

#### 4.02 Special Conditions to the Scope

- **Term of Contract**

The contract term shall be for a period of two (2) years with two additional one (1) year options to extend.

- **Compensation for Services**

Compensation will be a negotiated price for services. All reimbursable expenses shall be billed at actual cost. Proposal submissions shall include a price, which will be taken into consideration during the selection process for the following services:

- a. Ongoing maintenance of the Village's GIS. The price shall be presented as a monthly fee for a specific number of hours proposed to accomplish the required tasks plus and hourly rate for additional services, should be required; and,
- b. Development of the GIS for additional Village departmental needs. Specify the methodology for pricing GIS developments services.

- **Assistance Provided by the Village**

- a. The Village will provide one (1) GIS server, an ArcGIS server Workgroup Standard and ArcIMS, in addition to the customary GIS equipment operating and office supplies. The Village shall also maintain the subscriptions to obtain Miami-Dade GIS data, aerial photographs, property appraiser records and other GIS required licenses.

## SECTION 5

### 5.00 Bid Submission Requirements

#### **BID SUBMITTAL CHECKLIST**

In order to be responsive, the bidder must submit the following items:

- A. **Six (6) bids in total:** One (1) original and five (5) identical copies of the bid labeled **Geographic Information Systems (GIS) Professional Services – RFP # 1516-07-004** in the lower left hand corner and addressed to:

Village of Palmetto  
Bay Attn: Village  
Clerk's Office  
9705 E. Hibiscus  
Street  
Palmetto Bay, FL,  
33157

- B. **Signed and completed forms from Section:**

Section 8 (Required Proposal Forms)

- C. **Bidders are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the bid submission. A Bidder's failure to include a signed formal Addendum in its bid submission may deem its bid non-responsive.**
- a. A cover letter indicating an interest in providing geographic information system (GIS) professional services to the Village.
- b. Respondent's Qualifications, Related Experience and References:

Provide the professional qualifications of the Respondent. Please include resumes for all individuals to be assigned to carrying out the scope of services required by the Village.

Describe the professional experience of the Respondent in zoning, land use, code enforcement, real estate transactions or litigation.

Describe the professional expertise and experience of the Respondent in performing GIS maintenance and development services for local governments of the past three (3) years. Describe familiarity with the systems used by the Village and suggest GIS enhancements indicating a clear understanding of the municipal GIS needs and requirements.

Include a list of municipal clients services, description of services of a similar nature provided, length of time service was provided, contact names and phone numbers. Ability to successfully develop and maintain good working relationships with Village staff is essential.

Describe availability for carrying out the scope of services and turn-around time for requests made by Village staff.

c. Charge/Compensation for Services:

Present proposed charge for both types of services (ongoing GIS system maintenance and GIS development) to be used as the basis for negotiation of compensation to successful Respondent. (Please provide charge for 10 hours of monthly GIS Maintenance Service)

d. Documentation that all assigned professional staff are qualified to perform the desired scope of services as provided for in the proposal submission. Submittal of resume(s) is required.

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**END OF SECTION**

**SECTION 6.o: Evaluation and Selection Criteria**

**6.oo Evaluation Criteria**

The following represents the principal selection criteria which will be considered during the evaluation process upon submission of a complete response to this RFP:

	<u>Points</u>
a. Qualifications of Respondent	20
b. Professional Expertise and Experience	20
c. Related Experience of individual(s) to be assigned work	20
d. Familiarity with Village Requirements & Future Development Needs	20
e. Proposed Compensation for Services	<u>20</u>
TOTAL:	100

**END OF SECTION**

**SECTION 7.0: Schedule**

The anticipated schedule for selection of Company is shown below:

<b>Proposal Phase</b>	<b>Date</b>	<b>Location</b>	<b>Time (If Applicable)</b>
RFP is advertised and issued by Village	Friday, May 13th, 2016	Posted on Daily Review and Villages' Website	
Proposal Submission Due	Tuesday, June 14th, 2016	Village of Palmetto Bay Municipal Center 9705 E Hibiscus St, Palmetto Bay, FL 33157	3:00 PM
Last Day for Questions to be Submitted	Wednesday, June 8 <sup>th</sup> , 2016	Emailed to Lpitter@palmettobay-fl.gov	3:30 PM

**7.02 Contract Award**

**A. Proposal Retention and Award**

The Village reserves the right to retain all bids for a period of 90-days for examination and comparison. The Village also reserves the right to waive non substantial irregularities in any bid, to reject any or all bids, to reject or delete one part of the bid and accept the other, except to the extent that bids are qualified by specific limitations.

**B. Competency and Responsibility of Company**

The Village reserves full discretion to determine the competence and responsibility, firmly and/or financially, of Company. Company will provide, in a timely manner, all information that the Village deems necessary to make such a decision.

**C. Contract Requirement.**

The Company to whom award is made (Company) shall execute a written contract with the Village within ten (10) calendar days after notice of the award has been sent by mail to it at the address given on the bid. The contract shall be made in the form adopted by the Village and incorporated in these specifications.

**D. Insurance Requirements.**

The Company shall provide proof of insurance in the form, coverage's and amounts specified in Section F of these specifications within 10 (ten) calendar days after notice of contract award as a precondition to contract execution.

**E. Business License & Tax.**

The Company must have a valid Village of Palmetto Bay business license and tax certificate before execution of the contract.

**F. Failure to Accept Contract.**

The following will occur if the Company to whom the award is made (Company) fails to enter into the contract: the award will be annulled; any bid security will be forfeited in accordance with the special terms and conditions if a Company's bond or security is required; and an award may be made to the next highest ranked Company with whom a responsible compensation is negotiated, who shall fulfill every stipulation as if it were the party to whom the first award was made.

**G. Completion of Contract.**

The contract term commences after the contract has been fully executed. Company will submit the amount of calendar days it will take for the Village to take possession of the buses. (The area to complete the timeline is in Exhibits under "Bidder Summary Sheet").

**END OF SECTION**

**SECTION 8.o: Required Bid Submittal Forms**

**DRUG-FREE WORKPLACE CERTIFICATION**

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

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

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

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

**SUB-PROFESSIONALS LIST**

Company shall list all Proposed Sub-Professionals to be used on this project if they are awarded the Contract.

<b>Classification of Work</b>	<b>Sub-Professionals' Name</b>	<b>Address</b>	<b>Telephone and Fax</b>

**REFERENCES**

Each proposal must be accompanied by a list of at *three (3)* references, which shall include all the information requested below:

**ACKNOWLEDGEMENT, WARRANTY AND ACCEPTANCE**

A. Company warrants that it is willing and able to comply with all applicable State of Florida laws, rules and regulations.

B. Company warrants that they have read, understand and are willing to comply with all of the requirements of the RFP and the addendum/ addenda nos.

C. Company warrants that it will not delegate or sub-contract its responsibilities under an agreement without the prior written permission of the Council.

D. Company warrants that all information provided by it in connection with this bid is true and accurate.

E. CONTINGENCY FEE AND CODE OF ETHICS WARRANTY:

Company warrants that neither it, nor any principal, employee, agent, representative or family member has promised to pay, and Company has not, and will not, pay a fee for the amount of which is contingent upon the Village awarding this contract. Company warrants that neither it, nor any principal, employee, agent, representative has procured, or attempted to procure, this contract in violation of any of the provisions of the Miami-Dade County conflict of interest and code of ethics ordinances. Further, Company acknowledges that a violation of this warranty will result in the termination of the contract and forfeiture of funds paid, or to be paid, to the Company, if the Company is chosen for performance of the contract.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

NON-COLLUSIVE AFFIDAVIT

STATE OF FLORIDA        }  
                                      }  
COUNTY OF MIAMI-DADE }

SS:

\_\_\_\_\_being first duly sworn, deposes and says that:

- (1) He/she is the, (Owner, Partner, Officer, Representative or Agent) of:  
\_\_\_\_\_the Company that has submitted the attached Bid;
- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or a sham Bid;
- (4) Neither the said Company nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Company or person to submit a collusive or sham response in connection with the work for which the attached bid has been submitted, or to refrain from responding in connection with such work, or have in any manner, directly or indirectly, sought by agreement or collusion, communication, or conference with any Company or person to fix this Bid or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the Village of Palmetto Bay, or any person interested in the proposed Work;

Signed, sealed and delivered  
In the presence of

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

ACKNOWLEDGMENT

State of Florida

County of \_\_\_\_\_

On this \_\_\_\_\_ day of, 20\_\_\_\_, before me, the undersigned Notary Public of the State of Florida personally appeared \_\_\_\_\_ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they \_\_\_\_\_ executed \_\_\_\_\_ it.

WITNESS my hand and official seal

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE:

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp or Type as commissioned.)  
o Personally known to me, or  
o Produced identification:

\_\_\_\_\_  
(Type of Identification Produced)  
o Did take an oath or  
o Did not take an oath.

**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 the Village OF PALMETTO BAY, FLORIDA

By \_\_\_\_\_

For \_\_\_\_\_

Whose business address is: \_\_\_\_\_

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 - S.S. # \_\_\_\_\_)

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 any agency or political subdivision of any other State or of the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or any political subdivision of any other state or of the United Sates 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 or a jury verdict, non-jury trial, or entry of a plea or guilty or nab contenders.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, and 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 entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling Interest in another person, ore 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 or any state or of the United States with the legal power to enter into a binding contract and which Bids or applies to Bids on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of any entity.

Signed, sealed and delivered in the presence:

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

ACKNOWLEDGMENT

State of Florida

County of \_\_\_\_\_

On this \_\_\_\_\_ day of, 20\_\_\_\_, before me, the undersigned Notary Public of the State of Florida personally appeared \_\_\_\_\_ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE:

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp or  
Type as commissioned.)  
o Personally known to me, or  
o Produced identification:

\_\_\_\_\_  
(Type of Identification Produced)  
o Did take an oath or  
o Did not take an oath.

**AMERICANS WITH DISABILITIES ACT (ADA)**  
**DISABILITY NONDISCRIMINATION STATEMENT**

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

This sworn statement is submitted to the VILLAGE OF PALMETTO BAY, FLORIDA

by: \_\_\_\_\_

*(print individual's name and title)*

for: \_\_\_\_\_

*(print name of entity submitting sworn statement)*

whose business address  
is: \_\_\_\_\_

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: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.)*

I, being duly first sworn state: That the above named Company, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any sub-contractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provisions pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

The American with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 12101-12213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:

The Rehabilitation Act of 1973, 29 USC Section 794;

The Federal Transit Act, as amended 49 USC Section 1612;

The Fair Housing Act as amended 42 USC Section 3601-3631.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

ACKNOWLEDGMENT

State of Florida

County of \_\_\_\_\_

On this \_\_\_\_\_ day of, 20\_\_\_\_, before me, the undersigned Notary Public of the State of Florida personally appeared \_\_\_\_\_ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE:

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp or Type as commissioned.)  
o Personally known to me, or  
o Produced identification:

\_\_\_\_\_  
(Type of Identification Produced)  
o Did take an oath or  
o Did not take an oath.

**BUSINESS ENTITY AFFIDAVIT**  
**(COMPANY / BIDDER DISCLOSURE)**

Bidder or Company hereby recognizes and certifies that no elected official, or employee of the Village of Palmetto Bay (the "Village") shall have a financial interest directly or indirectly in this transaction or any compensation to be paid under or through this transaction, and further, that no Village employee, nor any elected or appointed officer (including Village board members) of the Village, nor any spouse, parent or child of such employee or elected or appointed officer of the Village, may be a partner, officer, director or proprietor of Bidder or Company, and further, that no such Village employee or elected or appointed officer, or the spouse, parent or child of any of them, alone or in combination, may have a material interest in the Company or Bidder. Material interest means direct or indirect ownership of more than 5% of the total assets or capital stock of the Company or Bidder. Any exception to these above described restrictions must be expressly provided by applicable law or ordinance and be confirmed in writing by Village. Further, Bidder or Company recognizes that with respect to this transaction or bid, if any Bidder or Company violates or is a party to a violation of the ethics ordinances or rules of the Village, the provisions of Miami-Dade County Code Section 2-11.1, as applicable to Village, Village Charter Section 7.6 (Lobbyist), or the provisions of Chapter 112, part III, Fla. Stat., the Code of Ethics for Public Officers and Employees, such Bidder or Company may be disqualified from furnishing the goods or services for which the bid or proposal is submitted and may be further disqualified from submitting any future bids or proposals for goods or services to Village.

Accordingly, Bidder or Company completes and executes the Business Entity Affidavit form below. The terms "Bidder" or "Company," as used herein, include any person or entity making a bid proposal herein to Village or providing goods or services to Village.

I, \_\_\_\_\_ being  
first duly sworn

state:

The full legal name and business address of the person(s) or entity contracting or transacting business with the Village of Palmetto Bay ("Village") are (Post Office addresses are not acceptable), as follows:

\_\_\_\_\_  
*Federal Employer Identification Number (If none, Social Security Number)*

\_\_\_\_\_  
*Name of Entity, Individual, Partners or Corporation*

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Doing Business As (If same as above, leave blank)

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Street Address Suite Village State Zip Code

**OWNERSHIP DISCLOSURE AFFIDAVIT**

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

Full Legal Name \_\_\_\_\_ Ownership \_\_\_\_\_ %

Address \_\_\_\_\_

Full Legal Name \_\_\_\_\_ Ownership \_\_\_\_\_ %

Address \_\_\_\_\_

Full Legal Name \_\_\_\_\_ Ownership \_\_\_\_\_ %

Address \_\_\_\_\_

2. The full legal names and business address of any other individual (other than sub-contractors, material men, suppliers, laborers, or lenders) who have, or will have, any interest (legal, equitable, beneficial or otherwise) in the contract or business transaction with the Village are (Post Office addresses are not acceptable), as follows:

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Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

ACKNOWLEDGMENT

State of Florida

County of \_\_\_\_\_

On this \_\_\_\_\_ day of, 20\_\_\_\_, before me, the undersigned Notary Public of the State of Florida personally appeared \_\_\_\_\_ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE:

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp or Type as commissioned.)

- Personally known to me, or
- Produced identification:

\_\_\_\_\_  
(Type of Identification Produced)

- Did take an oath or
- Did not take an oath.

**ACKNOWLEDGMENT OF CONFORMANCE**  
**WITH OSHA STANDARDS**

To the Village of Palmetto Bay,

We \_\_\_\_\_ (Company),  
hereby acknowledge and agree that we, as the Prime Company for Village of Palmetto Bay,  
Village of Palmetto Bay \_\_\_\_\_, RFP# 1516-07-004, as  
specified, have the sole responsibility for compliance with all the requirements of the  
Federal Occupational Safety and Health Act of 1970, and all State and local safety and  
health regulations, and agree to indemnify and hold harmless the Village of Palmetto Bay,  
against any and all liability, claims, damages losses and expenses they may incur due to the  
failure \_\_\_\_\_ of \_\_\_\_\_ :

\_\_\_\_\_  
(Sub-Contractor's Names) to comply with such act or regulation.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Print Name: \_\_\_\_\_

Attest: \_\_\_\_\_

Print Name: \_\_\_\_\_

**VILLAGE OF PALMETTO BAY**  
**ANTI-KICKBACK AFFIDAVIT**

STATE OF FLORIDA        }  
                                  }  
COUNTY OF MIAMI-DADE }        SS:

I, the undersigned, hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees of the Village of Palmetto Bay, its elected officials, and \_\_\_\_\_ or its employees, as a commission, kickback, reward or gift, directly or indirectly by me or any member of my Company or by an officer of the corporation.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGMENT**

State of Florida

County of \_\_\_\_\_

On this \_\_\_\_\_ day of, 20\_\_\_\_, before me, the undersigned Notary Public of the State of Florida personally appeared \_\_\_\_\_ and whose name(s) is/are subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

CONTINUED ON NEXT PAGE

NOTARY PUBLIC  
SEAL OF OFFICE:

---

(Name of Notary Public: Print, Stamp or  
Type as commissioned.)

- Personally known to me, or
- Produced identification:

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(Type of Identification Produced)

- Did take an oath or
- Did not take an oath.

**STATEMENT OF PAST CONTRACT DISQUALIFICATIONS**

The Company shall state whether it or any of its officers or employees who have a proprietary interest in it, has ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of the violation of law, a safety regulation, or for any other reason, including but not limited to financial difficulties, project delays, or disputes regarding work or product quality, and if so to explain the circumstances.

Do you have any disqualification as described in the above paragraph to declare?

Yes or No, If yes, explain the circumstances.

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Executed on \_\_\_\_\_ at \_\_\_\_\_  
under penalty of perjury of the laws of the State of Florida, that the foregoing is true and correct.

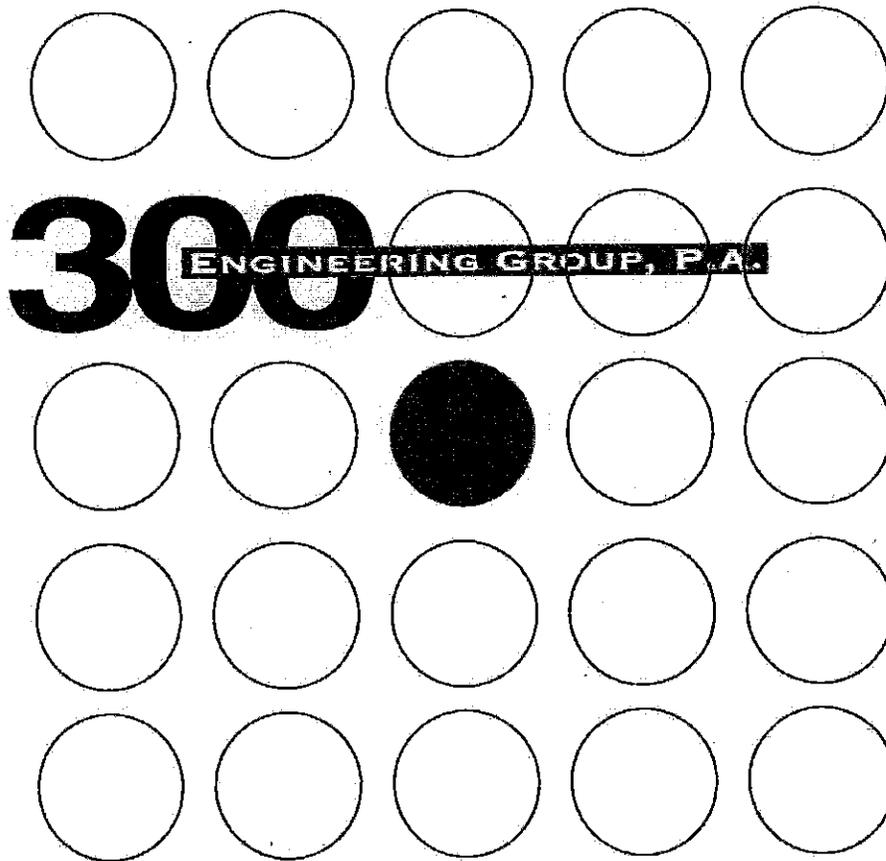
Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_



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ES \_\_\_\_\_

FT \_\_\_\_\_

300 Engineering Group, PA  
Response to Village of Palmetto Bay  
RFP No. 1516-07-004  
Request for Proposal (RFP)  
Geographic Information Systems (GIS)  
Professional Services

Mrs. Litsy C. Pittser  
Procurement Specialist  
Finance Department  
9705 E Hibiscus Street  
Palmetto Bay, FL 33157

June 14, 2016

Subject: RFP No. 1516-07-004 – Geographic Information Systems (GIS) Professional Services

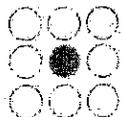
Dear Mr. Pittser and Selection Committee Members:

300 Engineering Group, P.A. (300 Engineering) is pleased to submit our Geographic Information System (GIS) qualifications and experience for your consideration as the Consultant for the Village of Palmetto Bay. Our team has extensive experience working with municipalities and local departments in developing GIS solutions that assist in asset tracking, data collection, customized mapping & analysis, maintenance, and operations. 300 Engineering, as a County leading expert in GIS strategic planning, has developed innovative solutions for various government and private entities to exploit the applications of GIS. These solutions have resulted in highly efficient and productive GIS program environments that address critical issues of governance, operational management, and multi-departmental coordination. We are certain that throughout this proposal you will find numerous reasons as to why the 300 Engineering Team is **The Right Team for your Project.**

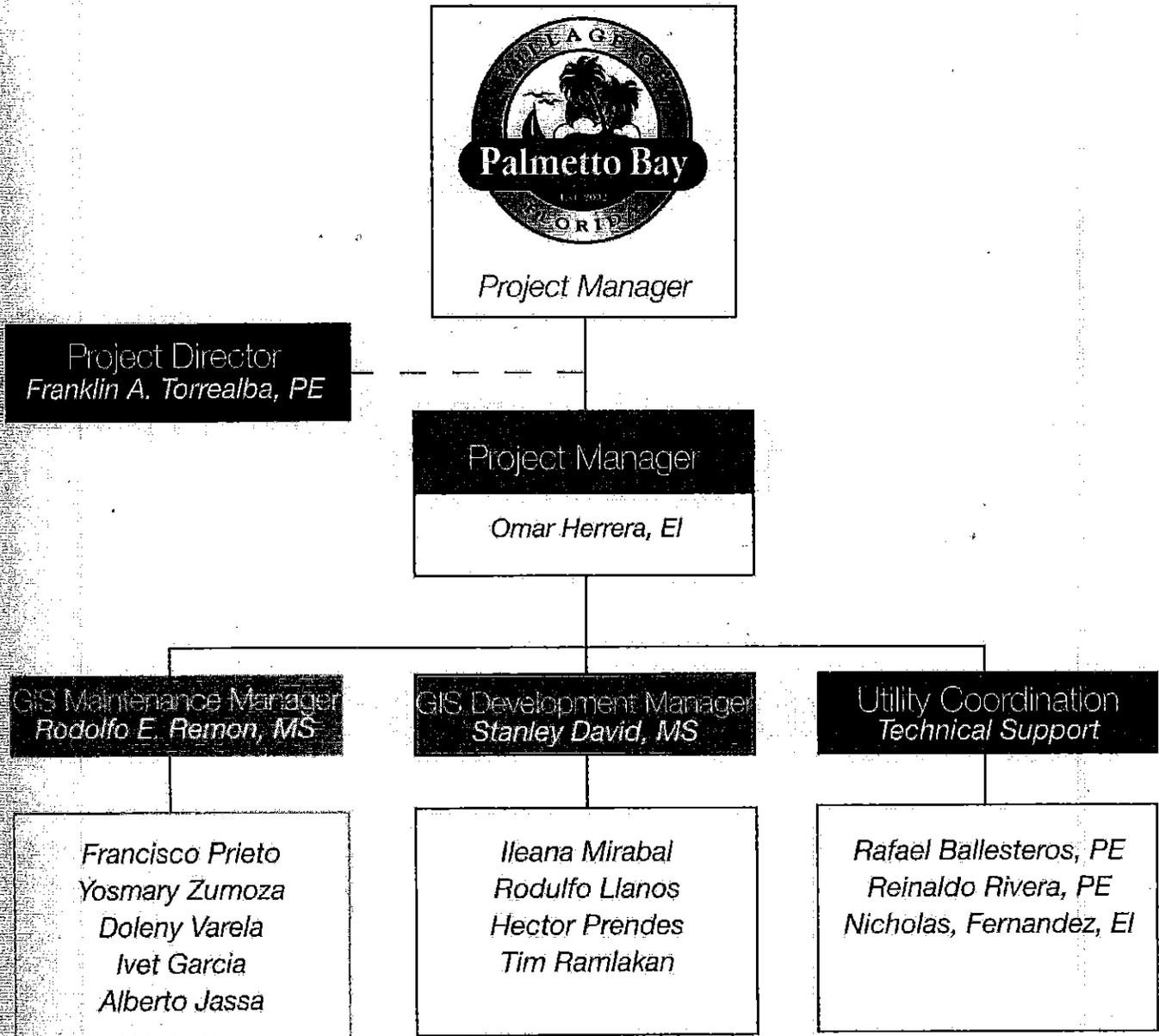
300 Engineering was incorporated in 2006 as a Small Business Enterprise (SBE) headquartered in Miami-Dade County. Since then, our Team has delivered a sizable portfolio of projects in the areas of GIS maintenance and development, water and wastewater, drainage, environmental engineering, construction management, and business solutions. 300 Engineering brings more than a dozen local professionals, highly experienced with the Miami-Dade County GIS standards, to this Team. We have the required recognized experience, reliable depth of staff resources, and reputable expertise needed to achieve project success by protecting your investment, lowering your risks, and meeting schedules.

300 Engineering brings the following advantages to the Village of Palmetto Bay:

**Multi-Disciplinary Utility Engineering Expertise.** Our staff has over thirty five (35) years of experience providing best-in-class engineering services to municipal, county, and state utility agencies across South Florida. At 300 Engineering, we do not only have vast experience with GIS applications, but we have designed, constructed and/or operated over 500 miles of pipelines, over 1,000 sewage pump stations, and over 20 water and wastewater treatment plants. We are an engineering multidisciplinary firm that brings to the Village an unmatched GIS expertise coupled with years of utility engineering experience.

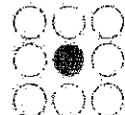


Organizational Chart



54 ES \_\_\_\_\_

FT \_\_\_\_\_ experience + qualifications





Franklin A. Torrealba, PE  
Project Director

**OVERVIEW**

Mr. Torrealba is well known to Water and Sewer Department where he has worked for the the last 17 years and has managed over 500 projects from concept to completion. He has spearheaded the design of 185 miles of pipeline ranging from 8 to 144-inch in diameter, and the construction of 45 miles of pipeline ranging 8 to 36-inch in diameter. Mr. Torrealba has functioned in the capacity of Contract Manager, Deputy Program Manager/CM, Deputy Program Manager/Engineering Manager, Program Manager/CM and Project Manager for five of the largest Miami-Dade County renewal, replacement and rehabilitation programs including the SDWWTP HLD, CLIP, PMT/PSIP, NAP, and the Government Cut D, Criteria package. Under these programs, he cumulatively managed the design and construction of over 150,000 lf of water and sewer mains, 500 pump stations, managed 1700 deliverables, and satisfied all EPA consent decree settlement agreements and deadlines. In the process, he has assisted the county in avoiding millions of dollars in potential penalties.

Mr. Torrealba has managed multiple projects which are critical and require special handling of stakeholders, public relations, multiple governmental entities, an environmental permitting combined with specialized technical requirements. He has earned the reputation as a leader having continually delivered projects on schedule and within budget at no sacrifice to quality and responsiveness.

Mr. Torrealba's construction management experience includes in-field project coordination, supervising inspectors' activities, pre-construction conferences, regular site visits, shop drawing review, design modifications, testing and certification of materials, payment requests, contract administration, and acting as a liaison between the owner, contractor, and the engineer.

**Key Qualifications**

- Program/Project Mgmt.
- Design
- Construction Management
- Business Processes Optimization
- Trenchless Technologies
- GIS
- Sanitary Sewer Evaluation Survey (SSES)
- Water/Wastewater Modelling Design
- Pump Station Evaluations
- Preliminary/Feasibility Design Reports
- Permitting
- Cost Estimating

**Education**

MBA, Loyola University, New Orleans, 1991  
BS Civil Engineering, University of New Orleans, 1986

**Certifications**

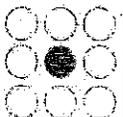
Professional Engineer (PE), Florida  
NASSCO  
• PACP  
• LACP  
• MACP

**Years of Experience**  
31 years

55

ES \_\_\_\_\_

FT \_\_\_\_\_



**PROJECT EXPERIENCE**

**WASD Water Project and GIS Backlog Assistance – Principal in Charge – Miami Dade County, Florida**

Principal-in-Charge for the Project and GIS Backlog Assistance to investigate and locate faults in the system that need to be addressed for replacement, repair and change. This type of work required specialized and qualified personnel with the required training and experience to provide safe and reliable information about assets that can be used in the most practical manner, and to create and maintain all data related to the Pre-Stressed Concrete Cylinder Pipe (PCCP) Assessment and Replacement Program. In addition, such personnel should be able to evaluate and interpret information related to water As-builts, perform research, run SQL reports and work in a GIS environment. Mr. Herrera managed two (2) qualified GIS Technicians, housed at the MWASD Water Transmission and Distribution Division offices.

**WASD Standard Operating Procedures (SOP) As-builts to GIS – Principal in Charge – Miami-Dade County, Florida**

Principal-in-Charge for the assistance and engineering services to review, analyze, optimize and provide recommendations for the business process from As-builts to GIS. Mr. Herrera conducted twenty-six (26) Key Personnel Interviews to various MDWASD's staff members in order to produce a Current Business Procedure Value Stream Map (VSM) which depicts the actual process, from the reception of As-builts by the Department, to the depiction of information in the WASD's GIS system. Critical information about WASD's As-builts to GIS process was obtained through these Personnel Interviews, such as: the understanding of the existing procedure's

details, backlogs, incoming As-builts rate/month, issues/concerns, assigned staff, bottlenecks and current resources (information technology) available. Lean Philosophy tools were extensively used in the analysis of the business process, such as: Value Stream Map (VSM), Pareto and Spaghetti Diagrams. By means of these Lean Analysis tools, information regarding the current needs for process improvement in terms of reduction of Lead times and a shift from Batch to Continuous Flow of information were obtained.

**WASD GIS Water Active As-built Supplemental Information System (AASIS) Projects - Project Manager - Miami-Dade County, Florida**

Principal-in-Charge for the On-site GIS assistance to the WASD to research and correct reported problems in the GIS databases of County Wide Water Infrastructure, populating their integrated enterprise systems such as the Enterprise Asset Management System (EAMS), DOLFIN, Proliance Project Control and Tracking System (PCTS), Oracle Customer Care & Billing (CC&B) and others, through the extensive use of WASD's in-house GIS Atlas Maintenance System (GAMS). Provided assistance with the WASD's Water Transmission and Distribution System to bring their backlog of over 2,000 AASIS tickets up to date. Also, specialized and qualified personnel was provided, with required training and experience to evaluate and interpret information related to engineering drawing (As-builts), perform research, and be able to enter, manipulate, edit, and update the WASD's GIS Geodatabase. Provided in-house training to personnel prior to commencing date of work at WASD's offices which included introduction to WASD's Design Standards, As-builts (Water and Sewer) and ArcGIS Desktop (ArcMap and ArcCatalog). Skilled resources and Monthly Progress reports were provided documenting pending items, issues and problem resolution. Responsibilities within the Project included; interpreting As-builts, survey field logs and other documents to accurately update the GIS with utility location and asset properties; the use of WASD's systems to research and resolve data inconsistencies in the GIS, which included WASD's in-house GIS System (GAMS), Engineering database, and others; and the quality assurance of completed work prior to promoting production.

**WASD Pump Station Improvement Program (PSIP) - Program Manager - Miami-Dade County, Florida**

Program Manager for the upgrade of the Wastewater Collection and Transmission System (WCTS) including pump stations and force mains pursuant to which each pump station has to be certified as capable of meeting a nominal average pump operating time (NAPOT) of less than or equal to 10 hours per day. Pump stations exceeding the NAPOT criteria must have a Remedial Action Plan (RAP) and no certificate of occupancies can be issued for connections to the WCTS upstream of that pump station until the RAP recommendations are implemented. The program aims to bring into compliance 113 sewage pump stations that do not comply with the NAPOT and Peak Flow Criterion.

**WASD \$2.4B Program and Construction Management (PMCM) for the Wastewater System Priority Projects - Task Manager - Miami-Dade County, Florida**

Task Manager for the Wastewater Collection and Transmission System (WCTS) Task. The PMCM Team is assisting the Miami-Dade Water and Sewer Department providing Program and Construction Management Services Related to the Wastewater System Priority Projects, including MDWASD's third Consent Decree with the United States Environmental Protection Agency (USEPA). Mr. Torrealba is the Task Manager for a total of fifty-two (52) Force Mains and forty one (41) Pump Station projects.

56 ES \_\_\_\_\_  
FT \_\_\_\_\_

