverwalk, Phase II (FDOT LAP)

- Civil, Permitting, Survey, Planning
- FDOT LAP Project
- Extensive FDOT , FDEP, and SJRWMD Coordination
- 3.25 Mile Multi-Use Path/ 14' Wide
- Parking and Boardwalk
- Seawall Replacement

Easthampton Multi-Use Trail (FDOT LAP)

- Civil, Landscape Architecture, Permitting, Survey, Planning
- 1.25 Mile Concrete Trail /10' Wide
- FDOT LAP Project
- Pedestrian Bridge

Ravenwood/Whiteview Multi-Use Trail (FDOT LAP)

- Civil, Landscape Architecture, Permitting, Survey, Planning
- 0.5 Mile Concrete Trail /8' Wide

Belle Terre Parkway Four-Laning

- 4.1 miles of a four-lane divided roadway, four 12-foot travel lanes and two four-foot bicycle lanes
- General traffic engineering services including access management studies, traffic volume projections and traffic signal warrant analysis

Kurt R. Luman, Jr., P.E./*Project Manager*

Kurt Luman serves the firm of CPH in the capacity of Vice President of our Transportation Services He is responsible for managing, engineering, and designing roadway, traffic, and trail projects, including geometric design, stormwater management systems, traffic intersections, and traffic control plans. He also is responsible for the preparation and processing of permits through various regulatory agencies including FDOT Local Agency Program (LAP) projects In addition to highway and traffic design Mr Luman has experience in preparing stormwater pollution prevention plans, construction estimates and site inspections.

Years of Service With Proposer:
15 Years

Years of Experience:
16 Years

Academic Credentials
B.S. in Civil Engineering, University of Central Florida, 2001

Licenses
Professional Engineer - FL (No. 65036)
Advanced Maintenance of Traffic

Expertise:

- Roadway Design, including:
  - Major arterials, collectors, and local streets
  - Intersection geometry
  - Round-a-bouts/Traffic calming
- Roadway Analysis
  - PD&E
  - Pond Siting Reports
  - Design Studies
- Trails and Shared-Use Paths
- Signing and Pavement Marking
- Maintenance of Traffic Plans
- Streetscapes
- Drainage/Flood Plain
- FDOT Coordination
- Permitting
- Public Involvement

Alabama Avenue Greenway (FDOT LAP)

- Civil, Planning, Survey, Landscape Architecture, Permitting
- 1.4 Mile Multi-Use Path/ 12' Wide
- Planning and Study of 5 Mile Extension Phase II
- FDOT LAP Project
- Extensive Public Involvement
- Limited ROW and Easements
- Traffic Calming and Pedestrian Crossings
- "Florida Friendly" Landscape Design

Seminole Wekiva Trail (FDOT LAP)

- Civil, Survey, Landscape Architecture, Permitting
- 2.3 Mile Multi-Use Path/14' Wide
- FDOT LAP Project
- Extensive FDOT Coordination
- Coordination with multiple municipalities
- Gopher Tortoise Relocation
- Traffic Signal Modifications

Sanford Riverwalk, Phase II (FDOT LAP)

- Civil, Permitting, Survey, Planning
- FDOT LAP Project
- Extensive FDOT , FDEP, and SJRWMD Coordination
- 3.25 Mile Multi-Use Path/ 14' Wide
- Parking and Boardwalk
- Seawall Replacement

Easthampton Multi-Use Trail (FDOT LAP)

- Civil, Landscape Architecture, Permitting, Survey, Planning
- 1.25 Mile Concrete Trail /10' Wide
- FDOT LAP Project
- Pedestrian Bridge

Ravenwood/Whiteview Multi-Use Trail (FDOT LAP)

- Civil, Landscape Architecture, Permitting, Survey, Planning
- 0.5 Mile Concrete Trail /8' Wide

Belle Terre Parkway Four-Laning

- 4.1 miles of a four-lane divided roadway, four 12-foot travel lanes and two four-foot bicycle lanes
- General traffic engineering services including access management studies, traffic volume projections and traffic signal warrant analysis

Matthew C. Cushman, P.E./*Project Engineer*

Matthew Cushman serves the firm of CPH as a Project Engineer. He is responsible for the design and engineering of transportation infrastructure, grading, signalization, drainage, as well as the preparation and processing of permits through statewide regulatory agencies. Prior to working with CPH, Mr Cushman worked as a Traffic Signal Designer and Inspector for the F.D.O.T. District 5 Traffic Operations in Deland, FL. The FDOT position included the design of District 5 transportation systems and the signalization of major state road intersections Mr. Cushman has designed transportation improvements and throughout the State of Florida

Years of Service With Proposer:
8 Years

Years of Experience:
9 Years

Academic Credentials
B.S. in Aerospace Engineering, Minor in Mathematics and Foreign Relations, Embry-Riddle Aeronautical College, 1998-2004

Licenses
Professional Engineer – FL (No. 73150)
Traffic Signal Inspector, IMSA Certified - FL

Expertise:
- Traffic Signal Design
- Highway Design
- Stormwater Design
- Permitting

Sanford Riverwalk, Phase II (FDOT LAP)
- Civil, Permitting, Survey, Planning
- FDOT LAP Project
- Extensive FDOT , FDEP, and SJRWMD Coordination
- 3.25 Mile Multi-Use Path/ 14' Wide
- Parking and Boardwalk
- Seawall Replacement

Easthampton Multi-Use Trail (FDOT LAP)
- Civil, Landscape Architecture, Permitting, Survey, Planning
- 1 25 Mile Concrete Trail /10' Wide
- FDOT LAP Project
- Pedestrian Bridge

Ravenwood/Whiteview Multi-Use Trail (FDOT LAP)
- Civil, Landscape Architecture, Permitting, Survey, Planning
- 0.5 Mile Concrete Trail /8' Wide

Belle Terre Parkway Four-Laning
- 4 1 miles of a four-lane divided roadway, four 12-foot travel lanes and two four-foot bicycle lanes
- General traffic engineering services including access management studies, traffic volume projections and traffic signal warrant analysis

Alabama Avenue Greenway (FDOT LAP)
- Civil, Planning, Survey, Landscape Architecture, Permitting
- 1.4 Mile Multi-Use Path/ 12' Wide
- Planning and Study of 5 Mile Extension Phase II
- FDOT LAP Project
- Extensive Public Involvement
- Limited ROW and Easements
- Traffic Calming and Pedestrian Crossings
- "Florida Friendly" Landscape Design

SR 44 & Florida Avenue Drainage Analysis (FDOT LAP)
- Performed drainage study/analysis to determine improvements necessary to alleviate frequent flooding of downtown DeLand
- Analyzed City-wide drainage basins and existing stormwater system
- Provided several improvement options with associated costs and potential flood reduction as a result of each improvement.

James K. Winter, RLA, CLARB/*Landscape Architect*

Mr. Winter serves CPH, and its clientele, as our Director of the Landscape Architecture Department. Mr Winter has over 33 years of experience in Landscape Architecture, including 12 years as Capital Projects Construction Manager for parks and recreations projects within local governments Jim has extensive project management, design and construction administration experience for active and passive parks as well as multi-use trail projects. He also has experience with streetscapes, aquatic facilities and other public works projects

Years of Service With Proposer:
9 Years

Years of Experience:
33 Years

Academic Credentials
B.A. in Landscape Architecture, Mississippi State University

Licenses
Registered Landscape Architect – FL (No. LA 0000911)
CLARB Certified – (No. 5203)

Expertise:

- Landscape Architecture
- Parks
- Gateways/Entry Features
- Streetscapes
- Trails and Multi-Use Paths
- Land Planning
- Commercial Development
- Recreation Planning
- Irrigation Design
- Urban Design
- Lighting
- Sustainable Design

Sanford Riverwalk, Phase II (FDOT LAP)

- Civil, Permitting, Survey, Planning
- LAP Project
- Extensive FDOT Coordination with TPO
- 3.25 Mile Multi-Use Path/ 14' Wide
- 3 Pervious Parking Areas
- Boardwalk
- Seawall Replacement
- Extensive Coordination with SJRWMD and FDEP

Alabama Avenue Greenway (FDOT LAP)

- Civil, Planning, Survey, Landscape Architecture, Permitting
- 2.1 Mile Multi-Use Path/ 12' Wide
- Planning and Study of 5 Mile Extension Phase II
- LAP Funded
- Extensive Coordination with FDOT
- Extensive Public Involvement
- Historic Residential and Business Districts
- Limited ROW and Easements
- "Florida Friendly" Landscape Design

Seminole Wekiva Trail (FDOT LAP)

- Civil, Survey, Landscape Architecture, Permitting
- 2.5 Mile Multi-Use Path/14' Wide
- LAP Funded
- Extensive FDOT Coordination
- Coordination with multiple municipalities

Winter Springs Blumberg Avenue

- Trail design to resemble a walk-through French Provincial Garden
- Series of garden rooms created, highlighted by garden pavilions, classical pergolas and a welcoming fountain

Winter Springs Magnolia Square

- Fountain developed as focal element
- Planting Design, Irrigation Design, and Furniture and Lighting Selection

Lake Monroe Trail

- 12' wide multi-purpose trail, approximately 2 4 miles in length

Thomas J. Galloway, PSM/*Project Surveyor*

Mr. Galloway has over 24 years of experience in the surveying and mapping profession, and has a Bachelor of Science of Surveying and Mapping from the University of Florida. His experience ranges from working in the field and office on small to large development projects, to serving as Party Chief/Survey CADD Technician, Project Manager and Survey Manager. Mr. Galloway has served as Principal and Director of the Surveying Division of the firm since its establishment in 2001. He has overseen the department's growth from two survey crews to managing the current seven survey crews. Additionally Mr Galloway has been personally involved in over 2,500 surveys while at CPH.

Years of Service With Proposer:
13 Years

Years of Experience:
24 Years

Academic Credentials
B.S. in Surveying and Mapping, University of Florida, 1992

Licenses
Professional Surveyor & Mapper - FL (No. LS6549)
Professional Land Surveyor – PR (No. 23387) & AL (No. 31338-S)
Professional Land Surveyor - DC (No. LS906192)

Certification
NCEES Council #1291

Expertise:
- Surveying and Management
- Highway Projects
- Land Development/Commercial and Private Projects
- Municipal Projects

Other Relevant Experience:
- Seminole County
- Pollo Tropical
- Hibiscus Homes
- KB Homes
- City of Winter Springs
- Orange County Utilities
- Florida Power & Light
- McDonald's Corporation
- City of Tampa
- City of Punta Gorda
- Jackson Memorial Hospital
- Toho Water Authority
- Habitat for Humanity
- Lowe's Home Centers

Sanford Riverwalk, Phase II (FDOT LAP)
- Civil, Permitting, Survey, Planning
- FDOT LAP Project
- Extensive FDOT , FDEP, and SJRWMD Coordination
- 3 25 Mile Multi-Use Path/ 14' Wide
- Parking and Boardwalk
- Seawall Replacement

Easthampton Multi-Use Trail (FDOT LAP)
- Civil, Landscape Architecture, Permitting, Survey, Planning
- 1.25 Mile Concrete Trail /10' Wide
- FDOT LAP Project
- Pedestrian Bridge

Ravenwood/Whiteview Multi-Use Trail (FDOT LAP)
- Civil, Landscape Architecture, Permitting, Survey, Planning
- 0 5 Mile Concrete Trail /8' Wide

City of Sanford – Boundary, Topographic and As-built Surveys, Construction Stakeout and High Definition Laser Scanning
- First Street Streetscape Project
- Multiple Waste Water Treatment Plants
- Pine Avenue Water Main
- Multiple Lift Stations
- Magnolia Avenue Streetscape

Alabama Avenue Greenway (FDOT LAP)
- Civil, Planning, Survey, Landscape Architecture, Permitting
- 1 4 Mile Multi-Use Path/ 12' Wide
- Planning and Study of 5 Mile Extension Phase II
- FDOT LAP Project
- Extensive Public Involvement
- Limited ROW and Easements
- Traffic Calming and Pedestrian Crossings
- "Florida Friendly" Landscape Design

Seminole Wekiva Trail (FDOT LAP)
- Civil, Survey, Landscape Architecture, Permitting
- 2 3 Mile Multi-Use Path/14' Wide
- FDOT LAP Project
- Extensive FDOT Coordination
- Coordination with multiple municipalities
- Gopher Tortoise Relocation
- Traffic Signal Modifications

Amy E. Daly, LEED AP/*Environmental Scientist*

Mrs. Amy Daly, LEED AP, Director of Environmental Services, as principle scientist, has 22 years of environmental consulting experience with project management, environmental resource assessments, wetland delineation, permitting, mitigation design and implementation, land management, habitat mapping, jurisdictional determinations, wetland functional analyses, protected wildlife surveys and management programs, field survey design and habitat restoration, tortoise surveys, permitting and expert witness services.

Years of Service With Proposer:
10 Years

Years of Experience:
22 Years

Academic Credentials
B.S. in Biological Sciences, Florida State University, 1991
M.B.A., FMU, Summa Cum Laude, 1997

Certifications
U.S. Army Corps of Engineers Wetland Delineator, Florida Unified Mitigation Methodology Course, FDEP Certified Stormwater Inspector, Prescribed Burner, Authorized Gopher Tortoise Agent (GTA -09-00145A), LEED Accredited Professional

Expertise:
- Environmental Resource Permitting
- Protected Species Surveys
- Protected Species Permitting/Relocation
- Wetland Delineation
- Mitigation Design, Monitoring & Implementation
- Ecological Assessments
- Habitat Management
- WUP/CUP Permitting
- Water Quality Monitoring and Assessment
- Wetland Impact Analysis
- FDEP and FDOT Coordination

Professional Affiliations:
- National Association of Environmental Professionals
- Florida Association of Environmental Professionals, Board Member, 2000-2008, Vice President, 2003-2005, President, 2005-2008
- Central Florida Association of Environmental Professionals, Board Member, 1997-2001, Newsletter Editor & Secretary, 1997-2000
- Society of Wetland Scientists
- NAIOP
- Association of Eminent Domain Professionals
- Student Pilot
- FSAWWA, Water Quality and Resources Division, Division Secretary 2011-present

Florida Keys Overseas Heritage Trail, Monroe County, Florida
- Permitting of Trail from Key West to Key Largo

Seminole Wekiva Trail (FDOT LAP)
- Civil, Survey, Landscape Architecture, Permitting
- 2.3 Mile Multi-Use Path/14' Wide
- LAP Funded
- Extensive FDOT Coordination
- Coordination with multiple municipalities
- Gopher Tortoise Relocation
- Traffic Signal Modifications

Alabama Avenue Greenway (FDOT LAP)
- Civil, Planning, Survey, Landscape Architecture, Permitting
- 1.4 Mile Multi-Use Path/ 12' Wide
- Planning and Study of 5 Mile Extension Phase II
- Extensive Coordination with FDOT
- Extensive Public Involvement
- Historic Residential and Business Districts
- Limited ROW and Easements
- Traffic Calming and Pedestrian Crossings
- "Florida Friendly" Landscape Design

Belle Terre Multi-Use Path (FDOT LAP)
- Civil, Landscape Architecture, Permitting, Survey, Planning
- LAP Project with ARRA Funding
- 3.5 Mile Asphalt Trail /10' Wide
- 1.2 Mile Concrete Trail /10' Wide
- Extensive FDOT Coordination

Punta Gorda Linear Park/Multi-Use Trail (FDOT LAP)
- Civil, Survey, Landscape Architecture, Permitting
- 3,040 Linear Feet Multi-Use Trail/10 ' Wide
- LAP Funded
- Pedestrian Bridges over waterways and environmentally sensitive areas
- Intersection and Streetscape Improvements Extensive FDOT Coordination

Easthampton Multi-Use Trail (FDOT LAP)
- Civil, Landscape Architecture, Permitting, Survey, Planning
- 1.25 Mile Concrete Trail /10' Wide
- Extensive FDOT Coordination
- Pedestrian Bridge

David Landers/*Arborist*

As a scientist for more than 20 years, Mr. Landers has extensive experience in managing and conducting biological assessments and related studies These efforts have typically involved projects requiring Dredge and Fill, Environmental Resource Permits, consent to use sovereign submerged lands, and applications of the Endangered Species Act. Mr. Landers has extensive experience in the environmental aspects of transportation planning, final design and design-build projects

Years of Service With Proposer:
6 Years

Years of Experience:
20 Years

Academic Credentials
B.S. in Zoology, University of South Florida, 1993
B.A. in Russian, University of South Florida, 1993

Certifications
FDEP Certified Stormwater Inspector & Certified Trainer
Water Quality Impact Evaluation, FDOT Certification Number 186, 1995
Prescribed Fire Course
SSI Advanced Open Water SCUBA Diver

Principal Areas of Expertise:
- Wetland Delineation
- Wildlife Surveys
- Ecological Assessments
- Environmental Permitting
- Habitat Mapping
- Environmental Support for Transportation Projects
- Environmental Support for Design-Build and Construction Projects

Professional Affiliations:
- Florida Association of Environmental Professionals

I Florida Keys Overseas Heritage Trail, Monroe County, Florida
- Permitting of Trail from Key West to Key Largo

Seminole Wekiva Trail (FDOT LAP)
- Civil, Survey, Landscape Architecture, Permitting
- 2 3 Mile Multi-Use Path/14' Wide
- LAP Funded
- Extensive FDOT Coordination
- Coordination with multiple municipalities
- Gopher Tortoise Relocation
- Traffic Signal Modifications

Alabama Avenue Greenway (FDOT LAP)
- Civil, Planning, Survey, Landscape Architecture, Permitting
- 1 4 Mile Multi-Use Path/ 12' Wide
- Planning and Study of 5 Mile Extension Phase II
- Extensive Coordination with FDOT
- Extensive Public Involvement
- Historic Residential and Business Districts
- Limited ROW and Easements
- Traffic Calming and Pedestrian Crossings
- "Florida Friendly" Landscape Design

Belle Terre Multi-Use Path (FDOT LAP)
- Civil, Landscape Architecture, Permitting, Survey, Planning
- LAP Project with ARRA Funding
- 3 5 Mile Asphalt Trail /10' Wide
- 1 2 Mile Concrete Trail /10' Wide
- Extensive FDOT Coordination

Punta Gorda Linear Park/Multi-Use Trail (FDOT LAP)
- Civil, Survey, Landscape Architecture, Permitting
- 3,040 Linear Feet Multi-Use Trail/10 ' Wide
- LAP Funded
- Pedestrian Bridges over waterways and environmentally sensitive areas
- Intersection and Streetscape Improvements Extensive FDOT Coordination

Easthampton Multi-Use Trail (FDOT LAP)
- Civil, Landscape Architecture, Permitting, Survey, Planning
- 1 25 Mile Concrete Trail /10' Wide
- Extensive FDOT Coordination
- Pedestrian Bridge

Ginger Corless, AICP, CPRP

Parks, Trails & Recreation Facility Planner/Programmer

Tindale-Oliver & Associates, Inc.
Planning and Engineering

Education

BS, Ornamental Horticulture/ Landscape Design, Auburn University

Park Planning & Maintenance School Graduate

Years of Experience

30

Certifications

AICP #011315

Certified Parks & Recreation Professional (CPRP)

Crime Prevention Through Environmental Design Specialist (CPTED)

FDOT Public Involvement Specialist

Professional Affiliations

American Planning Association (APA)

Florida Planning & Zoning Association (FPZA)

Florida Recreation & Parks Association (FRPA)

National Recreation & Parks Association (NRPA)

Ginger joined TOA, after directing the planning, urban design and parks/recreation efforts for Herbert-Halback, Inc (HHI Design) for 23 years. She is a Principal with TOA and also serves as Vice President of TOA Design, the firms community planning and design division of which Landscape Architecture is an area of expertise.

Ginger is a certified community planner, parks and recreation professional, public outreach and Crime Prevention Through Environmental Design (CPTED) specialist. She has 30 years of experience providing planning, programming, design and implementation services for parks, trails and recreation facilities throughout Florida. Assignments have included parks and recreation master plans, active and passive parks, community and recreation centers, sports facilities, blueways, greenways and trails projects.

Ginger served as the Principal-In-Charge leading HHI Design's (now TOA Design) efforts to complete the City of Deltona's Urban Design Master Plan, Urban Design Pattern Book, develop concepts for city wide unified signage, wayfinding signage, intersection improvements, median landscape enhancements and as a sub-consultant provided design and implementation services for Deltona's Thornby Park.

The following lists some of Ginger's similar parks and recreation experience. Trails projects and assignments containing trails as components have been indicated in **bold text**.

REPRESENTATIVE PROJECTS

Recreational Planning & Park Design

- Blueways Master Plan; Flagler County, FL
- **Caloosahatchee Regional Park & Trails; Lee County, FL**
- Cambier Park; Naples, FL
- **Carney Island Recreation Area & Trails; Marion County, FL**
- **Cecil Recreational Facility & Trails; Jacksonville, FL**
- Central Park Master Plan Update; Ocoee, FL
- **Chain-of-Lakes Downtown Trailhead Park; Winter Haven, FL**
- Citywide Parks & Recreation Master Plan; Lantana, FL
- Citywide Parks & Recreation Master Plan; Winter Garden, FL
- Citywide Parks & Recreation Master Plan; Winter Haven, FL
- Comprehensive Parks & Recreation Master Plan; Escambia County, FL
- Countywide Parks & Recreation Master Plan; Lake County, FL
- Countywide Recreational Master Plan; Alachua County, FL
- DeBary Hall Historic Site; Volusia County, FL
- Donnelly & Gilbert Parks; Mount Dora, FL
- **Dr. P. Phillips Community Park & Fitness Trail, Orange County, FL**
- Embry Riddle Sports Aeronautical University Complex; Daytona Beach, FL
- Equestrian Park; Escambia County, FL

Ginger Corless, AICP, CPRP

- Flagship Harbor Preserve; Flagler County, FL
- Freedom Park; Ocoee, FL
- John H Jackson Neighborhood Center; Orlando, FL
- Kaley Square Park; Orlando, FL
- Kelly Park; Orange County, FL
- Lake Cane Marsha Park; Orange County, FL
- Lake Eola Park Additions; Orlando, FL
- Lake Lily Park; Maitland, FL
- Lake Maude Recreation Complex Master Plan; Winter Haven, FL
- **Lake Tibet-Butler Nature Preserve & Trails; Orange County, FL**
- Lexington Terrace Park; Escambia County, FL
- Malacompra Park; Flagler County, FL
- Minnehaha Park; Maitland, FL
- Lake Eola Park Improvements, Orlando, FL
- Lake Maude Nature Park, Winter Haven, FL
- Mill Lake Park, Orange City, FL
- Multi-Purpose Sports Facility; Escambia County, FL
- **North Lake Community Park & Fitness Trail, Lake County, FL**
- **Parks, Recreation & Trails Master Plan, Lake County, FL**
- **Parks, Recreation & Trails Master Plan, Winter Haven, FL**
- **North Colonial Linear Park; Ft. Myers, FL**
- Pellicer Creek Conceptual Management Plan; Flagler County, FL
- Princess Place Preserve; Flagler County, FL
- Recreation & Open Space Element; Palm Coast, FL
- Recreation Services Consolidation Plan; Valdosta, GA
- Recreation Master Plan, Winter Garden, FL
- Robert L. Taylor Community Center; Sarasota, FL
- Roger's Tract Park Feasibility Study; Ocoee, FL
- Sensory Garden Park, South Daytona, FL
- **Shingle Creek Regional Trail, Orlando, FL**
- Tennis Complex Feasibility Study & Master Plan; Doughtery, GA
- **Trails Master Plan & FCT Management Plan; Leesburg, FL**
- Veterans Memorial Park; Hillsborough County, FL
- **Walt Disney World Recreational Trails Master Plan; Lake Buena Vista, FL**

Mark Erquitt

Graphic Designer/Signage Specialist

Tindale-Oliver & Associates, Inc.
Planning and Engineering

Education

Bachelor of Fine Arts (BFA)
Auburn University, AL

Years of Experience

24

Mark has over 24 years of experience providing professional graphic design services to public and private entities throughout Florida. His experience includes the design of signage for parks and trails, monuments, gateways, vehicular and pedestrian wayfinding systems, information kiosks and interpretative signage. He is also skilled at brand and identity development, logo design, communications collateral design, website content management, plan graphics, visualization renderings and modeling.

Mark provided urban design and graphic design services to assist to complete the City of Deltona's Urban Design Master Plan, Urban Design Pattern Book, develop concepts for city wide unified signage, wayfinding signage and park signage. Mark's approach to unified park signage is reflected in the entry signage for Deltona's Thornby Park for which he developed design criteria for as part of the City's Urban Design Pattern Book.

Mark will coordinate the research, analysis, strategy, programming, schematic design, design development, design intent drawings, bid support and construction administration activities for trail signage and interpretative displays as required.

The following lists some of Mark's similar signage experience. Trails projects and assignments containing trails as components have been indicated in **bold text**.

REPRESENTATIVE PROJECTS

- Disney's Entry Gateways; Lake Buena Vista, FL
- **Dr. P. Phillip's Community Park Trail Signage; Orange County, FL**
- CRA Gateways, Wayfinding Signage System & Transit Facilities; Holly Hill, FL
- Gateway Signage Concepts; Merritt Island, FL
- Gateway Signage Concepts; South Daytona, FL
- International Plaza Resort Entry Sign Design; Orlando, FL
- Legacy Park Brand Development & Monument Entry Sign; Polk County, FL
- Monument Gateway & Park Concepts; Avon Park, FL
- **Parks Entry Signage Standards; Lake County, FL**
- **Parks & Recreation, Branding, Signage & Entries; Osceola County, FL**
- Roney Palace Environmental Graphics; Miami Beach, FL
- Sawgrass Plantation Entry Signage; Orange County, FL
- **Shingle Creek Trail & Interpretative Signage; City of Orlando, FL**
- Signage Guidelines; St Augustine, FL
- Soul of Aruba Resort Entry Signage Concepts; Aruba
- TDC Gateway Concepts; Panama City Beach, FL
- Town Center Riverwalk Logo & Signage; Port Orange, FL
- University of Central Florida Wayfinding Signage System; Orange County, FL
- Vero Beach Wayfinding Signage System Plan; Vero Beach, FL
- City of Wauchula/Hardee County Brand Development; Hardee County, FL
- Wayfinding Signage Master Plan; Vero Beach, FL
- Windsor Walk Apartments Property Identity & Signage; Orlando, FL
- Yates Ranch Entry Signage Concepts; Orange County, FL

RANDY AUGAT
Senior Project Manager

EXPERIENCE
26 Years

EDUCATION
B.A. Florida State University

PROFESSIONAL AFFILIATIONS
American Society of Civil Engineers

American Society of Highway Engineers

American Water Works Association

Mr. Augat's experience includes designing multi-use trails, greenways, parks, site planning, roadways, utility systems and storm sewers. His projects include design, environmental permitting, project management, and construction administration.

He has served as Project Manager on projects ranging from trail, park, roadway, and international airport expansion projects to site plans for commercial developments, public schools, master planned residential communities and redevelopment streetscapes He has permitted site plans, planned unit developments, roadways, water, sanitary sewer, and stormwater projects through the DEP, Water Management Districts, DNR, ACOE, DOT, and county and municipal governments

PROJECTS

Tephford Park, Tamarac FL. Project Manager Civil design and permitting of a 22-acre city park adjacent to a SFWMD canal Project included 8' wide concrete paths, landscaping, playground, fishing dock, public art, picnic and group pavilions, restrooms, park amenities, signage, and sanitary sewer lift stations Design included the permitting of the project through SFWMD, Florida DEP, and Broward County Environmental Services

Manatee Island Park, Daytona Beach FL Project Manager. Civil engineering design and permitting of a 2-acre city park on an island in the Intercoastal waterway. Project included 8-foot wide asphalt trail, restroom facility, lift station, landscaping, wood vehicle/pedestrian bridge, boat dock, playground, and picnic and group pavilions. Design included permitting of the project through SJRWMD, Florida DEP, and City of Daytona Beach Fire Services.

Halifax Harbor Marina and Park, Daytona Beach. FL. Project Engineer. Design and permitting of a 12-acre city marina and park on the Intercoastal. Project included trails, restrooms, lift station, landscaping, wooden dock, playground, and picnic pavilions Also responsible for the permitting through SJRWMD, FDEP and the City of Daytona Beach.

Bill Frederick Park, Orlando FL. Project Manager. Design and permitting of an overflow parking lot at this 178-acre park. Services included grading, erosion and sedimentation controls, parking lot design, and permitting the project through the SFWMD.

Doris Leeper Spruce Creek Preserve and Recreation Area, Volusia County FL. Project Engineer. The 2,000-acre preserve includes trails, trail heads, and pavilions. Design of a new secondary entrance to the park that provided a connection to the park from Creek Shore Trail. Project included sensitive permitting issues through protected and archeologically rich areas. The entrance road crossed wetlands, Turnbull-era canal, and areas with protected species and required permitting through SJRWMD, ACOE, FFWCC, and FL Division of Historical Resources.

Broward County Greenways, Broward County FL. Project Engineer. Design, permitting and construction documents of 55+ miles of 12' wide multi-use trails The 3 trails will be constructed along SFWMD canal rights-of way and within FDOT, county and city roadway rights-of-way. The trails include 12' paved trails as well as equestrian trails Project included stormwater and municipal permitting and a public outreach program. Design included trail signage, pedestrian bridges, splitter islands, intersection design, landscaping, drainage, site amenities and public art

West Orange Trail, Orange County FL. Responsible for permitting the drainage, stormwater and wetland impacts on the project. The project was the design of fourteen miles of paved multi-use trails, equestrian trail, parking areas, retention ponds, pedestrian bridges, and utility relocations.

RANDY AUGAT
Senior Project Manager

PROJECTS

Cady Way Trail, Utility Coordination, FDOT District 5. Project Engineer. Utility relocation coordination on two multi-use trail FDOT LAP projects. The utility relocations followed FDOT guidelines for relocation procedures including Utility Relocation Agreements, Utility Relocation Schedules and the use of JPAs by utility agencies.

Lake Eola, Orlando FL. Project Manager. Prepared the stormwater management plan, design of the drainage system, potable water service, paving and final grading.

Shingle Creek Trail (Oak Ridge Road to Sand Lake Road), Orlando FL. Project Manager Responsible for the design and construction administration for the boardwalk pavilions, and bridge. Design included foundation design for the pre-fabricated bridge over the stormwater pond outfall structure This project is an FDOT LAP project.

Amway Center Streetscape, Orlando FL. Project Manager. Construction documents for streetscape improvements on Division Avenue and Hughey Avenue and South Street from Hughey Avenue to Division Avenue. Improvements include new roadways, sidewalks, lighting, signals, storm sewers, utility connections and removal or relocation of facilities in conflict with the improvements.

Sanford Avenue Streetscape from 1st Street to 6th Street, Sanford FL Project Manager. Panning, civil design, and construction documents for the streetscape improvements, which included brick roadways, on-street parking, sidewalks, lighting, hardscape, street trees, and irrigation, storm sewers, site furnishings, and utility relocations. The project also included site analysis and preliminary planning, drainage design; utility relocations, ADA ramp design, signing and pavement marking plans, permitting; and construction administration.

Clark Street and Lazy Z Lane, Volusia County FL. Project Manager Paving and sidewalk design, drainage design, and permitting.

Blue Springs Avenue, Volusia County FL Project Engineer. Design for 5-foot wide, 1-mile concrete sidewalk constructed within the existing right of way, and preparation of utility permits for submission to FDOT.

Cypress Road Beautification, Pompano Beach FL. Project Engineer. Roadway resurfacing with new medians construction, signing, striping, landscape medians and irrigation.

Canal Street Streetscape between US 1 and the Indian River, New Smyrna Beach FL. Project Engineer. Planning, site analysis, preliminary construction cost estimate, roadway, utility, drainage design and permitting. Project included sidewalk and streetscape design, roadway design with parallel parking, signing and pavement markings, signalized intersections, stormwater sewer system design with new inlets, pipes, and retention pond, new sanitary sewer system with gravity sewer and permitting through SJRWMD, ACOE and Florida DEP.

US 41 (SR 45) from Oscar Scherer Park Entrance to Vamo Way and from Venice Connector to Oscar Scherer Park, Sarasota County, FDOT District 1. Project Engineer. Responsible for roadway design and drainage design along with traffic data collection and analysis and utility coordination. The design upgraded 5-mile section from a 4-lane divided rural highway to a 6-lane urban highway.

SR 8 (I-10) from the Shoal River Bridge to the Walton County Line, Okaloosa County, FDOT District 3. Project Engineer. Preparation of construction plans for 7.5-mile milling and resurfacing of this 4-lane divided interstate Responsible for roadway design, utility coordination, erosion and sedimentation control plans

PETER ACEL, P.E.
Structural Engineer

EXPERIENCE
36 Years

EDUCATION
M.S. Civil Engineering (Structures) - University of California, Berkeley, 1976

B S Civil Engineering - University of California, Berkeley 1975

REGISTRATION
Professional Engineer
Florida #41699
California #28742

PROFESSIONAL AFFILIATION
American Society of Civil Engineers

Mr. Acel's thirty-six years of experience as a structural engineer comprises a broad range of structural design systems, materials, and delivery methods. He has been involved in a wide variety of projects including many with multiple bid packages and compressed schedules. His experience covers structural analysis and design of parking garages, sign structures, airline terminals, office buildings, schools, pump stations, water reclamation facilities, commercial, entertainment, institutional, and industrial facilities. His structural designs include reinforced concrete design of foundations, retaining walls and revetments, masonry, precast panel, tilt-up wall construction, structural steel, loading docks, equipment supports, and platforms.

PROJECTS

Shingle Creek Trail (Oak Ridge Road to Sand Lake Road), Orlando FL. Project Engineer. Responsible for the structural design for the boardwalk pavilions, and bridge. Design included foundation design for the pre-fabricated bridge over the stormwater pond outfall structure

Spec Martin Stadium Renovations, DeLand FL. Structural Engineer. Structural Engineer responsible for the preparation of the schematic design drawings defining the structural construction technology (wall material, thickness, etc), specifications, preliminary cost estimates, and a narrative for the structural elements of the design criteria package.

Walt Disney World, Orlando FL. Structural Engineer. Responsible for the structural analysis, design, and field support for the Walt Disney's Millennium and Fantasmic projects

Continuing Structural Engineering Services for the City of Orlando. Project Manager. Responsibilities included assessment of the stage structural framing in the Bob Carr Performing Arts Centre; structural assessment of Jones High School Athletic Field bleachers; and structural design for the windows and doors of the maintenance building at Eagles Nest Park.

Continuing Building Envelope Services for Orange County. Project Manager. Performed structural inspections and prepared reports of finding for the Mayor's Balcony at City Hall, Orange County Fire Stations 72, 54, 41, and 30, Orange County Regional History Center Cooling Tower, and Orange County Correction Facility/Horizons roof replacement and mechanical repair.

Orange County Convention Center West Building Roof Replacement, Orange County FL. Project Manager. Site visits, review of as built documents, and analyzing and evaluating the existing roof structure in order to meet increased wind loading and recommend repairs.

Concessions and Retail Renovations, Landside Terminal, Orlando International Airport. Structural Engineer. Design of the structural steel framing to facilitate changes in configuration of retail areas in the terminal.

Landside Terminal Level 2A and 2B, Signage Improvements, Orlando International Airport. Structural Engineer responsible for design of signage steel support framing structures that were of four different configurations supporting signs of uniform size. The sign structures were designed to meet current wind-load requirements.

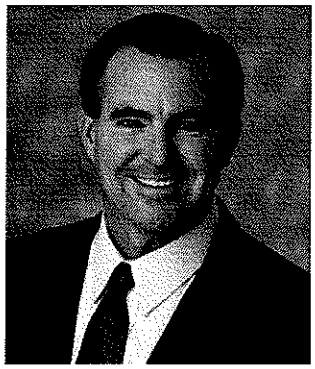
Landside Terminal, Orlando International Airport Structural Engineer. Design of overhead lighting support steel framing design for the lighting and soffit replacement in the terminal

SR 429/CR 437A Interchange, OOCEA. Structural Engineer responsible for the design of highway signs and support structures and foundations to withstand wind loads; calculations; design for the welding of steel and aluminum sign structure components; and soil mechanics.

SR 528 Widening and Dallas Mainline Toll Plaza Ramp, OOCEA. Structural Engineer responsible for the design of the cantilever sign structures and overhead span sign structures for the roadway and toll plaza

SR 417/SR 408 Interchange Modifications (#408-253E), OOCEA. Structural Engineer responsible for structural analysis and design of overhead sign structures.

DOUG BAKER, P.E.
SENIOR PROJECT GEOTECHNICAL ENGINEER



Education
B.S. in Civil Engineering
University of South Florida, 1988

Registrations
Registered Professional Engineer, Florida #48943, 1995

PROFESSIONAL EXPERIENCE
Mr. Baker has 24 years of experience as Project Engineer and Project Manager on numerous geotechnical and environmental projects throughout the State of Florida. His responsibilities include scope development and cost negotiations, project management and report preparation. Mr. Baker has provided geotechnical engineering services for numerous high-rise and low-rise buildings, airports, utilities, water control structures, wetlands, schools and subdivisions. In addition, he has performed engineering services on over 200 projects for the Florida Department of Transportation (FDOT) in Districts 1, 2, 3, 4, 5 and 7 and is thoroughly familiar with FDOT practices and procedures.

PROJECT EXPERIENCE
S.R. 600 (U.S. 92) Shared-Use Path from S.R. 15 to Kepler Road, Volusia County, Florida
Subsurface exploration and geotechnical engineering evaluation for new pedestrian/bicycle shared-use trail approximately 2.5 miles in length; as well as a box culvert extension. A surcharge program was also implemented instead of constructing a 300-foot long bridge over deep organic soils.

Lake Howell Road Pedestrian Bridge, Seminole County, FL
Geotechnical Enginering for pedestrian bridge, roadway and trail.

Dyson Road Pedestrian Bridge, Seminole County, Florida
Geotechnical Engineering for pedestrian bridge, roadway and trail

Kuwannee Trail Pedestrian Bridge Replacement Project, Seminole County, FL
Geotechincal engineering for box culvert replacement of bridge.

U.S. 17/92 Pedestrian Overpass Design/Build Project, Seminole County, Florida
Geotechnical engineering study for a pedestrian bridge over U.S. 17/92.

C.R. 419 Bridge and Pedestrian Bridge over the Econ River, Orange County, Florida
Geotechnical engineering for pedestrian and utility crossing

Clearwater Beach Spur Connector Suspension Bridge, Pinellas County, Florida
Managed subsurface exploration activities and performed a geotechnical engineering evaluation for structure foundations.

Blackwater Heritage Trail, Santa Rosa County, Florida
Geotechnical engineering study for 9.2 miles of trail and 6 pedestrian bridges, including a 300-foot span bridge.

Pinellas Trail Linear Park Bridge, Pinellas County, Florida
Geotechnical engineering for 814-foot pedestrian bridge with 8 spans on drilled shaft foundations over 38th Avenue North (a 4-lane urban highway)

Terracon

McMullen Booth Road Pedestrian Overpass, St. Petersburg, Florida
Geotechnical engineering for pedestrian bridge.

S.R. 5A (Spruce Creek and Rose Bay Bridge Replacement), Volusia County, Florida
Geotechnical engineering evaluations for bridge widenings, drainage and surcharge program for compressible clay soils.

Design/Build for I-95 SR 524 to SR 519, Brevard County, Florida
Geotechnical Engineering and Construction Monitoring for 10 miles of roadway including roadway, drainage, ponds, walls and bridges

I-95 Design Build from south of S.R. 519 (Fiske Boulevard) to south of S.R. 528
Senior geotechnical engineer for design build of a 10 1 mile segment, including interior lane widening and 5 bridge widenings. test pile program, drive criteria, and foundation certifications for bridge widening, drainage/stormwater design, sound walls and overhead signs

I-4 from East of S.R. 559 to East of S.R. 557, Polk County, Florida
Comprehensive geotechnical study for the widening of this roadway segment from 4 to 10 lanes. This project included the widening of 2 bridges.

University of West Florida Major Roadway and Bridge Bayou Crossing, Pensacola, Florida
Geotechnical engineering for two bridges over the Thompson Bayou, retaining wall structures, roadways, ponds and mast-arm signal poles as part of the University=s 102 acre expansion west of the existing campus.

Orlando International Airport Cargo Road Phases 3, 4A and 4C, Orlando, Florida
Geotechnical engineering for widening and resurfacing including a bridge over a canal.

Riverside Acres Community along the Little Wekiva River, Orange County, Florida
Emergency geotechnical engineering for 96-inch diameter drainage pipe used to funnel the Little Wekiva River through a subdivision which was experiencing severe erosion problems. This project also included the design of single span bridges at Pembroke and Drake Drives as well as sheet pile design for the up stream portion of the subdivision.

I-95 Design from south of S.R. 528 to north of S.R. 50, Brevard County, Florida
Senior geotechnical engineer for 12 3 mile segment, including lane widenings and 4 bridge widenings, 2 with scour evaluation, 1 interchange design drainage/stormwater design, box culvert extensions, retaining walls and overhead signs.

I-95 Design from north of S.R. 50 to north of S.R. 46, Brevard County, Florida
Senor geotechnical engineer for 7.6 mile segment, including interior lane widening, 2 bridge widenings, 1 bridge reconstruction, 1 interchange design, drainage/stormwater design, box culvert extensions, retaining walls, sound walls, overhead signs and mast arm signal poles.

S.R. 50 from Florida's Turnpike to Avalon Road, Orange County, Florida
Geotechnical study for widening of roadways, stormwater ponds, retaining walls and bridge culvert.

I-4 Widening from S.R. 434 to Lake Mary Boulevard, Seminole County, Florida
Geotechnical engineering for interstate widening including one bridge and ten stormwater ponds. Project also included remediation of a sinkhole in the travel lanes.

S.R. 417 over Lake Jesup, Seminole County, Florida
Subsurface exploration and foundation design recommendations for twin 1 2 mile long bridges.

S.R. 408 (East-West Expressway) from Tampa Avenue to Division Avenue, Orlando, Florida
Geotechnical engineering for the widening of this 1 25 mile section of roadway including six bridge crossings, retaining walls and exfiltration trenches.

LIST OF SIMILAR CLIENTS

The CPH team has performed numerous similar services for other clients for over 30 years through continuing services contracts. The listing of clients below is a sample of our continuing client base that can attest to the professionalism and the quality of the work product produced by the CPH team.

City of DeLand
Mr. Keith Riger, P.E., City Engineer
1102 S. Garfield Ave.
DeLand, FL 32724
Phone: 386 626.7196
Fax: 386.736 5366
E-Mail: Rigerk@deland.org

City of Lake Mary
Ms. Jackie Sova, City Manager
100 North Country Club Road
Lake Mary, FL 32795
Phone: 407.585 1419
Fax: 407.324 3098
E-Mail: JSova@lakemaryfl.com

City of Palm Coast
Mr. Richard Adams, Public Works Director
2 Utility Dr.
Palm Coast, FL 32137
Phone: 386 986 2351
Fax: 386.986 2391
E-Mail: radams@ci palm-coast.fl us

Volusia County
Ms. Mary Anne Connors, Deputy County Manager
123 W. Indiana Ave.
DeLand, FL 32720
Phone: 386.736 5965
Fax: 386.740.5162
E-Mail: mconnors@co.volusia.fl.us

City of Sanford
Mr. Paul Moore, P.E., Utility Director
P O. Box 1788
Sanford, FL 32772-1788
Phone: 407.688 5106
Fax: 407 330.5679
E-Mail: moorep@sanfordfl.gov

City of Winter Springs
Mr. Kipton Lockcuff, P.E.
Public Works Dir.
1126 East SR 434
Winter Springs, FL 32708
Phone: 407.327 5989
Fax: 407.327.6695
E-Mail: klockcuff@winterspringsfl.org

City of DeLand

"The Athens of Florida"
www.deland.org

1102 South Garfield Avenue
DeLand, FL 32724
Telephone: (386) 626-7169
Fax: (386) 736-5366

May 5, 2011

CPH Engineers, Inc.
500 West Fulton Street
Sanford, FL 32771
Attn: David Gierach, P.E., President

RE: CPH Engineers

To Whom It May Concern:

The City of DeLand has used the services of CPH Engineers for nearly 15 years. CPH has provided the City site design services for our public works complex and City Hall, streetscape designs for Indiana Avenue and Woodland Boulevard, drainage analysis and design for flooding issues, and multi-use trail design for the Alabama Avenue Greenway. We rely on their assistance for projects and issues involving FDOT since they have good relationships and a working knowledge of the organization.

CPH was engaged by the City of DeLand to oversee the preparation of a corridor study connecting the southern urban limits of the City through downtown and north to the City's Sperling Sports complex – a distance of almost 6.5 miles. CPH designed the first and second phases of the chosen trail alignment, a distance of 2 miles, and the first phase is open for use and enjoyment by the public. The southern 3 miles of trail is located in a highly urban area with many roadway and driveway crossings, utility conflicts, and portions lie within the Stetson University campus.

Based on community feedback, the first phase of the trail has been a great success.

CPH initiated design of the first phase of the Alabama Avenue Greenway in late 2009 and the trail construction was completed in April 2011. For the first and second phases, CPH provided survey, design, permitting, and CEI services.

CPH was well qualified to design the trail project and was immediately responsive whenever the City needed their assistance.

Should you like to discuss any of the projects CPH has completed for the City, then please do not hesitate to contact me at 386.626.7197.

Sincerely,

Keith Riger, P.E.
City Engineer, Public Services Director

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Similar Projects for the City of DeLand Include:

- Earl Brown Park Improvements
- Alabama Avenue Greenway LAP
- SR 44/Florida Ave Drainage Improvements (FDOT JPA)
- Indiana Avenue Streetscape
- SR 44 Streetscape CEI (LAP)
- Woodland Boulevard Streetscape (US 17/92)

Similar Projects for the City of Lake Mary Include:

- Rinehart Road Widening
- Lake Mary Gateway
- Lake Mary Trailhead/Park
- Lake Mary Rinehart Multi-Use Trail

Jacqueline B. Sova
City Manager
jsova@lakemaryfl.com

City of Lake Mary

Incorporated in 1973

April 4, 2012

To Whom It May Concern:

CPH Engineers, Inc. has been providing consulting engineering services to the City of Lake Mary since 1975. They have assisted the City in a broad range of engineering areas including water, wastewater, stormwater, recreational facilities, landscape architecture, traffic studies, and road design and construction.

CPH was instrumental in the planning, design, agreements, and construction of the Tri-Party Regional Reclaimed System and Surface Water Augmentation. CPH was pivotal in forming the business model for the regional reclaimed system, and drafting the agreements and reaching consensus among the parties. CPH provided design services for a new wastewater collection system in the City's historic downtown. This design included a submersible duplex pump station, 650 LF of 4" PVC force main, approximately 4,850 LF of gravity lines, 19 manholes, and 70 service laterals. The project involved designing a collection system in a well-established residential neighborhood within tree lined rights-of-way and still maintaining access to residents. CPH has also provided design and construction services for the City's water system, including high service pump improvements, backup generator, ground storage tanks, an elevated storage tank, water distribution mains and hydraulic modeling.

On another notable project, Rinehart Road, CPH provided design and construction engineering and inspection services on a major 2-mile long four-lane roadway expansion and trail project through the City. CPH was instrumental in obtaining easements and agreements to allow the trail to cross public and private lands, including the Postal Service property. Recently, CPH completed the Sand Pond/Skyline roadway project for the City of Lake Mary. The 1.25 mile project consisted of minor widening, turn lane improvements, safety upgrades and conversion of the existing two-lane rural roadway to a two-lane urban roadway with sidewalks on both sides. Included in this project was the relocation of both the City of Lake Mary's and Seminole County's utilities to avoid conflicts with the required stormwater improvements.

CPH has been actively assisting the City in the design of recreational facilities, including the Lake Mary Sports Complex, Lake Mary Gateway Park, and Lake Mary Trail. CPH also provided design and construction services for the Lake Mary Tennis Facility, which won an award for tennis court of the year.

CPH has an excellent, high quality staff and has performed well above our expectations. Their project management and capabilities are second-to-none. We highly recommend the firm to meet your engineering needs.

If you have further questions, please feel free to contact me directly.

Sincerely,

Jackie Sova

Jackie Sova
City Manager

www.lakemaryfl.com • Phone: (407) 585-1419 • Fax: (407) 585-1498

CITY HALL, 100 N. Country Club Road P.O. Box 958445, Lake Mary, FL 32795-8445

Public Works Department

April 9, 2012

City of Palm Coast – Public Works Department
160 Cypress Point Pkwy, Suite B-106
Palm Coast, FL 32164

To Whom It May Concern:

CPH has provided engineering consulting services for roadway projects since the City was incorporated in 1999. Since then CPH has conducted roadway evaluation surveys, coordinated traffic counts, developed bridge inspection programs, performed roadway and intersection improvement projects, and provided construction administration and inspection to accommodate the needs of the City. CPH has also conducted a roadway and stormwater evaluation program for over 500 miles of collector and local roadways to be overlaid or repaired where required. The City has implemented a 50 mile per year program. CPH evaluated roadway conditions and assisted the City in providing the design criteria for the overlay specs and repair methods. Design projects consist of roadway planning, complete roadway design, stormwater surface management systems, pedestrian systems, signing and pavement marking design, signalization design, maintenance of traffic (MOT) design, and construction administration and inspection.

CPH recently provided services for the Belle Terre Parkway Four-Lane project including roadway and drainage design, traffic services, landscape architecture, utility design, right-of-way acquisition, surveying and environmental services. The project consisted of approximately 4.1 miles of a four-lane divided roadway, four 12-foot travel lanes and two four-foot bicycle lanes. CPH also provided general traffic engineering services for the project, including access management studies, traffic volume projections and traffic signal warrant analyses for five intersections.

An exemplary project was the analysis and design of Palm Coast Parkway & Brushwood Lane - Traffic Analysis and Intersection Improvements. CPH worked with the City Engineer and staff who originally pursued a traffic signal as a solution, but deferred to CPH's expertise to find a cost-effective solution which addressed multiple issues including cut-through traffic, business and legal damages, and a significant safety problem. After analysis, CPH found a design solution consisting of median and turn lane modifications in lieu of a signal, which not only eliminated the need for a traffic signal (savings of $270,000), but presented a win-win for all stakeholders given that the cut-through problem and safety issues were fully addressed and the concerned businesses were satisfied with the proposed access.

The City of Palm Coast can attest to the firm's high standards for innovative and functional designs, responsive services and quality projects. CPH has provided us with extensive consulting and engineering services for projects that include roadway, streetscape design, multi-use trails, landscape architecture, drainage, recreational upgrades and refurbishments and many other projects involving our municipal buildings and facilities. The City has been pleased with the efforts of CPH in all the projects they have undertaken.

Through our extensive working relationship with CPH, we have found that they have given us excellent, prompt and timely services with sensitivity to construction budgets and schedules. I have complete confidence that our experience with CPH is reflective of the level of service and satisfaction others can expect.

Should you like to discuss any of the information above please contact me at 386-986-2351.

Sincerely,

Richard H. Adams
Public Works Director

Public Works Department, 2 Utility Drive, Palm Co

Similar Projects for the City of Palm Coast Include:

- Whiteview/Ravewood Sidewalk and Trail
- Easthampton Boulevard Multi-Use Path
- Whiteview Multi-Use Path Design/Build (LAP)
- Belle Terre Multi-Use Path Des/Bld (LAP)
- Pine Lakes Parkway Multi-Use Path
- Long's Landing Estuary

Volusia County
FLORIDA

Public Works Department
Engineering Division

January 2 2009

To Whom It May Concern:

Re: CPH Engineers, Inc
Letter of Recommendation

It is my pleasure to recommend CPH Engineers, Inc. for engineering consulting services.

CPH has provided excellent engineering services for all aspects of Volusia County's road program.

CPH is an engineering firm I can recommend with complete confidence.

Sincerely,

Scott H. Martin, P.E., M.P.A.
Engineering Section Manager
Volusia County Engineering & Construction Division
Room 402
123 West Indiana Ave.
DeLand Florida 32720-4262

Similar Projects for Volusia County Include:

- Spring Hill Park/Trail
- Lake Monroe Trail
- Tenth Street, Volusia County
- Rhode Island Avenue

123 West Indiana Avenue, 4th Floor DeLand, Florida 32720
Tel: (386) 736-5967, 257-6067, 423-3874 Fax: (386) 822-5736
www.volusia.org

SANFORD FLORIDA 1877

AUGUST 26, 2008

MAILING ADDRESS
CITY OF SANFORD
POST OFFICE BOX 1788
SANFORD FL 32772-1788

PHYSICAL ADDRESS
CITY HALL
300 NORTH PARK AVENUE
SANFORD FL 32771-1244

TELEPHONE
407 688 5001

FACSIMILE
407 688 5002

WEBSITE
WWW.SANFORDFL.GOV

CITY COMMISSION

LINDA KUHN
MAYOR

ART WOODRUFF
DISTRICT 1

VELMA H. WILLIAMS
DISTRICT 2

RANDY JONES
DISTRICT 3

JACK T. BRIDGES
DISTRICT 4

CITY MANAGER
ROBERT (SHERMAN) YEHL

To Whom It My Concern

The firm of CPH Engineers, Inc. is currently contracted with the Sanford Community Redevelopment Agency to provide design services for the Sanford First Street Streetscape project. This contract includes comprehensive services including Architecture for the Gateway, Landscape Architecture, Streetscape Design and Civil Engineering The project included providing 3-Dimensional surveys and models/animations of the proposed improvements for use during the design and public involvement process The contract is nearing completion and we are entirely satisfied with the quality of services rendered

In addition the City of Sanford has engaged CPH Engineers with numerous engineering related contracts related to Landscape Architecture, Streetscape Design and Civil Engineering. We have had few opportunities to be less than fully satisfied with the services rendered

We continue to rely on CPH Engineers, Inc and I feel comfortable in recommending the company.

Sincerely,

Robert Tunis
Economic Development Director

Similar Projects for the City of Sanford Include:

- 1st Street Streetscape and Gateway Improvements
- US 17-92 Beautification
- US 17-92 Riverwalk, Phase II
- US 17-92 Riverwalk, Phase II
- Historic Sanford Memorial Stadium
- Chase Park Baseball Complex

"The Friendly City"

CITY OF WINTER SPRINGS, FLORIDA

1126 EAST STATE ROAD 434
WINTER SPRINGS, FLORIDA 32708-2799
Telephone (407) 327-1800
Fax (407) 327-6695

Utility / Public Works Department

June 15 2012

RE: CPH Engineers, Inc
Consulting Engineering Services for the City of Winter Springs

To Whom It May Concern:

As Utility/Public Works Director with the City of Winter Springs, I would like to take this opportunity to compliment the firm of CPH Engineers, Inc for the quality of service and product provided to us.

CPH has been providing engineering services to the City since 1968. During my last 20 years as the Utility/Public Works Director, it has become apparent why the relationship has endured. I have found that CPH provides top quality engineering services at a very competitive cost which translates into excellent value.

CPH has provided planning, design and construction services for the new Town Center, Parks facilities, transportation projects and a multitude of Utility projects. Many of these required coordination with multiple entities, tight time restraints and limited budgets. CPH provided excellent services in helping us get these projects to fruition.

Whether it is a $1,500,000 project or a $15,000 project, CPH provided the same insightful advice and attention to detail that has helped this City meet present demands and anticipate future needs. I look forward to the successful continuation of the working relationship between the City of Winter Springs and the firm of CPH Engineers, Inc.

Sincerely,

Kipton Lockcuff, P.E.
Utility/Public Works Director

Similar Projects for the City of Winter Springs Include:

- Winter Springs - Blumberg Avenue/Trail
- Winter Springs - Magnolia Square
- Winter Springs Market Square
- Winter Springs Town Center Trail – Bike Trail
- Trotwood Park Phase 1 Improvements

4. Understanding and Approach

CPH offers an unprecedented amount of recent experience with Trail Design, Environmental Permitting & Mitigation, Public Involvement, Right-of-Way Coordination & Acquisition, Utility Design & Coordination, Surveying & Mapping, and Landscape Architecture associated with FDOT LAP funded Multi-Use Trails. ***Within the last six years, CPH has performed services similar to those expected on the Lakeshore Multi-Purpose Trail project for ten different FDOT LAP Multi-Use Trail projects; all within FDOT District 5. All ten of these projects were completed in compliance with FDOT LAP criteria.*** These Multi-Use Trail projects, ranging from 0.9 miles to 2.5 miles, have been designed for the City of DeLand, City of Orlando, Seminole County, City of Palm Coast, Flagler County, and the City of Sanford. ***The number, scope, diversity, and successful completion of these projects should instill a confidence to the City of Deltona that CPH is the most qualified firm for this project.***

CPH understands that the City is looking for a team to design Lakeshore Multi-Purposed Trail, from the existing Thornby Park along Providence Boulevard, to Green Springs Park. The project is approximately 3,650-LF, running parallel to Providence Blvd., Lakeshore Dr., and Green Springs Driveway. ***CPH has reviewed the feasibility report, performed online research, and has walked the proposed trail alignment to thoroughly understand the project parameters, as well as key items that will need to be addressed throughout the design process of the project.*** Several of these items include the numerous historic trees, utility avoidance, large driveway openings at the Deltona Community/Senior Center (including boat trailer parking area), pond/drainage areas, and minimal horizontal separation between the trail and roadway. In addition to the geometric, safety, and environmental parameters, CPH is also aware of the Enterprise Overlay District within the project limits. ***Members of our Team, Ginger Corless and TOA Design (HHI Design) assisted the City in producing the design documents for Thornby Park, preparing the Deltona Urban Design Pattern Book and the Enterprise Pattern Book and are very familiar with the design principles to conform to the area.***

As with our previous LAP Trail projects, CPH will research all available documents, including as-built plans, R/W Maps, and other recently permitted projects along the corridor. CPH will utilize Tindale Oliver (formerly HHI) for conceptual design services as well as to assist in performing preliminary field and office meetings with the City and the public. Once the preliminary data has been collected and reviewed, the preliminary meetings will enable our design staff to obtain the City's input in order to best incorporate their desired goals for the intent of the project. ***CPH Landscape Architects and Arborist work with TOA's Landscape Architects and Planners when reviewing the potential alignments and review various options to reduce impacts to the root systems.*** Once

the City reviews and accepts the concepts, CPH will meet with FDOT to discuss the concepts, prioritizing the City's preferred option, and begin the channel of communication through their LAP Coordinator. There may be areas where FDOT design criteria cannot be met due to various constraints CPH is well versed in analyzing and developing safe alternatives, as well as working with FDOT to obtain any requisite Design Variances or Exceptions. CPH will continue to coordinate with the City after the concepts are reviewed with FDOT, utilizing TOA to prepare and administer a detailed Public Involvement Plan TOA will assist CPH in presenting the project from the Concept Phase, through Final Design to ensure that all stakeholders are fully informed throughout the entire project. ***This team has learned that establishing an open dialogue, as well as obtaining and maintaining the "buy-in" from all stakeholders, ensures the design phase remains on schedule.***

Safety will be a critical element to be aware of throughout the design phase. In addition to the design criteria: Separation from the roadway, clear zones, drop-off hazards, ADA, etc., ***CPH will also focus on safety from the trail users perspective. CPH and TOA staff members are CPTED certified designers.*** Crime Prevention Through Environmental Design principles will play a critical role to make the trail users feel safe when on the trail.

In addition to the technical understanding of the design criteria, safety, and permitting requirements, our Team also understands the community's passion for preserving the environment along with incorporating the historical heritage of the area. Collectively, the 120-mile River of Lakes Heritage Corridor Scenic Highway and its resources convey the unfolding of western Volusia County's rich cultural heritage along the magnificent and historical St. Johns River. The northern sections along US 17, CR 3 and SR 11 speak to the region's pre-settlement and early days, preserved in natural areas, pastures, citrus groves, and ferneries upon which the first economies were based. The rural north, including towns such as Pierson, Seville, Barberville and DeLeon Springs, is complemented by historic districts that maintain commercial structures that tied the agricultural economy with the development of towns and cities. Post World War II development spreads outward from the urban cores of DeLand, Orange City and Deltona and fills m uch of the southern sections of the corridor Yet precious vistas still remain, such as Enterprise-Osteen Road, characterized by a mature tree canopy shading the road that travels along the northern shores of Lake Monroe and through Enterprise, Deltona and Osteen traverses a spectacular and rare wet prairie ecosystem that abounds with wildlife and blazes with colorful wildflowers.

To supplement our design team, CPH has included Brindley Pieters and Associates (BPA) to assist with QA/QC of the design elements, but also assist with any structural design services required for drainage crossings and boardwalk designs. BPA is FDOT qualified for bridge design and has previously worked on numerous multi-purpose trail projects with CPH and understands the FDOT funding requirement of providing multiple qualified products for any structural elements.

As previously mentioned, CPH performed a preliminary review of the project limits. Understanding the property owners adjacent to the project limits is very important and will help to minimize tree and utility impacts Volusia County owns the land just west of Providence Blvd and the City owns the Community Center property, which combined is approximately two-thirds of the project limits. If there is insufficient roadway right-of-way to avoid the trees and utility poles along within the City/County owned lands, CPH would review the options of utilizing a few feet of the City/County land to minimize construction costs. ***In areas where the City or County does not own the property, and in order to significantly reduce the cost of design, permitting, and construction, CPH would propose a design variance to reduce the trail width or reduce the trail clear zone.***

Permitting through multiple agencies may be required for this project. The trail segments on Volusia County property will a Right-of-Way Use Permit and require coordination and review by Volusia County Development Engineering and Construction Engineering Divisions. ***CPH has recent experience with Volusia County having obtained two permits for the City of DeLand on the Alabama Ave Greenway Multi-Use Trail and the Greenway Trail Extension Part A.*** In addition to the engineering permitting, our in-house Environmental Scientists have an unprecedented amount of permitting experience for linear projects through the SJRWMD, ACOE, and the FFWCC. With the exception of the drainage outfalls, CPH is confident in our understanding of the new statewide permitting rule changes and will obtain a permit exemption for this project. The impacts associated with the outfall ditches would be classified as a *de minimus* impact, thus be included in the exemption. Once all project data have been collected and analyzed, an application will be prepared addressing the applicable components of the SJRWMD permit requirements as well as ACOE permit requirements. After review by the City, the permitting documents will be submitted for the appropriate exemption approval.

General Project Management Program - ***Our proposed Project Manager, Kurt Luman, P.E., will assemble a design team, having previous experience on similar FDOT LAP trail projects.*** The Mr Luman will be the City's main point of contact and the overall coordinator for the project, as well as being directly involved in the design of the project. Mr. Luman will utilize Matthew Cushman, P E , the proposed Project Engineer, who has extensive FDOT LAP trail project design experience. Mr. Cushman has been the Engineer-of-Record for many of CPH's FDOT LAP trail projects, and will provide the overall design to, and coordinates with all other engineers, technicians, and drafting personnel.

At the beginning of each project, all members of the design team (i.e. engineers, technicians, drafters, etc.) are assembled and briefed on the details of the project. Items discussed include but are not limited to, the proposed scope of the project, budget, potential constraints, and any initial questions or concerns of the design team. This initial meeting is used to establish the best project approach by establishing the workflow, setting design benchmarks and/or goals as well as allowing all members of the team an opportunity to visualize the project as a whole Once the objectives are established, and all input from the Team has been gathered, the individual's tasks are assigned to each specific Team member and the design process is commenced.

Project Schedule - CPH understands the City's schedule is to have the project completed by October 1, 2014 and is prepared to complete this project ahead of that deadline A detailed project schedule will be prepared, identifying major tasks, their duration, and the resulting task relationships for the design portion of the project An updated project schedule will be submitted subsequent to any project status meetings or submittals that result in modifications to the project schedule. CPH understands the intended project submittals as they are

outlined in the Scope of Services and proposes to abide by the submittals stages to the City However, as a result of ***recent experience on LAP projects, CPH recommends two submittals be planned for the FDOT.*** These plans submittals should be included at the 60% and 90% stages. The large number of FDOT reviewers often requires significant coordination with multiple FDOT offices in order to ensure that all comments are addressed to the reviewer's satisfaction while not generating additional comments from a different reviewer. Often however, that is not possible, and an additional submittal is required for review which would result in a potential impact to the overall design schedule

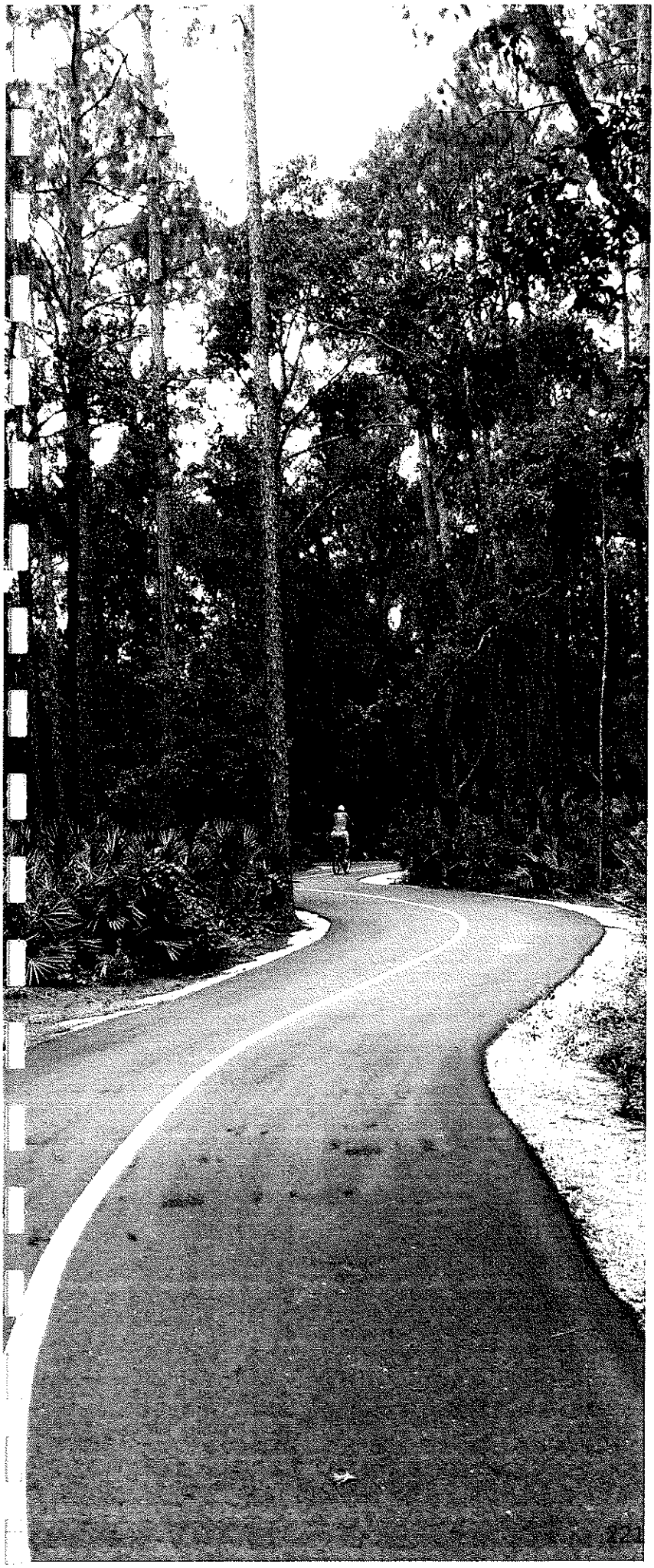
Maintenance of Traffic - ***CPH Roadway and Trail Engineers maintain Advanced Maintenance of Traffic Control Certifications.*** Where appropriate, the MOT Plans will utilize the FDOT Standard Index 600 Series. However, full detailed Traffic Control/MOT plans may be prepared as required, that will conform to the FDOT Index 600 series and the MUTCD.

Utilities – Roadway and Trail construction projects, such as this, typically create conflicts with existing public and private utilities in the right of way. CPH will prioritize design considerations that will avoid as many utility conflicts as possible, while maintaining the design criteria and minimizing the cost of construction. We have staff that is very experienced in utility design as well as the coordination and conflict resolution of any issues that may arise as based on similar projects. CPH will coordinate with any private utility companies for the relocation of their services and can assist the City with public utility relocation design services if necessary.

QA/QC - ***All projects are reviewed throughout the design phase prior to the phase submittals.*** QA/QC will be led by Brindley Pieters and Associates, who are FDOT Qualified and have designed projects for FDOT D1, D2, D5, and D7. ***After the Design Team is assembled, an internal meeting will be held with a Senior Engineer from BPA and one of CPH's Licensed General Contractors.*** These individuals are not personally involved with the project, but are utilized to provide a fresh, outside view to the project approach. ***The Design Team presents the project to QA/QC team members prior to their evaluation.*** Following the review, a follow-up meeting with the Design Team is set to discuss any project concerns, design questions, and subsequent redlines outlining required edits. A copy of the redlined plan will be submitted to the City along with the submittal set.

Conclusion - ***CPH will provide a highly skilled team to meet the City's consulting needs.*** CPH prides itself on providing high quality service and production. As a company, we not only cater our services to the current project, but also look to the long-term needs of our Clients. We strongly believe in looking after the City's best interest to provide a high quality, cost effective solution that meets the City's objectives. As a practice, we involve all of our employees in projects, at all levels This means, every level of our staff, from the Principals to CAD technicians, will be better prepared to meet your needs as a result of their continual involvement.

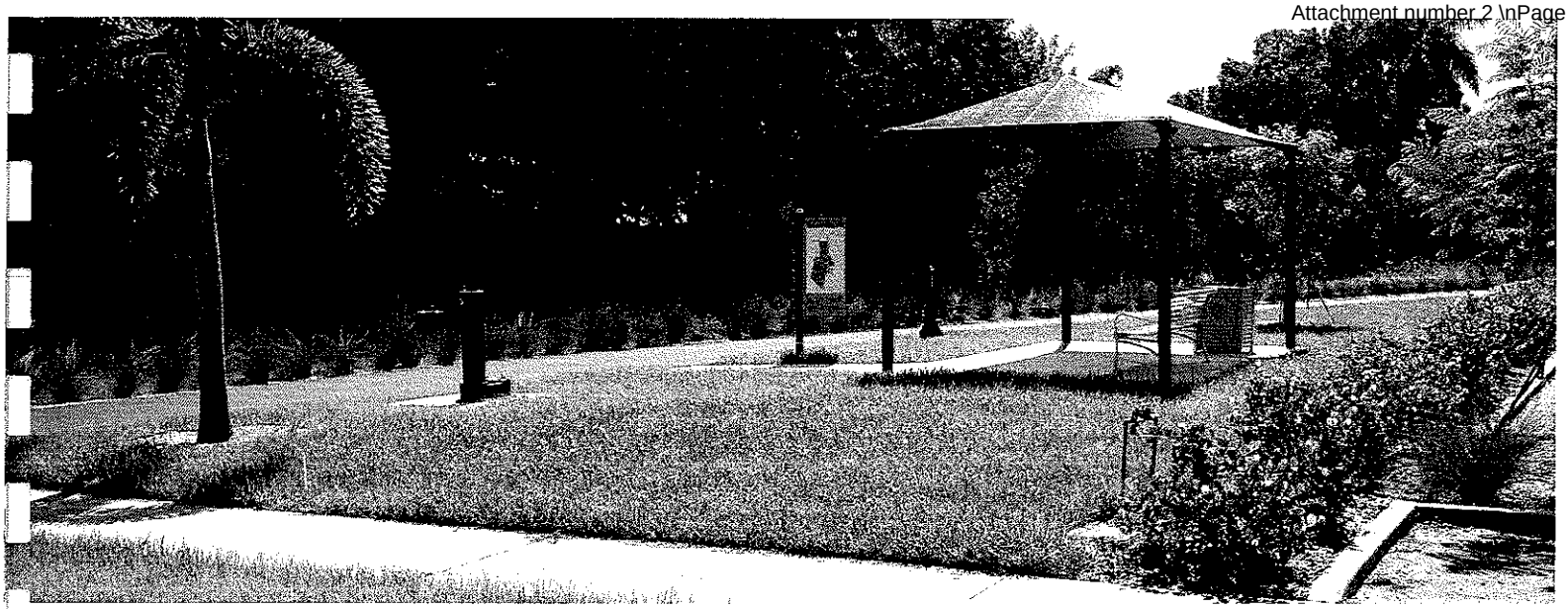
The high level of customer service that CPH provides has allowed us to enjoy working with many of our clients for over 30 years. ***We look forward to working with the City of Deltona on this important project.***



5. Quality Control Measures

CPH has an established corporate culture that places emphasis on quality control and assurance for our clients. The firm and team members are dedicated to this process and incorporation of good design and construction practices from the inception of projects. CPH's corporate quality initiatives include developing a quality control/assurance standardization committee, benchmark reviews by experienced, qualified technical personnel, and means and methods quality reviews by licensed general and utility contractors. The team routinely meets with clients to conduct completed project reviews to evaluate team performance and identify opportunities to enhance service

CPH's established corporate culture is instilled in every team member and requires that the staff act as an extension of our clients staffing, providing them with services that are on time, within budget, cost effective, and of the highest level of quality. CPH has Standard Operating Procedures (SOP) for all of our major programs (transportation, infrastructure, utilities, stormwater, commercial, residential, and municipal) that include project management techniques, cost estimating, design alternative reviews, subconsultant design reviews, and client communication requirements.



Four Level Quality Control Review System

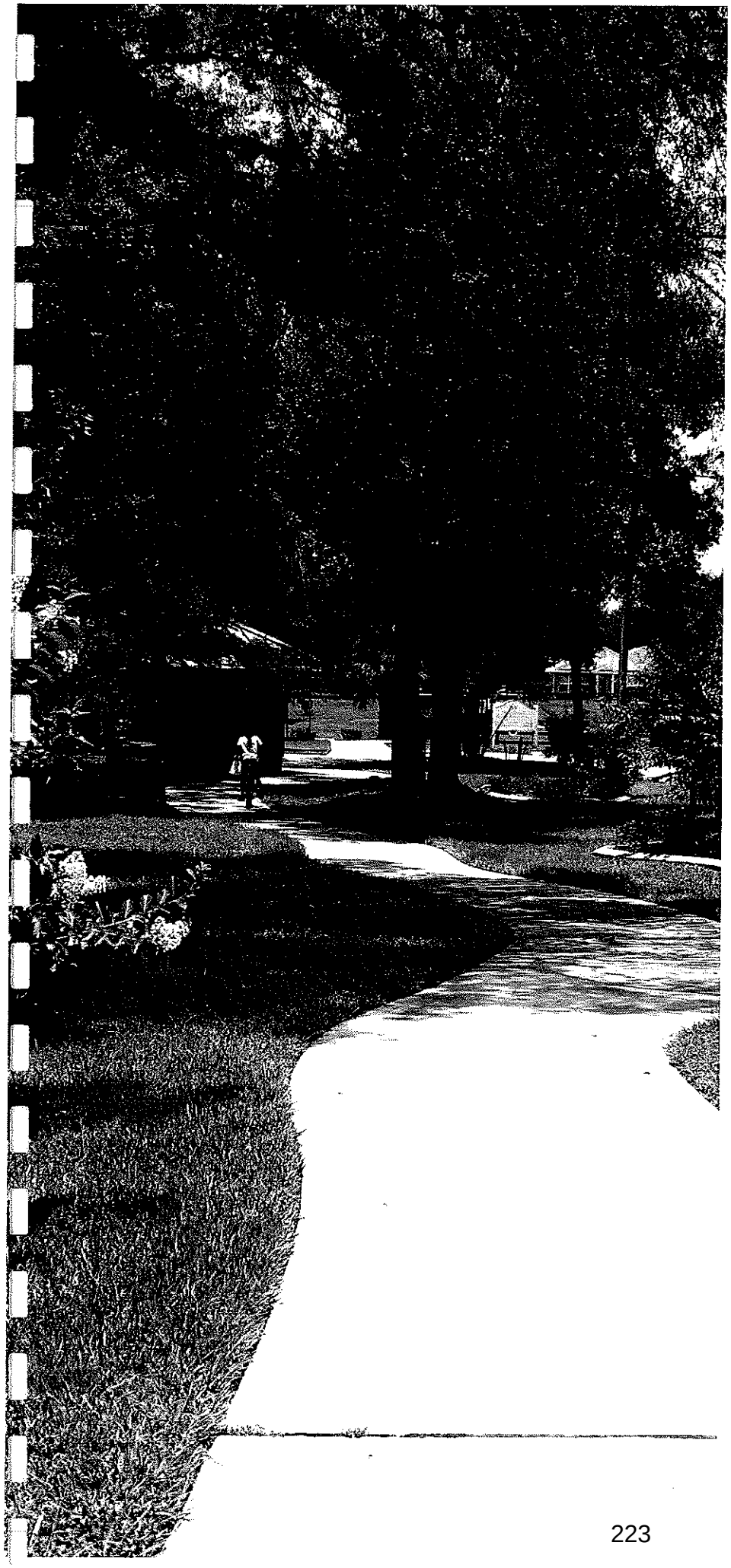
CPH's quality control system is separated into four (4) distinct levels described as follows:

1. **Project Manager QA/QC Review:** CPH project managers are trained to review all documentation, including information received from the client, other agencies, subconsultants, and internal drawings and specifications. This is the first step in assuring accurate information and proper project design. The project manager is responsible for reviewing the project for accuracy and required changes.

2. **Technical Review Committee Member QA/QC Review:** Throughout the design phase, starting from inception, CPH provides one to two team members that will work with the project manager and designer to review areas of concern and offer additional technical expertise. This person is not involved in the daily design facets, but is kept up-to-date through the use of monthly design updates. The technical review committee provides a quality check various design options, plans, and other construction documents at the 30%, 60%, 90%, and 100% completion intervals

3. **"Full Field" Of QA/QC Review:** At the 30%, 60%, and 90% stages of the design, the project documentation and specifications are turned over to engineers from other fields to review alternative options and quality of plans. For example, an infrastructure project will be turned over to an independent engineer in our roadway or utility department This provides a complete internal audit from personnel that have not been involved in the project and are "seeing the project for the first time".

4. **Contractor/Inspector QA/QC Review:** In addition to engineers and construction personnel, the team has the added value of having on-staff licensed general and utility contractors that can review projects from various perspectives With experienced personnel that have provided construction services for over 30 years, we are able to review the project from a constructability and/or mean and methods view point. In addition, the licensed on staff contractors review projects and provide "real-time" cost estimates throughout the duration of the project. This construction experience allows the team to view projects through the eyes of a contractor with the ability to identify intangible cost factors, elements such as restricted site conditions, specialized equipment requirements, excessive material and labor costs, impacts on schedules, etc. that may not be apparent to a design engineer.



Project Quality System

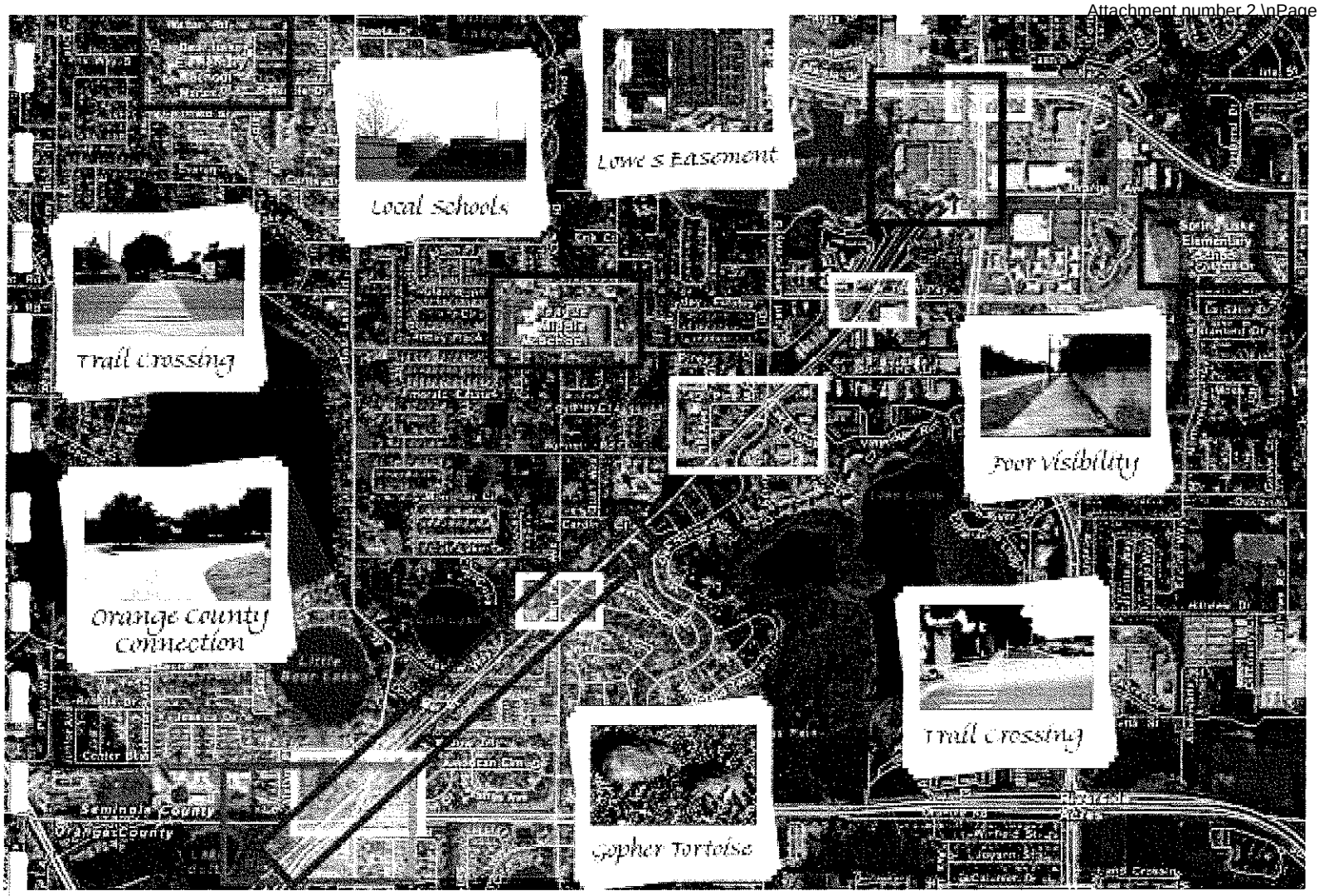
Our management adheres to the Total Quality Management approach. Management and design personnel are not separated Upper level professionals are involved directly in the design of projects on a day-to-day basis and all levels of personnel are invited and encouraged to help decide how a project is developed. This philosophy allows CPH to utilize the design experience of management personnel and encourage production personnel to be part of the process and strive for quality. Every CPH employee is instructed and held accountable for the quality of our projects.

Authority for a particular project is delegated to the Project Manager for execution of the project work. A project team having previous experience on similar projects is assembled with leadership from the Project Manager. The Project Manager is the coordinator and point of contact person for the project.

Initially, the members of the team are assembled and briefed on the scope of the project, the budget, and possible constraints. This initial meeting is used to establish the basic project approach, to establish the direction of the work, and to give all members of the team an opportunity to visualize the whole project. Once the objective is established, the tasks are assigned to each team member and input from the team is solicited Project approach is discussed and the format of the deliverables is established.

	INTERNAL TEAM	PEER REVIEW	MULTI-DISCIPLINE REVIEW	CONTRACTOR REVIEW
PLANNING/ CONCEPT	✓	✓	✓	
PRELIMINARY DESIGN	✓	✓	✓	✓
60% DESIGN	✓	✓	✓	✓
90% DESIGN	✓	✓	✓	
CONSTRUCTION	✓			✓
	The team of engineers designers, and technicians will conduct detailed checks of submissions	Another engineer will review reports, drawings, specifications and cost estimates to provide a fresh perspective	The submission will be shared with other internal disciplines, including subconsultants, to ensure accuracy and intent	A licensed general contractor will review the project for scheduling, constructability, and cost estimation

6. References



SEMINOLE WEKIVA TRAIL, PHASE IV (FDOT LAP)

CPH is currently at the 90% design/ permitting phase for the last segment of the highly successful Seminole Wekiva Trail in Seminole County, Florida The 12- 14 foot wide trail is 2.5 miles long and runs from Maitland Boulevard near the county line to SR 436 with portions falling within the City of Altamonte Springs. The project entails extensive public involvement and right of way acquisition for easements through previously-vacated portions of the railroad corridor. Additionally, the relocation of over 165 gopher tortoises to a preserve will be required prior to the trail construction. CPH is providing all required and necessary professional services for the preparation of final construction plans (including drainage; maintenance of vehicular, pedestrian and bicycle traffic), traffic signal modifications, signing and pavement marking plans, technical specifications, special provisions, corridor documents, agency permits, and bid documents

The design also necessitates coordination with FDOT for the crossings at SR 436, SR 434, and SR 414; with the City of Altamonte Springs for crossings of City streets and verification of no utility conflicts; with Progress Energy for impacts to their transmission easement; and with FFWCC for the gopher tortoise relocation plan The project is funded, in part, through Metroplan Enhancement dollars via an FDOT LAP.

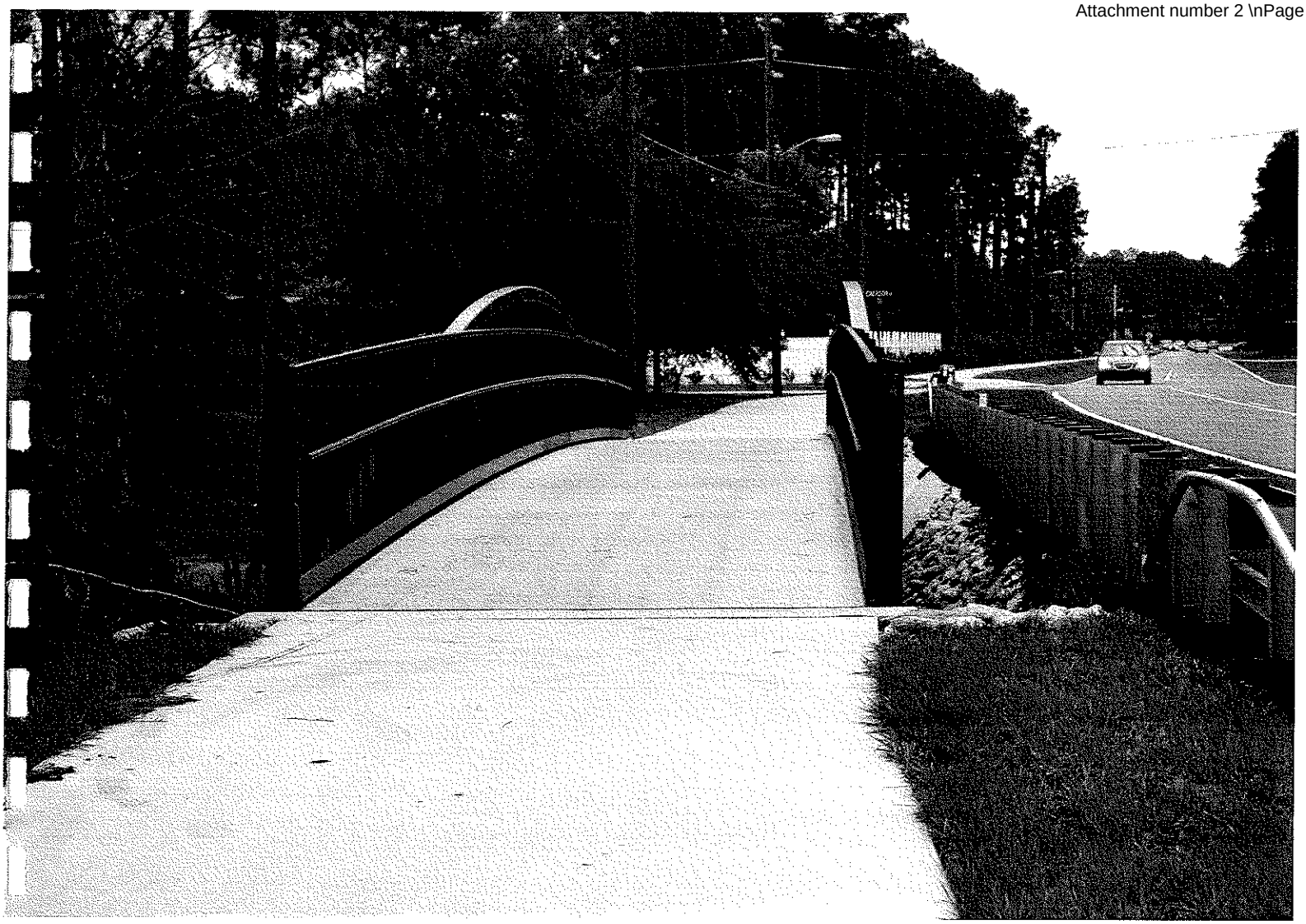
Client Contact: Seminole County, David Martin, P.E , Seminole County Public Works Department, 200 West County Home Road, Sanford, FL 32773, Phone: 407.665 5610, Fax: 407.665.5600, E-Mail: DMartin02@seminolecountyfl.gov
Completion Date: 2013

SHINGLE CREEK TRAIL DESIGN, CITY OF ORLANDO (FDOT LAP)

CPH was selected by the City of Orlando for the Shingle Creek Trail Design project which consists of a 12-14 wide, 2.5 mile segment of a regional 33-mile trail corridor. This segment of the Shingle Creek Trail corridor was identified as a north-south bicycle route through the Metropolitan Orlando Region connecting to the Oak Ridge Road/International Drive, and creating economic development opportunities. The project is an FDOT Local Agency Program (LAP) project which includes $500,000 from FDOT for design and permitting.

The team, which is composed of CPH, HHI Design, RH Ruth Hamberg, CPW Construction, Inc., Geotechnical and Environmental Consultants, Inc., Edwin R. Barfield, LLC, JPL Engineering, Electrical Design Associates, and Brindley Pieters & Associates, Inc., is providing the City of Orlando with complete services that include Survey, Conceptual and Final Design, Environmental Science, Landscape Architecture, Right-of-Way and Easement Acquisitions, Wayfinding Signage, Public Involvement, Geotechnical, Electrical/Lighting, and Structural services

Client Contact: City of Orlando, Jeffrey B. Arms, PE, AICP, Project Manager, Public Works, 400 South Orange Avenue - 8th Floor, P O Box 4990, Orlando, FL 32802-4990, Office: 407.246 3377, Cell: 321.229.7749, E-Mail: jeffrey.arms@cityoforlando net
Completion Date: Ongoing



EAST HAMPTON BOULEVARD PARKWAY MULTI-PURPOSE TRAIL (FDOT LAP)

CPH provided design services for a 1.25 mile, 10-ft wide concrete trail within the Easthampton Blvd. right-of-way. The project included a prefabricated pedestrian bridge over the Easthampton Waterway and required a drainage analysis to maximize the remaining swale, minimize earthwork, and to maintain the City's conveyance system which doubles as part of the City's overall 100-yr flood storage. Minor traffic modifications at the intersection of Belle Terre Parkway included repositioning the existing pedestrian features and designing a custom pedestrian curb cut ramp to include a divided trail segment around the existing signal mast arm pole meeting FDOT and ADA standards.

Client Contact: City of Palm Coast, Carl L. Cote, R.A., 106 Cypress Point Parkway, Suite B-106, Palm Coast, FL 32164, Phone: 386.986.3748, Email: ccote@palmcoast.gov
Completion Date: 2011

BELLE TERRE, MULTI-USE PATH (FDOT LAP)

CPH along with S.E. Cline Construction won a Design/Build contract with the City of Palm Coast The FDOT Local Agency Program (LAP) project, using American Recovery and Reinvestment Act of 2009 funds, included the preparation of the Trail and Landscape Plans to construct a 3.50 mile, 10 foot wide asphalt multi-use path along Belle Terre Boulevard, and a 1.20 mile, 10 foot wide concrete multi-use path along Belle Terre Parkway. The project also included environmental permitting, hydraulic analysis, stormwater permitting, and two pedestrian bridges.

Client Contact: City of Palm Coast, Carl L. Cote, R.A., 106 Cypress Point Parkway, Suite B-106, Palm Coast, FL 32164, Phone: 386 986.3748, Email: ccote@palmcoast.gov
Completion Date: 2011

ALABAMA AVENUE GREENWAY PHASE 1

Alabama Avenue Greenway project consists of a Local Agency Program (LAP) project between the Florida Department of Transportation and the City of DeLand. The project included the design and CEI of a 1.4 mile shared use path from the City's Earl Brown Park to the City's Painters Pond Park located near the southern property line of Stetson University. The design phase required reviewing the trail study prepared for FDOT by another engineering company, and modifying the alignment and trail width to fit within the City's existing rights-of-way.

Portions of the project were located on the City's existing property, while other areas travel through some of the historic neighborhoods with limited right-of-way. The areas with narrow right-of-way required narrowing the existing roadway, and overlaying portions of the existing road to provide adequate drainage without adding additional structures This not only saved money by avoiding additional structures and pipe, but also saved a lot of time by eliminating the need to open cut the existing road to install these structures

The project also included a second study phase from the northern termini of the design planning phase, approximately 5 miles, to the City's Sperling Sports Complex. The study phase included an Alternative Alignment Study to determine the most economical alignment. It also included a detailed Public Involvement Plan to obtain valuable input from all the key stake holders and general public

Client Contact: City of DeLand, Keith Riger, P.E., City Engineer, 1102 S. Garfield Ave., DeLand, FL 32724, Phone: 386.626.7197, Fax: 386.736 5366, E-Mail: Rigerk@deland.org
Completion Date: 2011

PUNTA GORDA LINEAR PARK/MULTI-USE TRAIL - PHASES II AND III (FDOT/LAP)

CPH is currently providing design services for Phases II and III of a three phase linear park in Punta Gorda The project runs along a tidal creek within the easement of the old Seaboard Coastline Railroad right-of-way from the Peace River to Cross Street (US 41). CPH is providing landscape architecture, survey, and engineering design services for the Phase II section from Shreve Street to Cross Street, a distance of 3040 LF.

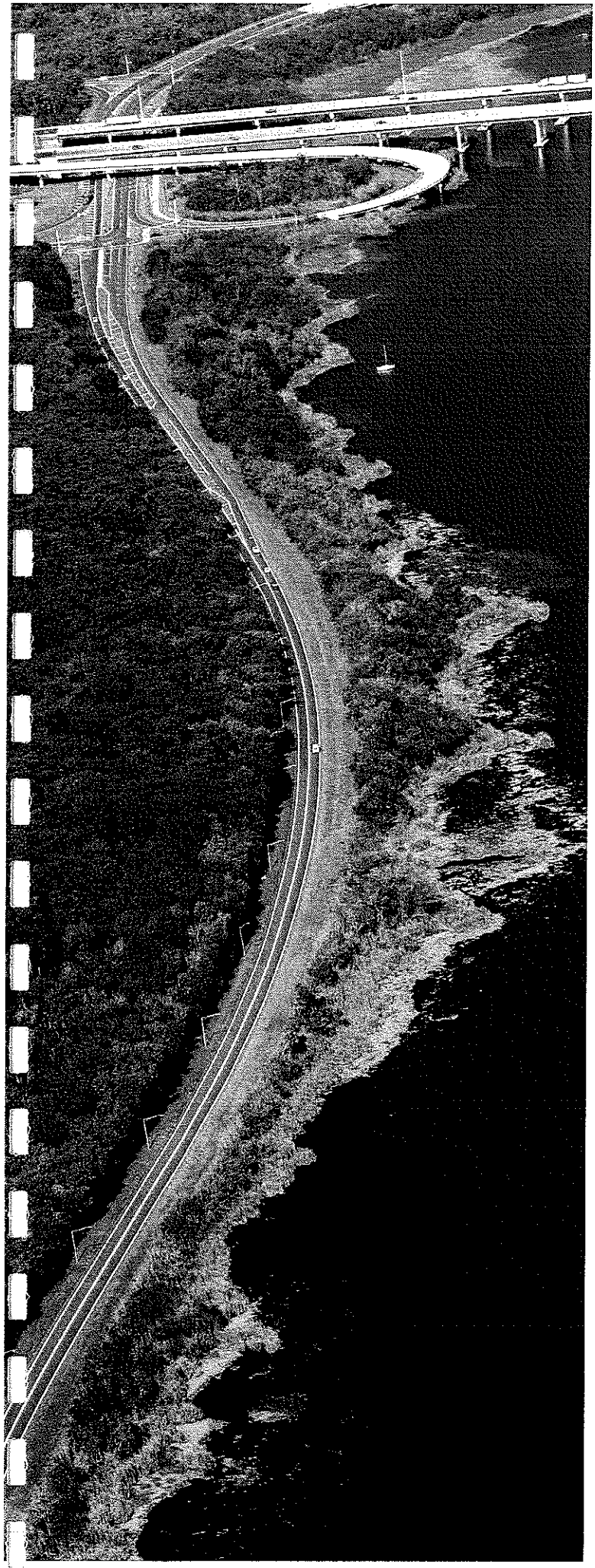
The project will include a 10' asphalt walking trail/bike path, rest/rain stations, lighting, accent paving design street crosswalks, pedestrian bridges over the creek where required, and appropriate site furnishings to include benches, water fountain, bollards, and trash cans

Client Contact: City of Punta Gorda, M. Marian Howe, Procurement Manager, 326 W. Marion Avenue, Punta Gorda, FL 33950, Phone: 941.575 3349, E-Mail: mhowe@ci.punta-gorda.fl.us
Completion Date: 2010

ALABAMA AVENUE GREENWAY PHASE 2

The Alabama Avenue Greenway Phase 2 project for the City of DeLand consists of a 0.70 mile extension of the original 1.4 mile trail. CPH was awarded the original Alabama Avenue Greenway Trail which received funding through the FDOT Local Agency Program (LAP) and Volusia County's ECHO grant program. Excess funds remained allowing the City to extend the construction limits. CPH prepared cost models to determine how much additional trail could be constructed with the remaining funds. This phase includes the design and permitting of a 10' - 12' wide asphalt and concrete trail through Stetson University, requiring extensive coordination and a combination of permanent and temporary construction easements from Stetson. Permitting through Volusia County, acquiring a permit exemption from SJRWMD, and CEI are included with the project. The new task order amount is $75,000

Client Contact: City of DeLand, Keith Riger, P.E., City Engineer, 1102 S. Garfield Ave., DeLand, FL 32724, Phone: 386.626 7197, Fax: 386 736 5366, E-Mail: Rigerk@deland.org
Completion Date: 2011



US 17-92 RIVERWALK, PHASE II (FDOT LAP)

The FDOT LAP project included 1.5 miles of 10-14 foot wide trail, replacement of 5,500 feet of seawall along Lake Monroe, trail head parking, a prefabricated pedestrian bridge over Mill Creek, hardscaping, landscaping, and lighting. The concept design of the trail necessitated significant coordination with FDOT to gain their support for the necessary variations from Department standards, and their approval of the necessary reduction in shoulder widths and use of Rectangular Rapid Flashing Beacon (RRFB) at two mid-block crossings. The design included advanced coordination with SJRWMD and FDEP because of work within sovereign submerged lands, replacement seawall, and pedestrian bridge. Due to the need for the trail to comply with ADA 2% maximum cross slope requirements, retaining walls were used in some areas to provide the necessary flat area, and simultaneously provided 100 year flood plain compensation – a requirement of the SJRWMD. The project included the use of innovative use of best management practices and pervious pavement to minimize the impact of stormwater runoff on Lake Monroe.

Client Contact: City of Sanford, Chris Smith, Planning and Development Services Department, 300 North Park Avenue, Sanford, FL 32771, Phone: 407.688.5000, Fax: 407.688.5141, E-Mail: chris.smith@sanfordfl.gov
Completion Date: 2014

PINE LAKES PARKWAY NORTH, PALM COAST, FL

CPH provided roadway, trail, stormwater, and utility design for approximately 1.20 miles of Pine Lakes Parkway North. Roadway design included a superelevated horizontal curve, access management improvements, and stabilized shoulder widening A 10 foot multi-use asphalt path was designed along the roadway which meets FDOT pedestrian and bicycle use standards. Drainage design included roadside swale modifications to compensate for capacity impacts imposed by the multi-use path and shoulder widening and St. Johns River Water Management District permitting. Utility improvements included extending a 10 inch water main 2,640 linear feet with service connections, utility conflict resolutions, and FDEP permitting. In addition to the water main extension, CPH provided extensive coordination with Florida Power and Light to accommodate undergrounding an existing overhead system and the addition of roadway lighting along the 1.2 mile stretch.

Client Contact: City of Palm Coast, Carl Cote, Construction Manager, 160 Cypress Point Pkway, Suite B-106, Palm Coast, FL 32164, Phone: 386 986.3748
Completion Date: 2013

DELAND GREENWAY MULTI-USE TRAIL, NORTH EXTENSION PART A

This FDOT LAP project will extend the recently constructed Alabama Ave Greenway Multi-Use Trail approximately 7,000 feet. The project will include the following: landscaping, hardscaping, signage, traffic calming elements and other aesthetic features CPH will be responsible for survey, ROW analysis, design, permitting, and obtaining approval of proposed bid documents and design from FDOT and Volusia County. CPH recently designed Alabama Avenue Greenway Phase I and II and is excited to work with the City again on this next phase, connecting it to FDOT's Multi-Use Trail along US 92.

Client Contact: City of DeLand, Keith Riger, P.E., City Engineer, 1102 S. Garfield Ave., DeLand, FL 32724, Phone: 386.626.7196, Fax: 386.736.5366, E-Mail: Rigerk@deland.org
Completion Date: 2012

BUNNELL TRAIL

CPH is working with Flagler County on the development of a 1.29 mile LAP trail in the City of Bunnell. The project includes coordination with the School District, the City of Bunnell and Flagler County, as the trail runs along Bunnell Elementary School property, over County property and around a City Park The scope of work includes site surveying, environmental analysis and permitting, master planning, preparation of construction documents for site civil, architecture, mechanical electrical and plumbing, and landscape architecture Proposed amenities include the 10' trail, 60' pedestrian bridge, wetland boardwalk crossings, gazebos, fitness court, restroom buildings, site furniture, entry sign and gateway feature, and landscape design.

Client Contact: Flagler County, Ms Faith Alkhatib, P E, 1769 East Moody Blvd, Suite 309, Bunnell, FL 32110, Phone: 386.313.4046, Fax: 386.313.4106, E-Mail: falkhatib@flaglercounty.org
Completion Date: Ongoing

DRAINAGE ANALYSIS FOR SR 44 AND FLORIDA AVENUE (FDOT LAP)

CPH was tasked with analyzing the historical flooding issue at the intersection of SR 44 and Florida Avenue in the heart of downtown DeLand, Florida Multiple studies had previously been performed in an attempt to identify ways to reduce the flooding that occurs with any storm greater than a 2-year rainfall event. The flooding often resulted in damage to adjacent commercial businesses and City Hall, as well as, presenting a hazard to vehicles along SR 44 which is a designated Coastal Hurricane Evacuation Route.

The analysis identified specific problems, potential solutions, estimated benefits of proposed improvements, estimated construction costs, and provided a recommendation for which improvements should be considered for design and implementation. CPH's innovative thinking, detailed analysis and experience assisted the City of DeLand in obtaining FDOT approval for the proposed $750,000 project, as well as, $540,000 of funding from FDOT through a Joint Project Agreement (JPA).

Client Contact: City of DeLand, Keith Riger, P.E., City Engineer, 1102 S. Garfield Ave., DeLand, FL 32724, Phone: 386.626.7196, Fax: 386.736 5366, E-Mail: Rigerk@deland.org
Completion Date: 2013

NEW SMYRNA BEACH – SR 44 GATEWAYS (FDOT LAP)

CPH provided concept design, final design, survey, utility coordination, and FDOT permitting/review for two entry features on SR 44 in New Smyrna Beach, Florida. SR 44 is the main entry into the heart of the City of New Smyrna Beach and was a typical 4 lane arterial roadway. CPH provided engineering for two gateway features that provided a sense of arrival into the City – one was located within the FHWA limited access right of way at the I-95 and SR 44 interchange and the second was located at the confluence of SR 44 and Business 44 near downtown. Since all of the improvements were located in FDOT rights of way and were being funded by Volusia Transportation Planning Organization Enhancement funds, the gateways had to meet to the stringent requirements of FDOT. These requirements included compliance with the PPM's Community Structures requirements for the monument structures and place name rules for lettering.

As a related service, CPH assisted the City in the overall streetscape design of the entire SR 44 corridor from Hunting Camp Road to US 1 to ensure the theme of the gateways could be carried through the corridor.

CPH Services included: concept planning, preliminary engineering, final engineering, grading and stormwater, utility coordination, and FDOT permitting/approval.

Client Contact: City of New Smyrna Beach, Gail Henrikson, AICP, Planning Manager, 210 Sams Avenue, New Smyrna Beach, FL, Phone: 386.424.2134, Fax: 386.424.2148, E-Mail: GHenrikson@cityofnsb.com
Completion Date: 2011

HIGHBANKS ROAD & US 17-92 INTERSECTION

The Highbanks Road and US 17-92 intersection project was a LAP-funded intersection improvement project in the City of DeBary. The project was needed to address on-going safety issues at the intersection For this project, CPH provided bidding assistance and full CEI services in accordance with FDOT requirements.

The project consisted of the construction of auxiliary lane improvements, associated reconstruction of off-site private property affected by the change in driveway accesses, utility adjustments necessary to avoid the new underground storm system, and a new mast arm signal.

CPH provided complete CEI services in accordance with the FDOT LAP Manual and CPAM for the City, including submittal review and coordination, review of progress and final payments, enforcement of quality control plan, coordination with the EOR, and completion reviews. Additionally, CPH compiled the reimbursement requests to FDOT on the City's behalf

Client Contact: City of DeBary, Kassandra Blissett, Assistant City Manager, 16 Colomba Road, DeBary, FL 32713, Phone: 386.668.2040 Ext. 306, Fax: 386.668.4122, E-Mail: kblissett@debary.org
Completion Date: 2013

RAVENWOOD DRIVE/WHITEVIEW PARKWAY MULTI-PURPOSE TRAIL (FDOT LAP)

CPH provided design services for a 0.55 mile, 8-ft wide concrete trail within the Ravenwood Drive right-of-way and a 0 75 mile, 12-ft wide asphalt trail within the Whiteview Parkway right-of-way. The segment along Ravenwood Dr required drainage analysis to maximize the remaining swale to maintain the City's conveyance system which doubles as part of the City's overall 100-yr flood storage. The segment along Whiteview Pkwy included a meandering path to fit the trail within the existing land contours to minimize earthwork.

Client Contact: City of Palm Coast, Carl L. Cote, R.A , 106 Cypress Point Parkway, Suite B-106, Palm Coast, FL 32164, Phone: 386.986 3748, Email: ccote@palmcoast.gov
Completion Date: 2010

7. Miscellaneous

ADDENDUMS

CPH, Inc. acknowledges that no addendums have been posted for the present Request for Qualifications.

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

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

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Deltona
(Print Name of the Public Entity)

by Kurt R. Luman, Jr., P.E. / Vice President
(Print Individual's Name and Title)

for CPH, Inc.
(Print Name of Company Submitting Sworn Statement)

whose business 500 West Fulton Street, Sanford, FL 32771

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-2068806.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

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

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

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

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

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

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

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

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

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

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

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

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

_____
(Signature)

Sworn and subscribed before me this 20th day of May, 2014.

Personally known X or produced
identification_____ _____
(Type of identification)

Linda M. Gardner
(Notary)

Notary Public State of Florida

My commission expires:_____

Notary Public State of Florida
Linda M Gardner
My Commission EE013343
Expires 10/25/2014

375-030-32
PROCUREMENT
10/01

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS

(Compliance with 49CFR, Section 29.510)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant: CPH, Inc.

By: Kurt R. Luman, Jr., P.E. Date: 5/20/14

Authorized Signature

Title: Vice President

Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

375-030-33
PROCUREMENT
10/01

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: CPH, Inc.

By: Kurt R. Luman, Jr., P.E.

Date: 5/20/14

Authorized Signature

Title: Vice President

375-030-21
PROCUREMENT
10/01

DBE PARTICIPATION STATEMENT

Note: The Consultant is required to complete the following information and submit this form with the technical proposal.

Project Description: Lakeshore Multi-Purpose Trail

Consultant Name: CPH, Inc.

This consultant (is___) (is not X) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): 10 %

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE subconsultants are as follows:

DBE Sub-Consultant	Type of Work/Commodity
Brindley Pieters & Associaties, Inc. (BPA)	QA/QC and Structural

By: Kurt Luman, Jr., P.E.

Title: Vice President

Date: 5/20/14

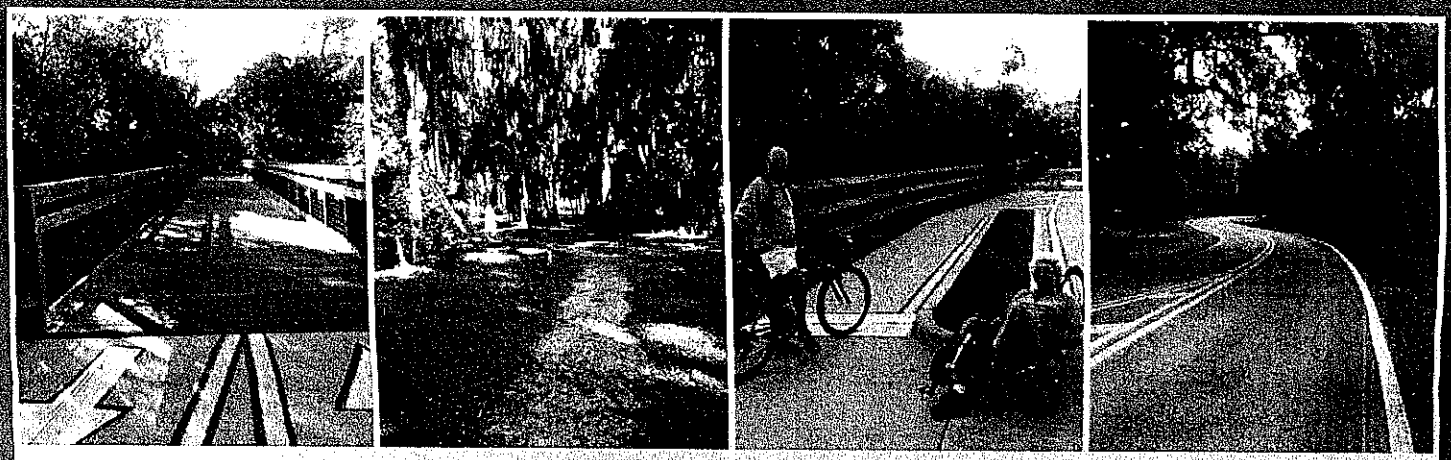
Authorized Signature

ORIGINA

City of Deltona, Florida

Engineering Design Services *for* the Lakeshore Multi-Purpose Trail Project (Thornby Park to Green Springs Park)

RFQ #14013, FPID #435671-1-38-01



May 21, 2014

AVCON, INC.
5555 E. Michigan Street, Suite 200
Orlando, Florida 32822
Phone: (407) 599-1122
Fax: (407) 599-1133
Contact: Michael Kerns, P.E., Project Manager
Email: mkerns@avconinc.com

AVCON

AVCON

AVCON, INC.
ENGINEERS & PLANNERS

5555 E Michigan Street, Suite 200
Orlando, Florida 32822-2779
Phone: (407) 599-1122
Fax: (407) 599-1133
www.avconinc.com

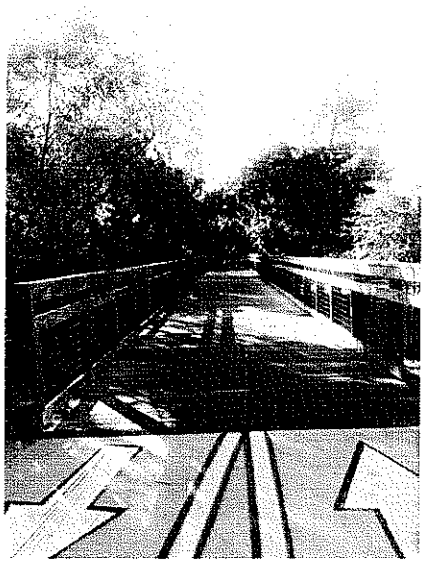
May 21, 2014

Ms. Kate Krauss
Purchasing Manager
City of Deltona
City Hall
2345 Providence Boulevard
Deltona, Florida 32725

Reference: **Lakeshore Multi-Purpose Trail Project, Thornby Park to Green Springs Park**
RFQ #14013, FPID #435671-1-38-01

Dear Ms Krauss:

AVCON, INC. (AVCON) is pleased to submit herewith one (1) original and three (3) copies of our Statement of Qualifications to provide Engineering Design Services for the Lakeshore Multi-Purpose Trail, Thornby Park to Green Springs Park project for the City of Deltona. All design and bid phase services will comply with Florida Department of Transportation, County of Volusia, City of Deltona, and other agencies' standards and requirements. As our proposal demonstrates, we have a firm understanding of the scope of work and the City's need for this important project, and we are very committed to performing all tasks in a timely and cost-effective manner



AVCON has built its reputation on delivering innovative and practical engineering solutions to our clients based on over two decades of professional planning, design, and construction administration services. These solutions blend both economic and technological elements to provide an effective approach to all of our projects. Whether working on an airport runway, a city trail or an interstate highway, we offer high-level technical expertise based on more than twenty-six years of hands-on experience—ensuring the job is done right the first time We pride ourselves on partnering with our clients in ***Transforming Today's Ideas into Tomorrow's Reality***.

AVCON has assembled a highly qualified, motivated, and dedicated team of professionals to accomplish each and every task required for the overall success of this Multi-Purpose Trail project As you will see in our proposal, the **AVCON Team** has local knowledge and relevant project experiences, through personal and professional work in the Central Florida area, to effectively complete the tasks for this project on time and within budget The Team also has a successful performance history with projects similar to the services requested in the qualifications package. With this wealth of experience, we also bring a strong desire to help the City of Deltona successfully implement this very important project.

Based on the prominence of this role, **AVCON** has dedicated ***Mr. Michael Kerns, P.E.*** (a City of Deltona Resident) to serve as your Project Manager and the main point of contact Mr. Kerns is authorized to make representation for the firm and team He has over 10 years of experience (all with **AVCON**) in civil engineering Mr. Kerns has worked on a number of Multi-Purpose Trail projects including the Alabama Avenue Trail Extension in DeLand and the TAV-LEE Trail Extension in Tavares. He is familiar with the St. Johns River Water Management District's criteria for multi-purpose trails and will use his past experience to minimize or eliminate permitting efforts on the Lakeshore Multi-Purpose Trail Project He also has experience with project design, client management, and sub-consultant administration

Mr. Rick Baldocchi, P.E. will serve as Principal-in-Charge and provide assistance with Public Involvement efforts Mr Baldocchi has over 30 years of experience (26 with **AVCON**) in the consulting community planning and designing public works, trails and transportation projects.

As a principal of **AVCON, INC.**, Mr. Baldocchi has worked closely with a variety of clients including Orange County, Volusia County, Seminole County, and the Cities of Tavares, Sanford, Winter Park, Maitland, DeLand and Orlando to provide professional, timely designs of the highest quality.

Mr. Kerns will report directly to the City's designated personnel and will operate out of **AVCON**'s DeLand Office located at: **436 W New York Avenue, DeLand, Florida 32720**. He can also be reached by phone at **(407) 599-1122**, by fax at **(407) 599-1133**, or by email at **mkerns@avconinc.com**

AVCON is pleased to include the services of the following highly qualified Volusia County firms on the team:

- **Bechtol Engineering and Testing, Inc.:** Geotechnical Engineering and Investigation
- **Blackwell & Associates Land Surveyors, Inc.:** Surveying Services
- **Zev Cohen & Associates, Inc.:** Environmental and Landscape Architecture

AVCON is uniquely qualified to support the City of Deltona on this important Multi-Purpose Trail project, and some highlights of these qualifications include:

- **AVCON** is familiar with the requirements of Multi-Purpose Trail projects, and our entire team has a wealth of prior local, relevant experience which eliminates any "learning curve";
- **AVCON** brings extensive, relevant and award winning project experience and excellent relationships with the FDOT District 5 personnel for project-related discussions;
- **AVCON** offers the very best planning and design staff credentials and significant records of success, with recent and relevant design, permitting, and bid phase roles on projects identical to the Lakeshore Multi-Purpose Trail Project;
- **AVCON** maintains a technically competent staff with a "proactive" and "can do" attitude, and one that is well qualified, with a proven-track record, and eager to ensure the City's success;
- **AVCON** will do the best job, completing the project and associated tasks on time and within budget, and with quality you demand - our long and successful track record speaks for itself; and
- **AVCON** is certified by the State of Florida Board of Professional Engineers, certified as a Disadvantaged Business Enterprise (DBE) through the Unified Certification Program, certified as a Minority Business Enterprise (MBE) by the State of Florida, and pre-qualified by the Florida Department of Transportation in sixteen different planning and design work areas. **AVCON** is a corporation and is registered with the State of Florida.

By submittal of this Statement of Qualifications, **AVCON** certifies acceptance of the following conditions and requirements:

- **AVCON** is in compliance with FDOT Directive No. 375-030-1-006
- No principal is presently suspended, proposed for debarment, declared ineligible or voluntarily exclude from participation on this transaction by any Federal Department or Agency
- **AVCON**'s Statement of Qualifications is made without previous understanding, agreement, or connection with any person, firm or corporation pursuing the same items and is in all respects fair, without outside control, collusion, fraud, or other legal action.

On the pages that follow, we detail our experience and the qualifications of our project team. We appreciate this opportunity to submit our Statement of Qualifications and very much look forward to the opportunity to work with City staff on this important project.

Sincerely,

AVCON, INC.

Rick V. Baldocchi, P.E.
Vice President / Principal-in-Charge

Michael Kerns, P.E.
Project Manager / Engineer

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Engineering Design Services

Lakeshore Multi-Purpose Trail Project

Thornby Park to Green Springs Park

Financial Management Number:
435671-1-38-01

Submitted by:
AVCON, INC.

Corporate Headquarters:
5555 E Michigan Street, Suite 200
Orlando, Florida 32822

Local Office:
436 W New York Avenue
DeLand, Florida 32720

Contact Person:
Michael Kerns, P.E.
Project Manager / Engineer
(386) 626-1468
mkerns@avconinc.com

May 21, 2014

Qualification and Experience of Firm

Firm's Qualifications and Resources

The **AVCON Team** is ready and available to assist the City of Deltona with Engineering Design Services on the Lakeshore Multi-Purpose Trail project. We have done our homework and are ready to "Hit the Ground Running" on this project! We have assembled a project team that can offer the City the most qualified and complete Engineering and Design Team for this important project.

AVCON has served as prime or sub-consultant for many recreational trail projects including the following:

- City of Sanford, Florida – Persimmon Avenue Sidewalk and Trail (FDOT LAP Project)
- Orange County, Florida – Harrell Road Pedestrian Bridge (FDOT LAP Project)
- City of DeLand, Florida – Alabama Avenue Multi-Use Trail Extension – Phase B (FDOT LAP Project)
- City of Tavares, Florida – TAV-LEE Multi-Use Trail Extension – Wooton Park (FDOT LAP Project)
- Volusia County, Florida – SR 415 and SR 422 Pedestrian Bridges (LAP Projects)
- Orange County, Florida – Little Econ Soccer Complex Pedestrian Bridges (Econ Trail)
- City of Sanford, Florida – Pedestrian Bridge Boardwalk for Sanford River Walk (FDOT LAP Project)
- Polk County, Florida – Ft. Fraser Trail – Rails to Trails Project

As you can see, **AVCON** has extensive experience in multi-purpose trails for local municipalities that have been funded by the Florida Department of Transportation (FDOT) through the Local Agency Program (LAP) Process. We therefore understand the issues related to multi-purpose trails and the procedures required by FDOT through the LAP program.

Over the past 26 years of professional engineering services, **AVCON** has developed an expert staff of professional engineering and support personnel capable of undertaking a wide variety of project needs. The following paragraphs provide a brief synopsis of the credentials of the **AVCON** staff members that will be assigned to this project.

Our Team will be led by ***Michael (Mike) Kerns, P.E.*** as Project Manager. Mr. Kerns has a diverse range of experience in civil design, including parks, restaurants, condominiums, residential communities, and public schools throughout the state of Florida. His experience in civil design includes various stormwater systems such as retention ponds, detention ponds, and underground exfiltration. He has prepared permit documents and exhibits for several Florida agencies including St. Johns River Water Management District, Florida Department of Environmental Protection, Florida Department of Transportation, and South Florida Water Management District. He has also performed various site inspections for civil site projects in the public and private sectors throughout the state of Florida.

Mr. Rick Baldocchi, P.E., Principal-in-Charge, has over 30 years of experience in the consulting community planning and designing public works, trails and transportation projects. Clients include Orange County, Volusia County, Seminole County, and the Cities of Tavares, Sanford, Winter Park, Maitland, DeLand and Orlando. Mr. Baldocchi served as the Project Manager for all of the above listed projects plus additional trail and pedestrian bridge projects in Seminole and Polk Counties. In addition to serving as Principal-in-Charge, Mr. Baldocchi will lead the Public Involvement effort with the assistance of others listed in this proposal.

Assisting Mr. Kerns, as Trail and Roadway Engineer, will be ***Mr. Clint Pletzer, P.E.*** Mr. Pletzer has 11 years of experience in the transportation industry. His similar project experience includes the Persimmon Avenue Project in Sanford, the Harrell Road Pedestrian Bridge in Orange County, the Alabama Avenue Trail Extension in DeLand and two pedestrian bridges in Volusia County. Mr. Pletzer will bring all of this experience to the Lakeshore Multi-Purpose Trail Project and he will lead the trail design effort and provide maintenance of traffic plans for roadway crossings where needed.

Mr. Ryan Renardo, P.E. has been working with **AVCON**, Mr. Baldocchi and Mr. Kerns for over five years since graduation from UF with a Master's Degree in Civil Engineering. His responsibilities include design of civil drawings for construction projects and ensuring that all necessary permits are obtained.

These drawings include, but are not limited to, site plans, utility plans, drainage plans and demolition plans It is his responsibility to ensure these various plans are correct and free from any content that could adversely affect the project, either before, during or after construction is complete.

Mr. Michael Duer, E.I. has over 16 years of experience in many areas of surface transportation, including transportation planning, preliminary engineering analysis/design, roadway design, and traffic engineering As a Traffic Engineer, Mr. Duer's duties include project planning and design, traffic impact analysis, access management plans, roadway construction plans, specifications, maintenance of traffic plans, signing and marking plans, quantities, construction cost estimating, and public involvement

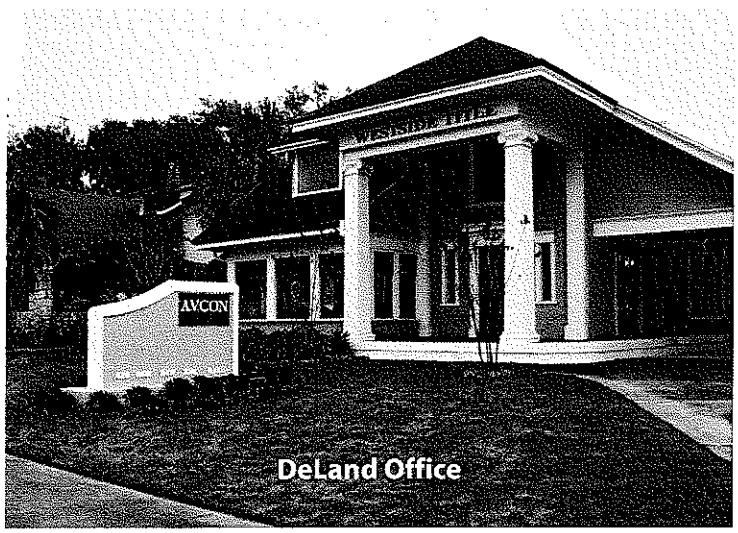
History of the Firm

AVCON was established in Orlando, Florida in 1988 by two professional engineers with a commitment to provide quality engineering and planning services. In the past twenty-six years, **AVCON**'s staff has grown from its original four members to over fifty highly qualified and motivated individuals with strong experience and skills in civil and structural engineering and planning. The firm has earned a reputation for excellent work and high quality standards. This reputation continues to attract highly qualified staff and has fostered teaming relationships with a number of Florida's largest and most respected engineering firms. The attributes of quality and commitment that have led to the firm's growth and reputation are evident in the staff proposed for this project, as described later in Section 3 – Key Personnel.

Firm's Size (Personnel and Contracts)

Total Number of Personnel by Discipline:

Discipline	#
Administrative	11
Aviation Designers, Engineers, Planners	11
Airfield Electrical	3
Airfield Pavement Specialist	3
Mechanical, Electrical, Plumbing	5
Site Development/ Utilities	5
Transportation (Roads)	4
Structural	5
Construction Specialist	5
Total	**52**



DeLand Office

AVCON's DeLand Office will be the primary office for this assignment. **AVCON**'s professional services will be provided to the City from this office, with integral support from our Headquarters in Orlando, Florida and a core team of sub consultant resources

We have proven our responsiveness over the past 26 years to clients throughout the Southeast. Additionally, **AVCON** has the ability to call upon the additional credentials and staffing support of our firm-wide network of engineering and planning professionals at our regional offices in Niceville, Florida and Charlotte, North Carolina all of which have full capabilities to provide Engineering Design Services. **AVCON**'s office locations are as follows:

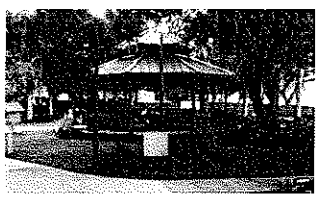
Local Office	**Corporate Headquarters**	**Regional Office**	**Regional Office**
436 W New York Avenue	5555 E Michigan Street	8604 Cliff Cameron Drive	320 Bayshore Drive
DeLand, FL 32720	Suite 200	Suite 145	Suite A
	Orlando, FL 32822	Charlotte, NC 28269	Niceville, FL 32578

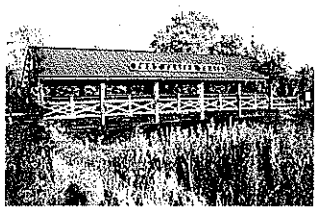
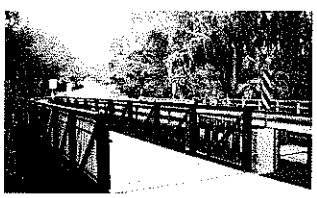
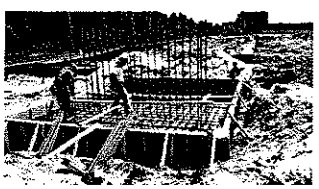
We fully understand the needs of the City and the firm has similar experience providing Engineering Design Services for the following entities throughout Florida Assignments have included General Consulting, On-Call Services as well as individual projects and tasks

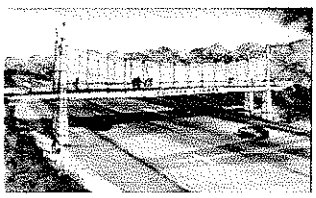
- City of DeLand
- City of Tavares
- City of Sanford
- City of Wauchula
- City of Kissimmee
- Orange County Public Schools
- Greater Orlando Aviation Authority
- Orange County
- Pinellas County
- Volusia County
- Taylor County
- Citrus County
- Okeechobee County
- Sanford Airport Authority

As evidence of our long-term commitment to quality and service, **AVCON** continues to provide engineering, planning and construction phase services to some of our earliest Clients With the competitive nature of our industry, we take great pride in these relationships, and we look forward to building a meaningful partnership with the City of Deltona.

Similar Contracts

Project Name / Location	Reference	Description	Dates of Professional Services
Wooton Park Expansion, Tav-Lee Trail Extension, Tavares, FL 	City of Tavares John Drury (352) 742-6209	The Tav-Lee Trail is a planned 10 4-mile regional shared-use trail that will eventually connect the downtowns of Tavares and Leesburg. **AVCON** designed an extension of the trail through the expansion of the Tavares Seaplane Marina and Park fronting Lake Dora FDOT LAP project.	2012-On-going
Alabama Avenue Multi-Use Trail North Extension, DeLand, FL	City of DeLand Keith Riger (386) 626-7080	This section of the trail system runs from International Speedway just west of Marsh Road, northward through City of DeLand property to the Sperling Sports Complex. FDOT LAP project.	2012-On-going
Persimmon Avenue Sidewalk, Sanford, FL	City of Sanford Robert Beall (407) 688-5070	This Local Agency Program (LAP) project includes approximately 1 25 miles of new or upgraded 10 foot wide sidewalks through a rural residential community in Sanford, FL The sidewalk is part of a city-wide trial system that is designed to provide connectivity between residential neighborhoods, parks and other public spaces. The design required staying within the exiting city right of way and meandering the sidewalk to avoid historic trees and other structures in the right of way	2011-On-going

Project Name / Location	Reference	Description	Dates of Professional Services
Dixie Belle Drive Sidewalk Addition, Orlando, FL	City of Orlando Richard Howard, P.E. (407) 246-3222	**AVCON** provided engineering drawings, calculations and support to assist the City in obtaining an ERP to construct the sidewalk. An ERP was required due to the close proximity of the project to Lake George, and the presence of wetland species in some of the areas that will be impacted by the improvements.	2008-2009
Harrell Road Pedestrian Bridge, Orange County, FL	Orange County Public Works Department Julie R. Naditz, P.E. (407) 836-7930	Harrell Road Pedestrian Bridge consisted of the installation of a 160' pedestrian bridge adjacent to the existing bridge on Harrell Road over the Little Econ waterway. The pedestrian bridge was pre-fabricated by Bailey Bridge and transported to the site for installation. FDOT LAP project.	2010-2011
Fort Fraser Trail, Polk County, FL 	City of Lakeland Public Works Greg James (863) 834-6040	This 7.75 mile Rails to Trails Project included restoration of three wood trestle bridges and creation of over seven miles of asphalt paved trail, rest areas, interpretive signs, and two trailheads. **AVCON** provided structural design, post design services and plans update services.	2006-2008
Dyson Drive Pedestrian Bridge and Sidewalk, Seminole County, FL 	Seminole County Public Works Brett Blackadar P.E. (407) 665-5702	Project included the design and construction of the Dyson Drive pedestrian bridge and sidewalk. The pedestrian bridge was 120 ft in length and required customized footings due to the steep side slopes at the stream crossing. **AVCON** provided civil and structural engineering services.	2006-2010
East Central Regional Trail - Pedestrian Bridge Over SR 415, Volusia County, FL 	Volusia County Jim White, P.E. (386) 736-5967 x 12511	The SR 415 Pedestrian Bridge is an important part of the overall trail and is necessary due to the significant amount of traffic that will use the newly improved SR 415. **AVCON** is responsible for Civil and Structural Engineering services. FDOT LAP project	2013-On-going

Project Name / Location	Reference	Description	Dates of Professional Services
East Central Regional Trail - Pedestrian Bridge Over SR 442, Volusia County, FL 	Volusia County Jim White, P.E. (386) 736-5967 x 12511	The SR 442 Pedestrian Bridge is an important part of the overall East Central Florida Rail Trail and is necessary due to the significant amount of traffic along SR 442 **AVCON** is responsible for Civil and Structural Engineering services. FDOT LAP project.	2013-On-going

Additional Services

Management Plan: Our Team's Management Plan will focus on providing efficient and cost-effective designs in accordance with the project scope and budget. Our Project Manager will emphasize continuous effective communication and coordination internally between in-house staff as well as with our team of subconsultants and City staff. **AVCON**'s Project Manager, Mike Kerns, P.E., will be responsible for overall management and administration - ensuring proper communication is maintained between the **AVCON Team** and City Staff. Mr. Kerns will be responsible for conducting weekly internal staff meetings on any on-going tasks, discussing project design issues, schedules, and resource requirements. Additionally, he will coordinate with subconsultants regularly to make sure all work is being accomplished as scheduled.

Prior to NTP on a project, and in coordination with the designated City Project Manager or Point of Contact, Mr. Kerns will develop the project schedule and will make sure all team members are effectively meeting that schedule. The **AVCON Team**'s Management Plan will clearly identify the following objectives and goals for each assignment: 1) a clear outlined scope of services; 2) a well-defined organizational structure identifying individuals and their respective areas of responsibility; 3) a detailed project schedule with milestones identifying the project's critical path; and 4) a communication plan clearly identifying protocols for correspondence, meeting minutes, e-mails, and phone correspondence.

Monthly Progress Reports will be distributed to the designated City Project Manager or Point of Contact identifying completed tasks, upcoming work requirements, and any outstanding issues requiring resolution. Progress reports will be prepared and submitted with each monthly invoice identifying completed tasks during the invoicing period. As **AVCON**'s Project Manager, Mr. Kerns will be the City's primary point of contact.

He will provide continuous coordination with City personnel and other designated representatives throughout the duration of the contract. Additionally, Mr. Kerns will be responsible for design decisions, plan content, correspondence, meeting minutes, schedule updates, and monthly progress reports describing and quantifying all work tasks are performed in a timely manner.

Our team has the added advantage of a Project Engineer with project management and multi-purpose trail experience. Mr. Pletzer will serve as the back-up Project Manager in Mr. Kerns' absence and will have the skills, knowledge and authority to respond to critical project issues both during design and construction to ensure the project remains on track and on schedule.

Key Personnel

Organizational Chart

Rick V. Baldocchi, P.E.
Vice President

Mr Baldocchi has more than 30 years of experience in civil/structural engineering, including management of highway, bridge and trail projects He also has experience with project design, client liaison, subconsultant administration, and financial management. As a principal of AVCON, INC , Mr. Baldocchi has worked closely with a variety of clients within the development, transportation, and aviation industries to provide professional, timely designs of the highest quality

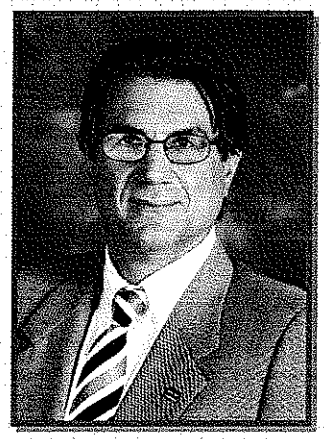
In addition to his technical expertise, Mr. Baldocchi has served in a variety of roles in the local, Central Florida Community. From 2002-2004, He served as Vice Mayor of the City of Maitland and as City Councilman for the City from 1998-2004 He was a member of the Transportation Technical Committee of MetroPlan Orlando from 2000-2004, and also of the East Central Florida Regional Planning Council 1998-2000 He is currently a Board Member position for the Florida Institute of Consulting Engineers (2011-Present), is a Chairman and Board Member of the West Orange South Lake Transportation and Economic Development Task Force (2007-Present), and is a Chairman and Commissioner for the Orange County Planning and Zoning Commission (2010-Present)

Past Employment:

- PG&E, Project Engineer, 1983-1984
- Greiner, Inc , Project Engineer, 1985-1988

Continuing Education:

- Corrosion Protection of Steel & Concrete Structures (2013)
- Introduction to Revit/BIM (2013)
- Reinforced Concrete Pipe & Box Design Applications (2013)
- Real Estate Continuing Education (2013)
- Business Development for Project Managers (2012)
- FDOT Specifications Package Preparation Training (2011)
- Pipe Lining & Structure Rehabilitation (2011)
- Traffic Signal Phasing (2010)
- Client Satisfaction (2010)
- The Economic Outlook for Central Florida (2010)
- FICE/FDOT Consultants Conference (2010)
- Innovations in Structural Glass (2010)
- Drill Shaft Design (2009)
- Transportation Outlook – Tough Questions for Tough Times (2009)
- Construction of Portland Cement Pervious Pavement (2009)
- Statewide Stormwater Rules Update (2009)
- Essential Steps to a Claim-Free Practice (2009)
- FES/FDEP Green Engineering Seminar (2009)
- Florida Laws and Project Management Rules for Engineers (2009)
- ASCE Deterioration & Repair of Concrete (2008)
- FICE 2008 P E. Legislative Days (2008)
- FICE Leadership Project Management Conference (2006)
- FICE/FDOT Consultants Conference (2006)
- FICE/FDOT Consultants Conference (2005)
- Storm Design/Technical Drainage for Parking Lots (2005)
- Florida Board Laws & Rules for Practicing Engineering (2005)
- FICE/FDOT Consultants Conference (2004)
- FICE/FDOT Consultants Conference (2003)



Education:
MBA, 1991
Rollins College

M S Structural Engineering, 1984
University of California Berkeley

B S Civil Engineering 1982
California Polytechnic State University

Professional Registrations:
Professional Engineer, FL
Professional Engineer GA

Professional Affiliations:
American Society of Civil Engineers
Florida Engineering Society
Florida Institute of Consulting Engineers

Honors & Awards:
FICE Community Service Award 2007

Years of Experience:
30

Years with AVCON:
26

Project Role:
Principal-in-Charge Public Involvement

Transforming Today's Ideas into Tomorrow's Reality

Rick V. Baldocchi, P.E.
Continued

Similar Project Experience:

Mr. Baldocchi is very knowledgeable in Multi-Purpose Trail projects. Some of his recent experience is highlighted below.

PERSIMMON AVENUE SIDEWALK AND TRAIL (FDOT LAP Project)
City of Sanford, Florida
Project Manager
This Local Agency Program (LAP) project includes approximately 1 25 miles of new or upgraded 10 foot wide sidewalks through a rural residential community in Sanford, FL. The sidewalk is part of a city-wide trial system that is designed to provide connectivity between residential neighborhoods, parks and other public spaces The design required staying within the exiting city right of way and meandering the sidewalk to avoid historic trees and other structures in the right of way.

HARRELL ROAD PEDESTRIAN BRIDGE (FDOT LAP Project)
Orange County, Florida
Project Manager
Harrell Road Pedestrian Bridge consisted of the installation of a 160' pedestrian bridge adjacent to the existing bridge on Harrell Road over the Little Econ waterway The pedestrian bridge was pre-fabricated by Bailey Bridge and transported to the site for installation The existing vehicular bridge was modified during construction to upgrade the traffic rail to a more current specification Small storm and minor utilities were modified to accommodate the bridge construction.

ALABAMA AVENUE MULTI-USE TRAIL EXTENSION – PHASE B (FDOT LAP Project)
City of DeLand, Florida
Project Manager
This section of the trail system runs from International Speedway just west of Marsh Road, northward through City of DeLand property to the Sperling Sports Complex. Originally, a portion of the trail was to cross DeLand Municipal Airport property, but FAA restrictions required a major redesign and new alignment along Marsh Road

TAV-LEE MULTI-USE TRAIL EXTENSION – WOOTON PARK (FDOT LAP Project)
City of Tavares, Florida
Project Manager
The Tav-Lee Trail is a planned 10 4-mile regional shared-use trail that will eventually connect the downtowns of Tavares and Leesburg. AVCON designed an extension of the trail through the expansion of the Tavares Seaplane Marina and Park fronting Lake Dora

SR 415 AND SR 422 PEDESTRIAN BRIDGES (LAP Projects)
Volusia County, Florida
Project Manager
The SR 415 and SR 442 Pedestrian Bridges are an important part of the overall East Central Florida Rail Trail and are necessary due to the significant amount of traffic along both roadways. The projects include the design and construction of 150-foot pedestrian bridges over Indian River Boulevard and the ramps leading up to the bridges, which meet trail and ADA requirements AVCON is responsible for Civil and Structural Engineering services.

LITTLE ECON SOCCER COMPLEX PEDESTRIAN BRIDGES (Econ Trail)
Orange County, Florida
Project Manager
The overall project included expansion of the existing soccer complex to add fields, parking and increase pedestrian and vehicular access Part of the project included incorporating the park into the Orange County Greenway Recreation Trail An internal recreation within the park was developed and tied into the main trail to provide access to the park from the existing trail. AVCON's scope included the planning, design and construction administration of two pedestrian bridges as part of the internal trail system The bridges were required to provide access over existing drainage canals and treatment facilities and were designed with the proper aesthetics to compliment a park and trail system The bridge types selected were steel arch trusses with a concrete deck surface The bridge was designed to accommodate pedestrians, bicycles, rollerbladers and small maintenance vehicles. The foundations were designed as cast-in-place concrete spread footings Planning and design services included developing the bridge concepts, choosing the aesthetics of the bridges, and final design of the foundation and bridge systems

Michael Kerns, P.E.
Project Manager/Engineer

Mr Kerns has over 10 years of experience in drainage design and stormwater management. Mr Kerns' drainage design experience includes roadway drainage, road side swales, wet retention pond design, dry retention pond design, exfiltration systems, underdrain systems, joint use ponds, nitrogen/phosphorus loading calculations for impaired water bodies, closed basin analysis and design, flood plain analysis, culvert analysis, erosion control, and master drainage systems Mr Kerns also maintains an excellent working relationship with many of the water management permitting agencies.

Mr Kerns participated in the West Volusia Leadership program (2011) and served as a Committee Member for the City of Deltona Charter Review Committee (2013-2014). The City of Deltona City Charter defines the municipal powers, rights and privileges of the City of Deltona including form of government, powers and duties of the City Commission and City Manager, designated Charter officers, type of elections conducted, and identifies City boundaries

Education:
B S Civil Engineering, 2004
University of Central Florida

Professional Registrations:
Professional Engineer FL

Years of Experience:
10

Years with AVCON:
10

Project Role:
Project Manager

Past Employment:

Not Applicable – Mr Kerns has been working at AVCON since graduating from the University of Central Florida in 2004.

Similar Project Experience:

Mr. Kerns is very knowledgeable in multi-purpose trail work and pedestrian bridges. He is currently serving as Project Manager for three pedestrian bridges for Walt Disney World in Lake Buena Vista, Florida. Additionally, he provided project coordination on the Alabama Avenue Multi-Use Trail Extension, Phase B for the City of DeLand He is extremely familiar with FDOT standards and specifications as well as the City of Deltona and the surrounding areas and existing trails He has extensive experience in utilities and drainage coordination and permitting Some of his recent similar projects are highlighted below.

SR 415 PEDESTRIAN BRIDGE DESIGN
Volusia County, Florida
Project Engineer
This project fits into the overall construction of the East Central Florida Regional Trail Project. The SR 415 Crossing is an important part of the overall trail and is necessary due to the significant amount of traffic that will use the newly improved SR 415 The project consists of the design and construction of a 150-foot pedestrian bridge over Indian River Blvd. and the ramps leading up to the bridges, which meet trail and ADA requirements The bridge design was performed to blend the important elements of safety, cost, and aesthetics

SR 442 PEDESTRIAN BRIDGE DESIGN
Volusia County, Florida
Project Engineer
The SR 442 Pedestrian Bridge is an important part of the overall East Central Florida Rail Trail and is necessary due to the significant amount of traffic along SR 442 The project consists of the design and construction of a 150-foot pedestrian bridge over Indian River Blvd. and the ramps leading up to the bridges, which meet trail and ADA requirements.

ALABAMA AVENUE MULTI-USE TRAIL EXTENSION – PHASE B (FDOT LAP Project)
City of DeLand, Florida
Project Engineer
This section of the trail system runs from International Speedway just west of Marsh Road, northward through City of DeLand property to the Sperling Sports Complex

Transforming Today's Ideas into Tomorrow's Reality

Michael Kerns, P.E.
Continued

Originally, a portion of the trail was to cross DeLand Municipal Airport property, but FAA restrictions required a major redesign and new alignment along Marsh Road

PERSIMMON AVENUE SIDEWALK AND TRAIL (FDOT LAP Project)
City of Sanford, Florida
Project Engineer
This Local Agency Program (LAP) project includes approximately 1.25 miles of new or upgraded 10 foot wide sidewalks through a rural residential community in Sanford, FL The sidewalk is part of a city-wide trial system that is designed to provide connectivity between residential neighborhoods, parks and other public spaces The design required staying within the exiting city right of way and meandering the sidewalk to avoid historic trees and other structures in the right of way.

FORT FRASER TRAIL
Polk County, Florida
Project Engineer
This 7 75 mile Rails to Trails Project included restoration of three wood trestle bridges and creation of over seven miles of asphalt paved trail, rest areas, interpretive signs, and two trailheads. AVCON provided structural design, post design services and plans update services.

TAV-LEE MULTI-USE TRAIL EXTENSION – WOOTON PARK (FDOT LAP Project)
City of Tavares, Florida
Project Engineer
The Tav-Lee Trail is a planned 10.4-mile regional shared-use trail that will eventually connect the downtowns of Tavares and Leesburg AVCON designed an extension of the trail through the expansion of the Tavares Seaplane Marina and Park fronting Lake Dora

ZL RILEY PARK
Orange County, Florida
Project Manager
This joint project between the City of Orlando and Orange County Expressway Authority was constructed for just under $2 million. The two-acre park includes a colorful playground, open green spaces, picnic grills, large pavilion/stage, wide sidewalks and utility hook-ups for vendors.

CITY OF SANFORD PUBLIC SAFETY COMPLEX
Sanford, Florida
Project Engineer
AVCON provided the site design of the Public Safety Complex and services on the adjacent City streets that included: the incorporation of stormwater along Lake Avenue into the existing stormwater system for the roadway; the addition of on-street parking on the south side of 13th Street Improvements, along 13th Street, that included drainage enhancements for the new pavement; the reconstruction of Lake Avenue to provide two, twelve-foot travel lanes and maximize the on-street parking; the addition of a mid-block raised crosswalk; and a fully operational traffic signal at the intersection of Lake Avenue and 13th Street

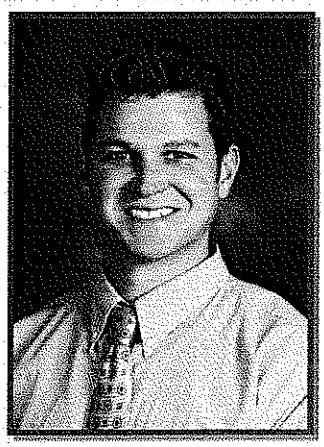
DIXIE BELLE DRIVE SIDEWALK ADDITION
Orlando, Florida
Project Engineer
AVCON provided engineering drawings, calculations and support to assist the City in obtaining an ERP to construct the sidewalk An ERP was required due to the close proximity of the project to Lake George, and the presence of wetland species in some of the areas that will be impacted by the improvements.

SOUTH STREET AND ANDERSON STREET DRAINAGE AND RESURFACING IMPROVEMENTS FROM ORANGE AVENUE TO MILLS AVENUE
City of Orlando, Orange County, Florida
Project Engineer
AVCON was initially retained to inspect and evaluate the drainage system to assess the condition and the capacity of the existing structures and pipes The scope of services included visual inspection of the structures, review of pipe video tapes, basin analysis and pipe size recommendation The final report also included development of CIP projects and associated cost estimates As a result of the report, AVCON was retained to provide final design for the drainage and milling and resurfacing improvements The project fixed existing infrastructure, reduce localized flooding and improve the overall stormwater management system of the local municipal neighborhood.

Clint Pletzer, P.E.
Project Engineer

Clint Pletzer, P E., has worked on more than 20 roadway design projects in his 11 years of experience. His skills include development of horizontal and vertical alignments utilizing GEOPACK, utility coordination and adjustments, maintenance of traffic, pavement design, temporary traffic control, specifications preparation, construction estimates, LRE updates, Microstation, and CADD He is also versed in all phases of plans preparation. Over the past 11 years Mr Pletzer has worked closely with a number of local governments and other public entities including Orange County, Seminole County, the Greater Orlando Aviation Authority, the Florida Department of Transportation, the Orlando-Orange County Expressway Authority and the Cities of Sanford, Maitland and Orlando for a variety of transportation projects. Several of Mr. Pletzer's projects have required extensive utility coordination, relocation, and design with entities such as Seminole County Water, Utilities Inc, Florida Gas and numerous telecom companies.

Mr Pletzer has GEOPAK training certification and is involved with training updates associated with FLUG (Florida Local Users Group) He is certified in FDOT Advance Work Zone Traffic Control and he has completed FDOT Certified Specifications training. He is also very knowledgeable in FDOT PPM and Design Standards Index criteria, and has extensive experience in FDOT plans preparation.



Education:
B S Civil Engineering, 2002
University of Central Florida

Professional Registrations:
Professional Engineer FL

Years of Experience:
11

Years with AVCON:
9

Project Role:
Trail and Roadway Engineer

Past Employment:

- SRD Engineers, Project Engineer / Roadway Engineer, 2002-2004

Similar Project Experience:

Mr Pletzer has vast experience working with FDOT regulations and standards. He has 11 years of experience working on FDOT roadway and trail projects More specifically Mr Pletzer has extensive experience with FDOT LAP projects Recent experience includes completing the following FDOT LAP projects:

- Harrell Road Pedestrian Bridge, US 17-92 at Horatio Avenue
- Persimmon Avenue Sidewalk
- Sanford River Walk (Phase II)
- Winter Park Train Station (CEI)
- Turnbull Bay Bridge Replacement

Mr. Pletzer is currently working on the following FDOT LAP projects:

- East Central Regional Trail - Pedestrian Bridge Over SR 442
- East Central Regional Trail - Pedestrian Bridge Over SR 415
- Alabama Avenue Multi-Use Trail North Extension
- Pine Hills Trail
- TAV-LEE Trail Extension

Mr Pletzer has large quantity of experience working on trails / multi-paths. In addition to the trail projects listed above, he has worked on the Fort Fraser Trail, Dyson Drive Pedestrian Bridge and Sidewalk, and Dixie Belle Drive Sidewalk Addition. He understands the main priorities of pedestrian and bicyclist safety while adhering to appropriate design guidelines, such as FDOT Plans Preparation Manual Volume 1, Chapter 8, Florida Greenbook, and the Manual on Uniform Traffic Control Devices

His experience with the projects listed above is provided in more detail on the following page

Transforming Today's Ideas into Tomorrow's Reality

Clint Pletzer, P.E.
Continued

HARRELL ROAD PEDESTRIAN BRIDGE (FDOT LAP Project)
Orange County, Florida
Project Engineer
Harrell Road Pedestrian Bridge consisted of the installation of a 160' pedestrian bridge adjacent to the existing bridge on Harrell Road over the Little Econ waterway. The pedestrian bridge was pre-fabricated by Bailey Bridge and transported to the site for installation. The existing vehicular bridge was modified during construction to upgrade the traffic rail to a more current specification. Small storm and minor utilities were modified to accommodate the bridge construction.

ALABAMA AVENUE MULTI-USE TRAIL EXTENSION – PHASE B (FDOT LAP Project)
City of DeLand, Florida
Project Engineer
This section of the trail system runs from International Speedway just west of Marsh Road, northward through City of DeLand property to the Sperling Sports Complex. Originally, a portion of the trail was to cross DeLand Municipal Airport property, but FAA restrictions required a major redesign and new alignment along Marsh Road.

TAV-LEE MULTI-USE TRAIL EXTENSION – WOOTON PARK (FDOT LAP Project)
City of Tavares, Florida
Project Engineer
The Tav-Lee Trail is a planned 10.4-mile regional shared-use trail that will eventually connect the downtowns of Tavares and Leesburg. AVCON designed an extension of the trail through the expansion of the Tavares Seaplane Marina and Park fronting Lake Dora.

PERSIMMON AVENUE SIDEWALK AND TRAIL (FDOT LAP Project)
City of Sanford, Florida
Project Engineer
This Local Agency Program (LAP) project includes approximately 1.25 miles of new or upgraded 10 foot wide sidewalks through a rural residential community in Sanford, FL. The sidewalk is part of a city-wide trial system that is designed to provide connectivity between residential neighborhoods, parks and other public spaces. The design required staying within the exiting city right of way and meandering the sidewalk to avoid historic trees and other structures in the right of way.

SR 415 AND SR 422 PEDESTRIAN BRIDGES (LAP Projects)
Volusia County, Florida
Project Engineer
The SR 415 and SR 442 Pedestrian Bridges are an important part of the overall East Central Florida Rail Trail and are necessary due to the significant amount of traffic along both roadways. The projects include the design and construction of 150-foot pedestrian bridges over Indian River Boulevard and the ramps leading up to the bridges, which meet trail and ADA requirements. AVCON is responsible for Civil and Structural Engineering services.

PINE HILLS TRAIL
Orange County, Florida
Project Engineer
This project consists of final engineering design and construction plan preparation for the Pine Hills Multi-Use Trail from Alhambra Drive to Silver Star Road (SR 438) within the Progress Energy corridor for a distance of approximately 1.7 miles. It also includes a multiuse trail from Gordon Barnett Park to the proposed Pine Hills Trail along Dolores Drive for an approximate distance of 0.8 miles. The project also includes design of a 2-lane trailhead roadway with turnaround/cul-de-sac at the end, and parking on both sides. This road is located at Gordon Barnett Park on the northeast of the existing bridge for a distance of approximately 500 feet to the stop sign. The total project length is approximately 2.5 miles. Trail amenities include water fountains (where potable water is available), trash containers and park benches at the trailhead. Amenity location, specifications and model type are being provided by Orange County Parks and Recreation Division. AVCON is preparing an engineering study to determine whether the pedestrian-activated traffic signals, Rapid Flashing Beacons, or any other device at the intersection of the trail with N. Pine Hills Road at Dolores Drive and Silver Star Road (Limiting Amount) are warranted in accordance with the current edition of the Manual on Uniform Traffic Control Devices (FHWA). AVCON is also preparing a complete set of contract documents (plans and specifications). The multi-use trail will be designed as a 10-ft wide, asphalt trail, with one-foot concrete ribbon curbs in the Duke Power Easement, and a 12-ft wide asphalt trail with one-foot concrete ribbon curbs in other areas.

Ryan Renardo, P.E.
Project Engineer

Mr Renardo's responsibilities include design of civil drawings for construction projects and ensuring that all necessary permits are obtained These drawings include, but are not limited to, site plans, utility plans, drainage plans and demolition plans It is his responsibility to ensure these various plans are correct and free from any content that could adversely affect the project, either before, during or after construction is complete

The specific steps Mr Renardo has taken to remain current with the latest legislation includes attendance at ASCE luncheons which discuss various stormwater design elements, attendance at the annual ASCE East Central Branch Environmental & Water Resources Seminar, and attendance at a seminar for "Understanding Florida's New Stormwater Rule"

Past Employment:

Not Applicable – Mr Renardo has been working at AVCON since graduating from the University of Florida.

Similar Project Experience:

Mr Renardo's personal knowledge of work of this type includes stormwater permitting requirements of the SJRWMD, including permit exemptions. He has over five years of experience working on stormwater related projects and his relevant project experience includes the 13th Street Streetscape project in Sanford, Florida; the Lake Avenue project in Sanford, Florida; and the Hackney Prairie Road project in Ocoee, Florida Additional project experience includes:

ALABAMA AVENUE MULTI-USE TRAIL EXTENSION – PHASE B (FDOT LAP Project)
City of DeLand, Florida
Project Engineer
This section of the trail system runs from International Speedway just west of Marsh Road, northward through City of DeLand property to the Sperling Sports Complex Originally, a portion of the trail was to cross DeLand Municipal Airport property, but FAA restrictions required a major redesign and new alignment along Marsh Road

TAV-LEE MULTI-USE TRAIL EXTENSION – WOOTON PARK (FDOT LAP Project)
City of Tavares, Florida
Project Engineer
The Tav-Lee Trail is a planned 10 4-mile regional shared-use trail that will eventually connect the downtowns of Tavares and Leesburg AVCON designed an extension of the trail through the expansion of the Tavares Seaplane Marina and Park fronting Lake Dora.

SR 415 AND SR 422 PEDESTRIAN BRIDGES (LAP Projects)
Volusia County, Florida
Project Engineer
The SR 415 and SR 442 Pedestrian Bridges are an important part of the overall East Central Florida Rail Trail and are necessary due to the significant amount of traffic along both roadways. The projects include the design and construction of 150-foot pedestrian bridges over Indian River Boulevard and the ramps leading up to the bridges, which meet trail and ADA requirements AVCON is responsible for Civil and Structural Engineering services

BUENA VISTA DRIVE PEDESTRIAN BRIDGES
Lake Buena Vista, Florida
Project Engineer
Preparation of design-build criteria for two pedestrian bridges over Buena Vista Drive

Education:
M E Civil Engineering 2010
University of Florida

B S Civil Engineering 2008
University of Florida

Professional Registration:
Engineer Intern FL

Professional Affiliations:
American Society of Civil Engineers
Chi Epsilon (Civil Engineering Honor Society)

Years of Experience:
5

Years with AVCON:
5

Project Role:
Drainage and Permitting

Transforming Today's Ideas into Tomorrow's Reality

Michael Duer, E.I.
Project Engineer

Mr. Duer has over 16 years of experience in many areas of surface transportation, including transportation planning, preliminary engineering analysis/design, roadway design, and traffic engineering. As a roadway project engineer, Mr. Duer's duties include project planning and design, traffic impact analysis, access management plans, roadway construction plans, specifications, maintenance of traffic plans, signing and marking plans, quantities, construction cost estimating, and public involvement.

Mr. Duer has stayed current with the latest standard sign and custom sign design standards published in the Federal Highway Administration's (FHWA) Manual on Uniform Traffic Control Devices (MUTCD) and FDOT's Design Standards Index and Traffic Engineering Manual. He has attended annual FDOT Design Training Expos with sessions dedicated to current FDOT and FHWA signing standards. He is trained and proficient in the use of GuidSIGN 6 software to design custom signs for FDOT, OOCEA, and other agencies and municipalities and he recently completed FDOT's GuidSIGN 6 webinar (April, 23, 2014) as a refresher course. He is a Member of the Institute of Transportation Engineers' (ITE) Traffic Engineering Council and receives daily e-mails with forum discussions on signing and other traffic engineering issues.

Education:
B.S. Industrial & Systems Engineering
1992
University of Florida

Professional Registrations:
Engineer Intern, FL

Professional Affiliations:
Institute of Transportation Engineers

Years of Experience:
16

Years with AVCON:
11.5

Project Role:
Signal Design

Past Employment:

- DRMP, Inc., Traffic Engineer, 1992-1996
- AVCON, INC., Project Engineer, 2000-2007
- Brindley Pieters & Associates, Inc., Project Engineer, 2007-2009

Similar Project Experience:

Mr. Duer is very knowledgeable in work of this type and some of his recent experience includes:

ALABAMA AVENUE MULTI-USE TRAIL EXTENSION – PHASE B (FDOT LAP Project)
City of DeLand, Florida
Project Engineer
This section of the trail system runs from International Speedway just west of Marsh Road, northward through City of DeLand property to the Sperling Sports Complex. Originally, a portion of the trail was to cross DeLand Municipal Airport property, but FAA restrictions required a major redesign and new alignment along Marsh Road.

TAV-LEE MULTI-USE TRAIL EXTENSION – WOOTON PARK (FDOT LAP Project)
City of Tavares, Florida
Project Engineer
The Tav-Lee Trail is a planned 10.4-mile regional shared-use trail that will eventually connect the downtowns of Tavares and Leesburg. AVCON designed an extension of the trail through the expansion of the Tavares Seaplane Marina and Park fronting Lake Dora.

PERSIMMON AVENUE SIDEWALK AND TRAIL (FDOT LAP Project)
City of Sanford, Florida
Project Engineer
This Local Agency Program (LAP) project includes approximately 1.25 miles of new or upgraded 10 foot wide sidewalks through a rural residential community in Sanford, FL. The sidewalk is part of a city-wide trial system that is designed to provide connectivity between residential neighborhoods, parks and other public spaces. The design required staying within the exiting city right of way and meandering the sidewalk to avoid historic trees and other structures in the right of way.

Transforming Today's Ideas into Tomorrow's Reality

Paul A. Momberger, R.L.A.

Director of Planning and Landscape Architecture

Landscape Architect and Planner

ZEV COHEN & ASSOCIATES INC

Paul Momberger, R.L.A.
pmomberger@zevcohen.com
(386) 677-2482

Education

B.S. Landscape Architecture
1989 University of Florida

Registrations

Registered Landscape Architect Florida No. 1563

Professional Affiliations

Association of Landscape Architects (ASLA)

Volusia County Association for Responsible Development (VCARD)

Community Involvement

Ormond Beach Main Street:
- Board Member
- Design Committee Chairman

Ormond Beach Recreational Soccer Coach

Years of Experience
26

Years with ZCA
15

A Florida registered Landscape Architect with over 20 years of experience in Florida and abroad, Paul has a diverse background and an excellent working knowledge of land planning, urban design, and landscape architecture. He is considered a creative innovator who understands the needs of the Client and how to achieve goals without sacrificing the product

As director of Planning and Landscape Architecture for Zev Cohen & Associates, Inc., Paul leads his department by fully integrating landscape architecture and planning-related services with civil engineering, transportation and environmental services

Project Experience

Andy Romano Beachfront Park, Ormond Beach, Florida

- Role: Project Manager and Landscape Architect
- Scope: ZCA was selected by the City of Ormond Beach to design a five acre beachfront park. The park amenities include pavilions, picnic areas, seating, covered playground, splash park, dune restoration and native landscaping, ADA beach access, restroom and vending facilities, beachfront parking, and viewing terraces ZCA also worked closely with the city to provide a public outreach and a community engagement plan which allowed members of the community to play a role in developing the park that would leave a lasting impression for visitors of all ages.

Port Orange Riverwalk, Port Orange, Florida

- Role: Landscape Architect
- Scope: ZCA assisted Glatting Jackson with the master planning design and coordinated for the City of Port Orange Riverwalk Park. The proposed plan includes 2,000 linear feet of park located directly on the Halifax River. The proposed Conceptual Plan provides areas for future commercial and residential development, ample seating and gathering spaces and a marina Rain gardens and cisterns will be incorporated into the stormwater and irrigation design of the park to promote the City's new "Green Technology" initiatives

Gateway Daytona, Daytona Beach, Florida

- Role: Planner and Landscape Architect
- Scope: ZCA provided Master Planning, landscape and hardscape design for this mixed use project on the Halifax River The Riverwalk includes an interactive water feature, shade structures, seating and viewing areas An urban riverwalk park was designed in coordination with retail and restaurant uses planned at the base of a 300 unit five star hotel and marina complex. Conceptual plans for streetscape improvements from the project site to the beach along International Speedway Blvd were provided to the City and it is anticipated that TIF contributions from this project may be used for construction.

Daytona Beach Bandshell and Boardwalk, Daytona Beach, Florida

- Role: Planner and Landscape Architect
- Scope: The project involves the beautification of these existing historical features The Bandshell Plaza was first created in the early 1900's. The City of Daytona Beach commissioned ZCA to provide a new colored concrete paver design for the Plaza and approximately 2,000 linear feet of boardwalk adjacent to the beach Designs for lighting, benches, beach stairs and ADA ramps to access the beach were provided and FWC and DEP permitting approvals were obtained

City of Fernandina Beach Streetscape and Waterfront Park, Fernandina Beach, Florida

- Role: Planner and Landscape Architect
- Scope: ZCA developed a Master Development Plan for 1,200 linear foot streetscape and waterfront park design adjacent to Amelia River and City Marina

Daniel J. "Danny" Young

Director of Environmental Services

Senior Environmental Scientist

ZEVCOHEN & ASSOCIATES INC

Danny Young
dyoung@zevcohen.com
(386) 677-2482

Education

B S Botany, 1995
University of Central Florida

Licenses

Authorized Gopher Tortoise Agent
GTA-11-00041A

Professional Affiliations

Florida Native Plant Society

Exotic Pest Plant Council

Florida Academy of Science

Society of Wetland Scientists

American Lichenological & Bryological Society

National Association of Environmental Professionals

Community Involvement, Boards/Review Committees

Environmental Science Technology Advisory Board, Daytona State College

FNPS Pawpaw Chapter, Land Management Partners Sub Committee Vice Chair (2009)

Tiger Bay State Forest Land Management Review (2009)

City of Edgewater Tree Committee (2005)

City of Edgewater Economic Development Board Member (2005)

New Smyrna Beach Skate Committee (2002 – Present)

Army Corps of Engineers Field Test Facilitator for Draft Regional Supplement (2008)

Florida Native Plant Society Land Management Plan Review Committee, Northeast Florida Coordinator/Liaison (2006 – Present)

Years of Experience
24

Years with ZCA
10

Danny is a field botanist with years of experience across multiple scientific disciplines. He has vast experience in environmental permitting, including project management, environmental site assessments, wetland delineation and verification, protected species surveys, environmental permit application preparation and submittals, and mitigation coordination and design. Danny has a good rapport with many of the field and supervisory staff at Local, State, and Federal regulatory agencies. His understanding of project goals and "big picture" analysis has earned him respect among his clients, surveyors, and engineers with whom he must coordinate to steer projects in the right direction. Danny understands the need for efficiency and accuracy, as well as effective communication, to meet and exceed the goals of the many clients he serves.

Project Experience

Spring to Spring Trail, Volusia County, Florida

- Role: Project Manager
- Scope: When complete, the multi-use Spring-to-Spring Trail will stretch 26 miles from Gemini Springs Park to DeLeon Springs State Park. This phase is a 2.4 mile segment on the side east of Blue Springs State Park. The trail is located in habitat suitable for protected species such as Florida scrub-jays and gopher tortoises. The biggest obstacle to the timing and funding of the project was the presence of scrub-jays. ZCA conducted a complete scrub-jay survey, obtained a "no taking" concurrence for a segment of trail, prepared and submitted a Habitat Conservation Plan (HCP) and application for an Incidental Take Permit (ITP) and received the ITP from the US Fish and Wildlife Service (FWS) all within 6 months of Notice to Proceed. ZCA also identified appropriate locations and provided typical details for habitat and species signage and educational interpretation ZCA also provided gopher tortoise burrow survey data to the awarded design-build team

East Central Regional Rail Trail – Maglev to Dale Street

- Role: Project Manager, Senior Environmental Scientist
- Scope: This project is an approximately 4.7 mile eastern section of the East Central Regional Rail from the Maglev site into the City of Edgewater, paralleling Parke Avenue to the terminus at Dale Street. This is part of the regional trails project that, when complete, will extend more than 50 miles from Edgewater to Enterprise and Titusville. This rails-to-trails project utilized abandoned rail corridors purchased by the State and leased to Volusia and Brevard counties to develop as a multi-use trails. This is the longest rail-to-trail conversion in Florida and will bring a myriad of recreational and economic benefits to Central Florida. ZCA was responsible for wetland delineation, mitigation, permitting assistance and endangered species identification and permitting.

East Central Regional Rail Trail – Guise Road to SR 415

- Role: Project Manager, Senior Environmental Scientist
- Scope: This project is an approximately 4 7 mile eastern section of the East Central Regional Rail from the Maglev site into the City of Edgewater, paralleling Parke Avenue to the terminus at Dale Street. This is part of the regional trails project that, when complete, will extend more than 50 miles from Edgewater to Enterprise and Titusville This rails-to-trails project utilized abandoned rail corridors purchased by the State and leased to Volusia and Brevard counties to develop as a multi-use trails. This is the longest rail-to-trail conversion in Florida and will bring a myriad of recreational and economic benefits to Central Florida. ZCA was responsible for wetland delineation, mitigation, permitting assistance and endangered species identification and permitting

THOMAS R.H. BECHTOL, P.E.
President / Principal Engineer
tb@bechtol.com

BECHTOL ENGINEERING AND TESTING, INC.
605 W. New York Avenue, Suite A; Deland, FL 32720
386-734-8444

SUMMARY OF CAPABILITIES

- Geotechnical Engineering
- Foundation Engineering
- Soils & Construction Materials Testing
- Hydrogeologic Engineering
  - Effluent Disposal - Land Application
  - Stormwater Retention Analysis & Design
  - Solid Waste Disposal Facilities Permitting and Monitoring

EDUCATION

B S E. Environmental Engineering,
University of Central Florida 1980

Graduate Studies:
Drillers and Exploration - University of Missouri, Rolla
New Methods in In-Situ Testing - University of Florida
Stormwater Permitting - University of Florida

Engineering Seminars:
Including Wastewater Disposal Materials Testing, Stormwater Regulation and several Management Seminars

REGISTRATION

Registered Professional Engineer Florida 1987

PROFESSIONAL EXPERIENCE

Mr Bechtol is owner and President of Bechtol Engineering and Testing, inc , and is responsible for corporate management and project engineering Mr Bechtol has over 33 years of engineering experience; 24 years with Bechtol Engineering and Testing Inc

Geotechnical Engineering experience includes subsurface exploration, foundation design, excavations, slope stability analyses, grout stabilization, settlement analysis and soils compaction as well as a comprehensive range of related field and laboratory testing services In addition Mr. Bechtol has practical knowledge and experience in the area of land surveying

In the area of soils and materials testing, he has had responsibility for many aspects of soil and materials testing projects including project coordination, review of field and laboratory data, engineering evaluation and report preparation Specific experience includes soils and concrete testing services for projects ranging from single family residences to multi-story condominiums. Mr Bechtol has also been involved in several roadway related projects including work for the Florida Department of Transportation County of Volusia and many other municipalities and private individuals throughout Central and Northeast Florida In addition, he is experienced in many special testing services including LBR testing, load testing of piles and structural components, cement and chemical grout stabilization, vibration monitoring R-meter testing and soil resistivity.

Specific hydrogeologic experience includes the design of effluent disposal ponds, spray irrigation systems, and drainfield systems for the disposal of wastewater effluent, for many private and public projects ranging in size from a few thousand to several million gallon per day capacities In addition he has been involved in the groundwater analysis and design of many stormwater retention systems throughout Northeast Florida. Mr Bechtol has had extensive experience in hydrogeologic related areas of effluent disposal and stormwater management permitting through the Florida Department of Environmental Regulation and St Johns River Water Management District, as well as many other municipalities Mr Bechtol is also responsible for permitting and monitoring of numerous solid waste disposal facilities in northeastern Florida

PROFESSIONAL AFFILIATIONS

National Society of Professional Engineers

Florida Engineering Society - Daytona Beach
Chapter President 1989-90

Volusia County Association of Responsible Developers
Member Executive Council 1992-93

RANDAL W. STORMANT, JR.
Materials Testing Service Manager
randys@bechtol.com

BECHTOL ENGINEERING AND TESTING, INC.
605 West New York Ave , Suite A
Deland, FL32720
386-734-8444

SUMMARY OF CAPABILITIES

- Most Aspects of Construction Materials Testing
- Geotechnical Investigation
- Project Development and Management

ENGINEERING SEMINARS

FDOT Piling Placement Inspection
Troxler Radiation Safety Officer Training

CERTIFICATIONS

CTQP/FDOT Asphalt Plant Technician Level 1 and Level 2
CTQP/FDOT Asphalt Paving Technician Level 1 and Level 2
CTQP/FDOT Quality Control Manager
CTQP/FDOT Earthwork/Density Inspector Level 1 and Level 2
CTQP/FDOT Concrete Lab Technician Level 1
NICET Level III Soils
NICET Level II Asphalt
NICET Level II Concrete
Troxler Radiation Safety Officer, Nuclear Gauge Operator

PROFESSIONAL EXPERIENCE

Mr. Stormant has been Materials Testing Manager for Bechtol Engineering and Testing, Inc since June, 1992. He is responsible for Project Management and coordination of all Materials Testing Projects. He began his materials testing career in September, 1987.

Mr. Stormant has managed thousands of Materials Testing Projects throughout the State of Florida. Some of the municipalities and private individuals he has associated with are: Florida Department of Transportation, Counties of Volusia, Flagler and Seminole, Cities of Ormond Beach, Deland and Sanford, and P & S Paving, Rinker Materials, Tarmac America, Steelmaster Industries, Thad Construction, Halifax Paving , McMahan Construction and many more.

Blackwell & Associates Land Surveyors, Inc.
Michael D. Ruskin, PLS

Project Role:
Project Surveyor, B&A Senior Project Manager

Educational Background:
- University of Florida (1969-1970)
- Surveying Certificate Courses, Daytona Beach Community College (1973-1985), including 99 course hours of Survey Law
- Instructor of Surveying Certificate Courses, Daytona Beach Community College (1977-1982), including courses in Coordinate Geometry and Surveying Principles and Practices
- Various Continuing Educational Courses around the State as required by the State of Florida for recertification

Professional Registrations:
Professional Land Surveyor, Florida, #3461

Professional Affiliations:
- Charter Member of the Volusia County Chapter of the Florida Society of Professional Land Surveyors (FSPLS) (1973)
- FSPLS Chapter President (1981-1983 and 1993-1994)
- FSPLS State Director, 3rd District (1982-1984)

Years of Experience:
44

Years with Current Firm:
14

Work Experience:
Mr. Ruskin came to DeLand in 1971 from Ft Pierce, Florida, after attending the University of Florida. He was licensed in 1979 as a Professional Land Surveyor. He taught "Coordinate Geometry" and "Surveying Principles and Practices" courses (1977-1982) as an instructor at Daytona Beach Community College As a forensic surveyor, he completed 99 classroom hours in the study of "Surveying Law" at Daytona Beach Community College. He has successfully served as an expert witness in every case for which he has been summoned. Additionally, he is proficient in the surveying expertise for the determination of mean high water, ordinary high water and safe upland lines for the Department of Environmental Protection Sovereign Submerged Land Leases. His responsibilities include researching prior records and surveys of project areas as performed by Steinman & Associates and Blackwell & Associates, preparation of legal documents and overall quality control of the final survey

Description of Personal Knowledge of Work of this Type:
This firm performed surveying services for the Spring to Spring Trail (Blue Springs Park to Lake Beresford Park) in August of 2010 for the County of Volusia

Similar Projects:
- Marsh Road Bike Path, DeLand, FL: Topographic and right-of-way surveying for new bike path east of the DeLand Airport.
- City of DeLand Water Line Surveys, DeLand, FL: Topographic and right-of-way surveys for the FY2014 water main improvements at various locations within the City of DeLand.
- Southwest Regional Water Reclamation Facility, DeBary, FL: Boundary and topographic survey for plant expansion.
- Halifax Plantation Water Treatment Plant, Ormond Beach, FL: Boundary and topographic survey for plant expansion

Understanding and Approach

The City of Deltona is home to a vast network of pedestrian and bicycle facilities and has a rich tradition in building trail networks **AVCON** understands and shares the City of Deltona's passion for developing additional trails The Lakeshore Multi-Purpose Trail will further establish the City of Deltona and Volusia County as a pedestrian and bicycle friendly community. The **AVCON Team** will prepare plans and specifications for the construction of the trail; design the connections to existing roadways, pedestrian features, and parks; and incorporate the trail into the natural environment with minimal impact. **AVCON** has carefully researched the Lakeshore Shared-Use Path Feasibility Study and completed multiple field reviews and has a concrete understanding of the project. After field reviews, several items from the Study stood out to **AVCON** which will be illustrated in the sections below.

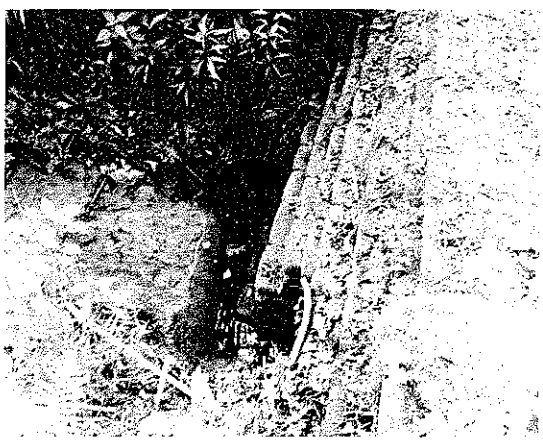
At the beginning of the project, Segment 1.4 in the Feasibility Study, **AVCON** noted the proposed alignment follows the west side of Providence Boulevard with a crossing near the intersection of Lakeshore Drive, with alternate Segment A.4 utilizing the existing 8' sidewalk on east side of Providence and Segment A.4A utilizing the existing 8' sidewalk with widening toward the road. One thing that **AVCON** learned from a previous project, Persimmon Avenue Sidewalk / Multi-use path, was to maintain existing pedestrian traffic patterns, if possible and practical. The City of Sanford requested that we do this in part to save money by widening existing sidewalks, but also to maintain user expectancy and comfort. In this area, existing pedestrian traffic comes down the east side of Providence Boulevard using recently completed 8 foot sidewalk until coming to Thornby Park and then uses mid-block crosswalk at Thornby Park to connect to existing sidewalk on the west side of Providence Boulevard continuing south to Lakeshore Drive. To maintain existing pedestrian traffic **AVCON** would recommend using alternate option A.4A of widening existing sidewalk on the west toward the road.

From field measurements, it was observed that widening of sidewalk toward the road would still leave space for an 11 foot buffer between the trail and travel lane Additionally, **AVCON** has learned from numerous past trail projects that it is best to isolate vehicle, pedestrian / bicycle conflicts. The existing mid-block crossing by Thornby Park is further from the intersection and eliminates conflicts from turning movements off of Lakeshore Drive Additionally, by utilizing existing mid-block crossing you would be maintaining vehicular driver expectancy for location of existing pedestrian crossing

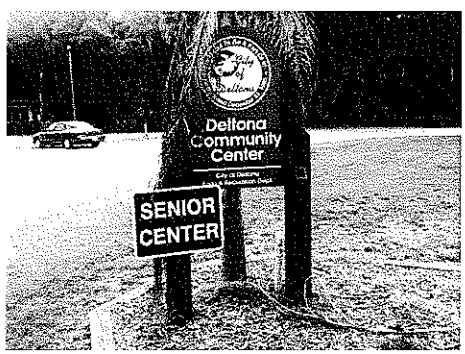
Another portion of this project where **AVCON** can pull from previous experience with the Persimmon Avenue project is Segment 1.5, the heavily wooded section along Lakeshore drive from Providence Boulevard to Green Springs Park. Not only can the location of the existing unpaved trail be largely maintained, but careful planning can save the majority of the majestic canopy trees in this area. During design of the Persimmon Avenue project **AVCON** worked closely with the City of Sanford and local residents to avoid impacting trees by meandering trail and reducing width when necessary. **AVCON** understands the importance of reducing impacts trees and will make it a priority for this project!

Also of great importance to Segment 1.5 is accommodating adjacent property owners **AVCON** has great experience working with adjacent property owners and local residents surrounding trail projects. When working on the East Central Regional Trail- Pedestrian Bridge over SR 415 **AVCON** encountered a situation where the adjacent gas station was flooded during rain events. While not technically responsible, **AVCON** worked with the property owner and set aside additional swale capacity within trail Right-of-Way to improve the existing condition. **AVCON** worked with local residents on the Alabama Avenue Multi-Use Trail North Extension through a Public Hearing to take comments provided by the residents and incorporate them into the trail design. If selected, **AVCON** would bring this expertise in public involvement to assist the City of Deltona on the Lakeshore Multi-Purpose Trail.

Additional concerns along Segment 1.5 include two stream crossings. **AVCON** has past and present experience working on adjusting drainage structures to accommodate trails. On the Persimmon Avenue Sidewalk project **AVCON** worked with the City of Sanford and St. Johns River Water Management District to extend a 60 inch cross drain and design a new headwall to accommodate trail. **AVCON** is currently working with Orange County on the Pine Hills Trail project to extend a pipe run and reconstruct associated MES to avoid encroachments on significant overhead power utilities. Regarding the stream crossings for this project, **AVCON** noted during field review that the crossing west of Perimeter Drive had a concrete bag culvert while the stream crossing east of the Community Center / Senior Center terminated in a simple concrete pipe. Due to these conditions, the concrete bag endwall could prove more difficult to adjust / extend, however, extensions of structures and alternative use of boardwalk would be closely considered by **AVCON** during further design efforts for both stream crossings.



Another key issue in Segment 1.5 is vehicular access to Community Center / Senior Center and Lake Monroe Boat Ramp parking. The Lakeshore Shared-Use Path Feasibility Study stated that consolidating entrance driveways would reduce conflicts with trail, but that turning movements would have to be carefully examined. Using aerial imagery provided by FDOT, **AVCON** ran AutoTurn for Passenger Car- Boat Trailer and Motorhome- Boat Trailer vehicles. We found that entrance driveways could be reduced and still allow plenty of room for turning movements for both design vehicles and attached trailers. **AVCON** would recommend reducing driveway entrances to reduce conflicts with trail. **AVCON** has experience on numerous past projects working with AutoTurn designing parking lots and boat ramps to accommodate the turning movements of large vehicles, such as delivery vans, fire trucks, garbage trucks and boat trailer combinations.



The final portions of the project, Segments 1.6 and 1.7, from entrance to Green Springs park to contain extremely tight Right-of-Way in some locations and ponds with associated drainage structures throughout. Due to the low volume of vehicles using this roadway **AVCON** would recommend strongly considering utilizing Shared Lane Markings and Signs as described in Alternate A.7 in the study. Using the Shared Lane Markings, Signs and newly constructed pedestrian walkway would reduce drainage structure and pond impacts and help to work within available Right-of-Way.

Additional option to consider in Segment 1 7 would be re-grading existing pond to reduce amount of boardwalk required **AVCON** is currently working with Orange County to re-grade ponds in the Pine Hills Trail Corridor to eliminate conflicts with overhead utility poles

R4-11

AVCON has a thorough understanding of the challenges associated with the Lakeshore Multi-Purpose Trail, and brings unmatched experience working on similar projects that would bring great value. **AVCON** not only has a wealth of experience designing trails, but also has a great amount of experience working with FDOT on LAP projects and understands the process, inside and out. Our project approach includes consistent and on-going coordination with FDOT to insure the City that all requirements of the LAP Agreement are being complied with so that the project will remain fully eligible for FDOT funding This includes the correct preparation of the bid package and providing assistance to the City with development of the front end specifications that will be required by the Department as part of the bidding process.

AVCON also realizes that this project has a very aggressive schedule. Due to the skills of our staff, familiarity with Mulit-use Trail Design, and experience with FDOT LAP projects, we believe that we are the firm that can complete the Lakeshore Multi-Purpose Trail design successfully and on time!

Quality Control Measures

AVCON, INC. has a written Quality Assurance/Quality Control Plan for all projects it undertakes. The plan is modified and adapted to meet the needs of the project and for the specific elements of design included in the project. The Quality Assurance/Quality Control Plan itself consists of the elements below:

Project Coordination and Communication: The Project Manager will assure that all members of the design team, including the client, are continually updated on the project's status and assignments. This will be achieved in a number of ways, including the following:

- Monthly (Minimum) In-House Project Coordination Meetings
- Written Memos/Telephone Conversation Logs

In-House Review: The Designer-of-Record, Project Manager, or Principal-in-Charge will perform the in-house review. This review should identify and eliminate plans errors and omissions, and ensure that plans comply with the scope and other support documents in the file. The objective of an in-house review is to determine, to the highest probability, whether all plans errors and omissions have been eliminated at each planning stage. The in-house review will be as detailed as possible to ensure that there are absolutely no plans errors. The reviews and responses will be collated for reference and use.

Comment Resolution: Upon receipt of the checklist and comments, the designer will respond to the comments as appropriate In the "Designers Comment" Box on the checklist, and in green pen on the marked up plan set These documents will then be returned to the reviewer for final resolution. The reviewer will review the documents to be assured that all comments have been resolved. Each resolved comment will be highlighted by the reviewer to symbolize that the comment has been resolved

Peer Reviews: It is a policy of **AVCON** to provide an opportunity for internal and external peer review of our completed projects for constructability and other interface evaluations. The purpose of this review is to ensure strict compliance with scope and supporting documents, and confirm the need for design variances or exceptions. The peer reviewer also ensures that appropriate design documentation is filed for all decisions made during the design process. Occasionally we may also look to vendors or others to provide technical support to ensure the latest technology and selected approach remains pertinent and viable for the projects

Constructability Reviews: In addition to **AVCON**'s in-house QA/QC Plan, we will utilize an experienced engineer to conduct independent constructability reviews of our plans and specifications, adding value engineering to the project from its inception **AVCON** has a good working relationship with such qualified individuals who have equally strong design and construction experiences with airport projects and are a perfect match for this important (yet often overlooked) project assignment.

PHASE		
PRODUCTION CHECKING COMPLETE READY FOR SUBMITTAL REVIEW		
CHECKED (Reviewe (Correct - Yellow Changes - Red		
CONCURRENCE (Blue ✓ - OK, Blue X - Disagree, give reas n)		
CHANGE INCORPORATION (Yellow High Lighter)		
VERIFICATION (Green Check or Circle & Remark Incorrect)		
AVCON INC		

The subconsultants on the project shall be expected to have their own quality assurance process and will be required to demonstrate this in written form. In addition, as the Prime firm and the firm ultimately responsible to the Client for all work products, **AVCON** shall apply its own standards of quality prior to releasing the work product to the Client.

AVCON has in its Quality Manual detailed checklists for both intra-disciplinary and inter-disciplinary reviews These checklists, developed over the years, are kept updated through an ongoing process The ultimate result of this rigorous process is that most all conflicts, errors or omissions are discovered well before they can result in cost increases or avoidable delays. Our successful track record speaks volumes to the effectiveness of this process.

References

Wooton Park Expansion, Tav-Lee Trail Extension

John Drury
City Administrator
City of Tavares
201 E. Main St
Tavares, FL 32778
(352) 742-6209

AVCON's Role: AVCON designed an extension of the trail through the expansion of the Tavares Seaplane Marina and Park fronting Lake Dora

See attached Letter of Recommendation from Mr. Drury

East Central Regional Trail - Pedestrian Bridge Over SR 415 and SR 442

Jim White, P.E.
Senior Project Manager
Volusia County Government
Fourth Floor, Room 402
123 West Indiana Avenue
DeLand, FL 32720-4262
(386) 736-5967 x 12511

AVCON's Role: AVCON is responsible for Civil and Structural Engineering services.

Alabama Avenue Multi-Use Trail North Extension

Keith Riger
City Engineer/Director Public Services
City of DeLand
1102 S. Garfield Avenue
DeLand, FL 32724
(386) 626-7080

AVCON's Role: AVCON is responsible for Project Management, Design and Permitting, Bid Phase, and QA/QC.

Pine Hills Trail

Abdul Azim
Senior Engineer
Orange County Government
4200 S. John Young Parkway
Orlando, FL 32839-9205
(407) 836-8665

AVCON's Role: AVCON is responsible for final engineering design and construction plan preparation.

TAVARES

America's Seaplane City

April 10, 2014

Reference: **Letter of Recommendation**
AVCON Professional Consulting Services
Comprehensive Project Management and Engineering Design for Wooton Park
City of Tavares, Florida

To whom it may concern:

In 2006, the City of Tavares collectively developed a vision to become "America's Seaplane City." The City realized that success would require the assistance of a professional consulting firm to evaluate and license a new public-use seaplane landing area on Lake Dora per state and federal requirements. Through our qualification-based selection process, the City of Tavares was fortunate to contract with AVCON, INC., a dependable and effective consulting partner best qualified to help implement our plan.

AVCON assisted the City in obtaining the state license adjacent to our six-acre multi-use Wooton Park facility. The park serves as a regional destination waterfront venue as well as a trailhead and multi-modal facility. In addition to demonstrating that the proposed seaplane landing area complied with Chapter 14-60 F.A.C. with associated public coordination, AVCON also evaluated zoning regulations, wildlife attractants, potential obstructions, minimum facility requirements, and planned utility improvements.

More recently, AVCON was instrumental in improving water quality and the environmental condition of the lakeshore by clearing nuisance plant species and enhancing other natural shoreline vegetation. The work included de-mucking of the shoreline and removal of construction debris. The lake bottom has been returned to its orginal sand bottom near the shore and the shoreline slope has been reinforced with a geotextile fabric and sod to eliminate future erosion and sediment runoff into the lake.

AVCON continues to provide the City of Tavares with reliable and responsive consulting services. The ongoing Wooton Park Expansion project consists of planning, design, and engineering of future improvements and expansion to the park and waterfront area. AVCON is responsible for providing a comprehensive approach to all aspects of the project such as identification of grants, grant applications, procurement, management, reimbursement processing and closeout. Services also include design, permitting, bid document preparation, and coordination in the CM-at-risk process.

From the original licensing to the ongoing expansion, AVCON has always been accountable to the City and continues to represent our best interests in each task performed. Through a wide range of roles, AVCON continues to demonstrate a level of professionalism important to maintaining the economic growth of our community. We appreciate the outstanding work performed by your firm and are pleased to provide our recommendation of AVCON for similar work. If you have any questions, please feel free to contact me at 352-742-6209.

Sincerely,

John H. Drury

John H. Drury, A.A.E.
City Administrator

201 E. Main Street • PO Box 1068 • Tavares, Florida 32778-1068 T 352.742.6209 • F 352.742.6351 • www.tavares.org

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

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

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Deltona
(Print Name of the Public Entity)

by Rick V. Baldocchi, P.E., Vice President
(Print Individual's Name and Title)

for AVCON, INC.
(Print Name of Company Submitting Sworn Statement)

whose business 5555 E. Michigan Street, Suite 200, Orlando, FL 32822

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-2890463.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

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

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

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

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

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

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

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

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

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

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

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

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

_____
(Signature)

Sworn and subscribed before me this 20th day of May, 20 14.

Personally known X or produced
identification_____ _____
(Type of identification)

Jennifer Houwers
(Notary)

Notary Public State of Florida

My commission expires: 7.9.2015

JENNIFER HOUWERS
MY COMMISSION # EE101416
EXPIRES July 09, 2015
(407) 398-0153 FloridaNotaryService.com

375-030-32
PROCUREMENT
10/01

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS

(Compliance with 49CFR, Section 29 510)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant: AVCON, INC.

By: _____ Date: 5.20.2014

Authorized Signature

Title: Vice President

Instructions for Certification

1 By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances

4 The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated

6 The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous A participant may decide the method and frequency by which it determines the eligibility of its principals Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: AVCON, INC.

By: Rick V. Baldocchi, P.E.

Date: 5.20.2014

Authorized Signature

Title: Vice President

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

375-040-62
PROCUREMENT
04/07

BID OPPORTUNITY LIST FOR PROFESSIONAL CONSULTANT SERVICES, AND COMMODITIES & CONTRACTUAL SERVICES

Prime Contractor/Prime Consultant: AVCON, INC.

Address/Phone Number: 5555 E. Michigan Street, Suite 200, Orlando, FL 32822

Procurement Number/Advertisement Number: RFQ #14013, FPID #435671-1-38-01

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, 7, and 8 for themselves, and their subcontractors and subconsultants.

1 Federal Tax ID Number: 59-2890463
2 Firm Name: AVCON, INC.
3 Phone: 407-599-1122
4 Address: 5555 E. Michigan Street, Suite 200
Orlando, FL 32822

5 Year Firm Established: 1988

6 ☒ DBE
☐ Non-DBE

7 ☐ Subcontractor
☒ Subconsultant

8. Annual Gross Receipts
☐ Less than $1 million
☐ Between $1 - $5 million
☒ Between $5 - $10 million
☐ Between $10 - $15 million
☐ More than $15 million

---

1 Federal Tax ID Number: 59-1892363
2 Firm Name: Blackwell & Associates, Inc.
3 Phone: 386-734-8050
4 Address: 995 West Volusia Avenue
DeLand, FL 32720

5 Year Firm Established: 1979

6 ☐ DBE
☒ Non-DBE

7 ☐ Subcontractor
☒ Subconsultant

8. Annual Gross Receipts
☒ Less than $1 million
☐ Between $1 - $5 million
☐ Between $5 - $10 million
☐ Between $10 - $15 million
☐ More than $15 million

---

1. Federal Tax ID Number: 59-2717554
2. Firm Name: Zev Cohen & Associates, Inc.
3. Phone: 386-677-2482
4. Address: 300 Interchange Blvd, Suite C
Ormond Beach, FL 32174

5 Year Firm Established: 1977

6 ☐ DBE
☒ Non-DBE

7 ☐ Subcontractor
☒ Subconsultant

8. Annual Gross Receipts
☐ Less than $1 million
☒ Between $1 - $5 million
☐ Between $5 - $10 million
☐ Between $10 - $15 million
☐ More than $15 million

---

1 Federal Tax ID Number: 59-2970774
2 Firm Name: Bechtol Engineering & Testing, Inc.
3 Phone: 386-734-8444
4 Address: 605 W New York Avenue
DeLand, FL 32720

5. Year Firm Established: 1989

6 ☐ DBE
☒ Non-DBE

7 ☐ Subcontractor
☒ Subconsultant

8. Annual Gross Receipts
☐ Less than $1 million
☒ Between $1 - $5 million
☐ Between $5 - $10 million
☐ Between $10 - $15 million
☐ More than $15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR:

BID SHEET (Invitation to Bid – ITB)
LETTERS OF RESPONSE (LOR)
PRICE PROPOSAL (Request for Proposal – RFP)
REPLY (Invitation to Negotiate – ITN)

375-030-21
PROCUREMENT
10/01

DBE PARTICIPATION STATEMENT

Note: The Consultant is required to complete the following information and submit this form with the technical proposal.

Project Description: Engineering Design Services for the Lakeshore Multi-Purpose Trail Project (Thornby Park to Green Springs Park)

Consultant Name: AVCON, INC.

This consultant (is X) (is not ___) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): 100 %

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE subconsultants are as follows:

DBE Sub-Consultant	Type of Work/Commodity
AVCON, INC.	Engineering

By: Rick V. Baldocchi, P.E.

Title: Vice President

Date: 5.20.2014

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/13/2013

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

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

PRODUCER
USI Insurance Services, LLC,
1715 N. Westshore Blvd. Suite 700

Tampa, FL 33607

CONTACT NAME:
PHONE (A/C. No, Ext): 813 321-7500 FAX (A/C No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Travelers Casualty and Surety	31194
INSURER B : Travelers Indemnity Company	25658
INSURER C : Catlin Insurance Company, Inc.	19518
INSURER D : Travelers Indemnity Co.	25666
INSURER E :	
INSURER F :	

INSURED
Avcon, Inc.
5555 E. Michigan Street; Suite # 200
Orlando, FL 32822-2779

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY	X	X	6801B301123	01/01/2014	01/01/2015	EACH OCCURRENCE	$1,000,000
	X COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
	CLAIMS-MADE X OCCUR						MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$2,000,000
	POLICY X PRO-JECT LOC							$
D	AUTOMOBILE LIABILITY	X	X	BA8A761085	01/01/2014	01/01/2015	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS / X NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB / X OCCUR	X	X	CUP8A764179	01/01/2014	01/01/2015	EACH OCCURRENCE	$4,000,000
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$4,000,000
	DED X RETENTION $10,000							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		X	UB3817T391	01/01/2014	01/01/2015	X WC STATU-TORY LIMITS / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N	N / A					E.L. EACH ACCIDENT	$500,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$500,000
							E.L. DISEASE - POLICY LIMIT	$500,000
C	Professional Liability			AED1981041014	10/06/2013	10/06/2014	$1,000,000 per claim $2,000,000 annl aggr.	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule if more space is required)
Professional Liability coverage is written on a claims-made basis.

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

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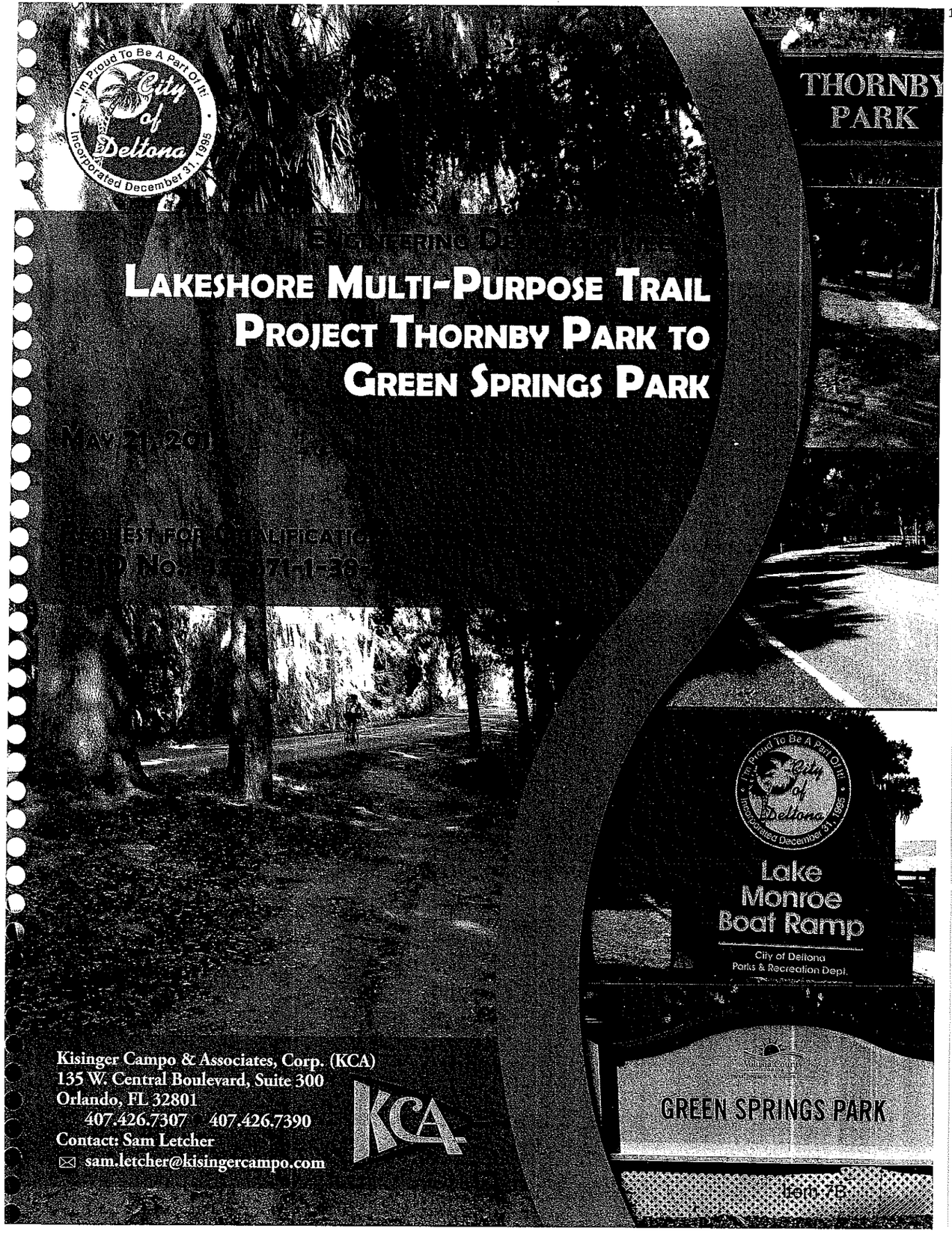
AVCON, INC. will utilize the U.S. Department of Transportation of Homeland Security's E-verify System to verify the employment eligibility of all new employees hired by the firm during the term of the contract and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.



ENGINEERING DESIGN

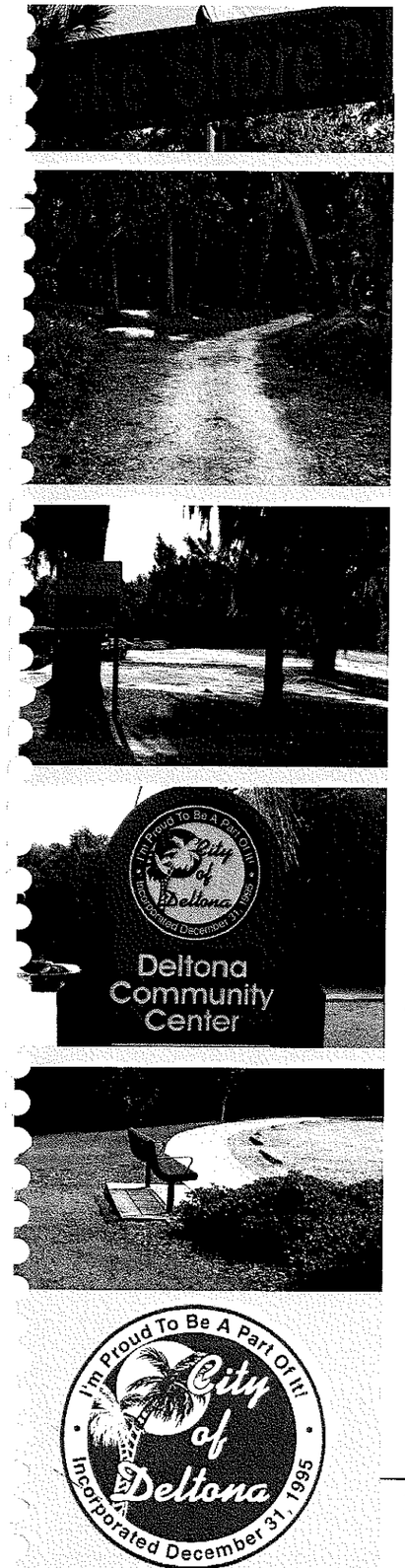
LAKESHORE MULTI-PURPOSE TRAIL PROJECT THORNBY PARK TO GREEN SPRINGS PARK

MAY 21, 2019

REQUEST FOR QUALIFICATIONS
RFQ No. [illegible]71-1-38

Kisinger Campo & Associates, Corp. (KCA)
135 W. Central Boulevard, Suite 300
Orlando, FL 32801
407.426.7307 407.426.7390
Contact: Sam Letcher
sam.letcher@kisingercampo.com

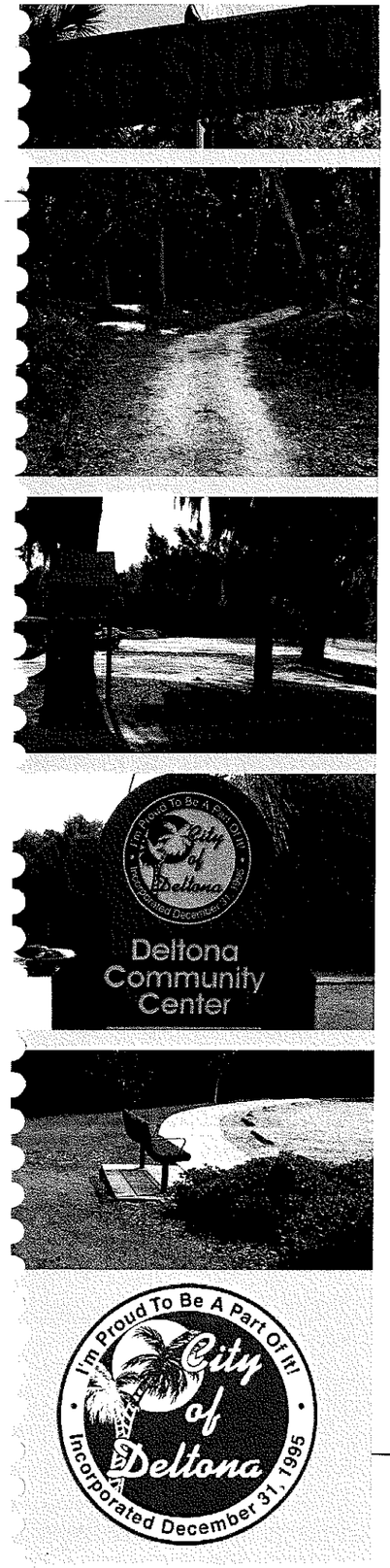
Item 7B



Tab 1: Title Page

As request in the City of Deltona's request for qualifications (RFQ), Kisinger Campo & Associates, Corp. (KCA) has provided project and contact information in the table below.

Project/Contact Information	
Project Name	**Engineering Design Services – Lakeshore Multi-Purpose Trail Project Thornby Park to Green Springs Park**
RFQ/FDOT Numbers	**RFQ No.:** 14013 **FPID No.:** 435671-1-38-01
Firm Name	Kisinger Campo & Associates, Corp. (KCA)
Local and Corporate Office Addresses	**Local Office:** 135 W. Central Boulevard, Suite 300 Orlando, FL 32801 **Corporate Office:** 201 N. Franklin Street, Suite 400 Tampa, FL 33602
Telephone and Fax Numbers	**Local Office:** T: 407.426.7307 F: 407.426.7390 **Corporate Office:** T: 813.871.5331 F: 813.871.5135
Name and Title of Contact Person	Sam Letcher, Project Manager
Email Address	sam.letcher@kisingercampo.com
Submittal Date	May 21, 2014 at 2 p.m.



Tab 2: Qualifications/ Experience of the Firm

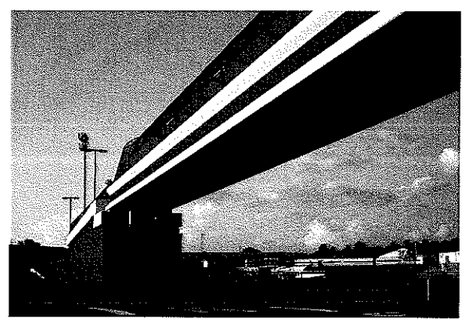
KCA is a Florida-certified minority-owned business with corporate headquarters in Tampa, a local office in Orlando, and additional branch offices throughout Florida and North Carolina. KCA was founded in 1976 and has grown to nearly 200 employees, including more than 40 Professional Engineers. KCA is consistently ranked among *Engineering News-Record's* Top 500 Engineering Firms nationwide.

KCA's core business includes roadway and transportation design; stormwater design; environmental engineering; structures design; bridge inspection, maintenance, and analysis; civil/site engineering; construction engineering and inspection (CEI); and asset management/geographic information systems (GIS). Our professional staff regularly provides engineering design, document preparation, planning, permitting, and construction inspection and management services to a wide variety of governmental and private clients.

Roadway and Transportation Design

KCA's roadway design staff is recognized in the engineering community for providing exceptional services and having a wide variety of experience and talents. Our staff has the capability to complete projects involving roadway design, pavement design, traffic control, signing and pavement markings, utility relocation, site design, and post-design services. We have the knowledge and expertise to deliver biddable construction plans that meet all aspects of design standards and, most importantly, are constructible and cost effective. KCA's roadway design capabilities range from simple intersection and channelization design to complex highway interchange design. Additionally, we have significant experience with roadway corridor and intersection design.

Structures Design



KCA's structures department is recognized as an industry leader in major bridge design and structural analyses. Our structures staff has experience in various transportation-related elements, including complex bridges, box culverts, mast arms, and strain poles. KCA has designed repair/rehabilitation projects for more than 200 bridges in recent years, varying from simple deck joint replacements to complex projects involving post-tension strengthening of bridge elements. With experience in newer technologies such as cathodic protection and carbon fiber design, KCA has developed a wide array of standard design details that can result in significant savings in design cost and schedule.

Pedestrian Trails/Bridges

KCA has been designing pedestrian facilities for nearly 20 years. As multi-use trails have grown in popularity and funding sources for pedestrian overpasses have increased, we have developed a strong reputation for providing pedestrian structures that deliver a high level of aesthetics at a minimal construction schedule and budget.

We have a significant amount of pedestrian trail and bridge design experience under both conventional design-bid-build contracts and also under design-build (D/B) contracts. Our extensive work on pedestrian bridges under D/B contracts and dealing directly with contractors has enabled our staff to develop plans that focus both on cost and constructability. Several of our pedestrian facilities have incorporated unique components, including aesthetic features like specialized form liners, aesthetic towers, integrated landscaping, and even provisions for equestrian traffic with the use of an earthen bridge deck. High levels of aesthetic features are incorporated into our structures, which are often a byproduct of a sound and efficient design rather than additional significant cost. Our design team is very adept at designing structures that blend in with the surrounding community, and the geometrics are derived from the environment and function in order to create the appropriate crossing.

Environmental Services

Florida's delicate environment demands the services of highly experienced environmental staff capable of accurately assessing project impacts to minimize effects and costs. Clients and their projects are continually subjected to ever-increasing requirements within the environmental regulatory landscape. Our senior environmental staff possess nearly 75 years of combined environmental project experience, principally in the Southeast and Caribbean. We fully understand the challenging circumstances that can arise in pursuit of environmental approvals and permits necessary for the implementation of projects within sensitive environments. KCA is committed to providing professional, strategic solutions to even the most challenging environmental situations.

KCA provides environmental services including wetland and upland environmental assessment and analysis; ecological restoration and mitigation design, permitting, and implementation; and protected species evaluation, assessment, and mitigation planning. KCA supports environmental services with advanced geospatial analytical and data acquisition technologies—GIS and global positioning system (GPS). KCA prides itself as an industry leader in the development of focused software applications and databases to support environmental services. Our in-house environmental and analytical services provide seamless integration with other disciplines—optimizing our clients' schedule and budget.

Our environmental scientists are qualified expert witnesses adept at advocating our clients' position in any forum. KCA routinely provides clients with litigation support services in a wide variety of technical disciplines, including wetland and upland management, water quality, and protected species issues. These services range from technical assessment of case issues and trial support to expert witness testimony.

Stormwater/Drainage Design

KCA's drainage design staff is comprised of eight professionals including five professional engineers, with two registered in multiple states. The average level of staff experience within the department is 11 years, and our key staff has worked together more than 10 years, promoting an efficient and economical product. The current staff has a wide variety of experience ranging from the design and preparation of surface drainage plans, stormwater management, sediment and erosion control plans, scour evaluations, bridge hydraulics, drainage problem investigations, and permitting. Our key personnel's past experience also includes hydrologic and hydraulic designs and studies.

KCA's drainage/stormwater staff has a wide variety of experience with the following:

- Stormwater management facilities (pond) design
- Pond siting analysis
- Stormwater linear ponds
- Stormwater management facilities with liner (pond liner) design
- Underground storage vault
- French drain design
- Bridge hydraulic report (BHR) including scour analysis
- Total maximum daily load (TMDL) analysis
- Neighborhood drainage problem investigation/ improvements
- Stormsewer/pavement hydraulic and spread analysis
- Scour evaluations
- Drainage studies
- Permitting

Previous Firm Experience

In addition to our work with larger clients, such as the Florida Department of Transportation (FDOT) Districts One, Two, Three, Four, Five, Six, and Seven, KCA continues to provide engineering services to various local government clients, such as the Cities of Winter Haven, Clermont, Orlando, Tampa, St. Petersburg, Clearwater, Lakeland, New Port Richey, and Winter Haven; Seminole, Orange, Pinellas, Lake, Hillsborough, Pasco, Polk, Manatee, Sarasota, and Lee Counties; and Tampa-Hillsborough Expressway Authority. These roadway design services include multi-use trails, intersection improvements, resurfacing plans, widening plans, and reconstruction plans. Services include everything from initial data collection and concept development to right-of-way (ROW) acquisition and CEI.

KCA is experienced with and qualified for work type 3.1: Minor Highway Design, and we have successfully completed many similar contracts for our clients. In addition to the reference projects included in Tab 6, KCA's considerable experience with multi-use trail projects includes the following:

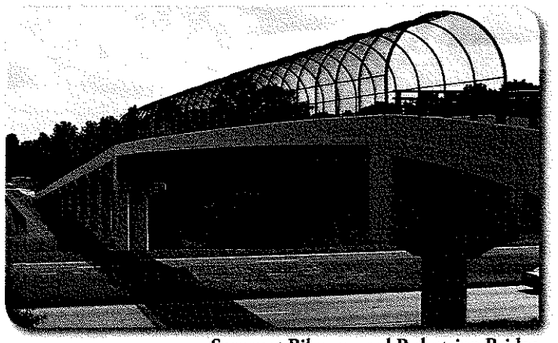
- Upper Tampa Bay Trail Underpass at Waters Avenue
- Suncoast Bikeway and Pedestrian Bridge over SR 50
- Little Econ Greenway Trail Phases II, III, and IV (East)
- SR A1A/Heckscher Drive from Huguenot Memorial Park to Little Talbot Island State Park Timucuan Trail Segment Two
- Starkey Boulevard Road Multi-Use Trail Design
- Nature's Classroom Boardwalk
- Equestrian/Pedestrian Land Bridge (Trail) over I-95

Upper Tampa Bay Trail Underpass at Waters Avenue, Hillsborough County, Florida

KCA served as the prime design consultant for the Cone and Graham team on this fast-track D/B pedestrian trail project for FDOT District Seven. KCA completed the design of the roadway and pavements, traffic control, signing and marking, and structure design for the trail under Waters Avenue Bridge at Channel A, along the Upper Tampa Bay Trail in Northwest Hillsborough County. The trail is 1,400 feet long and 12 feet wide, with very tight horizontal and vertical clearances under the bridge at Waters Avenue. The trail surfaces consisted of asphalt above the 100-year flood elevation, and reinforced concrete pavement within the 100-year floodplain. KCA's design concept used coal-tar epoxy coated steel sheet piling with a cast-in-place structural deck that overhangs the sheet pile 3 feet to minimize the impact to the adjacent 1:1.5 bridge abutment slope. KCA also provided enhanced aesthetic treatments and a public involvement program for this project that had a high level of community interest.

Suncoast Bikeway and Pedestrian Bridge over SR 50, Hernando County, Florida

The Suncoast Bikeway and Pedestrian Bridge over SR 50 is a component of the Suncoast Parkway Trail, which parallels the Suncoast Parkway in Hernando County. This multi-use trail project included the design of more than 6 miles of the 12-foot-wide bikeway and crossing over SR 50, consisting of a 21-span pedestrian structure with an overall length of 883 feet. Many steps were taken during design to avoid encroachment on the ROW adjacent to this bridge. At the north end of the project a unique reverse curve was provided. A speed of 20 miles per hour



Suncoast Bikeway and Pedestrian Bridge

was used for the geometric design of the path. This speed required a minimum horizontal curve radius of 95 feet. The curved sections were super-elevated at 2 percent in accordance with the FDOT Bicycle Facilities Planning and Design Handbook. Aesthetic guidelines in place for the Suncoast Parkway were adopted and modified where necessary for the pedestrian overpass structure.

Little Econ Greenway Trail – Phases II, III, and IV, Orange County, Florida

This project involved design and plans preparation for approximately 2 miles of multi-use trail through eastern Orange County. The project began at the eastern end where Phase I of the Little Econ Greenway Trail ended near Rouse Road and Blanchard Park and traversed eastward along various roads and easements and behind University High School to the intersection of Alafaya Trail and Lokanotosa Trail. A complete topographic design survey was conducted to support plans preparation. Additionally, a complete ROW survey was conducted and ROW maps, parcel sketches, and legal descriptions for the various parcel acquisitions and easements were prepared. Wetland delineation was performed, and environmental permits were applied for and granted by the Florida Department of Environmental Protection (FDEP) and St. Johns River Water Management District (SJRWMD). A complete set of plans, specifications, special provisions, and technical special provisions were prepared along with bid documents, including pay items and an engineer's cost estimate. A complete geotechnical evaluation of the

Little Econ Greenway Trail

alignment was prepared and, because several bridges were anticipated, standard penetration test (SPT) borings were included at bridge foundation locations. Bridge plans for a crossing of a wetland area east of Rouse Road and a bridge to cross a major pond spillway east of University High School were prepared.

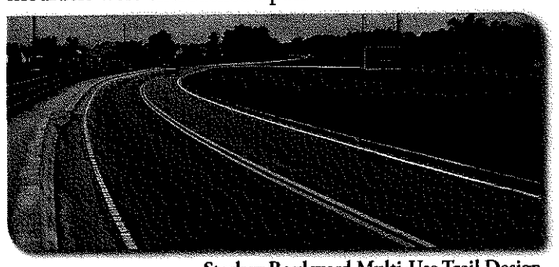
SR A1A/Heckscher Drive from Huguenot Memorial Park to Little Talbot Island State Park Timucuan Trail Segment Two, Duval County, Florida

This project, which is in the preliminary design phase, is Segment 2 of the Timucuan Multi-Use Trail System located in Duval County just northeast of the City of Jacksonville, along SR A1A (Heckscher Drive). Project limits begin in Huguenot Memorial Park and stubs to the Little Talbot Island State Park Trail head and includes trailhead design within Huguenot Memorial Park. The total length of project is 1.8 miles. The project has revetment concerns at existing sheet pile wall north of Ft. George Inlet Bridge and will be corrected under this contract. The typical section is a 10-foot-wide raised boardwalk within the Huguenot Memorial Park, and the remainder of the project will provide a 12-foot-wide shared-use paved trail adjacent to the east side of SR A1A. The project includes retaining wall design adjacent to SR A1A south of the Ft. George Inlet Bridge. A ponding issue under the south side of the Ft. George Inlet Bridge will need to be corrected. One public information meeting will be required during design. Other components include ground survey, TCE parcel sketches, geotechnical borings/analysis, storm/wave analysis,

environmental permits, signing and striping, subsurface utility engineering (SUE), and utility coordination. Estimated construction cost is $4.5 million and currently expected to start construction in 2020.

Starkey Boulevard Multi-Use Trail Design, New Port Richey, Florida

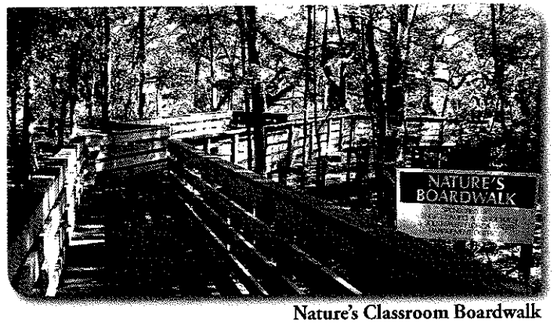
For the Starkey Boulevard Road and Bridge Design project, design of a multi-use trail was added to KCA's scope of services that tied into the multi-use trail just to the south and connected to the trail along DeCubillis Road to the north. The new trail on the project to the south was on the east side of Starkey Boulevard. A 12-foot trail was provided on the east side of Starkey Boulevard that tied into the southern project and extended up to Wilderness Road. The trail width north of Wilderness Road was dictated by the existing bridge over the Pithlachascotee River, which could not accommodate a 12-foot trail without being widened. Therefore, the trail used a 12-foot width up to Wilderness Road and provided an 8-foot trail on the existing bridge. In order to provide the 8-foot trail width on the existing bridge, the traffic railing barrier was relocated, and the existing shoulders were encroached upon.



Starkey Boulevard Multi-Use Trail Design

Nature's Classroom Boardwalk, Hillsborough County, Florida

Nature's Classroom is a 365-acre program serving nearly 12,000 students annually and more than 250,000 students in Hillsborough County since 1969. One of the key aspects of Nature's Classroom is the boardwalk through the Riverine Swamp that provides students with an understanding of how various organisms adapt



Nature's Classroom Boardwalk

to the need for light, water, food, and shelter. Since its original construction in 1972, the boardwalk has been modified several times and damaged by the weather and flooding. KCA designed and sponsored the removal and reconstruction of 650 feet of the original boardwalk as well as 600 feet of new boardwalk that extends through the deer habitat area. In addition to the 1,250 feet of completely new boardwalk, KCA rehabilitated 250 feet of the existing boardwalk. This rehabilitation included removing and replacing the original deck and rails as well as strengthening the existing stringers and floor beams. KCA supervised construction and inspected, evaluated, and designed the improvements.

Equestrian/Pedestrian Land Bridge over I-95, Flagler County, Florida

This multi-use, award-winning structure was a D/B project. The intent of the bridge and the approach mechanically stabilized earth (MSE) wall structures was to carry both pedestrian and equestrian traffic over I-95 in Flagler County. The two-span structure utilizes American Association of State Highway and Transportation Officials (AASHTO) Type V beams atop spread footing foundations. The design of these shallow foundations at the end bents was carefully coordinated with the MSE wall supplier to minimize settlement and reduce overall project cost.

Only one other pedestrian and equestrian "land bridge" had been constructed over an interstate in the country. The bridge is topped with a dirt path and planters on either side. The planters include native vegetation such as dwarf tree varieties that shield users from the traffic below.

Equestrian/Pedestrian Land Bridge over I-95

To further enhance the aesthetics of this bridge, form liners, concrete stain, and decorative MSE wall panels were incorporated. A full irrigation system and series of underdrains were added to maintain the landscaping. Also addressed within the scope of the project were geotechnical issues, permitting, drainage design, and maintenance of traffic (MOT) design.

Additional Project Experience

As previously mentioned, KCA is prequalified in FDOT work type 3.1: Minor Highway Design and has worked on numerous projects for Districts One, Two, Three, Four, Five, Six, and Seven, as well as many local clients including the following:

- **SR 35 (Baseline Road) from SR 25 to SE 96th Place Road, FDOT District Five.** This 1.7-mile resurfacing, restoration, and rehabilitation (RRR) project rehabilitated the pavement and shoulders.
- **SR 40 from east of CR 314 to east of CR 314A, FDOT District Five.** This 6-mile-long capacity project will reconstruct this two-lane roadway to a four-lane divided highway through the Ocala National Forest.
- **SR 415 from SR 46 to Seminole County Line.** Project included reconstruction of 0.8 miles of SR 415 from two lanes rural to four lanes rural divided.
- **SR 415 from Seminole County Line to Reed Ellis Road.** Project included road widening and new construction of 2.4 miles of SR 415 from two lanes rural to four lanes rural divided.
- **I-75 at SR 222 (39th Avenue) Northbound Off-ramp Operational Improvements, Alachua County, FDOT District Two.** Provided roadway and drainage design support.
- **New Tampa Boulevard Extension over I-75 to Commerce Boulevard, City of Tampa.** This project included the design of a 0.7-mile extension of New Tampa Boulevard to Commerce Boulevard.
- **SR 45 (21st and 22nd Streets) Resurfacing.** Milling and resurfacing of the existing pavement along SR 45 (21st and 22nd Streets) in Hillsborough County.
- **US 41 (SR 45/Nebraska Avenue).** Milling and resurfacing of the existing pavement along US 41 (SR 45/Nebraska Avenue) in Hillsborough County.
- **Overlook Drive (CR 550) from SR 540 to SR 542.** Design of 3 miles of a substandard two-lane roadway along Overlook Drive (CR 550) from Cypress Gardens Road (SR 540) to Dundee Road (SR 542) and 0.5 miles of Carl Floyd Road from Overlook Drive (CR 550) to Dundee Road (SR 542).
- **US 41 Resurfacing from Violet Street at Florida Avenue to Tampa Street at Jackson Street.** Resurfacing of Tampa Street (US 41) for 3.2 miles north of downtown Tampa
- **SR 60 (Hopewell Road) from Clarence Gordon Jr. Road to Polk County Line.** Milling and resurfacing 3.47 miles of four-lane rural roadway from Clarence Gordon Jr. Road (MP 20.273) to the Polk County Line (MP 23.740).
- **SR 60A (US 17 to SR 6) Widening.** Reconstruction of SR 60A from a two-lane rural roadway to a four-lane divided rural section.
- **SR 44 from West of CR 4139 to West Ramps of I-4, Volusia County.** Realignment of 1.2 miles of roadway from west of CR 4139 to the west ramps of the I-4 interchange.
- **I-275 (SR 93) from Floribraska to Yukon.** Concrete pavement rehabilitation of 4 miles of existing six- and eight-lane interstate, including 15 interchange ramps.
- **I-275 (SR 93): Himes Avenue to North Boulevard (Segment 2A).** Reconstruction of 2.5 miles of the northbound lanes of I-275 to a four-lane section with interchanges, retaining walls, noise walls, and architectural features.

Experience with Local Agency Program (LAP) Projects

KCA understands the LAP process and understands that LAP is essentially a partnership between FDOT and the local agency, particularly since LAP projects are included in the Department's Work Program. This translates into LAP projects being an FDOT commitment to the public, which must be met. FDOT and the local client develop a schedule that meets that commitment and federal funding is jeopardized when the schedule is not met. One of the most important elements in the successful delivery of a LAP project is a thorough understanding of the FDOT LAP program and the federal process. Additionally, constant communication must be maintained between the local agency and FDOT.

The KCA team is very familiar with LAP projects as we are working on two Monroe County/FDOT LAP projects. Additionally, KCA currently has staff fulfilling the role of FDOT LAP administrator for the lower six counties of FDOT District One, which provides the additional experience of administering LAP projects on behalf of FDOT.

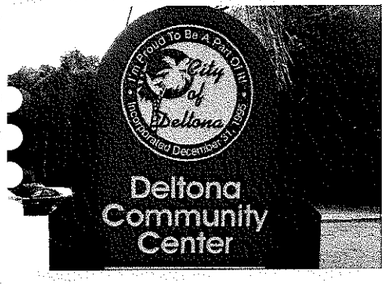
KCA is currently finalizing bridge repair plans and environmental permitting for Monroe County on the No Name Key Bridge. We served as the lead design engineers for this very important link between Big Pine Key and No Name Key. KCA has led extensive coordination between Monroe County and FDOT District Six to successfully keep this project on schedule and within budget while also developing the necessary repairs to achieve the desired service life. Our team members have met with and developed excellent working relationships with Dennis Fernandez, P.E. and Pablo Orozco, P.E. at FDOT District Six.

The KCA team is familiar with City of Deltona's operations as well as the policies and procedures of the FDOT District Five. We are also very familiar with FDOT LAP policies and procedures, having completed the design of 40th Street/McKinley Drive from south of Busch Boulevard to Fowler Avenue for the City of Tampa, which included a LAP agreement between the City of Tampa and FDOT District Seven. **Richard Arico, P.E.,** a Senior Project Manager with KCA serving as a Senior Roadway Engineer with the FDOT District One General Engineering Consultant at the SWIFT SunGuide Center in Fort Myers, Florida, is often utilized as an informational resource with respect to FDOT LAP policies and guidelines. Mr. Arico coordinates LAP agreements between FDOT District One and the local municipalities within the lower six counties of District One.

The table on the following page lists KCA's LAP experience.

KCA's LAP Experience

Project Name/ Location	Client Name/ FDOT District	Brief Project Description
40th St./McKinley from Hillsborough to Fowler, Tampa, FL	City of Tampa/ District Seven	Design included plans for reconstruction of two-lane rural facility to a four-lane divided urban facility, including roadway, drainage, structures, MOT, and signalization. Within this project, a number of intersections were reconstructed and new signals were added.
Card Sound Road Bridge Repair, Monroe County, FL	Monroe County/ District Six	Provided engineering services to Monroe County for the repair of five bridges along Card Sound Road, including the high-level bridge over Card Sound. Located in the highly corrosive environment of the Florida Keys, the bridges had ongoing deterioration related to corrosion of reinforcing steel within the concrete elements. Existing piles had pile jackets that obscured ongoing deterioration within. Prestressed beams and deck slabs had been exposed to salt spray causing corrosion of the prestressing strands.
Chain of Lakes Trail Pedestrian Bridge, Winter Haven, FL	City of Winter Haven/ District One	The Chain of Lakes Trail is a multi-use path that stretches along a 3.6-mile corridor from downtown Winter Haven to US Highway 17/92 in Lake Alfred. Consists of a low-profile prestressed concrete bridge with its approaches supported by retaining walls, 4:1 sloped embankment to reduce the retaining wall height, Keystone decorative retaining walls, trailhead tie-ins, sidewalk connectors, drainage, and signing and pavement marking.
Repair of the No Name Key Bridge over Bogie Channel, Florida Keys, FL	Monroe County/ District Six	Consisted of repair recommendations and design for the 2,200-foot-long bridge, which was the only link between Deer Island and No Name Key, two islands in the Florida Keys. Prepared plans based on the bridge inspection reports and a site visit by structural engineers. Completed a engineering study that outlined repair alternatives for each of the major elements, estimated construction cost for each alternative, estimated effective service life, and engineer's recommended repair method.
31st Street S. and 54th Avenue S., St. Petersburg, FL	City of St. Petersburg/ District Seven	Included design of mast arm signals and pedestrian improvements as well as the addition of a designated right-turn lane from eastbound 54th Avenue South to southbound 31st Street South. Provided a traffic study/impact analysis, traffic control plan, and traffic signal design.
Haines City Trail, Polk County, FL	City of Haines City/ District One	Development of environmental documents for an approximately 1.5-mile bike path/trail extending from Grace Avenue to Lily Avenue in the City of Haines City. Project-specific issues included cultural resources, contamination, and federal protected species. Tasks included the development and review of project development and environment (PD&E) documents, management of subconsultants, and review of project design plans.
Peace River Trail, Polk County, FL	Polk County/ District One	Development of environmental documents for an approximately 1.7-mile bike path/trail extending from Mount Pisgah Road to US 98 in the Fort Meade, Florida. Project-specific issues include section 4(f) properties, wetlands, and federal protected species. Tasks included the development and review of PD&E documents, management of subconsultants, and review of project design plans.
Vance Whidden Park Trail, Glades County, FL	Glades County/ District One	Development of environmental documents for an approximately 0.5-mile bike path/trail extension, paving of a 0.7-mile access road, and 0.25-acre parking area, located on Curry Island, Lake Okeechobee, Glades County. Project-specific issues include section wetlands and federal protected species. Tasks included the development and review of PD&E documents, management of subconsultants, and review of project design plans.
Lake Howard Trail Phase II, Polk County, FL	Polk County/ District One	Development of environmental documents for an approximately 1.3-mile bike path/trail extension located along the northern boundary of Lake Howard in City of Winter Haven. The project extends through the National Register Interlaken Historic District and required a 106 Case Study and public workshop. Tasks included the development and review of PD&E documents, management of subconsultants, and review of project design plans.
US 41 Trail, Collier County, FL	Collier County/ District One	Development of environmental documents for an approximately 2.3-mile bike path/trail extending from 6L Farm Road and CR 92. Project extends through the Collier Seminole State Park. Issues include wetlands, federal/state-listed species, and section 4(f) lands. Tasks included development and review of PD&E documents, management of subconsultants, and review of design plans.



Tab 3: Key Personnel

The KCA team is comprised of qualified/experienced individuals with distinct roles and responsibilities. Each key member and support team member is committed to fulfilling his or her responsibilities in order for our team to successfully complete this City of Deltona project. Our proposed project team's organizational chart is shown on the following page, and clearly illustrates the lines of communication and responsibility for the management, technical design, and the administrative services of this project. Our key project personnel are highlighted in this section. Resumes, containing education, professional development/continuing education courses, professional affiliations/memberships, years of experience, length of time with KCA and in current position, as well as relevant experience and qualifications, are provided at the end of this section.

Project Manager
Sam Letcher (33)

Principal-in-Charge
Paul Foley, P.E. (30)

Quality Assurance
Douglas Stoker, P.E. (21)

Assistant Project Manager
Megan Miller, P.E. (6)

Maintenance of Traffic
Darren Brandes, P.E. (29)

Signing and Pavement Marking/Signalization
Fathy Abdalla, Ph.D., P.E., PTOE (18)
John Burton, P.E., PTOE (17)

Roadways/Trails/Sidewalks
Megan Miller, P.E. (6)
Branan Anderson, E.I. (5)

Structures
Kip Laskaris, P.E. (16)
Sarah Futral, E.I. (2)

Environmental
Mark Easley (33)
Sarah Johnson (9)

Stormwater/Drainage
Curtis Sprunger, P.E. (12)
Brett French, E.I. (2)

Subconsultants

Geotechnical and Materials Testing (Tierra)
Jeremy Sewell, P.E. (14)
Luis Almodovar, E.I. (6)

Land Surveying/Mapping (M&C)
Joseph Di Benedetto, PLS (37)
Jeff Barnes, PSM (30)

Utility Coordination (BPA)
Patricia Dickerson (11)
Randy Augat (26)

Subconsultants

Brindley Pieters & Associates, Inc. (BPA) – DBE
McKim & Creed, Inc. (M&C)
Tierra, Inc. (Tierra) – DBE

Key Personnel

Paul Foley, P.E., Principal-in-Charge

Mr. Foley has 30 years of engineering experience and presently serves as KCA's President. He started his career at KCA in the structures department, where he served as chief structures engineer and department manager for 10 years. Mr. Foley provides management support for KCA's transportation, environmental, and civil design services. He serves as both project engineer and project manager for a wide variety of projects involving interstates, rural and urban roadway construction, and structural design. Additional services Mr. Foley has overseen include PD&E studies, utility relocation, environmental permitting, mitigation, geotechnical investigations, structural design, lighting, and landscape architecture. Mr. Foley served as project manager on Suncoast Bikeway and Pedestrian Bridge over SR 50 for FDOT Turnpike Enterprise and quality control engineer on the No Name Key Bridge Renovation, which is a LAP project between Monroe County and FDOT District Six. Additionally, he served as principal-in-charge for several trail/pedestrian facility projects including the following:

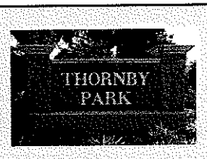
- Upper Tampa Bay Trail Underpass
- Little Econ Greenway Trail
- SR A1A/Heckscher Drive from Huguenot Memorial Park to Little Talbot Island State Park Timucuan Trail Segment Two
- Chain of Lakes Trail Pedestrian Trail/Bridge
- Pinellas Trail over 34th Street
- Courtney Campbell Causeway Multi-Use Trail

Sam Letcher, Project Manager

Mr. Letcher has 33 years of engineering and project management experience, 6.5 years of which was with FDOT. His specifications experience includes authoring the special provisions for "Control of Contract Operation within the Airport Operations Area (AOA)" on District Seven's $212 million, SR 60/Memorial Highway from I-275 to the Courtney Campbell Causeway interchange. His project management experience ranges from resurfacing to complex widening/reconstruction, including Single Point Urban Interchange (SPUI) design. He is well-versed in the preparation of specification packages, plans production, MOT, value engineering, cost estimates, CPM scheduling, and CEI. While project manager with FDOT District Five, his responsibilities included scope development, consultant selection, staff-hour negotiations, consultant grading/evaluations, response to elected officials, media interviews/statements, managing and controlling project design schedules, construction cost estimation, right-of-way requirements and costs, permitting, public involvement, utility coordination, PD&E re-evaluations for alignment changes, agreements with local government agencies (LAP, JPAs, LFAs MOAs, MOUs, DRIs), presentations to MPOs, BPAC, CAC, and TCC committees. He was the project manager on numerous minor and major roadway projects.

Megan Miller, P.E., Assistant Project Manager; Roadways/Trails/Sidewalks

Ms. Miller has gained valuable experience working on projects for FDOT and the Tampa-Hillsborough Expressway Authority. She has extensive experience with MicroStation and Geopak, which includes generating horizontal and vertical alignments as well as numerous cross sections. Ms. Miller is now serving as a roadway engineer in KCA's corporate office in Tampa, where she is responsible for roadway plans production. She was the lead roadway designer on the SR 60 (Courtney Campbell Causeway) from Bridge #150138 to Pinellas/Hillsborough County Line Shared-Use Path project, where she was responsible for designing all horizontal and vertical elements of the shared-use path and roadway cross sections, as well as roadway plans production. Ms. Miller will be responsible for trail design. She will assist Mr. Letcher where project management is concerned to ensure seamless coordination between all design disciplines, subconsultants, and the City of Deltona.



Curtis Sprunger, P.E., Stormwater/Drainage

Mr. Sprunger has 12 years of experience in stormwater design and currently holds the position of drainage engineer at KCA. He has designed and modeled several roadway stormsewer systems in compliance with FDOT and various municipality design criteria. Mr. Sprunger has also completed pond siting analysis and designed numerous stormwater management facilities and floodplain compensation sites. He has also completed various crossdrain culvert designs including channel modeling and bridge scour analysis. Mr. Sprunger has coordinated extensively with various Florida water management districts and environmental regulatory agencies to obtain construction permits. He served as a stormwater design engineer completing drainage analysis and erosion control plan on the SR 60 (Courtney Campbell Causeway) from Bridge #150138 to Pinellas/Hillsborough County Line Shared-Use Path project.

Mark Easley, Environmental

Mr. Easley has 33 years of experience and manages scientific investigations required for environmental assessment of a wide variety of project types, including surface, air and water transportation, industrial and mixed-use complexes, and agricultural development. He is also active in regional-scale drainage studies, as well as research of marine coastal and freshwater wetland systems and federal and state listed species. His technical expertise includes biological and ecological investigations and impact analyses as well as preparation of related reports and permit applications, mitigation plans, and conservation measures. He has also been involved in the development of National Environmental Policy Act (NEPA) documents ranging from categorical exclusions to environmental impact statements (EIS) for multiple federal agencies. He has an in-depth knowledge of all federal, state, regional, and local environmental criteria and associated agency procedures, including federal 404 Dredge and Fill Permitting, Sections 7 and 10 Consultations for Protected Species, and state wetlands and protected species permitting. Mr. Easley served as project manager for five LAP trail projects (Haines City Trail, Peace River Trail, Vance Whidden Park Trail, Lake Howard Trail, and US 41 Trail), where he prepared PD&E documents and reviewed project design plans. The majority of these trail projects extended through parks and in proximity to bodies of water—very similar to this City of Deltona Lakeshore Multi-Purpose Trail project.

Kip Laskaris, P.E., Structures

Mr. Laskaris has 16 years of engineering experience with 13 years in structures design. His expertise involves concrete bridge design ranging from high-level multi-span bridges to simple flat slab bridges. In addition to his bridge experience, Mr. Laskaris is proficient in the design of miscellaneous structures such as box culverts, mast arms, sign structures, high-mast lighting, and strain poles. He is knowledgeable in the use of MicroStation, Conspan, and RC-Pier. Mr. Laskaris served as a structural engineer for the Pinellas Trail—34th Street Pedestrian Bridge project where he assisted in the superstructure and substructure design and geometry and reviewed shop drawings in post design. He also worked on the SR 60 (Courtney Campbell Causeway) from Bridge #150138 to Pinellas/Hillsborough County Line Shared-Use Path project and was responsible for design of sheetpile walls and cap repair and replacement. Mr. Laskaris' role on this project will be lead structural engineer responsible for the design and detailing of the portions of the trail that will be carried by boardwalk or pre-fabricated bridge.

Douglas Stoker, P.E., Quality Assurance

Mr. Stoker has 21 years of experience including the design of a variety of structures such as pedestrian overpasses/bridges and trails, as well as all aspects of surface transportation analysis and design. He has a long history of bridge and structures design and project management on conventional and D/B projects. Mr. Stoker currently serves as a KCA's Vice President and the Production Manager of KCA's Tampa office, providing management support for the firm's operations and engineering design efforts. Additionally, he was instrumental in working with FDOT Central Office to develop a quality assurance review process that was used to audit consultants and district offices. In his role as KCA's Quality Assurance Manager, Mr. Stoker is responsible for reviewing every submittal to ensure that KCA's Quality Control process has been followed and documented correctly.

His background involves serving as project manager, lead engineer, and/or QA manager on several trail/pedestrian facility projects including the following:

- Upper Tampa Bay Trail Underpass at Waters Avenue, FDOT District Seven
- Equestrian/Pedestrian Land Bridge over I-95, FDOT District Five
- Niceville Pedestrian Overpass Over SR 20, FDOT District Three
- Suncoast Bikeway and Pedestrian Bridge over SR 50, FDOT Florida's Turnpike Enterprise (FTE)
- Chain of Lakes Trail Pedestrian Trail/Bridge
- Courtney Campbell Causeway Multi-Use Trail

Subconsultants

Subconsultants (and their proposed roles) on our project team include the following:

- Brindley Pieters & Associates, Inc. (BPA) – utility coordination
- McKim & Creed, Inc. – land surveying/mapping
- Tierra, Inc. – geotechnical and materials testing

KCA strives to build long-term relationships with disadvantaged business enterprise (DBE) firms through our work in the engineering industry. We make every effort to meet or exceed established DBE usage goals on each project we undertake. **FDOT published the results of the DBE participation for Fiscal Year 2012–2013, and KCA received an "A+" grade for our DBE participation of 16.42 percent.** We continue our strong support of DBE usage by including BPA and Tierra on our proposed team.

These firms complement the KCA team and are qualified to provide the technical support necessary to exceptionally perform their assigned tasks for this project. Copies of their DBE certificates are provided in Tab 8: Miscellaneous.

The following contains brief overviews of each subconsultant firm, including their qualifications and experience relevant to this City of Deltona project.

BPA

BPA is a FDOT-certified DBE firm with offices in Florida and Georgia. Since 1991, BPA has been providing design and program/construction management services to municipal, state, and federal clients in the utility, civil, structural, airport, and transportation engineering fields. BPA's staff of 23 includes registered professional engineers trained in civil, structural, drainage, and transportation disciplines; construction management; cost estimating; CAD/technical specialists; and administrative personnel. The staff remains highly committed and responsive to ensuring quality and client satisfaction. BPA maintains in-house state-of-the-art engineering and computer management programs to facilitate quick and efficient client services.

BPA has provided utility relocation coordination for FDOT since 1994. During that time, BPA has held three separate FDOT District Five Districtwide Utility Coordination contracts, including the current contract managed by BPA's Utility Coordination Manager, Patricia Dickerson.

Ms. Dickerson manages all of BPA's utility coordination contracts as well as BPA's subconsultant duties for utility coordination on the FTE GEC contract. The scope of services for these contracts includes utility identification, conflict resolution, constructability reviews, facilitating utility meetings, identifying potential reimbursement issues, assisting in RFP development, technical advisor role for D/B procurements, and providing the design team with utility expertise gained from the firm's utility design experience and knowledge of the utility industry. These tasks have been completed on projects ranging from small design/bid/build projects including intersection improvements, milling and resurfacing, and roadway widening projects, to large D/B projects including new interchanges and limited access bridge widening.

McKim & Creed

McKim & Creed has positioned itself on the cutting-edge of the surveying and mapping profession by using the latest technologies, field and computer equipment, and techniques to produce accurate surveys in a timely, cost-effective manner. McKim & Creed is a full-service geomatics firm, so any coordination issues involving accompanying costs are minimized. With more than 220 geomatics personnel on staff (including 47 licensed surveyors across 25 states, 5 ASPRS-certified photogrammetrists, 50+ survey field crews, and 65+ geomatics technicians), McKim & Creed is one of the largest surveying and mapping firms in the United States. McKim & Creed routinely performs work to meet FDOT, state, and federal requirements and produces documents accepted by a variety of permitting agencies. McKim & Creed offers the following services:

- Conventional land surveying
- Airborne LiDAR and photogrammetry
- 3-D imaging/laser scanning
- Hydrographic, transportation, and utility route surveying
- SUE
- GIS and GPS

Tierra

Tierra is a full-service consulting geotechnical, environmental, and construction materials testing engineering firm. Tierra was established in 1992 as a geotechnical and materials engineering firm with the intent of building upon the many years of combined experience of our founding principals. Tierra is certified under the Florida Unified Certification Program (UCP) as a DBE by FDOT. Tierra is also certified as a Minority Business Enterprise (MBE) by the Florida Department of Management Services, Office of Supplier Diversity, City of Orlando, Osceola County, and others. The firm's staff of more than 100 professionals includes principal engineers, staff engineers, geotechnical and construction inspectors, and technicians. Tierra's technicians are certified through CTQP, ACI, and FDOT with 5 to more than 30 years of experience in geotechnical, construction, laboratory and field materials testing, and inspection services.

Geotechnical

Tierra helps define the construction and long-term performance risks associated with subsurface conditions. Tierra's geotechnical services include:

- Retaining wall design
- Laboratory testing and analysis
- Site grading recommendations
- Sinkhole studies
- Soil reinforcement
- Pavement and slab evaluations and design
- Deep and shallow foundation analysis and design
- Subsurface exploration
- Corridor and PD&E studies

Continuing Education to Remain Current with Relevant Legislation

KCA ensures our professionals remain current with industry standards, regulations, and legislation. We encourage and recommend our personnel attend continuing education courses, workshops, and certificate programs at accredited colleges/universities and through professional organizations and client-sponsored programs to ensure our firm and professionals continue to develop the most cutting-edge and up-to-date services.

Many of our proposed team members have participated in professional development courses/certification programs offered by FDOT, FEMA, American Society of Civil Engineers (ASCE), Federal Highway Administration (FHWA), Florida Institute of Consulting Engineers (FICE), American Traffic Safety Services Association (ATSSA), to name a few.

Paul Foley, P.E.

Mr. Foley has 30 years of engineering experience and presently serves as KCA's President. He started his career at KCA in the structures department, where he served as chief structures engineer and department manager for 10 years. Mr. Foley provides management support for KCA's transportation, environmental, and civil design services. He serves as both project engineer and project manager for a wide variety of projects involving interstates, rural and urban roadway construction, and structural design. Additional services Mr. Foley has overseen include PD&E studies, utility relocation, environmental permitting, mitigation, geotechnical investigations, structural design, lighting, and landscape architecture.

Project Role

Principal-in-Charge

Years of Exp. / Years with KCA / Current Position

30 / 26 / 8

Education

MCE, University of Florida, 1985

BSCE, University of Florida, 1983

Registrations

Professional Engineer: Florida, 40978; Georgia, 22263; North Carolina, 25736

Certifications

ATSSA Florida Advanced MOT Training

Affiliations

Florida Institute of Consulting Engineers (FICE), Corporation

National Council of Examiners for Engineering & Surveying, 18247

American Council of Engineering Companies of Georgia, Corporation

American Council of Engineering Companies of North Carolina, Corporation

Florida Engineering Society/ National Society of Professional Engineers, 9000038

SR 60 (Courtney Campbell Causeway) from Bridge #150138 to Pinellas/Hillsborough County Line Shared-Use Path, FDOT District Seven, FL. This project consists of reconstructing the existing frontage road along SR 60 (Courtney Campbell Causeway) into a 12-foot wide shared use path for pedestrians and bicyclists. Damaged portions of the existing seawall will be reconstructed and repaired and new shoreline protection will be added. **Role:** Principal-in-Charge

Chain of Lakes Trail Pedestrian Bridge over Avenue T/SR 544, City of Winter Haven/FDOT District One (LAP Project), FL. This project involved the design of a multi-use path that stretches along a 3-mile corridor of abandoned railroad right-of-way. The trail serves Winter Haven's population of 34,000 residents with a place for bicycle riders, joggers, and people strolling along its path. The bridge over Avenue T Northwest (SR 544) is a vital link connecting the existing southern terminus of the Chain of Lakes Trail from downtown Winter Haven with the northern portion of the trail which connects to the McKay Preserve Trail System into downtown Lake Alfred. The overpass provides a safe and convenient way for trail users to cross Avenue T. The project consists of a low-profile prestressed concrete bridge with its approaches supported by retaining walls, trail head tie-ins, sidewalk connectors, drainage, and signing and pavement marking. The low profile is achieved by a system of precast deck panels supported by the bottom flange of custom prestressed beams. The single span bridge length is 115 feet, with a clear trail width of 12 feet. The total bridge approach length is 527 feet, with stairs provided near bridge supports for sidewalk access to and from Avenue T. Much aesthetic value went into the design of the bridge and approaches. There are two small berm walls which help to obscure the height of the retaining walls supporting the approaches. **Role:** Principal-in-Charge

Pinellas Trail—34th Street Pedestrian Bridge, City of St. Petersburg, FL. This project involved the design of a multi-use path that stretches along a 34-mile corridor of abandoned railroad right-of-way. Approximately 90,000 people use the trail each month, among them bicycle riders, joggers, and people strolling along its path. The bridge over 34th Street South (US 19) is a vital link connecting the existing southern terminus of the Pinellas Trail with the trail's extension from the east side of 34th Street to Downtown St. Petersburg. The overpass provides a safe and convenient way for trail users to cross 34th Street. The project consists of a low-profile prestressed concrete bridge with its approaches supported by retaining walls, trail head tie-ins, sidewalk connectors, drainage, and signing and pavement marking. The low profile is achieved by a system of precast deck panels supported by the bottom flange of custom prestressed beams. The single span bridge length is 121 feet, with a clear trail width of 12 feet. The total bridge approach length is 505 feet, with precast stairs provided near bridge supports for sidewalk access to and from the 34th Street. **Role:** Principal-in-Charge

Suncoast Bikeway and Pedestrian Bridge over SR 50, FDOT Turnpike, Hernando County, FL. This project consisted of 6 miles of paving a 12-foot-wide bikeway parallel to the Suncoast Parkway, including design of an 833-foot-long pedestrian bridge using a single span steel girder and concrete approach spans. The bridge main span was 167-foot-long and utilized weathering steel to blend with surrounding mainline structures. TCP used innovative pilot cars to lead emergency vehicles through the detour site while traffic on SR 50 was closed to set the girders. **Role:** Project Manager

- Responsible for the coordination of all plans development and QC of all structures plans
- Coordinated utilities, roadway plans, drainage, structures, geotechnical, and survey services

Upper Tampa Bay Trail Underpass at Waters Avenue, FDOT District Seven, Tampa, FL. This fast-track design/build project included the design and construction of the Upper Tampa Bay Trail pedestrian and bike trail underneath Waters Avenue. The overall project length for the 12-foot wide trail was 1,400 feet with very tight horizontal and vertical clearances underneath the existing bridge at Waters Avenue. The trail consisted of both asphalt and reinforced

concrete pavement within the 100-year flood elevation A portion of the trail overhangs the adjacent SWFWMD flood canal by using epoxy-coated sheet piling with a cast-in-place structural deck **Role:** Principal-in-Charge

Equestrian/Pedestrian Land Bridge over I-95, FDOT District Five, Flagler County, FL. This unique project involved designing and constructing a pedestrian/equestrian crossing over I-95, approximately 1/2 mile from Princess Place and adjacent to the Florida Agricultural Museum (FAM). Only one other pedestrian/equestrian "land bridge" in the country has been constructed over an interstate Both FAM and Princess Place are tourist attractions that sponsor various horseback activities that would use the bridge. The purpose of the project was to develop an economical solution to design and construct a bridge over I-95 for horses and people that would appear natural to the user. This project included landscaped planters lining the outside of the pathway to shield users from the noise and sight of traffic below. The trail consisted of a two-span bridge on spread footings that rested atop mechanically stabilized earth walls. Plans and construction included the structural and approach aspects of the project, geotechnical issues, permitting and drainage, and maintenance of traffic **Role:** Concept development

SR A1A/Heckscher Drive Trail Segment Two, Duval County, FL. Project is Segment 2 of the Timucuan Multi-Use Trail System located in Duval County just northeast of the City of Jacksonville, FL along SR A1A (Heckscher Drive). Project limits begin in Huguenot Memorial Park and stubs to the Little Talbot Island State Park Trail head and includes trailhead design within Huguenot Memorial Park. The total length of project is 1 800 miles. The Ft George Inlet Bridge is excluded from this project Project has revetment concerns at existing sheet pile wall north of Fort George Inlet Bridge and will be corrected under this contract The typical section is a 10' wide raised boardwalk within the Huguenot Memorial Park and the remainder of the project will provide a 12' wide shared use paved trail adjacent to the east side of SR A1A. Project includes retaining wall design adjacent to SR A1A south of the Ft. George Inlet Bridge. Project also includes correction of a ponding issue under the south side of the Ft. George Inlet Bridge. One public information meeting will be required during design. Other components include ground survey, TCE parcel sketches, geotechnical borings/analysis, storm/wave analysis, environmental permits, signing & striping, SUE and utility coordination. Estimated construction cost is $4 5 million and currently expected to start construction in 2020. **Role:** Principal-in-Charge

No Name Key Bridge Renovation, Monroe County, FL. This project consisted of repair recommendations and design for the 2,200-foot-long bridge that was the only link between Deer Island and No Name Key in the Florida Keys. The bridge, commonly known as the No Name Key Bridge, had severe deterioration of its supporting piles. In addition to major spalling and cracking of the prestressed, composite piles in the splash zone, the steel H-pile tips were exposed and corroding at the mud line. KCA performed a detailed inspection of the bridge and prepared repair plans that included bridge rails, bridge deck and sidewalks, expansion joints, diaphragms, bent caps, and pile jackets KCA also developed specifications, permit applications, and assisted with bidding documents and post-design services. **Role:** Quality control engineer

- Responsible for the development of repair concepts and initial owner coordination concerning budget and scope
- Provided input and checked the Bridge Alternative Evaluation Report detailing the repair options and corresponding construction costs
- Responsible for checking repair plans, quantities, and bid documents

SR 40 from east of CR 314 to east of CR 314A, FDOT District Five, Marion County, FL. This 6-mile-long capacity project will reconstruct this two-lane roadway to a four-lane divided highway through the Ocala National Forest. The project includes 13 wildlife crossings including two pairs of 50-foot bridges, three pairs of 400-foot bridges, an 8' x 8' box culvert, and seven 45" x 73" concrete arch pipes. There are six drainage basins including three direct runoff basins where vegetated natural buffers (VNB) will be used and runoff will be permitted to flow into the forest with minimal treatment. A Pond Siting Report is underway for eight stormwater ponds and three floodplain compensation sites There are also four floodplains impacted by the project. **Role:** Principal-in-charge

Miscellaneous Structure Repairs, FDOT District Five, Districtwide, FL. Services included inspection of bridges, recommendation of remedial action, repair design, and construction assistance. Guided the evaluation of cracking and subsequent post tension repairs to piers on SR A1A over the Intracoastal Waterway. Guided the evaluation and recommendation of repairs for seven bridges along SR 528 including lead paint removal and repainting, cathodic pile protection, and joint repairs. Lead designer for emergency repairs to SR 528 bridge after a barge struck it during Hurricane Irene and destroyed three piles. Two helper bents were installed and the bridge was opened to traffic in 15 days. Lead designer for the installation of a new fender system and navigation lights to SR 46 over St. Johns River. Completed 25+ task orders and repair design for 15 bridges **Role:** Project manager/project engineer

- Responsible for coordinating with lead design engineers and aided with design decisions
- QC for all plans and quantities

SR 44 from West of CR 4139 to West Ramps of I-4, FDOT District Five, Volusia County, FL. Project consisted of the realignment of 1.2 miles of roadway from west of CR 4139 to the west ramps of the I-4 interchange. It was designed to be a four-lane divided highway with curb and gutter along the inside and stabilized paved shoulders along the outside of the roadway pavement Construction of the improvements occurred in two separate construction contracts. The two westbound lanes were constructed first. Two-way traffic was then shifted from the old alignment onto the new westbound lanes and the two eastbound lanes were constructed in a separate contract. The project is located within SJRWMD in the lower St. Johns River Hydrologic Basin. Drainage was accomplished with a combination of a closed storm drain systems and open roadside ditch system The stormwater management system was designed and permitted for the ultimate four-lane divided section. Wet ponds were constructed during the first construction contract and other drainage features, such as the curb inlets, storm drain and ditches were partially constructed as needed to provide drainage for the initial construction stage and modified in the second contract. **Role:** Project manager and EOR for Phase II responsible for coordination of Phase II plans development, final specifications development and final bid items, and utility coordination and post design efforts

Sam Letcher

Mr. Letcher has 33 years of engineering and project management experience, 6.5 years of which was with FDOT. His specifications experience includes authoring the special provisions for "Control of Contract Operation within the Airport Operations Area (AOA)" on the District Seven's $212 million, SR 60/ Memorial Highway from I-275 to the Courtney Campbell Causeway interchange. His project management experience ranges from resurfacing to complex widening/reconstruction, including Single Point Urban Interchange (SPUI) design. He is well-versed in the preparation of specification packages, plans production, maintenance of traffic (MOT), value engineering, cost estimates, CPM scheduling, and construction engineering and inspection (CEI). While project manager with the FDOT in District Five, his responsibilities included scope development, consultant selection, staff-hour negotiations, consultant grading/evaluations, response to elected officials, media interviews/statements, managing and controlling project design schedules, construction cost estimation, right-of-way requirements and costs, permitting, public involvement, utility coordination, PD&E re-evaluations for alignment changes, agreements with local government agencies (LAP, JPAs, LFAs MOAs, MOUs, DRIs), presentations to MPOs, BPAC, CAC, and TCC committees. He was the project manager on numerous minor and major roadway projects.

Project Role

Project Manager

Years of Exp. / Years with KCA / Current Position

33 / 4 / 4

Certifications

FICE / FDOT LRFD Seminar Training

FDOT Long Range Estimates

FDOT Contract Estimating System

FDOT Project Management Training

FDOT Advanced Work Zone Traffic Control Certification

FDOT Horizontal Clearance Certification

FDOT Roadside Barrier Certification

Affiliations

Florida Institute of Consulting Engineers, Corporation

Florida Engineering Society/ National Society of Professional Engineers, 1003553

American Society of Highway Engineers

American Society of Civil Engineers, 293750

SR 415 from SR 46 to Seminole County Line, Seminole County, FL. Project included reconstruction of .8 miles of SR 415 from two lanes rural to four lanes rural divided. Project costs: Design $1.6 million, Right-of-way $3.9 million, Construction $8.9 million. **Role:** Design Project Manager

SR 415 from Seminole County Line to Reed Ellis Road, Volusia County, FL. Project included road widening and new construction of 2.4 miles of SR 415 from two lanes rural to four lanes rural divided. Project costs: Design $2.9 million, Right-of-way $.2 million, Construction $49.8 million. **Role:** Design Project Manager

SR 415 from Reed Ellis Road to North of Acorn Lake Road, Volusia County, FL. Reconstruction and widening of 5.4 miles from two lanes rural to four lanes rural divided. Project costs: Design $2.2 million, Right-of-way $12.1 million, Construction $36.0 million. **Role:** Design Project Manager

SR 50 from West of Bloxam Avenue to West of Hancock Road, Lake County, FL. Project included widening/reconstructing 3 miles of SR 50 from a four-lane rural, typical section to a six-lane, urban divided arterial with sidewalks. The grade separated interchange at SR 25/US 27 was reconstructed from a diamond configuration to a partial cloverleaf arrangement and CD ramps. Project costs: Design $4.1 million, Right-of-way $26.6 million, Construction $46.8 million. **Role:** Design Project Manager

SR 50 from West of SR 436 to West of SR 417, Orange County, FL. Project included widening and reconstruction of 3.6 miles of SR 50 from a four-lane rural, typical section to a six-lane, urban divided arterial with sidewalks including a SPUI at SR 436. Project costs: Design $3.6 million, Right-of-way $24.9 million, Construction $55.9 million. **Role:** Design Project Manager

SR 15/600 (US 17/92) at SR 436, Seminole County, FL. Project included reconstruction of the intersection for a grade separated SPUI. Project costs: Design $2.4 million, Right-of-way $80 million, Construction $29.9 million. **Role:** Design Project Manager

SR 50 from West of Hancock Road to Orange County Line; SR 50 from Lake County Line to East of Turnpike Ramps, Lake and Orange Counties, FL. Project included widening/reconstruction of SR 50 from a four-lane rural section to a six-lane urban section that included a 22-foot median, sidewalks, and bicycle lanes. Project costs: Design $3.2 million, Right-of-way $15.6 million, Construction $35.8 million. **Role:** Design Project Manager

SR 5 (US 1) from Park to Rosa L. Jones, Brevard County, FL. This project included the widening/reconstruction of 2.2 miles of SR 5 from a four-lane rural, typical section to a six-lane, urban divided arterial with sidewalks. Project costs: Design $2.1 million, Right-of-way $.9 million, Construction $19.2 million. **Role:** Design Project Manager

SR 5 (US 1) from Rosa L. Jones to Pine, Brevard County, FL. Project consisted of widening/reconstruction of 0.8 miles of SR 5 from a four-lane rural, typical section to a six-lane, urban divided arterial with sidewalks. Project costs: Design $3.4 million, Right-of-way $6.6 million, Construction $8.1 million. **Role:** Design Project Manager

SR 5 (US 1) from Pine to Cidco Road, Brevard County, FL. Project included widening and reconstruction of 3.8 miles of SR 5 from a four-lane rural, typical section to a six-lane, urban divided arterial with sidewalks. **Role:** Design Project Manager

SR 25 (US 27) from Lake Louisa Road to SR 50 in Clermont, FL. Widening/reconstruction of 3.8 miles of SR 25 from a four-lane rural, typical section to a six-lane, suburban divided arterial with sidewalks. Project costs: Design $3.7 million, Right-of-way $19.5 million, Construction $32.8 million. **Role:** Design Project Manager

Megan Miller, P.E.

Ms. Miller has gained valuable experience working on projects for FDOT and the Tampa-Hillsborough Expressway Authority She has extensive experience with MicroStation and Geopak, which includes generating horizontal and vertical alignments as well as numerous cross sections Ms. Miller is now serving as a roadway engineer in KCA's corporate office in Tampa, where she is responsible for roadway plans production

SR 60 (Courtney Campbell Causeway) from Bridge #150138 to Pinellas/Hillsborough County Line Shared-Use Path, FDOT District Seven. This project consists of reconstructing the existing frontage road along SR 60 (Courtney Campbell Causeway) into a 12-foot wide shared use path for pedestrians and bicyclists. Damaged portions of the existing seawall will be reconstructed and repaired and new shoreline protection will be added. **Role:** Lead roadway designer

- Designed all horizontal and vertical elements of the shared use path, along with roadway cross sections.
- Responsible for roadway plans production

SR 60 (Courtney Campbell Causeway) from Damascus Road to Pinellas/Hillsborough County Line, FDOT District Seven. This Resurfacing, Restoration and Rehabilitation (RRR) Project consists of milling and resurfacing all travel lanes and shoulders on SR 60 (Courtney Campbell Causeway), widening at Damascus Road to accommodate a longer right-turn lane and bicycle keyway, and replacing the existing box beam guardrail with standard W-beam guardrail The project also includes signing and pavement marking and minor utility relocations. **Role:** Lead roadway designer

- Responsible for horizontal design and relocation of guardrail, roadway cross sections, and all roadway plans production
- Identified and coordinated utility relocations

Update I-275 Bridge Shoulder Widening. Role: Lead Roadway Designer responsible for the following:

- Designed all horizontal and vertical elements of I-275 shoulder widening and completed roadway cross sections
- Responsible for roadway plans production and assisted with post-design services

I-275 Bridge Shoulder Widening, Hillsborough County, FL. This project consists of widening to provide 10-foot wide shoulders. Project limits extend from SR 600/ Hillsborough Avenue to Yukon Avenue along SR 93 (I-275). This project also includes adding under deck lighting to the bridges, widening the outside shoulders to match the new bridge shoulders and adjusting the roadway lighting to accommodate the bridge widening. Other features include the addition of ITS conduit within the barrier wall for connection to existing ITS facilities, overhead signage and pavement markings, and resetting of guardrail. All median guardrail will be removed and replaced with median concrete barrier wall. **Role:** Roadway Designer responsible for all roadway design issues

Project Role	Education
Assistant Project Manager; Roadways/Trails/Sidewalks	BSCE, Florida State University
Years of Exp. / Years with KCA / Current Position	**Registrations**
6 / 6 / 6	Professional Engineer, Florida, 76120

Lee Roy Selmon Expressway Open Road Tolling (ORT) Conversion, Tampa-Hillsborough Expressway Authority (THEA), FL. The Lee Roy Selmon Expressway is a limited-access toll road that connects the eastern portion of Hillsborough County (Brandon) to south Tampa, linking I-75 to Gandy Boulevard and Dale Mabry Highway. It is considered the primary route for commuters traveling to Downtown Tampa, the Westshore Business District, and MacDill Air Force Base. As part of the operational and safety improvements to the Expressway, this project converted/retrofit standard tolling equipment and cash toll plazas to ORT equipment with gantries on eight ramps and four mainline locations. In addition to the gantry installation, demolishing the existing plazas and maintaining existing traffic was a major concern Additional services included civil/site plans, roadway design, structural design, demolition plans, electrical and mechanical design, and geotechnical investigations KCA successfully coordinated this project with THEA, Florida's Turnpike Enterprise (FTE), Raytheon, utility owners, and the project team. This project was the initial step to fulfill the commitment and funding by FTE to have ORT equipment installed and operational on all facilities. **Role:** Roadway designer responsible for producing all roadway cross sections

- Aided in design of horizontal and vertical geometry
- Designed ramp terminal and driveway grading plans

I-75 (SR 93) from Pasco/Hernando County Line to North of SR 50 (US 98), FDOT District Seven, FL. This project consisted of widening 8.43 miles along I-75 from the Pasco/Hernando Countyline to north of SR 50 in Hernando County. The proposed improvements called for widening the existing four-lane divided interstate highway to six lanes and resurfacing the existing lanes. This project also included reconstruction of the I-75/SR 50 interchange to include dual left-turn lanes from SR 50 to I-75, and the addition of a northbound I-75 to westbound SR 50 flyover ramp. ROW acquisition was required, along with stormwater management facilities and mitigation sites. Other features of the project included signing and pavement marking and highway lighting. **Role:** Roadway designer responsible for producing roadway cross sections and performed superelevation calculations and assisted in preparation of Phase I plan submittal

Intersection Prioritization and Validation, Hillsborough County GEC, FL. This project consisted of developing preliminary intersection designs that would accommodate improvements, such as adding a turn lane or installing new traffic signals, while minimizing impacts to surrounding businesses, residences, and ROW. The new intersection designs improved the safety and traffic operations on the roadway and relieved congestion for motorists. **Role:** Roadway designer

- Prepared designs for intersection improvements
- Calculated material quantities for construction cost estimation
- Performed earthwork calculations for each intersection design

Curtis Sprunger, P.E.

Mr. Sprunger has 12 years of experience in stormwater design and currently holds the position of drainage engineer at KCA. He has designed and modeled several roadway stormsewer systems in compliance with FDOT and various municipality design criteria. Mr. Sprunger has also completed pond siting analysis and designed numerous stormwater management facilities and floodplain compensation sites. He has also completed various crossdrain culvert designs including channel modeling and bridge scour analysis. Mr. Sprunger has coordinated extensively with various Florida water management districts and environmental regulatory agencies to obtain construction permits.

SR 60 (Courtney Campbell Causeway) from Bridge #150138 to Pinellas/Hillsborough County Line Shared-Use Path, FDOT District Seven. This project consists of reconstructing the existing frontage road along SR 60 (Courtney Campbell Causeway) into a 12-foot-wide shared-use path for pedestrian and bicyclists. Damaged portions of the existing seawall were reconstructed and repaired and new shoreline protection was added. **Role:** Stormwater design engineer, completed drainage analysis and erosion control plan

US 19 from SR 50 to the Hernando/Citrus County Line, Hernando County, FDOT District Seven, Hernando and Citrus Counties, FL. This RRR project consists of milling and resurfacing US 19 in Hernando County from SR 50 to the Hernando/Citrus County line. This stretch of US 19 is 12.3 miles of divided rural highway with several median openings. The project will provide widening for left-turn deceleration lanes in the median as well as five feet of widening at the right-turn lanes to provide a bicycle lane keyway. Sidewalk will also be constructed on both sides of the roadway for the first 6.1 miles of the project. The existing ditches and drainage will be modified to maintain the existing ditch volumes and not block off-site flow. **Role:** Stormwater design engineer responsible for drainage design and erosion control

New Tampa Boulevard Extension over I-75 to Commerce Boulevard, City of Tampa, FL. This project included design of a 0.7-mile extension of New Tampa to Commerce Boulevard. A four-lane curved steel bridge was designed to carry the extension over I-75. This fully landscaped gateway bridge includes numerous architectural enhancements. The Purpose of the extension is to provide a direct connection to Liberty Middle and Freedom High Schools, City of Tampa parks, and other local businesses and residences, as well as relief for Bruce B. Downs Boulevard. Sidewalks and pedestrian connections will ensure safe passage along the roadway and across the I-75 bridge. The extensive landscaping and aesthetic features incorporated throughout the project were developed with input from local residents and students. The construction cost for this project is $14 million. **Role:** Stormwater design engineer responsible for the following:

- Designed stormsewer system/stormwater management facility
- Obtained FDOT Drainage Connection Permit

I-75 (SR 93) from Pasco/Hernando County Line to North of SR 50 (US 98), FDOT District Seven, Hernando County, FL. This project consisted of widening 8.43 miles along I-75 from the Pasco/Hernando County line to north of SR 50 (Cortez Boulevard) in Hernando County. The proposed improvements called for widening of a four-lane divided interstate highway to six lanes and resurfacing. This project also included reconstruction of the I-75/SR 50 interchange to include dual left-turn lanes from SR 50 to I-75, and the addition of a northbound I-75 to westbound SR 50 flyover ramp. Right-of-way acquisition was required, along with stormwater management facilities and mitigation sites. Other features included signing and pavement marking and highway lighting. **Role:** Stormwater design engineer responsible for the following:

- Preparation of a pond siting report for 14 closed drainage basins including compensation for impacts to the 100 year floodplain
- Drainage design and permitting of 29 stormwater ponds and floodplain compensation sites

George Bean Parkway Widening and Return to Terminal Recirculation Bridge at Tampa International Airport, Hillsborough County Aviation Authority, Tampa, FL. This project included the design and construction of the widening of the George Bean Parkway to provide an additional lane into and out of Tampa International Airport, as well as around the terminal. It also included the design and construction of the Red Side Recirculation Bridge along with drainage improvements, signing and pavement marking, and milling and resurfacing of all asphalt surfaces. Additionally, the project included a traffic study and concept layout for the transportation improvements necessary to support the proposed north terminal. The overall project design and construction cost was $30.3 million. **Role:** Stormwater design engineer responsible for the following:

- Designed the stormsewer retrofit for the addition of a travel lane for 1.5 miles around the Tampa International Airport for the Hillsborough County Aviation Authority
- Completed extensive stormsewer modeling of the airport stormsewer system and the adjacent canal system draining into Tampa Bay.

Weeki Wachee Stormwater Improvement Project, Southwest Florida Water Management District, Hernando County, FL. Development of a master plan, detailed design, permits, and contract documents for the reduction of nonpoint source loading of pollutants to the Weeki Wachee River headsprings area. Under contract with SWFWMD, KCA is investigating and designing pollutant migration measures for the Weeki Wachee attraction site with is owned by the District. Stormwater Best Management Practices (BMPs) proposed for the site includes diversion of runoff away from the headspring area, the construction of new stormwater treatment areas, the maintenance of existing stormwater conveyance, and treatment systems. **Role:** Stormwater design engineer responsible for design of two stormwater treatment ponds and permitting through FDEP.

Project Role	Registrations
Stormwater/Drainage	Professional Engineer, Florida, 66524
Years of Exp. / Years with KCA / Current Position	**Affiliations**
12 / 12 / 12	Florida Institute of Consulting Engineers (FICE)
Education	
BSCE, Purdue University, 2002	

SR 40 from east of CR 314 to east of CR 314A, FDOT District Five, Marion County, FL. This 6-mile-long capacity project will reconstruct this two-lane roadway to a four-lane divided highway through the Ocala National Forest. The project includes 13 wildlife crossings including two pairs of 50-foot bridges, three pairs of 400-foot bridges, an 8' x 8' box culvert, and seven 45" x 73" concrete arch pipes. There are six drainage basins including three direct runoff basins where vegetated natural buffers (VNB) will be used and runoff will be permitted to flow into the forest with minimal treatment. A Pond Siting Report is underway for eight stormwater ponds and three floodplain compensation sites. There are also four floodplains impacted by the project. **Role:** Stormwater design engineer, who assisted with pond siting report/floodplain compensation site analysis

40th Street/McKinley Drive, City of Tampa, FL. This project consisted of roadway improvements to 40th Street in Hillsborough County. 1.38 miles of existing two-lane roadway was transformed into a four-lane divided roadway with a four-foot bike lane and five-foot concrete sidewalk on each side. The project geometry also facilitated transit vehicles with bus bays to prevent traffic flow obstruction. Stormwater design involved joint use ponds with Busch Gardens and two separate underground vaults. Structural features included the design of the vaults and dual precast tunnels underneath 40th Street connecting Busch Gardens' parking lot to the main entrance. KCA also prepared Traffic Control Plans for three other sections of the corridor improvements. **Role:** Stormwater design engineer responsible for the design and permitting of the stormsewer system and a vault stormwater management facility for a 0.3 mile roadway widening project for the City of Tampa.

CR 550 (Overlook Drive), Polk County, FL. This project consisted of upgrading 3 miles of a substandard two-lane roadway along with intersection improvements. The project analyzed various alternatives including no-build, addition of sidewalk only, a widened two-lane section, and three-lane section. The project included base map development, conceptual layouts for each alternative, traffic analysis, evaluation of wetland, floodplain and drainage impacts, utility investigation, Level I Hazardous Waste Assessment, right-of-way requirements, cost estimates, and public involvement. Coordination efforts with SWFWMD, USACE, DEP, City of Winter Haven and USFWS were required. **Role:** Stormwater design engineer responsible for the following:

- Completed design, modeling and permitting of stormsewer systems required to handle additional flow due to intersection improvements.
- Obtained two FDOT Drainage Connection Permits

I-75 (SR 93) from Sumter Boulevard to River Road, FDOT District One, Sarasota County, FL. This project consists of widening 9.12 miles along I-75 from Sumter Boulevard to River Road in Sarasota County. The proposed improvements include widening the existing four-lane divided interstate highway to six lanes. The project traverses conservation land owned by Sarasota County and the Southwest Florida Water Management District. This project includes impacts to the 100-year floodplain at the Myakka River and Big Slough. **Role:** Stormwater design engineer, who designed and permitted the stormwater management system for 9 miles of I-75 which included 31 dry retention linear ponds and 8 wet detention ponds within the bifurcated median. Provided a combination of cup-for-cup compensation and surface water modeling to prove no 100-year floodplain impacts.

CR 54 (Wesley Chapel Boulevard) from North of SR 56 to North of Magnolia Boulevard, Pasco County, FL. This project will widen CR 54 from a two-lane undivided rural roadway to a six-lane divided urban section from approximately ½ mile north of SR 56 to 640 feet north of Magnolia Boulevard. The length of the project is 3.1 miles. Three intersections will be signalized including signalization interconnect. The box culvert at Cabbage Swamp will be replaced with bridge structures to improve hydraulics and to provide a dry shelf wildlife crossing. In addition to roadway and structure design, services include right-of-way and topographic survey, title search reports, right-of-way maps, project drainage design, stormwater treatment and retention, environmental mitigation design, environmental permitting, utility coordination, and soils investigation in support of roadway plans with signing and pavement marking, and signalization components. **Role:** Stormwater design engineer responsible for the following:

- Completed a pond siting report for stormwater, floodplain, and wetland mitigation ponds
- Designed stormsewer systems and stormwater management facilities for treatment of impaired drainage basins

Belcher Road Improvements from 38th Avenue to 54th Avenue, Pinellas County, FL. This 1.0 mile project includes reconstruction of the existing rural two-lane roadway to an urban three-lane roadway with a bi-directional turn lane, bike lanes, and sidewalks. This project includes a Pond Siting Report, stormsewer system design, permitting, and erosion control measures. The Joe's Creek outfall is an impaired waterbody. Two wet detention ponds and one dry swale treat the roadway runoff. **Role:** Stormwater design engineer, who completed pond siting report

Medard Reservoir Drainage Improvements, Hillsborough County, FL. **Role:** Stormwater design engineer, who designed and permitted the drainage improvement to Turkey Creek Road to withstand the anticipated potential discharge from the Medard Reservoir Emergency Spillway for an estimated flow of up to 5,000 cfs.

DeSoto County Emergency Operation Center, DeSoto County, FL. Construction of a building for emergency operation staff. Work included stormwater modeling, design of stormsewer system and permitting. **Role:** Stormwater design engineer, who completed stormsewer modeling to ensure Emergency Operation Center will be out of flood stages during extreme storm events.

SR 45/SR 585 (US Business 41/21st and 22nd Street), FDOT District Seven, Hillsborough County, FL. This project consisted of milling and resurfacing the existing travel lanes along 2.15 miles of North 22nd Street from north of SR 60 (Adamo Drive) to south of Osborne Avenue, and 0.56 miles of North 21st Street from north of SR 60 to East 13th Avenue. The project traverses the Ybor City National Historic District, Barrio Latino Local Historic District, and the East Tampa community. The project segment of 22nd Street consists of three primary sections: one mile of urban one-way three-lane highway with granite curb from SR 60 to 22nd Avenue; 0.7 miles of one-way two-lane roadway with curb and gutter from 22nd Avenue to Dr. Martin Luther King, Jr. (MLK) Boulevard; and a half-mile of two-lane two-way roadway with flush shoulders from MLK Boulevard to Osborne Avenue. The project segment of 21st Street is a one-way three-lane roadway. This segment and the northern two sections of the project are predominately residential. Other improvements consist of repairing and replacing sidewalk and bus pads, adding full pedestrian features at all existing signal locations, and upgrading signs and pavement markings. The railroad crossing at 22nd Street will also be upgraded. **Role:** Stormwater design engineer

Mark Easley

Mr. Easley manages scientific investigations required for environmental assessment of a wide variety of project types, including surface, air and water transportation, industrial and mixed-use complexes, and agricultural development. He is also active in regional-scale drainage studies, as well as research of marine coastal and freshwater wetland systems and federal and state listed species. His technical expertise includes biological and ecological investigations and impact analyses as well as preparation of related reports and permit applications, mitigation plans, and conservation measures. He has also been involved in the development of NEPA documents ranging from categorical exclusions to EIS for multiple federal agencies. He has an in-depth knowledge of all federal, state, regional and local environmental criteria and associated agency procedures, including federal 404 Dredge and Fill Permitting, Sections 7 and 10 Consultations for Protected Species, and state wetlands and protected species permitting.

Haines City Trail, Polk County, FL. This project involved the development of environmental documents for an approximately 1.5-mile bike path/trail extending from Grace Avenue to Lily Avenue in the City of Haines City. Project-specific issues included cultural resources, contamination, and federal protected species. Tasks included the development and review of PD&E documents, management of subconsultants, and review of project design plans. This project was a LAP project between FDOT and the City of Haines City. **Role:** Project manager

Peace River Trail, Polk County, FL. This project involves the development of environmental documents for an approximately 1.7-mile bike path/trail extending from Mount Pisgah Road to US 98 in the Fort Meade, Florida. Project-specific issues include section 4(f) properties, wetlands, and federal protected species. Tasks include the development and review of PD&E documents, management of subconsultants, and review of project design plans. This project is a LAP project between FDOT and Polk County. **Role:** Project manager

Vance Whidden Park Trail, Glades County, FL. This project involves the development of environmental documents for an approximately 0.5-mile bike path/trail extension and paving of a 0.7-mile access road and 0.25 acre parking area, located on Curry Island, Lake Okeechobee, Glades County. Project-specific issues include section wetlands and federal protected species. Tasks include the development and review of PD&E documents, management of subconsultants, and review of project design plans. This project is a LAP project between FDOT and Glades County. **Role:** Project manager

Project Role

Environmental

Years of Exp. / Years with KCA / Current Position

33 / 5.5 / 5.5

Education

BS Biology, University of South Florida

Certifications

1987 Habitat Evaluation Procedures (HEP) / US Fish and Wildlife Service

1988 / Wetlands Evaluation Technique (WET) / US Army Corps of Engineers

2004 / Uniform Mitigation Assessment Method / State of Florida

2009 / Authorized Gopher Tortoise Agent / Florida Fish and Wildlife Conservation Commission (GTA-09-00263)

Affiliations

National Association of Environmental Professionals

Florida Association of Environmental Professionals

Lake Howard Trail – Phase II, Polk County, FL. This project involves the development of environmental documents for an approximately 1.3-mile bike path/trail extension located along the northern boundary of Lake Howard in City of Winter Haven. The project extends through the National Register Interlaken Historic District and required a 106 Case Study and public workshop. Tasks include the development and review of PD&E documents, management of subconsultants, and review of project design plans. This project is a LAP project between FDOT and Polk County. **Role:** Project manager

US 41 Trail, Collier County, FL. This project involves the development of environmental documents for an approximately 2.3-mile bike path/trail extending from 6L Farm Road and CR 92 in Collier County. The project extends through the Collier Seminole State Park. Project issues include wetlands, federal and state listed species, and section 4(f) lands. Tasks include the development and review of PD&E documents, management of subconsultants, and review of project design plans. This project is a LAP project between FDOT and Collier County. **Role:** Project manager

SR 40 from East of CR 314 to CR 314A, Marion County, FL. Mr. Easley serves as Environmental Task Manager responsible for the permitting of the widening of an approximately six-mile segment of SR 40 through the Ocala National Forest in Marion County. The project consists of widening this segment of roadway from two to four lanes and the development of a stormwater management system to address water quality and quantity concerns. Specific tasks included the assessment of the project area for the presence of federal and/or state listed protected species, determination of wetland jurisdictional boundaries using federal and state guidelines, a quantitative assessment of existing wetland values, and wetland values lost using the Unified Mitigation Assessment Method (UMAM), and the development of construction guidelines for protection of existing on-site protected species. The design and development of construction notes and specifications for 13 wildlife crossings, ranging in size from 36" x 58" to arch pipes to 400-foot

long bridge structures were included. Additional tasks include obtaining US Army Corps of Engineers 404 dredge and fill permit, Florida Department of Environmental Protection National Pollutant Discharge Elimination System permit, and St. Johns River Water Management District Environmental Resource Permit.

General Engineering Consultant, FDOT District One, Districtwide, FL. District Environmental Management Office Coordinator responsible for the management and coordination of individual Task Work Orders (TWO) issued in support of the District One Environmental Management Office. Specific tasks included coordination with FDOT and multiple team members, development of task scopes, budgets, and schedules, oversight of task completion, and QA/QC oversight. Additional tasks include the completion of wetland assessment reports, endangered species biological assessments, public involvement plans and public coordination, and development of NEPA and SEIR documents, and reevaluations of previously approved NEPA and SEIR documents.

Districtwide Planning Support, FDOT District One, Districtwide, FL. Senior Environmental Scientist responsible for project-specific task assignments associated with natural environment issues. Specific tasks include the assessment of project specific impacts to federal and state listed protected species and wetlands, development of protected species biological assessments, and conservation measures to address impacts to protected species, development of environmental permits and wetland mitigation plans, and development of interagency memorandums of understanding. Additional tasks include coordination with multiple state and federal regulatory and resource agencies.

Platt Branch Protected Species Conservation Bank, Highlands County, FL. Project Manager and Senior Environmental Scientist responsible for the assessment of habitats within the 1,700 acres of protected species habitat bank and the modification of the existing Memorandum of Agreement (MOA) between USFWS, FWC and FDOT. Tasks included the assessment of the conservation bank site, the development of a GIS database of existing conditions, the assessment of the site for the addition of additional protected species to the bank, and the modification of the existing MOU between the USFWS, FWC, and FDOT. Also responsible for the development of an Excel-based ledger for tracking use of credits at the bank.

Planning for Transportation Facilities and Wildlife, FDOT Central Environmental Management Office, FL. Mr. Easley served as Project Manager and Principal Author. He assisted with the collection of information and the development of guidelines to assist in accommodating wildlife and habitat permeability and sustainability along Florida roadways. Guidelines were developed to help decide how, when and where to incorporate structures for wildlife linkages and maintain habitat permeability. Collected information and developed guidelines were then presented in "Wildlife Habitat Planning Strategies, Design Features and Best Management Practices for Florida Communities and Landowners" published by 1000 Friends of Florida. Key components presented within this document included: Identifying the Need and Goals for Wildlife Linkages, Design Considerations for Wildlife Linkages, Specific Environmental Design Factors of Wildlife Linkages, FDOT Coordination Processes for both ETDM and non-ETDM Projects, and Road and Highway Related Stormwater Facilities Effects on Wildlife Linkages. Case Studies, Modeling Tools, information sources, and other supporting information.

Kip Laskaris, P.E.

Mr. Laskaris has 16 years of engineering experience with 13 years in structures design. He has experience in concrete bridge design ranging from high level multi-span bridges to simple flat slab bridges. In addition to his bridge experience, Mr. Laskaris is proficient in the design of miscellaneous structures such as box culverts, mast arms, sign structures, high mast lighting and strain poles. He is knowledgeable in the use of MicroStation, Conspan and RC-Pier.

Project Role	Education
Structures	BSCE, University of South Florida, 2001
Years of Exp. / Years with KCA / Current Position	**Registrations**
16 / 8 / 8	Professional Engineer: Florida, 75005; Michigan, 6201057110

Pinellas Trail—34th Street Pedestrian Bridge, City of St. Petersburg, FL. This project involved the design of a multi-use path that stretches along a 34-mile corridor of abandoned railroad right-of-way. Approximately 90,000 people use the trail each month, among them bicycle riders, joggers, and people strolling along its path. The bridge over 34th Street South (US 19) is a vital link connecting the existing southern terminus of the Pinellas Trail with the trail's extension from the east side of 34th Street to Downtown St. Petersburg. The overpass provides a safe and convenient way for trail users to cross 34th Street. The project consists of a low-profile prestressed concrete bridge with its approaches supported by retaining walls, trail head tie-ins, sidewalk connectors, drainage, and signing and pavement marking. The low profile is achieved by a system of precast deck panels supported by the bottom flange of custom prestressed beams. The single span bridge length is 121 feet, with a clear trail width of 12 feet. The total bridge approach length is 505 feet, with precast stairs provided near bridge supports for sidewalk access to and from the 34th Street. **Role:** Structural engineer, assisted in the superstructure and substructure design and geometry and reviewed shop drawings in post design

SR 60 (Courtney Campbell Causeway) from Bridge #150138 to Pinellas/Hillsborough County Line Shared-Use Path, FDOT District Seven, Hillsborough and Pinellas Counties, FL. This project consists of reconstructing the existing frontage road along SR 60 (Courtney Campbell Causeway) into a 12-foot wide shared use path for pedestrians and bicyclists. Damaged portions of the existing seawall will be reconstructed and repaired and new shoreline protection will be added. **Role:** Structural engineer responsible for design of sheetpile walls and cap repair and replacement.

District Wide Traffic OPS, FDOT District Two. The purpose of this contract was to provide FDOT District Two with professional services for conducting needed traffic operational/safety studies, plans preparation, and other services. Subsequent analysis and conceptual recommendations will be used in the development of construction plans and incorporated into traffic operational/safety improvement projects. **Role:** Design engineer responsible for structural design of mast arms, strain poles, and special signal structures

District Wide Resurfacing, FDOT District One. KCA provided structural engineering support as a subconsultant to Faller Davis and Associates. This tasked based contract required resurfacing, shoulder widening, bridge rail retrofits, bridge load ratings and bridge analysis report for various RRR task work orders. **Role:** Engineer responsible for designing thrie-beam retrofits for 43 bridges, load ratings, and bridge deck analyses

Pinellas County General Engineering Services, Pinellas County, FL. KCA provided as-needed miscellaneous design services under the Pinellas County General Engineering Contract (GEC). The services included highway analysis and design, drainage analysis and design, traffic analysis and design, civil design and design and repair of miscellaneous structures. **Role:** Engineer, responsible for structural design of drainage improvements

Districtwide Load Ratings, FDOT District One. The intent of this contract was to provide up-to-date thorough load ratings for existing locally and state owned bridges in Southwest Florida. Over 400 bridge load ratings were executed during the contract. Plans were not available for approximately half of the structures so KCA's expertise and experience with Florida bridges proved important. Assumptions were made based on historical FDOT structures standards, related bridges, and familiarity with historical FDOT practices. Time constraints were of importance in executing tasks due to rigid FDOT deadlines. **Role:** Engineer responsible for LRFR and LFR Analysis

I-275 from Himes Avenue to East of the Hillsborough River, FDOT District Seven, Hillsborough County, FL. This project includes the reconstruction of 2.5 miles of the northbound lanes of I-275. The improvements were designed to allow for the construction of the northbound collector distributor lanes on the outside of the existing interstate footprint while maintaining traffic on the existing interstate lanes. **Role:** Design engineer responsible for design of the superstructure of 10 of the 14 bridges

US 19 (SR 55) from Whitney Road to South of Seville Boulevard, FDOT District Seven. This project involves the reconstruction of US 19 to a six-lane limited access divided highway with two-lane one-way frontage roads on each side. A complex traffic control plan was required to maintain traffic during staged construction of the new bridges. The first three spans of the mainline bridge utilize FUB-72 beams and the last three spans utilize a three-span continuous steel box girder section, resulting in a total bridge length of 1,015 feet. The substructure consists of rigid frame piers with an inverted tee cap at the point of minimum vertical clearance. All of the piers are founded on 24" prestressed concrete piles. The frontage road bridges utilize prestressed deck panels with a cast-in-place concrete topping. **Role:** Design engineer

- Assisted with the design of the mainline bridge
- Responsible for the design of miscellaneous structures to include: box culverts, drainage conflict structures, mast arms, and high mast lighting
- Responsible for mainline bridge quantities
- Review shop drawings in post design

Douglas Stoker, P.E.

Mr. Stoker has 21 years of experience including the design of a variety of structures such as pedestrian overpasses/bridges and trails, as well as all aspects of surface transportation analysis and design. He has a long history of bridge and structures design as well as project management on conventional and design/build projects. Mr. Stoker currently serves as a KCA's Vice President and the Production Manager of KCA's Tampa office and provides management support for the firm's operations and engineering design efforts. Additionally, he was instrumental in working with FDOT Central Office to develop a quality assurance review process that was used to audit consultants and district offices. In his role as KCA's Quality Assurance Manager, Mr. Stoker is responsible for reviewing every submittal to ensure that KCA's Quality Control process has been followed and documented correctly.

Project Role

Quality Assurance

Years of Exp. / Years with KCA / Current Position

21 / 20 / 8

Education

ME, University of Florida, 1992

BSCE, University of Florida, 1991

Registrations

Professional Engineer: Florida, 50659; Georgia, 26065; North Carolina, 25835

Affiliations

American Society of Civil Engineers, 273984

American Society of Highway Engineers

Florida Institute of Consulting Engineers (FICE), Corporation

Florida Engineering Society/ National Society of Professional Engineers, 9000046

SR 60 (Courtney Campbell Causeway) from Bridge #150138 to Pinellas/Hillsborough County Line Shared-Use Path, FDOT District Seven. This project consists of reconstructing the existing frontage road along SR 60 (Courtney Campbell Causeway) into a 12-foot wide shared use path for pedestrians and bicyclists. Damaged portions of the existing seawall will be reconstructed and repaired and new shoreline protection will be added. **Role:** Quality assurance coordinator

Chain of Lakes Trail Pedestrian Bridge over Avenue T/SR 544, City of Winter Haven/FDOT District One (LAP Project). This project involved the design of a multi-use path that stretches along a 3-mile corridor of abandoned railroad right-of-way. The trail serves Winter Haven's population of 34,000 residents with a place for bicycle riders, joggers, and people strolling along its path. The bridge over Avenue T Northwest (SR 544) is a vital link connecting the existing southern terminus of the Chain of Lakes Trail from downtown Winter Haven with the northern portion of the trail which connects to the McKay Preserve Trail System into downtown Lake Alfred. The overpass provides a safe and convenient way for trail users to cross Avenue T. The project consists of a low-profile prestressed concrete bridge with its approaches supported by retaining walls, trail head tie-ins, sidewalk connectors, drainage, and signing and pavement marking. The low profile is achieved by a system of precast deck panels supported by the bottom flange of custom prestressed beams. The single span bridge length is 115 feet, with a clear trail width of 12 feet. The total bridge approach length is 527 feet, with stairs provided near bridge supports for sidewalk access to and from Avenue T. Much aesthetic value went into the design of the bridge and approaches. There are two small berm walls which help to obscure the height of the retaining walls supporting the approaches. **Role:** Quality assurance coordinator

Upper Tampa Bay Trail Underpass at Waters Avenue, FDOT District Seven, Tampa, FL. This fast-track design/build project included the design and construction of the Upper Tampa Bay Trail pedestrian and bike trail underneath Waters Avenue. The overall project length for the 12-foot wide trail was 1,400 feet with very tight horizontal and vertical clearances underneath the existing bridge at Waters Avenue. The trail consisted of both asphalt and reinforced concrete pavement within the 100-year flood elevation. A portion of the trail overhangs the adjacent SWFWMD flood canal by using epoxy-coated sheet piling with a cast-in-place structural deck. **Role:** Project manager responsible for all aspects of the design, permitting, utility coordination, public involvement and post design services.

Equestrian/Pedestrian Land Bridge over I-95, FDOT District Five, Flagler County, FL. This unique project involved designing and constructing a pedestrian/equestrian crossing over I-95, approximately 1/2 mile from Princess Place and adjacent to the Florida Agricultural Museum (FAM). Only one other pedestrian/equestrian "land bridge" in the country has been constructed over an interstate. Both FAM and Princess Place are tourist attractions that sponsor various horseback activities that would use the bridge. The purpose of the project was to develop an economical solution to design and construct a bridge over I-95 for horses and people that would appear natural to the user. This project included landscaped planters lining the outside of the pathway to shield users from the noise and sight of traffic below. The trail consisted of a two-span bridge on spread footings that rested atop mechanically stabilized earth walls. Plans and construction included the structural and approach aspects of the project, geotechnical issues, permitting and drainage, and maintenance of traffic. **Role:** Project manager responsible for all aspects of the design, permitting, utility coordination, public involvement and post design services.

Niceville Pedestrian Overpass Over SR 20, FDOT District Three, Okaloosa, County, FL. This project was a D/B project located at Niceville High School in Okaloosa County. The structure consisted of a unique superstructure consisting of prestressed flat slab deck panels supported on the bottom flange of a modified Type IV prestressed beam. The approaches to the 125'-5" span were supported on MSE retaining walls. Aesthetic treatments were incorporated using formliners to mimic the brick pattern of the adjacent structures. **Role:** Project manager responsible for all aspects of the design, permitting, utility coordination, public involvement and post design services.

Suncoast Bikeway and Pedestrian Bridge over SR 50, FDOT Turnpike Enterprise, Hernando County, FL. This project consisted of six miles of paving a 12-foot-wide bikeway parallel to the Suncoast Parkway, including design of an 833-foot-long pedestrian bridge using a single span steel girder and concrete approach spans. The bridge main span was 167 feet long and utilized weathering steel to blend with surrounding mainline structures. TCP used innovative pilot cars to lead emergency vehicles through the detour site while traffic on SR 50 was closed to set the girders. Mr. Stoker was responsible for bridge development report and construction plans development for pedestrian bridge.

SR 40 from east of CR 314 to east of CR 314A, FDOT District Five, Marion County, FL. This 6-mile-long capacity project will reconstruct this two-lane roadway to a four-lane divided highway through the Ocala National Forest. The project includes 13 wildlife crossings including two pairs of 50-foot bridges, three pairs of 400-foot bridges, an 8' x 8' box culvert, and seven 45" x 73" concrete arch pipes. There are six drainage basins including three direct runoff basins where vegetated natural buffers (VNB) will be used and runoff will be permitted to flow into the forest with minimal treatment. A Pond Siting Report is underway for eight stormwater ponds and three floodplain compensation sites. There are also four floodplains impacted by the project. **Role:** QA Manager.

CR 39 over The Little Manatee River, Hillsborough County, FL. This project included replacing the existing two-lane bridge carrying CR 39 over the Little Manatee River with a new 120-foot bridge with sidewalks in southeast Hillsborough County. KCA designed bridge, roadway, and traffic control plans for the staged construction of the new bridge. The project also included hydraulic and scour analyses as well as floodplain compensation and permitting. **Role:** Project manager.

I-275 Bridge Shoulder Widening/Median Closure, FDOT District Seven. This project consists of widening the existing bridges to provide 10-foot-wide shoulders and to eliminate the existing open median. Limits of the project extend from SR 600/ Hillsborough Avenue to Yukon Avenue along SR 93 (I-275). Cross streets include from south to north Hillsborough Avenue, Hanna Avenue, Sligh Avenue, Broad Street, Hillsborough River, Bird Street, Waters Avenue, and Yukon Street. This project also includes adding additional under-deck lighting to the bridges, widening the outside shoulders to match the new bridge shoulders, and adjusting the roadway lighting to accommodate the bridge widening. Other features include the addition of ITS conduit within the barrier wall for connection to existing ITS facilities, overhead signage, pavement markings, and resetting guardrail. **Role:** QA Manager.

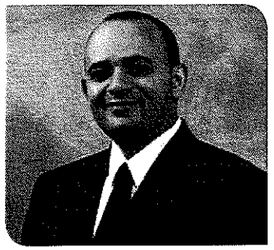
US 19 from SR 50 to the Hernando/Citrus County Line, FDOT District Seven, Hernando and Citrus Counties, FL. This RRR project consists of milling and resurfacing US 19 in Hernando County from SR 50 to the Hernando/Citrus County line. This stretch of US 19 is 12.3 miles of divided rural highway with several median openings. The project will provide widening for left-turn deceleration lanes in the median as well as five feet of widening at the right-turn lanes to provide a bicycle lane key-way. Sidewalk will also be constructed on both sides of the roadway for the first 6.1 miles of the project. The existing ditches and drainage will be modified to maintain the existing ditch volumes and not block off-site flow. **Role:** QA Manager.

SR 41 (US 301) from Raulerson Ranch to south of Fowler Avenue, FDOT District Seven, Hillsborough County, FL. This project includes 1.43 miles of sidewalk construction and milling and resurfacing of a rural two-lane roadway. An inventory of the existing drainage structures was completed to determine the need for pipe desilting and replacement of damaged drainage structures. Due to the sidewalk construction, many ditches were re-graded and several pipes were added for drainage. **Role:** QA Manager.

SR 80 from Birchwood Parkway to Dalton Lane, FDOT District One, Hendry County, FL. This project consists of reconstructing the existing rural, undivided two-lane SR 80 typical section into a rural, four-lane divided highway. The westbound lanes will be constructed by milling and overlaying the existing roadway. The proposed eastbound lanes will be constructed to the south of the existing roadway allowing for a 64-foot median. This reconstruction requires the replacement of a multi-directional, six span, flat slab bridge with two single span Florida-I Beam bridges. The proposed bridges will utilize FIB-63 beams to span 126 feet over the C-1 Canal. The bridges will contain a combination of rubble riprap and sand cement riprap to provide the slope protection and proposed animal crossing. The project also includes two phase-constructed, three-barrel bridge culverts. Critical temporary sheet pile walls will be required for the phased construction of the culverts. **Role:** KCA QA Manager.

SR 574 (Dr. Martin Luther King Jr. Boulevard), FL. The purpose of this Resurfacing, Restoration, and Rehabilitation (RRR) is to improve the existing roadway riding surface and determine if the existing features meet current ADA requirements. The project limits include 0.276 miles of State Road (SR) 574 (Dr. Martin Luther King Jr. Boulevard) from Laura Street to west of Highview Road, milepost 3.971 to milepost 4.247, respectively. The project has one major intersection at County Road 579 (Mango Road)/Lemon Avenue. **Role:** QA Manager.

Fathy Abdalla, Ph.D., P.E., PTOE



Dr. Abdalla has 18 years of experience in the transportation industry as Senior Traffic/ Roadway Engineer.

Traffic experience includes traffic impact studies, traffic circulation studies, traffic simulation and modeling, intersection/interchange analysis, corridor analysis, traffic safety, signing and pavement marking design and plan preparation, and signalization design. He has prepared numerous transportation/traffic studies for FDOT and other local authorities. Typical traffic studies include trip generation, trip distribution, level of service/capacity analyses of signalized intersections and arterials, freeway merge, diverge, and weaving analyses along with the associated recommendations for the improvements necessary to meet design criteria. Dr. Abdalla has more than a dozen professional publications in transportation simulation and modeling and transportation safety in different transportation journals and conferences nationwide. He has solid capabilities in most of the major traffic modeling/analysis and roadway software packages. He has supervised and managed a staff of six engineers.

Project Role

Signing and Pavement Marking/Signalization

Years of Exp. / Years with KCA / Current Position

18 / 10 / 10

Education

Ph.D. Civil Engineering (Transportation), University of Central Florida, 2003

MSCE (Transportation), Cairo University, 1999

BSCE, Zagazig University, Egypt 1995

Registrations

Professional Engineer, Florida, 63914; Michigan, 51908

Professional Traffic Operations Engineer, 1578

Certifications

Institute of Transportation Engineers, 38575

American Society of Civil Engineers, 412294

American Society of Highway Engineers

SR A1A/Heckscher Drive Trail Segment Two, Duval County, FL. Project is Segment 2 of the Timucuan Multi-Use Trail System located in Duval County just northeast of the City of Jacksonville, FL along SR A1A (Heckscher Drive). Project limits begin in Huguenot Memorial Park and stubs to the Little Talbot Island State Park Trail head and includes trailhead design within Huguenot Memorial Park. The total length of project is 1.800 miles. The Ft. George Inlet Bridge is excluded from this project. Project has revetment concerns at existing sheet pile wall north of Fort George Inlet Bridge and will be corrected under this contract. The typical section is a 10' wide raised boardwalk within the Huguenot Memorial Park and the remainder of the project will provide a 12' wide shared use paved trail adjacent to the east side of SR A1A. Project includes retaining wall design adjacent to SR A1A south of the Ft. George Inlet Bridge. Project also includes correction of a ponding issue under the south side of the Ft. George Inlet Bridge. One public information meeting will be required during design. Other components include ground survey, TCE parcel sketches, geotechnical borings/analysis, storm/ wave analysis, environmental permits, signing & striping, SUE and utility coordination. Estimated construction cost is $4.5 million and currently expected to start construction in 2020. **Role:** Lead traffic engineer responsible for design and preparation of signing and pavement marking plans

40th Street/McKinley Drive (LAP Project), City of Tampa, FL. This project consisted of roadway improvements to 40th Street in Hillsborough County, Florida. 1.38 miles of existing two-lane roadway was transformed into a four-lane divided roadway with a four-foot bike lane and five-foot concrete sidewalk on each side. The project also facilitated transit vehicles with bus bays to prevent traffic flow obstruction. Stormwater design involved joint use ponds with Busch Gardens and two separate underground vaults. Structural features included the design of the vaults and dual precast tunnels underneath 40th Street connecting Busch Gardens' parking lot to the main entrance. KCA also prepared Traffic Control Plans for three other sections of the corridor improvements. **Role:** Project engineer responsible for three signalizations design (40th Street at Hillsborough Avenue, at Busch Boulevard, and Busch Gardens Entrance).

I-75 (SR 93) from Pasco/Hernando County Line to North of SR 50 (US 98), FDOT District Seven, Hernando County, FL. This project consisted of widening 8.43 miles along I-75 from the Pasco/ Hernando County line to north of SR 50 (Cortez Boulevard) in Hernando County. The proposed improvements called for widening the existing four-lane divided interstate highway to six lanes and resurfacing the existing lanes. This project also included reconstruction of the I-75/SR 50 interchange to include dual left-turn lanes from SR 50 to I-75, and the addition of a northbound I-75 to westbound SR 50 flyover ramp. Right-of-way acquisition was required, along with stormwater management facilities and mitigation sites. Other features of the project included signing & pavement marking and highway lighting. **Role:** Senior traffic engineer

- Prepared traffic technical memorandum with future traffic design and delay/queuing analyses
- Provided analyses for scenarios for different construction stage
- Traffic Reevaluation Study

SR 45/US 41 (Nebraska Avenue), Hillsborough County, FL. This project consists of milling and resurfacing the existing travel lanes along this four-lane corridor from Sligh Avenue to Busch Boulevard in Hillsborough County. This project also includes new concrete bus pads, sidewalk repair and replacement, upgrade bridge railing, guardrail at the Hillsborough River bridge and the addition of full pedestrian features at existing signal locations. New signals were added at 3 intersections (Box Span), signing and pavement and minor drainage improvements along the project north of the Hillsborough River. The project length is 1.5 miles. Role: Senior Traffic Engineer (Traffic EOR)

- Designed and prepared signalizations plans
- Designed and prepared signing and pavement marking plans

Branan Anderson, E.I.

Mr. Anderson has five years of experience with the geometric design of highways, rural/urban arterials, local roads, and intersections. His experience varies from utilizing several computer aided drafting software such as MicroStation, Geopak, and Corridor Modeler to assist in generating horizontal and vertical alignments, cross sections, cost analysis, plan evaluation and production, to conducting roadside safety analysis, historical crash analysis, utility coordination, and preparing variations and exceptions He has gained valuable experience working on projects for FDOT, Tampa-Hillsborough Expressway Authority, and the City of Tampa. Mr. Anderson is now serving as a Roadway Designer in KCA's corporate office in Tampa, Florida.

Project Role	Education
Roadways/Trails/Sidewalks	MBA, University of Florida
Years of Exp. / Years with KCA / Current Position	BSCE, University of South Florida
5 / 5 / 5	**Registrations**
	Florida, E.I. Certification #: 1100015956

Central Polk Parkway – Segment 2, SR 60 Spur Interchange – Alternate Interchange Configurations, Polk County, FL. FDOT District One is planning for the procurement of ROW and the construction of the Central Polk Parkway (CPP) in Polk County. The scope of this project is to develop Phase I plans, a final pond sting report, preliminary bridge hydraulics report, utility coordination, and provide final right-of-way requirements for a six lane roadway along a new alignment from east of SR 35 (US 17) to east of Pollard Road. The project includes the construction of four interchanges, the design of two spurs that connect to the Central Polk Parkway mainline, widening of SR 60, and new construction along Pollard Road. The total project length is approximately 6.07 miles. **Role:** Roadway designer

- Generate horizontal and vertical geometry for approximately 9.5-miles of multi-use trail, including one pedestrian bridge over Pollard Road.
- Aided in producing roadway plans and cross sections.
- Conducted long range estimate update with project sequence restructuring and overall cost analysis

I-75, from North of SR 64 to Manatee River Including Reconstruction of I-75, Manatee County, FL. The scope of this project is to widen the I-75 (SR 93) facility and reconstruct the I-75 (SR 93)/US 301 (SR 43) interchange to accommodate a tight diamond configuration which will provide for a 10-lane ultimate typical section with two express lanes and three general use lanes in each direction. In the interim, the widening and reconstruction of I-75 will provide for an eight-lane divided roadway with 12-foot inside and outside shoulders (10 foot paved) and a depressed median with roadside ditches to convey stormwater. The interchange improvements will also require the widening of US 301 at the 51st Avenue East intersection, the 60th Avenue intersection, and improvements to 19th Street East. US 301 will be widened to accommodate auxiliary lanes at the new entrance and exit ramps at the I-75 interchange. New bridges will be constructed over the Manatee River for a northbound exit ramp and a southbound entrance ramp. They will be compatible with the ultimate section for future mainline traffic. **Role:** Roadway designer

- Generate horizontal and vertical geometry for ramps within the interchange to tie into US 301 (SR 43), and 19th Street.
- Aided with the horizontal/vertical geometric design for US 301.
- Provided four variation reports to address substandard criteria.
- Aided with overall plan production including roadway plans, profiles, cross sections, utility adjustments, and special details.
- Coordinated in producing 15, 30, and 60 percent plans for submittal

US 92/SR 600 (Dale Mabry Highway) from West Platt Street to West Roland Street, Tampa, FL. FDOT proposes improvements to SR 600/(US 92) from west Platt Street to west Roland Street; a total distance of approximately 0.143 miles. Currently, SR 600 is an urban 5 lane undivided facility with two northbound 11' through lanes, one northbound 11' left turn lane, and two southbound 10' through lanes. The proposed roadway improvements include widening on the west side of the roadway to facilitate the extension of the northbound left turn lane from south Dale Mabry Hwy. to westbound on SR 60 (Kennedy Blvd.). The proposed widening will remove the existing taper at Roland St. and provide a 6' sidewalk adjacent to curb and gutter (Type F) for the entire length of the job. This project is currently under construction and scheduled for completion July 2014. **Role:** Roadway designer

- Generate Horizontal Geometry.
- Prepared all roadway plans from 30 to 100 percent plan completion.
- Prepared two license agreements for driveway impacts.
- Provided post design services and support through construction.

I-75, North of Sumter Boulevard to North of River Road, FL. This 9.3-mile interstate project includes the widening of the existing four-lane I-75 roadway to an interim six-lane section with provisions for the ultimate eight-lane typical. The interim widening will be constructed towards the median with all of the storm water facilities being located within the existing right-of-way. This project also includes numerous wetlands, threatened and endangered species and the widening of the Deer Prairie Creek bridges. Permitting includes coordination with the Southwest Florida Water Management District and US Army Corps of Engineers. **Role:** Roadway designer

- Prepared all roadway cross sections and responsible for overall plan production through 100 percent completion
- Aided in the design analysis for the variable milling and resurfacing scheme
- Prepared quantities for cost analysis
- Performed Super-elevation calculations
- Roadside safety analysis

Darren Brandes, P.E.

Mr. Brandes has 29 years of engineering experience and presently oversees Traffic Control Plan (TCP) development for KCA and C&A. His background includes highway design, TCP design, constructability reviews, highway construction inspection, bridge maintenance inspection, Dispute Review Board participation, and international project management and design experience. He has experience on all sides of transportation projects, having served as a design engineer, engineer working directly with contractors, and as a contractor himself.

Project Role

Maintenance of Traffic

Years of Exp. / Years with KCA / Current Position

29 / 29 / 29

Education

BSCE, University of South Florida, 1995

Registrations

Professional Engineer, Florida, 53982

Certifications

ATSSA Florida Advanced Work Zone Traffic Control Course, #37

ACI Concrete Field Testing Technician, Grade I

Safety & Use of Nuclear Gauges

Pinellas Trail—34th Street Pedestrian Bridge, City of St. Petersburg, FL. This project involved the design of a multi-use path that stretches along a 34-mile corridor of abandoned railroad right-of-way. Approximately 90,000 people use the trail each month, among them bicycle riders, joggers, and people strolling along its path. The bridge over 34th Street South (US 19) is a vital link connecting the existing southern terminus of the Pinellas Trail with the trail's extension from the east side of 34th Street to Downtown St. Petersburg. The overpass provides a safe and convenient way for trail users to cross 34th Street. The project consists of a low-profile prestressed concrete bridge with its approaches supported by retaining walls, trail head tie-ins, sidewalk connectors, drainage, and signing and pavement marking. The low profile is achieved by a system of precast deck panels supported by the bottom flange of custom prestressed beams. The single span bridge length is 121 feet, with a clear trail width of 12 feet. The total bridge approach length is 505 feet, with precast stairs provided near bridge supports for sidewalk access to and from the 34th Street. **Role:** Traffic engineer

40th Street/McKinley Drive, City of Tampa, FL. This project consisted of roadway improvements to 40th Street in Hillsborough County, Florida. 1.38 miles of existing two-lane roadway was transformed into a four-lane divided roadway with a four-foot bike lane and five-foot concrete sidewalk on each side. The project geometry also facilitated transit vehicles with bus bays to prevent traffic flow obstruction. Stormwater design involved joint use ponds with Busch Gardens and two separate underground vaults. Structural features included the design of the vaults and dual precast tunnels underneath 40th Street connecting Busch Gardens' parking lot to the main entrance. KCA also prepared Traffic Control Plans for three other sections of the corridor improvements. **Role:** Senior design engineer, designed TCP for 5 miles of reconstruction from a two-lane to four-lane divided roadway, including two roundabouts and a tram tunnel connecting Busch Gardens to parking lot

I-75 (SR 93) from Pasco/Hernando County Line to North of SR 50 (US 98), FDOT District Seven, Hernando and Pasco Counties, FL. This project consisted of widening 8.43 miles along I-75 from the Pasco/Hernando County line to north of SR 50 (Cortez Boulevard) in Hernando County. The proposed improvements called for widening the existing four-lane divided interstate highway to six lanes and resurfacing the existing lanes. This project also included reconstruction of the I-75/SR 50 interchange to include dual left-turn lanes from SR 50 to I-75, and the addition of a northbound I-75 to westbound SR 50 flyover ramp. Right-of-way acquisition was required, along with stormwater management facilities and mitigation sites. Other features of the project included signing & pavement marking and highway lighting. **Role:** Traffic control plan engineer

SR 45/US 41 (Nebraska Avenue), Tampa, FL. This project consists of milling and resurfacing the existing travel lanes along this four-lane corridor from Sligh Avenue to Busch Boulevard in Hillsborough County. This project also includes new concrete bus pads, sidewalk repair and replacement; upgrade bridge railing, guardrail at the Hillsborough River bridge and the addition of full pedestrian features at existing signal locations. New signals were added at 3 intersections (Box Span), signing and pavement and minor drainage improvements along the project north of the Hillsborough River. The project length is 1.5 miles. **Role:** Traffic control plan engineer

SR 45/SR 585 (US Business 41/21st and 22nd Street), Tampa, FL. This project consisted of milling and resurfacing the existing travel lanes along 2.15 miles of North 22nd Street from north of SR 60 (Adamo Drive) to south of Osborne Avenue, and 0.56 miles of North 21st Street from north of SR 60 to East 13th Avenue. The project traverses the Ybor City National Historic District, Barrio Latino Local Historic District, and the East Tampa community in the City of Tampa. The project segment of 22nd Street consists of three primary sections: one mile of urban one-way three-lane highway with granite curb from SR 60 to 22nd Avenue; 0.7 miles of one-way two-lane roadway with curb and gutter from 22nd Avenue to Dr. Martin Luther King, Jr. (MLK) Boulevard; and a half-mile of two-lane two-way roadway with flush shoulders from MLK Boulevard to Osborne Avenue. The project segment of 21st Street is a one-way three-lane roadway. This segment and the northern two sections of the project are predominately residential. Other improvements consist of repairing and replacing sidewalk and bus pads, adding full pedestrian features at all existing signal locations, and upgrading signs and pavement markings. The railroad crossing at 22nd Street will also be upgraded. **Role:** Traffic control plan engineer

John Burton, P.E., PTOE

Mr. Burton has extensive knowledge in civil engineering. He has numerous years of experience in both FDOT and non-FDOT projects, ranging in size from interstate interchange design to local street and intersection improvements. Mr. Burton is the project manager for the Timucuan Multi-Use Trail in Duval County. He has full working knowledge of MicroStation and Geopak software. Mr. Burton has designed horizontal and vertical geometry as well as many Signing & Pavement Marking Plans. Mr. Burton is also very skilled in producing high quality plan sets.

Project Role

Signing and Pavement Marking/Signalization

Years of Exp. / Years with KCA / Current Position

17 / 5 / 5

Education

BS, Civil Engineering, University of Florida, 1996

Registrations

Professional Engineer, Florida, 57405

Certifications

1996 Certificate of Sales and Interface Engineering

Professional Traffic Operations Engineer, Certificate No. 2940

FDOT Advanced Work Zone Traffic Control Certification

Affiliations

Florida Engineering Society

Timucuan Multi-Use Trail Segment Two, FDOT District Two, Duval County, FL. Project limits begin in Huguenot Memorial Park and continue along SR A1A (Heckscher Drive) then stubs to the Little Talbot Island State Park Trail head and includes trailhead design within Huguenot Memorial Park. The total length of project is 1.800 miles. The Ft. George Inlet Bridge is excluded from this project. Project has revetment concerns at existing sheet pile wall north of Fort George Inlet Bridge and will be corrected under this contract. The typical section is a 10-foot-wide raised boardwalk within the Huguenot Memorial Park and the remainder of the project will provide a 12-foot-wide shared-use paved trail adjacent to the east side of SR A1A. Project includes retaining wall design adjacent to SR A1A south of the Ft. George Inlet Bridge. Project also includes correction of a ponding issue under the south side of the Ft. George Inlet Bridge. One public information meeting will be required during design. Other components include ground survey, TCE parcel sketches, geotechnical borings/analysis, storm/wave analysis, environmental permits, signing & striping, SUE and utility coordination. **Role:** Project manager and roadway engineer-of-record (EOR)

Ramp NE Concrete Slab Rehabilitation, FDOT District Seven, Hillsborough County, FL. Roadway Engineer involved in analysis and replacement of nine partial slabs and one full slab replacement. The location of this project is the ramp from I-275 southbound to I-4 eastbound at the Tampa Downtown Interchange. Other responsibilities include slab diamond grinding, cleaning and resealing cracks and joints and pavement markings. **Role:** Assistant manager and roadway EOR

I-275 Shoulder Widening, FDOT District Seven, Hillsborough County, FL. This project is to provide for 10 ft. shoulders at eight bridge locations and between bridges along SR 93 (I-275) in Hillsborough County. The project limits extend from SR 600 / Hillsborough Avenue to Yukon Street (M.P. 2.265 to M.P. 4.771). Roadway work includes shoulder widening to match bridge shoulder widening and guardrail resetting/replacement. The mainline travel way consists of rigid concrete pavement but the shoulders are asphaltic concrete pavement. The typical section consists of three lanes in each direction with an auxiliary lane at some locations. The existing outside shoulders vary in width from 2 to 10 feet. The existing inside shoulders vary in width from 4 to 10 feet. The project segment of I-275 is classified as an urban principal arterial interstate highway. The facility is part of both the Florida Intrastate Highway System (FIHS) and the Strategic Intermodal System (SIS). I-275 crosses, from south to north, Hillsborough Avenue, Hanna Avenue, Sligh Avenue, Broad Street, Hillsborough River, Bird Street, Waters Avenue and Yukon Street. The project also includes new roadway lighting to accommodate the shoulder widening. Other features of the project include the addition of ITS conduit within the barrier wall for connection to existing ITS facilities, overhead signage and pavement markings. The seven cross streets will also be milled and resurfaced at the end of construction. **Role:** Project manager and roadway EOR

I-75 Milling/Resurfacing, Pasco-Hernando County Line to South of Lockhart Road, FDOT District Seven, Hernando County, FL. This project consists of 3.77 miles along I-75 from the Pasco/Hernando County line to south of Lockhart Road in Hernando County. The proposed improvements call for milling and resurfacing the existing four-lane divided interstate highway. This project includes overbuild to bring the superelevation criteria along the horizontal curves to current standards. This project also includes guardrail replacement, drainage improvements and a pier protection system. **Role:** Project manager and roadway EOR

SR 688 (Ulmerton Road), Lake Seminole Bypass Canal to Wild Acres Road, FDOT District Seven, Pinellas County, FL. Project Manager involved in all aspects of the roadway design process including the proposal and presentation process. The project is a 1.3-mile urban reconstruction project in Pinellas County that will include new vertical and horizontal alignment, retention ponds, resurfacing, potential right-of-way acquisition, community awareness programs and intersection improvements. Responsibilities include project management, development of project profile, typical sections, coordination of subconsultant activities and schedule. **Role:** Project manager and roadway EOR

SR 688 (Ulmerton Road), El Centro/Ranchero to US-19, FDOT District Seven, Pinellas County, FL. Involved from design kick-off through construction (6+ years). Project Manager involved in all aspects of the roadway design process. Specific tasks include development of the horizontal and vertical alignment, typical section package, pavement design, traffic control plans and utility adjustments. Developed the construction schedule and electronic delivery package. Coordinated subconsultant activities on the project.

Developed utility conflict matrix and resolved utility conflicts in utility meetings. Supervised development of the computation book and developed Progress Reports. Participated in Public Involvement Meetings. Managed construction activities including attending progress meetings, revisions, handling requests for information and shop drawings. **Role:** Project manager and roadway EOR

SR 45 (21st Street/ 22nd Street) Resurfacing Adamo Dr. to Osborne Ave., FDOT District Seven, Hillsborough County, FL. This project provided milling and resurfacing of the existing pavement along SR 45 (21st Street/22nd Street) in Hillsborough County The project limits include 2.15 miles of N 22nd Street from north of SR 60 (Adamo Dr) to south of Osborne Ave. and 0.56 miles of N. 21 Street from north of SR 60 to E. 13th Avenue. The project traverses the Ybor City National Historic District and the West Tampa community. Some sections will require full depth reconstruction due to failure of the existing (brick) base and existing granite curb will be reset in areas where drainage problems exist due to insufficient curb height Curb ramps will be updated to meet ADA standards. New sidewalk will be added on the west side, and damaged sidewalk and driveways will be replaced The project also includes re-striping the existing roadway, replacing existing signs older than five years, and rehabilitating the existing corridor to current RRR standards. **Role:** Assistant manager and roadway design

SR 45/US 41 (Nebraska Avenue), FDOT District Seven, Hillsborough County, FL. This project consists of milling and resurfacing the existing travel lanes along this four-lane corridor from Sligh Avenue to Busch Boulevard in Hillsborough County. This project also includes new concrete bus pads, sidewalk repair and replacement; upgrade bridge railing, guardrail at the Hillsborough Rivet bridge and the addition of full pedestrian features at existing signal locations. New signals were added at three intersections (box span), signing and pavement and minor drainage improvements along the project north of the Hillsborough River. The project length is 1.5 miles **Role:** Assistant manager and roadway design

SR 105 (Heckscher Drive) over Sisters Creek Bridge Replacement, FDOT District Two, Duval County, FL. The purpose of this project is to replace the existing movable bascule bridge on SR 105 (Bridge No. 720061) over Sisters Creek with a high level fixed span structure (Bridge No 720699). The project limits begin at milepost 12.110 and end at milepost 13 475 for a total length of 1.365 miles. This roadway is classified as an urban minor arterial situated in Duval County located a few miles west of the Atlantic Ocean The existing roadway typical section is a two-lane undivided rural roadway with 10-foot shoulders (4 feet paved) on either side. The proposed roadway typical section will provide two 12-foot travel lanes with 10-foot shoulders (5 feet paved) on either side. The high fill roadway typical section will provide 10-foot paved shoulders with 6-foot sidewalks on either side with the sidewalk and shoulders separated by a corral shape concrete barrier wall. MSE retaining walls will be utilized in high fill areas in place of front slopes due to abutting access roads, wetlands and constructability issues Access roads will be constructed to the Jim King Park & Boat Ramp and Riverfront RV Park on the west side of Sisters Creek and to BAE Systems on the east side of Sisters Creek. This project will be a design-build project and we were tasked to provide concept plans and assist in developing the design-build RFP package. **Role:** Assistant manager and roadway design

SR 580 (Main Street), FDOT District Seven, Pinellas County, FL. Roadway engineer involved in presentation through design. Responsibilities include coordination, roadway design, signing & pavement markings, RRR Report, develop variances and pavement design **Role:** Project Manager and roadway EOR

CR 78, Matlacha Bridge Replacement, Lee County Government, Lee County, FL. Role: Roadway engineer responsible for traffic control plans, roadway plans, signing and pavement markings and drainage. Developed horizontal and vertical alignments for new bridge configuration.

SR 93/I-75 Design/Build, Bridge Deck Replacement over Palmer Boulevard, FDOT District One, Sarasota County, FL. Role: Roadway engineer responsible for TCP, roadway plans and typical section package.

SR 93/I-75 Design/Build, FDOT District One, Sarasota, Manatee and Charlotte Counties, FL. Bridge widening and deck replacement of 10 bridges including US 17, SR 64, CSX Railroad, and Myakka River. **Role:** Roadway engineer responsible for TCP, roadway plans, typical section packages, and pavement design packages.

SR 93 I-75 Design/Build, Bridge Widening and Deck Replacement, Big Bend Road, FDOT District Seven, FL. Role: Roadway engineer responsible for TCP, roadway plans, typical section package, and pavement design package.

SR 789 Longboat Pass Bridge Rehabilitation, FDOT District One, Manatee County, FL. Role: Roadway engineer responsible for preparing traffic control plans which included a full detour Also prepared computation book and aided in electronic submittal of specifications package.

SR 93 I-75 Design/Build, Bridge Widening and Deck Replacement, Toledo Blade Boulevard to Big Slough Canal, FDOT District One, Sarasota County, FL. Role: Roadway engineer responsible for traffic control plans, typical section packages and pavement design packages for five bridges at three separate sites.

SR 844 (NE 14th Street), FDOT District Four, Broward County, FL. Role: Project engineer involved in all aspects of the project design process including the typical section package, horizontal alignment and the RRR report

SR 704 (Royal Palm Way), FDOT District Four, Palm Beach County, FL. Role: Roadway engineer responsible for processing roadway cross-sections, drainage structure cross-sections, pavement design package and involved in the various portions of the plans preparation

SR 870 (Commercial Boulevard), FDOT District Four, Broward County, FL. Role: Roadway engineer responsible for the computation book preparation, horizontal control, stormwater pollution control plans, signing and pavement marking plans and involved throughout the plans production process.

SR 822 (Sheridan Street) PD&E Study, FDOT District Four, Broward County, FL. Role: Assistant project manager for this PD&E Study to expand Sheridan Street from NW 64th Avenue to SR 7 from a 4-lane to a 6-lane facility. Responsibilities include design and evaluation of the horizontal and vertical alignments for three separate alternates, analyzing environmental impacts, preparing the preliminary drainage report and compilation of the Preliminary Engineering Report paying close attention to community awareness and public involvement.

Brett French, E.I.

Mr. French has two years of experience in stormwater design and currently holds the position of stormwater designer at KCA. He has designed and modeled storm sewer systems, wet detention ponds, dry retention ponds and crossdrain culverts in compliance with FDOT and other municipalities' design criteria. Mr. French has performed bridge hydraulic analyses, scour evaluations and prepared a Bridge Hydraulic Report for the replacement of several existing bridges. He has coordinated with the Southwest Florida Water Management District to obtain construction permits for several projects. Mr. French is familiar with a multitude of computer programs used for hydrologic and hydraulic modeling, including: ICPR, ASAD, PONDS, MINE HYDROLOGY, HY-8 and SWMM. He is also familiar with the computer programs, MicroStation and AutoCAD, which are used for plans production.

Project Role

Stormwater/Drainage

Years of Exp. / Years with KCA / Current Position

2 / 2 / 2

Education

AA, Lake-Sumter Community College, 2009

BSEVE, Florida Gulf Coast University, 2012

MSEVE, University of South Florida, Pursuing

Registrations

Florida E.I., 1100016645

Affiliations

American Society of Civil Engineers

Florida Water Environment Association

Water Environment Federation

Pond Siting Analysis (Ex. SR 52 from East of US 41 to West of CR 581 (Bellamy Brothers Boulevard), FDOT District Seven)

- Pond siting for stormwater management facilities and floodplain compensation sites
- Off-site and on-site treatment facilities

Stormwater Management Facilities Design (Ex. Sister's Creek, Duval County, FDOT District Two)

- Design of two wet detention ponds and one dry retention pond
- Stormsewer system design
- Drainage calculations for discharge to OFW
- SWPPP and erosion control plan

Stormsewer System Design (Ex. I-75 (SR 93) from Pasco/ Hernando County Line to North of SR 50 (US 98), Hernando County, FDOT District Seven)

- Urban freeway stormsewer system and off-site system design
- Spread calculations
- Interconnected pond design

Bridge Hydraulics Report (Ex. Cone Ranch Bridge Replacements)

- Bridge replacement of three timber bridges with single span concrete bridges
- Bridge hydraulics report and scour calculations
- No-rise certification

Permitting (Ex. Elementary School A, Hillsborough County School Board)

- Design of wet detention facility
- Stormsewer system design
- SWFWMD Standard General ERP permit

Closed Basin (Ex. I-75 (SR 93) from the Pasco/ Hernando County Line to N. of SR 50, FDOT District Seven)

- Widening of four-lane to six-lane interstate
- Design of stormwater ponds and floodplain compensation in closed basins

Flooding Complaint (Ex. Southeast Bus Garage, Pasco County School Board)

- Conversion of a dry underdrain pond to a wet detention pond
- SWFWMD Standard General ERP permit

Modeling (Ex I-75 (SR 93) from Sumter Boulevard to River Road, Sarasota County, FDOT District One)

- Existing and proposed crossdrains
- Inspection (Ex. SR 54 from East of CR 579 to West of Flint Street)
- Existing structure inventory

Sarah Futral, E.I.

Ms. Futral has experience in analyzing prestressed slabs, girders, channel beams, flat slabs and steel box girders to determine load factors for bridges. She acquired her master of engineering degree at the University of Florida, where she worked as a Research Assistant for an FDOT-funded barge impact-resistance bridge design project.

Project Role	Education
Structures	ME, Structural Engineering, University of Florida, 2011
Years of Exp. / Years with KCA / Current Position	BSCE, Florida Gulf Coast University, 2010
2 / 2 / 2	**Registrations**
	Florida, E.I. #1100014576

No Name Key Bridge Repair, Monroe County/FDOT District Six (LAP Project). This project consisted of a design development report and bridge repair plans for the No Name Key Bridge. Constructed in 1967, this 2,200 foot long bridge provides the only access to No Name Key. Innovative repair concepts were considered that would maintain access to the island throughout construction. The repair plans included extensive deck repair, CP pile jackets, substructure metalizing, spall repair and joint repair. KCA also produced an Environmental Assessment Report and coordinated all of the required permitting for this important link between Big Pine Key and No Name Key. **Role:** Structures designer

Island Estates, City of Clearwater, FL. This project provides the design for replacement of four bridges in the Island Estates subdivision within the City of Clearwater. The bridge replacements are comprised of a simple span of precast pre-stressed slab units (PSU) with a composite concrete deck overlay which incorporate traffic railing barriers separating vehicular traffic from pedestrian traffic while maintaining a similar footprint to the existing bridges. The substructure consists of drilled shafts supporting reinforced concrete end bents. As the only links to certain reaches of this community, all bridges are constructed using staged construction. The staging removes more highly damaged areas first while also maintaining traffic in both directions. Due to the population density, significant utility coordination was involved. Many measures were taken to ensure the durability of the bridges in this highly corrosive environment. To reduce concrete permeability, additives were required for all concrete components. **Role:** Structures designer

Districtwide Load Ratings, FDOT District One. The intent of this contract was to provide up-to-date thorough load ratings for existing locally and state owned bridges in Southwest Florida. Over 400 bridge load ratings were executed during the contract. Plans were not available for approximately half of the structures so KCA's expertise and experience with Florida bridges proved important. Assumptions were made based on historical FDOT structures standards, related bridges, and familiarity with historical FDOT practices. Time constraints were of importance in executing tasks due to rigid FDOT deadlines. **Role:** Structures designer

US 27 Bridges over US 192 at the Lake County Line, FDOT Districts One and Five, Lake County, FL. This project consists of widening the existing four-lane divided arterial US 27 typical section into a six-lane divided highway. This includes widening the existing roadway and bridges to include additional northbound and southbound lanes, upgrading all shoulder widths to current standards and lowering the profile of US 192 to alleviate the existing substandard vertical clearance. **Role:** Structures designer

SR 80 from Dalton Lane Indian Hills Drive, Hendry County, FDOT District One, FL. This project consists of reconstructing the existing rural, undivided two-lane SR 80 typical section into a rural, four-lane divided highway. The westbound lanes will be constructed by milling and overlaying the existing roadway. The proposed eastbound lanes will be constructed to the south of the existing roadway allowing for a 64-foot median. This reconstruction requires the replacement of the existing box culvert over the C-2 Canal with two new flat slab bridges that service both the eastbound and westbound traffic along with new parallel structures over the C-3 and C-4 Canals. Both of these structures are also comprised of flat slab superstructures founded on pile bents. **Role:** Structures designer

SR 40 from east of CR 314 to east of CR 314A, Marion County, FDOT District Five, FL. This 6-mile long capacity project will reconstruct this two-lane roadway to a four-lane divided highway through the Ocala National Forest. The project includes 13 wildlife crossings including two pairs of 50-foot bridges, three pairs of 400-foot bridges, an 8' x 8' box culvert, and seven 45" x 73" concrete arch pipes. There are six drainage basins including three direct runoff basins where vegetated natural buffers (VNB) will be used and runoff will be permitted to flow into the forest with minimal treatment. A Pond Siting Report is underway for eight stormwater ponds and three floodplain compensation sites. There are also four floodplains impacted by the project. **Role:** Structures designer

Sarah Johnson

As a scientist for nine years, Ms Johnson has extensive experience in managing and conducting public and private sector projects, biological assessments, GIS, photointerpretation, and related studies. She has experience with NEPA documentation, Wetland Evaluation Reports and Endangered Species Biological Assessments, and environmental assessments. Ms. Johnson has managed projects with entities such as private development, SWFWMD, SFWMD, HCEPC, FTE, FDOT Districts One, Seven, and Five, as well as Lee, Collier, Hillsborough, Pinellas, Sarasota, and Nassau Counties.

Ms. Johnson has participated in projects for both habitat and protected species, providing environmental coordination and support to FDOT, various Florida counties, FWC, and USFWS. Projects centering on habitat management have included habitat mapping, photointerpretation, identifying areas for habitat restoration/enhancement/creation, and regional off-site mitigation plans. Additionally, Ms. Johnson has direct experience conducting protected species surveys for the Florida panther, crested caracara and nests, Florida scrub-jay, Big Cypress and Sherman fox squirrel, gopher tortoise, red-cockaded woodpecker, wood stork, West Indian manatee, Florida mouse, Florida sandhill crane nests, protected wetland dependent birds, and burrowing owls. Ms. Johnson also has extensive knowledge on the mitigation requirements for each of these protected species.

Peace River Trail, Polk County, FL. This project involves the development of environmental documents for an approximately 1.7-mile bike path/trail extending from Mount Pisgah Road to US 98 in the Fort Meade, Florida. Project-specific issues include section 4(f) properties, wetlands, and federal protected species. Tasks include the development and review of PD&E documents, management of subconsultants, and review of project design plans. This project is a LAP project between FDOT and Polk County. **Role:** Senior environmental scientist

Vance Whidden Park Trail, Glades County, FL. This project involves the development of environmental documents for an approximately 0.5-mile bike path/trail extension and paving of a 0.7-mile access road and 0.25 acre parking area, located on Curry Island, Lake Okeechobee, Glades County. Project-specific issues include section wetlands and federal protected species. Tasks include the development and review of PD&E documents, management of subconsultants, and review of project design plans. This project is a LAP project between FDOT and Glades County. **Role:** Senior environmental scientist

Environmental Permitting Support Contract District-Wide, FDOT District One. Provided technical oversight and QA/QC for some task work order documentation. **Role:** Deputy project manager, valuated the Florida panther Biological Opinions and baseline data, development and operation of a field-based study to evaluate wood stork habitat utilization, evaluated options for utilizing GPS for permitting, developed a GIS search tool for FDOT to access permit data for their roadway projects, evaluation of appendices in the Stormwater Quality Applicant's Handbook, and various wetland JD's along D1's roadways

Project Role

Environmental

Years of Exp. / Years with KCA / Current Position

9 / 1 / 1

Education

MS Zoology, University of Oklahoma (2004)

BS Zoology, Ohio Wesleyan University (2000)

Training

FDOT PD&E Manual Process Training Class

Basic Processes in Hydric Soils Course, March 2008

USACE Wetland Delineation and Management Training Program, May 2007

Growth Management and Environmental Permitting Short Course, February 2006

Introduction to GIS, ESRI, July 2001

Certifications

Gopher Tortoise Authorized Agent, FWC, #GTA-10-00080

Small Mammal Scientific Collecting Permit Holder, FWC, # LSSC-1-00139

FWC Approved Florida Manatee Observer

FDEP Stormwater Management Inspector, #23835 Stormwater Management Inspector

Certified Ecologist, ESA

Affiliations

Ecological Society of America

Society of Wetland Scientists

Tampa Audubon Society

United States Nightjar Survey Participant

Florida Christmas Bird Count Participant

Clearwater Aquarium Sea Turtle Nest Observer

High Speed Rail from Tampa to Orlando, Hillsborough, Polk, Osceola, and Orange Counties, FL. This project involves assessing environmental impacts for the construction of an approximate 80 mile High speed rail line along I-4 and the Beeline Expressway from Tampa to the Orlando airport. **Role:** Deputy project manager, who conducted surveys for wetlands and protected species, coordinated with FDEP, SWFWMD, and FDOT (District 7, 1, 5 and Central Office), set wetland jurisdictional lines, evaluated wetland conditions, and completed required permit application

Central Polk Parkway PD&E, Polk County, FL. This project involves an impact analysis for a new roadway alignment from I-4 to SR 60 and from Polk Parkway to SR 60. The total project involves approximately 50 miles of new roadway alignments within Polk County. **Role:** Deputy project manager, who verified land use within the alternatives, surveyed for protected species and their habitat, provided coordination and oversight of the entire field work effort, coordinated with agencies, and assisted with report writing and graphics

PATRICIA DICKERSON
Utilities Project Manager

EXPERIENCE
11 Years

EDUCATION
B.S. Civil Engineering
Wentworth Institute of Technology 2002

TRAINING COURSES
Florida Department of Transportation Specification Training

Ms. Dickerson's experience is in roadway design and site development. Her responsibilities include utility coordination and preparation of roadway plans, site development plans, maintenance of traffic plans, and cost estimates. Construction responsibilities include cost estimates and reviews, maintenance of traffic design and implementation, coordination with utility trades in conjunction with installation and testing, and schedule reviews.

PROJECTS

Districtwide Continuing Contract for Utility Coordination Projects, Florida DOT District 5. Project Engineer. Coordination with utility owners and Florida DOT for roadway improvements and relocating existing utilities, preparing schedules, JPA agreements, and cost estimates.

SR 482 (McCoy Road) from SR 527 to W. of SR 528, Orange County. Utility Coordinator responsible for clearing 21 UAOs. Responsibilities included a utility design meeting at 60% plans, multiple field reviews to determine utility conflict and identify potential alternatives to minimize impacts. Plans revisions required multiple updates to the conflict matrix.

Apollo Boulevard, from Sarno Road to Eau Gallie Blvd, Brevard County. Utility Coordinator responsible for providing oversight for clearing of 6 utility owners including review of UWS's, UWHC plans, estimates, and specifications, as well as constructability and plans review. Utility Coordination was handled by design firm completing the roadway plans. BPA was assigned oversight due to FDOT staffing availability.

SR 44 and Glencoe Road Intersection Improvement. Utility Coordinator responsible for clearing 4 UAOs, all with major involvement in the project. Held a Utility Pre-Design meeting with 100% attendance where a design solution was discussed to allow an AT&T ductbank to remain in place by installing the mast arm on H-piles straddling the ductbank. Held a Design Meeting at 60% plans production to discuss relocation of overhead electric to allow the installation of the mast arm and discussed potential impacts to a water main. Project included the signalization of the intersection.

Recertification of projects effected by the November 8th OSHA rule change. Project included the re-certification of 13 projects that had been certified but not let for construction to address the new OSHA Rule Change. Completed field reviews and discussed with the power companies associated with each project the proposed improvements that may require crane use around their facilities, including mast arms, light poles, drainage structures, etc.

Florida's Turnpike Enterprise, General Engineering Consultant, Florida Turnpike Enterprise. Utility Coordinator. Coordination with utility owners and FTE for roadway improvements and relocating existing utilities, preparing schedules, JPA agreements, and cost estimates.

SR 91 (Turnpike) at I-4 Interchange Improvements, Orange County FL, Florida Turnpike Enterprise. Utility Coordinator responsible for completing preliminary utility coordination necessary for inclusion into a Design-Build Request for Proposal. Utility Coordination included the relocation of the existing 42" Water Conserv II non-potable water line, and substantial coordination with Florida Gas Transmission on their existing 24" and 26" gas lines within the project corridor. Coordination with 15 utility owners was necessary for reimbursement potential, conflict resolution, and construction constraints.

SR 91 (Turnpike) at Minneola Interchange, Lake County FL, Florida Turnpike Enterprise. Utility Coordinator responsible for completing preliminary utility coordination necessary for inclusion into a Design-Build Request for Proposal. Utility Coordination included identification of existing facilities as well as acquiring preliminary design and cost estimate from electric power provider for electric service for ITS, tolling, lighting, and signals.

RANDY AUGAT
Senior Project Manager

EXPERIENCE
26 Years

EDUCATION
B A Florida State University

PROFESSIONAL AFFILIATIONS
American Society of Civil Engineers

American Society of Highway Engineers

American Water Works Association

Mr. Augat's experience includes designing multi-use trails, greenways, parks, site planning, roadways, utility systems and storm sewers. His projects include design, environmental permitting, project management, and construction administration

He has served as Project Manager on projects ranging from trail, park, roadway, and international airport expansion projects to site plans for commercial developments, public schools, master planned residential communities and redevelopment streetscapes He has permitted site plans, planned unit developments, roadways, water, sanitary sewer, and stormwater projects through the DEP, Water Management Districts, DNR, ACOE, DOT, and county and municipal governments.

PROJECTS

Cady Way Trail, Utility Coordination, FDOT District 5. Project Engineer. Utility relocation coordination on two multi-use trail FDOT LAP projects. The utility relocations followed FDOT guidelines for relocation procedures including Utility Relocation Agreements, Utility Relocation Schedules and the use of JPAs by utility agencies.

Tephford Park, Tamarac FL Project Manager. Civil design and permitting of a 22-acre city park adjacent to a SFWMD canal. Project included 8' wide concrete paths, landscaping, playground, fishing dock, public art, picnic and group pavilions, restrooms, park amenities, signage, and sanitary sewer lift stations. Design included the permitting of the project through SFWMD, Florida DEP, and Broward County Environmental Services.

Shingle Creek Trail (Oak Ridge Road to Sand Lake Road), Orlando FL. Project Manager. Responsible for the design and construction administration for the boardwalk pavilions, and bridge. Design included foundation design for the pre-fabricated bridge over the stormwater pond outfall structure This project is an FDOT LAP project.

Manatee Island Park, Daytona Beach FL. Project Manager. Civil engineering design and permitting of a 2-acre city park on an island in the Intercoastal waterway. Project included 8-foot wide asphalt trail, restroom facility, lift station, landscaping, wood vehicle/pedestrian bridge, boat dock, playground, and picnic and group pavilions. Design included permitting of the project through SJRWMD, Florida DEP, and City of Daytona Beach Fire Services.

Bill Frederick Park, Orlando FL. Project Manager. Design and permitting of an overflow parking lot at this 178-acre park Services included grading, erosion and sedimentation controls, parking lot design, and permitting the project through the SFWMD.

Doris Leeper Spruce Creek Preserve and Recreation Area, Volusia County FL. Project Engineer. The 2,000-acre preserve includes trails, trail heads, and pavilions. Design of a new secondary entrance to the park that provided a connection to the park from Creek Shore Trail. Project included sensitive permitting issues through protected and archeologically rich areas. The entrance road crossed wetlands, Turnbull-era canal, and areas with protected species and required permitting through SJRWMD, ACOE, FFWCC, and FL Division of Historical Resources.

Broward County Greenways, Broward County FL. Project Engineer. Design, permitting and construction documents of 55+ miles of 12' wide multi-use trails. The 3 trails will be constructed along SFWMD canal rights-of way and within FDOT, county and city roadway rights-of-way. The trails include 12' paved trails as well as equestrian trails. Project included stormwater and municipal permitting and a public outreach program. Design included trail signage, pedestrian bridges, splitter islands, intersection design, landscaping, drainage, site amenities and public art.

West Orange Trail, Orange County FL. Responsible for permitting the drainage, stormwater and wetland impacts on the project. The project was the design of fourteen miles of paved multi-use trails, equestrian trail, parking areas, retention ponds, pedestrian bridges, and utility relocations.

McKIM&CREED

Joseph Di Benedetto, PLS
Senior Geomatics Project Manager

Fields of Specialization

Route Surveys
Boundary Surveys
Topographic Surveys
Control Mapping
Right-of-Way Mapping
Caice, 2010 (SP8)
GEOPAK 2010
MicroStation, Versions 7, 8, XM,V8I

Education

Attended, Palm Beach Junior College

Professional Licensure

PLS / FL / LS005181

Summary

Mr Di Benedetto serves as a senior geomatics project manager from our DeLand and Daytona Beach offices, and offers more than 37 years of experience in surveying and mapping With his diverse survey experience, he has successfully managed projects for the Florida Department of Transportation in several districts, various municipalities and other private clients These projects range from control surveys, right of way surveys, location, boundary, utility surveys, construction, construction layout, as-built, mobile LiDAR, and PD&E survey support to name a few His ability in the use of advanced survey technology, equipment and software, combined with conventional survey experience allows him to provide the most cost effective and time saving estimates to meet the needs of specific project

Selected Project Experience

FDOT District 5, SR 40 from CR 314 to CR 314A, Ocala, FL: Project manager McKim & Creed provided design surveying and MoDaC® Mobile Scanning services for this project that entailed the widening and rehabilitation of SR 40 from east of CR 314 to east of CR 314A in Marion County The project consisted of approximately six miles of design survey database The survey scope consisted of approximately a 300-feet wide database through national forest lands Data sets, LiDAR and conventional field surveys, were merged together to create the typical FDOT survey deliverable

FDOT District 5, I-95 Interchange at Ellis Road / St. Johns Heritage Parkway, West Melbourne, FL: Project manager McKim & Creed provided professional surveying and mapping services for this highway design and bridge structural design project Services including right-of-way control mapping, right-of-way mapping, legal descriptions and utility survey services

FDOT District 5, Design/Build, I-4 Six Laning from SR 44 to I-95, Volusia County, FL: Project manager. McKim & Creed provided field surveying services for this design build project to widen Interstate 4 (SR 400) from four to six lanes from the SR 44 interchange to west of I-95 and resurfacing to east of I-95 in Volusia County, FL

FDOT District 5, Wekiva Parkway (SR 429) 4a/4b Design Build, Stantec-Corzo, Castella, Carballo, Thompson, Salman PA-C3TS, Mount Plymouth, FL: Project manager McKim & Creed provided field surveying services for this design build project for construction of a new four lane toll road in Orange & Lake County Work included horizontal and vertical control and geotechnical survey support.

FDOT District 5, SR35 (US301) CEI Services, Inc., Oxford, FL: McKim & Creed provided surveying services include project alignment, bench marks for water control structure, cross section every 200 feet, and provided elevations for drainage structures

FDOT District 5, Commerce Parkway PD&E, Brunnell, FL: Project manager McKim & Creed provided surveying services for this PD&E study between US 1 and SR 100 as a 2-lane roadway The study consists of only build vs no build alternatives.

FDOT District 5, Commerce Parkway PD&E, Brunnell, FL: Project manager McKim & Creed provided surveying services for this PD&E study between US 1 and SR 100 as a 2-lane roadway The study consists of only build vs no build alternatives.

FDOT District 2, SR 9A/I-295 Dames Point Bridge No 720518, & SR 202 J. Turner Butler Blvd. Bridge No. 72509, Jacksonville, FL: Project manager. McKim & Creed utilized our Optech Lynx Mobile LiDAR Data Collection Unit (MoDaC®) to provide digital terrain models of the bridge decks of Dames Point Bridge and The J Turner Butler Bridges over the St Johns River. All lanes were scanned for both bridges and merged into a separate database's. The mobile scan took place between the hours of 10:00 p.m. and 2:00 am on June 5, 2013 Scanning at night helped reduce interference from the thousands of vehicles crossing the bridges during the daylight hours. Final deliverables for each bridge included a MicroStation DGN file depicting elevations on a foot grid across the entire bridge surface and the typical Geopak TIN file required by the FDOT.

McKIM&CREED

Jeff Barnes, PSM
Project Manager

Fields of Specialization

Right-of-Way Mapping

Right-of-Way Survey

Power Line Transmission Corridor Survey

Large Boundary Surveys

Government Retracement

Survey Review

Jurisdictional Delineation

Ordinary/Mean High Water Line Survey

Geodetic Survey

Construction Survey

Education

A.S., Civil Engineering Technology, Central Florida Community College

Professional Licensure

Professional Surveyor and Mapper, FL

Summary

Mr Barnes has 30 years of experience in all areas of surveying, including survey review, Chapter 177 review, right-of-way control surveys, right-of-way maps, right-of-way design surveys, power line transmission corridor surveys, large boundary surveys, government retracement, jurisdictional delineation, tide studies, ordinary and mean high water line surveys, geodetic surveys and construction surveying Mr Barnes received his Florida licensure in 1996, and continued to work in the field as a survey crew chief, working mostly on FDOT projects over the next few months. He was transferred to Tallahassee to prepare and manage accusation surveys and Mean High Water Surveys for the Florida Department of Environmental Protection, Division of State Lands and Bureau of Surveying and Mapping During his time in Tallahassee he was given a task assignment to review and approve surveys prepared by state contractors. Mr Barnes was then transferred to the Orlando area to be the project surveyor on some FDOT projects including the I-4 Bridge Replacement of the St Johns River and the Auxiliary Lane project along I-4 through downtown Orlando He then moved into the Volusia County area working on various project including but not limited to FDOT, FDOC, FDEP, County of Volusia, City of Deltona, City of DeLand, Florida Power and Light, along with various record plats, and site plans for shopping centers, hotels, subdivisions, and various planning activities.

Selected Project Experience

City of Deltona, Water Acquisition, City of Deltona, FL: Project manager Mr Barnes, on the behalf of the City attorney, prepared various boundary and location surveys around the city of Deltona The facilities surveyed were well fields, pump stations, water plants, easements and water right-of-way. The purpose of this work was to support the transfer of ownership of the various water facilities from Florida Water to the City of Deltona This project included approximately 50 surveys around the city of Deltona

Plat of Live Oak Estates, City of Deltona, FL: Project manager Mr Barnes prepared a record plat for recording, boundary survey, topographic survey and as built survey all in support of the Plat of Live Oak Estates located in the city of Deltona.

Plat of Howland Crossings, City of Deltona, FL: Project manager Mr Barnes prepared a record plat for recording, boundary survey, topographic survey and as built survey all in support of the Plat of Howland Crossings located in the city of Deltona In addition, Mr Barnes prepared a survey in support of a City of Deltona Fire Station on Lot 2, Howland Crossings.

Plat Review Services for the Plat of Deltona Villages, City of Deltona, FL: Project manager Mr Barnes provided plat review services including a Chapter 177 review for Deltona Village. Mr Barnes coordinated with city staff, the developer, the platting engineer, the platting surveyor, and attended the city's plat review meetings

Design Survey for Fort Smith Boulevard, City of Deltona, FL: Project surveyor Mr. Barnes prepared a design survey of Fort Smith Boulevard from Elkcam Boulevard to State Road 415 In addition, the project included establishing, staking and referencing the centerline, wetland location and topographic surveys for the storm ponds. The deliverables were in MicroStation GeoPak format No boundaries or rights-of-ways were established as a part of this project

Design Survey for Normandy Boulevard (A&B), City of Deltona, FL: Project surveyor Mr. Barnes prepared a design survey of Normandy Boulevard from N Firwood Drive to Fort Smith Boulevard In addition, the project included establishing, staking and referencing the centerline, wetland location and topographic surveys for the storm ponds. The deliverables were in MicroStation GeoPak format. No boundaries or rights-of-ways were established as a part of this project.

Design Survey for Courtland Boulevard, City of Deltona, FL: Project surveyor Mr. Barnes prepared a design survey of Normandy Boulevard from N Firwood Drive to Fort Smith Boulevard In addition, the project included establishing, staking and referencing the centerline, wetland location and topographic surveys for the storm ponds The deliverables were in MicroStation GeoPak format No boundaries or rights-of-ways were established as a part of this project.

JEREMY A. SEWELL, P.E.

Senior Geotechnical Engineer

TIERRA
GEOTECHNICAL • MATERIALS
ENVIRONMENTAL • ENGINEERING

Summary of Capabilities
Roadway, Corridor and Bridge Studies
Geotechnical Engineering
Project Management
Deep Foundation Evaluation
Embankment Design
Land Subsidence Investigations

Years of Experience
With Tierra: 1 Year
With other Firms: 13 Years

Education
BS, Civil Engineering,
University of Central Florida, 1999

Professional Organizations/Registrations
Florida Professional Engineer, No. 62951
American Society of Civil Engineers

Mr Sewell has 14 years of experience in geotechnical engineering for projects throughout Florida, Texas and Georgia. The projects that Mr Sewell has been involved with have ranged from roadway and bridge design and construction to embankment design and subsidence investigation

He has a wide variety of experience on FDOT highway and bridge studies, shallow foundation design, settlement evaluations, retaining wall design, sinkhole remedial repair, and ground subsidence evaluations throughout Florida Mr. Sewell's experience also includes the design of deep foundation systems, cross-hole sonic logging (CSL) and compaction grouting requirements for deep subsoil improvement

Mr. Sewell has been the Project Manager for numerous roadway soil surveys and bridge foundation designs and construction projects.

FDOT PROJECT EXPERIENCE

Districtwide Geotechnical Contracts – FDOT Districts I, V and VII

FDOT District V
SR 35 Baseline Widening, *Design/Build*, from SR 464 to SR 40, Marion County
SR 40, *Design/Build*, from East of NE 64th Court to East of CR 314, Marion County
CR 314 Sharpes Ferry Bridge Replacement over the Oklawaha River, *Design/Build*, Marion County
SR 500, from Lake Ella Road to Avenida Central, Lake County
CR 470, from Lake/Sumter County Line to East of US 27, Lake County
SR 426/CR 419, from West of SR 434 to West of Oviedo Boulevard, Seminole County
I-95, from South of Lake Washington Road to South of Fiske Boulevard, Brevard County
SR 50, from Good Homes Road to Pine Hills Road, Orange County
SR 415, from Seminole County Line to Reed Ellis Road, Volusia County
SR 15/600 (US 17/92), from Shepard Road to Lake Mary Boulevard, Seminole County
SR 15 Widening, from Lee Vista Boulevard to Conway Road, Orange County
SR 11 Bridge Replacement over Little Haw Creek, Flagler County
Chapman Road, from SR 426 to SR 434, Seminole County
SR 5 (US 1) Bridge over the Sebastian River, Brevard County
SR 5 Southbound Bridge Replacement over Turnbull Creek, Volusia County

I-4 Widening, from Saxon Boulevard to SR 472, Volusia County
I-4 Ultimate Lanes, Segment 3, from South of SR 435 to South of SR 500/600, Orange County
SR 46 PD&E Study, from SR 15/600 to SR 415, Seminole County,
Matanzas Woods Parkway/I-95 Intersection, PD&E Study, Flagler County
Old Kings Parkway and Palm Harbor Parkway Extensions PD&E Study, Flagler County
SR 5, from Barnes Boulevard to Rosa Jones Drive, Brevard County
NW 44th Avenue, from US 27 to CR 326, Marion County
SR 5 (US 1) at SR 430 (Mason Avenue) and SR 40 (Granada Boulevard) Intersection Improvements, Volusia County
Avalon Road, from Tilden Road to Marsh Road, Orange County
SR 436 Pavement Distress Investigation, from Driggs Drive to Raiders Run, Orange County
Plant Street Improvements Segments 1, 2 and 3, Orange County

FDOT District I
Polk Parkway and Pace Road Interchange Improvements, *Design/Build*, Polk County
I-4 *Design/Build*, Section 3, Polk County
Lakeland Highland Hills Road, from Polk County Parkway to Glendale Street, Polk County
I-75 Bridge over Peace River PD&E Study, Charlotte County

FDOT District II
SR 200 (US 301) *Design/Build*, from MP 11 245 in Duval County to South of Callahan, Nassau and Duval Counties
J. Turner Butler South Bridge over the Inter-Coastal Waterway, Duval County
SR 105 Bridge over Sisters Creek, Duval County

FDOT District III
SR 8A (I-110), from SR 296 to SR 750, Escambia County

FDOT District VII
CR 486, from SR 44 to Forest Ridge Boulevard, Citrus County
I-275, from US 41 to SR 56 Interchange, Hillsborough County
I-275/I-4 Operational and Safety Interchange Modifications, Hillsborough County
US 301, from Sligh Avenue to South of Tampa Bypass Canal, Hillsborough County
SR 582, from West of Riverhills Way to US 301, Hillsborough County
SR 60 (Memorial Highway), from Courtney Campbell Causeway to South of Fish Creek, Hillsborough County
SR 44, from CR 470 to Withlacoochee River, Citrus County
SR 52 at I-75 Interchange Improvements, Pasco County
SR 52, from Moon Lake Road to Suncoast Parkway, Pasco County
US 19, from Coachmen Road to Sunset Point Road, Pinellas County

Florida's Turnpike Enterprise & Orlando-Orange County Expressway Authority
SR 429 Bridge over CR 437, *VECP*, Orange County
SR 429 Bridge over CR 437A Steepened Embankments, *VECP*, Orange County
Turnpike Bridge Widening over SR 50, Orange County

Luis (Tony) Almodovar, E.I.

Geotechnical Engineer Intern

Summary of Capabilities
Geotechnical Engineering
Roadway, Corridor and Bridge Studies
Shallow and Deep Foundation Engineering
Project Management

Years of Experience
With Tierra: 1 year
With Other Firms: 5 Years

Education
BS, Civil Engineering, University of Central Florida, 2009

Professional Organizations/Registrations
FBPE Engineer Intern License No. 1100015079, 2010
American Society of Civil Engineers

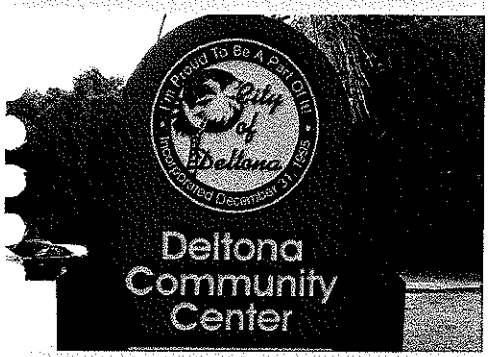
Mr Almodovar has worked in the field of geotechnical engineering for six years, starting as an Intern and technician, gaining experience in soils testing, classification, and materials testing His experience includes working on roadway and bridge projects for FDOT and City municipalities. Mr Almodovar has gained experience in muck delineation, embankment design, and shallow and deep foundation design He also has experience in private site investigations, cell tower analysis, signal pole analysis, water/wastewater site analysis, and stormwater pipeline alignments

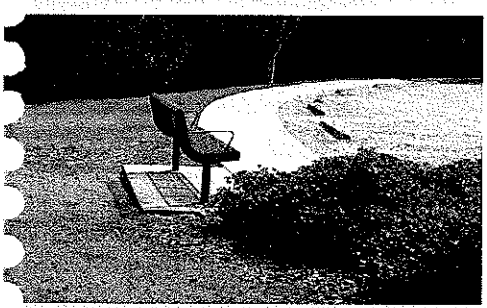
PROJECT EXPERIENCE

FDOT District V
SR 414 Westbound from East of SR 434 to East of Maitland Boulevard, Orange County
SR 406 at Singleton Avenue, Brevard County
Dynamic Message Sign (DMS) Replacement Project Phase II, Orange/Osceola/Brevard/Volusia County
SR 93 (I-75) from North of SR 500/US 27 Interchange to the Alachua County Line, Marion County
Sligh Boulevard and Columbia Street Improvements, City of Orlando, Orange County
SR 530 (US 192) from Lake County Line to East of Secret Lake Drive, Orange County

FDOT District I
Central Polk Parkway from Pollard Road to SR 60, New Construction, Polk County
Interstate 75 Widening from North of Kings Hwy to South of Toledo Blade Blvd, Sarasota County
SR 82 from East of Shawnee Road to East of Alabama Road, Lee County
SR 82 from Lee Boulevard to Shawnee Road, Lee County

FDOT District II
SR 223 (US 301) Starke By-Pass, Segment 3 New Construction, Bradford County
SR 105 Heckscher Drive, Sister's Creek Bridge Replacement, Duval County
SR 25 Central Avenue Rail Trail & Drainage Improvement, Hamilton County
SR 9A (I-295) Roadway & Bridge Widening from SR 9B to Butler Blvd, Duval County
SR 223 (US 301) Baldwin By-Pass, New Construction, Bradford County
CR 241 Olustee Creek Bridge Replacement, Columbia County
CR 456 Lewis Pass Bridge Replacement, Levy County
Daughtry Bayou Bridge and C Street Bridge PD&E study, Levy County





Tab 4: Understanding and Approach

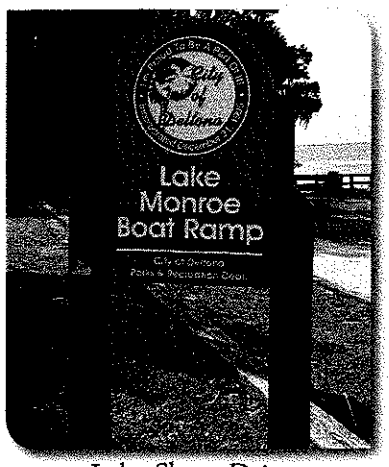
KCA's extensive experience (highlighted in Tab 2: Qualifications and Experience for Firm and Tab 6: References) with multi-use trail projects has provided us with a unique understanding of what is critical for a successful project. The proposed path along Lake Shore Drive will add a much-needed segment to the existing trail system in the City of Deltona, connecting Thornby Park, Green Springs Park, and the Deltona Community Center. Our team has already spent several hours in the field reviewing the existing conditions. In addition, we met with two key stakeholders from Edgewater Condominiums—Michael Ruggieri, Community Association Manager, and Gene Gaudet, Community Grounds Keeper—both of whom assured us the Edgewater Community fully supports this project and helped us to obtain a copy of the right-of-way agreement and donation map between Edgewater Condominiums and the City.

Based on a thorough review of the feasibility study and existing field conditions, along with our in-depth discussions with Mr. Ruggieri and Mr. Gaudet, the KCA team has developed a set of concept plans that are included at the end of this section. These plans will showcase our understanding of the project, its requirements, and familiarity with local conditions as well as provide alternative/innovative design options where various challenges and obstacles are presented.

Trail Alignment

KCA is proposing to use the mid-block pedestrian crossing and existing 8-foot-wide sidewalk on the east side of Providence Boulevard to tie into the beginning of the new shared-use path at Lake Shore Drive. We will thoroughly discuss this option with the City, as it differs from the feasibility study (shown on conceptual plan sheets 1 and 2 on pages 4-8 and 4-9). However, allowing access to the path on the east side of Providence Boulevard eliminates multiple drainage conflicts with existing inlets along the west side of Providence Boulevard as well as provides a cost savings to the City.

Where the trail will cross Perimeter Drive, the feasibility study suggests aligning the trail behind the lift station and adjacent equipment. Our alternative design will maintain a tangent alignment, perpendicular to Perimeter Drive, and run in front of the pull box. This will reduce conflict with existing trees, while maintaining acceptable trail width. With this alignment, pedestrians will be more noticeable to drivers on Perimeter Drive because they will be crossing closer to the stop sign at Perimeter Drive and Lake Shore Drive (shown on conceptual plan sheet 5 on page 4-12).



The Lake Monroe boat ramp parking lot has two driveways that will require concrete aprons that will connect to and extend beyond the trail. The trail in this area will also be concrete. As noted in our field review, there are small areas where runoff pools in the existing driveways as well as a small ditch between the edge of pavement on Lake Shore Drive and the parking lots that convey water in this area. To maintain this water flow when the driveway aprons are constructed, we will invert the driveway so it acts similar to the existing ditch. We will also coordinate the exact trail location with the City to ensure the parking lot's functionality is not compromised (shown on conceptual plan sheet 6 on page 4-13).

At the entrance to Green Springs Park, we will coordinate with the City on the installation of either a bollard or swing gate at the trail access point. There is an existing swing gate present for vehicles that could be mirrored on the trail or a simple bollard could be installed (shown on conceptual plan sheet 7 on page 4-14).

City/Stakeholder/Public Involvement

In our discussion with Mr. Gaudet, he expressed interest in the Edgewater Community laying sod up to the outside edge of the new trail after construction. He asked if we could coordinate the back of trail being 2 to 3 inches above finished grade in order for the finished sod to be flush. We are fully able to fulfill this request and design the trail accordingly while not affecting existing drainage patterns.

Our design team will coordinate with the Edgewater Community regarding multiple irrigation lines, which run across the existing unpaved trail.

Mr. Gaudet pointed out a dumpster location, adjacent to the proposed trail, where heavy trucks have regular access. In this area the trail will be concrete, and we recommend pouring a 6-inch concrete apron reinforced with welded wire fabric that extends 10 to 15 feet from the back of the trail toward the dumpster to minimize the impact of the heavy trucks on the trail (shown on conceptual plan sheet 4 on page 4-11).

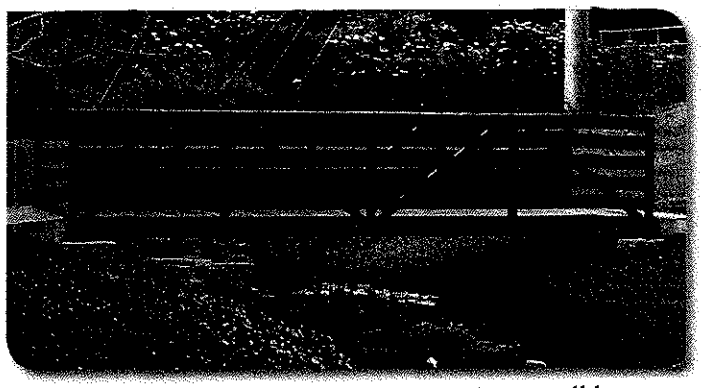
We plan to meet with the City within one week of notice to proceed (NTP) to finalize our concept plans. We will then hold a public charrette and address any additional concerns that the public and stakeholders may have before continuing with design. In our experience, involving the stakeholders during preliminary design avoids controversy during the final and post-design phases. During this coordination period, the supplemental survey and geotechnical data needed to finalize the design will be collected. This will allow a timely delivery of plans, per the schedule outlined in the RFQ.

Structures

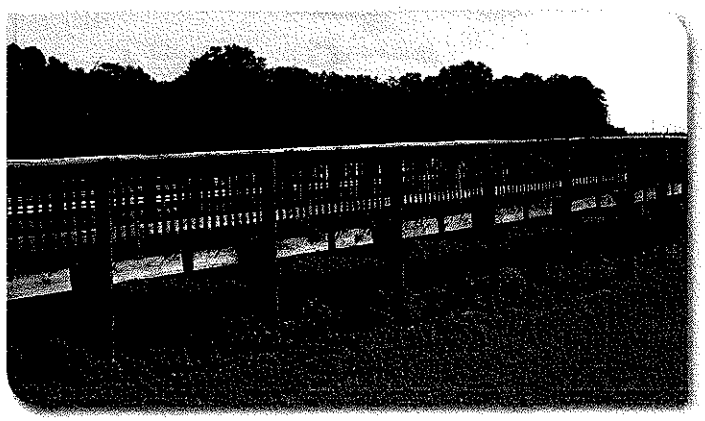
In various areas, we will construct type D curb on the north edge of the trail. This will act as a barrier between pedestrians, trees, and/or other obstructions within the 4-foot clear zone and provide erosion control when water sheet flows over the trail (shown on the conceptual plan – typical section on page 4-7).

At the first culvert location, we can maintain the alignment of the existing path by using a concrete sidewalk detail in conjunction with bicycle railing to shield the drop-off hazard. The embedded concrete will also prevent erosion and undermining in this area as shown on the conceptual plan – typical section. This option is in lieu of the boardwalk presented in the feasibility study and will provide a cost savings to the City. We plan to discuss this in more detail with the City. This option will also minimize the impact to the adjacent dumpster entrance (shown on conceptual plan sheets 4 and 5 on pages 4-11 and 4-12).

At the second culvert, we recommend installing a pre-fabricated bridge to span the 12- to 13-foot width. The pre-fabricated bridge will require the construction of spread footings on either side of the culvert. The concrete spread footings are shallow and will not require special equipment to build. Once completed, the bridge will be lifted into place, possibly by forklift. An additional option is to construct a headwall and place the trail closer to the edge of pavement.



Once inside Green Springs Park, a boardwalk will be used to minimize impact to existing stormwater ponds on the west side of Green Springs Road. The proposed 12-foot-wide boardwalk will be founded on timber piles and consist of conventional lumber joists and cross members. We will explore different deck options for the boardwalk to ensure pedestrian comfort, safety, and ADA compliance. The exterior timber piles will support the top and bottom rails and rail pickets. We will bifurcate the boardwalk at the existing oak tree, just south of the double elliptical culvert (shown on conceptual plan sheets 7 and 8 on pages 4-14 and 4-15).



Drainage

Existing Conditions

Stormwater runoff along Providence Boulevard drains south in small swales on both the east and west sides of the road, directly discharging through a stormsewer system into Lake Monroe. Along the north side of Lake Shore Drive, stormwater runoff is conveyed through swales to a 24-inch cross-drain located just west of Perimeter Drive and a 19-inch by 30-inch cross-drain located just east of the Deltona Community Center's easternmost driveway. At the Lake Monroe Boat Ramp, stormwater runoff pools in large areas at the driveway entrances. Portions of Lake Shore Drive are superelevated, which allows runoff to sheet flow across the road towards Lake Monroe. Runoff from the driveway entrance to Green Springs Park drains into a series of dry retention ponds located on the west side of the driveway at the entrance as well as on the east side of the driveway near the parking area. These dry retention ponds provide water quality treatment and water quantity attenuation for the paved park entrance and parking areas.

Proposed Conditions

Existing drainage patterns will be maintained in the proposed condition. With the preferred alternative of using the existing 8-foot sidewalk as the trail along the east side of Providence Boulevard, no drainage modifications will be required throughout this segment. Along the Lake Shore Drive segment, minor modifications to the existing swale between the road and the proposed trail will be required to replace any lost swale capacity as well as convey the additional runoff from the trail. With the trail and driveway improvements being constructed at the Lake Monroe boat ramp, a combination of inverted driveways as well as swale grading will be performed to correct the area where water currently pools and provide positive drainage. At the 24-inch cross-drain, sufficient room is available between Lake Shore Drive and the existing cross-drain headwall for the trail to pass through adjacent to the road with no modifications required to the cross-drain. If the pre-fabricated bridge option is not used at the 19-inch by 30-inch cross-drain, a headwall will need to be constructed on the upstream side. Sufficient existing pipe length is available at this cross-drain; however, a headwall and fill over the pipe will need to be added to provide sufficient room for the trail to pass over the crossdrain, adjacent to Lake Shore Drive if this option is used. Along the Green Springs Park entrance, a boardwalk is proposed over the existing dry-retention ponds. Care will be taken throughout this segment to minimize impacts to the existing ponds. No floodplain impacts are proposed for the construction of the proposed trail.

Environmental Conditions and Regulatory Requirements

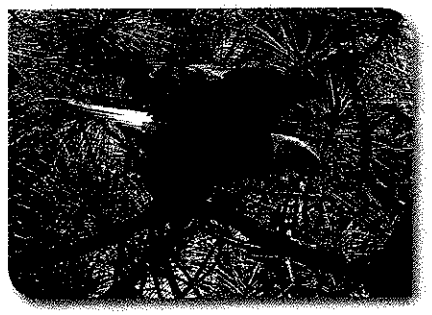
Existing Conditions

Much of the project corridor consists of a coniferous/hardwood-mixed forest comprised primarily of live oak, laurel oak, slash pine, and cabbage palm with lesser amounts of sweet bay and cypress also present. Ground cover is limited due to the closed forest canopy and foot traffic along the project alignment. Within the area of Green Springs Park, the project corridor consist of maintained grass and a series of dry bottom man-made stormwater treatment ponds. The proposed trail will cross over many of these ponds.

Wetlands within the project area consist of two drainage channels. The first of these channels is located west of Perimeter Drive and conveys drainage from forested areas north of Lake Shore Drive through a culvert into Lake Monroe. Soils within the area of this channel consist of Electra fine sand, 0 to 5 percent slopes, which are not considered hydric or wetland soils. This channel appears to be man-made and upland cut. The second channel is located west of Green Springs Road and conveys drainage from developed and undeveloped areas to the south, through a culvert, into Lake Monroe. Soils within the area of this channel consist of Bluff sandy clay loam, which are considered hydric or wetland soils. This channel would be considered a wetland by regulatory agencies.

Protected Species

While the project area consists primarily of natural habitats, much of the surrounding area consists of multi-family residential, transportation, and institutional land uses. As a result, the potential for the presence of state- and federal-listed species is low. Protected species that have a potential to be present within the project area include the Eastern indigo snake, osprey, and due to the adjacency of Lake Monroe, multiple wading bird species. The project area also falls within the U.S. Fish and Wildlife Service (USFWS) consultation area of the Florida scrub jay, crested caracara, and snail kite, as well as within the core foraging area of one wood stork nesting colony.



A bald eagle's nest is located east of Providence Boulevard and south of Perimeter Drive. This nest (nest VO012) was last monitored by the Florida Fish and Wildlife Conservation Commission (FWC) in 2012, and was active at that time. It is located approximately 700 feet northeast of the Thornby Park entrance and approximately 1,050 feet north of the Providence Boulevard/Lake Shore Drive intersection.

Regulatory Requirements

Construction of multi-use trails is generally considered to have minimal environmental impacts. As a result, state and federal regulatory agencies either exempt trail construction from permitting or minimize permitting through the use of blanket permits (i.e., federal nationwide permits).

Construction of the Lakeshore Trail project should meet the requirements of the Statewide Environmental Resource Permit (ERP) exemption for construction of recreational paths (i.e., Chapter 62-330.051(10)). Within the area of the project, ERP permitting is implemented by the St. Johns River Water Management District, and under this exemption, trail construction is exempt as long as the trail is no more than 14 feet wide and does not impact wetlands. While the segment of the trail that will be constructed as a boardwalk over the Green Springs Park dry retention facilities will result in piles being placed within the facilities, Lee Kissick and Bill Callie of SJRWMD indicated that a modification to the permit issued for this facility would not be required. Additionally, the project should not require a federal permit from the U.S. Army Corps of Engineers (USACE) as there should be no wetland impacts resulting from trail construction. However, construction of the trail may require the addition of a headwall to one or both drainage pipes extending under Lake Shore Drive. If this occurs, construction of the headwall should meet the conditions

of the ERP exemption for construction and alteration of outfall pipes (i.e., Chapter 62-330.051(9)(b)), and the requirements for a USACE nationwide permit for minor discharges (i.e., Nationwide Permit No. 18).

Both USFWS and FWC require permits for impacts to specific protected species, including the bald eagle. While the eagle is no longer considered a federal or state threatened or endangered species, it is still protected under the federal Bald and Golden Eagle Protection Act and state Bald Eagle Management Plan. If construction activities occur within 660 feet of an active eagle's nest during the nesting season (typically October 1 through May 15), coordination with these agencies should occur. While it is not anticipated that coordination will be required for this project, an assessment of the previously identified eagle's nest (VO012) will be undertaken during the project's design phase.

There is also a potential for the federal listed Eastern indigo snake to occur within the project area. To ensure that project construction will not impact this species, implementation of USFWS-approved "Standard Protection Measures for the Eastern Indigo Snake" should be included in the project design plans and implemented during project construction.

To avoid and minimize impacts to natural resources, early reviews of the project area will be conducted. These reviews will be initiated soon after NTP and prior to project design. As part of these reviews, the boundaries of any wetlands located adjacent to the project corridor will be reviewed, flagged, and surveyed. Additionally, a 100 percent protected species review of the project corridor will be undertaken. If protected species are encountered, all attempts will be made to avoid impacts to identified species. If it is determined that impacts cannot be avoided, appropriate agency coordination and approvals will be obtained.

Good Stewards of Municipal Funds

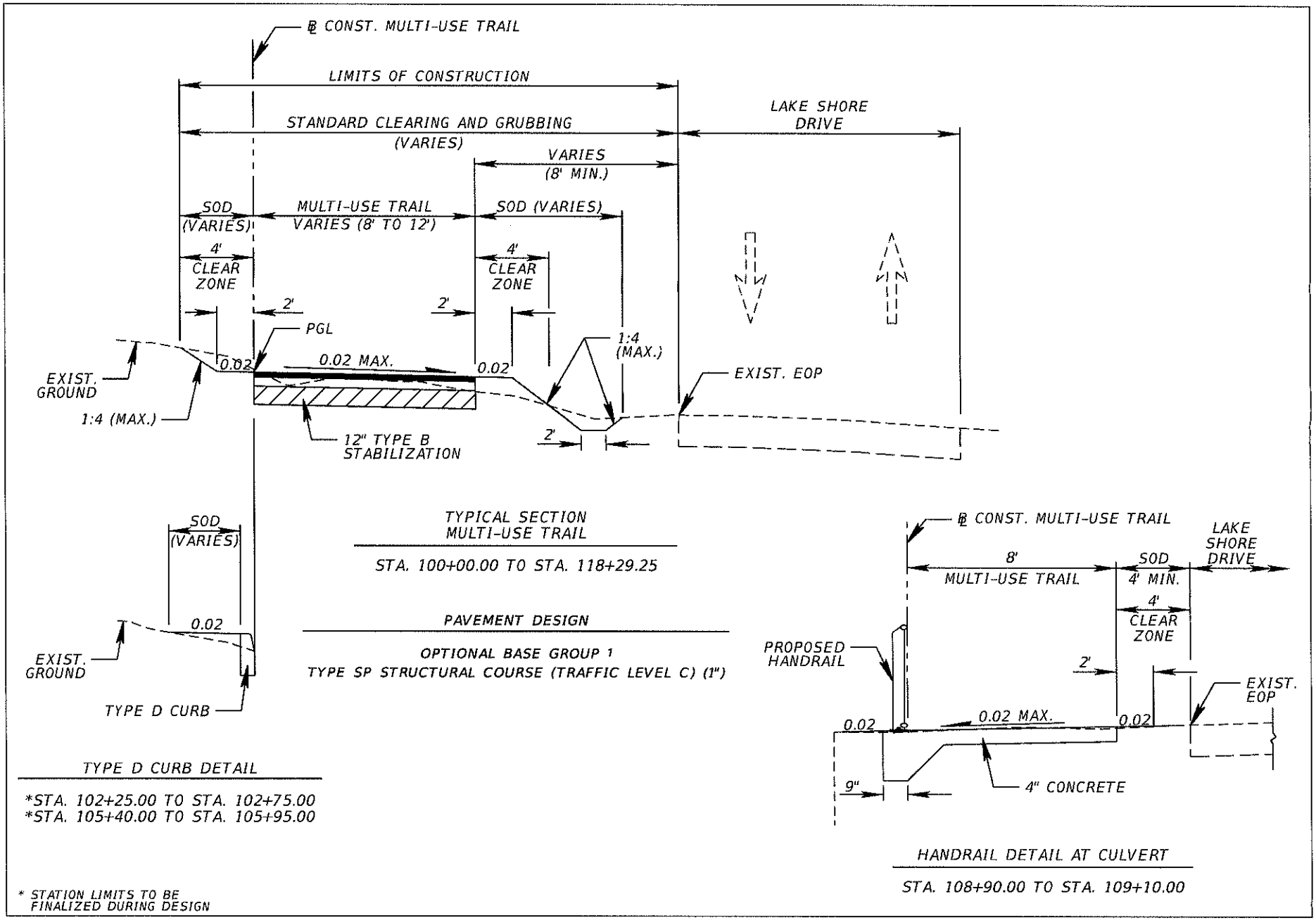
An integral part of KCA's approach to this Lakeshore Multi-Purpose Trail project is to be good stewards with the City and FDOT's funds and be accountable for how those funds are used. Accountability is critical to our process. KCA has extensive experience working with local governments and understands the budgetary constraints still facing local governments today. In our role as the Hillsborough County General Engineering Consultant, we negotiated fairly, but firmly with local transportation consultants to stretch the County's dollars. On our recent LAP projects, we have been successful in bridging the gap between local government and state funding.

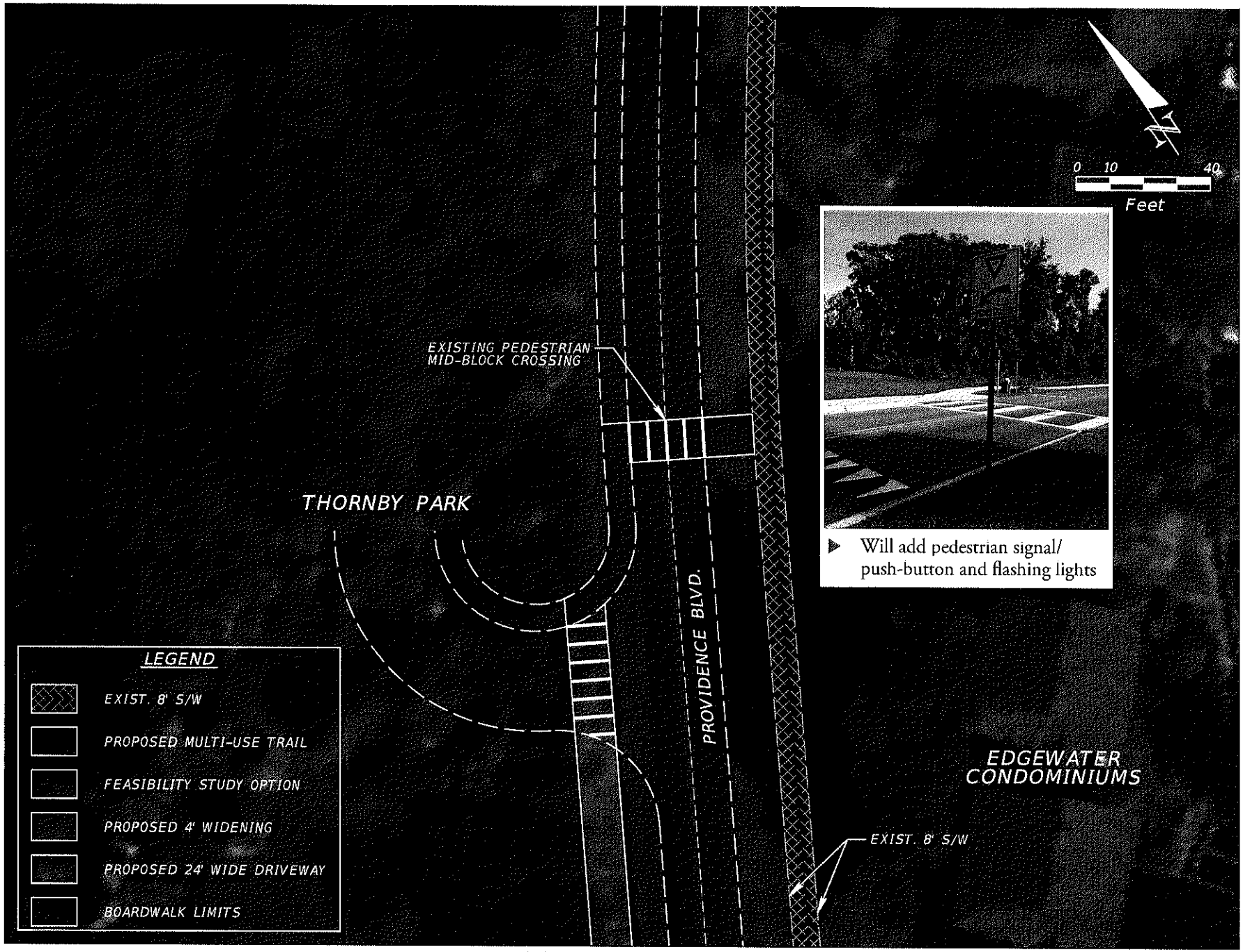
We will apply the "best practices" learned on previous local government projects on this project for the City of Deltona. Specifically, we capitalize on our extensive project research to quickly provide a set of high-quality plans within the accelerated schedule and City's budget. We will use our vast construction experience—in both CEI and countless D/B projects—to produce plans that are easily constructible to greatly reduce bid uncertainty and lower the overall construction cost. Finally, we will apply lessons learned through our significant inspection and repair history to design a final project that will minimize maintenance issues and costs. KCA takes pride in being a Florida-based firm and, as a local resident, Mr. Letcher will take ownership of this project to ensure its success.

As a testament to Mr. Letcher's ability to provide these practices, contact the client references below:

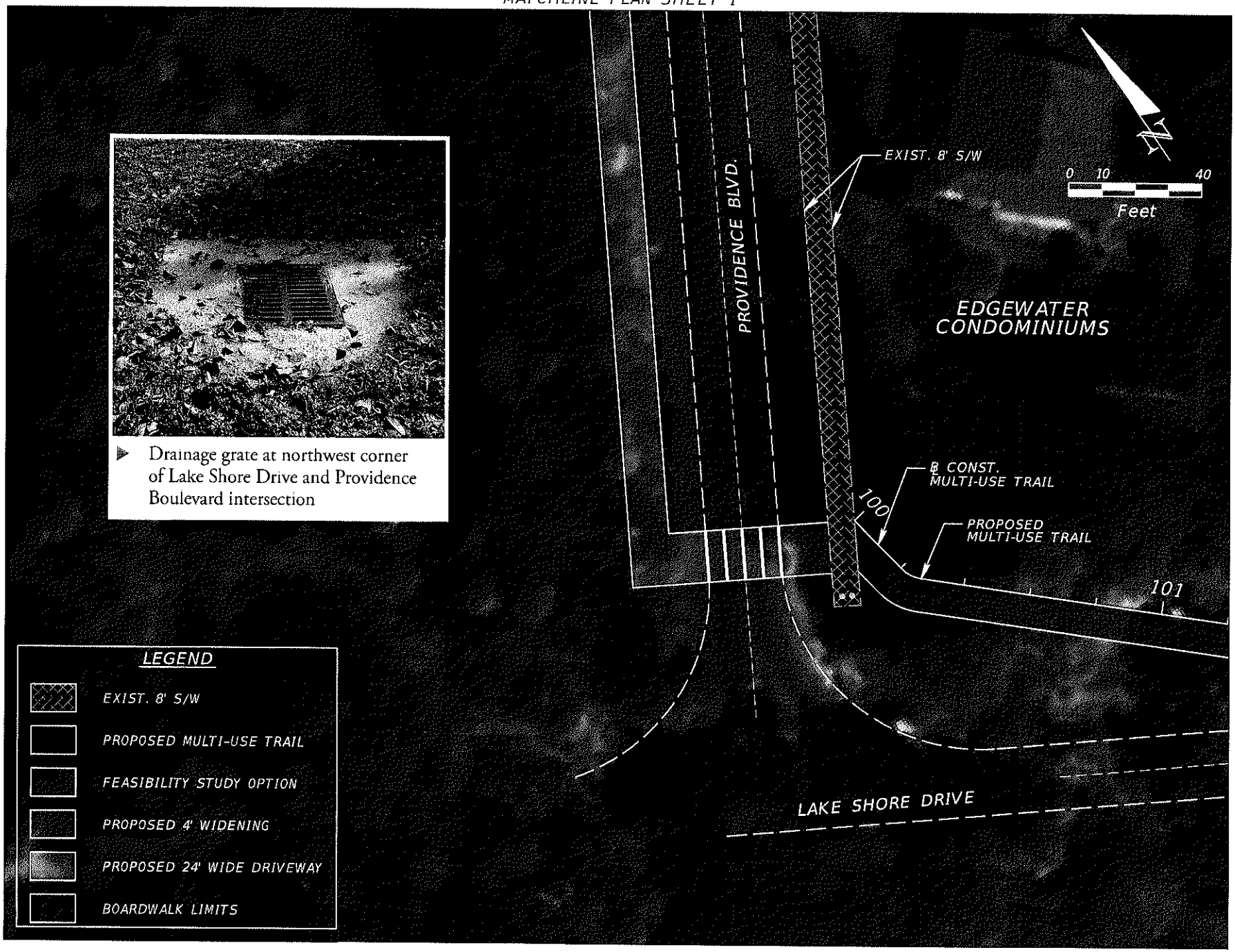
Project: SR 15/600 (US 17/92)
Client: City of Casselberry
Mark Gisclar, Public Works Director
407.262.7725, ext. 1234

Project: SR 415 Reed Ellis to N. of Acorn Lake Road
Client: City of Deltona
Gerald Chancellor, Public Works Director
386.878.8950, ext. 8998

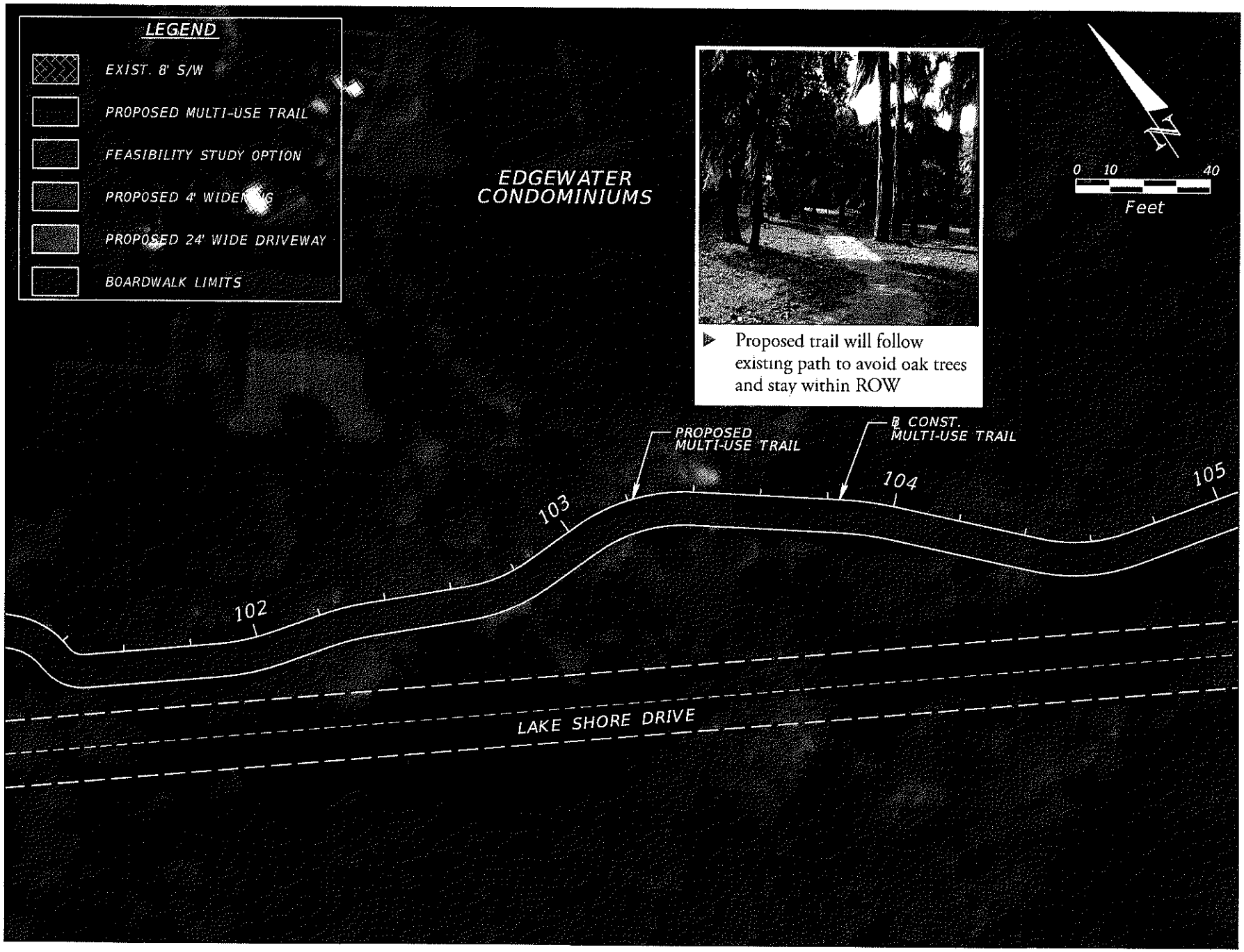

℄ CONST. MULTI-USE TRAIL
LIMITS OF CONSTRUCTION
STANDARD CLEARING AND GRUBBING
(VARIES)
LAKE SHORE DRIVE
VARIES
(8' MIN.)
SOD
(VARIES)
MULTI-USE TRAIL
VARIES (8' TO 12')
SOD (VARIES)
4'
CLEAR ZONE
4'
CLEAR ZONE
2'
2'
PGL
1:4
(MAX.)
0.02
0.02 MAX.
0.02
EXIST. GROUND
1:4 (MAX.)
EXIST. EOP
12" TYPE B
STABILIZATION
2'
TYPICAL SECTION
MULTI-USE TRAIL
STA. 100+00.00 TO STA. 118+29.25
PAVEMENT DESIGN
OPTIONAL BASE GROUP 1
TYPE SP STRUCTURAL COURSE (TRAFFIC LEVEL C) (1")
SOD
(VARIES)
0.02
EXIST. GROUND
TYPE D CURB
TYPE D CURB DETAIL
*STA. 102+25.00 TO STA. 102+75.00
*STA. 105+40.00 TO STA. 105+95.00
* STATION LIMITS TO BE FINALIZED DURING DESIGN
℄ CONST. MULTI-USE TRAIL
LAKE SHORE DRIVE
8'
MULTI-USE TRAIL
SOD
4' MIN.
4'
CLEAR ZONE
PROPOSED HANDRAIL
2'
EXIST. EOP
0.02
0.02 MAX.
0.02
9"
4" CONCRETE
HANDRAIL DETAIL AT CULVERT
STA. 108+90.00 TO STA. 109+10.00

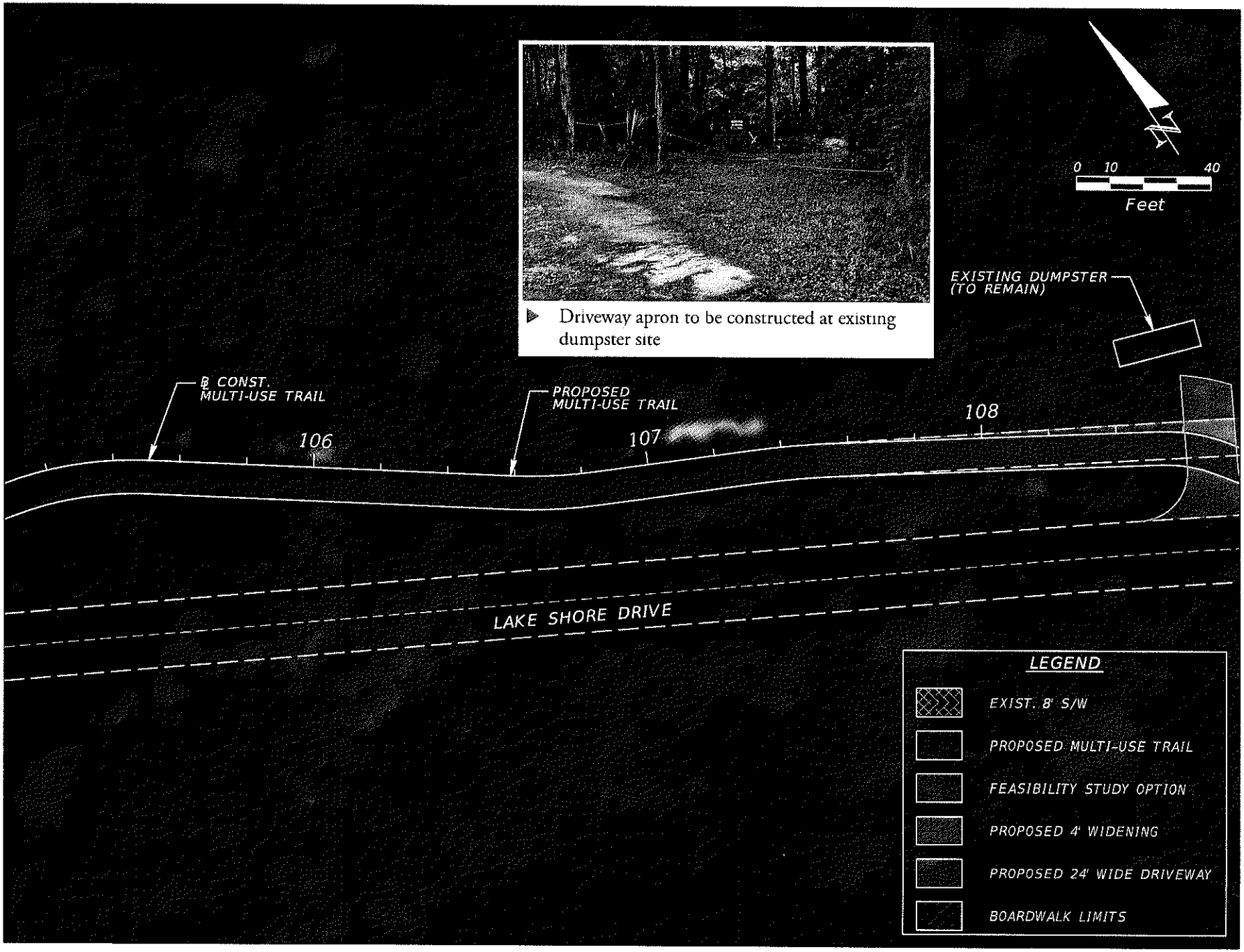


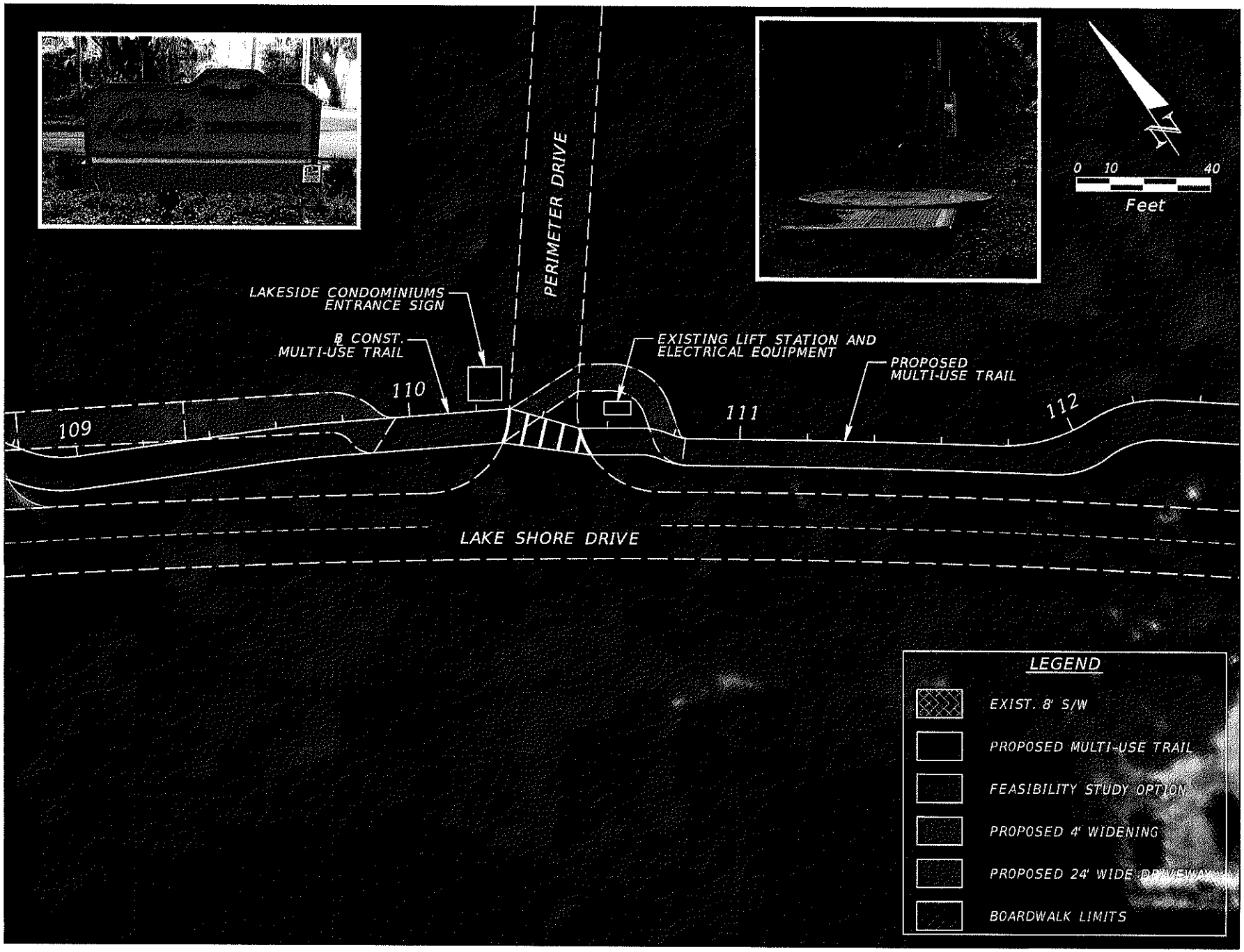
MATCHLINE PLAN SHEET 2

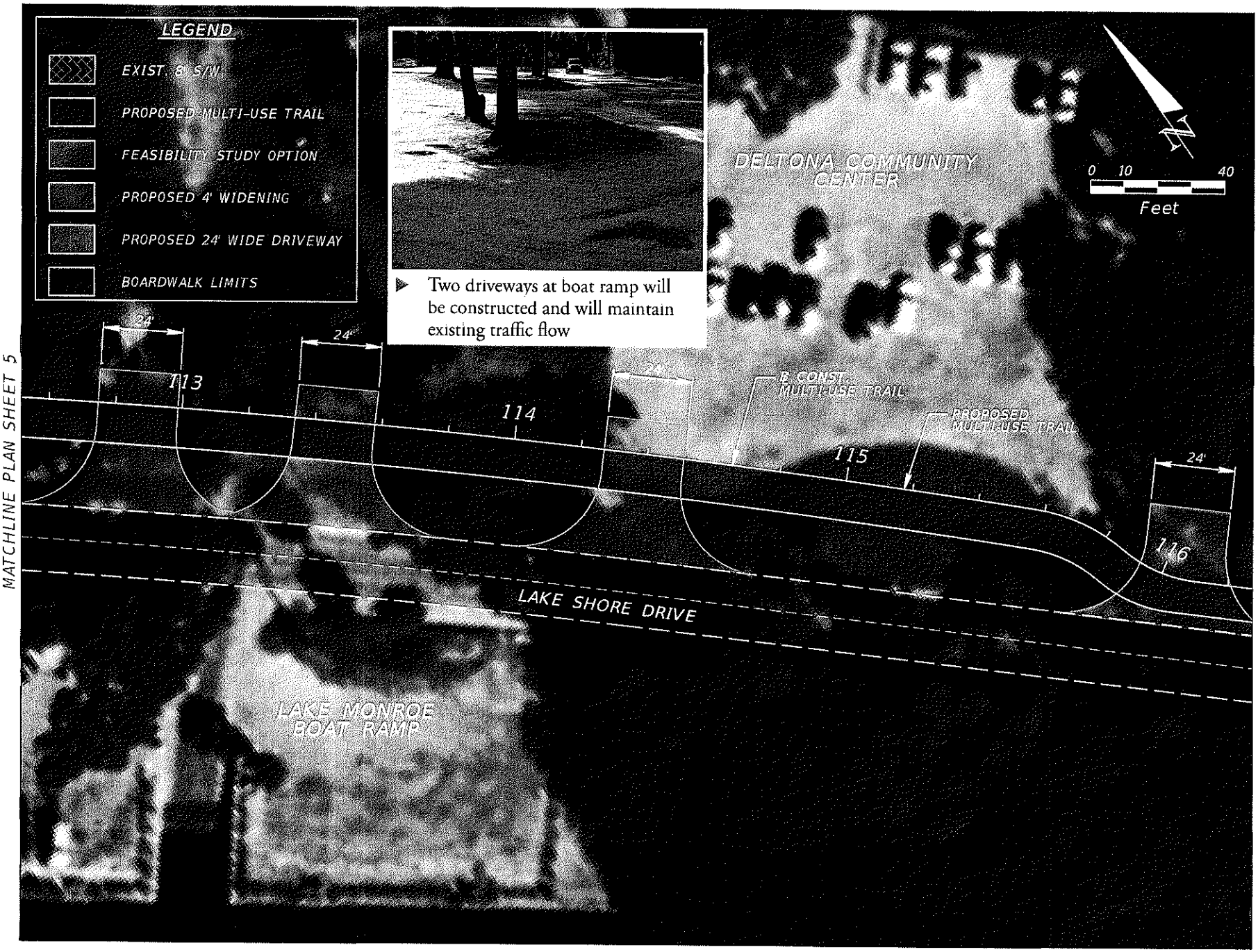


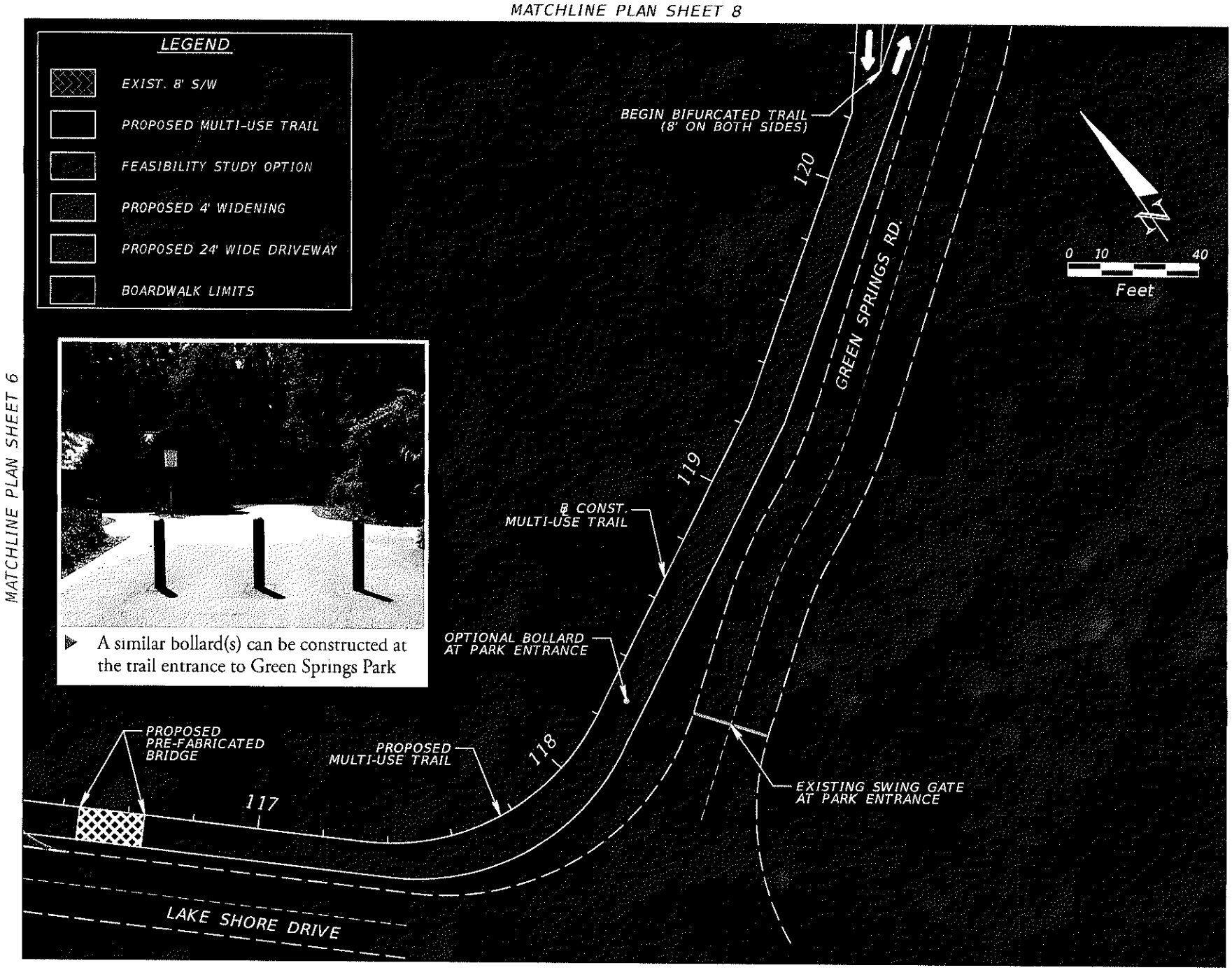
▶ Drainage grate at northwest corner of Lake Shore Drive and Providence Boulevard intersection


LEGEND
EXIST. 8' S/W
PROPOSED MULTI-USE TRAIL
FEASIBILITY STUDY OPTION
PROPOSED 4' WIDENING
PROPOSED 24' WIDE DRIVEWAY
BOARDWALK LIMITS
EDGEWATER CONDOMINIUMS
0 10 40
Feet
N
Proposed trail will follow existing path to avoid oak trees and stay within ROW
PROPOSED MULTI-USE TRAIL
℄ CONST. MULTI-USE TRAIL
102
103
104
105
LAKE SHORE DRIVE
MATCHLINE PLAN SHEET 2
MATCHLINE PLAN SHEET 4


Driveway apron to be constructed at existing dumpster site
0 10 40
Feet
EXISTING DUMPSTER (TO REMAIN)
CONST. MULTI-USE TRAIL
PROPOSED MULTI-USE TRAIL
106
107
108
MATCHLINE PLAN SHEET 3
MATCHLINE PLAN SHEET 5
LAKE SHORE DRIVE
LEGEND
EXIST. 8' S/W
PROPOSED MULTI-USE TRAIL
FEASIBILITY STUDY OPTION
PROPOSED 4' WIDENING
PROPOSED 24' WIDE DRIVEWAY
BOARDWALK LIMITS

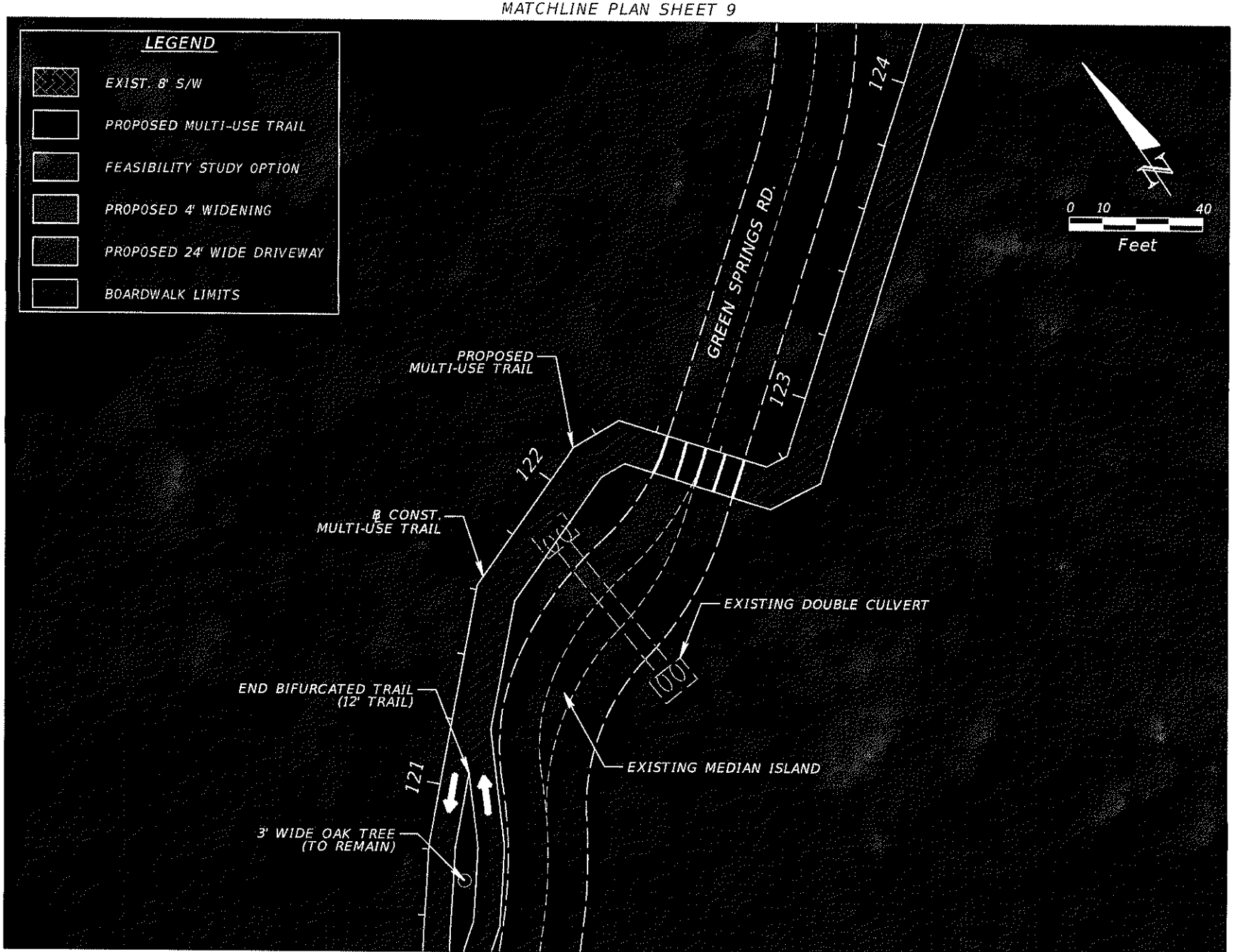

PERIMETER DRIVE
LAKESIDE CONDOMINIUMS ENTRANCE SIGN
℄ CONST. MULTI-USE TRAIL
EXISTING LIFT STATION AND ELECTRICAL EQUIPMENT
PROPOSED MULTI-USE TRAIL
109
110
111
112
LAKE SHORE DRIVE
MATCHLINE PLAN SHEET 4
MATCHLINE PLAN SHEET 6
0 10 40
Feet
LEGEND
EXIST. 8' S/W
PROPOSED MULTI-USE TRAIL
FEASIBILITY STUDY OPTION
PROPOSED 4' WIDENING
PROPOSED 24' WIDE DRIVEWAY
BOARDWALK LIMITS


LEGEND
EXIST. 8' S/W
PROPOSED MULTI-USE TRAIL
FEASIBILITY STUDY OPTION
PROPOSED 4' WIDENING
PROPOSED 24' WIDE DRIVEWAY
BOARDWALK LIMITS
Two driveways at boat ramp will be constructed and will maintain existing traffic flow
DELTONA COMMUNITY CENTER
0 10 40
Feet
24'
24'
24'
24'
113
114
115
116
8' CONST. MULTI-USE TRAIL
PROPOSED MULTI-USE TRAIL
LAKE SHORE DRIVE
LAKE MONROE BOAT RAMP
MATCHLINE PLAN SHEET 5
MATCHLINE PLAN SHEET 7

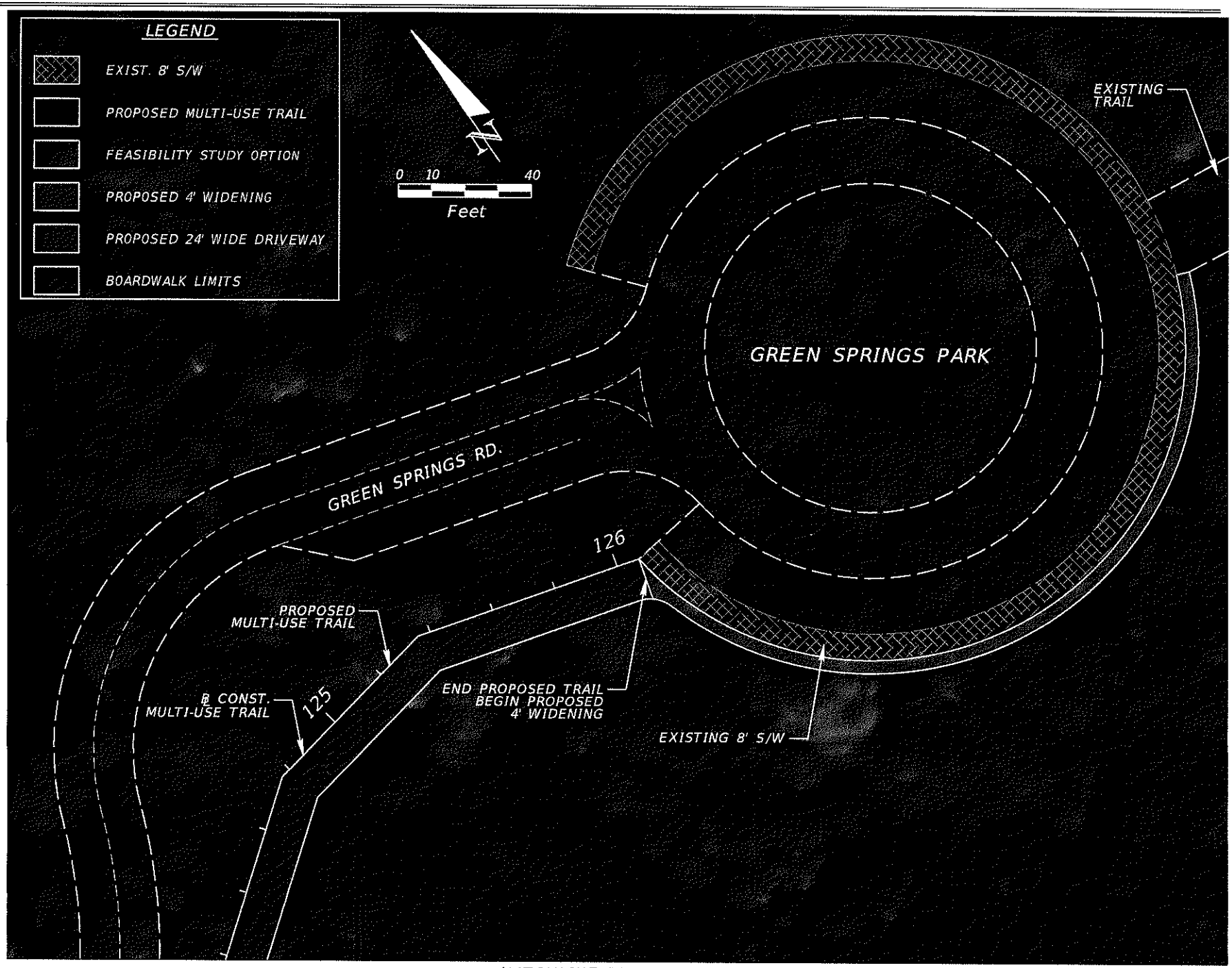


A similar bollard(s) can be constructed at the trail entrance to Green Springs Park

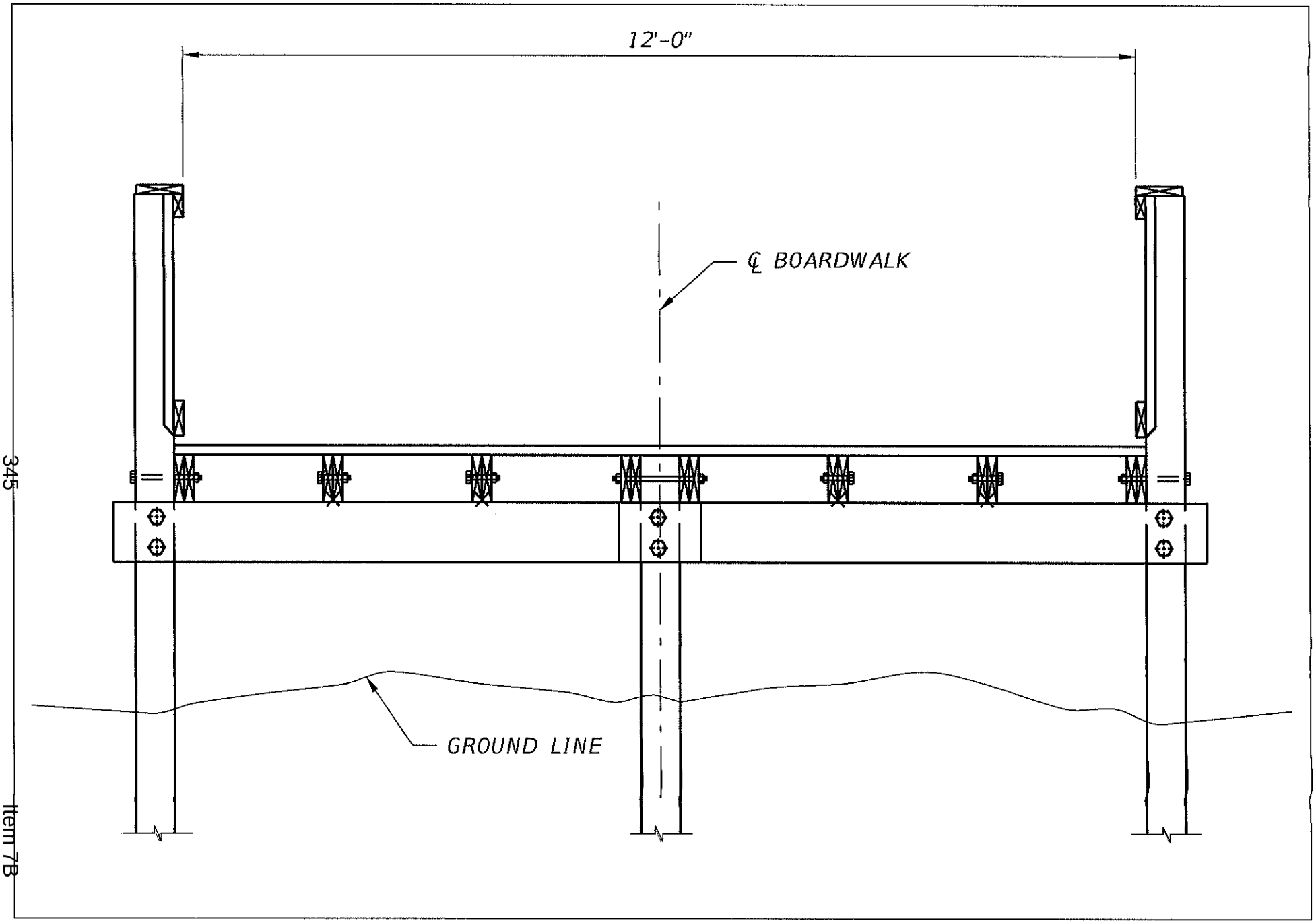
MATCHLINE PLAN SHEET 9



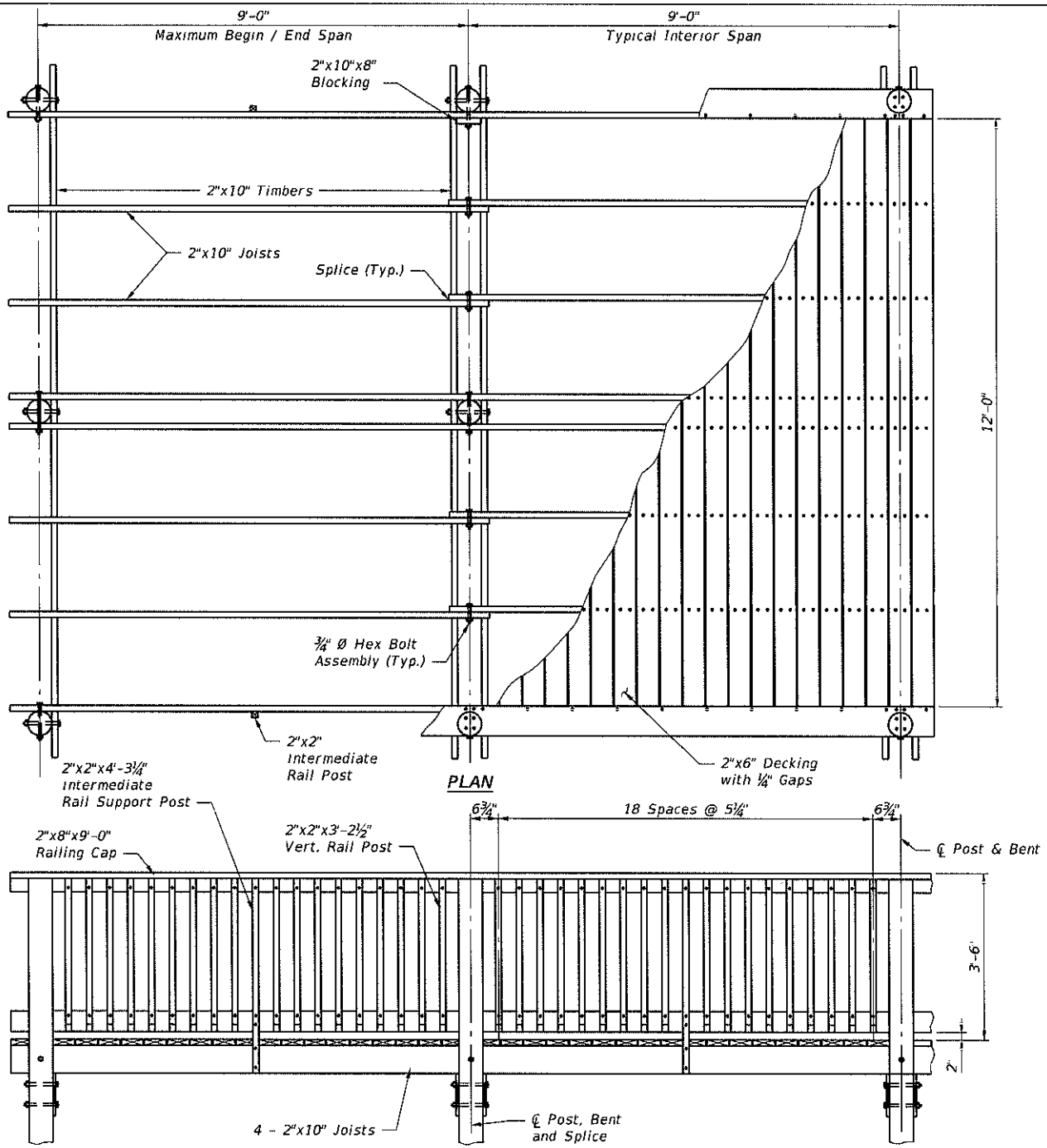
MATCHLINE PLAN SHEET 7



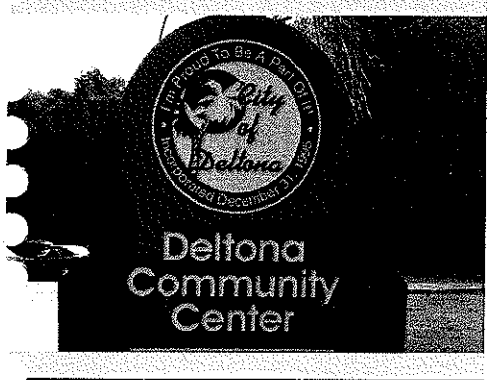
MATCHLINE PLAN SHEET 8

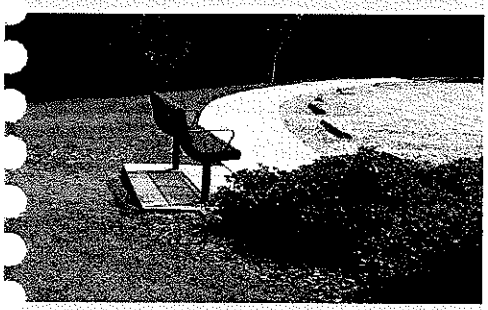

12'-0"
℄ BOARDWALK
GROUND LINE

Conceptual Plan – Boardwalk Plan - Elevation



Tab 5: QC Measures



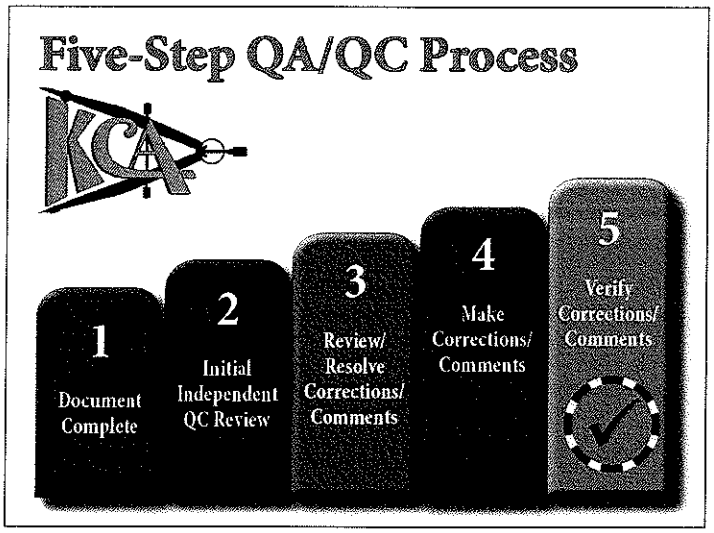


KCA's goal on this project is to prepare documents free of errors, complete with accurate data, meeting all applicable standards and criteria, and in compliance with the requirements established by the City of Deltona and FDOT.

The City of Deltona expects the delivery of contract documents and services to be thoroughly reviewed by knowledgeable professionals whose reviews allow the bidding, construction, and final cost to be within the established budget. They also expect the project to be of high quality and completed on time. These expectations are in complete agreement with our team's goal. The QA/QC component of the organization is as important as the design and plans production process. Although our design professionals follow stringent internal QC processes, we believe it is critical to have senior professionals in each design discipline perform independent peer reviews to ensure delivery of a quality product. Peer reviews focus not only on the technical design standards and project scope requirements, but also on conflicts, cost, and constructability. KCA has strong company policies on quality and employee workmanship, and we implement a proven five-step QA/QC process (which is highlighted below) on every project that emphasizes the prevention of quality problems such as errors or omissions. This QA/QC process is used to ensure that all reports, recommendations, and designs developed during the project are thoroughly checked and reviewed by seasoned professionals both throughout the design as well as prior to submission to the City. The plan is documented using a responsibility sign-off stamp and color-coded markups to track the checking and back-checking process that occurs during the development of a project. All project deliverables are peer reviewed by staff members who have not been directly involved in development of the project. Prior to implementation of the project-specific QA/QC plan, it will be submitted to the City of Deltona's project manager for approval. Our proposed project manager, **Sam Letcher,** will also verify that KCA's subconsultants implement a comparable QA/QC plan, which will minimize mistakes and impacts to the project schedule.

KCA will provide QA/QC based on our standard due care process. At the onset of the project, before any work is initiated, Mr. Letcher will conduct a kickoff meeting that will include key individuals to review the work plan and QA/QC process. At this time, Mr. Letcher will present an overview of the project that will include a project description, scope of services, project budget, and schedule with milestone dates. In addition, our proposed team members will be made aware of pertinent criteria for the project. The criteria will include specific guidelines, standards, and any other pertinent directives. These requirements will be highlighted to achieve a unified team working toward a common goal. This meeting will also address our QA/QC five-step process as outlined below:

- In step one of the five-step process, when the document is deemed to be complete, it is stamped and signed by the responsible professionals (originator).

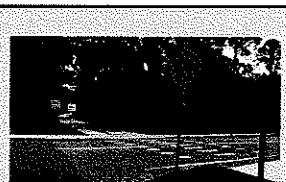


- Step two of the process requires the information on the documents to be checked, and then the document must be signed and dated by the quality reviewers after the initial review. All corrections/comments will be marked in red. All correct information will be noted by either a red dot or highlighted with green or a green checkmark. All deliverables will be checked for accuracy, presentation, form, format, and legibility.
- In step three, the originator will review all corrections and/or comments received from the quality reviewers. The originator will indicate concurrence with a red check mark at each correction and/or comment. If a correction and/or comment warrants further justification or clarification, the originator will confer with the quality reviewers to resolve any disagreement with the comments and to obtain a mutual concurrence.
- Corrections that are appropriate will be transferred to the original production documents. To indicate that the corrections were included in the document, the responsible personnel will highlight the red-marked changes in yellow.
- In step five, reviewers will back-check the production documents and verify each change for incorporation and correctness by highlighting it with green or a green checkmark to ensure that all corrections and/or comments have been incorporated within the documents. Incorrect or unincorporated changes will be marked in red on a new check document, numbered sequentially, and attached to the preceding check document.

Sufficiency checklists extracted from FDOT's Plans Preparation Manual, FDOT's Structures Detailing Manual, permit application manuals, and other in-house checklists, will be incorporated into all phase reviews to ensure that required information is provided with the submittal.

KCA's QC process is unsurpassed. We worked with FDOT Central Office personnel to develop and execute a QA Review program to evaluate the QC programs and practices of all FDOT consultants as well as FDOT district design personnel. KCA was the first consultant firm in the state to undergo the scrutiny of this new program and passed with flying colors. For this review, in addition to scrutinizing our QC process, auditors from FDOT and FHWA inspected randomly chosen projects and QC documents for accuracy and thoroughness. **As a result of this audit, our QC process was applauded and our execution of the plan found to be excellent.**

For this City of Deltona Lakeshore Multi-Purpose Trail project, KCA's corporate QA manager, **Douglas Stoker, P.E.,** will perform quality assurance reviews prior to each submittal. Mr. Stoker has 21 years of experience including the design of a variety of structures such as pedestrian overpasses/bridges and trails. Additionally, he was instrumental in developing the FDOT Central Office QA review process discussed above.



Project/Quality Grades

The table below includes project performance grades from various clients, which illustrates the quality service and standards KCA ensures on our projects.

KCA's Project Performance/Quality Grades

Project Name/Location	Client Name	Project Performance/Quality Grades and Additional Comments
31st Street South and 54th Avenue South, St. Petersburg, FL	City of St. Petersburg	**Perfect score of 5 in every category** (design/study project satisfaction, completion timing, budget, level of cooperation, and adequacy/professionalism) **"KCA is the most reliable consulting firm that I have worked with during the last 13 years of work with the City of Saint Petersburg as a project manager."** — Tara Bohnsack, CPPO, CPPB, Purchasing Agent
Friendship Trail Bridge, Hillsborough County, FL	Hillsborough County	**Perfect score of 100%** in the following categories—schedule, responsiveness, qualified technical/professional staff, quality work product, communication, prompt resolution and cost-effective recommendations, and accurate invoicing
Suncoast Bikeway and Pedestrian Bridge over SR 50, Hernando County, FL	FDOT FTE	**Composite grades of 94** in work group 3.1 and **95** in work group 4.2. Categories include quality, schedule, and management
District Seven Interstate Rehabilitation and Safety Improvements, Districtwide, FL	FDOT District Seven	**Overall score of 4.5 out of 5.** Categories include roadway design, signing and pavement marking, drainage features, structures, maintenance of traffic, permit requirements, and overall coordination.
I-10 (SR 8), Jackson County, FL	FDOT District Three	**Overall grade of 97 out of 100**

Tab 6: References

KCA is very familiar with the requirements of ADA, FDOT, and AASHTO guidelines for pedestrian facilities. Most of our pedestrian projects incorporate a high level of aesthetics including concrete staining, decorative lighting, powder coated rails, and landscaping with irrigation. As requested in the City of Deltona's RFQ, KCA has included reference projects within the last five years, along with client contact, address, telephone number, email, firm/team members involvement and project roles, and similarities to this Lakeshore Multi-Purpose Trail project, in this section.

Reference Projects

Chain of Lakes Trail Pedestrian Bridge, Winter Haven, Florida

The Chain of Lakes Trail is a multi-use path that stretches along a 3.6-mile corridor from downtown Winter Haven to US Highway 17/92 in Lake Alfred. The trail serves Winter Haven's population with a place for bicyclists, joggers, or people just strolling along its path. The bridge over Avenue T is a vital link to connect the southern end of the Chain of Lakes Trail to the northern portion, which connects to the McKay Preserve Trail system and into downtown Lake Alfred.

Chain of Lakes Project Information	
Client Name and Address	City of Winter Haven 210 Cypress Gardens Blvd SW Winter Haven, FL 33880
Client Contact, Telephone Number, Email	Andy Palmer, CPRP **Tel:** 863 291 5656 apalmer@mywinterhaven.com
Firm/Team Members Involvement and Project Roles	▶ KCA, Prime ▶ Paul Foley, P.E., Principal-in-Charge ▶ Douglas Stoker, P.E., QA Manager
Similarities to this Lakeshore Multi-Purpose Trail Project	▶ Multi-use trail for bicyclists, joggers, or people just strolling ▶ LAP project ▶ Connects to another trail system ▶ Trailhead tie-ins, sidewalk connectors, drainage, and signing and pavement marking

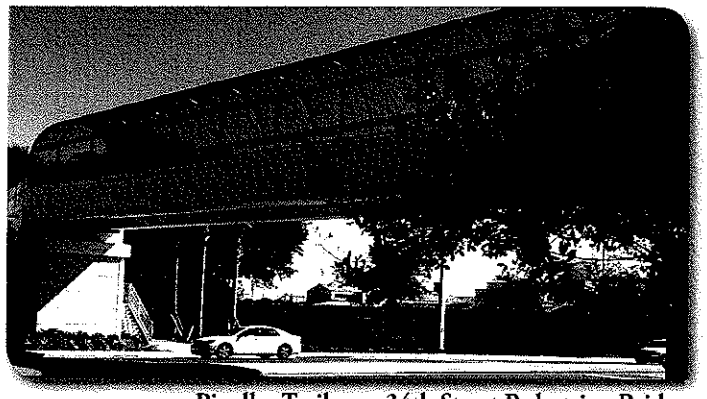
Chain of Lakes Trail Pedestrian Bridge

The overpass provides safe and convenient passage for trail users to cross Avenue T, instead of walking to the nearest intersection. The project consists of a low-profile prestressed concrete bridge with its approaches supported by retaining walls, 4:1 sloped embankment to reduce the retaining wall height, Keystone decorative retaining walls, trailhead tie-ins, sidewalk connectors, drainage, and signing and pavement marking. The low profile of the bridge is achieved by a system of precast deck panels supported by the bottom flange of custom prestressed beams.

Pinellas Trail over 34th Street Pedestrian Bridge, St. Petersburg, Florida

The Pinellas Trail is a multi-use path that stretches along a 34-mile corridor of abandoned railroad ROW. Approximately 90,000 people use the trail each month, among them bicycle riders, joggers, and walkers. The bridge over 34th Street South (US 19) is a vital link to connect the existing southern terminus of the Pinellas Trail with the trail's extension from the east side of 34th Street to Downtown St. Petersburg. The overpass will provide a safe and convenient way for trail users to cross 34th Street. The project consists of a low-profile prestressed concrete bridge with its approaches supported by retaining walls, trail head tie-ins, sidewalk connectors, drainage, and signing and pavement marking. KCA designed all bridge components, bridge approaches, and traffic control plans; assisted the City during the pre-bidding and bidding stages; and provided post-design services during construction of the project.

Pinellas Trail Project Information	
Client Name and Address	City of St. Petersburg 175 Fifth Street North St. Petersburg, FL 33701
Client Contact, Telephone Number, Email	Ziba Mohammadi, P.E. **Tel:** 727 892 5302 ziba.mohammadi@stpete.org
Firm/Team Members Involvement and Project Roles	▶ KCA, Subconsultant to Sprinkle Consulting ▶ Paul Foley, P.E., Principal-in-Charge ▶ Kip Laskaris, P.E., Structural Engineer ▶ Darren Brandes, P.E., TCP Engineer
Similarities to this Lakeshore Multi-Purpose Trail Project	▶ Multi-use trail for bicyclists, joggers, or people strolling ▶ Connects to another trail system ▶ Trail head tie-ins, sidewalk connectors, drainage, and signing and pavement marking

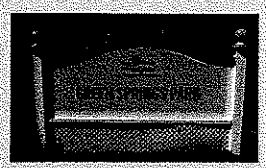


Pinellas Trail over 34th Street Pedestrian Bridge

Courtney Campbell Causeway Multi-Use Trail, Pinellas County, Florida

KCA provided engineering services for the design of a multi-use trail along the south side of SR 60 across the Courtney Campbell Causeway (CCC). The project begins east of bridge 150138 over Tampa Bay and ends at the Pinellas/Hillsborough County line. The design included demolition of the existing vehicle access road and construction of a new 12-foot asphalt shared-use path. The path runs adjacent to normal shoreline protected by rubble riprap as well as seawall flanked by rubble riprap. Minor seawall repair, shoreline protection, and minor drainage improvements within the tidal floodplain were included in the project. Subconsultant services included SUE and public involvement by Omni, design survey, and landscaping design. This project represents a successful collaborative effort as the majority of our proposed team members for this City of Deltona project participated on the CCC Multi-Use Trail project.

Courtney Campbell Causeway Multi-use Trail



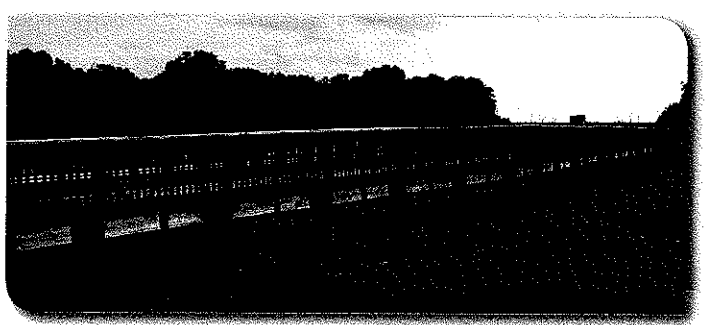
CCC Multi-Use Trail Project Information

Client Name and Address	FDOT District Seven 11201 N. Malcolm McKinley Drive Tampa, FL 33612-6403
Client Contact, Telephone Number, Email	Gordana Jovanovic, P.E (formerly with District Seven) **Tel:** 813 307 1793 jovanovicg@hillsboroughcounty.org
Firm/Team Members Involvement and Project Roles	▶ KCA, Prime ▶ Paul Foley, P.E , Principal-in-Charge ▶ Douglas Stoker, P.E., QA Manager ▶ Megan Miller, P.E., Lead Roadway Designer ▶ Kip Laskaris, P.E., Structural Engineer ▶ Mark Easley, Environmental Task Manager ▶ Curtis Sprunger, P.E., Stormwater Engineer ▶ John Burton, P.E., PTOE, Traffic Engineer
Similarities to this Lakeshore Multi-Purpose Trail Project	▶ Multi-use trail that serves as a link in a regional network of trail systems ▶ Connects to another trail system ▶ Drainage improvements and erosion control ▶ Tie-ins to the adjacent trail sections

SR 54 Boardwalk, Pasco County, Florida

The design of the SR 54 boardwalk was part of a roadway project in Pasco County, providing improvements to SR 54 from US 41 to CR 54. This project was constructed under a private development contract subject to public oversight by both Pasco County and FDOT.

The boardwalk design provided for a 6-foot clear path and a total length of approximately 4,400 feet. The design accommodated tie-ins to existing concrete sidewalks, bridge sidewalks, driveways, and intersecting local roads.



SR 54 Boardwalk

SR 54 Boardwalk Project Information

Client Name and Address	FDOT District Seven 11201 N. Malcolm McKinley Drive Tampa, FL 33612-6403
Client Contact, Telephone Number, Email	Margaret Smith, P.E (formerly with District Seven) **Tel:** 813 282 7275 margaret.smith@atkinsglobal.com
Firm/Team Members Involvement and Project Roles	▶ KCA, Subconsultant to WilsonMiller ▶ Douglas Stoker, P.E., QA Manager
Similarities to this Lakeshore Multi-Purpose Trail Project	▶ Boardwalk design ▶ Private development contract subject to public oversight by the County/FDOT ▶ Concrete sidewalks, bridge sidewalks, driveways, and intersecting local roads

Haines City and Peace River Trails, Polk County, Florida

KCA developed environmental documents for an approximately 1.5-mile bike path/trail extending from Grace Avenue to Lily Avenue in the City of Haines City and a 1.7-mile bike path/trail extending from Mount Pisgah Road to US 98 in the Fort Meade, Florida. Project-specific issues included section 4(f) properties, wetlands, cultural resources, contamination, and federal protected species. Tasks included the development and review of PD&E documents, management of subconsultants, and review of project design plans. These projects were LAP projects between FDOT and the City of Haines City and Polk County, respectively.

Haines City Trail, Polk County, FL

Haines City and Peace River Trails Project Information	
Client Name and Address	FDOT District One 801 North Broadway, Bartow, FL 33831
Client Contact, Telephone Number, Email	Ryan Weeks **Tel:** 863.519 2837 ryan.weeks@dot.state.fl.us
Firm/Team Members Involvement and Project Roles	▶ KCA, Prime ▶ Mark Easley, Project Manager ▶ Sarah Johnson, Environmental Scientist
Similarities to this Lakeshore Multi-Purpose Trail Project	▶ Bike path/trail ▶ LAP projects ▶ Trails over and under historic structures

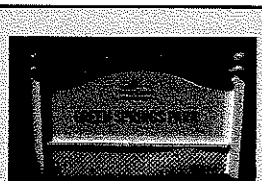
Vance Whidden Park, Lake Howard, and US 41 Trails Project Information	
Client Name and Address	FDOT District One 801 North Broadway, Bartow, FL 33831
Client Contact, Telephone Number, Email	Gwen Pipkin **Tel:** 863.519 275 gwen.pipkin@dot.state.fl.us
Firm/Team Members Involvement and Project Roles	▶ KCA, Prime ▶ Mark Easley, Project Manager ▶ Sarah Johnson, Environmental Scientist
Similarities to this Lakeshore Multi-Purpose Trail Project	▶ Bike path/trail extension ▶ LAP projects ▶ Permitting ▶ Trails extend through a county park

Vance Whidden Park Trail, Lake Howard Trail – Phase II, and US 41 Trail, Glades, Polk, and Collier Counties, Florida

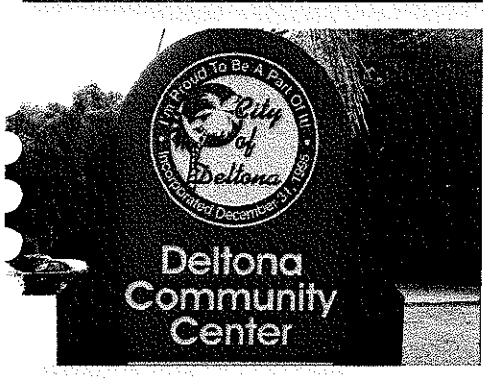
KCA is developing environmental documents for an approximately 0.5-mile bike path/trail extension, paving of a 0.7-mile access road, and 0.25-acre parking area, located on Curry Island, Lake Okeechobee, Glades County; an approximately 1.3-mile bike path/trail extension located along the northern boundary of Lake Howard in City of Winter Haven; and an approximately 2.3-mile bike path/trail extending from 6L Farm Road and CR 92 in Collier County. The Lake Howard Trail extends through the National Register Interlaken Historic District and required a 106 Case Study and public workshop. The US 41 Trail extends through the Collier Seminole State Park. Project-specific issues include section wetlands and federal protected species. Tasks included the development and review of PD&E documents, management of subconsultants, and review of project design plans. These projects were LAP projects between FDOT and Glades, Polk, and Collier Counties, respectively.

Vance Whidden Park Trail, Glades County, FL

US 41 Trail, Collier County, FL



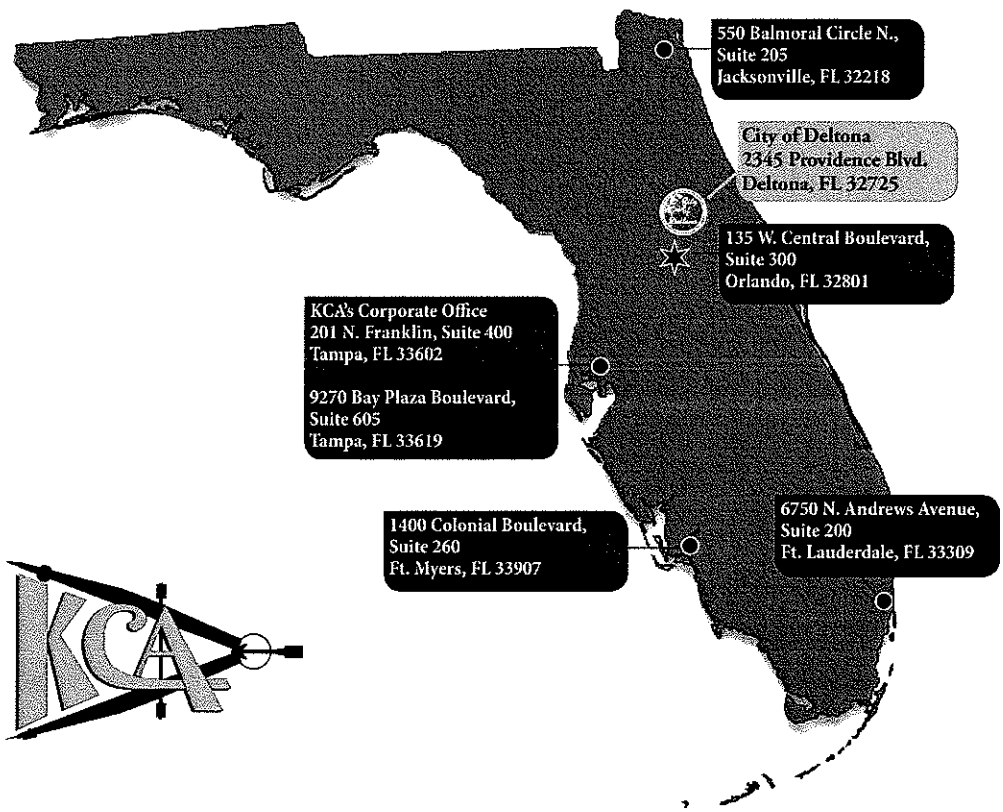
Tab 7: Location



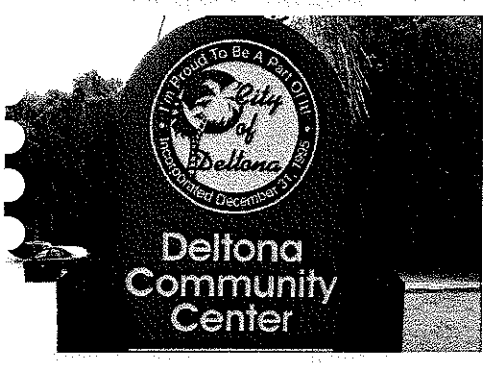
Work for this project will be managed and executed by staff in our Orlando office, less than 35 miles from the City of Deltona's offices, with support from KCA's corporate office in Tampa. As project demands dictate, we can assign additional technical and support personnel by calling upon resources from the nearly 200 employees in our office locations throughout Florida. Additional local support can be supplemented from professionals located in our Orlando office. Our offices are electronically networked, providing efficient communication and transfer of information. Our proven ability to form geographically dispersed teams enables us to provide quick, efficient, and responsive services. KCA's depth of resources and technical capabilities, coupled with our established local knowledge and relationships, will result in successful completion of this Lakeshore Multi-Purpose Trail Project for the City of Deltona. See the map below for KCA's headquarters in Tampa, as well as the responsible office location (✶) for this project, which are both in close proximity to Deltona's City Hall.

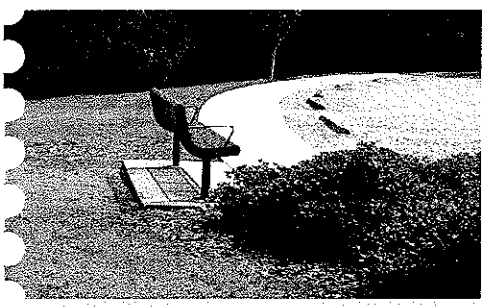
As an added benefit to the City, our proposed project manager, Sam Letcher, is a resident of the City of Deltona and lives on Alton Road—just around the corner from City Hall and less than 20 minutes from the project site. He will be available throughout the design phase and construction as needed to support City staff at a minute's notice.

KCA's Florida Office Locations



Tab 8: Miscellaneous





As requested in the City of Deltona's RFQ, KCA has included the following required forms in this section:

- Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes, On Public Entity Crimes
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal Aid Contracts
- Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts
- Bid Opportunity List
- DBE Participation Statement

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

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

1. THIS SWORN STATEMENT IS SUBMITTED TO City of Deltona
(Print Name of the Public Entity)
by Paul G. Foley, P.E., President
(Print Individual's Name and Title)
for Kisinger Campo & Associates, Corp. (KCA)
(Print Name of Company Submitting Sworn Statement)
whose business a corporation

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-1677145.

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.)

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

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

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

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

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

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

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

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

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

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

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

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

Paul G. Foley

(Signature) Paul G. Foley, P.E., President

Sworn and subscribed before me this 19th day of May, 20 14.

Personally known ✓ or produced
identification_____ _____
(Type of identification)

THERESA SAULSGIVER
Commission # EE 164473
Expires January 29, 2016
Bonded Thru Troy Fain Insurance 800-385-7019

(Notary) Theresa Saulsgiver

Notary Public State of Florida

My commission expires: January 29, 2016

375-030-32
PROCUREMENT
10/01

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS

(Compliance with 49CFR, Section 29.510)

It is certified that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Name of Consultant: Kisinger Campo & Associates, Corp. (KCA)

By: _____ Date: May 19, 2014

Paul Foley, P.E. Authorized Signature

Title: President

Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 You may contact the person to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Appendix B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

375-030-33
PROCUREMENT
10/01

CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer of employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed $100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant: Kisinger Campo & Associates, Corp. (KCA)

By: Paul G. Foley, P.E. Paul G. Foley

Date: May 19, 2014 Authorized Signature

Title: President

375-040-62
PROCUREMENT
04/07

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

BID OPPORTUNITY LIST FOR PROFESSIONAL CONSULTANT SERVICES, AND COMMODITIES & CONTRACTUAL SERVICES

Prime Contractor/Prime Consultant: Kisinger Campo & Associates, Corp. (KCA)

Address/Phone Number: 135 W. Central Boulevard, Suite 300, Orlando, FL 32801 / 407.426.7307

Procurement Number/Advertisement Number: **FPID No.:** 435671-1-38-01; **RFQ No.:** 14013

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subconsultants contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, 7, and 8 for themselves, and their subcontractors and subconsultants.

1. **Federal Tax ID Number:** 59-1677145
2. **Firm Name:** KCA
3. **Phone:** 407.426.7307
4. **Address:** 135 W. Central Boulevard, Suite 300 Orlando, FL 32801
5. **Year Firm Established:** 1976

6. ☐ **DBE** ☑ **Non-DBE**
7. ☐ **Subcontractor** ☐ **Subconsultant**
8. **Annual Gross Receipts**
☐ Less than $1 million
☐ Between $1 - $5 million
☐ Between $5 - $10 million
☐ Between $10 - $15 million
☑ More than $15 million

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1. **Federal Tax ID Number:** 59-3057983
2. **Firm Name:** Brindley Pieters & Associates, Inc. (BPA)
3. **Phone:** 386.822.9473
4. **Address:** 212 East New York Avenue DeLand, FL 32724
5. **Year Firm Established:** 1991

6. ☑ **DBE** ☐ **Non-DBE**
7. ☐ **Subcontractor** ☑ **Subconsultant**
8. **Annual Gross Receipts**
☐ Less than $1 million
☑ Between $1 - $5 million
☐ Between $5 - $10 million
☐ Between $10 - $15 million
☐ More than $15 million

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1. **Federal Tax ID Number:** 56-2136769
2. **Firm Name:** McKim & Creed, Inc.
3. **Phone:** 386.873.4517
4. **Address:** 115 East Indiana Avenue DeLand, FL 32720
5. **Year Firm Established:** 1978

6. ☐ **DBE** ☑ **Non-DBE**
7. ☐ **Subcontractor** ☑ **Subconsultant**
8. **Annual Gross Receipts**
☐ Less than $1 million
☐ Between $1 - $5 million
☐ Between $5 - $10 million
☐ Between $10 - $15 million
☑ More than $15 million

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1. **Federal Tax ID Number:** 59-3154723
2. **Firm Name:** Tierra, Inc.
3. **Phone:** 813.989.1354
4. **Address:** 7351 Temple Terrace Highway Tampa, FL 33637
5. **Year Firm Established:** 1992

6. ☑ **DBE** ☐ **Non-DBE**
7. ☐ **Subcontractor** ☑ **Subconsultant**
8. **Annual Gross Receipts**
☐ Less than $1 million
☐ Between $1 - $5 million
☑ Between $5 - $10 million
☐ Between $10 - $15 million
☐ More than $15 million

AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH QUALIFICATIONS PACKET

375-030-21
PROCUREMENT
10/01

DBE PARTICIPATION STATEMENT

Note: The Consultant is required to complete the following information and submit this form with the technical proposal.

Project Description: Engineering Design Services – Lakeshore Multi-Purpose Trail Project Thornby Park to Green Springs Park

Consultant Name: Kisinger Campo & Associates, Corp. (KCA)

This consultant (is___) (is not ✓) a Department of Transportation certified Disadvantaged Business Enterprise (DBE).

Expected percentage of contract fees to be subcontracted to DBE(s): 9 %

If the intention is to subcontract a portion of the contract fees to DBE(s), the proposed DBE subconsultants are as follows:

DBE Sub-Consultant	Type of Work/Commodity
Brindley Pieters & Associates, Inc. (BPA)	Utility Coordination
Tierra, Inc.	Geotechnical and Materials Testing

By: Paul G. Foley, P.E. Paul G. Foley

Title: President

Date: May 19, 2014

BPA's FDOT DBE Certificate

Florida UCP DBE Directory

Number of Records Returned: 1
Selection Criteria:
Vendor : BRINDLEY PIETERS & ASSOCIATES INC

Vendor Name: BRINDLEY PIETERS & ASSOCIATES INC
Certification: DBE/MBE
DBA:
Former Name:

Mailing Address: 2600 MAITLAND CENTER PARKWAY SU
SUITE 1501-401 CENTERPOINTE CIR
MAITLAND, FL 32751-

Contact Name: BRINDLEY B PIETERS **Phone:** (407) 830-8700 **Fax:** (407) 830-8877
Email: BPIETERS@BPA-ENGINEERS.COM

Statewide Availability: Y

Certified NAICS
541330 Engineering Services

TIERRA'S FDOT DBE CERTIFICATE

Florida UCP DBE Directory
Vendor Profile

As Of: 10/11/2013
Vendor Name: TIERRA INC
Certification: DBE/MBE
Former Name:
Business Description: LABORATORY TESTING SERVICES

Mailing Address:
7351 TEMPLE TERRACE HIGHWAY
TAMPA, FL 33637-

Physical Address:
7351 TEMPLE TERRACE HIGHWAY
TAMPA FL 33637-

District: 07 **County:** HILLSBORO

Website:

Contact Name: LUIS MAHIQUEZ **Phone:** (813) 989-1354 **Fax:** (813) 989-1355
Contact Email: LMAHIQUEZ@TIERRAENG.COM

Current DBE Certification: Certified **Certifying Member:** Florida Department of Transportation
ACDBE Status: N **First Certification Date:** 08/16/2011
Statewide Availability: Y

Certifying Areas
Highway: Y **Aviation:** N **Transit:** N

Certified NAICS

541330 - Engineering Services
541380 - Testing Laboratories
541620 - Environmental Consulting Services

Specialty Areas

Environmental Consulting Services
Geotechnical Engineering Services
Laboratory Testing Services

TOTAL RATING SHEET FOR:

RFP #14013 ENGINEERING DESIGN SERVICES FOR LAKESHORE MULTI-PURPOSE TRAIL PROJECT-THORNBY PARK TO GREEN SPRINGS PARK

Rank the following companies 1 through 3 with 1 being your top choice.

COMPANY	Cheryl	Scott	Steve	TOTAL
Avcon, Inc.	2	2	2	6
CPH, Inc.	1	1	1	3
Kisinger Campo & Associates, Corp.	3	3	3	9

Scores will be added and the firm with the least points will be ranked number 1 and the firm with the next amount of points ranked number 2 and the firm with the most points will be ranked number 3.

Committee Chair

Signature

Interviews – June 6, 2014

RATING SHEET FOR:

RFP #14013 ENGINEERING DESIGN SERVICES FOR LAKESHORE MULTI-PURPOSE TRAIL PROJECT-THORNBY PARK TO GREEN SPRINGS PARK

Rank the following companies 1 through 3 with 1 being your top choice.

COMPANY	RANKING
Avcon, Inc.	2
CPH, Inc.	1
Kisinger Campo & Associates, Corp.	3

Please turn this sheet in to the Selection Committee Chairperson.

Scores will be added and the firm with the least points will be ranked number 1 and the firm with the next amount of points ranked number 2 and the firm with the most points will be ranked number 3.

Signature

Interviews – June 6, 2014

RATING SHEET FOR:

RFP #14013 ENGINEERING DESIGN SERVICES FOR LAKESHORE MULTI-PURPOSE TRAIL PROJECT-THORNBY PARK TO GREEN SPRINGS PARK

Rank the following companies 1 through 3 with 1 being your top choice.

COMPANY	RANKING
Avcon, Inc.	2
CPH, Inc.	1
Kisinger Campo & Associates, Corp.	3

Please turn this sheet in to the Selection Committee Chairperson.

Scores will be added and the firm with the least points will be ranked number 1 and the firm with the next amount of points ranked number 2 and the firm with the most points will be ranked number 3.

Signature

Interviews – June 6, 2014

RATING SHEET FOR: CHERYL ATKINS

RFP #14013 ENGINEERING DESIGN SERVICES FOR LAKESHORE MULTI-PURPOSE TRAIL PROJECT-THORNBY PARK TO GREEN SPRINGS PARK

Rank the following companies 1 through 3 with 1 being your top choice.

COMPANY	RANKING
Avcon, Inc.	2
CPH, Inc.	1
Kisinger Campo & Associates, Corp.	3

Please turn this sheet in to the Selection Committee Chairperson.

Scores will be added and the firm with the least points will be ranked number 1 and the firm with the next amount of points ranked number 2 and the firm with the most points will be ranked number 3.

Signature

Interviews – June 6, 2014

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 8 - A

SUBJECT: Public Hearing - Ordinance No. 09-2014, Saxon Plaza Business Planned Unit Development (BPUD), RZ14-004, at second and final reading.

LOCATION:

The property is located at 2120 Saxon Boulevard, within the Saxon Plaza, at the southeast quadrant of Saxon Boulevard and Interstate 4.

BACKGROUND:

The City of Deltona received an application from the owner of lot 4 within the Saxon Plaza (f.k.a. Albertson's Plaza) to amend the Albertson's Plaza Business Planned Unit Development (BPUD) Development Agreement by adding "Daycare Center" to the BPUD list of permitted uses.

Volusia County approval of the Albertson's BPUD in 1991 was prior to the incorporation into the City. The plaza has long been an established gateway facility with a variety of uses. The most recent use for this suite proposed for daycare use was an internet cafe and is located at the southern end of the multi-tenant retail building. The applicant is requesting that the term Daycare Center be added to the list of permitted uses for the BPUD to allow for a facility that serves special needs children. Thus, staff is in support of the proposed BPUD amendment, based upon the following:

1. Daycare Center is a defined term in Chapter 70-30 of the City's Code of Ordinances;
2. The addition of the term Daycare Center will not diminish the function, viability, or character of the plaza;
3. The proposed daycare use helps ensure that the project does not become obsolete over time; and
4. The proposed use is consist with the City's Comprehensive Plan.

Finally, on May 21, 2014, the Planning and Zoning Board voted to recommend that the City Commission approve Ordinance No. 09-2014, and on June 2, 2014, the City Commission approved the first reading of the ordinance.

ORIGINATING DEPARTMENT:	Planning and Development Services
SOURCE OF FUNDS:	N/A
COST:	N/A
REVIEWED BY:	Planning Director and City Attorney
STAFF RECOMMENDATION PRESENTED BY:	Scott McGrath, City Planner, Planning & Development Services - Staff recommends adoption of Ordinance No. 09-2014, an amendment to the Saxon Plaza Business Planned Unit Development (BPUD) that adds Daycare Center as a permitted use, at second and final reading.
POTENTIAL MOTION:	"I hereby move to adopt Ordinance No. 09-2014, an amendment to the Saxon Plaza Business Planned Unit Development (BPUD) that adds Daycare Center as a permitted use, at second and final reading."
AGENDA ITEM APPROVED BY:	_____ William D. Denny, City Manager
ATTACHMENTS:	• Ordinance No. 09-2014 • Staff Report 050114

ORDINANCE NO. 09-2014

AN ORDINANCE OF THE CITY OF DELTONA, FLORIDA, AMENDING THE ALBERTSON'S PLAZA BUSINESS PLANNED UNIT DEVELOPMENT AGREEMENT PER ORDINANCE BOOK 3730 PAGES 3430-3444 FOR THE FOLLOWING PARCEL: LOT 4 ALBERTSONS MAP BOOK 46 PAGES 46-47, LOCATED AT 2120 SAXON BOULEVARD TOTALING APPROXIMATELY ±3.49 ACRES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has received an application to amend the Albertsons's Plaza Business Planned Unit Development (BPUD) by adding "Daycare Center" to the list of permitted uses of the BPUD Development Agreement approved on September 12, 1991; and

WHEREAS, the City of Deltona, Florida, and its Land Planning Agency have complied with the requirements of Municipal Home Rule Powers Act, sections 166.011 et seq., Florida Statutes, in considering the proposed BPUD amendment; and

WHEREAS, after said public hearing, the City Commission of the City of Deltona, Florida, has determined that the Albertsons's Plaza BPUD will be amended to incorporate "Daycare Center" to the list of uses, and has further determined that said zoning action is consistent with the Comprehensive Plan of the City of Deltona, Florida.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF DELTONA, VOLUSIA COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. The Albertsons's Plaza BPUD located in the City of Deltona, Florida, is hereby amended to incorporate "Daycare Center" along with related conditions as a permitted principal use for the following property: Parcel# 8024-02-00-0040, Lot 4 Albertsons Map Book 46 Pages 46-47.

SECTION 2. This Ordinance is adopted in conformity with and pursuant to the Comprehensive Plan of the City of Deltona, the Local Government Planning and Land Development Act, Sections 163.161 et. Seq., Florida Statutes, and the Municipal Home Rule Powers Act, Sections 166.011 et. seq., Florida Statutes.

SECTION 3. Conflicts. Any and all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared severable.

SECTION 5. Effective Date. This Ordinance shall become effective immediately upon its final passage and adoption.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA THIS _____ DAY OF_____ 2014.

FIRST READING: _____

ADVERTISED: _____

SECOND READING: _____

BY: _____
JOHN C. MASIARCZYK, MAYOR

ATTEST:

_____
JOYCE RAFTERY, CMC, CITY CLERK

Approved as to form and legality
for use and reliance by the
City of Deltona, Florida

_____
GRETCHEN R. H. VOSE, CITY ATTORNEY

CITY OF DELTONA

Memorandum

To: **Planning and Zoning Board**

From: **Chris Bowley, AICP**

Date: **May 1, 2014**

Re: **Project No. RZ14-004, Amendment to the BPUD Development Agreement for the property known as Albertsons Plaza (a.k.a. Saxon Plaza) located at 2120 Saxon Blvd.**

I. SUMMARY OF APPLICATION:

APPLICANT: Saxon Plaza, LLC.
C/O Kim C. Booker, Esq. Attorney at Law
1019 Town Center Drive Suite, 201
Orange City, FL 32763

Request: The City of Deltona Planning and Development Services Department has received an application to amend the Business Planned Unit Development (BPUD) Development Agreement of the Saxon Plaza property to allow a "Daycare Center" as a permitted principal use.

A. SITE INFORMATION:

1. **Tax Parcel No.**: 8024-02-00-0040
2. **Property Addresses:** 2120 Saxon Boulevard
3. **Property Acreage:** ±3.49 Acres
4. **Property Location:** Located south and east of the Saxon/I-4 interchange, in the Saxon Plaza.
5. **Property Legal Description:** LOT 4 ALBERTSONS MAP BOOK 46 PAGES 46-47 PER ORDINANCE BOOK 4867 PAGE 1543; PER ORDINANCE BOOK 6858 PAGES 1398-1400.

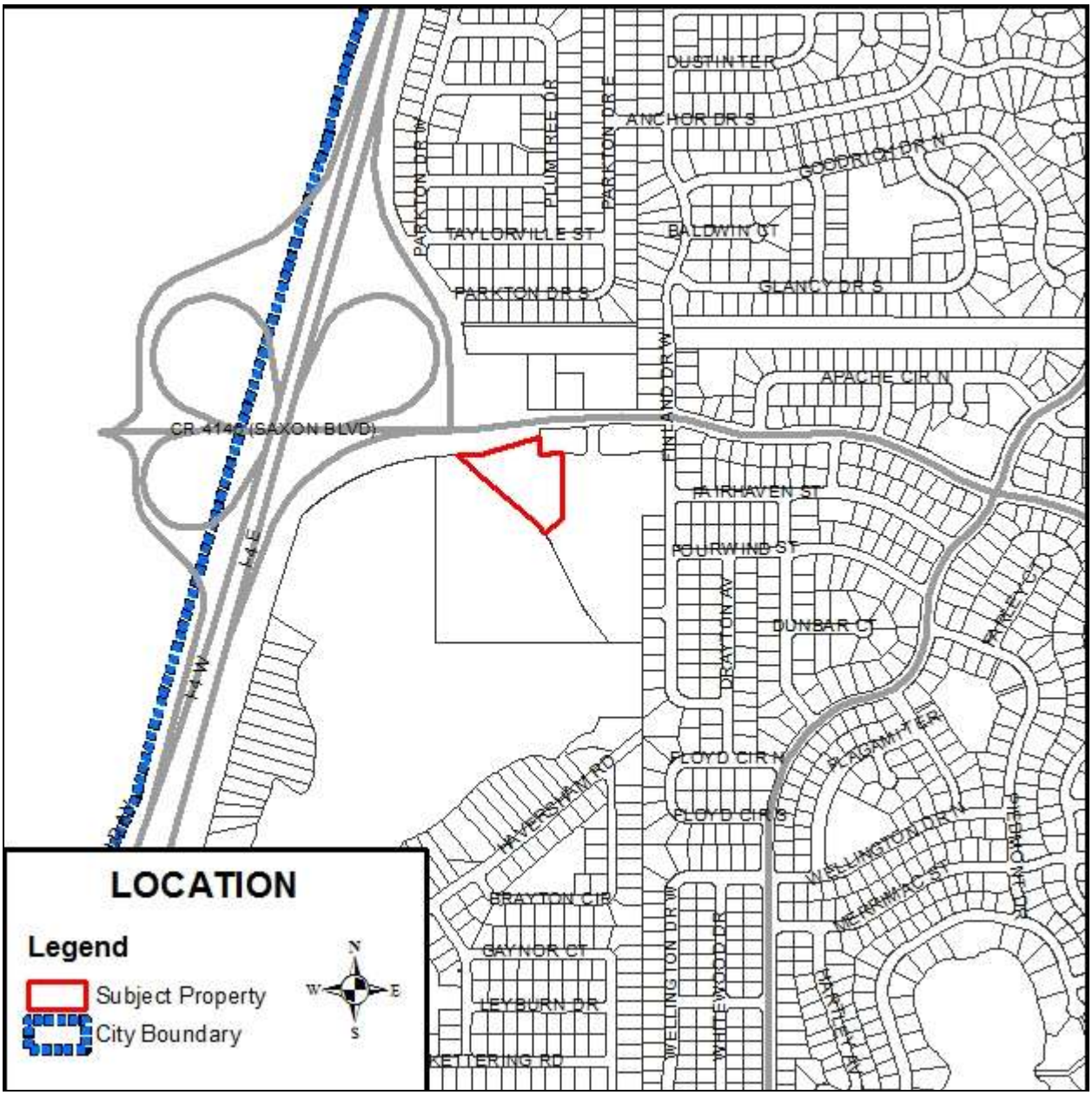

Figure 1: Location Map

Figure 2: Aerial Photo

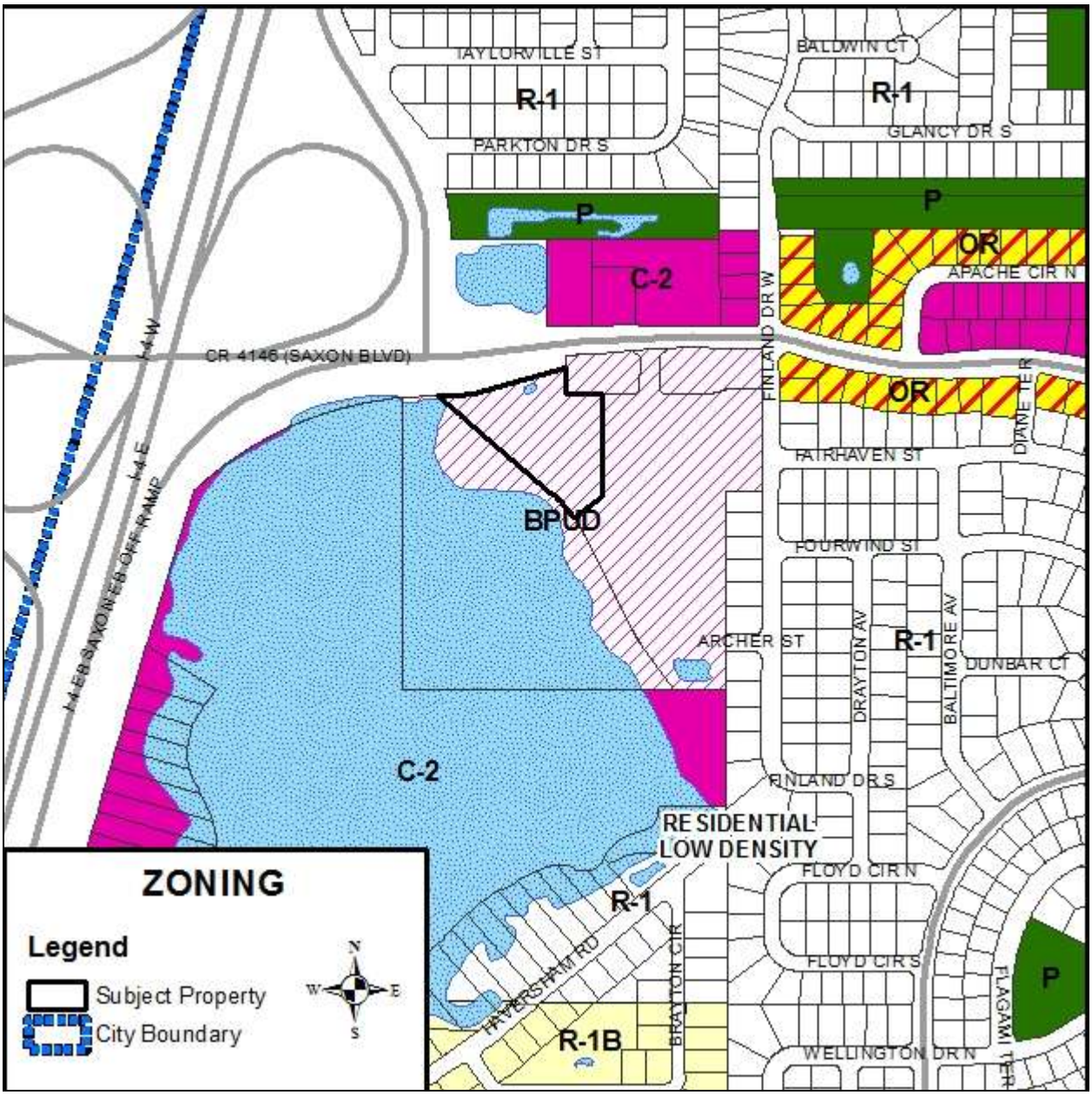

Figure 3: Existing Zoning

B. Existing Zoning:

1. Subject Property:
Existing: BPUD
Requested: BPUD, Amending the Development Agreement

2. Adjacent Properties
North: C-2, General Commercial

South: BPUD
East: BPUD
West: BPUD, & C-2, General Commercial

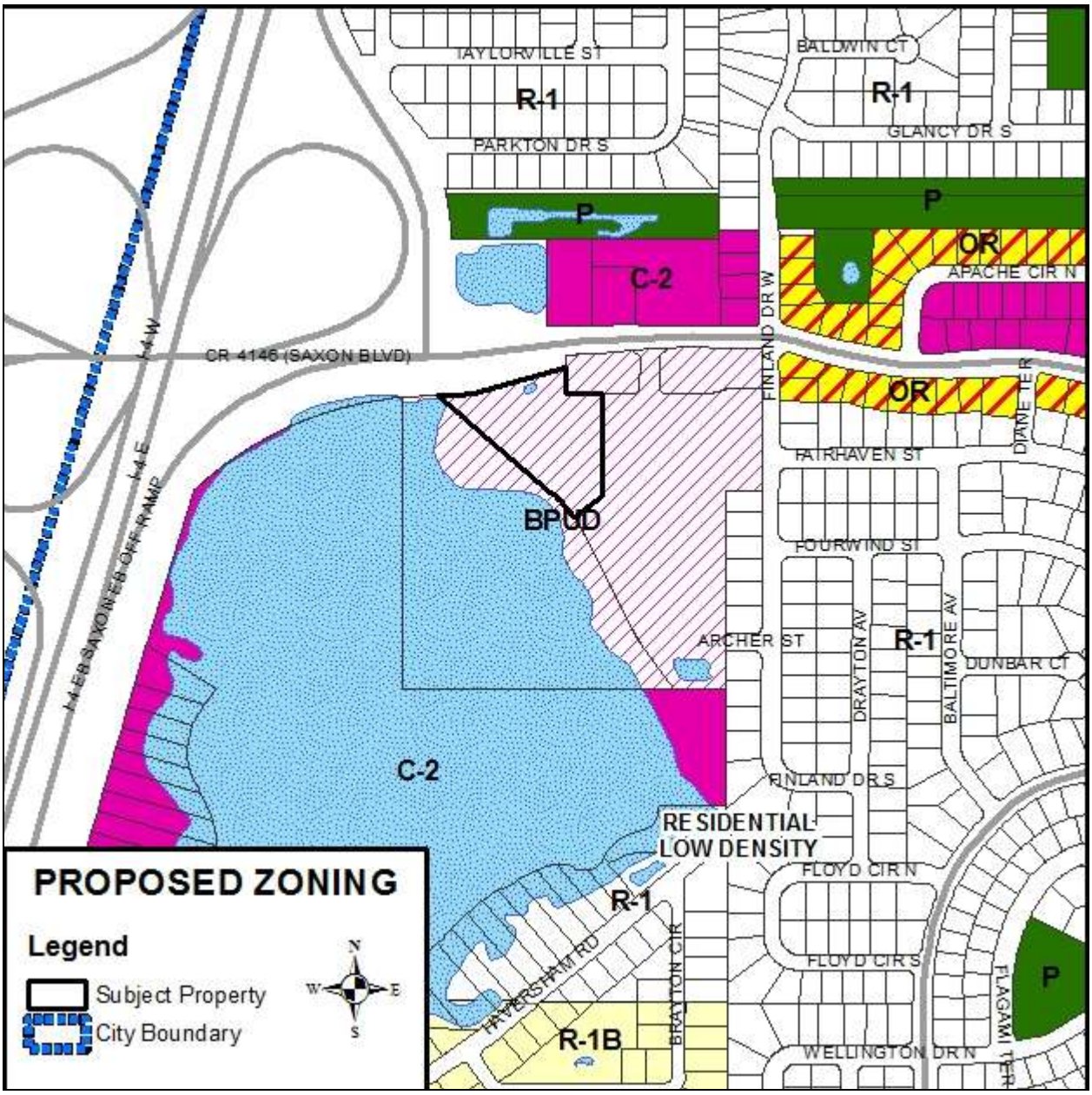

Figure 4: Proposed Zoning

C. Proposed Zoning:

Business Planned Unit Development (BPUD) While the subject property owner has applied for a rezoning, the rezoning event is actually an amendment to the BPUD Development Agreement that establishes uses and other zoning perimeters for the Saxon Plaza property. The applicant is requesting the addition of "Daycare Center" to the list of permitted uses.

D. Back Ground

The Saxon Plaza BPUD predates the incorporation of the City of Deltona, dating back to 1991. Formerly known as the Albertsons Plaza, this Deltona Icon has long been an established gateway facility. The applicant has asked that "Daycare facility for special needs children" be added to the list of uses. The City zoning code does not differentiate between special needs child daycare and other types of daycare. The addition of "Daycare Center" to the list of uses would be consistent with a daycare being a permitted principal use in the C-1 zoning. However, a Conditional Use Permit would be required for a daycare facility in the C-2 zoning. Staff believes that this use will not diminish the functionality or viability of the plaza or the gateway.

E. Support Information

Public Facilities

a. Potable Water: to be supplied by Deltona Water
b. Sanitary Sewer: to be supplied by Deltona Water
c. Fire Protection: City Fire Station 62
d. Law Enforcement: Volusia County Sheriff's Office (VCSO)
e. Electricity: Duke Energy (FKA Progress Energy)

F. **Matters for Consideration** – Section 110-1101, Code of City Ordinances, states that the City shall consider the following matters when reviewing applications for amendments to the Official Zoning Map:

1. Whether it is consistent with all adopted elements of the Comprehensive Plan.

The amended Development Agreement will not diminish the vision of the goals or the policies of the Comprehensive Plan. The proposed use would be orientated within the existing building.

2. **Its impact upon the environment or natural resources.**

   The property is currently developed with a multiple unit retail plaza. Site modifications will have no impact on natural resources. The land is located on the Deland Ridge. The soil is predominately well drained Astatula Fine Sand. According to the February 2014 FEMA flood zone maps; the subject property is not located within the 100 year floodplain.

3. **Its impact upon the economy of any affected area.**

   The proposed impact upon the local economy would be minimal.

4. **Notwithstanding the provisions of Article XIV of the Land Development Code, Ordinance No. 92-25 [Chapter 86, Code of Ordinances] as it may be amended from time to time, its impact upon necessary governmental services, such as schools, sewage disposal, potable water, drainage, fire and police protection, solid waste or transportation systems.**

   a. Schools: The Volusia County School Board staff has indicated that this rezoning will not affect local schools.

   b. Sewage Disposal: The site will be served by City sewer and capacity is available.

   c. Potable Water: Deltona Water will serve the site and sufficient potable water capacity is available.

   d. Drainage: At this time, no new impervious surfaces are planned. All site related stormwater runoff will be managed through the existing master planned system.

   e. Transportation Systems: Saxon Plaza is an existing commercial plaza and adding a Daycare Center to the list of permitted uses will do little to affect the flow of traffic.

      Votran Transportation is available via bus route 23.

5. **Any changes in circumstances or conditions affecting the area.**

   None.

6. **Any mistakes in the original classification.**

   No known mistakes.

7. **Its effect upon the public health, welfare, safety or morals.**

   Staff finds that the BPUD will have no negative effects on the public health, welfare, safety, or morals of the City.

CONCLUSION/STAFF RECOMMENDATION

Staff recommends that Ordinance No. 09-2014 be approved, adding Daycare Center to the BPUD Development Agreement list of permitted uses for the Saxon Plaza Property.

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 8 - B

SUBJECT: Public Hearing - Ordinance No. 16-2014, Creating a new Article IX, Chapter 2 of the Code of Ordinances, Pertaining to Sanctions for Charter Violations.

LOCATION: N/A

BACKGROUND:

A Workshop was held on Thursday, March 27, 2014 to discuss the Charter Review Committee's recommendations for Charter amendments. At that time the City Commission directed the City Attorney to develop an ordinance to address sanctions for violating the City Charter which was presented to the Commission at the Workshop held on April 14, 2014.

At the Workshop held on Monday, April 14, 2014 the City Attorney presented a draft ordinance as requested by the Commission. After review and discussion of the proposed ordinance the City Commission requested a Joint Meeting with the Charter Review Committee to obtain clarity on the intent of adding an amendment to address Charter violation sanctions.

After the Joint Meeting with the Charter Review Committee on Tuesday, June 27, 2014 the City Attorney made some changes to the Ordinance, and that revised ordinance was presented for first reading on June 2, 2014. The City Commission, at first reading, requested that the last sentence of Sec. 2-380 of the ordinance be revised before second and final reading.

ORIGINATING DEPARTMENT: City Attorney's Office

SOURCE OF FUNDS: N/A

COST: N/A

REVIEWED BY: City Manager

STAFF RECOMMENDATION PRESENTED BY:	Becky Vose, City Attorney - To adopt Ordinance No. 16-2014 at second and final reading.
POTENTIAL MOTION:	"I hereby move to adopt Ordinance No. 16-2014 at second and final reading."
AGENDA ITEM APPROVED BY:	_____ William D. Denny, City Manager
ATTACHMENTS:	• Ordinance No. 16-2014

ORDINANCE NO. 16-2014

AN ORDINANCE OF THE CITY OF DELTONA, FLORIDA, CREATING A NEW ARTICLE IX, CHAPTER 2 OF THE CODE OF ORDINANCES; PERTAINING TO SANCTIONS FOR CHARTER VIOLATION; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, AS FOLLOWS:

SECTION 1. A new Article IX, Chapter 2, "Administration," of the Code of Ordinances, City of Deltona is hereby created to read as follows:

Article IX SANCTIONS FOR CHARTER VIOLATION

Sec. 2-380 – If a city commissioner is found, after a hearing as set forth herein, to have violated any provision of the Deltona City Charter, such commissioner shall be subject to sanctions as set forth in Sec. 2-381. A violation may be brought forward by either a city commissioner or a charter officer of the city. A charge of violation shall be initiated by motion of a member of the city commission who shall summarize the alleged violation in the motion. All city commissioners, including the commissioner charged with a violation, may take part in and vote as to all matters relating in any way to the charge. If a majority of the city commission votes to have the charge heard, consideration of the alleged violation shall be placed on an upcoming agenda by the city manager for a formal quasi-judicial hearing. The city attorney shall advise the city commission as to the proper procedures for the conduct of the quasi-judicial hearing. The burden of proof at the quasi-judicial hearing for consideration of the charge shall be "clear and convincing evidence." A finding of guilt shall only be upon the affirmative vote of a super-majority of the entire city commission.

Sec. 2-381 – Possible sanctions under this article shall include one or more, in any combination, of the following as deemed appropriate by a simple majority of the commissioners present at the meeting when the charge is considered: i) public censure; ii) forfeiture of pay for a specific time period; iii) suspension of privilege to take part in ceremonial portions of meetings for a specific time period; iv) suspension of access to controlled-access portions of city hall for a specific period of time; v)

suspension of right to represent the city at public functions for a specific time period; vi) removal or suspension for a specific time period from any ceremonial positions (such as city representative to a particular agency); and/or vii) finding of malfeasance or misfeasance in office with request to be made to the Governor to suspend the commissioner from office under Florida Statutes, Section 112.51.

SECTION 2. Conflicts. Any and all Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

SECTION 3. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared severable.

SECTION 4. Effective Date. This Ordinance shall become effective immediately upon its final passage and adoption.

ADOPTED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA THIS _____ DAY OF_____ 2014.

FIRST READING: _____

ADVERTISED: _____

SECOND READING: _____

BY: _____
JOHN C. MASIARCZYK, MAYOR

ATTEST:

_____
JOYCE RAFTERY, CMC, CITY CLERK

Approved as to form and legality
for use and reliance by the
City of Deltona, Florida

_____

GRETCHEN R. H. VOSE, CITY ATTORNEY

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 8 - C

SUBJECT: Resolution No. 2014-09, Establishing Preliminary Annual Assessment Rate - Stormwater Utility Services for FY 14/15.

LOCATION:

City-wide.

BACKGROUND:

The Stormwater Utility System is based on operational and capital needs, and is funded by fees levied to the property owners in the City.

Section 54-158 of the Code of Ordinances requires that the City Commission adopt an Annual Rate Resolution during its budget adoption process for each fiscal year. The initial proceedings for the adoption of an Annual Rate Resolution requires the adoption of a Preliminary Rate Resolution. Attached is the Preliminary Rate Resolution for stormwater utility assessments. Staff is not proposing a change to the current annual rate of $76.11 per ERU (Equivalent Residential Unit).

ORIGINATING DEPARTMENT:

Finance

SOURCE OF FUNDS:

N/A

COST:

N/A

REVIEWED BY:

Finance Director, City Attorney

STAFF RECOMMENDATION PRESENTED BY:

Robert Clinger, Finance Director - Staff recommends that the Commission adopt Resolution No. 2014-09.

POTENTIAL MOTION:

"I move to adopt Resolution No. 2014-09, Establishing Preliminary Assessment Rate Resolution – Stormwater Utility Assessments for FY 14/15 at the rate of $76.11 per Equivalent Residential Unit (ERU)."

AGENDA ITEM APPROVED BY:	_____ William D. Denny, City Manager
ATTACHMENTS:	• Resolution No. 2014-09

RESOLUTION NO. 2014-09

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, RELATING TO THE PROVISION OF STORMWATER SERVICES, FACILITIES AND PROGRAMS IN THE CITY OF DELTONA; GENERALLY DESCRIBING THE SERVICES, FACILITIES OR PROGRAMS TO BE PROVIDED; ESTIMATING THE COST TO BE ASSESSED FOR THE UPCOMING FISCAL YEAR; ESTABLISHING THE ASSESSMENT RATE FOR THE UPCOMING FISCAL YEAR; AUTHORIZING A PUBLIC HEARING; DIRECTING THE ROLL BE UPDATED AND NOTICE PROVIDED WHERE REQUIRED; DIRECTING AND AUTHORIZING ADDITIONAL OR SUPPLEMENTAL NOTICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of Deltona, Florida, adopted Resolution No. 96-29 imposing stormwater utility assessments in the City of Deltona; and

WHEREAS, it is determined advisable and in the best interests of the citizens of the City of Deltona that said assessments be approved and that the assessments be certified to the tax collector and be collected utilizing the uniform collection method;

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

Section 1. Authority. This Resolution is adopted pursuant to Section 54-158, Code of Ordinances, City of Deltona, Florida (the "Code").

Section 2. Definitions and Interpretation. This Resolution constitutes the Preliminary Rate Resolution as defined in Section 54-158. All words and terms not otherwise defined herein shall have the meanings set forth in Article III, Chapter 54 of the Code. Unless the context indicates otherwise, words imparting the singular number, include the plural number, and vice versa.

Section 3. Provision and Funding of Stormwater Utility Services.

(a) Upon the imposition of stormwater utility assessments for stormwater utility services, facilities and programs against the assessed properties, the City shall provide stormwater utility services to such assessed properties. The cost to provide such stormwater utility services, facilities and programs shall be funded from the proceeds of the stormwater utility assessments.

(b) It is hereby ascertained, determined and declared that each parcel of assessed property will be benefitted by the City's provision of stormwater utility services, facilities and programs in an amount not less than the stormwater utility assessment imposed against such parcel.

Section 4. Determination of Stormwater utility Assessed Costs and Rates. The total estimated stormwater utility assessed costs to be assessed are $2,845,174 and the estimated rate of assessment to be apportioned among benefitted parcels is $76.11 per equivalent residential unit for the fiscal year commencing October 1, 2014. Stormwater utility assessments shall be imposed against all parcels of property within the City, except those properties exempt by law.

Section 5. Authorization of Public Hearing. There is hereby established a public hearing to be held at 6:00 p.m. on July 21, 2014, or as soon thereafter as may be heard, at the Deltona Commission Chambers, 2345 Providence Blvd., Deltona, Florida at which time the City Commission will receive and consider any comments on the stormwater utility assessments from the public and affected property owners and adoption of the annual rate resolution for the upcoming fiscal year.

Section 6. Updated Assessment Roll and Notice. The City Manager shall:

(a) update the assessment roll;

(b) provide notice by publication and first class mail to affected owners in the event the circumstances described in Section 54-158(f) so require;

(c) direct and authorize any supplemental or additional notice deemed proper, necessary or convenient by the City.

Section 7. Effective Date. This resolution shall take effect immediately upon its final adoption by the City Commission.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, THIS _____ DAY OF _____, 2014.

_____
JOHN C. MASIARCZYK, SR., Mayor

ATTEST:

_____
JOYCE KENT, City Clerk

Approved as to form and legality for use and reliance of the City of Deltona, Florida:

_____
GRETCHEN R. H. VOSE, City Attorney

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 8 - D

SUBJECT: Resolution No. 2014-10, Establishing the Preliminary Annual Rate Resolution - Solid Waste Services for FY 14/15.

LOCATION:

City-wide.

BACKGROUND:

The Solid Waste Collection System is based on operational and capital needs, and is funded by fees levied to the property owners in the City.

Section 54-158 of the Code of Ordinances requires that the City Commission adopt an Annual Rate Resolution during its budget adoption process for each fiscal year. The initial proceedings for the adoption of an Annual Rate Resolution requires the adoption of a Preliminary Rate Resolution. Attached is the Preliminary Rate Resolution for solid waste assessments. Staff is not proposing a change in the annual solid waste assessment; the current fee is $173.96 per year.

ORIGINATING DEPARTMENT:

Finance

SOURCE OF FUNDS:

N/A

COST:

N/A

REVIEWED BY:

Finance Director, City Attorney

STAFF RECOMMENDATION PRESENTED BY:

Robert Clinger, Finance Director - Staff recommends an annual solid waste collection fee of $173.96.

POTENTIAL MOTION:

"I move to adopt Resolution No. 2014-10, Establishing Preliminary Assessment Rate Resolution – Solid Waste Assessment for FY 14/15 to provide for an annual rate of $173.96 for solid waste collection services."

AGENDA ITEM APPROVED BY:	_____ William D. Denny, City Manager
ATTACHMENTS:	• Resolution No. 2014-10

RESOLUTION NO. 2014-10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, RELATING TO THE PROVISION OF SOLID WASTE SERVICES, FACILITIES AND PROGRAMS IN THE CITY OF DELTONA; GENERALLY DESCRIBING THE SERVICES, FACILITIES OR PROGRAMS TO BE PROVIDED; ESTIMATING THE COST TO BE ASSESSED FOR THE UPCOMING FISCAL YEAR; ESTABLISHING THE ASSESSMENT RATE FOR THE UPCOMING FISCAL YEAR; AUTHORIZING A PUBLIC HEARING; DIRECTING THE ROLL BE UPDATED AND NOTICE PROVIDED WHERE REQUIRED; DIRECTING AND AUTHORIZING ADDITIONAL OR SUPPLEMENTAL NOTICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of Deltona, Florida, adopted Resolution No. 96-30 imposing solid waste assessments in the City of Deltona; and

WHEREAS, it is determined advisable and in the best interests of the citizens of the City of Deltona that said assessments be approved and that the assessments be certified to the tax collector and be collected utilizing the uniform collection method;

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

Section 1. Authority. This Resolution is adopted pursuant to Section 54-63, Code of Ordinances, City of Deltona, Florida (the "Code").

Section 2. Definitions and Interpretation. This Resolution constitutes the Preliminary Rate Resolution as defined in Section 54-63. All words and terms not otherwise defined herein shall have the meanings set forth in Article II, Chapter 54 of the Code. Unless the context indicates otherwise, words imparting the singular number, include the plural number, and vice versa.

Section 3. Provision and Funding of Solid Waste Services.

(a) Upon the imposition of solid waste assessments for solid waste services, facilities and programs against the assessed properties, the City shall provide solid waste services to such assessed properties. The cost to provide such solid waste services, facilities and programs shall be funded from the proceeds of the solid waste assessments.

(b) It is hereby ascertained, determined and declared that each parcel of assessed property will be benefitted by the City's provision of solid waste services, facilities and programs in an amount not less than the solid waste assessment imposed against such parcel.

Section 4. Determination of Solid Waste Assessed Costs and Rates. The total estimated solid waste assessed costs to be assessed are $5,634,968 and the estimated rate of assessment to be apportioned among benefitted parcels is $173.96 per residence annually for the fiscal year commencing October 1, 2014. Solid waste assessments shall be imposed against all benefitted parcels within the City.

Section 5. Authorization of Public Hearing. There is hereby established a public hearing to be held at 6:00 p.m. on July 21, 2014, or as soon thereafter as may be heard, at the Deltona Commission Chambers, 2345 Providence Blvd., Deltona, Florida at which time the City Commission will receive and consider any comments on the solid waste assessments from the public and affected property owners and adoption of the annual rate resolution for the upcoming fiscal year.

Section 6. Updated Assessment Roll and Notice. The City Manager shall:

(a) Update the assessment roll;

(b) Provide notice by publication and first class mail to affected owners in the event the circumstances described in Section 54-63(f) so require;

(c) Direct and authorize any supplemental or additional notice deemed proper, necessary or convenient by the City.

Section 7. Effective Date. This resolution shall take effect immediately upon its final adoption by the City Commission.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, THIS _____ DAY OF _____, 2014.

_____
JOHN C. MASIARCZYK, SR., Mayor

ATTEST:

_____
JOYCE KENT, City Clerk

Approved as to form and legality for use and reliance of the City of Deltona, Florida:

_____
GRETCHEN R. H. VOSE, City Attorney

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 8 - E

SUBJECT: Resolution No. 2014-11, Establishing Preliminary Annual Assessment Rate - Streetlighting Services for FY 14/15.

LOCATION: Streetlighting Districts located throughout the City.

BACKGROUND: The Streetlighting Services System is based on operational and capital needs, and is funded by fees levied to the property owners in the City.

Section 54-253 of the Code of Ordinances requires that the City Commission adopt an Annual Rate Resolution during its budget adoption process for each fiscal year. The proceedings for adoption of an Annual Rate Resolution require the adoption of a Preliminary and Annual Rate Resolutions. Attached is the Preliminary Annual Rate Resolution for streetlighting assessments.

ORIGINATING DEPARTMENT: Finance

SOURCE OF FUNDS: N/A

COST: N/A

REVIEWED BY: Finance Director, City Attorney

STAFF RECOMMENDATION PRESENTED BY: Robert Clinger, Finance Director - Staff recommends that Streetlighting Assessment Rates cover the cost of each streetlighting district.

POTENTIAL MOTION:

"I move to adopt Resolution No. 2014-11, adopting the current rate for Streetlighting Assessments for FY 14/15."

AGENDA ITEM APPROVED BY:

William D. Denny, City Manager

ATTACHMENTS:

- Resolution No. 2014-11

RESOLUTION NO. 2014-11

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, RELATING TO THE PROVISION OF STREETLIGHTING SERVICES, FACILITIES AND PROGRAMS IN THE CITY OF DELTONA; GENERALLY DESCRIBING THE SERVICES, FACILITIES OR PROGRAMS TO BE PROVIDED; ESTIMATING THE COST TO BE ASSESSED FOR THE UPCOMING FISCAL YEAR; ESTABLISHING THE ASSESSMENT RATE FOR THE UPCOMING FISCAL YEAR; AUTHORIZING A PUBLIC HEARING; DIRECTING THE ROLL BE UPDATED AND NOTICE PROVIDED WHERE REQUIRED; DIRECTING AND AUTHORIZING ADDITIONAL OR SUPPLEMENTAL NOTICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission of Deltona, Florida, adopted Resolutions Nos. 96-28 (Numerous), 97-12 (Giovanni Street), 97-13 (Acadian Drive), 97-17 (Whipple Drive), 98-23 (Brickell Drive), 98-26 (Diamond Street), 99-43 (Antoinette Street), 99-50 (Waco Drive), 00-02 (Arbor Ridge), 00-15 (Expansion of Waco Drive), 00-20 (Beal Street), 01-03 (Baylor Drive), 01-09 (Saxon Ridge), 01-25 (Anchor Drive), 01-30 (Shafton Avenue), 02-05 (Prescott Blvd.), 02-25 (Embassy Drive), 02-27 (Expansion of Arbor Ridge to include Unit 2), 02-34 (Expansion of Saxon Ridge to include Phase 2), 03-32 (Rosetta Drive), 04-34 (Expansion of Saxon Ridge to include Phase 2B), 04-35 (Expansion of Saxon Ridge to include Phase 3), 04-43 (Expansion of Arbor Ridge to include Unit 2, Tract P & Unit 3), 06-10 (Ludlum Drive), 06-49 (Lynn River), 07-39 (Echo Court), 07-36 (Brewster Drive), 08-14 (Croton Avenue), 08-29 (Maldive Court) and 10-08 (Sullivan Street) imposing streetlighting assessments in the City of Deltona; and

WHEREAS, it is determined advisable and in the best interests of the citizens of the City of Deltona that said assessments be approved and that the assessments be certified to the tax collector and be collected utilizing the uniform collection method;

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

Section 1. Authority. This Resolution is adopted pursuant to Section 54-253, Code of Ordinances, City of Deltona, Florida (the "Code").

Section 2. Definitions and Interpretation. This Resolution constitutes the Preliminary Rate Resolution as defined in Section 54-253. All words and terms not otherwise defined herein shall have the meanings set forth in Article IV, Chapter 54 of the Code. Unless the context indicates otherwise, words imparting the singular number, include the plural number, and vice versa.

Section 3. Provision and Funding of Streetlighting Services.

(a) Upon the imposition of streetlighting assessments for streetlighting services, facilities and programs against the assessed properties, the City shall provide streetlighting services to such assessed properties. The cost to provide such streetlighting services, facilities and programs shall be funded from the proceeds of the streetlighting assessments.

(b) It is hereby ascertained, determined and declared that each parcel of assessed property will be benefitted by the City's provision of streetlighting services, facilities and programs in an amount not less than the streetlighting assessment imposed against such parcel.

Section 4. Determination of Streetlighting Assessed Costs and Rates. The estimated streetlighting assessed costs to be assessed and the rate of assessment to be apportioned among benefitted parcels for the fiscal year commencing October 1, 2014, are as follows:

	Assessment Rate per Parcel	**Number of Parcels**	**Total Cost**
Crystal Lake Estates	$ 42.53	95	$ 4,040
Kensington Estates	135.97	32	4,351
Timber Ridge	23.27	808	18,803
Deltona Woods	36.43	82	2,987
Timbercrest	29.58	237	7,011
Sterling Park	120.97	73	8,831

	Assessment Rate per Parcel	Number of Parcels	Total Cost
Rayston Street	29.98	241	7,226
Tradewinds Drive	36.84	18	663
Azora Drive	21.51	44	946
Trumbull Street	21.32	50	1,066
Johnson Court	39.91	11	439
Goodrich Drive	26.02	53	1,379
Giovanni Street	24.72	192	4,746
Acadian Street	23.99	63	1,511
Whipple Drive	47.83	43	2,057
Brickell Drive	35.07	38	1,333
Diamond Street	37.39	62	2,318
Antoinette Street	14.67	35	513
Waco Drive	26.77	124	3,320
Arbor Ridge	92.93	364	33,826
Arbor Ridge – Phase 2	INCL	INCL	INCL
Arbor Ridge – Units 2 & 3	INCL	INCL	INCL
Arbor Ridge – Unit 4	INCL	INCL	INCL
Beal Street	48.09	72	3,463
Baylor Drive	35.49	25	887
Saxon Ridge	41.38	201	8,317
Saxon Ridge – Phase 2	INCL	INCL	INCL
Saxon Ridge – Phase 2B	INCL	INCL	INCL
Saxon Ridge – Phase 3	INCL	INCL	INCL
Anchor Drive	27.08	38	1,029
Shafton Avenue	40.70	35	1,424
Prescott Blvd.	30.46	37	1,127
Embassy Drive	25.49	104	2,651
Rosetta Drive	41.87	47	1,968
Ludlum Drive	59.04	38	2,244
Lynn River Drive	53.72	26	1,397
Echo Court	53.72	8	430
Brewster Drive	58.88	49	2,885
Croton Avenue	51.41	44	2,262
Maldive Court	43.12	43	1,854
Sullivan Street	20.96	68	1,426
		Total	$ 140,729

Streetlighting assessments shall be imposed against all buildable lots within the streetlighting Districts.

Section 5. Authorization of Public Hearing. There is hereby established a public hearing to be

held at 6:00 p.m. on July 21, 2014, or as soon thereafter as may be heard, at the Deltona Commission Chambers, 2345 Providence Blvd., Deltona, Florida at which time the City Commission will receive and consider any comments on the streetlighting assessments from the public and affected property owners and adoption of the annual rate resolution for the upcoming fiscal year.

Section 6. Updated Assessment Roll and Notice. The City Manager shall:

(a) Update the assessment roll;

(b) provide notice by publication and first class mail to affected owners in the event the circumstances described in Section 54-253(f) so require;

(c) direct and authorize any supplemental or additional notice deemed proper, necessary or convenient by the City.

Section 7. Effective Date. This resolution shall take effect immediately upon its final adoption by the City Commission.

PASSED AND ADOPTED BY THE CITY COMMISSION OF THE CITY OF DELTONA, FLORIDA, THIS _____ DAY OF _____, 2014.

_____
JOHN C. MASIARCZYK, SR., Mayor

ATTEST:

_____
JOYCE KENT, City Clerk

Approved as to form and legality for use and reliance of the City of Deltona, Florida:

_____
GRETCHEN R. H. VOSE, City Attorney

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 9 - A

SUBJECT: Request for consideration of proposed First Amendment to Real Estate Purchase Agreement for Dupont Lakes Park extending the Inspection Period to July 17, 2014

LOCATION:	TRACT I, DELTONA LAKES, UNIT 74, MB 29, PG 28, EXC, MOST SE 177.57 FT OF NE 320.71 FT, PER OR 4237, PG 1949, EXC, DUPONT DEVELOPMENT, MB 50, PGS 84 TO 86, INC, SEE 8114-02; PARCEL ID #8130-74-00-0090; 2711 ELKCAM BOULEVARD, DELTONA, FL 32738; A/K/A DUPONT LAKES PARK
BACKGROUND:	The City of Deltona ("Seller") and RTC Development Company ("Purchaser") entered into a Real Estate Purchase Agreement for Dupont Lakes Park dated February 17, 2014. The Purchaser has requested that the Agreement be amended to extend the due diligence period for a month to end July 17, 2014.
ORIGINATING DEPARTMENT:	City Manager's Office
SOURCE OF FUNDS:	N/A
COST:	N/A
REVIEWED BY:	City Attorney, City Manager
STAFF RECOMMENDATION PRESENTED BY:	William D. Denny, City Manager – To consider the proposed First Amendment to Real Estate Purchase Agreement extending the Inspection Period to July 17, 2014.
POTENTIAL MOTION:	"I hereby move to approve the proposed First Amendment to Real Estate Purchase Agreement extending the Inspection Period to July 17, 2014."

Or

"I hereby move to deny the proposed First Amendment to Real Estate Purchase Agreement extending the Inspection Period to July 17, 2014."

AGENDA ITEM APPROVED BY:

_____

William D. Denny, City Manager

ATTACHMENTS:

- First Amendment to Real Estate Purchase Agreement

FIRST AMENDMENT
TO
REAL ESTATE PURCHASE AGREEMENT

THIS FIRST AMENDMENT TO REAL ESTATE PURCHASE AGREEMENT ("**First Amendment**") is made as of the Effective Date of this First Amendment (as defined below) by and between **THE CITY OF DELTONA**, a Florida municipal corporation ("**Seller**"), and **RTC DEVELOPMENT CORP.**, a Florida corporation ("**Purchaser**").

WHEREAS, Seller and Purchaser entered into that certain Real Estate Purchase Agreement dated February 17, 2014 (the "**Agreement**") pursuant to which Seller agreed to sell to Purchaser, and Purchaser agreed to purchase from Seller, the Property (as such term is defined in the Agreement) in the manner and upon the terms and conditions set forth in the Agreement; and

WHEREAS, Seller and Purchaser desire to amend the Agreement all upon the terms and conditions more particularly set forth in this First Amendment.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency is hereby acknowledge, Seller and Purchaser agree to amend the Agreement subject the following terms and provisions:

1. **Recitals; Capitalized Terms**. The above-referenced recitals are true and correct and hereby incorporated into this First Amendment for all purposes. All capitalized terms used in this First Amendment shall have the same meanings ascribed thereto in the Agreement unless otherwise indicated herein to the contrary.

2. **Inspection Period**. Seller and Purchaser acknowledge and agree that the Inspection Period is hereby extended to July 17, 2014.

3. **Ratification**. Except as expressly modified and amended herein, the Agreement remains in full force and effect and is ratified and confirmed by Seller and Purchaser. In the event of any conflict between the terms of the Agreement and this First Amendment, the terms of this First Amendment shall control. Purchaser and Seller acknowledge and agree that, as of the Effective Date of this First Amendment, neither party is aware of any default under the terms or provisions of the Agreement by the other party, or of the occurrence of any event that with the giving of notice or the passage of time will result in a default under the Agreement by such party. From and after the date of this First Amendment, all references to the Agreement shall be deemed to refer to the Agreement as amended by this First Amendment.

4. **Counterparts**. This First Amendment may be signed in counterparts each of which shall constitute an original and all of which when taken together shall constitute one agreement. A facsimile or electronic signature on this First Amendment shall be deemed an original.

5. **Effective Date of First Amendment**. The Effective Date of this First Amendment means the later of the following dates: (i) the date this First Amendment is executed by Seller, or (ii) the date this First Amendment is executed by Purchaser.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, Purchaser has executed this First Amendment on the date indicated below.

"**PURCHASER**"

RTC DEVELOPMENT CORP., a Florida corporation

By:_____
Frank J. Cannon, President

(CORPORATE SEAL)

Date: _____

SELLER SIGNATURE ON FOLLOWING PAGE

IN WITNESS WHEREOF, the Seller has executed this First Amendment on the date indicated below.

"**SELLER**"

CITY OF DELTONA, Florida municipal corporation

By: _____
William D. Denny, City Manager

(CORPORATE SEAL)

Date: _____

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 10 - A

SUBJECT: Request for consideration from Sergey Ginzburg for a reduction of fine from $10,000.00 assessed pursuant to Special Magistrate Cases DEL-07-192 and DEL-07-193.

LOCATION:

This property is located at 1551 Fort Smith Boulevard, Deltona, Florida 32725. The Parcel No. is 30-18-31-16-17-0010.

BACKGROUND:

An Order Imposing Fine/Lien was entered on October 24, 2007, by the City of Deltona Special Magistrate, ordering Frances Bundschu to pay to the City of Deltona a fine in the amount of two hundred and fifty dollars ($250.00) for each and every day the violations exist and continues to exist or until a cap of $5,000.00 is reached for each case. The violation occurred when the respondent failed to repair the pool enclosure and maintain the pool in a sanitary condition for the property located at 1551 Fort Smith Boulevard. The total accumulated amount due is $10,000.00. On May 28, 2014 Widalis Munoz, Esq. representing Sergey Ginzburg appeared before the Special Magistrate to request a recommendation to reduce the fine.

The Special Magistrate forwarded staff's recommendation of no reduction fines.

ORIGINATING DEPARTMENT:

Enforcement Services

SOURCE OF FUNDS:

N/A

COST:

N/A

REVIEWED BY:

City Attorney

STAFF RECOMMENDATION PRESENTED BY:

Dale Baker, Code Enforcement Services Director - Enforcement Services Staff forwards the Special

Magistrate's recommendation.

POTENTIAL MOTION:

"I move that the City Commission not grant any reduction of the fines requested of Sergey Ginzburg concerning Case No. DEL-07-192 and DEL-07-193 for the property located at 1551 Fort Smith Boulevard, Deltona, Florida."

OR

"I move that the City Commission grant the request of Sergey Ginzburg for a reduction of the fine concerning Case No. DEL-07-192 and DEL-07-193 for the property located at 1551 Fort Smith Boulevard, Deltona, Florida, to the sum of $_____ to be paid within 30 days (July 16, 2014) or the fine reverts back to the original amount."

AGENDA ITEM APPROVED BY:

_____
William D. Denny, City Manager

ATTACHMENTS:

- Background for Case

SPECIAL MAGISTRATE CODE HEARING

REQUEST FOR REDUCTION IN FINES

CASE NUMBER: DEL-07-192 and DEL-07-193

VIOLATION: City of Deltona Ordinance, Section 18-5, adopting the latest edition of the International Property Maintenance Code, Section 302.7, which states all accessory structures, including detached garages, fences and walls, shall be maintained in good repair and sound structural condition. In addition, Section 303.1, which states that swimming pools shall be maintained in a clean and sanitary condition, and in good repair.

REQUIRED CORRECTIVE ACTION: Repair or replace the missing and ripped screen enclosure and either drain the water from the pool or chemically treat the water to remove the algae.

OWNER AT TIME OF VIOLATION: Frances Bundschu 1551 Fort Smith Blvd. Deltona, FL 32725

CURRENT OWNER: Sergey Ginzburg, 203 S. Clyde Avenue, Kissimmee, FL 34741

PROPERTY ADDRESS: 1551 Fort Smith Blvd. Deltona, FL 32725

PARCEL NUMBER: 30-18-31-16-17-0010

FINDINGS OF FACTS:

1.	October 24, 2007	Special Magistrate ordered a fine of $250.00 per day until the property is brought into compliance or a cap of $5,000.00 is reached, for each case.
2.	March, 2013	Deutsche Bank took custody of the property
3.	July 17, 2013	Representative from the bank called and stated all violations had been corrected and wanted to settle all the fines.
4.	July 18, 2013	Officer inspected the property and found it in compliance resulting in a $10,000.00 fine ($5,000.00 for each case).
5.	August 2, 2013	Spoke with the realty company "The Clark Team" – Tasha who was working with the bank on negotiating a lower payment for the fines. City of Deltona Resolution # 2011-01 would have allowed us to automatically reduce the fines.
6.	October 2013	The current owner Sergey Ginzburg purchased the property.
7.	May 7, 2014	Sergey Ginzburg requested to appear before the Special Magistrate to request a recommendation for a reduction in fines.
8.	May 28, 2014	Widalis Munoz, Esquire, Attorney for Sergey Ginzburg appeared before the Special Magistrate for a recommendation for a reduction in fines.

Conclusions: Frances Bundschu was the owner at the time of the violation. He was properly notified of the violation / hearings and was given sufficient time to bring the property into compliance. Deutsche Bank corrected the violations and brought the property into compliance. They also knew about the fines and were given an opportunity to have the fines reduced. The current owner purchased the property with the fines/liens attached to the property.

Staff Recommendation: Staff recommended no reduction in fines. The current owner purchased the property with the liens on the property. They should address the liens with the bank who knew about the liens and did not disclose them or the title company who did not disclose them during their title search.

Mr. Cino's Recommendation: After hearing testimony, Mr. Cino stated that he is forwarding no recommendation for a reduction in fines to the commission.

CITY'S EXPENSES: Exact city expenses are difficult to determine. We made at least 4 trips to the property; mailed 3 certified letters, appeared before the Special Magistrate twice. Additionally, there was staff time drafting orders, minutes and etc.

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 10 - B

SUBJECT: Request for authorization to execute the River to Sea Transportation Planning Organization (TPO) Transportation Planning Funds Joint Participation Agreement and the Interlocal Agreement for the Creation of the Metropolitan Planning Organization.

LOCATION: Citywide

BACKGROUND: Federal transportation regulations require the establishment of a Metropolitan Planning Organization (MPO) to conduct coordinated transportation planning activities for Urbanized Areas and to establish a Metropolitan Planning Area (MPA) that defines the geographical planning area boundary. A TPO is also called an MPO in some locations and the terms are interchangeable. In 2013, the City recognized the expansion of the Volusia TPO boundaries, under Resolution No. 2013-10, to include Flagler County. The City is now served by the River to Sea Transportation Planning Organization (TPO); which is formerly known as the Volusia TPO.

This request to execute the attached agreements further supports that initial action through approval of both the attached Transportation Planning Funds Joint Participation Agreement and the Interlocal Agreement for the Creation of the Metropolitan Planning Organization for continued participation within the TPO. The third agreement (Intergovernmental Coordination and Review and Public Transportation Coordination Joint Participation Agreement) is included for informational purposes only and not to be executed by the City of Deltona.

ORIGINATING DEPARTMENT: Planning and Development Services

SOURCE OF FUNDS: N/A

COST: N/A

REVIEWED BY: Planning Director, Finance Director, City Attorney

STAFF RECOMMENDATION PRESENTED BY:	Chris Bowley, AICP, Director of Planning and Development Services - Staff recommends approval of the River to Sea Transportation Planning Organization Transportation Planning Funds Joint Participation Agreement and the Interlocal Agreement for the Creation of the Metropolitan Planning Organization.
POTENTIAL MOTION:	"I hereby move to approve the River to Sea Transportation Planning Organization Transportation Planning Funds Joint Participation Agreement and the Interlocal Agreement for the Creation of the Metropolitan Planning Organization."
AGENDA ITEM APPROVED BY:	_____ William D. Denny, City Manager
ATTACHMENTS:	• Exhibit A: Transportation Planning Funds Joint Participation Agreement • Exhibit B: Interlocal Agreement for the Creation of the MPO • Exhibit C: TPO Intergovernmental Agreement Information

TRANSPORTATION PLANNING FUNDS

JOINT PARTICIPATION AGREEMENT

Financial Project No.: 417962-1-14 (item-segment-phase-sequence)	Fund: Planning	FLAIR Approp.:
	Function: 615	FLAIR Obj.: 790052
	Federal No.: 0260 049 M	Org. Code: 052000532
Contract No.: A-5067	DUNS No.: 139892819	Vendor No.: 593-512-405-002
CFDA Number & Title: 20.205	CSFA Number & Title:	

THIS JOINT PARTICIPATION AGREEMENT (Agreement) is made and entered into on this _____ day of _____ 2014, by and between the STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION (Department), an agency of the State of Florida, whose address is Office of the District Secretary, 719 South Woodland Blvd., DeLand, FL 32720 and the River to Sea Transportation Planning Organization (TPO), whose address is 2570 West International Speedway Blvd., Suite 100, Daytona Beach, FL 32114.

RECITALS

WHEREAS, the Federal Government, under the authority of Title 23 United States Code Section 134 and Title 49 United States Code (USC) Section 5303 and any subsequent applicable amendments, requires that each urbanized area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in the designated urbanized areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area that results in plans and programs reflecting consideration of the likely effect of transportation policy decisions on land use and development and the consistency of transportation plans and programs with the provisions of all applicable short and long term land use and development plans;

WHEREAS, 23 USC §134, 49 USC §5303, 23 Code of Federal Regulation (CFR) §450.306, and Section 339.175, Florida Statutes (F.S.), authorize metropolitan planning organizations to develop transportation plans and programs for urbanized areas;

WHEREAS, pursuant to 23 USC §134, 49 USC §5303, 23 CFR §450.310, and Section 339.175 F.S., the TPO has been designated and its membership apportioned by the Governor of the State of Florida, with the agreement of the affected units of general purpose local government.,

WHEREAS, pursuant to the Interlocal Agreement executed on April 18, 1977 and filed with the Clerk of the Circuit Court of Volusia County, the Volusia Coastal Area Transportation Study Metropolitan Planning Organization (VCUATS), now known as the River to Sea Transportation Planning Organization (R2CTPO) was established, with specific transportation planning duties and responsibilities identified therein;

WHEREAS, the TPO has the authority to enter into this Agreement and to undertake the responsibilities hereinafter described, and the Department has been granted the authority to function adequately in all areas of appropriate jurisdiction, including the implementation of an integrated and balanced transportation system;

WHEREAS, the TPO is to be the recipient of metropolitan planning funds (PL Funds) authorized under 23 USC 104(f) to carry out the provisions of 23 USC §134 and 49 USC §5303;

WHEREAS, the Department is authorized to allocate said funds for all metropolitan planning organizations throughout the State of Florida;

WHEREAS, the Department is authorized to transmit to the TPO its proportionate share of PL Funds approved by the Federal Highway Administration (FHWA) appropriated for the purpose of aiding the metropolitan transportation planning process; and

WHEREAS, 23 CFR §450.314 and Section 339.175(10), F.S., require that the Department and the River to Sea Transportation Planning Organization enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

ARTICLE 1
RECITALS; DEFINITIONS; PURPOSE

Section 1.01. Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct to the best of the parties' knowledge. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

Section 1.02. Definitions. The following words when used in this Agreement (unless the context shall clearly indicate to the contrary) shall have the following meanings:

(a) Agreement means and refers to this instrument.

(b) Department shall mean and refer to the Florida Department of Transportation, an agency of the State of Florida, created pursuant to Section 20.23, F.S.

(c) FHWA means and refers to the Federal Highway Administration.

(d) FTA means and refers to the Federal Transit Administration.

(e) Long Range Transportation Plan is the 20-year plan which identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital investments necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, as required by 23 USC §134, 49 USC §5303, 23 CFR §450.322, and Section 339.175, F.S.

(f) Metropolitan Planning Area means and refers to the planning area as determined by agreement between the TPO plus the contiguous area expected to become urbanized within a 20-year forecast period, and the Governor in the urbanized areas designated by the United States Bureau of the Census as described in 23 USC §134, 49 USC §5303, 23 CFR §450.312 and Section 339.175, F.S., which shall be subject to the Metropolitan Planning Organization's planning authority.

(g) MPO means and refers to the policy planning board of an organization designated pursuant to this Interlocal Agreement as described in 23 USC §134, 49 USC §5303, and Section 339.175, F.S.

An MPO may also be referred to as a Transportation Planning Organization (TPO) or a Transportation Planning Agency (TPA).

(h) Multimodal, Systems Level Corridor or Subarea Planning Study shall mean and refer to studies involving major investment decisions or as otherwise identified in 23 CFR §450.212 and 23 CFR §450.318.

(i) Task and or subtask refer to the individual work items or programs listed within the respective Unified Planning Work Program (UPWP).

(j) Transportation Improvement Program or TIP is the transportation document which includes the following components: a priority list of projects and project phases; a list of projects proposed for funding; including all regionally significant transportation projects even if no Federal funding is involved (23 CFR §450.324); a financial plan demonstrating how the TIP can be implemented; a listing of group projects; an indication of whether the projects and project phases are consistent with applicable local government comprehensive plans (Section 339.175, F.S.) adopted pursuant to Section 163.3161 *et seq*., F.S.; an indication of whether the projects and phases are consistent with the Long Range Transportation Program (23 CFR §450.324); and an indication of how improvements are consistent, to the maximum extent feasible, with affected seaport and airport master plans and with public transit development plans of the units of local government located within the boundaries of the TPO, as required by Section 339.175, F.S.

(k) Unified Planning Work Program or UPWP is a biennial program developed by the TPO in cooperation with the Department and public transportation providers, that identifies the planning priorities and activities to be carried out within a Metropolitan Planning Area to be undertaken during a 2-year period, together with a complete description thereof and an estimated budget, all as required by 23 CFR §450.308, and Section 339.175, F.S.

Section 1.03. UPWP and PL Funds. As more fully set forth in Article 2 of this Agreement, the purpose of this Agreement is: (1) To ensure the PL Funds portion of the biennial UPWP for the Metropolitan Planning Area is prepared by the River to Sea Transportation Planning Organization in conformance with 23 CFR §450.308 and Section 339.175, F.S., (2) To provide financial assistance to the River to Sea Transportation Planning Organization for transportation related planning activities, as required under 23 USC §134 and 49 USC §5303, To state the terms and conditions upon which such assistance will be provided, and (4) To recite the understanding as to the manner in which the biennial UPWP will be undertaken and completed.

ARTICLE 2
TRANSPORTATION PLANNING; PL FUNDS; UPWP PREPARATION

Section 2.01. The Project. The Project under this Agreement is defined as the preparation and adoption of the biennial UPWP for the Metropolitan Planning Area which is supported by PL Funds. Approval of the Project shall consist of approval of each biennial UPWP by the TPO, and the appropriate Federal funding agencies, including the FHWA and/or Federal Transit Agency (FTA). Individual tasks or subtasks of the UPWP, although accepted by the federal funding agencies, may be

subject to further applicable conditions outlined in federal law or state statutes. The Project approval for any specific UPWP extends for only the two-year fiscal period for which the Project was developed. Portions of the Project not completed during the indicated fiscal years are not eligible for funding, unless specifically included in the succeeding UPWP. Notwithstanding that the Project may be implemented over a two-year period, funding will be authorized on an annual basis.

Section 2.02. Accomplishment of the Project.

(a) General Requirements. The TPO shall commence, carry on, and complete the Project, in a sound, economical, and efficient manner, and in accordance with the provisions hereof, and all applicable laws, including all applicable transportation planning responsibilities identified in the Interlocal Agreement establishing the TPO.

(b) Funds of the TPO. The TPO shall initiate and prosecute to completion all proceedings necessary, including federal-aid requirements, to enable the TPO to provide the necessary funds for completion of the Project.

(c) Submission of proceedings, contracts and other documents. Subject to Florida Public Records Law, Chapter 119, F.S., the River to Sea Transportation Planning Organization shall submit to the Department such data, reports, records, contracts, and other documents relating to its performance as a metropolitan planning organization as the Department may require. The TPO shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law. The River to Sea Transportation Planning Organization shall have a right to charge reasonable charges for reproduction of public records as permitted by Chapter 119, F.S.

(d) Notification. Within ten (10) business days of receipt by the Department, of correspondence pertaining to the approval of individual work tasks contained within the UPWP relating to the duties of the River to Sea Transportation Planning Organization pursuant to 23 USC §134, 49 USC §5303, 23 CFR Parts 420 and 450; and 49 CFR Parts 18 and 20. As so stated, the approved amount for each specific work task will be consistent with the budgeted amount as defined in the draft UPWP.

Section 2.03. Participation in the Project.

(a) The Department agrees to participate in the Project, such participation to be limited to: (1) a cash reimbursement to the River to Sea Transportation Planning Organization in the amount of PL Funds approved for reimbursement in the Project and made available by the FHWA; and (2) except as otherwise authorized by the Department, in-kind services (including Department consultant contracts for applicable planning work within the TPO's Metropolitan Planning Area), the value of which services in any given year should not exceed one-half of the amount of matching funds required for the TPO's PL Funds approved for expenditure in the Project. The remaining required match, if any, shall be provided by the River to Sea Transportation Planning Organization in the form of in-kind services or cash. In some circumstances, the Department may elect to furnish additional in-kind services.

(b) Reimbursement will be made on monthly or quarterly billings, based upon actual expenses incurred by the River to Sea Transportation Planning Organization in furtherance of the

Project. Requests for payment shall include documentation of expenditures as required by 49 CFR §18.41, as appropriate, and of work accomplished by the River to Sea Transportation Planning Organization, and shall also include a narrative progress report.

Section 2.04. Rights of Review. As required by 49 CFR §18.42(e), the FHWA and the FTA shall have the right of review of the work (and approval or concurrence as appropriate), including, but not limited to: the UPWP; the TIP; the Long Range Transportation Plan; a Multimodal, Systems Level Corridor or Subarea Planning Study; the Transportation Systems Management Element; all technical reports; and all planning data prepared by the River to Sea Transportation Planning Organization. If the FHWA or the FTA finds that the work performed fails to comply with any requirement (e.g., work tasks are not conducted in accordance with approved work programs, or work tasks are found to be inconsistent with federal or state guidelines), the FHWA or the FTA may use the enforcement actions contained in 49 CFR §18.43 to remedy the situation.

Section 2.05. The UPWP Budget. The UPWP Budget shall consist of that portion of the two budget statements included in the UPWP which covers PL and Section 5305(d) funded work. One statement identifies funding sources (federal, state, local) by work task and subtask. The other statement identifies funding, by work task and subtask, agency participation, and consultant services. The River to Sea Transportation Planning Organization shall maintain said UPWP Budget, carry out the UPWP, and shall incur obligations against and make disbursements of UPWP funds only in conformity with the latest approved budget for the UPWP. Modifications to the UPWP budget may occur periodically. Modifications shall not increase the FHWA approved UPWP final total budget or change the scope of FHWA approved work task(s). The Department and the FHWA shall be notified of all modifications by the River to Sea Transportation Planning Organization. Changes in the scope of an approved work task or addition of funds which change the total funding of an FHWA approved UPWP shall be considered amendments. Amendments must be approved by the FHWA. Proposed amendments shall be filed with the Department. The Department shall review and transmit the amendment and supporting documents to the FHWA and/or the FTA with a recommendation for approval or denial. The TPO shall limit the total amount of Project funds programmed in the UPWP for a particular two-year fiscal period to the following:

(a) Project funds allocated to the River to Sea Transportation Planning Organization for the subject two-year fiscal period;

(b) Any unspent Project funds that had been programmed in UPWPs from the previous two-year fiscal period for which final billing had been received and those funds have been deobligated. The unspent balance from each of the previous years' UPWPs will not be available for reprogramming until final billing for the earlier years is received and processed by the Department.

Section 2.06. Accounting Records.

(a) Establishment and Maintenance of Accounting Records. The TPO shall establish for the Project, in accordance with the requirements of 49 CFR §18.20, separate accounts for each task and subtask of the Project Budget, to be maintained within its existing accounting system or set up independently. Such accounts are referred to herein collectively as the Project Account. The Project Account and supporting documentation as set forth in 49 CFR §18.20, shall be

made available upon request for examination by the FHWA, the FTA or the Comptroller General of the United States in accordance with the requirements of 49 CFR §18.42.

(b) Funds Received or Made Available for the Project. Pursuant to the requirements of 49 CFR §18.20, the TPO shall record in the Project Account all payments received by it from the Department pursuant to this article and all other funds provided for, accruing to, or otherwise received on account of the Project, which Department payments and other funds are herein collectively referred to as Project Funds.

(c) Costs Incurred for the Project. The TPO shall charge to the Project Account all eligible costs of the Project. Costs in excess of the latest approved budget or attributable to actions which have not received the required approval of the FHWA shall not be considered eligible costs. Determination of eligible costs shall be in accordance with the requirements of 49 CFR §18.22.

(d) Documentation of Project Costs. All costs charged to the Project, including any approved services contributed by the TPO or others, shall be supported as required by 49 CFR §18.20 and §18.22 and the cost principles cited in Office of Management and Budget (OMB) 2 Code of Federal Regulations (CFR) Part 225"*Cost Principles for State, Local and Indian Tribal Governments*".

(e) Checks, Orders, and Vouchers. Any check or order drawn by the TPO with respect to any item which is or will be chargeable against the Project Account will be drawn only in accordance with a properly signed voucher then on file with the TPO stating in proper detail the purpose for which such check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, and, to the extent feasible, kept separate and apart from all other such documents, and shall be maintained for at least 5 years after final payment.

(f) Indirect Costs. The rate used for billing indirect costs shall be established in accordance with the requirements of the OMB. All costs must be consistent with the federal cost principles contained in 2 CFR Part 225.

All indirect costs will be based on an indirect cost rate supported either by a Department accepted indirect cost allocation plan or by an indirect cost plan approved by a cognizant federal agency. Annually, the TPO may prepare an indirect cost allocation plan which covers all anticipated indirect costs for the current calendar year. The Department will not reimburse any indirect costs not covered by an accepted TPO indirect cost allocation plan.

Requests for reimbursement shall document the amount of funds that have been expended during the period for the total Project, as well as for the current billing period. The request for reimbursement shall contain sufficient detail to provide the Department and FHWA as to the progress on each work element contained in the UPWP.

Section 2.07. Audit.

The administration of resources awarded by the Department to River to Sea Transportation Planning Organization may be subject to audits and/or monitoring by the Department, as described in this section.

(a) Monitoring. In addition to reviews of audits conducted in accordance with OMB Circular A-133 (*Audits of States, Local Governments, and Non-Profit Organizations*) and Section 215.97, F.S., as revised (see below), monitoring procedures may include, but not be limited to, on-site visits by Department staff, limited scope audits as defined by OMB Circular A-133, as revised, and/or other procedures. By entering into this Agreement, the TPO agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. In the event the Department determines that a limited scope audit of the TPO is appropriate, the TPO agrees to comply with any additional instructions provided by the Department staff to the TPO regarding such audit. The TPO further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department's Office of Inspector General (OIG) and Florida's Chief Financial Officer (CFO) or the Florida Auditor General.

(b) Federally funded. Recipients of federal funds (i.e. state, local government, or non-profit organizations as defined in OMB Circular A-133, as revised) are to have audits done annually using the following criteria:

(1) In the event that the TPO expends $500,000 or more in Federal awards in a fiscal year, the TPO must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. EXHIBIT 1 to this Agreement indicates Federal resources awarded through the Department by this Agreement. In determining the Federal awards expended in a fiscal year, the TPO shall consider all sources of Federal awards, including Federal resources received from the Department. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the TPO conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised, will meet the requirements of this part.

(2) In connection with the audit requirements addressed in Part (b), paragraph 1 of Section 2.07 of this Agreement, the TPO shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

(3) If the TPO expends less than $500,000 in Federal awards in a fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. However, if the TPO elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal resources (i.e., the cost of such an audit must be paid from TPO resources obtained from other than Federal entities).

(4) Federal awards are to be identified using the Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, and name of the awarding federal agency.

(c) State funded. TPO's receiving state funds (i.e. a non-state entity as defined by Section 215.97, F.S.) are to have audits done annually using the following criteria:

(1) In the event that the TPO expends a total amount of state financial assistance equal to or in excess of $500,000 in any fiscal year, the TPO must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; applicable rules of the Department of Financial Services and the CFO; and Chapters 10.550 (*Local Governmental Entity Audits*) or 10.650 (*Florida Single Audit Act: Audits Nonprofit and For-profit Organizations*), Rules of the Auditor General. EXHIBIT 1 to this Agreement indicates state financial assistance awarded through the Department by this Agreement. In determining the state financial assistance expended in its fiscal year, the TPO shall consider all sources of state financial assistance, including state financial assistance received from the Department, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

(2) In connection with the audit requirements addressed in Part (c), paragraph 1 of Section 2.07 of this Agreement, the TPO shall ensure that the audit complies with the requirements of Section 215.97, F.S. This includes submission of a financial reporting package as defined by Section 215.97, F.S., and Chapters 10.550 or 10.650, Rules of the Auditor General.

(3) If the TPO expends less than $500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, F.S., is not required. However, if the TPO elects to have an audit conducted in accordance with the provisions of Section 215.97, F.S., the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the TPO's resources obtained from other than State entities).

(4) State awards are to be identified using the Catalog of State Financial Assistance (CSFA) title and number, award number and year, and name of the state agency awarding it.

(d) Post audit requirements.

The TPO shall follow up and take corrective actions on audit findings. The TPO shall prepare a Summary Schedule of Prior Audit findings including corrective action and current status of the audit findings is required. Current year audit findings require corrective action and status of findings.

Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is completed or the dispute is resolved. Access to project records and audit work papers shall be given to the Department, the Florida Department of Financial Services, and the Florida Auditor General. This section does not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any other state official nor does it relieve the TPO of complying with records retention agreements.

(e) Report submission.

(1) Copies of reporting packages for audits conducted in accordance with OMB Circular A-133, as revised, and required by Section 2.07(b) of this Agreement shall be submitted, when required by Section 320(d), OMB Circular A-133, as revised, by or on behalf of the TPO directly to each of the following:

(i) The Department at each of the following addresses:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405

Florida Department of Transportation
FDOT Liaison Supervisor, MS 521
719 S. Woodland Blvd.
DeLand, FL 32720

(ii) The Federal Audit Clearinghouse designated in OMB Circular A-133, as revised at the following address:

Federal Audit Clearinghouse
Bureau of the Census
1201 East 10th Street
Jeffersonville, IN 47132

(iii) Other Federal agencies and pass-through entities in accordance with Sections 320(e) and (f), OMB Circular A-133, as revised.

(2) In the event that a copy of the reporting package for an audit required by Section 2.07(b) of this Agreement and conducted in accordance with OMB Circular A-133, as revised, is not required to be submitted to the Department for reasons pursuant to Section 320(e)(2), OMB Circular A-133, as revised, the TPO shall submit the required written notification pursuant to Section 320(e)(2) and a copy of the TPO's audited schedule of expenditures of Federal awards directly to each of the following:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405

Florida Department of Transportation
FDOT Liaison Supervisor, MS 521
719 S. Woodland Blvd.
DeLand, FL 32720

In addition, pursuant to Section 320(f), OMB Circular A-133, as revised, the TPO shall submit a copy of the reporting package described in Section 320(c), OMB Circular A-133, as revised, and any management letters issued by the auditor, to the Department at each of the following addresses:

Florida Department of Transportation

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405

Florida Department of Transportation
FDOT Liaison Supervisor, MS 521
719 S. Woodland Blvd.
DeLand, FL 32720

(3) Copies of financial reporting packages required by Section 2.07(c) of this agreement shall be submitted by or on behalf of the TPO directly to each of the following:

(i) The Department at each of the following addresses:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405

Florida Department of Transportation
FDOT Liaison Supervisor, MS 521
719 S. Woodland Blvd.
DeLand, FL 32720

(ii) The Auditor General's Office at the following address:

Auditor General's Office
Room 401, Pepper Building
111 West Madison Street
Tallahassee, Florida 32399-1450

(4) Copies of reports or the Summary Schedule of Prior Audit findings required by Section 2.07(d) of this Agreement shall be submitted by or on behalf of the River to Sea Transportation Planning Organization directly to:

(i) The Department at each of the following addresses:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405

Florida Department of Transportation
FDOT Liaison Supervisor, MS 521
719 S. Woodland Blvd.
DeLand, FL 32720

(ii) Any reports, Summary Schedule of Prior Audit findings or other information required to be submitted to the Department pursuant to this Agreement shall be submitted in a timely manner in accordance with OMB Circular A-133, Florida Statutes, and Chapters 10.550 (*Local Governmental Entity Audits*) or 10.650 (*Florida Single Audit Act: Audits Nonprofit and For-profit Organizations*), Rules of the Auditor General, as applicable.

(iii) The TPO, when submitting financial reporting packages to the Department for audits done in accordance with OMB Circular A-133 or Chapters 10.550 (*Local Governmental Entity Audits*) or 10.650 (*Florida Single Audit Act: Audits Nonprofit and For-profit Organizations*), Rules of the Auditor General, should indicate the date that the reporting package was delivered to the TPO in correspondence accompanying the reporting package.

(f) Record retention. The TPO, along with contractors and subcontractors, shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of at least five years from the date the audit report is issued, and shall allow the Department, or its designee, FHWA, FTA, Florida's CFO, or Florida Auditor General access to such records upon request. The TPO shall ensure that audit working papers are made available to the Department, or its designee, Florida's CFO, or Florida Auditor General upon request for a period of at least five years from the date the audit report is issued, unless extended in writing by the Department.

Section 2.08. Requisitions and Payments.

(a) Preliminary Action by the TPO. In order to obtain any payment, the TPO shall:

(1) Submit to the Department its request on a form or forms prescribed by the FHWA, and such other data pertaining to the Project Account and the Project as the FHWA may require, to justify and support the payment requested.

(2) Submit with the payment requisition a progress report, acceptable to the Department, describing the work and products accomplished which adequately justify and support the payment requested.

(3) The TPO shall be fully responsible for the proper billing of any federal reimbursable costs or charges, including those incurred by its contractors and subcontractors; and

(4) Comply with all applicable provisions of this Agreement.

(b) The Department's Obligations. The Department's obligation to pay is contingent upon an annual appropriation by the Florida Legislature. Subject to other provisions hereof, the Department will honor such requisitions in amounts and at times deemed by the FHWA to be proper to ensure the implementation of the Project and payment of the eligible costs. An invoice submitted to the Department is required by Federal law to be reviewed by the Department and issued a payment by the Department of Financial Services within 15 business

days of receipt by the District for review. If the invoice is not complete or lacks information necessary for processing, it will be returned to the TPO, and the 15 business day timeframe for processing will start over upon receipt of the resubmitted invoice by the Department. If there is a case of a bona fide dispute, the invoice recorded in the financial system of the Department shall contain a statement of the dispute and authorize payment only in the amount not disputed. If an item is disputed and is not paid, a separate invoice could be submitted requesting reimbursement or the disputed item/amount could be included/added to a subsequent invoice. The District shall review the invoice within 3 days of receipt and complete the request for payment.

(c) Notwithstanding any other provision of this article, the FHWA may, by providing written notice, elect not to make a payment on account of the Project if:

(1) Misrepresentation. The TPO made a misrepresentation of a material nature in its UPWP, or any supplement thereto or amendment thereof, or in or with respect to any document or data furnished therewith or pursuant hereto;

(2) Litigation. There is pending litigation with respect to the TPO's performance of any of its duties or obligations which may jeopardize or adversely affect the Project, this Agreement, or payments to the Project;

(3) Concurrence by the Department. The TPO has taken any action pertaining to the Project which requires the prior approval of the Department or FHWA or has made related expenditures or incurred related obligations without having been advised by the FHWA that they are approved;

(4) Conflict of Interests. The River to Sea Transportation Planning Organization has violated any of the conflict of interest provisions of this Article.

(d) Disallowed Costs. In determining the amount of the payment, the Department will exclude all Project costs incurred by the TPO prior to the effective date of this Agreement, costs incurred by the TPO which are not provided for in the latest approved budget for the Project, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department. It is agreed by the TPO that where official audits by the federal agencies disclose that the TPO has been reimbursed by the Department for ineligible work, under applicable federal and state regulations, that the value of such ineligible items may be deducted by the Department from subsequent reimbursement requests following determination of ineligibility. Upon receipt of a notice of ineligible items the TPO may present evidence supporting the propriety of the questioned reimbursements. Such evidence will be evaluated by the Department, and the TPO will be given final notification of the amounts, if any, to be deducted from subsequent reimbursement requests.

In addition, the TPO agrees to promptly reimburse the Department for any and all amounts for which the Department has made payment to the TPO if such amounts become ineligible, disqualified, or disallowed for federal reimbursement due to any act, error, omission, or negligence of the TPO. This includes omission or deficient documentation of costs and charges,

untimely, incomplete, or insufficient submittals, or any other reason declared by the applicable Federal Agency.

The River to Sea Transportation Planning Organization agrees that the Department may offset such amounts from payments due for work or services done under any agreement between the parities if payment from the River to Sea Transportation Planning Organization is not received by the Department after 90 days written notice from the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

(e) Billing Limitation. The River to Sea Transportation Planning Organization shall timely submit invoices and documents necessary for the close out of the Project. In accordance with 49 CFR §18.50, within 90 days of the expiration or termination of the grant of PL funds for a UPWP, the TPO shall submit all financial, performance and related reports. If a TPO will not have its final invoices submitted to the Department by August 30, the River to Sea Transportation Planning Organization shall notify the Department in writing. If an extension is needed, the TPO shall notify the Department by September 1. The Department will request a time extension from FHWA. The Department will accept no further billings for work accomplished on the task or subtask as defined in the UPWP after the 90-day period unless a time extension has been requested and approved.

The TPO understands that if it fails to timely perform its obligations or fails to submit final invoices and documents necessary for the close out of the Project within six months of the termination of the grant, the maximum limiting amount may become unavailable or reduced due to a removal or withdrawal of federal funds or a loss of state appropriation, and the Department will have no obligation to provide funds from other sources. The TPO agrees that in the event the maximum limiting amount of this Agreement is reduced by such removal, withdrawal, or loss of funds, the TPO will be solely responsible for payment of costs and outstanding invoices no longer reimbursable due to the loss of funding.

Section 2.09. Termination or Suspension. The Project may be terminated in whole or in part only in accordance with the requirements of 49 CFR §18.43 and §18.44.

Section 2.10. Contracts of the Department. Consultant contracts shall be in accordance with the applicable requirements of federal and Florida law. The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of twenty-five thousand dollars ($25,000.00) and which have a term for a period of more than one year per Section 339.135(6)(a), F.S.

Section 2.11. Contracts of the TPO.

(a) When a contract is written for multiple years and each year's funding is not specified in the written agreement, a two party document (amendment or signed acknowledgement) must be executed by the TPO and its consultant that specifies the next fiscal year's funding approval upon availability of funds.

(b) In subcontracting for any professional services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by Florida law, the TPO shall comply with the Consultants' Competitive Negotiation Act (CCNA), Section 287.055, F.S., as amended. The TPO shall publicly announce, in a form and consistent manner, and comply with the competitive selection requirements of the CCNA, on each occasion when architectural, professional engineering, landscape architectural, or registered surveying and mapping services, are to be purchased for a project, the basic construction cost of which is estimated by the TPO to exceed the threshold for "Category Five" in Section 287.017, F.S., or for a planning or study activity when the fee exceeds the threshold for "Category Two" in Section 287.017, F.S., except that a public announcement is not required in cases of a valid public emergency so certified by the TPO. The competitive negotiation requirements of the CCNA shall be complied with as required by Florida law.

(c) E-VERIFY. Vendor/Contractor:

(1) shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and

(2) shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

d) Debarment and Suspension.

The TPO agrees to comply with the requirements of Executive Orders Numbers 12549 and 12689, "Debarment and Suspension," 31 U. S.C. 96101 note, and USDOT regulations on Debarment and Suspension at 49 CFR Part 29, Environmental Protection Agency 40 CFR 32, Federal Emergency Management Agency 44 CFR 17 and U.S. Department of Health and Human Services 45 CFR 76. The TPO is prohibited from contracting with or making subawards to parties that are suspended or debarred or whose principals are suspended or debarred. TPOs receiving individual awards for $100,000 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred. A TPO may rely on that certification unless it knows that it is erroneous. TPO may check for suspended or debarred parties in the List of Parties Excluded from Federal Procurement or Non-procurement Programs issued by the U.S. General Services Administration. A list of parties excluded is available on the GSA website at www.arnet.gov/epls.

Section 2.12. Restrictions, Prohibitions, Controls, and Labor Provisions.

(a) Inspection, Review, Approval, and Audit. It is understood and agreed that all rights of the Department relating to inspection, review, approval, and audit of the work, tracings, plans, specifications, maps, data, and cost records relating to this Agreement shall also be reserved and held by authorized representatives of the United States of America.

(b) Federal Participation. It is understood and agreed that, in order to permit federal participation in the expenditure of PL Funds, no supplemental agreement of any nature may be entered into by the parties hereto with regard to the work to be performed hereunder without the approval of FHWA or as otherwise provided for in this article.

(c) Compliance with Title VI of the Civil Rights Act of 1964 and Related Statutes. During the performance of this Agreement, the TPO, for itself, its assignees and successors in interest agrees as follows:

(1) Compliance with Regulations. The TPO shall comply with the regulations relative to non-discrimination in federally assisted programs of the U.S. Department of Transportation 49 CFR Part 21, as amended, which are herein incorporated by reference and made a part of this Agreement.

(2) Nondiscrimination. The TPO, with regard to the work performed by it during the contract will not discriminate on the grounds of race, color, disability, religion, sex, national origin, or familial status in the selection and retention of contractors and subcontractors, including procurement of material and leases of equipment. The TPO will not participate either directly or indirectly in discrimination prohibited by 49 CFR §21.5, including employment practices when the contract covers a program set forth in 49 CFR Part 21, Appendix A.

(3) Solicitations for subcontractors, including procurement of materials and equipment. In all solicitations made by competitive bidding or negotiation by the River to Sea Transportation Planning Organization for work to be performed under a subcontract, including procurement of materials and leases of equipment, each potential subcontractor, supplier, or lessor shall be notified by the River to Sea Transportation Planning Organization of the River to Sea Transportation Planning Organization's obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color, disability, religion, sex, national origin, or familial status.

(4) Information and Reports. The River to Sea Transportation Planning Organization shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department, the FHWA, or the FTA to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of the River to Sea Transportation Planning Organization is in the exclusive possession of another who fails or refuses to furnish this information, the River to Sea Transportation Planning Organization shall so certify to the Department, the FHWA, and the FTA, as appropriate, and shall set forth what efforts it has made to obtain the information.

(5) Sanctions for Non-Compliance. In the event of the River to Sea Transportation Planning Organization's failure to comply with the non-discrimination provisions of this Agreement, the Department shall impose such sanctions as it, the FHWA, or the FTA determine to be appropriate, including, but not limited to: withholding of payments to the River to Sea Transportation Planning Organization under this Agreement until the River to Sea Transportation Planning Organization complies, and/or cancellation, termination, or suspension of this Agreement, in whole or in part.

(d) Incorporation of Provisions. The TPO will include the provisions of Paragraphs (1) through (5) above in every contract, including procurement of materials and leases of equipment, unless exempt by the regulations, order, or instruction issued pursuant thereto. The TPO will take such action with respect to any subcontract or procurement as the FHWA may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided, however, that, in the event the TPO becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the TPO may request the State to enter into such litigation to protect the interests of the State, and in addition, may request the United States to enter into such litigation to protect the interests of the United States.

(e) Participation by Disadvantaged Business Enterprises (DBE): The River to Sea Transportation Planning Organization shall agree to abide by the statements in Paragraph (1) and (2) which follow. These statements shall be included in all subsequent agreements between the River to Sea Transportation Planning Organization and any sub-consultant or contractor.

(1) As required by 49 CFR §26.13, and related statues the River to Sea Transportation Planning Organization shall not discriminate on the basis of race, color, national origin, and religion in the award and performance of any United States Department of Transportation (USDOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The River to Sea Transportation Planning Organization shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts. The River to Sea Transportation Planning Organization's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this Agreement between the River to Sea Transportation Planning Organization and the Department.

(2) Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this Agreement. Upon notification to the River to Sea Transportation Planning Organization of its failure to carry out its approved program, the USDOT may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 USC §1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 USC §§3801 *et seq.*).

(f) Record-keeping and document retention. The Department and the River to Sea Transportation Planning Organization shall prepare and retain all records in accordance with federal and state requirements, including but not limited to 23 CFR Part 420, 49 CFR Part 18, 49 CFR §18.42, and Chapters 119 and 257, F.S.

(g) Prohibited Interests. Neither the TPO nor any of its contractors or their subcontractors shall enter into any contract, subcontract, or arrangement in connection with the Project or any property included or planned to be included in the Project, in which a member, officer, or employee of the TPO either during his tenure or for one-year thereafter has any interest, direct or indirect. If any such present or former member, officer, or employee involuntarily acquired or had acquired prior to the beginning of his or her tenure any such interest, and if such interest is immediately disclosed to the TPO and such disclosure is entered in the minutes of the TPO, the TPO may waive the prohibition contained in this paragraph, provided, that any such present member, officer, or employee shall not participate in any action by the TPO or the locality relating to such contract, subcontract, or arrangement.

The TPO shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

No member, officer, or employee of the TPO either during his or her tenure or for one-year thereafter shall have any interests, direct or indirect, in this contract or the proceeds thereof.

The provisions of this paragraph shall not be applicable to any agreement between the TPO and its fiscal depositories, or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

Section 2.13. Procurement.

(a) Procurement, Use, and Disposition of Real Property, Equipment, and Supplies. The procurement, use, and disposition of real property, equipment and supplies shall be consistent with the approved UPWP and in accordance with the requirements of 49 CFR §18.31, §18.32, and §18.33 (definitions of Real Property, Equipment, and Supplies) and 49 CFR Part 18, Subpart C.

(b) Vehicles. PL Funds may be used to purchase vehicles under certain conditions. This needs to be approved, in advance, by FHWA. When funds are to be used to provide part or all of the cost of the lease of motor vehicles, such expenditures must be consistent with the approved UPWP.

(c) Travel. Subject to the provisions of Section 112.061, F.S., all travel may be directly approved by the TPO consistent with and in support of identified work tasks contained within the approved UPWP. The Chairperson of the TPO, or the person or office to whom such authority may be delegated in writing by the Chairperson, may approve lawful and justifiable travel requests submitted by the TPO's staff subject to the availability of funds when such travel furthers the interests of the TPO and the purposes of this Agreement. The Chairperson of the TPO, or the person to whom such authority may be delegated in writing by the Chairperson, shall approve requests for reimbursement of travel expenses incurred pursuant to an approved travel request for lawful expenses incurred by the traveler. Reimbursement of lawful travel expenses incurred by members of the TPO shall be from funds made available to the TPO for travel and per diem expenses incurred in the performance of this Agreement and as provided in Sections 112.061 and 339.175, F.S., subject to the availability of funds.

Section 2.14. Inventory Report. The TPO agrees to inventory, to maintain records of and to ensure the proper use, control, and disposal of all nonexpendable tangible property, equipment, computer hardware, and furniture, acquired pursuant to funding under this article. Such records of the inventory report shall be made available upon request. This shall be done in accordance with the requirements of 23 CFR Part 420, and 49 CFR Part 18, and all other applicable federal regulations.

ARTICLE 3
CONFLICT AND DISPUTE RESOLUTION PROCESS

Section 3.01. Disputes and Conflicts Under this Agreement. This Article shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement.

Section 3.02. Initial Resolution. The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials: for the Department - the Intermodal Systems Development Manager; and for the TPO - the Executive Director.

Section 3.03. Resolution by Senior Agency Official. If the conflict remains unresolved, the conflict shall be resolved by the following officials: for the Department - the District Secretary; and for the River to Sea Transportation Planning Organization - the Chairperson of the TPO.

Section 3.04. Resolution of Conflict by the Office of the Governor. If the conflict is not resolved through conflict resolution pursuant to Sections 3.02 or 3.03 of this Agreement the parties shall petition the Executive Office of the Governor for resolution of the conflict pursuant to its procedures. Resolution of the conflict by the Executive Office of the Governor shall be binding on all parties.

ARTICLE 4
MISCELLANEOUS PROVISIONS

Section 4.01. Constitutional or Statutory Duties and Responsibilities of Parties. This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case the performance may be offered in satisfaction of the obligation or responsibility.

Section 4.02. Amendment of Agreement. Amendments or modifications of this Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Agreement.

Section 4.03. Duration; Termination Procedure.

(a) Duration. This Agreement shall have a term of five years. At least 90 days prior to expiration of the term, the parties shall review and, if warranted, update the Agreement.

(b) Termination procedure. Either party to this Agreement may terminate said Agreement by presenting in writing a notice of intent to terminate to the other party to this Agreement at

least 90 days prior to the intended date of termination; provided that financial commitments made prior to termination are effective and binding for their full term and amount regardless of termination.

Section 4.04. Notices. All notices, demands, and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be addressed as follows:

Florida Department of Transportation
FDOT Liaison Supervisor, MS 521
719 S. Woodland Blvd.
DeLand, FL 32720

River to Sea Transportation Planning Organization
Executive Director
2570 West International Speedway Blvd., Suite 100
Daytona Beach, FL 32114

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands, and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 4.05. Interpretation.

(a) Drafters of Agreement. All parties hereto were each represented by, or afforded the opportunity for representation by legal counsel, and participated in the drafting of this Agreement and in the choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

(b) Severability. Invalidation of any one of the provisions of this Agreement or any part, clause, or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

(c) Rules of construction. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:

(1) The singular of any word or term includes the plural;

(2) The masculine gender includes the feminine gender; and

(3) The word “shall” is mandatory, and “may” is permissive.

Section 4.06. Attorney’s Fees. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, such party shall bear its own attorney’s fees in connection with such proceeding.

Section 4.07. Agreement Execution; Use of Counterpart Signature Pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

Section 4.08. Effective Date. This Agreement shall become effective upon its execution by all parties hereto.

Section 4.09. Other Authority. In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is required under applicable law to enable the parties to enter into this Agreement or to undertake the provisions set forth hereunder, or to observe, assume or carry out any of the provisions of this Agreement, said parties will initiate and consummate, as provided by law, all actions necessary with respect to any such matters as required.

Section 4.10. Parties not Obligated to Third Parties. No party hereto shall be obligated or be liable hereunder to any party not a signatory to this Agreement. There are no express or intended third party beneficiaries to this Agreement.

Section 4.11. Rights and Remedies not Waived. In no event shall the making by the Department of any payment to the TPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the TPO, and the making of any such payment by the Department while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the Department in respect of such breach or default.

Section 4.12. Bonus or Commission. By execution of this Agreement, the TPO represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining approval of its application for the financial assistance hereunder.

Section 4.13. State or Territorial Law. Unless required by federal law, nothing in this Agreement shall require the TPO, or any other party hereto, to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable State law; provided, that if any of the provisions of this Agreement violate any applicable State law, the parties will at once notify the FHWA and or FTA in writing in order that appropriate changes and modifications may be made by the FHWA and or FTA. To that end the TPO or any other party hereto may proceed as soon as possible with its responsibilities hereunder.

Section 4.14. Lobbying. Restrictions on using federal funds for lobbying are governed by the Office of Management and Budget (OMB) 2 CFR Part 225, Attachment B, Section 24.

Section 4.16. Public Entity Crime. Pursuant to Section 287.133(3)(a), F.S., the following is applicable to contracts the TPO enters into in connection with this Agreement. Section 287.133(2)(a), F.S., states:

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 Section. 287.017, F.S., for "Category Two" for a period of 36 months following the date of being placed on the convicted vendor list.

Section 4.17. Discriminatory Vendor List. An entity or affiliate that has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids 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.

Section 4.18. Previous Agreement Superseded. Upon execution by both parties, this Agreement shall supersede the Transportation Planning Funds Joint Participation Agreement between the River to Sea Transportation Planning Organization and the Department dated February 23, 2010.

IN WITNESS WHEREOF, the undersigned parties have executed this Joint Participation Agreement on behalf of the referenced legal entities.

Signed, Sealed and Delivered in the presence of:

Transportation Planning Organization	**Florida Department of Transportation**
River to Sea Transportation Planning Organization	Florida Department of Transportation, District Five
Organization	Organization
Nancy Long	
Signatory (Printed or Typed)	Signatory (Printed or Typed)
Signature	Signature
River to Sea TPO Chairperson	
Title	Title
Witness	Witness
Signature	Signature
	Legal Review Department of Transportation

EXHIBIT 1

Federal Agency: **Federal Highway Administration, United States Department of Transportation**

Catalog of Federal Domestic Assistance #: **20.205 Highway Planning and Construction**

Amount: FY 13/14: $652,432

FY 14/15: $650,974

FY 15/16: $650,974

FY 16/17: $650,974

FY 17/18: $650,974

Authorization: Moving Ahead for Progress in the 21st Century Act (MAP-21), Public Law 112-141, 23 USC §§101 *et seq.*, as amended.

Compliance Requirements:

1. Title 23 USC §104(f) sets aside metropolitan planning funds (PL funds) for metropolitan planning organizations (TPOs) to carry out the transportation planning provisions of 23 USC §134 and 49 USC §5303.

2. Title 23 USC §134, 49 USC §5303, and 23 CFR §450 requires in general that an TPO plan for the transportation needs of its area in a manner that is continuing, cooperative, and comprehensive. In particular, it requires the TPO to develop specific plans and programs such as a long range transportation plan, a transportation improvement program, and a unified planning work program.

3. In addition to the broad provisions of Title 23 USC §104, Title 23 USC §134, 49 USC §5303 and 49 USC §5307, eligible uses of PL funds are governed by OMB Circular A-87 (Cost Principles for State, Local, and Indian Tribal Governments).

4. Federal funds can be used only to reimburse costs that are:
   (a) incurred subsequent to the date of authorization to proceed, except for certain property acquisition costs permitted under Title 23 USC §108;
   (b) in accordance with the conditions contained in the project agreement and the plans, specifications, and estimates (PS&E);
   (c) allocable to a specific project; and
   (d) claimed for reimbursement subsequent to the date of the project agreement (23 CFR §§1.9, 630.106, and 630.205).

5. Costs incurred by the TPO for planning and research work are subject to prior approval from FHWA.

6. The Department provides the local match of PL funds through toll credit revenues.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

INTERLOCAL AGREEMENT FOR CREATION OF THE METROPOLITAN PLANNING ORGANIZATION

THIS INTERLOCAL AGREEMENT for the formation of a Metropolitan Planning Organization is made and entered into on this [____] day of [_____], by and between the FLORIDA DEPARTMENT OF TRANSPORTATION; the COUNTIES OF VOLUSIA (also representing the Daytona Beach International Airport, Volusia Transit, and the Coastal Division) and FLAGLER (also representing Flagler County Airport); the CITIES OF Deltona, Palm Coast, Daytona Beach, Port Orange, Ormond Beach (also representing the Ormond Beach Municipal Airport), DeLand (also representing the DeLand Municipal Airport) , New Smyrna Beach (also representing the New Smyrna Beach Municipal Airport), Edgewater, DeBary, South Daytona, Holly Hill, Orange City; and the Small Cities Alliance (Cities of Flagler Beach, Daytona Beach Shores, Ponce Inlet, Lake Helen, Bunnell, Oak Hill, Pierson, and Beverly Beach); collectively "the parties".

RECITALS

WHEREAS, the federal government, under the authority of Title 23 United States Code (USC) §134 and Title 49 USC §5303, requires each metropolitan area, as a condition for the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan area;

WHEREAS, the parties to this Interlocal Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit systems, bicycle and pedestrian facilities, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development;

WHEREAS, Title 23 USC §134 and Title 49 USC §§5303-5305, as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21) and Section 339.175, Florida Statutes (F.S.), provide for the creation of Metropolitan Planning Organizations to develop transportation plans and programs for urbanized areas;

WHEREAS, pursuant to Titles 23 USC §134(d), 49 USC §5303, 23 CFR §450.310(b), and Section 339.175(2), F.S., a determination has been made by the Governor and units of general purpose local government representing at least 75 percent of the affected population (including the largest incorporated city, based on population as named by the Bureau of Census) in the urbanized areas to designate a Metropolitan Planning Organization;

WHEREAS, pursuant to this Interlocal Agreement, the parties wish to collectively participate in the metropolitan planning process as the River to Sea Transportation Planning Organization for the Palm Coast-Daytona-Port Orange and Deltona urbanized areas, herein after referred to as "the Transportation Planning Organization" or "the TPO". Further, the parties approved by unanimous vote an apportionment and boundary plan for presentation to the Governor on the 26th day of March 2013;

WHEREAS, pursuant to Section 339.175(4), F.S., the Governor, by letter dated the 14th day of March 2014, approved the apportionment and boundary plan submitted by the TPO;

WHEREAS, pursuant to Title 23 CFR §450.314(a), and Section 339.175(10), F.S., an agreement must be entered into by the Department, the TPO, and the governmental entities and public transportation operators to

identify the responsibility of each party for cooperatively carrying out a comprehensive transportation planning process;

WHEREAS, this Interlocal Agreement is required to create the Transportation Planning Organization and delineate the provisions for operation of the TPO;

WHEREAS, the undersigned parties have determined that this Interlocal Agreement is consistent with Section 339.175(10), F.S.;

WHEREAS, the undersigned parties have determined that this Interlocal Agreement is consistent with statutory requirements set forth in Section 163.01, F.S., relating to Interlocal Agreements; and

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

ARTICLE 1
RECITALS; DEFINITIONS

Section 1.01. Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct to the best of the parties' knowledge. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Interlocal Agreement.

Section 1.02. Definitions. The following words when used in this Interlocal Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

Interlocal Agreement means and refers to this instrument, as may be amended from time to time.

Department means and refers to the Florida Department of Transportation, an agency of the State of Florida created pursuant to Section 20.23, F.S.

FHWA means and refers to the Federal Highway Administration.

FTA means and refers to the Federal Transit Administration.

Long Range Transportation Plan (LRTP) is the 20-year transportation planning horizon which includes transportation facilities; identifies a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by Title 23 USC §134(c), Title 49 USC §5303, Title 23 CFR §450.322, and Section 339.175(7), F.S.

Metropolitan Planning Area means and refers to the planning area determined by agreement between the TPO and the Governor for the urbanized area containing at least a population of 50,000 as described in Title 23 USC §134(b)(1), Title 49 USC §5303, and Section 339.175(2)(c) and (d), F.S., and including the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period, which shall be subject to the Transportation Planning Organization’s planning authority.

MPO means and refers to the Metropolitan Planning Organization formed pursuant to this Interlocal Agreement as described in 23 USC §134(b)(2), 49 USC §5303, and Section 339.175(1), F.S.

TPO is an alternate designation that means and refers to a metropolitan planning organization formed pursuant to this Interlocal Agreement as described in 23 USC §134(b)(2), 49 USC §5303, and Section 339.175(1), F.S.

Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by a Metropolitan Planning Organization consistent with the Long Range Transportation Plan, developed pursuant to 23 USC §134(j), 49 USC §5303, 23 CFR §450.324 and Section 339.175(8), F.S.

Unified Planning Work Program (UPWP) is the biennial program developed in cooperation with the Department and public transportation providers, that identifies the planning priorities and activities to be carried out within a metropolitan planning area to be undertaken during a 2-year period, together with a complete description thereof and an estimated budget, all as required by 23 CFR §450.308, and Section 339.175(9), F.S.

ARTICLE 2
PURPOSE

Section 2.01. General Purpose. The purpose of this Interlocal Agreement is to establish the TPO and recognize the boundary and apportionment approved by the Governor. This Interlocal Agreement shall serve:

(a) To assist in the development of transportation systems embracing various modes of transportation in a manner that will maximize the mobility of people and goods within and through this metropolitan planning area and minimize, to the maximum extent feasible for transportation-related fuel consumption and air pollution;

(b) To develop transportation plans and programs, in cooperation with the Department, which plans and programs provide for the development of transportation facilities that will function as a multi-modal and intermodal transportation system for the metropolitan planning area;

(c) To implement and ensure a continuing, cooperative, and comprehensive transportation planning process that results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan planning area in cooperation with the Department;

(d) To assure eligibility for the receipt of federal capital and operating assistance pursuant to Title 23 USC §134 and Title 49 USC §§5303, 5304, 5305, 5307, 5309, 5310, 5311, 5314, 5326, 5337and 5339, 5340; and

(e) To carry out the metropolitan transportation planning process, in cooperation with the Department, as required by federal, state and local laws.

Section 2.02. Major TPO Responsibilities. The TPO is intended to be a forum for cooperative decision making by officials of the governmental entities which are parties to this Interlocal Agreement in the development of transportation-related plans and programs, including but not limited to:

(a) The LRTP;

(b) The TIP;

(c) The UPWP;

(d) Incorporating performance goals, measures, and targets into the process of identifying and selecting needed transportation improvements and projects;

(e) A congestion management process for the metropolitan area and coordinated development of all other transportation management systems required by state or federal law;

(f) Assisting the Department in mapping transportation planning boundaries required by state or federal law;

(g) Supporting the Department in performing its duties relating to access management, functional classification of roads, and data collection; and

(h) Performing such other tasks required by state or federal law.

Section 2.03. Coordination with the Department and Consistency with Comprehensive Plans. Chapter 334, F.S., grants broad authority for the Department's role in transportation. Section 334.044, F.S., includes the legislative intent declaring that the Department shall be responsible for coordinating the planning of a safe, viable, and balanced state transportation system serving all regions of the State. Section 339.155, F.S., requires the Department to develop a statewide transportation plan, which considers, to the maximum extent feasible, strategic regional policy plans, TPO plans, and approved local government comprehensive plans. Section 339.175(5), F.S., specifies the authority and responsibility of the TPO and the Department to manage a continuing, cooperative, and comprehensive transportation planning process for the metropolitan area.

In fulfillment of this purpose and in the exercise of the various powers granted by Chapters 334 and 339, F.S., the parties to this Interlocal Agreement acknowledge that decisions made by the TPO will be coordinated with the Department. All parties to this Interlocal Agreement acknowledge that actions taken pursuant to this Interlocal Agreement will be consistent with local government comprehensive plans.

ARTICLE 3
MPO/TPO ORGANIZATION AND CREATION

Section 3.01. Establishment of TPO. The TPO for the metropolitan planning area as described in the membership apportionment plan approved by the Governor is hereby created and established pursuant to this Interlocal Agreement to carry out the purposes and functions set forth in Articles 2 and 5. The legal name of this Transportation Planning Organization shall be the River to Sea TPO.

Section 3.02. TPO to operate pursuant to law. In the event that any election, referendum, approval, permit, notice, other proceeding or authorization is required under applicable law to undertake any power, duty, or responsibility hereunder, or to observe, assume, or carry out any of the provisions of this Interlocal Agreement, the TPO will, to the extent of its legal capacity, comply with all applicable laws and requirements.

Section 3.03. Governing board to act as policy-making body of TPO. The governing board established pursuant to Section 4.01 of this Interlocal Agreement shall act as the policy-making body for the TPO, and will be responsible for coordinating the cooperative decision-making process of the TPO's actions, and will take required actions as the TPO.

Section 3.04. Data, reports, records, and other documents. Subject to the right to claim an exemption from the Florida Public Records Law, Chapter 119, F.S., the parties shall provide to each other such data, reports, records, contracts, and other documents in its possession relating to the TPO as is requested. Charges are to be in accordance with Chapter 119, F.S.

Section 3.05. Rights of review. All parties to this Interlocal Agreement and the affected federal funding agencies (e.g., FHWA, FTA, and FAA) shall have the rights of technical review and comment on TPO's projects.

ARTICLE 4
COMPOSITION; MEMBERSHIP; TERMS OF OFFICE

Section 4.01. Composition and membership of governing board.

(a) The membership of the TPO shall consist of 19 voting members and 6 non-voting members/advisor(s). The names of the member local governmental entities and the voting apportionment of the governing board as approved by the Governor shall be as follows:

County Representation
County representation includes six (6) seats. These seats are distributed as follows:

County	# Seats
Volusia County	5
Flagler County	1
Total Seats	6

Municipal Representation
The twelve (12) largest cities by population will be provided one voting seat and each seat will carry a weighted vote.

Large Cities (in order of population size):

City	# Seats
Deltona	1
Palm Coast	1
Daytona Beach	1
Port Orange	1
Ormond Beach	1
DeLand	1
New Smyrna Beach	1
Edgewater	1
DeBary	1
South Daytona	1
Holly Hill	1
Orange City	1
Total Seats	12

The remaining small cities included in the planning area will be grouped together and provided with one voting seat that will be weighted based on the cumulative population of the small cities.

Small City Alliance (in order of population size):

City	# Seats
Flagler Beach	
Daytona Beach Shores	
Ponce Inlet	
Lake Helen	
Bunnell	
Oak Hill	
Pierson	
Beverly Beach	
Total Seats	1

The vote of each member shall be weighted in the following manner:

- 33.3% of the total vote shall be allocated among the six (6) county representatives and weighted based on population served
- 66.7% of the total vote shall be divided among the twelve (12) large cities and the Small City Alliance and weighted equal to the proportion of the population contained within their respective municipality and within the MPA.

Population percentages shall be determined initially using the decennial census figures and updated every five (5) years using population estimates from the University of Florida's Bureau of Economic and Business Research (BEBR). A member may request an update during the interim period if major changes are documented (i.e. annexation)

Non-voting members of the TPO include a representative from the Volusia County School Board, the Flagler County School Board, the Chairperson of the Technical Coordinating Committee, the Chairperson of the Citizens Advisory Committee and the Chairperson of the Bicycle and Pedestrian Advisory Committee.

The FDOT District 5 Secretary, or his/her designee, shall serve as a non-voting advisor to the TPO Board.

(b) All voting representatives shall be elected officials of general purpose local governments, except to the extent that the TPO includes, as part of its apportioned voting membership, a member of a statutorily authorized planning board or an official of an agency that operates or administers a major mode of transportation. All individuals acting as a representative of the governing board of the county, the city, or authority shall first be selected by said governing board.

(c) The voting membership of an MPO/TPO shall consist of not fewer than 5 or more than 19 apportioned members, the exact number to be determined on an equitable geographic-population ratio basis by the Governor, based on an agreement among the affected units of general-purpose local government as required by federal rules and regulations and shall be in compliance with 339.175(3) F.S.

(d) In the event that a governmental entity that is a member of the TPO fails to fill an assigned appointment to the TPO within sixty days after notification by the Governor of its duty to appoint a representative, the appointment shall then be made by the Governor from the eligible individuals of that governmental entity.

Section 4.02. Terms. The term of office of members of the TPO shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four year terms. The term of appointment for members of the Small City Alliance will be consistent with other appointments to the TPO; however, voting representation will rotate on a semi-annual basis (to occur in October and April).

ARTICLE 5
AUTHORITIES, POWERS, DUTIES AND RESPONSIBILITIES

Section 5.01. General authority. The TPO shall have all authorities, powers and duties, enjoy all rights, privileges, and immunities, exercise all responsibilities and perform all obligations necessary or appropriate to managing a continuing, cooperative, and comprehensive transportation planning process as specified in Section 339.175(5) and (6), F.S.

Section 5.02. Specific authority and powers. The TPO shall have the following powers and authority:

(a) As provided in Section 339.175(6)(g), F.S., the TPO may employ personnel and/or may enter into contracts with local or state agencies and private planning or engineering firms to utilize the staff resources of local and/or state agencies;

(b) As provided in Section 163.01(14), F.S., the TPO may enter into contracts for the performance of service functions of public agencies;

(c) As provided in Section 163.01(5)(j), F.S., the TPO may acquire, own, operate, maintain, sell, or lease real and personal property;

(d) As provided in Section 163.01(5)(m), F.S., the TPO may accept funds, grants, assistance, gifts or bequests from local, state, and federal resources;

(e) The TPO may promulgate rules to effectuate its powers, responsibilities, and obligations enumerated herein; provided, that said rules do not supersede or conflict with applicable local and state laws, rules and regulations; and

(f) The TPO shall have such powers and authority as specifically provided in Section 163.01 and Section 339.175(5) and (6), F.S., and as may otherwise be provided by federal or state law.

Section 5.03. Duties and responsibilities. In addition to those duties and responsibilities set forth in Article 2, the TPO shall have the following duties and responsibilities:

(a) As provided in Section 339.175(6)(d), F.S., the TPO shall create and appoint a technical advisory committee;

(b) As provided in Section 339.175(6)(e), F.S., the TPO shall create and appoint a citizens' advisory committee;

(c) As provided in Section 163.01(5)(o), F.S., the TPO membership shall be jointly and severally liable for liabilities, and the TPO may respond to such liabilities through the purchase of insurance or bonds, the retention of legal counsel, and, as appropriate, the approval of settlements of claims by its governing board;

(d) As provided in Section 339.175(9), F.S., the TPO shall establish an estimated budget which shall operate on a fiscal year basis consistent with any requirements of the UPWP;

(e) The TPO, in cooperation with the Department, shall carry out the metropolitan transportation planning process as required by Title 23 CFR Parts 420 and 450, and Title 49 CFR Part 613, Subpart A, and consistent with Chapter 339, F.S., and other applicable state and local laws;

(f) As provided in Section 339.175(10)(a), F.S., the TPO shall enter into agreements with the Department, operators of public transportation systems and the metropolitan and regional intergovernmental coordination and review agencies serving the metropolitan area. These agreements will prescribe the cooperative manner in which the transportation planning process will be coordinated and included in the comprehensively planned development of the area;

(g) Perform such other tasks presently or hereafter required by state or federal law;

(h) Execute certifications and agreements necessary to comply with state or federal law; and

(i) Adopt operating rules and procedures.

ARTICLE 6
FUNDING; INVENTORY REPORT; RECORD-KEEPING

Section 6.01. Funding. The Department shall allocate to the TPO for performance of its transportation planning and programming duties, an appropriate amount of federal transportation planning funds consistent with the approved planning funds formula.

Section 6.02. Inventory report. The TPO agrees to inventory, to maintain records of and to insure proper use, control, and disposal of all nonexpendable tangible property acquired pursuant to funding under this Interlocal Agreement. This shall be done in accordance with the requirements of Title 23 CFR Part 420, Subpart A, Title 49 CFR Part 18, Subpart C, and all other applicable federal regulations.

Section 6.03. Record-keeping and document retention. The Department and the TPO shall prepare and retain all records in accordance with federal and state requirements, including but not limited to 23 CFR Part 420, Subpart A, 49 CFR Part 18, Subpart C, 49 CFR §18.42, and Chapter 119, F.S.

Section 6.04 Compliance with laws. All parties shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the parties in conjunction with this Agreement. Specifically, if a party is acting on behalf of a public agency the party shall:

(a) Keep and maintain public records that ordinarily and necessarily would be required by the Department in order to perform the services being performed by the party.

(b) Provide the public with access to public records on the same terms and conditions that the Department would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(d) Meet all requirements for retaining public records and transfer, at no cost, to the Department all public records in possession of the party upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Department in a format that is compatible with the information technology systems of the Department.

ARTICLE 7
MISCELLANEOUS PROVISIONS

Section 7.01. Constitutional or statutory duties and responsibilities of parties. This Interlocal Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Interlocal Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Interlocal Agreement or any legal or administrative entity created or authorized by this Interlocal Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

Section 7.02. Amendment of Interlocal Agreement. Amendments or modifications of this Interlocal Agreement may only be made by written agreement signed by all parties here to with the same formalities as the original Interlocal Agreement. No amendment may alter the apportionment or jurisdictional boundaries of the TPO without approval by the Governor.

Section 7.03. Duration; withdrawal procedure.

(a) Duration. This Interlocal Agreement shall remain in effect until terminated by the parties to this Interlocal Agreement. The Interlocal Agreement shall be reviewed by the parties at least every five years, concurrent with the decennial census, and/or concurrent with a new Federal Reauthorization bill, and updated as necessary.

(b) Withdrawal procedure. Any party, except the Department and the unit of general purpose local government that represents the central city or cities within the River to Sea TPO's jurisdiction, as defined by United States Bureau of the Census, may withdraw from this Interlocal Agreement after presenting in written form a notice of intent to withdraw to the other parties to this Interlocal Agreement and the TPO, at least 90 days prior to the intended date of withdrawal. Upon receipt of the intended notice of withdrawal:

(1) The withdrawing member and the TPO shall execute a memorandum reflecting the withdrawal of the member and alteration of the list of member governments that are signatories

to this Interlocal Agreement. The memorandum shall be filed in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located; and

(2) The TPO shall contact The Office of the Governor and the Governor, with the agreement of the remaining members of the TPO, shall determine whether any reapportionment of the membership is appropriate. The Governor and the TPO shall review the previous TPO designation, applicable federal, state and local law, and TPO rules for appropriate revision. In the event that another entity is to be afforded membership in the place of the member withdrawing from the TPO, the parties acknowledge that pursuant to Title 23 CFR §450.310(l)(2), adding membership to the TPO does not automatically require redesignation of the TPO. In the event that a party who is not a signatory to this Interlocal Agreement is afforded membership in the TPO, membership shall not become effective until this Interlocal Agreement is amended to reflect that the new member has joined the TPO.

Section 7.04. Notices. All notices, demands and correspondence required or provided for under this Interlocal Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be sent to the duly appointed TPO representative as follows:

Mayor **Jim Ardell,** Beverly Beach

Commissioner **John Rogers,** Bunnell

Commissioner **Robert Gilliland,** Daytona Beach

Mayor **Harry Jennings,** Daytona Beach Shores

Council Member **Lita Handy-Peters,** DeBary

Mayor Pro Tem **Leigh Matusick,** DeLand

Mayor **John Masiarczyk,** Deltona

Councilman **Gene Emter,** Edgewater

Commissioner **Marshall Shupe,** Flagler Beach

Commissioner **Barbara Revels,** Flagler County

Commissioner **Penny Currie,** Holly Hill

Commissioner **Rick Basso,** Lake Helen

Vice-Mayor **Jason McGuirk,** New Smyrna Beach

Mayor **Doug Gibson,** Oak Hill

Commissioner **Ron Saylor,** Orange City

Mayor **Ed Kelley,** Ormond Beach

Vice-Mayor **Jason DeLorenzo,** Palm Coast

Mayor **James Sowell,** Pierson

Council Member **Joe Perrone,** Ponce Inlet

Council Member **Bob Ford,** Port Orange

Vice Mayor **Nancy Long,** South Daytona

Council Member **Pat Patterson,** Volusia County

Council Member **Joshua Wagner,** Volusia County

Council Member **Deb Denys,** Volusia County

Council Member **Pat Northey,** Volusia County

Council Member **Joyce Cusack,** Volusia County

Secretary **Noranne Downs, P.E**., FDOT District V

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 7.05. Interpretation.

(a) Drafters of the Interlocal Agreement. The Department and the members of the TPO were each represented by or afforded the opportunity for representation by legal counsel and participated in the drafting of this Interlocal Agreement and in choice of wording. Consequently, no provision should be more strongly construed against any party as drafter of this Interlocal Agreement.

(b) Severability. Invalidation of any one of the provisions of this Interlocal Agreement or any part, clause or word, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

(c) Rules of construction. In interpreting this Interlocal Agreement, the following rules of construction shall apply unless the context indicates otherwise:

(1) The singular of any word or term includes the plural;

(2) The masculine gender includes the feminine gender; and

(3) The word "shall" is mandatory, and "may" is permissive.

Section 7.06. Enforcement by parties hereto. In the event of any judicial or administrative action to enforce or interpret this Interlocal Agreement by any party hereto, each party shall bear its own costs and attorney's fees in connection with such proceeding.

Section 7.07. Interlocal Agreement execution; Use of counterpart signature pages. This Interlocal Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

Section 7.08. Effective date; Cost of recordation.

(a) Effective date. This Interlocal Agreement shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located.

(b) Recordation. The TPO hereby agrees to pay for any costs of recordation or filing of this Interlocal Agreement in the Office of the Circuit Court for each county in which a party is hereto located. The recorded or filed original, or any amendment, shall be returned to the TPO for filing in its records.

IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated TPO.

Signed, Sealed and Delivered in the presence of:

Authorized Representative, **Beverly Beach**	*Authorized Representative*, **Daytona Beach**
Print Name, Title	*Print Name, Title*
2735 N. Oceanshore Blvd. Beverly Beach, FL 32136	P.O. Box 2451 Daytona Beach, FL 32115
Authorized Representative, **Bunnell**	*Authorized Representative*, **Daytona Beach Shores**
Print Name, Title	*Print Name, Title*
1769 E. Moody Blvd. Bunnell, FL 32110	2990 S. Atlantic Ave. Daytona Beach Shores, FL 32118

Authorized Representative, **DeBary**

Print Name, Title

219 Bunker Court
DeBary, FL 32713

Authorized Representative, **DeLand**

Print Name, Title

120 South Florida Ave.
DeLand, FL 32720

Authorized Representative, **Deltona**

Print Name, Title

2345 Providence Blvd.
Deltona, FL 32725

Authorized Representative, **Edgewater**

Print Name, Title

P.O. Box 100
Edgewater, FL 32132

Authorized Representative, **Flagler Beach**

Print Name, Title

P.O. Box 70
Flagler Beach, FL 32136

Authorized Representative, **Flagler County**

Print Name, Title

1769 E. Moody Blvd., Building 2, Suite 301
Bunnell, FL 32110

Authorized Representative, **Holly Hill**

Print Name, Title

1065 Ridgewood Ave
Holly Hill, FL 32117

Authorized Representative, **Lake Helen**

Print Name, Title

P.O. Box 39
Lake Helen, FL 32744

Authorized Representative, **New Smyrna Beach**

Print Name, Title

210 Sams Avenue.
New Smyrna Beach, FL 32168

Authorized Representative, **Oak Hill**

Print Name, Title

234 U.S. Highway 1
Oak Hill, FL 32759

_____
Authorized Representative, **Orange City**

_____
Print Name, Title

205 East Graves Ave.
Orange City, FL 32763

_____
Authorized Representative, **Ormond Beach**

_____
Print Name, Title

1089 W. Granada Blvd.
Ormond Beach, FL 32174

_____
Authorized Representative, **Palm Coast**

_____
Print Name, Title

1769 E. Moody Blvd., Building 2
Bunnell, FL 32110

_____
Authorized Representative, **Pierson**

_____
Print Name, Title

106 N. Center Street
Pierson, FL 32180

_____
Authorized Representative, **Ponce Inlet**

_____
Print Name, Title

4300 South Atlantic Avenue
Ponce Inlet, FL 32127

_____
Authorized Representative, **Port Orange**

_____
Print Name, Title

1000 City Center Circle
Port Orange, FL 32119

_____
Authorized Representative, **South Daytona**

_____
Print Name, Title

P.O. Box 214960
South Daytona, FL 32121

_____
Authorized Representative, **Volusia County**

_____
Print Name, Title

123 W. Indiana Ave
DeLand, FL 32720

_____
Secretary **Noranne Downs, P.E**., FDOT District V
719 South Woodland Blvd.
DeLand, FL 32720

DONE AND EXECUTED at the regular meeting of the River to Sea TPO on the ___day of _____, 201__ .

INTERGOVERNMENTAL COORDINATION AND REVIEW AND PUBLIC TRANSPORTATION COORDINATION JOINT PARTICIPATION AGREEMENT

THIS JOINT PARTICIPATION AGREEMENT is made and entered into on this [____] day of [_____], 2014 by and between the FLORIDA DEPARTMENT OF TRANSPORTATION(herein after the Department); the River to Sea Transportation Planning Organization (herein after the R2CTPO); the EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL (herein after the ECFRPC); the NORTH EAST FLORIDA REGIONAL PLANNING COUNCIL (herein after the NEFRPC); the COUNTY OF VOLUSIA [representing the Daytona Beach International Airport, Volusia County's Public Transit System (d.b.a. Votran), and the Ponce DeLeon Inlet and Port District]; FLAGLER COUNTY (representing the Flagler County Airport and Public Transit System); and the CITIES of New Smyrna Beach, DeLand and Ormond Beach (each representing municipal airports).

RECITALS

WHEREAS, the Federal Government, under the authority of Title 23 United States Code Section 134 and Title 49 United States Code (USC) Section 5303 and any subsequent applicable amendments, requires each metropolitan area, as a condition to the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process in designated urbanized areas to develop and implement plans and programs consistent with the comprehensively planned development of the metropolitan area;

WHEREAS, Title 23 USC §134, Title 49 USC §5303, and Section 339.175, Florida Statutes (F.S.), provide for the creation of metropolitan planning organizations to develop transportation plans and programs for urbanized areas;

WHEREAS, Title 23 Code of Federal Regulations (CFR) §450.314 requires that the State, the Metropolitan Planning Organization, and the operators of publicly owned transportation systems shall enter into an agreement clearly identifying the responsibilities for cooperatively carrying out such transportation planning (including multimodal, systems-level corridor and subarea planning studies pursuant to Title 23 CFR §§450.212 and 450.318) and programming;

WHEREAS, pursuant to Section 20.23, F.S., the Department has been created by the State of Florida, and the Department has the powers and duties relating to transportation, as outlined in Section 334.044, F.S.;

WHEREAS, pursuant to 23 USC §134(d), 49 USC §5303, 23 CFR §450.310, and Section 339.175(2), (3), and (4) F.S., the River to Sea Transportation Planning Organization, herein after referred to as the R2C Transportation Planning Organization or TPO, has been designated and its membership apportioned by the Governor of the State of Florida, with the agreement of the affected units of general purpose local government, to organize and establish the Metropolitan Planning Organization;

WHEREAS, pursuant to the Interlocal Agreement executed on April 13 1977, and filed with the Clerk of the Circuit Court of Volusia County the TPO was established (originally formed as the Volusia Coastal Area Transportation Study Metropolitan Planning Organization);

WHEREAS, pursuant to Section 339.175(10)(a)(2), F.S., the MPO shall execute and maintain an agreement with the metropolitan and regional intergovernmental coordination and review agencies serving the Metropolitan Planning Area;

WHEREAS, the agreement must describe the means by which activities will be coordinated and specify how transportation planning and programming will be part of the comprehensively planned development of the Metropolitan Planning Area;

WHEREAS, pursuant to Section 186.504, F.S., and Chapter 29 D-1 and 29 F-1, Florida Administrative Code (FAC), the EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL, herein after referred to as the ECF Regional Planning Council or the ECFRPC and the North East Florida Regional Planning Council, herein after referred to as the NEF Regional Planning Council or the NEFRPC were established and operate with a primary purpose of intergovernmental coordination and review;

WHEREAS, pursuant to Section 186.505(24), F.S., the ECFRPC and NEFRPC are to review plans of metropolitan planning organizations to identify inconsistencies between those agencies' plans and applicable local government comprehensive plans adopted pursuant to Chapter 163, F.S.;

WHEREAS, the RPCs, pursuant to Section 186.507, F.S., are required to prepare a Strategic Regional Policy Plan, which will contain regional goals and policies that address regional transportation issues;

WHEREAS, based on the RPC statutory mandate to identify inconsistencies between plans of metropolitan planning organizations and applicable local government comprehensive plans, and to prepare and adopt a Strategic Regional Policy Plan, the ECFRPC and NEFRPC are appropriately situated to assist in the intergovernmental coordination of the transportation planning process;

WHEREAS, pursuant to Section 186.509, F.S., and Chapter 29 D-6 and 29 F-3, FAC, the RPC has adopted a conflict and dispute resolution process;

WHEREAS, the purpose of the dispute resolution process is to reconcile differences in planning and growth management issues between local governments, regional agencies, and private interests;

WHEREAS, the parties hereto have determined that the voluntary dispute resolution process can be useful in resolving conflicts and disputes arising in the transportation planning process;

WHEREAS, pursuant to Title 23 CFR §450.314 and Section 339.175(10)(a)(3), F.S., the TPO must execute and maintain an agreement with the operators of public transportation systems, including transit systems, commuter rail systems, airports, seaports, and spaceports, describing the means by which activities will be coordinated and specifying how public transit, commuter rail, aviation, and seaport planning (including multimodal, systems-level corridor and subarea planning studies pursuant to 23 CFR §450.212 and §450.318) and programming will be part of the comprehensively planned development of the Metropolitan Planning Area;

WHEREAS, it is in the public interest that the TPO, operators of public transportation systems, including transit systems, commuter rail systems, port and aviation authorities, jointly pledge their intention to cooperatively participate in the planning and programming of transportation improvements within this Metropolitan Planning Area;

WHEREAS, the undersigned parties have determined that this Agreement satisfies the requirements of and is consistent with Title 23 CFR §450.314 and Section 339.175(10), F.S.; and

WHEREAS, the parties to this Agreement desire to participate cooperatively in the performance, on a continuing basis, of a cooperative, and comprehensive transportation planning process to assure that highway facilities, transit systems, bicycle and pedestrian facilities, rail systems, air transportation and other facilities will be located and developed in relation to the overall plan of community development.

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

ARTICLE 1
RECITALS; DEFINITIONS

Section 1.01. Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Agreement.

Section 1.02. Definitions. The following words when used in this Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

Agreement means and refers to this instrument, as may be amended from time to time.

Corridor or Subarea Study shall mean and refer to studies involving major investment decisions or as otherwise identified in Title 23 CFR §§450.212 and 450.318.

Department shall mean and refer to the Florida Department of Transportation, an agency of the State of Florida, created pursuant to Section 20.23, F.S.

FHWA means and refers to the Federal Highway Administration.

Long Range Transportation Plan is the 20-year transportation planning horizon which identifies transportation facilities; includes a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and, in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plan, all as required by Title 23 USC §134(i), Title 49 USC §5303, Title 23 CFR §450.322, and Section 339.175(7), F.S.

Metropolitan Planning Area means and refers to the planning area as determined by agreement between the TPO and the Governor for the urbanized areas designated by the United States Bureau of the Census as described in 23 USC §134(b)(1), 49 USC §5303, and Section 339.175(2)(c) and (d), F.S., and including the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period, which shall be subject to the Metropolitan Planning Organization's planning authority.

Metropolitan Planning Organization (MPO) means and refers to the Metropolitan Planning Organization formed pursuant to this Interlocal Agreement as described in Title 23 USC §134(b)(2), Title 49 USC §5303, and Section 339.175(1), F.S. This may also be referred to as a Transportation Planning Organization (TPO).

Regional Planning Council means and refers to the East Central Florida Regional Planning Council and the North East Florida Regional Planning Council, each created pursuant to Section 186.504, F.S., and identified in Chapter 29 (F), FAC.

Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by a metropolitan planning organization consistent with the Long Range Transportation Plan, developed pursuant to Titles 23 USC §134(j), 49 USC §5303, 23 CFR §450.324 and Section 339.175(8), F.S.

Unified Planning Work Program (UPWP) is a biennial program developed in cooperation with the Department and public transportation providers, that identifies the planning priorities and activities to be carried out within a metropolitan planning area to be undertaken during a 2-year period, together with a complete description thereof and an estimated budget, as required by Title 23 CFR §450.308, and Section 339.175(9), F.S.

ARTICLE 2
PURPOSE

Section 2.01. Coordination with public transportation system operators. This Agreement is to provide for cooperation between the R2CTPO, the Department, operators of public transportation systems, including bus and rail transit, airports and sea ports and in the development and preparation of the UPWP, the TIP, the LRTP, and any applicable Corridor or Subarea Studies.

Section 2.02. Intergovernmental coordination; Regional Planning Council. Further, this Agreement is to provide a process through the RPC for intergovernmental coordination and review and identification of inconsistencies between proposed TPO transportation plans and local government comprehensive plans adopted pursuant to Chapter 163, F.S., and reviewed by the Division of Community Development within the Florida Department of Economic Opportunity.

Section 2.03. Dispute resolution. This Agreement also provides a process for conflict and dispute resolution through the appropriate RPC.

ARTICLE 3
COOPERATIVE PROCEDURES FOR PLANNING AND PROGRAMMING WITH OPERATORS OF PUBLIC TRANSPORTATION SYSTEMS

Section 3.01. Cooperation with operators of public transportation systems; coordination with local government approved comprehensive plans.

(a) The TPO shall cooperate with operators of the public transportation systems, including the Florida Department of Transportation (SunRail Commuter Rail Service), Volusia County (Votran, Daytona Beach International Airport, and Ponce de Leon Inlet and Port District), Flagler County (Flagler County Transit and Flagler County Airport), the City of DeLand (DeLand Municipal Airport), the City of New Smyrna Beach (New Smyrna Beach Municipal Airport), and Ormond Beach (Ormond Beach Municipal Airport), to optimize the planning and programming of an integrated and balanced intermodal transportation system for the Metropolitan Planning Area. (b) The TPO shall implement a continuing, cooperative, and comprehensive transportation planning process that is consistent, to the maximum extent feasible, with port and aviation master plans, and public transit development plans of the units of local governments whose boundaries are within the Metropolitan Planning Area.

(c) As a means towards achievement of the goals in paragraphs (a) and (b) and in an effort to coordinate intermodal transportation planning and programming, the TPO may include, but shall include no later than July 6, 2014, as part of its membership officials of agencies that administer or operate major modes or systems of transportation, including but not limited to transit operators, sponsors of major local airports, maritime ports, and rail operators per Federal regulations. The representatives of the major modes or systems of transportation may be accorded voting or non-voting advisor status. In the Metropolitan Planning Area if authorities or agencies are created by law to perform transportation functions and that are not under the jurisdiction of a general purpose local government represented on the TPO, the TPO may request

the Governor to designate said authority or agency as a voting member of the TPO in accordance with the requirements of Section 339.175, F.S. If the new member would significantly alter local government representation in the TPO, the TPO shall propose a revised apportionment plan to the Governor to ensure voting membership on the TPO to be an elected official representing public transit authorities which have been, or may be, created by law.

The TPO shall ensure that representatives of ports, transit authorities, rail authorities, and airports within the Metropolitan Planning Area are provided membership on the TPO Technical Advisory Committee.

Section 3.02. Preparation of transportation related plans.

(a) Although the adoption or approval of the UPWP, the TIP, and the LRTP is the responsibility of the MPO, development of such plans or programs shall be viewed as a cooperative effort involving the Department and operators of the public transportation systems including bus and rail transit, airports and seaports. In developing its plans and programs, the TPO shall solicit the comments and recommendations of the parties to this Agreement in the preparation of such plans and programs.

(b) When preparing the UPWP, the TIP, or the LRTP, or preparing other than a minor amendment thereto (as determined by the TPO), the TPO shall provide notice to the Department, and operators of the public transportation systems including bus and rail transit, airports and seaports including Votran, the Ponce DeLeon Inlet and Port District, Daytona Beach International Airport, Flagler County Airport, and airports in the cities of New Smyrna Beach, DeLand and Ormond Beach advising them of the scope of the work to be undertaken and inviting comment and participation in the development process. The TPO shall ensure that the chief operating officials of the Department and operators of the public transportation systems including bus and rail transit, airports and seaports shall receive at least 15 days written notice of all public workshops and hearings, or specified number of days per TPO bylaws, relating to the development of such plans and programs.

(c) Local government comprehensive plans.

(1) In developing the TIP, the LRTP, or Corridor or Subarea studies, or preparing other than a minor amendment thereto (as determined by the TPO), the TPO, Votran, the Ponce DeLeon Inlet and Port District, Daytona Beach International Airport, Flagler County Airport, and airports in the cities of New Smyrna Beach, DeLand and Ormond Beach shall analyze for each local government in the Metropolitan Planning Area:

(i) each comprehensive plan's future land use element;

(ii) the goals, objectives, and policies of each comprehensive plan; and

(iii) the zoning, of each local government in the Metropolitan Planning Area.

(2) Based upon the foregoing review and a consideration of other growth management factors, the TPO, the Transit Authority, the Port Authority, Aviation Authority, and [insert the names of other entities as applicable], shall provide written recommendations to local governments in the Metropolitan Planning Area in the development, amendment, and implementation of their comprehensive plans. A copy of the recommendations shall be sent to the RPC.

(3) The TPO agrees that, to the maximum extent feasible, the LRTP and the projects and project-phases within the TIP shall be consistent with the future land use element and goals, objectives, and policies of each comprehensive plan of the local governments in the Metropolitan Planning Area. If the TPO's TIP is inconsistent with a local government's comprehensive plan, the TPO shall so indicate, and the TPO shall present, as part of the TIP, justification for including the project in the program.

(d) Multi-modal transportation agency plans.

(1) In developing the TIP, the LRTP, or Corridor or Subarea studies, or preparing other than a minor amendment thereto (as determined by the TPO, the TPO shall analyze the master plans of Votran, the Ponce DeLeon Inlet and Port District, Daytona Beach International Airport, Flagler County Airport, and airports in the cities of New Smyrna Beach, DeLand and Ormond Beach . Based upon the foregoing review and a consideration of other transportation-related factors, the TPO, shall from time to time and as appropriate, provide recommendations to the parties to this Agreement as well as local governments within the Metropolitan Planning Area, for the development, amendment, and implementation of their master, development, or comprehensive plans.

(2) In developing or revising their respective master, development, or comprehensive plans, the parties to this Agreement shall analyze the draft or approved Unified Planning Work Program, Transportation Improvement Program, Long Range Transportation Plan, or Corridor or Subarea studies, or amendments thereto. Based upon the foregoing review and a consideration of other transportation-related factors, the parties to this Agreement shall from time to time and as appropriate, provide written recommendations to the TPO with regard to development, amendment, and implementation of the plans, programs, and studies.

(3) The TPO agrees that, to the maximum extent feasible, the Transportation Improvement Program shall be consistent with the affected master plans and development plans of the parties to this Agreement.

ARTICLE 4
INTERGOVERNMENTAL COORDINATION AND REVIEW

Section 4.01. Coordination with Regional Planning Councils. The RPCs shall perform the following tasks:

(a) Within 30 days of receipt, the RPCs shall review the draft TIP, LRTP, Corridor and Subarea studies, or amendments thereto, as requested by the TPO, to identify inconsistencies between these plans and programs and applicable local government comprehensive plans adopted pursuant to Chapter 163, F.S., for counties and cities within the Metropolitan Planning Area and the adopted Strategic Regional Policy Plan.

(1) The parties recognize that, pursuant to Florida law, the LRTP and the TIP of the TPO must be considered by cities and counties within the Metropolitan Planning Area in the preparation, amendment, and update/revision of their comprehensive plans. Further, the LRTP and the projects and project phases within the TIP are to be consistent with the future land use element and goals, objectives, and policies of the comprehensive plans of local

governments in the Metropolitan Planning Area. Upon completion of its review of a draft TIP or LRTP, the RPCs shall advise the TPO and each county or city of its findings;

(2) The RPCs shall advise the TPO in writing of its concerns and identify those portions of the submittals which need to be reevaluated and potentially modified if the RPC review identifies inconsistencies between the draft TIP or LRTP and local comprehensive plans; and

(3) Upon final adoption of the proposed Transportation Improvement Program, Long Range Transportation Plan, Corridor and Subarea studies, or amendments thereto, the TPO may request that the RPC consider adoption of regional transportation goals, objectives, and policies in the Strategic Regional Policy Plan implementing the adopted Transportation Improvement Program, Long Range Transportation Plan, Corridor and Subarea studies, or amendments thereto. If the proposed plan, program, or study, or amendments thereto, was the subject of previous adverse comment by the RPC, the TPO will identify the change in the final adopted plan intended to resolve the adverse comment, or alternatively, the TPO shall identify the reason for not amending the plan as suggested by the RPC.

(b) Provide the availability of the conflict and dispute resolution process as set forth in Article 5 below.

ARTICLE 5
CONFLICT AND DISPUTE RESOLUTION PROCESS

Section 5.01. Disputes and conflicts under this Agreement. This process shall apply to conflicts and disputes relating to matters subject to this Agreement, or conflicts arising from the performance of this Agreement. Except as otherwise provided in this Article 5, only representatives of the agencies with conflicts or disputes shall engage in conflict resolution.

Section 5.02. Initial resolution. The affected parties to this Agreement shall, at a minimum, ensure the attempted early resolution of conflicts relating to such matters. Early resolution shall be handled by direct discussion between the following officials:

for the Florida Department of Transportation: District Director for Planning and Programs

for the RIVER TO SEA Metropolitan Planning Organization: Executive Director

for the East Central Florida Regional Planning Council: Executive Director

for the North East Florida Regional Planning Council: Executive Director

for the Votran Public Transit System: General Manager, Volusia County

for the Ponce de Leon Inlet and Port District : Director, Volusia County

for the Daytona Beach International Airport: Director of Aviation, Volusia County

for the Flagler County Airport: Airport Director, Flagler County

for the New Smyrna Beach Municipal Airport: Airport Manager

for the DeLand Municipal Airport: Airport Manager

for the Ormond Beach Municipal Airport: Airport Manager

Section 5.03. Resolution by senior agency official. If the conflict remains unresolved, the conflict shall be resolved by the following officials:

for the Florida Department of Transportation: District 5 Secretary

for the RIVER TO SEA Transportation Planning Organization: Chairman of the Board

for the East Central Florida Regional Planning Council: Chairman of the Board

for the North East Florida Regional Planning Council: Chairman of the Board

for the Volusia County Public Transit System (Votran): Volusia County Manager

for the Ponce de Leon Inlet and Port District: Volusia County Manager

for the Daytona Beach International Airport: Volusia County Manager

for the Flagler County Airport: County Administrator

for the New Smyrna Beach Municipal Airport: City Manager

for the DeLand Municipal Airport: City Manager

for the Ormond Beach Municipal Airport: City Manager

Section 5.05. Resolution by the Office of the Governor. If the conflict is not resolved through conflict resolution pursuant to Sections 5.02 and 5.03 of this Agreement, the parties shall petition the Executive Office of the Governor for resolution of the conflict pursuant to its procedures. Resolution of the conflict by the Executive Office of the Governor shall be binding on all parties.

ARTICLE 6
MISCELLANEOUS PROVISION

Section 6.01. Constitutional or statutory duties and responsibilities of parties. This Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Agreement or any legal or administrative entity created or authorized by this Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

Section 6.02. Amendment of Agreement. Amendments or modifications of this Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Agreement.

Section 6.03. Duration; withdrawal procedure.

(a) Duration. This Agreement shall have a term of (5) years and shall automatically renew at the end of said (5) years for another (5) term and every (5) years thereafter. At the end of the (5) year term and at least every (5) years thereafter, the parties hereto shall examine the terms hereof and agree to amend the provisions or reaffirm the same. However, the failure to amend or to reaffirm the terms of this Agreement shall not invalidate or otherwise terminate this Agreement.

(b) Withdrawal procedure. Any party may withdraw from this Agreement after presenting in written form a notice of intent to withdraw to the other parties to this Agreement and the TPO, at least (90) days prior to the intended date of withdrawal; provided, that financial commitments made prior to withdrawal are effective and binding for their full term and amount regardless of withdrawal.

Section 6.04. Notices. All notices, demands and correspondence required or provided for under this Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice is required to be given and shall be addressed as follows:

Secretary, District 5
Florida Department of Transportation
719 S. Woodland Blvd.
DeLand, FL 32720

Executive Director
RIVER TO SEA TPO
2570 W. International Speedway Blvd.
Daytona Beach, FL 32114

Executive Director
East Central Florida Regional Planning Council
631 North Wymore Road, #100
Maitland, FL 32751

Executive Director
Northeast Florida Regional Planning Council
6850 Belfort Oaks Place
Jacksonville, FL 32216

General Manager
Votran
950 Big Tree Road
South Daytona, FL 32119

Director of Coastal Division

Ponce DeLeon Inlet and Port District
123 West Indiana Avenue
DeLand, FL 32720

Director of Aviation
Daytona Beach International Airport
300 Catalina Drive, Suite 300
Daytona Beach, FL 32114

Airport Director
Flagler County Airport
201 Airport Road
Palm Coast, FL 32164

Airport Manager
Ormond Beach Airport
(P.O Box 277)
700 Airport Road
Ormond Beach, FL 32175

Airport Manager
New Smyrna Beach Municipal Airport
210 Sams Avenue,
New Smyrna Beach, FL 32168

Airport Manager
DeLand Municipal Airport

120 South Florida Avenue
DeLand, FL 32720

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 6.05. Interpretation.

(a) Drafters of Agreement. All parties hereto were each represented by, or afforded the opportunity for representation by legal counsel, and participated in the drafting of this Agreement and in the choice of wording. Consequently, no provision hereof should be more strongly construed against any party as drafter of this Agreement.

(b) Severability. Invalidation of any one of the provisions of this Agreement or any part, clause or word hereof, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.

(c) Rules of construction. In interpreting this Agreement, the following rules of construction shall apply unless the context indicates otherwise:

(1) The singular of any word or term includes the plural;

(2) The masculine gender includes the feminine gender; and

(3) The word “shall” is mandatory, and “may” is permissive.

Section 6.06. Attorney’s Fees. In the event of any judicial or administrative action to enforce or interpret this Agreement by any party hereto, each party shall bear its own costs and attorney’s fees in connection with such proceeding.

Section 6.07. Agreement execution; use of counterpart signature pages. This Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

Section 6.08. Effective date. This Agreement shall become effective upon its recording by all parties hereto.

Section 6.09. Other authority. In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is required under applicable law to enable the parties to enter into this Agreement or to undertake the provisions set forth hereunder, or to observe, assume or carry out any of the provisions of the Agreement, said parties will initiate and consummate, as provided by law, all actions necessary with respect to any such matters as required.

Section 6.10. Parties not obligated to third parties. No party hereto shall be obligated or be liable hereunder to any party not a signatory to this Agreement. There are no express or intended third party beneficiaries to this Agreement.

Section 6.11. Rights and remedies not waived. In no event shall the making by the Department of any payment to the TPO constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the TPO, and the making of any such payment by the Department while any such breach or default exists shall in no way impair or prejudice any right or remedy available to the Department in respect of such breach or default.

Section 6.12 Data, records, reports and other documents. Subject to the right to claim an exemption from the Florida Public Records Law, Chapter 119, F.S., the parties shall provide to each other such data, reports, records, contracts, and other documents in its possession relating to the TPO as is requested. Charges are to be in accordance with Chapter 119, F.S.

IN WITNESS WHEREOF, the undersigned parties have executed this Joint Participation Agreement on behalf of the referenced legal entities.

Signed, Sealed, and Delivered in the presence of:

FLORIDA DEPARTMENT OF TRANSPORTATION

BY:_____

Noranne Downs, FDOT Secretary

ATTEST: _____

TITLE: District Five Secretary

DATE:_____

RIVER TO SEA TPO

BY:_____

Nancy Long, TPO Chairperson

ATTEST:_____

TITLE: TPO Chairperson

DATE:_____

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

BY:_____

Chair

ATTEST:_____

TITLE: _____

DATE:_____

NORTH EAST FLORIDA REGIONAL PLANNING COUNCIL

BY:_____

Chair

ATTEST:_____

TITLE: _____

DATE:_____

VOLUSIA COUNTY COUNCIL

BY:_____

Jason Davis, Chairman

ATTEST:_____

TITLE: Volusia County Council Chair

DATE:_____

FLAGLER BOARD OF COUNTY COMMISSIONERS

BY:_____

Chair

ATTEST:_____

TITLE: Flagler County Commission Chair

DATE:_____

City of New Smyrna Beach

BY:_____

Mayor

ATTEST:_____

TITLE: _____

DATE:_____

City of DeLand

BY:_____

Mayor

ATTEST:_____

TITLE:_____

DATE:_____

City of Ormond Beach

BY:_____

Mayor

ATTEST:_____

TITLE:_____

DATE:_____

REVIEWED AND APPROVED AS TO FORM, LEGALITY

FLORIDA DEPARTMENT OF TRANSPORTATION

BY:_____ TITLE:_____

Legal

ATTEST:_____ DATE:_____

AGENDA MEMO

TO: Mayor & City Commission **AGENDA DATE:** 6/16/2014

FROM: William D. Denny, City Manager **AGENDA ITEM:** 10 - C

SUBJECT: Consideration of appointment of one (1) member to the Economic Development Advisory Board (Commissioner Nabicht's appointment).

LOCATION: N/A

BACKGROUND: Staff received a voicemail from newly appointed Board Member Beverly Spitz resigning from the Economic Development Advisory Board on May 28, 2014.

The City has run press releases, posted the opening on D-TV, the City's web page and on bulletin boards. To date the City has received applications from the following individuals: Eric Alexander, Linda Bauer, Jason DiNunno, John Enyart, Maribel Montanez, and Steven Sukow II.

ORIGINATING DEPARTMENT: City Clerk's Office

SOURCE OF FUNDS: N/A

COST: N/A

REVIEWED BY: City Clerk

STAFF RECOMMENDATION PRESENTED BY: Joyce Raftery, City Clerk - That the Commission members confirm the appointment of one (1) individual as selected by the appointing member (Commissioner Nabicht) of the City Commission to the Economic Development Advisory Board for the remainder of a term to expire on May 31, 2015.

POTENTIAL MOTION: "I move to confirm the following Commission member's appointment of _____ to the Economic Development Advisory Board for the remainder of a term to expire on May 31, 2015."

AGENDA ITEM APPROVED BY:

William D. Denny, City Manager

ATTACHMENTS:

- DEDAB Member List
- Application - Alexander
- Application - Bauer
- Application - DiNunno
- Application - Enyart
- Application - Montanez
- Application - Sukow II

City of Deltona, Florida
ECONOMIC DEVELOPMENT ADVISORY BOARD

	Appointed By	Apptd. Date	Term Expiration
Rick Demeter **Chairman** 2001 Montecito Avenue Deltona, FL 32738 (386) 532-4169 (386) 860-1252 Email: rickdemeter1@earthlink.net	Mayor Masiarczyk	05-19-2014 (Re-Apptd) 05-20-2013 (Re-Apptd) 10-17-2011	05-31-2015
George Voll **Vice Chairman** 2972 Jay Ct. Deltona, FL 32738 (386) 804-2594 Email: gvoll@jandjsecurity.com	Commissioner Schleicher (District 4)	05-19-2014 (Re-Apptd) 05-20-2013	05-31-2015
Joseph R. Cerrato 3253 Alling Court Deltona, FL 32725 (386) 848-3916 Email: joecer63@hotmail.com	Commissioner Barnaby (District 2)	05-19-2014 (Re-Apptd) 05-20-2013 (Re-Apptd) 05-17-2010	05-31-2015
Tanya Boggs 360 Monaco Ave. Deltona, FL 32725 (386) 574-9771 Email: tboggs@fairwinds.org	Commissioner Denizac (District 1)	05-19-2014 (Re-Apptd) 05-20-2013	05-31-2015
Roy L. Braddy 2958 Allegro Court Deltona, FL 32738 (386) 532-5261 Email: basshole62@yahoo.com	Commissioner Lowry (District 5)	05-19-2014 (Re-Apptd) 05-20-2013 (Re-Apptd) 03-19-2012 05-07-2012	05-31-2015
Jean Armstrong 1428 Summit Hill Drive Deltona, FL 32725 (386) 789-2100 Email: Jeanarmstrong@cfl.rr.com	Vice Mayor Herzberg (District 3)	05-19-2014	05-31-2015
Vacancy	Commissioner Nabicht (District 6)		05-31-2015

Staff Liaison:
Jerry Mayes
Business Development Administrator
Phone:(386) 878-8619
Fax: (386) 878-8851
jmayes@deltonafl.gov

Revised: 05/28/2014

Received May 5, 2014

Request From: Eric D. Alexander
Email: EricAlexanderRealtor@gmail.com
Source IP: 97.68.204.54

Address: 1470 Brayton Circle
City: Deltona
State: Florida
Zip: 32725
Phone: 386-956-9366
Alt Phone:
Fax:
Organization: EXIT Realty Martin Group, Commercial Division

Checkbox Choices
Economic Development Advisory Board,

Number of Years as a Deltona Resident
21 - 25 Years

What Commission district do you reside in?
District 3

Are you a registered voter in Volusia County?
Yes

Who is your employer? (Please include number of years, address, phone number and title/position)
EXIT Realty Martin Group, Commercial Division. Main Office: 1440 N. Nova Rd., Suite 301, Daytona Beach, FL 32117 386-947-8797. My Office: 418 Treemonte Rd., Orange City, FL 32763. Commecial Real Estate Associate for 15 Years.

Please summarize your work experience.
Life and Health Insurance Agent 1987-1993. Certified Litigation Paralegal 1993-2000. Commercial Real Estate Agent 2000-Present. Also Licensed Florida Auctioneer 2007-Present.

List any volunteer service organizations, clubs, or professional societies you are a member of and give the positions or titles you have held.
Charity Auctioneer several years for Halifax Humane Society Fundraising Gala, Childrens Cancer Society Auction, Living Legends of Auto Racing Auction, Trinity Christian Academy Scholarship Auction, Women's Council of Realtors Breast Cancer Auction, TLC Kids Care Fundraiser in Port Orange. Member of International Council of Shopping Centers.

Have you ever served on a committee or advisory board? If so, give the details, including any positions held. Have you ever held public office? If so, give the details, including offices involved, whether elected or appointed, and the length of service.

Received May 5, 2014

Member of the Halifax Area Trade Council-3 Years. Currently Member of Orlando Regional Realtors Association ("ORRA") Governmental Affairs Committee, Member of ORRA Fundraising Committee for ORRA Foundation, Member of Orlando Global Real Estate Council, Co-Chair of West Volusia Regional Chamber of Commerce Government Affairs Committee.

Describe any additional knowledge, skill, education, or experience you have, which would assist you in the duties of this Board/Committee.
As a Paralegal I worked on cases for Businesses, Construction, the Florida Inland Navigational District, the St. Johns Water Management District, among others. I have been a Sales/Leasing Associate in Commercial Real Estate for 15 years and have worked with a number of National Companies, organizations and Governmental entities. In addition, as an Auctioneer I worked with Sterling Sotheby's International Real Estate-Auction Division auctioning Real Estate.

Explain why you want to serve on this Board/Committee, and include any potential contribution you selection would bring.
I have thought about getting involved with this Board for some time. I have lived in Deltona for 22 years and have watched it become a City, watched its struggles and am now watching it finally grow into a viable prospect for commercial growth. I have personally and in my business continued to encourage busineses to come here and am very familiar with the City area and its potential commercial hot spots. I believe my experiences in Insurance, the legal arena and Commercial Real Estate bring a valuable set of skills and knowledge to the Board.

Potential conflict of interest: Do you do business, or are you engaged in the management of any business enterprise that has a financial interest with the City of Deltona? Please give details, including the name of the enterprise, the nature of the business, and the position you hold.
I do not believe I have any conflicts of interest.

Have you ever been convicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? If so, give details. Do not include traffic violations or fines of $100 or less that were imposed, unless it also included a jail sentence.
No.

List names, addresses, and telephone numbers of at least three persons who are in a position to comment on your qualifications and of whom inquiry may be made by the City of Deltona.
(I do not know the addresses of the following individuals.) Deltona Commissioner Webster Barnaby, 386-848-2600. Mary Mula, Governmental Affairs Manager for Orlando Regional Realtors Association, 407-513-7277. Laura Engstrom, West Volusia Regional Chamber of Commerce 386-774-8080

Additional Information or Comments

I declare the foregoing facts to be true, correct, and complete.
I agree

Received March 29, 2014 10:28 AM

From: LINDA BAUER [mailto:lindab77@cfl.rr.com]
Sent: Saturday, March 29, 2014 10:28 AM
To: Joyce Raftery
Subject: Citizen Board/Committee Application

Request From: LINDA BAUER
Email: lindab77@cfl.rr.com
Source IP: 50.88.154.74

Address: 905 CLAYTON DRIVE
City: DELTONA
State: FL
Zip: 32725
Phone: 386-801-2592
Alt Phone: 407-942-9726
Fax:
Organization:

Checkbox Choices
Economic Development Advisory Board,

Number of Years as a Deltona Resident
25+ Years

What Commission district do you reside in?
District 4

Are you a registered voter in Volusia County?
Yes

Who is your employer? (Please include number of years, address, phone number and title/position)
DUKE ENERGY FLORIDA, INC (PROGRESS ENERGY, FLORIDA POWER CORP.) 18 YEARS
ASSOC LAND REP, LAND SERVICES, DISTRIBUTION RIGHT OF WAY
3300 EXCHANBGE PL
LAKE MARY, FL 32746
407-924-9726

Please summarize your work experience.
LAND RIGHTS RESEARCH, MAPPING, VERIFICATION AND AQUISITION OF. WORKING WITH COMMERCIAL AND RESIDENTIAL CUSTOMERS ON NEW OR REDEVELOPMENT PROJECTS.
LICENSED REAL ESTATE AGENT.

List any volunteer service organizations, clubs, or professional societies you are a member of and give the positions or titles you have held.
INTERNATIONAL RIGHT OF WAY ASSOCIATION, MEMBER

Have you ever served on a committee or advisory board? If so, give the details, including any positions held. Have you ever held public office? If so, give the details, including offices involved, whether elected or appointed, and the length of service.
TIMBER RIDGE HOMEOWNERS ASSOCIATION: SERVED 10+ YEARS AS FOUNDING BOARD MEMBER, SECRETARY, VICE PRESIDENT AND PRESIDENT (A SELF STYLED HOA FORMED TO BRING COMMUNITY TOGETHER WITH A VOICE, COORDINATED A STREET LIGHTING DISTRICT FOR 900 PLUS PROPERTIES)
APPOINTED TO VOLUSIA COUNTY MUNICIPAL SERVICES DISTRICT ADVISORY BOARD, SERVED 4+ YEARS
OFFICES HELD: MEMBER, BOARD VICE CHAIRMAN, BOARD CHAIRMAN AND COMMUNITY LIFE SUB COMMITTEE CHAIR. (COORDINATED FIRST PAINT YOUR HEART OUT DELTONA, VARIOUS COMMUNITY EVENTS, WORKED WITH VOLUSIA COUNTY REVISING DELTONA ORDINANCES).
SPRUCE UP DELTONA FROM IT'S BEGINNING TO END: SERVED AS A TRASH PICKER AND COORDINATOR
MEMBER OF BOARD THAT WROTE DELTONA'S FIRST COMPREHENSIVE PLAN,
MEMBER OF DELTONA'S FIRST BEAUTIFICATION BOARD (PROVIDENCE BLVD. MEDIAN LANDSCAPE PROJECT).
MEMBER OF PARKS AND RECREATION BOARD.
PROGRESS ENERGY DIVERSITY AND INCLUSION CO-CHAIR.

Received March 29, 2014 10:28 AM

Describe any additional knowledge, skill, education, or experience you have, which would assist you in the duties of this Board/Committee.
OVER-ALL KNOWLEDGE OF THE CITY FROM IT'S START

Explain why you want to serve on this Board/Committee, and include any potential contribution you selection would bring.
I WANT TO CONTRIBUTE TO THE FUTURE OF OUR CITY AND FEEL THAT MY PAST EXPERIENCES IN WORK, HOME AND COMMUNITY EQUIP ME WELL TO MAKE A DIFFERENCE.

Potential conflict of interest: Do you do business, or are you engaged in the management of any business enterprise that has a financial interest with the City of Deltona? Please give details, including the name of the enterprise, the nature of the business, and the position you hold.
N/A

Have you ever been convicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? If so, give details. Do not include traffic violations or fines of $100 or less that were imposed, unless it also included a jail sentence.
NO

List names, addresses, and telephone numbers of at least three persons who are in a position to comment on your qualifications and of whom inquiry may be made by the City of Deltona.
KEVIN PRICE 813-909-1200
NANCY SHINGLEDECKER 386-837-2437
NICK BRANA 407-942-9727
SHARRON LANDIS 386-574-4964

Additional Information or Comments

I declare the foregoing facts to be true, correct, and complete.
I agree

Applied 3/17/2014

Request From: Jason DiNunno
Email: jasondinunno@gmail.com
Source IP: 67.232.39.2

Address: 2622 Hibiscus Ct.
City: Deltona
State: FL - Florida
Zip: 32738
Phone: 407-963-2628
Alt Phone:
Fax: 888-227-0742
Organization: Rock Financial Group, LLC

Checkbox Choices
Economic Development Advisory Board,

Number of Years as a Deltona Resident
11 - 15 Years

What Commission district do you reside in?
District 1

Are you a registered voter in Volusia County?
Yes

Who is your employer? (Please include number of years, address, phone number and title/position)
Financial Advisor/Owner of Rock Financial Group, LLC - 2622 Hibiscus Ct., Deltona, FL 32738 for 2 years & Partner in JDI Properties LLC for 7 years, same address.

Please summarize your work experience.
Rock Financial Group offers insurance and retirement planning to families & businesses. Previously with New England Financial a Metlife company, and an independent insurance agency. JDI Properties is our rental properties mostly located here in Deltona, which I currently manage as a partner.

List any volunteer service organizations, clubs, or professional societies you are a member of and give the positions or titles you have held.
Currently Board member of the DeLand Chamber & West Volusia Young Professionals Group, as the Events chair and Community Service chair respectively.

Have you ever served on a committee or advisory board? If so, give the details, including any positions held. Have you ever held public office? If so, give the details, including offices involved, whether elected or appointed, and the length of service.

Applied 3/17/2014

See previous, as well as smaller committees: Events, Ambassadors, & Business Retention for the last two years for the DeLand Chamber

Describe any additional knowledge, skill, education, or experience you have, which would assist you in the duties of this Board/Committee.
Graduate of the International Baccaulaureate Program in DeLand in 2001 and attended University of Central Florida in Business.

Explain why you want to serve on this Board/Committee, and include any potential contribution you selection would bring.
I am interested in the future of Deltona, I plan on raising my two children and continuing to do business in the area and my only concern is helping our community be the best it can be, any way I can.

Potential conflict of interest: Do you do business, or are you engaged in the management of any business enterprise that has a financial interest with the City of Deltona? Please give details, including the name of the enterprise, the nature of the business, and the position you hold.
I do not do business with the City

Have you ever been convicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? If so, give details. Do not include traffic violations or fines of $100 or less that were imposed, unless it also included a jail sentence.
No

List names, addresses, and telephone numbers of at least three persons who are in a position to comment on your qualifications and of whom inquiry may be made by the City of Deltona.
Michael Woods - 386-736-7700 Attorney, Cobb & Cole; past president and continuing board member of the DeLand Chamber & WV Young Professionals Group
Nick Conte - 386-734-4331 Executive Director of the DeLand Chamber
Tracey Sandell - 386-846-0184 Owner of Tres Bonne Properties & board member of WV Young Professionals Group

Additional Information or Comments
2622 Hibiscus Ct.

I declare the foregoing facts to be true, correct, and complete.
I agree

Received May 6, 2014

Request From: John Enyart
Email: habitatjohnms@gmail.com
Source IP: 107.145.188.250

Address: 1742 Mitten Ter
City: Deltona
State: Fl
Zip: 32738
Phone: 3864737404
Alt Phone: 6625743267
Fax:
Organization:

Checkbox Choices
Economic Development Advisory Board,

Number of Years as a Deltona Resident
0 - 1 Year

What Commission district do you reside in?
District 5

Are you a registered voter in Volusia County?
Yes

Who is your employer? (Please include number of years, address, phone number and title/position)
Retired

Please summarize your work experience.
24 years Active Duty Air Force and 8 years civil service DoD.

List any volunteer service organizations, clubs, or professional societies you are a member of and give the positions or titles you have held.
Air Force Sergeants Association, Life Member
Veteran's of Foreign Wars, Life Member
Past Board of Directors and volunteer, Habitat for Humanity
Board of Directors, The Happy Fund Columbus MS (Life appt)

Have you ever served on a committee or advisory board? If so, give the details, including any positions held. Have you ever held public office? If so, give the details, including offices involved, whether elected or appointed, and the length of service.
Never held public office. Former First Sgt for Air Force and Supt for Enlisted training and Wing. Worked with Public and served on numerous city council as military adviser.

Received May 6, 2014

Describe any additional knowledge, skill, education, or experience you have, which would assist you in the duties of this Board/Committee.
Served as transition officer for reorganizing and downsizing organizations. Network and small computer training and management. Construction management and energy mgt award winner for DoD.

Explain why you want to serve on this Board/Committee, and include any potential contribution you selection would bring.
Discipline and the knowledge of how to hold a meeting and keep on track. How different organizations and business's affect the community as a whole. Appearance and group effort to keep the city up and running. Managed infa-structure for AF Installation and know what the different dept's accomplish.

Potential conflict of interest: Do you do business, or are you engaged in the management of any business enterprise that has a financial interest with the City of Deltona? Please give details, including the name of the enterprise, the nature of the business, and the position you hold.
Retired

Have you ever been convicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? If so, give details. Do not include traffic violations or fines of $100 or less that were imposed, unless it also included a jail sentence.

List names, addresses, and telephone numbers of at least three persons who are in a position to comment on your qualifications and of whom inquiry may be made by the City of Deltona.
upon request if considered

Additional Information or Comments

I declare the foregoing facts to be true, correct, and complete.
I agree

Received May 27, 2014

Request From: Maribel M. Montañez
Email: maribelmontanez1@gmail.com
Source IP: 75.112.142.130

Address: 102 Heather Lane Drive
City: Deltona
State: FL
Zip: 32738
Phone: 407-530-2921
Alt Phone:
Fax:
Organization:

Checkbox Choices
Affordable Housing Advisory Committee, Firefighter's Pension Plan Board of Trustees, Economic Development Advisory Board, Planning & Zoning Board, Parks & Recreation Advisory Committee, Special Magistrate, Parks & Recreation Senior Advisory Sub-Committee, William S. Harvey Scholarship Selection Committee , Parks & Recreation Citizen Accessibility Advisory Sub-Committee, Other Boards/Committees (Write Board Name in "Additional Information"), Parks & Recreation Youth Advisory Sub-Committee,

Number of Years as a Deltona Resident
2 - 5 Years

What Commission district do you reside in?
District 6

Are you a registered voter in Volusia County?
No

Who is your employer? (Please include number of years, address, phone number and title/position)
Entravision "Univison, Unimas, Salsa 98.1 FM" Integrated Marketing Solutions. 407-774-2626

Please summarize your work experience.

List any volunteer service organizations, clubs, or professional societies you are a member of and give the positions or titles you have held.
St Jude Hspital, Down Synfrome Association of Central Florida

Have you ever served on a committee or advisory board? If so, give the details, including any positions held. Have you ever held public office? If so, give the details, including offices involved, whether elected or appointed, and the length of service.
No

Received May 27, 2014

Describe any additional knowledge, skill, education, or experience you have, which would assist you in the duties of this Board/Committee.
Home owner, HR administration, Accounting specialist, Senior living administration.

Explain why you want to serve on this Board/Committee, and include any potential contribution you selection would bring.
I love the city of Deltona, and want to help the city grow and succeeded for the future of every resident within the city and my future children. I currently work for the number one Spanish channel in the US, and would help the city with event to bring positive attention to the city. Help promote events, and assist with any currents events according in the city.

Potential conflict of interest: Do you do business, or are you engaged in the management of any business enterprise that has a financial interest with the City of Deltona? Please give details, including the name of the enterprise, the nature of the business, and the position you hold.
No

Have you ever been convicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? If so, give details. Do not include traffic violations or fines of $100 or less that were imposed, unless it also included a jail sentence.
No

List names, addresses, and telephone numbers of at least three persons who are in a position to comment on your qualifications and of whom inquiry may be made by the City of Deltona.
Christina Ingram 407-683-84782404 Amberly Ave. Orlando FL 32833
Alberto Fretti 486-4024834 2925 NW 97th Ct Miami FL 33172
Martin Arnaud 407-832-1334 523 Douglas Ave, Altamonte Springs FL 32738

Additional Information or Comments

I declare the foregoing facts to be true, correct, and complete.
I agree

Received April 24, 2014

Request From: Steven L. Sukow, II
Email: Steve.sukowii@flhosp.org
Source IP: 204.4.13.72

Address: 1891 Piper Ter
City: Deltona
State: FL
Zip: 32738
Phone: 407-252-2780
Alt Phone: 407-303-9239
Fax:
Organization: Florida Hospital Orlando

Checkbox Choices
Economic Development Advisory Board,

Number of Years as a Deltona Resident
0 - 1 Year

What Commission district do you reside in?
District 5

Are you a registered voter in Volusia County?
Yes

Who is your employer? (Please include number of years, address, phone number and title/position)
My current employer is Florida Hospital in Downtown Orlando. The address there is 2400 Bedford Rd, 2nd Floor, Orlando, FL 32803. I have been working there for 10 years now and my official title is Project Coordinator, Public Health Policy in the Government and Public Policy Department. My phone number at work is 407-303-9239.

Please summarize your work experience.
My current position includes managing various international and large scale policy projects related to Florida Hospital. Additionally, my responsibilities include interpreting and analyzing legislative healthcare policy to educate and forecast future trends for policymakers, stakeholders and organizational leadership. Specifically, one of the events that I plan, develop, market and coordinate is the Distinguished Lecture Series. This monthly series event is one avenue for Florida Hospital to bring in world renown health care leaders and have them present educational topics for the benefit of anyone living in the Central Florida region. In one of my past roles, I worked in Tallahasse as an intern for FL State Senator Carey Baker in Eustis, FL. During my time working under his leadership, I was able to gain experience in local and state government projects, initiatives, and issues facing Florida.

Received April 24, 2014

List any volunteer service organizations, clubs, or professional societies you are a member of and give the positions or titles you have held.
I am a current member of the American Society of Public Administration. I have past volunteer experience with the Habitat for Humanity, Central FL Red Cross, and U.C.F's Organization for Public Administration activities. Lastly, I have participated in several different mission trips to various countries around the world.

Have you ever served on a committee or advisory board? If so, give the details, including any positions held. Have you ever held public office? If so, give the details, including offices involved, whether elected or appointed, and the length of service.
I have recently be invited to attend the Senior Advisory Sub-Committee for Parks and Recreation in Deltona, FL.

Describe any additional knowledge, skill, education, or experience you have, which would assist you in the duties of this Board/Committee.
I currently hold a Bachelor's degree in Public Administration from the University of Central FL. During my educational studies there, I was selected for the prestigious Legislatives Scholar program. After graduation, I then pursued my Master's Degree in International Administration at the University of Miami.

Explain why you want to serve on this Board/Committee, and include any potential contribution you selection would bring.
I am seeking this position in order to enrich the community in which I currently reside in. I feel like my background and educational studies would bring a positive impact to this committee and am looking forward to an opportunity to make positive changes for this area for years to come.

Potential conflict of interest: Do you do business, or are you engaged in the management of any business enterprise that has a financial interest with the City of Deltona? Please give details, including the name of the enterprise, the nature of the business, and the position you hold.
No.

Have you ever been convicted for violation of any federal, state, county, or municipal law, regulation, or ordinance? If so, give details. Do not include traffic violations or fines of $100 or less that were imposed, unless it also included a jail sentence.
No.

List names, addresses, and telephone numbers of at least three persons who are in a position to comment on your qualifications and of whom inquiry may be made by the City of Deltona.
Dr. Antonia Novello - 2400 Bedford Rd, 2nd Floor, Orlando, FL 32803 - 407-303-1760
Maureen Kersmarki - 900 Hope Way I Altamonte Springs, FL 32714 - 407-357-2243
Dorie Croissant - 601 E. Rollins St, Orlando, FL 32803 - 407-619-2909

Additional Information or Comments

I declare the foregoing facts to be true, correct, and complete.
I agree